

Important information regarding attendance at City Hall for Council Meetings:

- Use the west doors to enter City Hall
- If you are at City Hall to provide a deputation, speak at a public meeting or you are a member of the media:
 - **Arrive 15 minutes prior** to the start of the meeting.
 - **Doors will be locked 5 minutes prior** to the start of the meeting.
- Complete the online [COVID-19 Screening Form](#) **prior** to your arrival.
- If you are unable to submit the online screening form you will be required to complete the COVID-19 screening form located in the lobby. To complete the form:
 - Use a pen from the disinfected pen bin;
 - Place the completed form in the completed forms pile; and
 - Place the pen in the used pen bin.
- Sanitize your hands using the sanitizer located on the table at the front door entrance before proceeding further.
- Public washrooms are available on the first floor **only** and will be open for use.
- **Media:**
 - Take the stairs or the elevator to the second floor. There is a meeting table and four (4) chairs set up in the West Atrium. Please do not move the chairs; they have been properly spaced to ensure two meters distance from others. A television monitor will display Council Chambers.
- **Deputations and public meeting participation:**
 - Take the stairs or the elevator to the second floor and sit on one of the chairs located outside of the Council Chambers. Please do not move the chairs; they have been properly spaced to ensure two meters distance from others. A television monitor will display Council Chambers.
 - When it is your turn to speak, staff will notify you and you will be asked to enter the Council Chambers.
 - Speakers will present from the podium. The microphone, table and clicker will be sanitized after each speaker.
 - Once you have finished speaking you can return to your chair or leave City Hall.

Should you have any questions prior to the meeting, please contact the Deputy Clerk at jeckenswiller@owensound.ca or 519-376-4440 ext. 1235

Thank you for your cooperation