

TOWN OF PETROLIA COUNCIL & PUBLIC MEETING PARTICIPATION ATTENDEE INSTRUCTIONS



Public Meeting Participation Attendee Instructions

During the COVID-19 Pandemic, the Town of Petrolia is continuing to host Council Meetings and Public Meetings that are available to the public. Individuals can be assured that the opportunity to provide comments will be maintained while meetings are taking place electronically. Written comments are also strongly encouraged as an efficient means of providing feedback on public meeting matters. All written comments are provided to the Petrolia Clerk and/or the relevant Committee before a decision is made.

Members of the public wishing to make a digital presentation during a public meeting, shall submit the presentation to the Clerk at mpearson@petrolia.ca no later than 4:30 p.m. the day prior to the public meeting. During the meeting, the Clerk will display your presentation and advance the slides when you indicate to do so. It is requested that presentations be no longer than 5 minutes in duration. Staff will be providing a detailed overview of the proposal.

Members of the Public are encouraged to follow Public Meeting Etiquette for tips regarding participating in an electronic public meeting.

1.0 Signing into a Meeting Online

- 1.1 To participate in the public meeting, a link will be provided on the Meeting Agenda for the public meeting in question.
- 1.2 Click the link found in the Meeting Agenda. A new window will open, and you will be prompted to input your email and first and last name. Once this is done, click "Join Webinar". Your name will be visible to all who have logged into the meeting. Please provide your first and last name. Any individual found to have used an inappropriate name will be renamed or removed by the Clerk.
- 1.3 A new window will open and you will be prompted to choose to join the meeting with your video or without video. If you would like to speak during the meeting, we ask that you join with a video feed so you are visible when addressing the Committee/Council.

Always show video preview dialog when joining a video meeting

- 1.4 A new window will open and you will be prompted to select your audio source. Select your desired source, "Phone Call" or "Computer Audio". If you are selecting phone call, dial in using one of the phone numbers provided in the Meeting Agenda. Please ensure that you have a stable phone connection free of interference and background noise. If you are selecting to join with your computer audio, we recommend that you test your speaker and microphone before joining the meeting. The use of a headset is also recommended.

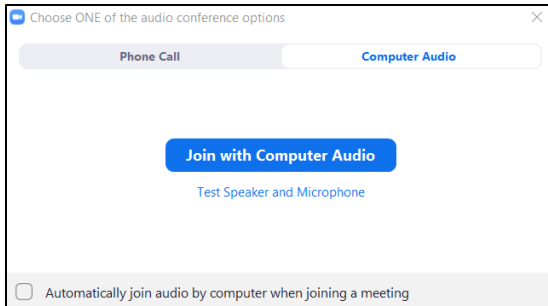
Zoom

Enter your email and name

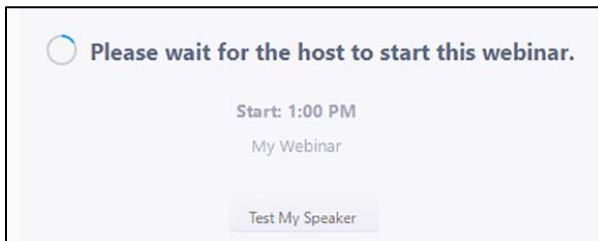
Your email

M. Gower

Remember my name for future meetings



1.5 If you sign in to the meeting before it has begun, you will see the following message:



1.6 When the meeting begins you will be added as an Attendee. At this time, your video will not appear in the Panel View.

Participating using Computer Audio and Video

2.0 Speaking During a Public Meeting

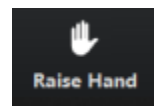
Please note that when addressing Council or the Committee, you will be provided with one opportunity to provide comments on the proposed development application(s). It is recommended that comments be limited to 5 minutes and that comments of previous speakers not be repeated. Staff contact information will be provided at the end of the public meeting and will be available for questions or further information on the application(s) during normal working hours.


2.1 Participating using Computer Audio and Video

2.1.1 Once you have successfully logged into the meeting you are able to provide comments to the Committee when called upon by the Clerk.

*If you are an **Agent or an Applicant** you will be provided an opportunity to address the Committee immediately following the presentation by Staff. Please skip to Item 2.1.5 for instructions on addressing the Committee.

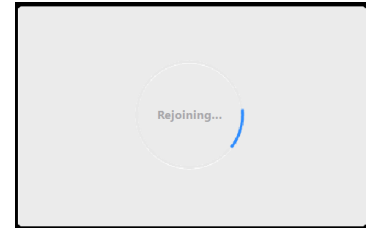
2.1.2 After the Clerk invites comments from members of the public, please use the "Raise Hand" feature located at the bottom of your window to indicate that you want to speak.



2.1.3 You will then have a hand appear beside your name  and you will be moved to the next in line to speak.

2.1.4 Should you choose not to speak after you have raised your hand, please click the "Raise Hand" button again and you will be removed from the list of speakers.

2.1.5 The Clerk will call your name, indicating when you are next to speak and that you will be added as a Panelist to the meeting. During your transition from Attendee to Panelist, your video feed will be interrupted momentarily, and the following message will appear on your screen.



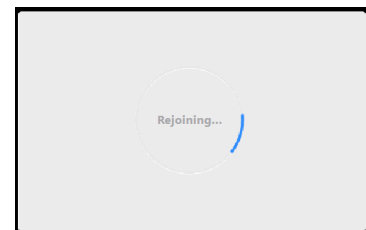
2.1.6 When you have been successfully added to the meeting, your video will appear in the panel view. Please ensure that you have read the Electronic Meeting Participant Etiquette attached to the meetings agenda.

2.1.7 The Clerk will admit you to the meeting and remind you to unmute your microphone. The Chair will welcome you. You must first state your full name, and address for the record, then you may address the Committee with your comments.

2.1.8 If you have provided a PowerPoint presentation in advance of the meeting, the Clerk will share their screen to make the presentation visible and will advance the slides.

2.1.9 At the completion of your comments, the Chair will thank you for your comments and the Clerk will advise that you are now being moved back to an Attendee of the meeting.

2.1.10 During your transition from Panelist to Attendee your video feed will be interrupted momentarily, and the following message will appear on your screen again.



2.1.11 Your video will be removed from the Panel view. You are welcome to stay logged in to observe the rest of the meeting.

2.2 Participating using Call in only

2.2.1 To access the meeting by telephone please use the conference phone number and meeting ID provided on the Meeting Agenda.

2.2.2 Call the conference phone number.

2.2.3 You will be prompted to input the Meeting ID followed by #. Please enter the # for the participant ID when requested.

2.2.4 The system will advise that you have been added as a meeting Attendee and will be muted throughout the meeting until it is your turn to speak. You will be able to hear the other speakers and participants in the meeting.

2.2.5 You will be placed on hold until the meeting begins, if the meeting has started you will join immediately.

2.2.6 After the Chair invites comments from members of the public, please press *9 on your keypad to "Raise Hand" to indicate that you want to speak. You will be moved to the next in line to speak.

2.2.7 Should you choose not to speak after you have raised your hand, simply advise the Chair once you've been addressed.

- 2.2.8 When it is your turn to speak, the Clerk will unmute your microphone and enable you to speak. You will be prompted to speak by hearing “You have been unmuted”. The Chair will welcome you to the meeting. You must first state your full name and address for the record, then you may address the Committee with your comments.
- 2.2.9 If you have provided a PowerPoint presentation in advance of the meeting, the Clerk will share their screen to make the presentation visible and will advance the slides.
- 2.2.10 When you are finished speaking, the Chair will thank you for your comments and the Clerk will advise that you are being muted. You will be prompted by hearing “You have been muted”.
- 2.2.11 You will be able to continue to listen to the meeting on the phone call or you can hang up.

Important Telephone Controls:

Raise Hand: *9