



VILLAGE OF BELCARRA
Council Meetings
Via ZOOM
During the COVID-19 Virus Pandemic



April 3, 2020

The way Council meetings are being held is changing due to the COVID-19 Virus pandemic. Please bear with us as new technologies and procedures are adapted. Online meeting platforms may change, as the best ways to keep Council meetings open and accessible to the public are reviewed.

This is the very first time a public meeting of Council is being attempted on an online platform.

Zoom Instructions and Tips for Joining a Meeting:

1. Click on the link that is provided on the Agenda
2. You may be required to enter the *Meeting ID* for the meeting (also provided on the agenda)
3. Log in 10 minutes ahead of the meeting start time (6:50 pm).
4. Please enter your name when you join the meeting
5. Requesting to Speak:
 - The Zoom Toolbar is located either at the top or bottom of your screen.
 - Click on the Participants button, a list of those attending the meeting will appear.
 - At the bottom of the Participants list you will see icons with a “**Raise Hand**” icon. Click on the icon and a blue hand will appear next to your name.
 - Mayor Belenkie will ask for questions at the end of each presentation. Click on “**Raise Hand**” if you have a question. He will ask you to state your name and address for the record. Please limit your time to no more than 2 minutes.

Note: You may have to download the free Zoom App if you are connecting using your mobile device such as your tablet or phone.

Public Viewing Etiquette

- Please do not interrupt Council discussion. Silent viewing only / mute your sound
- Limit background visual distractions – keep the video turned off
- If interruptions are repeated, the participant will be removed from the meeting
- Public question period will be held at the end of the meeting, there is a 2 minute maximum time limit per participant

Thank you for your patience and understanding as staff learn how to continue Council meetings in alternative formats.