



VILLAGE OF BELCARRA

Hybrid Council Meetings Update



January 23, 2023

This is an update to the Hybrid Council meetings procedure that has been previously sent out. In order to manage the number of participants on Zoom during the meeting we request that you watch the livestream Council meeting on the Village of Belcarra YouTube channel which can be found here <https://www.youtube.com/channel/UCvLnTnN7G3jrtdylyishGew> .

If you wish to ask Council a question you may log into the Zoom meeting (details can be found on the Agenda package located on the Village website) where you will be in the waiting room until it is your turn to speak. Once you have finished you must leave the meeting and continue to watch on YouTube.

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.

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 to ask a question:

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. You will be in the waiting room until it is your turn to ask your question;
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.

Public Question Period

A 20-minute public question period will be held at the end of the meeting. Individuals are allowed to speak once on an Agenda item for up to two minutes. We appreciate your cooperation.

Public Viewing Etiquette

Zoom Gallery

- The Zoom gallery will no longer be facilitated for viewing of Council meetings. Public viewing of Council meetings will be done via YouTube.

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.