

## Township of South Stormont

### Public Participation Guide – Virtual Public Meetings

The Township of South Stormont is now conducting all public meetings virtually through Zoom. Members of the public will have the ability to watch meeting proceedings and participate, where appropriate, as detailed below.

All regular and public meetings are being recorded and livestreamed on the Township's website. To watch the livestream, go to <https://southstormont.ca/councilmeetings> and click the "Video" link under the meeting. Note that this method of viewing the meeting is non-interactive (you won't be able to participate/ask questions).

Members of the public who wish to participate in meetings will be able to do so by joining the Zoom meeting on their laptop, or via the Zoom mobile app on their mobile phone, or by dialing in from a phone. Registration is required in advance of the meeting. There are two ways to register:

- a. A Zoom registration link will be made available on the township website ([southstormont.ca](https://southstormont.ca)). The link can be found by clicking Departments -> Planning & Development -> Development Applications, then look for "Zoom Meeting Registration" link under the meeting you want to attend. You will need to enter your name, email address, street address, and the application you wish to speak to. Upon registering for the Zoom meeting, members of the public will be emailed a link to join the meeting. Note that this method of registration will be available up until the start time of the meeting.
- b. Members of the public who want to attend by phone (dialing-in) can register by calling 613-534-8889 x202 and leaving a voicemail with your name, phone number, street address, and the application you wish to speak to. A township staff member will call you back to confirm the information you provided, and will provide you with the phone number, webinar ID, and password for joining the Zoom meeting, as well as some basic instructions. **Note that this method of registration will close 1 hour before the meeting.**

When joining the Zoom meeting, the experience will vary depending on whether you are joining from a laptop computer, the mobile app on an iPhone/Android device, or if you're dialing-in from a phone. For those who are unfamiliar with webinars, the notes below may be helpful:

- If you are joining the meeting from a computer, please ensure it has a working microphone and speakers. A laptop is recommended.
- To join the meeting from a laptop, click the "**Click here to join**" link in the email you received after registering. After clicking the link, your web browser will open, and you will see links to download/install the Zoom application or join via the web browser version of Zoom. Either method is fine.
- To join the meeting from an iPhone or Android device, you must install the free Zoom mobile app from the Apple app store or Google Play store before clicking the "**Click here to join**" link in the registration email. Note that depending on your data plan, data charges may apply.
- When joining the meeting, if you see a button that says "**Join Audio by Computer**" or similar, click it. If your internet browser or the Zoom mobile app asks for permission to use your microphone, click "Allow" (this may not happen until the Meeting Host unmutes you).
- If you are dialing-in by phone, you will be asked to enter the following:
  - **Meeting ID.** This number will have been provided to you by the staff member you spoke with when registering, or in the registration email you received (it's called "Webinar ID" in the email).
    - **If the meeting has not started yet, stay on the line.** You will be prompted to enter the next two items shortly.
  - **Participant ID.** When you are asked for this, **just press #.**
  - **Meeting Password.** This will have been provided to you by the staff member when you registered, or in the registration email you received.

- You may hear another message saying the meeting has not started. Remain on the line – the meeting will start soon.
- “Raising your hand” to request to speak is easy. Just click the “**Raise Hand**” button at the bottom of the Zoom window and the Meeting Host and Chair will be notified that you want to speak at the next opportunity. If you have dialed-in from a phone, press **\*9** to raise your hand.

Members of the public will be able to provide comments and ask questions during public meetings in the same manner as in-person public meetings. The Chair of the meeting will open the floor to public comments – any member of the public that wishes to speak will need to click the “**Raise Hand**” button at the bottom of the Zoom window to request to speak. Those who have dialed into the meeting by phone will be able to raise their hand by pressing **\*9**.

Once the Chair recognizes a member of the public, the Meeting Host will unmute the member of the public, who will then have up to 5 minutes to provide comments or ask questions. Once the member of the public has finished speaking, the Meeting Host will mute their microphone.

**Long distance charges may apply to those who dial-in by phone.**