

**Webex Events Version (September 3, 2020)**

## **Participation in an Electronic Council/Committee Meeting**

In consideration of the current COVID-19 pandemic and prevailing public health orders limiting large public gatherings of people within indoor public spaces, and requirements for physical distancing between persons, in-person attendance at Council and Committee meetings remains very limited at this time. **As of September 16, 2020, limited public attendance at meetings will be permitted by pre-registration only. Registration details for in-person attendance at meetings will be available before September 16.**

### **NOTICE**

The City of Brampton records all public portions of Council and Standing Committee meetings, including delegations from members of the public. Recorded meetings are posted on the City's website and YouTube channel for public viewing.

Collection of personal information is conducted in accordance with the *Municipal Act, 2001*. Collected information will be used for the purpose of communicating with you about your delegation and Council decision-making. Questions about the collection of personal information should be directed to the City Clerk, Legislative Services Department, by mail at 2 Wellington Street West, Brampton, Ontario, L6Y 4R2; by telephone at 905-874-2172; or by email to [peter.fay@brampton.ca](mailto:peter.fay@brampton.ca).

Members of the public are welcome to observe or participate in electronic Council or Committee meetings through any of the options listed below. Please note that all correspondence, submissions and delegations to a Council or Committee meeting are subject to Council's meeting rules as contained in [Procedure By-law 160-2004](#), as amended.

### **Watch the Live Broadcast**

The meetings may be viewed by following either link:

- <https://www.brampton.ca/EN/City-Hall/meetings-agendas/Pages/Welcome.aspx> and then clicking "Watch Council Live"
- OR**
- <http://video.isilive.ca/brampton/live.html>

### **Submit Written Correspondence to become part of the Official Record**

Your comments in the form of an email may be provided to the City Clerk's Office for consideration during your item of interest. With your consent, your correspondence will be entered as part of the public meeting record, including public review online. When submitting correspondence, please note your consent (or not) to include your email as part of the public meeting record.

For information or municipal services, please call 3-1-1 in Brampton.  
We're available 24/7 to serve you.



Visit us @: [www.brampton.ca](http://www.brampton.ca)

Correspondence regarding your item of interest must be sent to [cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca), no later than 4:30 p.m., two (2) business days prior to the date of the meeting.

### **Submit Questions During Public Question Period**

During the meeting, the public may submit questions regarding decisions made at the meeting via email to the City Clerk at [cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca). Your question will be read aloud and responded to during the Public Question Period section of the meeting.

### **Submit an Audio or Video Recording (up to 5 minutes in length)**

You may submit an audio or video recording, up to 5 minutes in length, to be played during the meeting for consideration during your item of interest. Please note that all meetings are recorded, and as such, your audio or video recording will become part of the meeting record, including for public review online. While every effort will be made to play your recording during the meeting, technical difficulties may prevent playback during a meeting.

Audio or video recordings must be sent to [cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca), no later than 4:30 p.m., two (2) business days prior to the date of the meeting.

e.g., For a meeting scheduled on a Monday, the audio or video recording must be sent to the City Clerk's Office no later than 4:30 p.m. on Thursday.

For a meeting scheduled on a Tuesday, the audio or video recording must be sent to the City Clerk's Office no later than 4:30 p.m. on Friday.

For a meeting scheduled on a Wednesday, the audio or video recording must be sent to the City Clerk's Office no later than 4:30 p.m. on Monday.

### **Delegate at the Electronic Meeting**

You may speak at the electronic meeting by submitting a completed [Delegation Request Form](#) to the City Clerk's Office at [cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca). You are also required to submit your intended delegation remarks in writing (written or bullet points), and/or any presentation materials (pictures, PowerPoint presentation), to ensure Council or Committee has your intended delegation remarks in case technical difficulties prevent your delegation from occurring or being completed. Upon receipt of your completed delegation form, written remarks, and/or presentation materials, you will be sent instructions on how to connect electronically and speak at the meeting.

**Requests to delegate must be received no later than 4:30 p.m., two (2) business days prior to the meeting.**

Note: if you are submitting a PowerPoint presentation to accompany your delegation, please refrain from using animation and/or transitions within the document.

## How to Delegate in an Electronic Meeting

Once your delegation is confirmed, the City Clerk's Office will email you an electronic meeting invitation with a link for you to join the meeting using the Cisco Webex Events electronic meeting application.

The best experience will result from using a desk computer or laptop. The preferred browser for electronic meeting participation is Google Chrome. Depending on your device, web browser and settings, you may be asked to download/install a web extension (Google Chrome) or browser add-on (Microsoft Internet Edge/Explorer). Instructions for installing Webex on your browser are listed at the end of this guide.

If you are using a tablet or mobile device, you will likely need to download and install the Cisco Webex Meetings app from the Apple store or Google Play to connect to the electronic meeting.

Please sign in to the meeting approximately 15 minutes prior to the meeting start time, to ensure you are able to successfully connect using the following steps:

The steps listed below are for connecting to an electronic meeting using a computer or laptop.

### Step 1 – Linking to the Meeting:

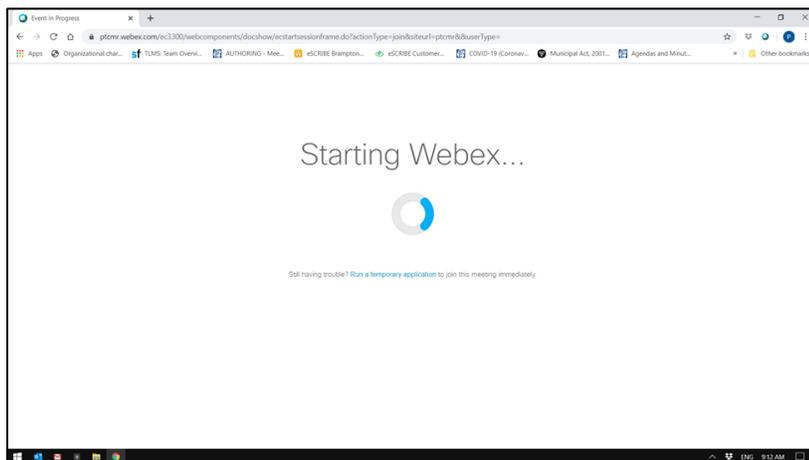
Click on the “Join Meeting Event” or url address link provided to you in your email invitation from the City Clerk's Office.

#### **Join Meeting Event**

<https://ptcmr.webex.com/ptcmr/onstage/g.php?MTID=e1786d89182fb61fcb17a73110a47aa36> (example only)

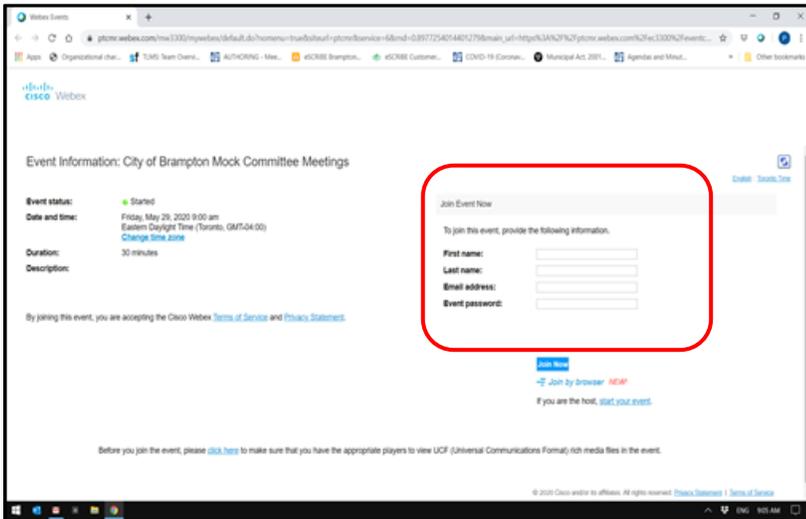
### Step 2 – Registering for the Meeting:

Your web browser will open and take you to a Webex Events login page:



For information or municipal services, please call 3-1-1 in Brampton.  
We're available 24/7 to serve you.

**3-1-1** Visit us @: [www.brampton.ca](http://www.brampton.ca)



Enter the following required information and click 'Join Event' (for transparency and meeting facilitation, please enter your first and last name and email address as it appears on your Delegation Request Form):

**First name**

**Last name**

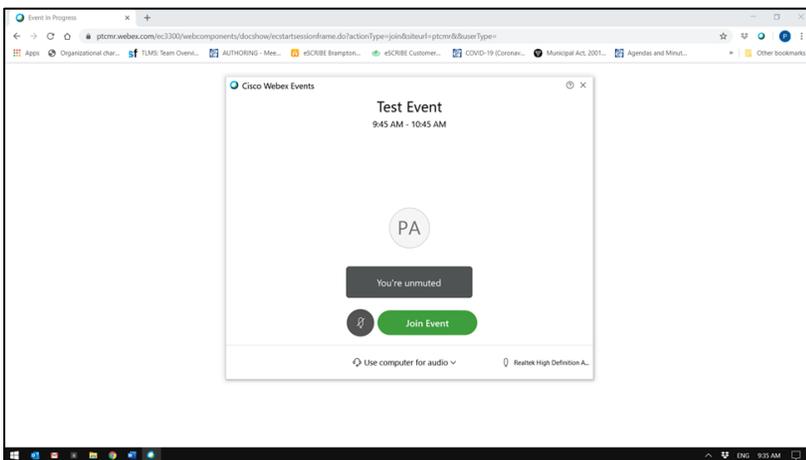
**Email address**

**Event password** (already populated, please leave as is)

Your full name and email address is required so you can be properly identified during the meeting. After completing the required fields, please click the blue "Join Now" button to join the event.

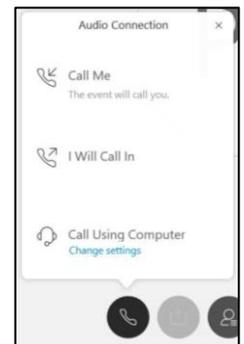
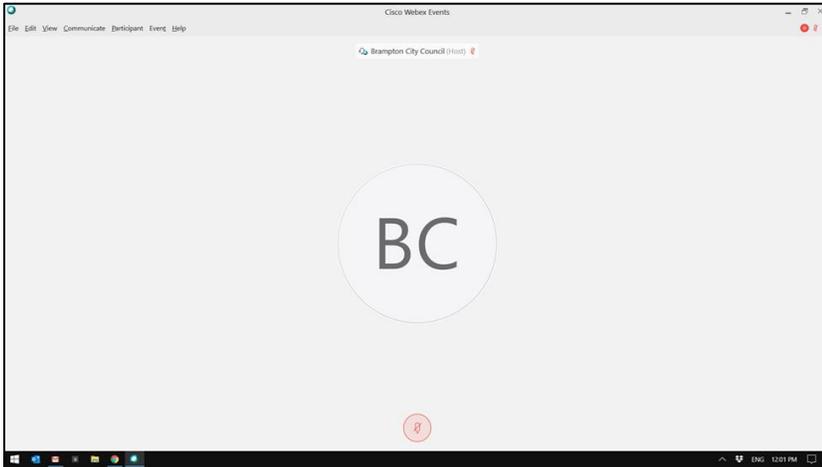
### Step 3 – Entering the Meeting:

You will be connected into the electronic meeting with a screen similar to this one. Click the green "Join Event" button.



After joining the meeting, you will see a Cisco Webex Events window as shown below. Depending on how many other participants are already in the electronic meeting, you may see other video screens or participants included in this window.

If you do not see buttons at the bottom of your Webex window, move your mouse/pointer over the bottom half of the window and the buttons will appear. The microphone button at the bottom of you screen may be light red indicating your microphone is currently muted.



Instead of a microphone button, you may see a telephone receiver button. Click the button and select "Call Using Computer" to use activate your computer microphone and speakers/headset for use during the electronic meeting. If your microphone and speakers do not connect, you may need to select "change settings" first to correct your audio connections.

#### Step 4 – Participating in the Meeting:

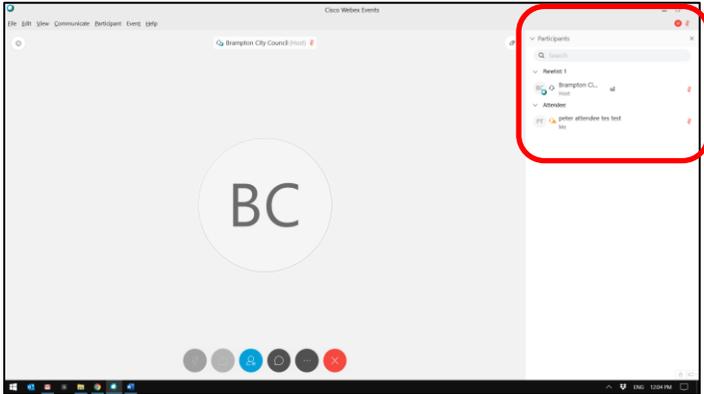
By moving your mouse around the microphone button, you will see other buttons appear:



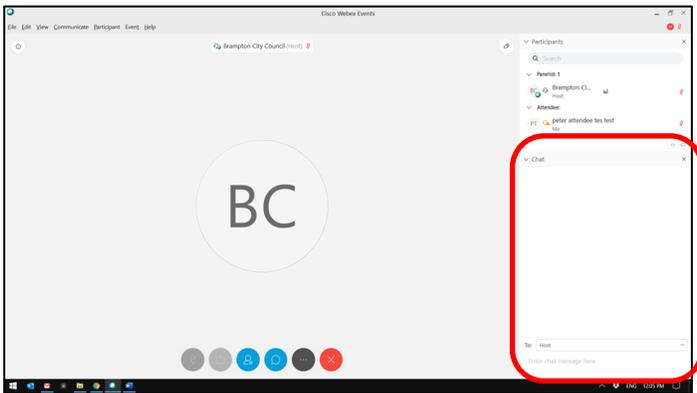
Darker buttons are active for your use.



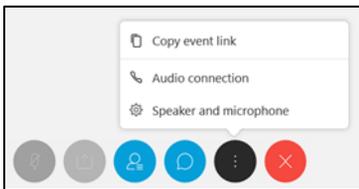
Clicking “Participants” opens a panel on the right side of the window and shows the participants in the meeting as either a “Panelist” or “Attendee.”



Clicking “Chat” opens another panel on the right side of the window and shows a chat function that allows you to communicate with the meeting host only (City Clerk’s Office staff person). This can be used to indicate technical issues with your connection during the meeting.



Clicking “More options” opens a window to allow you to change your audio or video settings for your computer connection to the meeting.



Clicking “Leave event” will allow you to leave the electronic meeting (see Step 5 below).

Depending on your role during the meeting, you will participate as an “Attendee” or a “Panelist”

**Attendee** – Applicants, Guests, Public Delegations (required to register in advance) and other City Staff will participate as “Attendees.” Only persons contributing to the meeting in some way (i.e., invited guest, making an Announcement, making a Delegation) will be asked to join the meeting as an Attendee. As an “Attendee” you can listen and watch the meeting, but your microphone/camera is muted/off when you join the meeting. If you are asked to participate in the meeting to speak/delegate, your microphone will be unmuted so you can speak.

If you want to use your camera, City staff will need to change your participant status to a “Panelist.” You will see the following window on your screen. Please click “OK” and your status in the meeting will change to a “Panelist” and you can start to use your camera to speak/delegate during the meeting.



After speaking/delegating and responding to any questions, you will be returned to the “Attendee” list to observe/listen to the remainder of the item/meeting, or you may leave the event to continue watching from the livestream (see links above).

**Panelist** – Council or Committee Members, Essential Staff and City Clerk’s Office Staff, will participate as “Panelists.” Panelists have full control of their microphone and camera, as well as the “Chat” function in Webex Events which serves as the “Request to Speak” list to assist the Meeting Chair lead an effective meeting.

Delegations will be invited to speak in the order as it appears on the agenda. If you have been watching the livestream of the meeting, please mute or turn it off now.

If you submitted a presentation to accompany your delegation, City Clerk’s Office staff will display the presentation for all meeting participants. To ask for a slide advance, please say, “Next Slide Please.”

Remember – your delegation is limited to no more than 5 minutes. You may receive a verbal time check from the Meeting Chair or Clerk when there are 30 seconds left, to ensure you can conclude your delegation.

After your delegation, you may be asked questions of clarification from Members of Council.

In the event of technical difficulties (e.g., video freeze, feedback, sound loss, connection issues), you may be removed from the electronic meeting. Please email [cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca) to

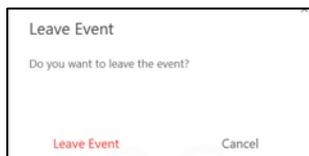
advise of the issue and try to connect to the meeting again by going back to Step 1. This is why submitting written remarks (email/bullet points) prior to the meeting is required to ensure City Council or the Committee can still consider your input and comments as part of its decision-making if you are unable to participate directly in the electronic meeting.

## Step 5 – Leaving the Meeting

When you have completed your delegation and finished responding to questions from Members, the meeting chair will thank you for your participation in the meeting. Please exit by pressing the red 'X' button at the bottom of your screen.



You will see the following window:



Click the “Leave Event” button and you will be removed from the electronic meeting.

You will now be able to continue viewing the livestream of the meeting if you wish, by following this link: <http://video.isilive.ca/brampton/live.html>

Depending on the number of “Attendees” in the meeting, you may be exited from the electronic meeting by the City Clerk’s Office staff in order to accommodate other persons who have requested to speak/delegate at the meeting.

### Notes:

It is recommended that you use a headset to help reduce distractions and to keep background noise from disrupting your delegation.

Speak loudly and clearly, and ensure there is no background noise such as televisions, appliances, music, people or pets.

If you intend to watch the livestream broadcast of the meeting (as noted above) while waiting for your turn to speak/delegate, please note that it is 30-45 seconds behind the actual meeting. Please also ensure the sound of the live broadcast is muted before your delegation starts, or you will create feedback and will need to be removed from the electronic meeting.

Please ensure to mute your microphone during the meeting when you are not speaking. Be careful not to double mute (muting your phone/computer and your Webex audio at the same time). Choose one method to mute to ensure you can quickly unmute when you are ready to speak.

Please refrain from sharing your screen or using the chat function during the meeting. These functions are restricted for Members of Council and City staff use only to manage the “Request to Speak” list for the Meeting Chair to effectively lead the meeting.

### **Technical Tips**

If you are unable to connect, check your internet connection by going to another website (such as Brampton.ca or CBC.ca). If your internet is not working on other websites, you may need to begin rebooting your device until you are able to connect to a website.

If your screen freezes, try to refresh or you may need to disconnect from the meeting then reconnect using the link provided to you. If that does not work, you may need to reboot your device.

If you get disconnected, reboot your device and re-join the meeting using the link provided in the invitation.

If you wish to familiarize yourself with Webex prior to the meeting, a helpful tutorial may be found by following this link: <https://www.youtube.com/watch?v=fE5FnEUKtaE>.