



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

PARTICIPATING IN COUNCIL MEETINGS IN CONFORMANCE WITH SOCIAL DISTANCING REQUIREMENTS

In order to minimize the spread of the COVID-19 virus, the Village of Lions Bay is providing multiple alternatives to viewing and participating during Council meetings and providing comments on items on the agenda.

VIEWING THE AGENDA ONLINE

All agendas and Council meetings can be found [here](#). Agendas are generally available by Friday afternoon for a Tuesday Regular Council meeting and at least 24 hours prior to a Special meeting.

SUBMITTING COMMENTS BY E-MAIL

If you choose not to attend the Council meeting but wish to make a comment for the Public Participation section, please submit your comment via email by 5:00 p.m. the day before the meeting to office@lionsbay.ca.

VIRTUAL PARTICIPATION BY ZOOM VIDEO CONFERENCING

The Village of Lions Bay is now offering the ability to view and participate in Council meetings via video meetings and telephonic conferencing via [“Zoom” video conferencing computer technology](#). Instructions for participating via Zoom are provided below.

How do I join the Council meeting via Zoom Video Conferencing?

Please visit: <https://zoom.us> and register for a free Zoom account. Once you have downloaded the app on your smart phone or downloaded the Zoom software on your computer you will be ready for the Council meetings.

If you have previously signed up for Zoom, you can enter the meeting ID found on the agenda to join the meeting.

I don't have a computer or smart phone; can I still use Zoom?

If you don't have a smart phone or computer to access the meeting via Zoom, no problem! You can participate on the phone, by calling 778-907-2071 and entering the meeting ID provided on the agenda.

How can I provide Public Comment on Zoom?

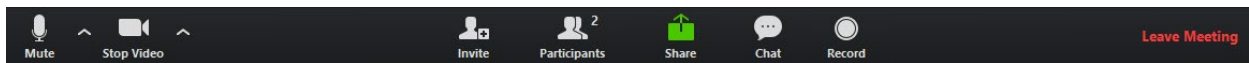
Mayor McLaughlin will request public comment during the Public Comment periods on the agenda. Once Mayor McLaughlin has announced the public comment period, the following procedure will be followed:



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- Click on the “Raise Hand” feature in the webinar controls. This will notify the host that you have raised your hand.

Once you join a meeting, the Zoom tool bar is used to control key features. You should find it at the top or bottom of your main Zoom window:



To locate the “Rise Hand” feature:

- Click on the “Participants” button in the Zoom tool bar
- By clicking on the “Participants” button, you can bring up a dialog box showing all participants on the call. At the bottom of the Participants dialog box, you will see the buttons which will allow you to raise your hand to speak.
- The host will unmute your microphone when it is your turn to provide public comment.
- A prompt will appear to confirm you would like to be unmuted. Once you accept the prompt, you will have two minutes to provide public comment. Stop or start your video camera (video use is personal preference, and is not required)
- Once your public comment has ended, you will be muted again.

USING A REGULAR PHONE:

- Dial *9 (star 9), this will notify Village staff that you have “raised your hand” for public comment.
- The host will unmute your microphone when it is your turn to provide public comment.
- You will hear “you are unmuted” and then you will have two minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

I don't want to provide public comment live; can I provide my public comment for the record another way?

Of course! Please submit all public comments via email at office@lionsbay.ca. Correspondence on any topic received by noon on the Thursday prior to a regular Council meeting will be included in the Correspondence section of the agenda. Written comments in lieu of verbal ones intended for the Public Participation portion should be received by 5 pm the day before the meeting.



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I am having difficulties preparing for the meeting and learning Zoom, do you have any resources to help me?

Yes, please visit Zoom's website support page on helpful tips to prepare for the meeting:

<https://support.zoom.us/hc/en-us/categories/201146643>

Attending meetings in person

It is still possible to attend meetings in-person but please be advised that seating is *very* limited in order to maintain physical distancing in Council Chambers and will be offered on a first come, first served basis.