

April 1, 2021

**NOTICE OF OPEN HOUSE  
AND PUBLIC HEARING****Town of Espanola Zoning By-law Review**

**TAKE NOTICE** that the Town of Espanola will hold an Open House for the review of its Zoning By-law. The purpose of the Open House is to provide the public with an opportunity to review the draft documents, ask questions, and provide feedback with regard to the proposed amendments to the Zoning By-law.

Section 26(9) of the *Planning Act* requires that a municipality update its Zoning By-law no less than 3 years following approval of a new Official Plan. The proposed amendments to the Zoning By-law will update zone boundaries, permitted uses, and regulations to ensure conformity with the Town's Official Plan.

The Zoning By-law update applies to the entire Town. Draft documents for review will be available on the Town's website April 14, 2021 at <https://www.espanola.ca/services/planning-and-development>

**OPEN HOUSE DATE:** **Tuesday, April 27<sup>th</sup>, 2021**  
**TIME:** **drop-in anytime 3:00pm-4:00pm or 7:00pm-8:00pm**  
**LOCATION:** **virtual video conference**

To attend the Open House meeting, please contact Traci Denault-Roque, Administrative Assistant at [tdenault@espanola.ca](mailto:tdenault@espanola.ca) or 705.869.1540, x 2104 to register and receive the meeting link and instructions for participation. You can also submit written questions or comments on the draft documents to [tdenault@espanola.ca](mailto:tdenault@espanola.ca) at any time.

**TAKE NOTICE** that the Town of Espanola will hold a Public Meeting for the purpose of considering adoption of the proposed amendments to the Zoning By-law.

**PUBLIC HEARING DATE:** **Tuesday, May 11<sup>th</sup>, 2021**  
**TIME:** **7:00pm**  
**LOCATION:** **virtual video conference, electronic participation, Council Chambers, 100 Tudhope Street, Espanola \*\* Please note that all Council Meetings are being held via Video Conference.**

**This meeting will be held through remote electronic participation in accordance with the *Municipal Act, 2001*, as amended by Bill 187, the *Municipal Emergency Act, 2020*, and an Order in Council of March 28, 2020, which amended the *Emergency Management and Civil Protection Act*.**

The Media and the general public can view the Council Meeting webcast via the Town of Espanola livestream: [www.espanola.ca/agendas](http://www.espanola.ca/agendas).

If you wish to be notified of the decision of the Town of Espanola on the proposed Zoning By-law, you must make a written request to the Clerk, Town of Espanola, 100 Tudhope Street, Ste 2, Espanola, ON P5E 1S6.

If a person or public body would otherwise have an ability to appeal the decision of the Council for the Town of Espanola 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 Town of Espanola before the by-law is passed, 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 Town of Espanola before the by-law is passed, 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 NOTE:**

Comments submitted on these matters including the originator's name and address become part of the public record, may be viewed by the general public and may be published in a planning report, included in a Council Agenda and posted on the Town's website.

By submitting information, including print or electronic information, for presentation to Town Council or Committee you are indicating that you have obtained the consent of persons whose personal information is included in the information to be disclosed to the public.

For more information please call Traci Denault-Roque, Administrative Assistant at 705.869.1540, x 92104.

**Representations by the Public for Public Hearings**

While the public is not able to attend Council and Committee meetings in-person in order to help stop the spread of COVID-19, there are several ways in which the general public can provide submissions to Council for the May 11th, 2021 meeting, as follows:

- **Submit comments in writing:** Submit comments in writing to the Town of Espanola, Clerk, 100 Tudhope St, Ste 2, Espanola, Ontario, P5E 1S6, prior to this meeting or by email to [tdenault@espanola.ca](mailto:tdenault@espanola.ca). Comments received **by 4:30 pm on Tuesday, May 11, 2021** will be provided to Council prior to the meeting. Those received after that day will be provided to Council verbally.
- **Register to speak at the Council Meeting via electronic participation:** should you wish to speak at the Council meeting, please email Traci Denault-Roque at [tdenault@espanola.ca](mailto:tdenault@espanola.ca). Please include:
  - your name (first and last)
  - email address in order to send you an invite to participate in the meeting via *Zoom* which allows for participation by computer, mobile device or telephone
  - the item you wish to address
  - any visual materials such as pictures you wish to present

Notwithstanding the deadlines noted above, members of the public are requested to register as soon as possible in order to facilitate an orderly registration process and meeting. **Verbal or written submissions will not be accepted by members of Council following completion of the public hearing.** If you are aware of any person interested or affected by this application who has not received a copy of this notice, it would be appreciated if you would so inform them. **Members of the public are encouraged to provide written comments prior to the date above even if they choose to register to speak at the meeting via electronic participation in order for Council Members to have their comments in the event they are not successful in joining the electronic meeting.**

**Electronic participation for persons wishing to make representations**

Upon receipt of your request to speak at the meeting, you will be provided the *Zoom* meeting details and password prior to the meeting, including a link to educational resources for those who may be new to using *Zoom*.

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. A call-in number will be provided in the email invite for this purpose.

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:

- **As screen-sharing will not be enabled for participants during this meeting, those persons who wish to provide a visual presentation (Pictures or other) must email it to tdenault@espanola.ca.** The Clerk will share your visual presentation. Therefore, in order to allow sufficient time for set-up and testing in advance of the meeting start time, **those who wish to provide visual presentations are required to register to speak and provide those materials to the Clerk prior to 4:30 pm on May 11<sup>th</sup>, 2021.**
- 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.
- You may also follow along on livestream until you are called upon to speak (a separate device is best if you are calling on a cell), but you must mute that feed when you are called on to speak in order to prevent feedback. Please note there may be a 5 to 30 second delay between the live meeting and what you see on livestream.
- 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.
- If you are having technical difficulties with respect to gaining access to Zoom, use the call in phone number that is provided.
- **Please be reminded that the meeting will be live streamed and archived to the livestream. If you enable your camera, you will appear to meeting participants and on the livestream.**
- **Please do not share the Zoom meeting details with anyone or post through social media.** These details are restricted to Council, specifically designated staff, applicants or their representatives and persons that have made a request to speak. All others will be able to watch and listen to the meeting on the Town of Espanola's livestream.
- **Public delegations will be provided five (5) minutes in which to make their comments once called upon to speak by the Chair.** Questioning of / debate with the members (or staff) is not permitted. If you have questions, you may state them during your five minutes. Your comments must be directly related to the content of the report(s) to which you are speaking. Council members may choose to ask you follow-up questions following your remarks, comment, or ask staff to respond to what you have said.
- You are encouraged to send written comments for Council's consideration in addition to your oral presentation. Please refer to the information provided above on how to submit written comments/presentations

**For inquiries on these Applications please contact, Traci Denault-Roque, Administrative Assistant, by phone at 705.869.1540 x 2104 or via email at tdenault@espanola.ca**