



Regional Council Meetings

and Public Participation During COVID-19

In order to observe the requirements of physical distancing and based on the limited occupancy available in the Bear Pit (Council's Chambers), Council is providing for public participation in two ways; in person with pre-registration and by using virtual means. During Regular Council meetings, the public will be provided an opportunity to address Council during the Public Comment Period or ask questions during the Public and News Media Question & Answer Period.

All Regular and Special Regional Council Meetings are recorded and broadcast to the [Northern Rockies YouTube Channel](#) (NorthernRockies.ca/councilcast). Zoom is the preferred platform for virtual Regional Council meetings.

IN PERSON PARTICIPATION AT REGIONAL COUNCIL MEETINGS

Members of the public who wish to attend Regular or Special Regional Council meetings are asked to register their attendance in advance (prior to 4:30 p.m. of the day of the meeting) by email at justask@northernrockies.ca. Due to limited seating, it may not be possible to accommodate all requests.

VIRTUAL PARTICIPATION BY ZOOM VIDEO CONFERENCING

The NRRM offers the ability to attend live Regular and Special Council meetings via Zoom video conferencing. Instructions for attending a meeting via Zoom are provided below.

VIEWING MEETINGS ONLINE

You may view previously recorded meetings online by going to the [Council Portal](#) and clicking on the date of the meeting you would like to view. As always, meeting agendas and minutes are also available through the Portal. Please note that only meetings held after February 10, 2020, are available to view online.

FREQUENTLY ASKED QUESTIONS – VIRTUAL REGIONAL COUNCIL MEETINGS

How do I join a meeting via Zoom?

Please visit: <https://zoom.us/> and either sign-up for a free Zoom account or continue as a guest. Download the [Zoom software](#) on your personal computer or download the mobile app to your smart phone or tablet. Once you have downloaded the Zoom software you will be ready to participate in the meeting.

Pre-registration is not required, however you may be required to provide your name and email address when attending the webinar.



FREQUENTLY ASKED QUESTIONS – VIRTUAL REGIONAL COUNCIL MEETINGS (continued)

Please click the link below to join the Council meeting virtually:

<https://us02web.zoom.us/j/84379561305>

(Webinar ID: 843 7956 1305)

How can I provide Public Comment on Zoom?

During Regular Council meetings, near the beginning of the meeting, a Public Comment Period is available, or towards the end of the meeting, questions may be asked during the Public and News Media Question & Answer Period. At present, Special Regional Council meetings do not allow for open question.

Once the Mayor has announced the Public Comment Period and the Public and News Media Question & Answer Period, please do the following:

- Click on the “Raise Hand” feature in the webinar controls. This will notify the moderator that you would like to address Council.
- The moderator will unmute your microphone when it is your turn to ask your question.
- A prompt will appear to confirm you would like to be unmuted. Once you accept the prompt, your microphone will be live.
- Please state your name and ask your question.
- Once your question has ended, you will be muted again.

Please be reminded that in alignment with NRRM [Regional Council Procedure Bylaw No. 1, 2009](#), the following guidelines apply:

- Only pose questions directly related to business listed on the Council Meeting agenda.
- Please keep questions brief and concise.
- News/Media will be given priority to address Council.

I don't want to participate live in the meeting by asking my question over Zoom. Can I submit my question for response another way?

Certainly. Please submit all questions or comments via email to justask@northernrockies.ca

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>

