

Committee Meeting Public Electronic Participation & Troubleshooting Guide

NOTICE

Live AUDIO and VIDEO recording will be in progress during all public portions of Council and Committee of Council meetings held in the Council Chambers including electronic participation.

Audio/video recordings of any public meeting will be posted online for public viewing.

Collection of personal information is conducted in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about this collection can be directed to the City Clerk, by mail to: 200 McIntyre Street E. North Bay ON P1B 8V6, by telephone at: (705) 474-0400 ext. 2510, or, by email to: Karen.McIsaac@cityofnorthbay.ca.

The City is facilitating electronic participation for Council and Committee of Council Meetings through Zoom during the COVID-19 declared emergency.

Members of the public will continue to have the ability to listen in/watch meeting proceedings and participate as detailed below.

HOW TO WATCH A MEETING

All committee meetings will continue to be streamed live, available on the City's [YouTube channel](#), which is also included via a link on the [City's Website](#).

HOW TO PARTICIPATE ELECTRONICALLY IN A MEETING (OPTIONS)

Members of the public may participate in public meetings electronically through Zoom. Residents interested in presenting are encouraged to register by contacting the City Clerk by email to Karen.McIsaac@cityofnorthbay.ca or by calling 705-474-0400 x. 2510. Registration will be available until the start of the meeting.

During the public meeting, priority for comments will be given to those who have registered with the City Clerk.

Option 1 - Written Submissions

Written submissions to Committee must be directed to the City Clerk, Karen McIsaac at Karen.McIsaac@cityofnorthbay.ca, or deposited in the drop box at the entrance of City Hall, 200 McIntyre Street East, North Bay.

All written comments received by the City Clerk will be read aloud in the meeting prior to receiving live public comments.

Option 2 - Computer/Smartphone/Tablet

On the [City's Website](#) under Agendas, view the date associated with the specific committee meeting and click the 'Join the Webinar' link.

Example:

Agendas 2020			
Date	Meeting	Time	Documents
May 12	Special Committee Meeting of Council	05:15 PM	Agenda
May 11	Special Committee Meeting of Council	05:15 PM	Agenda
May 08	Special Committee Meeting of Council	12:00 PM	Agenda Join the Webinar 

When logging into Zoom for the meeting, please type your first and last name for transparency and ease of facilitation of the meeting. Please note that the video function is unavailable for public participants – only your full name will be listed publically during the meeting.

Your microphone will be muted until the portion of the public meeting is open for comments.

Option 3 – Telephone

On the [City's Website](#) under Agendas, view the date associated with the specific committee meeting and click the 'Join via Telephone' link.

Example: **Agendas 2020**

Date	Meeting	Time	Documents
May 12	Special Committee Meeting of Council	05:15 PM	Agenda
May 11	Special Committee Meeting of Council	05:15 PM	Agenda
May 08	Special Committee Meeting of Council	12:00 PM	Agenda Join the Webinar Join via Telephone

The link includes a toll-free number for telephone participation. When prompted, enter the Webinar ID and the Password.

Example: **May 8th - Special Committee Meeting – Planning Matter**

You are invited to participate in a Zoom webinar.
When: May 8, 2020 12:00 PM Eastern Time (US and Canada)
Topic: Special Committee Meeting - May 8

Telephone Instructions:

- Dial (toll free): **1-833-302-1536**
- When prompted, enter the **Webinar ID: 864 6724 0391**
- When prompted, enter the **Password: 085282**

When you call into the meeting, please note that your telephone number will be listed publicly.

Your microphone will be muted until the portion of the public meeting is open for comments.

How to ask a question during the meeting

Any written submissions received will be read first.

The City Clerk will advise the Chair of the order of registered presenters.

Unregistered presenters who wish to address Committee will be polled once registered presentations have concluded.

Any unregistered member of the public using the Zoom application on their Computer/Smartphone/Tablet that wish to speak will need to click the 'Raise Hand' button to request to speak. The 'Raise Hand' button is on the right hand side of the Zoom meeting screen under the 'Participants' tab.

Any unregistered members of the public dialing in the webinar via telephone that wish to speak will need to **press *9** (that's the star symbol and 9 on your keypad); you will hear a voice say "the host will be informed that you would like to speak" and you will be held in the queue.

Once the City Clerk recognizes a member of the public (presenter), the meeting Host will unmute the presenter's microphone. Once the presenter has finished speaking (including the Q&As between Committee members and presenter), the meeting Host will mute their microphone.

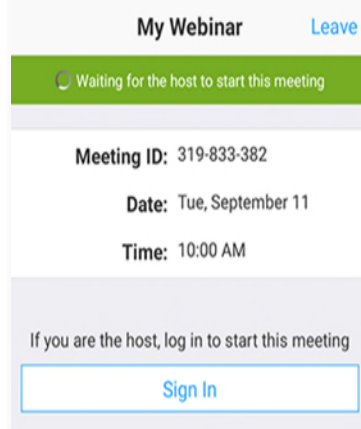
Please note that collection of personal information during your electronic participation in public meetings is pursuant to the notice on the first page of this guide and included on the City's Website.

For details on how to join and participate in a Webinar view [Zoom's Support Page](#).

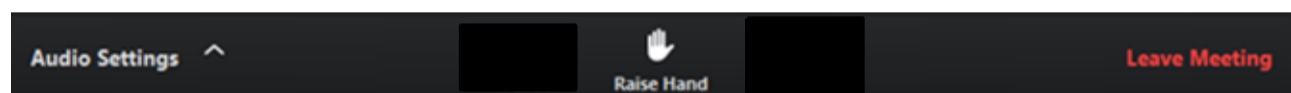
Troubleshooting Guide – Available on [Zoom's Support Page](#)

Waiting for the host to start the webinar

If the host hasn't started broadcasting the webinar or is preparing using a practice session, you'll receive the following message:

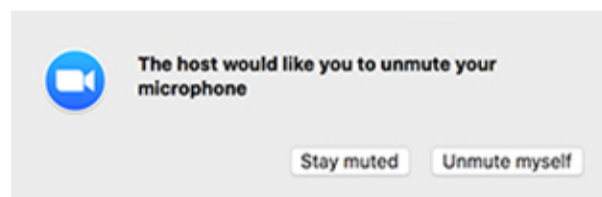


Once the Meeting has commenced you will see the following tools



Audio Settings (only visible if the host hasn't granted you permission to talk): Change your [audio settings](#). You can also click the upward arrow (^) next to change your speaker.

Unmute/Mute: When the host gives you permission, you can unmute and talk during the webinar. Quick shortcuts: ALT +A or the space bar mute and unmute your microphone. All participants will be able to hear you. If the host allows you to talk, you will receive a notification.



Raise Hand: Raise your hand in the webinar to indicate that you would like to speak. The host uses this feature to know if an attendee has a question and would like to speak out loud.

Leave meeting: Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.