

Guidelines for Speakers

- When you join the meeting, either by phone or via the computer/ app, you will be admitted in as an attendee. You will wait in the “virtual lobby” and will be admitted to the meeting by staff. You will not be greeted upon joining the call. Please mute your mic until it is your turn to speak.
- You may also follow along on vaughan.ca/LiveCouncil until you are called upon to speak (a separate device is best), but you must mute that feed when you are called on to speak, in order to prevent feedback. Please note there may be a 30 second delay between the live meeting and what you see on vaughan.ca/LiveCouncil.
- For best public participation experience:
 - If you join the electronic meeting through your phone, please **Do not** put the phone on hold at any time, as this will result in broadcasting “hold music” online once your mic function is unmuted.
 - To optimize call quality when using a laptop, a headset with microphone is best if available to you; otherwise, whether using your laptop microphone or cell phone, please speak directly into the receiver and do not use speaker phone.
 - If you are having technical difficulties, you may contact the Clerk’s Office at clerks@vaughan.ca.
 - Please be reminded that the meeting will be live streamed and archived on the City of Vaughan’s website.
- Please do not share the electronic meeting link and details with anyone or post through social media. These details are restricted to Members of Council, specifically designated staff, and registered public speakers. All others will be able to watch and listen to the meeting on vaughan.ca/LiveCouncil
- Public speakers will be provided five (5) minutes in which to make their comments once called upon to speak. Questioning of / debate with the members (or staff) is not permitted. If you have questions, you may state them during your five minutes. Your comments must be directly related to the content of the report(s) to which you are speaking. The committee members may choose to ask you follow-up questions following your remarks, comment, or ask staff to respond to what you have said.
- You are welcome to send written comments for the committee’s consideration, either in addition to your oral presentation or in lieu of (both are given equal consideration by the committee), prior to the meeting.
- When your five minutes are up and after answering any questions that may be directed to you, the City Clerk or designate moderating the meeting will disconnect you from the electronic meeting or you can sign-off. You may continue to follow along with the meeting via the live stream.