



Town of Newmarket How to attend an Electronic Committee of Adjustment Hearing

As Town facilities remain closed to the public, members of the public can attend an electronic Committee of Adjustment Hearing via ZOOM.

These instructions are for the public, not Committee or Board Members.

Hearing: Committee of Adjustment
Time: 9:30 AM
Location: Electronic VIA ZOOM

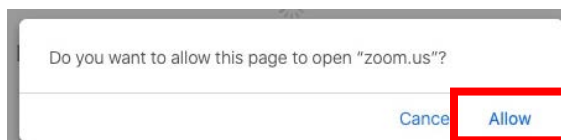
How to Join the Hearing:

1

Click the link to the ZOOM Meeting found on the Town's "Committee of Adjustment" web-page.

2

The link will open in your browser and the following pop-up will appear, click "Allow"



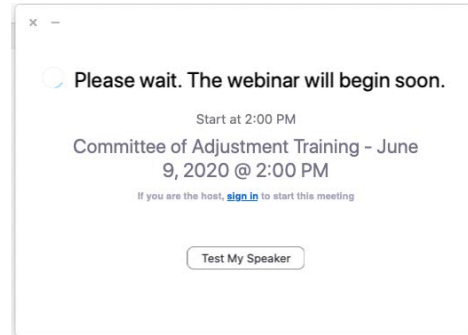
3

Type your First and Last name into the "Your Name" field and type your email into the "Your Email" field. Then click "Join Webinar".

A registration form titled "Finish registration to join the webinar." It contains two input fields: "Your Name:" with the text "Jaclyn Grossi" and "Your Email:" with the text "jgrossi@newmarket.ca". Both input fields are highlighted with a red rectangular box. At the bottom, there are two buttons: "Cancel" and "Join Webinar".

4

The following pop-up window will appear, and you will join the meeting when it begins.



5

When the hearing begins you will be able to see the Committee Members and Staff who are attending the meeting.

How to Join the Meeting by telephone:

1

Dial one of the numbers below:

647-374-4685 or
647-558-0588

2

Follow the telephone prompts and input the following information:

Webinar ID: provided on Town website #

There is no Participant ID, just press #

Passcode: provided on Town website

You will be placed in a “waiting room” until the meeting begins

3

Once the meeting begins, the telephone operator will advise that you have joined as an attendee.

Technical Tips

- ✓ **You will be attending the meeting in “listen only mode” (i.e., without your video or audio on, until you are invited to speak/offer comment)**
- ✓ If you cannot connect, check your internet connection by going to another website (such as www.newmarket.ca) - If the internet is not working on other sites, you may need to reboot your device or modem



If your screen freezes, try to refresh or you may need to disconnect from the meeting and then reconnect using the link above

- ✓ If you get disconnected, rejoin the meeting using the same link