



The Township of Ashfield-Colborne-Wawanosh Council Meetings via Webinars on Zoom

Regular Council Meeting
DATE

Meeting Date @ 9:00 am
Please click the link below to join the webinar:
<https://us02web.zoom.us/j/85104077756>
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
Canada: +1 647 558 0588 or +1 778 907 2071
US: +1 646 558 8656 or +1 669 900 9128
Webinar ID: 851 0407 7756
International numbers available: <https://us02web.zoom.us/u/kcfnzBbb0>

Documents
[Download Agenda](#) PDF

Hyperlink to join webinar- Option 1 and 2

Phone number to call to join meeting- Option 2 and 3

Webinar ID required to access the meeting when calling in Option 2 and 3

Option 1: Participate with video for the **Webinar** – download the Zoom program to your computer, smart phone or tablet. Items required to use video conferencing are microphone, speakers, and video camera.

Option 2: View the **Webinar** and use phone audio – download Zoom program onto your device. Call in using your phone. (Device doesn't have a microphone or speaker).

Option 3: Listen to the **Webinar** via phone – call in using your phone with the phone number provided. (No device and no internet).

Joining a Council Meeting

As Option 1:

- Visit our website at www.acwtownship.ca. Click Government then Agendas & Minutes in the left-hand menu
- Find the Meeting you are looking for and click 'View Meeting Details' click on the hyperlink that starts with <https://us02web.zoom...>
 - You may have to wait for the Zoom program to download onto your computer. If this doesn't happen automatically, go to <https://zoom.us/support/download> and the download will commence automatically on the device you are using.
 - Then click "Open Zoom Meetings"
- Enter your full name and email address then click "Join Webinar"
- If prompted – enter in Webinar ID (11 digits)
- Click "Join"

If the host hasn't started broadcasting the webinar, a message will appear on your screen to wait for the host. The webinar will begin when the host starts the webinar.

During the Webinar you are **an attendee** therefore you **may** have the following options to participate:

- 1) mute / unmute your audio
- 2) virtually raise your hand



When you need to leave the meeting or when it is over, click "Leave Meeting" in right corner.

As Option 2:

- Visit our website at www.acwtownship.ca. Click on Government then Agendas & Minutes in left-hand menu.
- Find the Meeting you are looking for and click 'View Meeting Details' Click on the hyperlink from the website to join eg. <https://us02web.zoom...>
 - You may have to wait for the Zoom program to download onto your computer. If this doesn't happen automatically, go to <https://zoom.us/support/download> and the download will commence automatically on the device you are using.
 - You may have to wait for the Zoom program to download onto your computer
- Enter your full name and email address then click "Join Webinar"
- If prompted – enter in Webinar ID (11 digits)
- Click "Join"
- You will be prompted to "Join the audio"
- Click in bottom right corner "Audio Settings", "Leave Computer Audio"



- Then follow **Option 3** to call in via phone

As Option 3:

- Visit our website at www.acwtownship.ca. Click on Government then Agendas & Minutes in the left-hand menu.
- Dial the phone number provided from your phone
- You will be prompted to enter the meeting / webinar ID (11 digits) then press #
- You will be promoted to enter a participant code if applicable or just press #
- If the host hasn't started the meeting yet, you can stay on the line and wait by pressing #

During the Meeting you are **an attendee** therefore you **may** have the following options to participate:

- 1) mute / unmute your audio by pressing *6
- 2) raise your hand by pressing *9

Online / Phone Etiquette

Similar to Council meetings, attendees are not active participants, they are to view and listen only.

The public will be given an opportunity to address Council at the meeting. Please wait for this time to direct any questions you may have to the meeting host by "Raising your hand".

To avoid any background noise for all participants involved, ensure your audio is on mute until you are speaking. Once you're done speaking, place your audio back on mute.

When speaking, please announce yourself by your full name and title. Then speak.

The public will be required to maintain decorum at all times.

Should you have any questions or concerns with joining a meeting, please call the office at 519-524-4669