



How to Participate in Public Meetings under the Planning Act held during Seguin Township Council Meetings

The Township of Seguin is now conducting Council Meetings in a hybrid format so people wishing to participate in a Public Meeting for Applications under the Planning Act may do so either in-person or electronically. However please be advised there is a limit on the number of people who may be permitted to attend in-person in the Council Chambers and in-person attendance capacities may be lowered at any time, or in-person attendance may be discontinued at any time, due to health and safety concerns.

Electronic participation is via Zoom software/application by either video conferencing or teleconferencing. It is recommended you ensure you have the Zoom application downloaded and up to date on your device and are familiar with using the software well before the meeting date.

Council Meetings are also live streamed on the [Township of Seguin's YouTube Channel](#) if you wish to watch the meeting but not participate.

If a person or public body would otherwise have an ability to appeal a decision of Council to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a Public Meeting or make written submissions to the Township of Seguin before the decision is made, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a Public Meeting, or make written submissions to the Township of Seguin before the decision is made, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Please be advised that written comments and submissions related to items of a Public Meeting under the Planning Act are to be addressed to Council, care of Craig Jeffery, Clerk, and will be considered as public information and become part of the public record. Written comments to Council are to be submitted to the Municipal Office via email to info@seguin.ca or facsimile (705) 732-6347 or regular mail or the Municipal Office drop box outside the main entrance to the

Municipal Office located at 5 Humphrey Drive, Seguin, Ontario, P2A 2W8. It is the responsibility of the author to ensure any submissions to the Township of Seguin are received.

If you wish to address Council via electronic participation at a Public Meeting under the Planning Act, you must provide the following information to Craig Jeffery, Clerk, by 9:00 a.m. on the regular business day preceding the scheduled meeting where the item will be considered and you will be sent the necessary information to join the meeting electronically:

- the application you wish to speak to (application number and name),
- your full name,
- the name of your company if you are representing someone and who you are representing,
- your email address,
- your telephone number,
- your mailing address,
- the address of your property in Seguin Township, and
- a summary of the information you wish to provide.

Additional information regarding specific applications/matters that are subject to a Public Meeting under the Planning Act is available by contacting the Township of Seguin Planning Department, Phone: (705) 732-4300 or (877) 4SEGUIN (473-4846), Fax: (705) 732-6347.

All submissions related to matters that are part of a Public Meeting under the Planning Act (written and verbal) will be considered as public information and become part of the public record.