

Virtual Public Planning Meeting Guide



What is a Public Planning Meeting?

The purpose of a Public Planning Meeting is to inform Council and the public, and to gather public input regarding proposed changes within the community. No decision is made at a Public Planning Meeting.

The Town of Innisfil will be holding virtual Public Planning Meetings for planning applications via Zoom Meeting platform. These online meetings will be broadcasted live to the public via the [Town's YouTube Channel](#). All Meetings are recorded and available on YouTube following the meeting.

How to participate in a Public Planning Meeting:

- The Agenda for the Public Planning Meeting will be available [here](#) the week before the Public Planning Meeting.
- Anyone wishing to **speak** at the Public Planning Meeting must pre-register by submitting the [Planning Public Meeting Registration Form](#) by 9:00am the day of the Public Planning Meeting. You will receive email confirmation of your registration and Town staff will contact all registrants with confirmation details on the day of the Public Planning Meeting.
- Anyone wishing to provide **written** comments or presentation materials may complete the [Planning Public Meeting Registration Form](#) or send an email to clerksoffice@innisfil.ca. If received by 9:00am the day of the Public Planning Meeting, Clerk's Services will circulate to Council and Town Staff in advance of the meeting.
- Anyone watching the **livestream** via the [Town's YouTube Channel](#) who wishes to provide comment but has not registered to speak can email clerksoffice@innisfil.ca or call the Deputy Clerk at (705) 436-3740 Ext. 2402. Emails and calls be monitored during the meeting and your comments will be provided to Council and Town Staff. Your feedback may also be addressed during the Public Consultation portion of the meeting.
- Written comments will be accepted anytime up until a decision is made by Council by emailing clerksoffice@innisfil.ca