



Municipality of Meaford
21 Trowbridge Street West
Meaford ON, N4L 1A1
519-538-1060

Municipality of Meaford Virtual Meeting Participation Guide for Applicants/Agents

If you wish to register as the applicant/agent for a virtual public meeting, you must register with the Secretary-Treasurer by emailing planning@meaford.ca or calling 519-538-1060 X 1119 no later than noon on the meeting date. If you are not available to participate, the meeting will be broadcast live and on demand on the Municipal YouTube Channel at www.meaford.ca/youtube. Visit this channel at the time of meeting or after the meeting to watch. Comments can be submitted in writing to the Secretary-Treasurer ahead of the meeting as well.

How to Join a Zoom Meeting:

What you need:

- An internet-connected computer, laptop, tablet or smartphone (find the app on the App Store or Android store) <https://zoom.us/download>
- Headset or ear buds are recommended
- Microphone or webcam with microphone

Summary:

- The link to the meeting will be provided by Planning Staff prior to the meeting.
- All Applicants and Agents will be brought into the meeting as an “Attendee”.
- During the Public portion of the meeting, the applicant/agent of each file will be called by name or file number by the Chair to present the application.
- The applicant will have their microphone unmuted to be able to present
- Once the presentation is complete the applicant/agent microphone will be muted again
- Once the portion of the meeting you are interested in has finished you are welcome to leave the meeting.

Any presentation materials are required to be submitted prior to the meeting. (This is more common for Public Meetings than Committee of Adjustment Meetings) but can be shared if requested.

Joining the meeting via Computer or Mobile App

1. The easiest way to join a meeting is to click on the Zoom Meeting Link that was sent to you via email or in your calendar invite. If you have a link to click on, you can skip the rest of the following steps for joining a meeting.

2. To join a meeting manually:
 - a. Make sure to have your Meeting ID and Participant number.
 - b. Sign-in to the Zoom Desktop Client or Mobile App.
 - c. Click or tap **Join a Meeting**.
 - d. Enter the 9-digit webinar ID, and click **Join** or tap **Join Meeting**
 - e. If prompted, enter your Participant Id, name and/or email address, then click **Join Webinar** or tap **Join**.

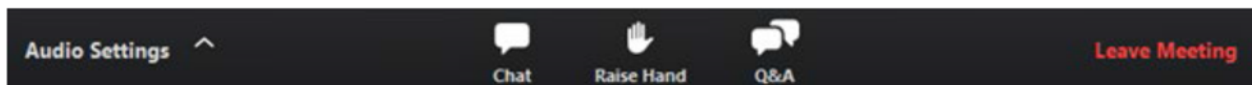
If the host hasn't started broadcasting the webinar, you'll receive a message indicating "Please Wait for the host to start this webinar."

Joining Audio

When joining the meeting you will be prompted to select your audio. If you were not prompted, you can click or tap the Join Audio icon –at the top of the screen on iPad/iPhone, and the bottom left of a laptop. In most cases, you will want to use the "Call using Internet Audio" option – this will enable audio through your device. Alternatively, "Dial in" will provide you with a list of phone numbers to call.



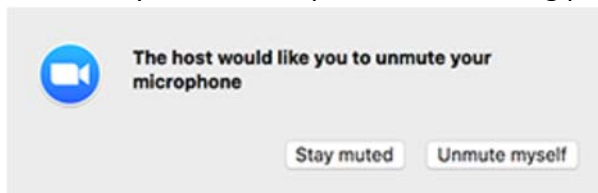
Attendee Controls



When you join a Webinar as an Attendee, you will only see Zoom control buttons for "Raise Hand," along with Chat and Q&A options – if the host has enabled these features for your meeting. Your audio controls and microphone are disabled until the host activates them when it is your turn to speak.

Raise Hand: The host will instruct you on how they plan to use the "Raise Hand" feature, and when to indicate that you would like to speak. Once you raise your hand, leave it raised until you have had a turn to speak – or until you no longer wish to speak any more. Press the same button again to lower your hand.

Once it is your turn to speak, the following pop-up will appear on your screen:





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By clicking the “Unmute Myself” option, your microphone will be immediately turned on – and all meeting attendees will be able to hear you. Please speak slowly and at a normal volume.

Begin by confirming your first and last name, and state your address for record. When you have done speaking, you may mute your microphone. When your turn to speak is over, the meeting host will again disable your microphone.

Leave meeting: Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.