

## **Committee of Adjustment – Applicant and Public Virtual Hearing How-to-Guide**

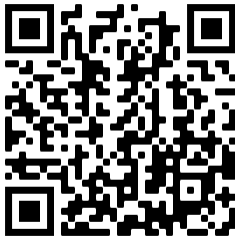
### **Registering for a scheduled Committee of Adjustment Hearing**

To join a scheduled Hearing, please register using the Public Registration Form below in advance to the meeting:

Public Registration Form link:

<https://app.smartsheet.com/b/form/b58e342d992643449a05338aec27b38f>

Public Registration Form QR Code:



### **How to participate at the Hearing**

Once your registration is completed, you will be contacted with the Telephone dial in instructions to join the hearing. Please note, the email address you provided on the form is the Town's preferred form of contact. If you are unable to provide an email address, please contact us at [planningservices@innisfil.ca](mailto:planningservices@innisfil.ca).

Please join the hearing via telephone call, 30 minutes prior to the start of the meeting. This allows our Moderator to ensure your connection. You will be placed into a waiting room; the Moderator will let you into the call when the hearing begins. Members of the public/applicants/owners will be placed on mute in the call. If you have chosen to speak at the hearing, you will be prompted to unmute by the Moderator at the appropriate time.

### **Communicating with the Committee**

#### **Providing Comments Only**

If you have chosen to provide comments they will be read aloud and discussed during the application hearing.

If you have chosen to speak at the hearing, you will be prompted to unmute by the moderator when it your turn to do so. The Moderator will ask you by name if you are ready to present your comments.

### **Important Information:**

**Register with the phone number you will be calling into the hearing from**

- **This allows our moderators to identify you, if you call in using an unrecognized number you may not be admitted to the hearing**

### **Quick Facts:**

**Can I listen in on the hearing without providing comments or opinions?**

- Yes, the hearing is made available to the public. In order to gain access to the hearing, you must register using the link or QR Code to the Committee of Adjustment - Public Registration Form provided

**When should I complete the Registration Form by?**

- You will be able to submit your Public Registration Form up until 4:30pm on the day of the hearing

**What if I am disconnected from the call, can I call in again?**

- Yes, the Moderator will be notified that you've left the call and will be notified when you join the call again.

**Do I have to listen to the entire hearing if the application I am interested in has already been addressed?**

- No, you may leave the call at anytime.

**What if I miss the hearing?**

- If you would like information about the hearing please contact us at [planningservices@innisfil.ca](mailto:planningservices@innisfil.ca).

**How can I get a copy of the decision?**

- When completing your registration using the Public Registration Form you can select to receive a copy of the decision.

**If you have any questions, please contact at [planningservices@innisfil.ca](mailto:planningservices@innisfil.ca) before the hearing. Thank you for your understanding and cooperation during this time.**