



SPECIAL INSTRUCTIONS for attending the Statutory Public Meeting or Online Open House and/or providing comments

There are multiple opportunities for public input as outlined below.

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 clerksoffice@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. 212. 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. 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 within approximately 12 hours following the open house or public meeting;
 - (b) providing your comments and/or questions prior to or during the open house or public meeting by emailing clerksoffice@town.stmarys.on.ca ; 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 Council and/or staff

- 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 open house or public meeting, Council will be apprised of all public comments received prior to making a decision at a later date. You are strongly encouraged to contact the Town prior to the open house or public meeting if you have any questions or require assistance regarding the online meeting.