

#### Electronic Participation

In light of the ongoing COVID-19 pandemic, this meeting will be held through electronic participation for members in accordance with Procedure By-law 55-2016 as amended, which allows for electronic participation during a declared emergency.

The Town of Kingsville continues to take COVID-19 seriously, and in following the advice of provincial and federal governments, is making significant changes to services and programming to help protect health and wellbeing of the community. In-person Committee and Council meetings have been cancelled. Such meetings, as warranted, will be held electronically until further notice.

---

#### This meeting will consider the following reports:

**Item 1:** A /03/21 - 877 McRae Ave

**Item 2:** A/04/21 – 31 Pearl St W

**Item 3:** B/02/21 – 1932 Settrington Dr

**Item 4:** B/04/21, B/05/21 & B/06/21 – VL ES Division Rd N

---

#### Public Participation Details

##### Remote Participation

The virtual public meeting for the Committee of Adjustment will take place via Zoom. Elected Officials, Committee Members, Town Staff and Applicants or those representing them will be given access to the meeting. If you wish to participate please read the instructions below.

##### Public Comments

a) **Submit comments in writing:** Written comments are strongly encouraged. Please provide your name (first and last), your address and which item on the Agenda you are commenting on. They may be submitted in writing or by email, to Kristina Brcic, Town Planner (see contact info). Comments received **by 4:00 PM on Thursday, April 15<sup>th</sup>** will be part of the Committee Members Agenda package prior to the meeting. Comments received after this time will be forwarded to Members of Committee as soon as possible, and prior to the meeting.

b) **Request to speak at the Committee Meeting:** Prior to **4:00 PM on Monday, April 19<sup>th</sup>** you must contact Kristina Brcic, Town Planner to request to speak during the committee meeting. Please provide your name (first and last), your address, the item on the Agenda you wish to speak on and your email address.

##### Remote participation for public comments

Upon receipt of your request to speak at the meeting, by way of one of the procedures outlined above, participants will be provided the Zoom meeting details and password prior to the meeting.

Please note that neither a computer, nor a video sharing device, is required to participate in the meeting via Zoom. You may also opt to call in from a cell or landline.

Persons who intend to participate during the meeting may wish to register/sign up in Zoom, if they have not already done so. The following information is provided for your consideration and guidance during remote participation in the meeting:

- Please join the meeting by 5:50 PM in order to avoid any delays. If you have not joined the public meeting while your Agenda Item is up for public comment you will have forfeited your request.
- When you join the meeting, either by phone or online, you will be admitted in as an attendee. You will not be greeted upon joining the call. You will be able to hear the meeting and see the active speaker (if you have video capability), but your mic will be muted until it is your turn to speak.

- If you join the Zoom meeting through your phone, please **Do not put the phone on hold at any time**, as this will result in broadcasting “hold music” online once your mic function is unmuted.
  - To optimize call quality when using a laptop, a headset with microphone is best if available to you; otherwise, whether using your laptop microphone or cell phone, please speak directly into the receiver and do not use speaker phone
  - **Please do not forward the Zoom meeting details with anyone or post through social media.** Only registered participants will be admitted to the meeting.
  - **Participants should keep comments directly related to the matter to which they are speaking to.** Questions are to be directed to the committee chairperson. The committee members may choose to ask you follow-up questions following your remarks, comment, or ask staff to respond to what you have said.
  - After providing your comments and answering any questions that may be directed to you, the Meeting Coordinator will disconnect you from the Zoom meeting.
- 

**For more information, please contact:**

Kristina Brcic, Town Planner  
Phone: 519-733-2305 Ext. 249  
Email: [kbrbic@kingsville.ca](mailto:kbrbic@kingsville.ca)  
The Corporation of the Town of Kingsville  
2021 Division Road North  
Kingsville, Ontario N9Y 2Y9