



SPECIAL INSTRUCTIONS for attending the Planning Advisory Committee and Committee of Adjustment online meetings and/or providing comments

There are multiple opportunities for public input as outlined below however, to ensure that your comments are clearly understood and received prior to the Committee considering the application(s), you are strongly encouraged to submit comments prior to the meeting even if you intend to attend the online meeting.

You can participate in 5 different ways:

1. Mail your comments to Jenna McCartney, Clerk of the Town of St. Marys (175 Queen Street East, P.O. Box 998, St. Marys, ON N4X 1B6; Telephone: 519-284-2340 ext. 212; Email: jmccartney@town.stmarys.on.ca).
2. **Email** your comments to planning@town.stmarys.on.ca.
3. **Leave a voicemail message** detailing your comments and/or questions regarding the application(s) by calling 519-284-2340 ext. 215. Your comments and other contents of your recorded message will become part of the public record. However, you must leave your first and last name, mailing address and contact phone number for your comments to be part of the public record.
4. **Register to be a delegation** by emailing planning@town.stmarys.on.ca no later than noon on the last business day before the day of the meeting requesting to be a delegation and include any materials you wish to share with the Committee. Town Staff will assist delegates to become familiar with the online meeting process and provide specific connection instructions prior to the date of the meeting.
5. **Attend the meeting and participate** by:
 - (a) visiting the Town's YouTube channel during the meeting for a livestreaming of the proceedings, using the following link: <https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>. You will be able to use the same link after the meeting for the archived record;
 - (b) providing your comments and/or questions by emailing planning@town.stmarys.on.ca. Public comments will be received until the Chair states that the public commenting period is closed; and/or,
 - (c) joining the Zoom Webinar (video option through a computer, laptop or smart device in addition to a telephone option), as follows:
 - For video connection, join using the link and password provided in the notice of meeting or on the Town's website.

During the meeting, select the "raise hand" function to be placed in the queue for questions and comments. The moderator will unmute each attendee in sequence order for an opportunity to address the Committee.
 - For telephone connection, please call the number provided in the notice of meeting or on the Town's website and insert the Webinar ID and password provided in the notice of meeting on the Town's website:



During the meeting, select “*9” to be placed in que to provide questions and comments.

Please note that if you are not able to submit comments prior to or during the Committee meeting, Council will be apprised of all public comments received prior to making a decision on the applications at a later date (not applicable to Committee of Adjustment applications). You are strongly encouraged to contact the Town prior to the meeting if you have any questions or require assistance regarding the online meeting.