

Planning Advisory Committee – Virtual Meetings

Protocol – Public Observer

Agenda Package

Copies of the agenda for the public will be uploaded to the City's main webpage (under Council Agenda) website the Friday before the meeting.

There are no plans to provide physical copies of the agenda at this point in time.

Virtual Meetings

Meetings will be hosted through the Cisco Webex client. In order to participate; please pre-register with the planner assigned to the application you wish to speak too. If you do not have their direct contact, please contact onestop@saintjohn.ca (658-2911) who will direct you to the appropriate staff member.

A link to the meeting for the public will be posted on the Growth and Community Development – Planning Advisory Committee website, but will not go live until 5:45 pm on the day of the meeting. Opening the link will prompt you to install the Cisco Webex app, which is required to join the meeting.

If you would like to join, but are unable to access the meeting with a microphone and/or webcam, you may provide a telephone number that will be used to dial you into the meeting. To be included in this manner, please contact onestop@saintjohn.ca (658-2911) by 12 pm on the day of the meeting.

Please be mindful that microphones and video may be live as soon as you join, however your default setting will be muted unless acknowledged to speak by the Chair.

Members of the public are expected to follow the same procedures and protocol in a virtual meeting as they would in a physical meeting; failure to do so may result in removal from the meeting.

Order of Business

Meetings will proceed following the agenda.

Questions and Comments

You may join the meeting at any point following the weblink becoming "live". Members of the public will remain muted until their item. Pre-registering with the planner will help ensure that those participating for a specific item are given a chance to speak at the appropriate time.

The virtual meeting of PAC will attempt to mimic an in person meeting as closely as possible. Staff will provide the committee an overview of the application first. The applicant will then be given an opportunity to present. Following this, the committee will open the meeting to anyone wishing to speak for or against an item.

Each member of the public will have 10 minutes to speak to their item. This can be a formal presentation or general comments. If you are unable to attend PAC; you may submit your comments via the One Stop Development Shop at onestop@saintjohn.ca. Comments will be accepted until to noon of the day prior to PAC.

Members of the public in this time slot will be announced from the registration list and unmuted one at a time. Following your comments, you may be asked questions of the committee. Once this is completed, you will then be placed on mute for the remainder of the discussion as each member of the public receives only one opportunity to speak. The applicant may be allowed by the Committee to respond to comments made by the public, following the public hearing – only at the discretion of the committee.

You may remain on the webex feed/call for the discussion and decision of the committee or you may disconnect if you wish. Should you have questions following the committee meeting, please contact the planner for the file.

Heritage Development Board – Virtual Meetings

Protocol – Public Observer

Agenda Package

Copies of the agenda for the public will be uploaded to the Heritage Conservation Service website the Friday before the meeting.

There are no plans to provide physical copies of the agenda at this point in time.

Virtual Meetings

Meetings will be hosted through the Cisco Webex client.

A link to the meeting for the public will be posted on the Agenda/Minutes page of the Heritage Conservation Service website, but will not go live until 5:20 pm on the day of the meeting. Opening the link will prompt you to install the Cisco Webex app, which is required to join the meeting.

If you would like to join, but are unable to access the meeting with a microphone and/or webcam, you may provide a telephone number that will be used to dial you into the meeting. To be included in this manner, please email or phone staff (onestop@saintjohn.ca; 658-2911) by 12 pm on the day of the meeting.

Please be mindful that microphones and video may be live as soon as you join, however your default setting will be muted unless acknowledged to speak by the Chair. Please note that the Chat area of the meeting is used for specific actions and notifications, and is not for general comment.

Members of the public are expected to follow the same procedures and protocol in a virtual meeting as they would in a physical meeting; failure to do so may result in removal from the meeting.

Order of Business

Meetings will proceed following the agenda.

Questions and Comments

Following a presentation, and once the Board has asked its questions of staff and applicants, the Chair will ask if there is any question or comment from the Public. If you would like to ask a question with regards to an application, or would like to offer comment, please type 'Question' or 'Comment' into the Chat area, or voice the same if you have called in. If you are accessing the meeting through Webex, you will be unmuted when the Chair acknowledges you. If you have dialed in, you will be acknowledged by name only.