

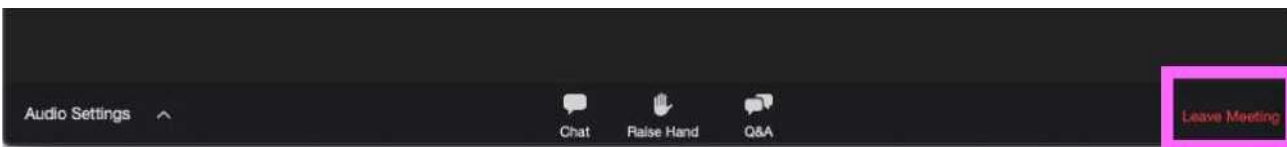
# Electronic Meeting – Attendee Guide

The Township of Minden Hills is now holding Electronic Meetings for the Committee of Adjustment Meetings to hold Public Hearings of Minor Variance Applications. The Electronic Hearings will be held through Zoom using a teleconference format in order to respect social distancing regulations put in place in response to the ongoing COVID-19 pandemic.

Members of the public are able to participate in the hearings as detailed below. However, if you are of the opinion that holding the hearing as an electronic hearing is likely to cause significant prejudice, you may make a submission to the undersigned, and if the Committee is satisfied that holding the hearing as an electronic hearing is likely to cause significant prejudice then the hearing will be re-scheduled as an oral hearing.

Please plan to join about 15 minutes ahead of the scheduled start time.

After the application has been discussed, you may leave the meeting at any time. To disconnect, use the “Leave Meeting” button on the bottom left of the screen or simply hang up.



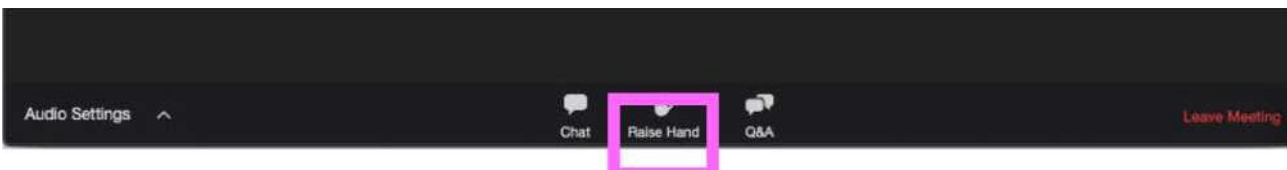
## How to Ask a Participate During the Meeting

Applicants and interested parties will be afforded the opportunity to provide comments and ask questions during Public Meetings in the same manner as in-person Public Meetings. Once an application has been introduced, the applicant will be asked to discuss their proposal after which **the Chair will open the floor to public comments at which point any member of the public that wishes to speak will need to click the “Raise Hand” button to request to speak.** The “Raise Hand” button is on the bottom middle of the Zoom meeting screen for those joining by computer/smartphone/tablet. **To “Raise Hand” when calling in by telephone, please dial \*9 (star nine).** Once the Chair recognizes a member of the public, the Meeting Host will unmute the member of the public. Once the member of the public is done speaking or the Committee has no further questions, the Meeting Host will mute their microphone.

## Troubleshooting Guide

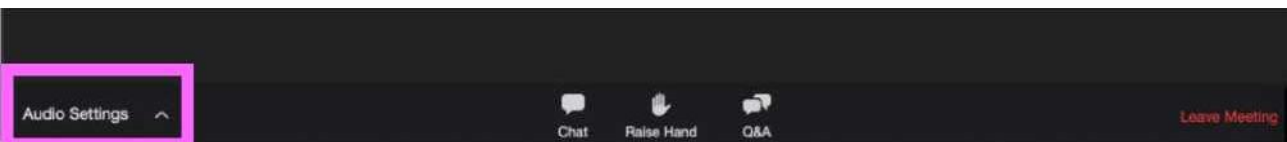
### Where is the “Raise Hand” Button

For those joining by computer/smartphone/tablet, “Raise Hand” button is at the bottom of the screen in the Zoom window. If you are joining by telephone, please dial \*9.



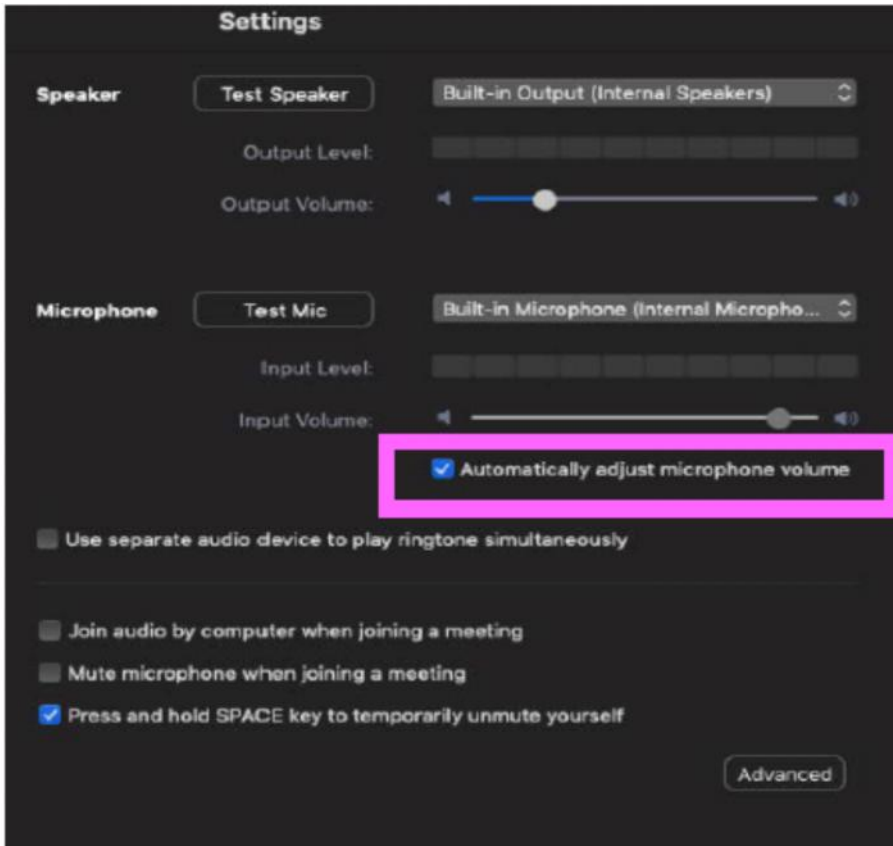
### I Can't Hear the Meeting or the Chair Can't Hear Me

If the audio is not working, please select “Audio Settings” on the bottom right of the Zoom screen. A dialogue box will appear like the one below. Make sure that the check box outlined below in red “Automatically adjust microphone volume” is selected. If it is not selected, check the box. This will ensure that the volume of your speakers and microphone are adjusted automatically by Zoom.



If clicking the “Automatically adjust volume” button does not improve the volume, manually move the speaker and/or microphone slider button until you can hear the meeting or you can be heard in the meeting.

If you are connecting via a smartphone and are unable to speak, you will need to permit audio controls for Zoom to access your microphone in the audio settings of the phone.



Any question or concern can be directed to:

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