### Join a Mountain View County Public Meeting via Zoom by Web Browser or Telephone

To adhere to public distancing guidelines Mountain View County public meetings will be held in-person and online via Zoom. Members of the public who would like to join in the meetings through a web browser or telephone can follow these instructions:

### Participate via Web Browser



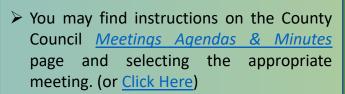
- You may find the information to join the meeting on the County Council <u>Meetings</u> <u>Agendas & Minutes</u> page. (or <u>Click Here</u>)
- Please note the Meeting ID & Passcode.
- Click <u>Zoom Online Platform</u>. The Zoom Webpage should automatically open.
- Click the link Join a Meeting (top right).
- Enter Meeting ID in Meeting ID Field and click Join.
- A pop-up Open Zoom Meeting? may appear. If it doesn't select Download and Run Zoom.
- Click Join from Your Browser.
- A pop-up **Enter Meeting Passcode** will appear. Enter passcode listed from the Council Meeting webpage.
- You will then be prompted to enter **your name.**

Once you have been accepted into the Zoom meeting you will automatically be placed on mute.

\*\*If you are unable to listen into the meeting please review <u>Other Tips Using Zoom.</u>

### Participate via

**Telephone** 



- Please note the **Meeting ID & Passcode**
- Dial the teleconferencing number (Canada Toll-Free: 855-703-8985).
- When prompted, enter the <u>Meeting ID</u> number, <u>followed by #.</u>
- When prompted to enter in a <u>Participant ID, skip this step by simply</u> <u>pressing #.</u>
- When prompted, enter the <u>Meeting</u> <u>Passcode, followed by #.</u>

Once you have been accepted into the Zoom meeting your phone will automatically be placed on mute. You will be able to listen to the meeting.



### Process for Public Hearings during Council meetings

The Agenda for the meeting will be posted on the County's website on the first business day of the week of the meeting. <u>The Agenda will also include</u> <u>Presentations as well as the Meeting ID</u> <u>Number, Passcode & Telephone Number</u>

### **Once the Meeting Begins:**

- 1. The Chair will identify the Agenda item.
- 2. The Administrative Department will provide a presentation and recommendation.

## If your web browser connection is lost:

Reconnect to the Zoom meeting via the web; or phone in.



### Participating during a Public Hearing via Zoom by Web Browser or Telephone



Members of the public who would like to participate in a Public Hearing through a web browser or telephone can follow these instructions:

**Process for the Public Hearing** 

#### **Once the Meeting Begins:**

- 1. The Chair will read the Bylaw.
- 2. Planning & Development Services Department will provide a presentation and recommendation.
- 3. The applicant is given the opportunity to provide new or additional information.
- 4. Electronic Gallery will be given the opportunity to provide comments in this order:

COUNTY

- i. Those who would like to speak (in favour and opposed);
- ii. Any other participants who would like to comment.

**Mountain View** 

Raise Your Hand to Speak in Electronic Gallery

The Chair will provide individuals in the Electronic Gallery the opportunity to speak.

- To notify the Chair that you would like to speak follow these instructions:
  - 1. Hover mouse towards bottom of Zoom meeting screen and select *Participants or Reactions.*
  - 2. There should be buttons on the bottom of the new window or under Reactions. **Select** *Raise Hand*
- The Chair will identify and unmute each person, or ask them to unmute themselves one by one, to allow each person to have their turn to speak.

\*\* Please review <u>Raising Your Hand & Other Tips</u> <u>Using Zoom</u> for more detailed information

### Raise Your Hand to Speak in Electronic Gallery



The Chair will provide individuals in the Electronic Gallery the opportunity to speak.

- To notify the Chair that you would like to speak, press \*9 on your phone keypad.
- The Chair will identify, unmute or ask each person to unmute themselves, one by one, to allow each person to have their turn to speak.

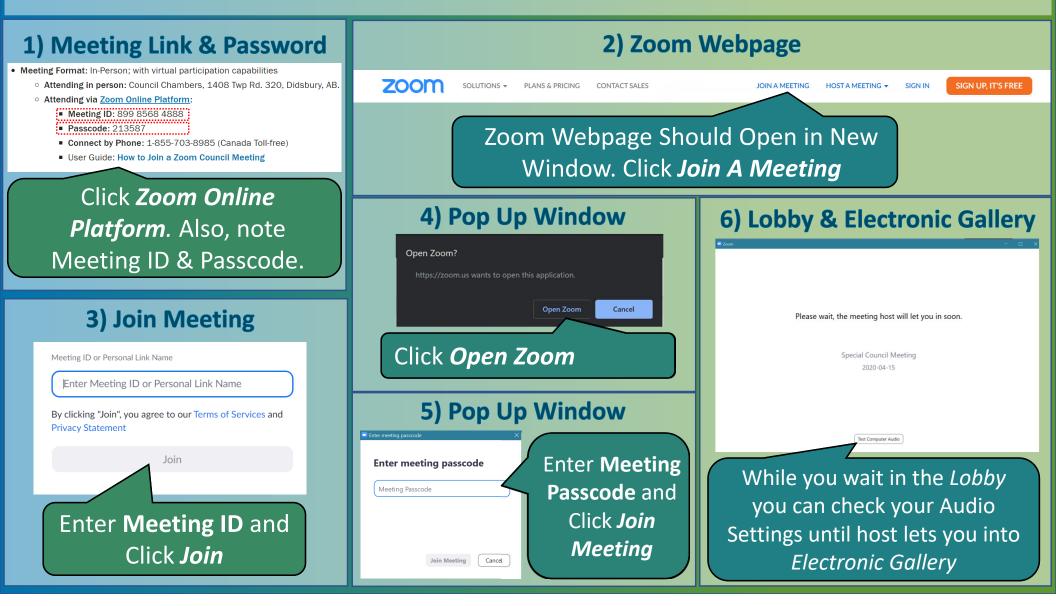
### Unmute yourself when asked



To unmute yourself when asked, <u>press</u> <u>\*6</u> on your phone keypad.

# **Tips Using Zoom via Web Browser**

You may find a link to the meeting on the County Council <u>Meetings, Agendas & Minutes</u> page and selecting the appropriate meeting. (or <u>Click Here</u>)



## **Raising Your Hand & Other Tips Using Zoom**



During the meeting Administration will share their screen and will include the Agenda and presentations.

