



VILLAGE OF BELCARRA

Hybrid Council Meetings



November 21, 2022

Council meetings may now be attended either in person or via Zoom. New technologies and procedures are being used for the first time. Please ensure you are patient and follow all instructions.

This is the first time a public meeting of Council is being attempted with participation in person and using the Zoom platform.

Residents are invited to attend Council meetings in person at the Village Hall. There are space restrictions so please arrive early to be able to get a seat.

Please note that wearing a mask is a personal choice. Masks are encouraged but not required by public health.

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)
Please ensure you have logged in by 6:50 pm.
Our Council meeting will start promptly at 7:00 pm and staff will be fully engaged in the meeting. If you arrive late, you may be in the waiting room for a period of time.
3. **Please keep your video off and your mic muted.**
4. To gain entrance to the Council meeting you will need to display your full name.

Order of Speaking

During the meeting questions on agenda items from the In-person gallery will be dealt with first, followed by the Zoom gallery questions. Please limit your time to no more than two minutes. Staff will start a clock and your time will end at the two-minute mark. Individuals are allowed to speak once on an Agenda item.

In-person gallery participants, in order to speak please raise your hand and when recognized by the Chair, please stand and state your first and last name so all participants know who is speaking.

Zoom gallery participants in order to speak need to please do the following:

- The Zoom Toolbar is located either at the top or bottom of your screen.
- If you wish to speak, click the **Reactions**  button and find the icon to Raise Hand / Lower Hand 
- Click on the icon and a hand will appear next to your name.
- Click on **“Raise Hand”** if you have a question. You will be asked to state your first and last name. Your video is required to remain on until you finish speaking, if your video is turned off your speaking time is finished.

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 Question Period

A 20-minute public question period will be held at the end of the meeting. Questions regarding Agenda items will be taken first followed by questions on other topics. Individuals are allowed to speak once on an Agenda item for up to two-minutes. We appreciate your cooperation.

Public Viewing Etiquette

Zoom Gallery

- Please do not interrupt Council discussion. Silent viewing only/mute your sound.
- Keep the video turned off until you are invited to speak.
- Interruptions will cause the participant to be removed from the meeting.

In-person Gallery

- Please do not interrupt Council discussion.
- Interruptions will cause the participant to be removed from the meeting.

Thank you for your patience and understanding as staff learn how to continue Council meetings in a hybrid format.