

Zoom Meeting Information

In order to reduce the risk of COVID-19 transmission, the public is invited to “virtually” attend and participate in Council and Committee of the Whole meetings remotely through Zoom.

Zoom is an online resource allowing the public to attend via computer (direct link) or by downloading the Zoom App from the Google Play or Apple App Store for your smartphone or tablet. Participants also have the option to “call in only” if you would prefer to listen from your telephone instead of joining online.

Please note that during meetings participants will be muted and the video function will not be enabled.

DELEGATIONS:

Delegations are able to present via Zoom only - no in-person delegations are being accepted at this time as Council continues to meet virtually for meetings. Please sign up using the online delegation form here: [Delegation to Council Application](#).

Following confirmation of your request to delegate before Council, you will receive an email with the Zoom meeting information that includes a unique URL.

QUESTION PERIOD:

Once you've joined the Zoom meeting, you can use the "Q&A" feature to participate in the public input sections of the agenda. Question Period is held at the end of the Council meeting. Staff will allow those who have signed up to be unmuted to ask a question, however no video will be permitted.

Questions can still be submitted before and/or during the meeting to info@ladysmith.ca until further notice.

HOW IT WORKS:

- Register in advance for the meeting by clicking the link on the front page of the published agenda.

Once you're in the Zoom meeting:

- To sign up to speak during Question Period, open the **Q&A window** in the webinar controls from your device.
- Click on the **Ask Question tab**, and type in the agenda item number you wish to speak to. Do not type your comment, **only type the agenda item number you will be speaking to** and you will be called upon when it is your turn to speak.

- You will be unmuted, however your video function will not be permitted.

IMPORTANT NOTICE: In order to fulfill the obligations of Council and to ensure a safe and secure meeting space, no comments, questions, or other interruptions of the Council proceedings will be permitted. Disruptive participants will be removed from the meeting at the discretion of the Chair.

