



VILLAGE OF TELKWA VIRTUAL COUNCIL MEETINGS

The Village of Telkwa will be using Zoom, a web-based video conferencing tool, to hold Council Meetings. Instead of attending Council Meetings in person, we encourage people to join Council Meetings via Zoom. The Village is shifting to Virtual Council Meetings to ensure physical distancing for the safety of Village residents and staff.

Technical Details:



A Zoom account is not required if you are joining the Council Meeting, you will only need the log-in information provided on the Village [website](#) the day of the Council Meeting (example below).

Zoom can be accessed on a tablet, smart phone, landline or computer. However, we recommend you use a desktop or laptop computer as it is easier to fully participate when you have a microphone and camera (most laptops have webcams and microphones/speakers built-in). You will also need a stable internet connection. You may wish to connect to the internet with a physical Ethernet cable, if your WiFi connection is not stable.

If your equipment does not have a microphone and/or speakers, we recommend that you plug in earbuds or headphone with a built-in mic. These can also be helpful at cutting down outside noise.

Logging in:

To join from a PC/Mac (recommended) or iPad, iPhone or Android Device, you can either click on the Zoom link provided on the Village [website](#) OR go to <https://zoom.us/> and click on the “Join a Meeting” icon in the top right corner. Here you can enter the Meeting ID number and Passcode, which will also be provided on the Village [website](#).

Example:

Next Regular Meeting of Council

Tuesday, November 10th @ 7:00pm

Members of the public are welcome to attend Council meetings via **Zoom**

[CLICK HERE TO JOIN THE ZOOM COUNCIL MEETING](#)



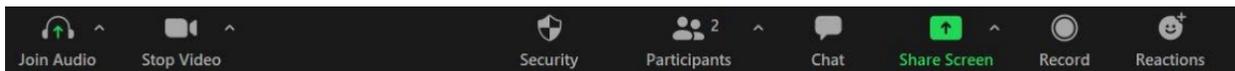
Meeting ID: 959 0686 2977
Passcode: 2wUydV

Zoom Features:

When joining the Council Meeting, choose “Join Audio by Computer” to connect your computer’s speaker and microphone.

- You can test your audio connection before joining by clicking the “Test Computer Audio” link.
- Click on the Video tab to preview your camera.

Once the Council Meeting starts, the meeting host will let you into the Zoom meeting and the Zoom window will open. Once the window opens you will see the Zoom menu bar at the bottom of the window. The menu bar hides after a few second when you are in full-screen mode, but you can move your mouse slightly to make the menu bar visible again. The menu bar looks like this:



To cut down on background noise, we will mute all participants microphones. However, at various points including “delegations” and “public comment”, you can use the following features to indicate that you would like to speak and we will allow you to turn your microphone on.

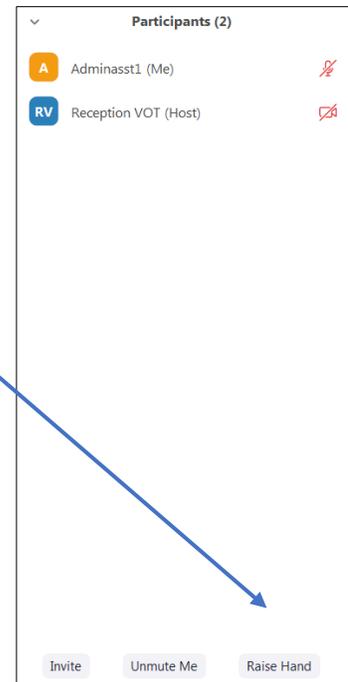


Raise a hand:

1. Click the “Participants” icon at the bottom of the screen
2. This will bring up a panel on the right-hand side of your screen that allows you to see who is in the meeting. You can click on the “Raise Hand” icon at the bottom right of the panel to ask to be unmuted.

Chat:

1. Click the “Chat” icon at the bottom of the screen
2. This will bring up a panel on the right-hand side of your screen that allows you to see who is in the meeting. You can click at the bottom of the page and type a message to ask to be unmuted.



Support:

We will review these instructions at the beginning of the Council Meeting to ensure participants know how to engage via Zoom. If you are new to using Zoom, consider [downloading the app](#) to get familiar with it before the Council Meeting.

If you experience any difficulties or have questions please contact the Village Office at 250-846-5212.