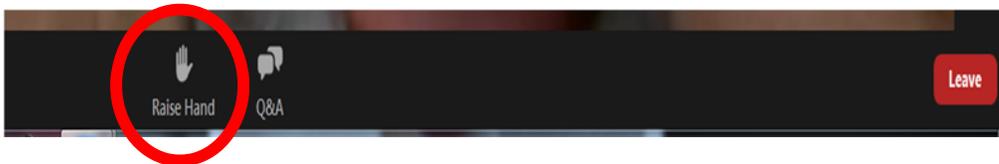


Instructions

How to Participate in a Council Meeting Electronically

1. If you would like to participate, and speak at a meeting you need to notify the Deputy Clerk at least 1 day in advance of the meeting date, by contacting Kaila Zamojski at 613-623-4231 Ext. 1818 or kzamojski@arnprior.ca
2. Procedurally, members of the public are able to provide comment at a meeting either during “Question Period” on the Agenda, or as a scheduled Delegation, or during a Public Meeting (i.e. Planning or other matter). The Chair of the meeting will announce and open the floor for “public comment” or for the delegation to start.
3. Click on the “Join the Live Meeting” link provided on the Town’s website
4. You will then be prompted to either download or launch Zoom.
 - a. If this is your first time using Zoom, you will need to download the application to your device, or “launch using the web browser”.
5. You will need to enter your **name** and **email address** prior to joining the meeting.
6. If the meeting has not started yet you will see a screen that says “Please wait, the meeting host will let you in soon”.
7. To join the meeting and speak, you will need to have a microphone on the device you are using. You will be entered in the meeting as “muted” and will need to “Raise Hand” (found at the bottom of your screen)



- to be given permission to speak by the Zoom meeting organizer. Your microphone will then be “unmuted” to speak. Please wait for a prompt indicating that your audio is “unmuted”, before speaking.
8. When it is your turn to speak **please clearly state your name and address** for the record. All speakers will be provided a limited time to speak.
 9. When you are done speaking, the Zoom meeting organizer will mute your microphone.
 10. Please note, once you leave the meeting, you will not be able to re-enter.