



Virtual Public Meetings: Participant Instruction Guide

Due to the COVID-19 pandemic, and the current restrictions in British Columbia, members of the public are not permitted to attend Council and Committee meetings or Public Hearings in person. As a result, Council meetings and Public Hearings are now being held electronically using Zoom.

Attending a virtual meeting

To attend a meeting virtually by Zoom webinar:

1. Click the Zoom meeting link provided below or in the Council agenda to join the meeting virtually at the designated meeting time.
2. For upcoming meeting links and to view meeting agendas, visit golden.civicweb.net
3. Follow the prompts to download and run Zoom. If required, enter the webinar ID, then click "join the webinar."
4. Register with your first and last name.
5. When you connect, your microphone will be muted.

If you require assistance in learning how to use Zoom, visit their support page at support.zoom.us.

Providing Public Comment via Zoom

During Question Period

Written submissions:

Please send any questions and comments via email at any time during the meeting to clerk@golden.ca and we will read them out to Council during Question Period.

Speaking at a virtual meeting:

Once Mayor Oszust has announced that the meeting is open for public comment on any of the agenda items discussed, please do the following:

1. Click the "Raise Hand" icon in the webinar controls. This will notify staff that you have raised your hand and would like to speak.
2. When it is your turn to speak, staff will unmute your microphone. Click accept to unmute your microphone. You will not be able to share your video.
3. State your name, and provide your commentary or pose your question.
4. You will have up to five minutes to speak.
5. Once you are finished you will be muted again.

A reminder that the public are welcome to ask questions of council associated only with issues dealt with on the agenda, and that address policy or determinations made by council. Questions of an operational or administrative nature suited for staff may be referred to staff directly at the meeting or in the judgement of the Mayor, deferred for discussion between the questioner and staff at a separate time and place. The Mayor shall reserve the right to limit the number and type of questions and discussion.

During a Public Hearing

Anyone who considers themselves affected by a proposed application and wishes to register an opinion may do so by:

Written Submission:

Forward written submissions for Council consideration (attention of the Manager of Legislative Services) by:

1. Dropping it off at the Town Hall mail slot;
2. By post (P.O. Box 350, Golden B.C. V0A 1H0); or
3. By email to viv.thoss@golden.ca (only emails sent to this email will form part of the Council Agenda).

Any submissions must be received by 12 p.m. (noon) on the Thursday before a scheduled Public Hearing.

Speaking at a virtual Public Hearing:

Once Mayor Oszust has announced that the Public Hearing is open for public input, please do the following:

6. Click the “Raise Hand” icon in the webinar controls. This will notify staff that you have raised your hand and would like to speak.
7. When it is your turn to speak, staff will unmute your microphone. Click accept to unmute your microphone. You will not be able to share your video.
8. State your name, address, and provide your input and if you are supportive or opposed.
9. You will have up to five minutes to speak.
10. After all speakers have been heard, the Mayor will call for any additional speakers. If you wish to speak for a second time, please click "raise hand" icon again and wait for staff to unmute your microphone again.