



Electronic Meeting Delegation Guide

— City of —
PICKERING

Notice

The City of Pickering facilitates electronic participation in Council and Committee meetings using Microsoft Teams. This guide aims to provide an overview of the process to those who are delegating in meetings electronically.

Please note:

- Electronic delegations are encouraged to check the capability of their device in advance of the meeting to ensure that the Microsoft Teams as well as their camera and microphone are in working order.
- The visuals provided in this guide may differ from what you see on your device depending on your device's operating system and display settings.
- It is the participant's responsibility to ensure they have the appropriate technology to connect to the meeting. Should any technical issues arise, participants may submit written comments to the Clerk (clerks@pickering.ca) which shall be distributed to all Members of Council after the meeting.

Notice

In accordance with the [City's Procedure By-law](#), delegations are **not permitted** to:

- speak disrespectfully of any person or use offensive words;
- speak to matters that are not within Council's jurisdiction;
- speak for the sole purpose of generating publicity for an event, a product or a service;
- speak to matters which have been decided upon by Council unless the matter is before Council for reconsideration;
- speak to a report provided by the City's Integrity Commissioner;
- speak to matters which have been referred to staff for a report until the matter is before a Standing Committee or Council;
- speak on any subject other than the subject for which they have received approval to address Committee or Council;
- disobey a decision of the Chair, the Committee or Council; or
- debate with other Delegations, City staff, Council Members or the Chair.

How would you like to join the meeting?

Click your preferred method below.

1



Computer via
web browser

Page 5

2



Computer via
Microsoft Teams app

Page 15

3



Mobile via Microsoft
Teams app

Page 24

1

Joining a meeting by

Computer via web browser

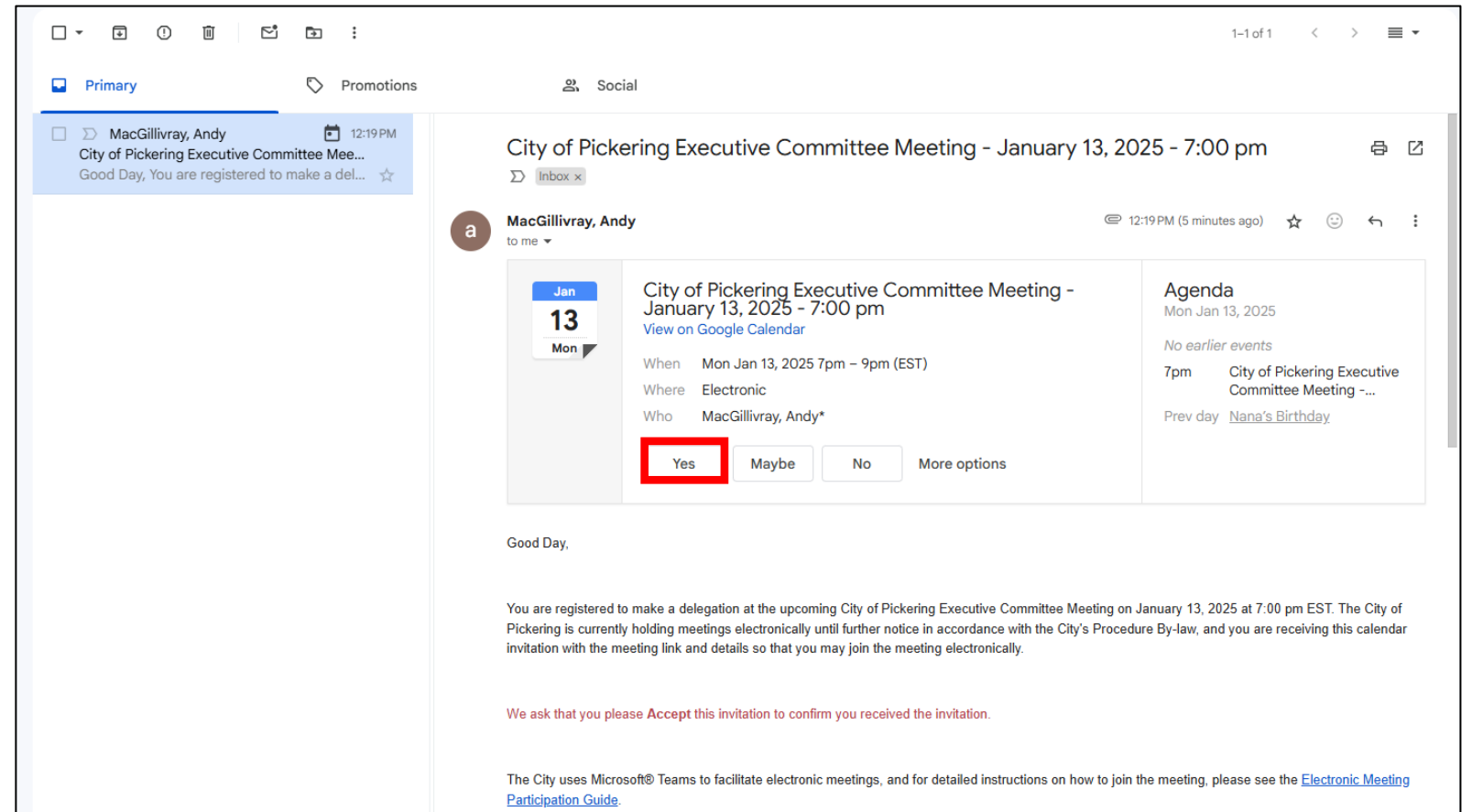


To ensure compatibility, it is recommended that you use  Google Chrome if joining by web browser.

1.1 Receiving the link

Prior to the Council or Committee Meeting, City staff will send those participating electronically a calendar invitation by email that includes a Microsoft Teams meeting link.

Please accept the meeting invitation. This confirms that you have received your meeting link and will add it to your calendar to easily find at the time of the meeting.

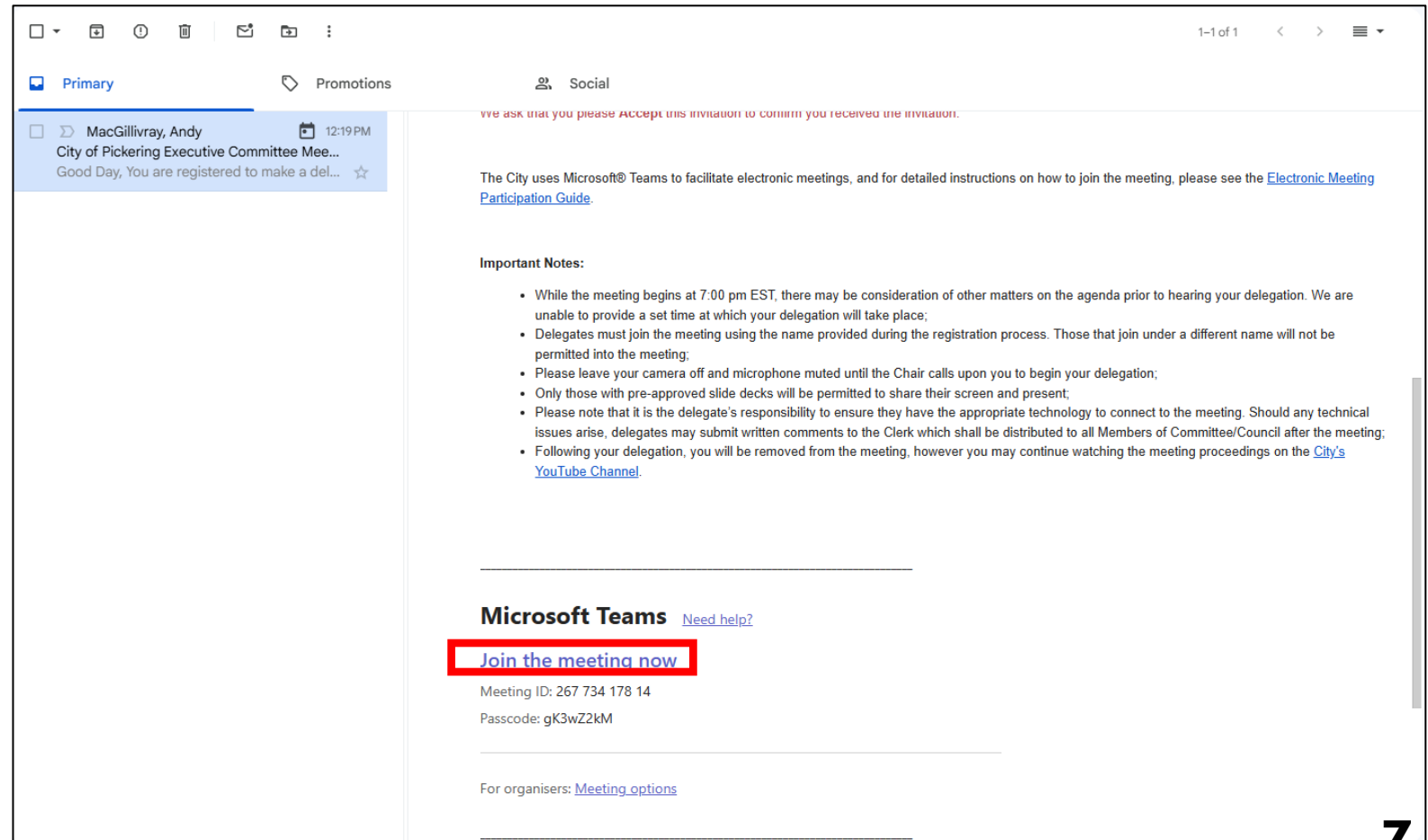


1.2 Using the link

The Microsoft Teams meeting link will be located at the bottom of the calendar invitation.

The link will include a **Join the meeting now** link as well as the Meeting ID and Passcode.


Click the **Join the meeting now** link.

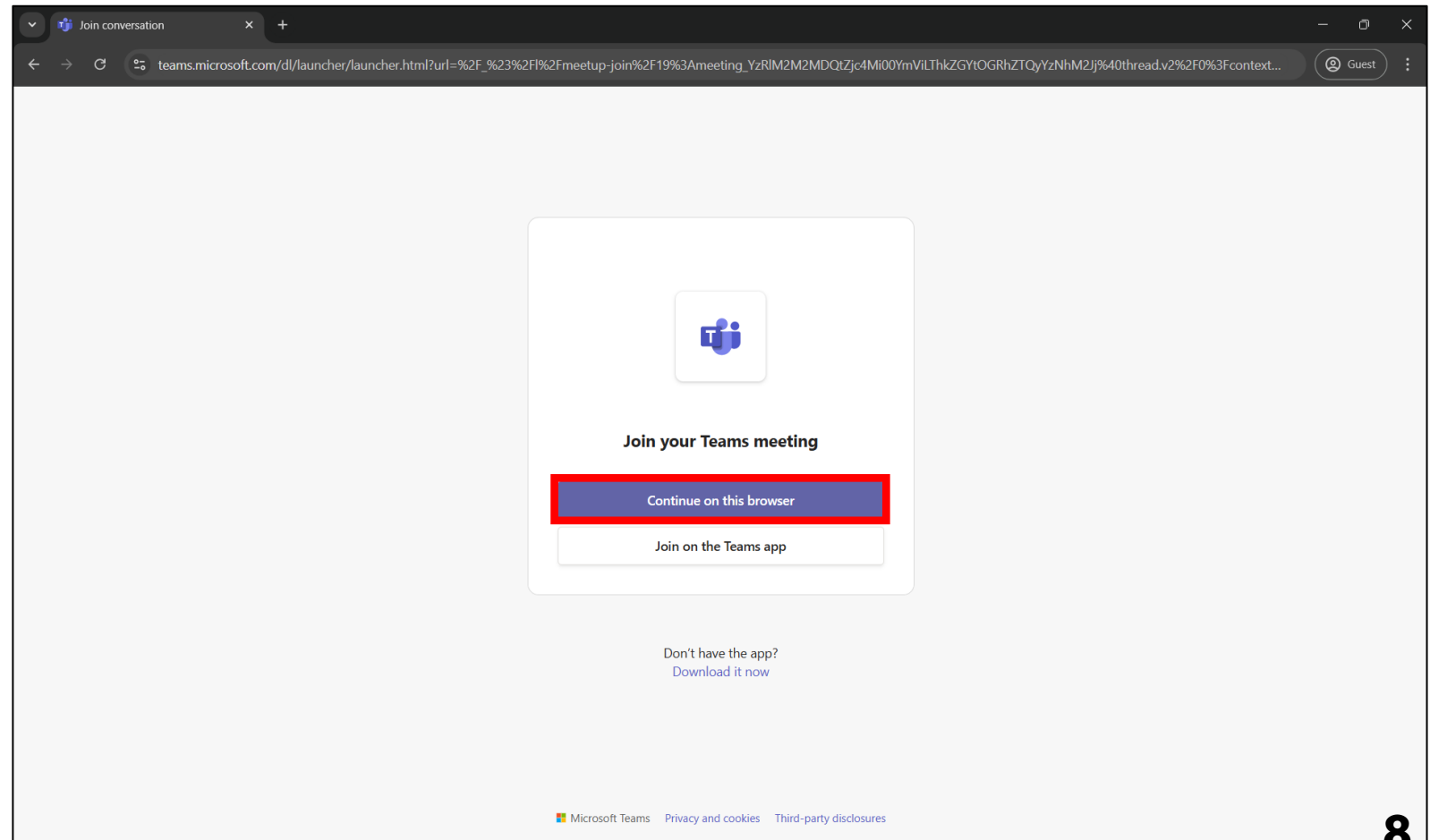


1.3 Confirm how you are joining

A new web browser tab or window will appear asking whether you would like to join using your web browser or using the Microsoft Teams app.

Choose **Continue on this browser**.

 To ensure compatibility, it is recommended that you use  **Google Chrome**.

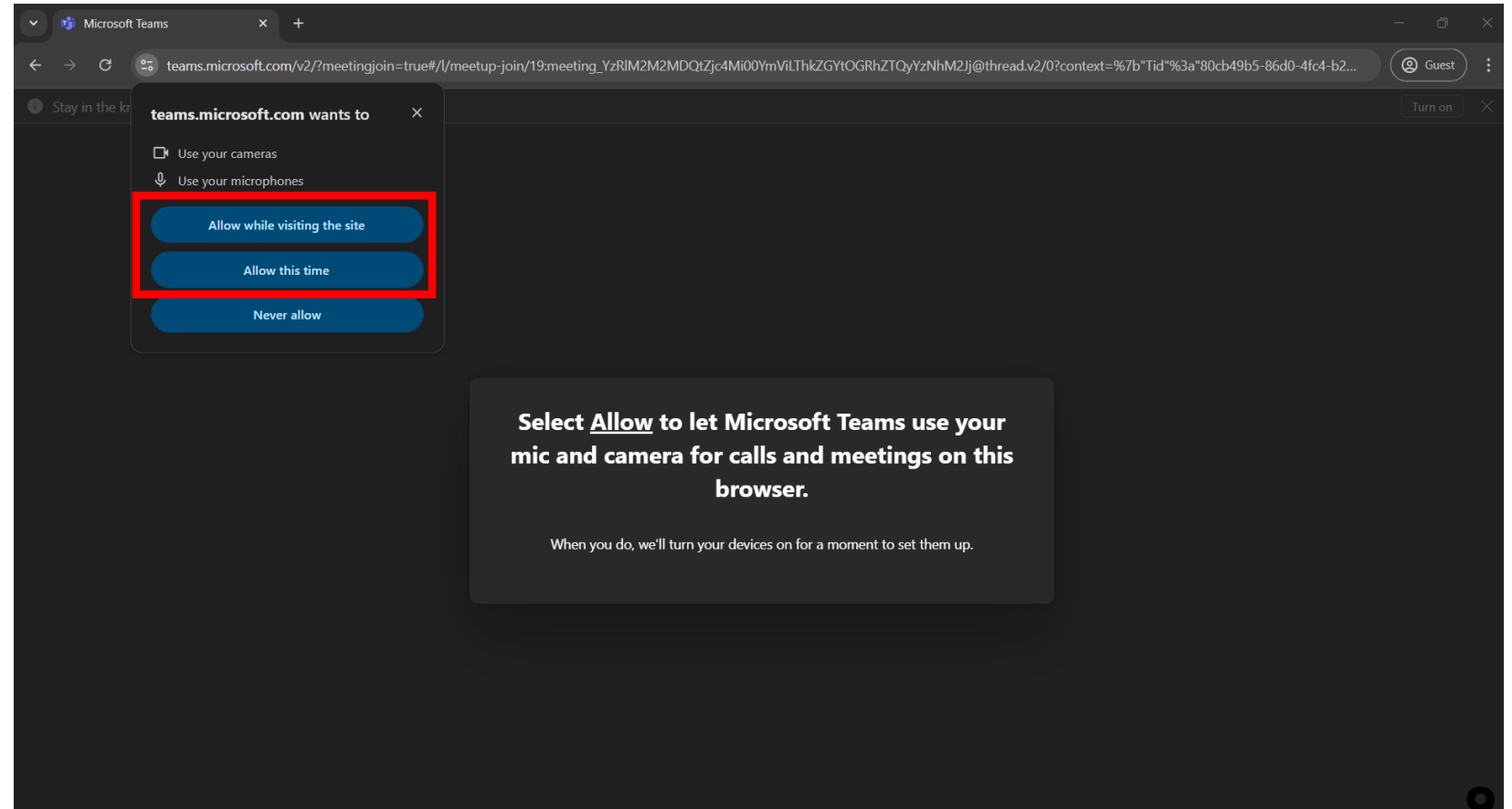


1.4

Allow camera and microphone use

Your web browser may prompt you to grant permission to use your camera and microphone for the purpose of the meeting.

Select “Allow” to permit the use of your camera and microphone.



1.5 Set name and audio/video settings

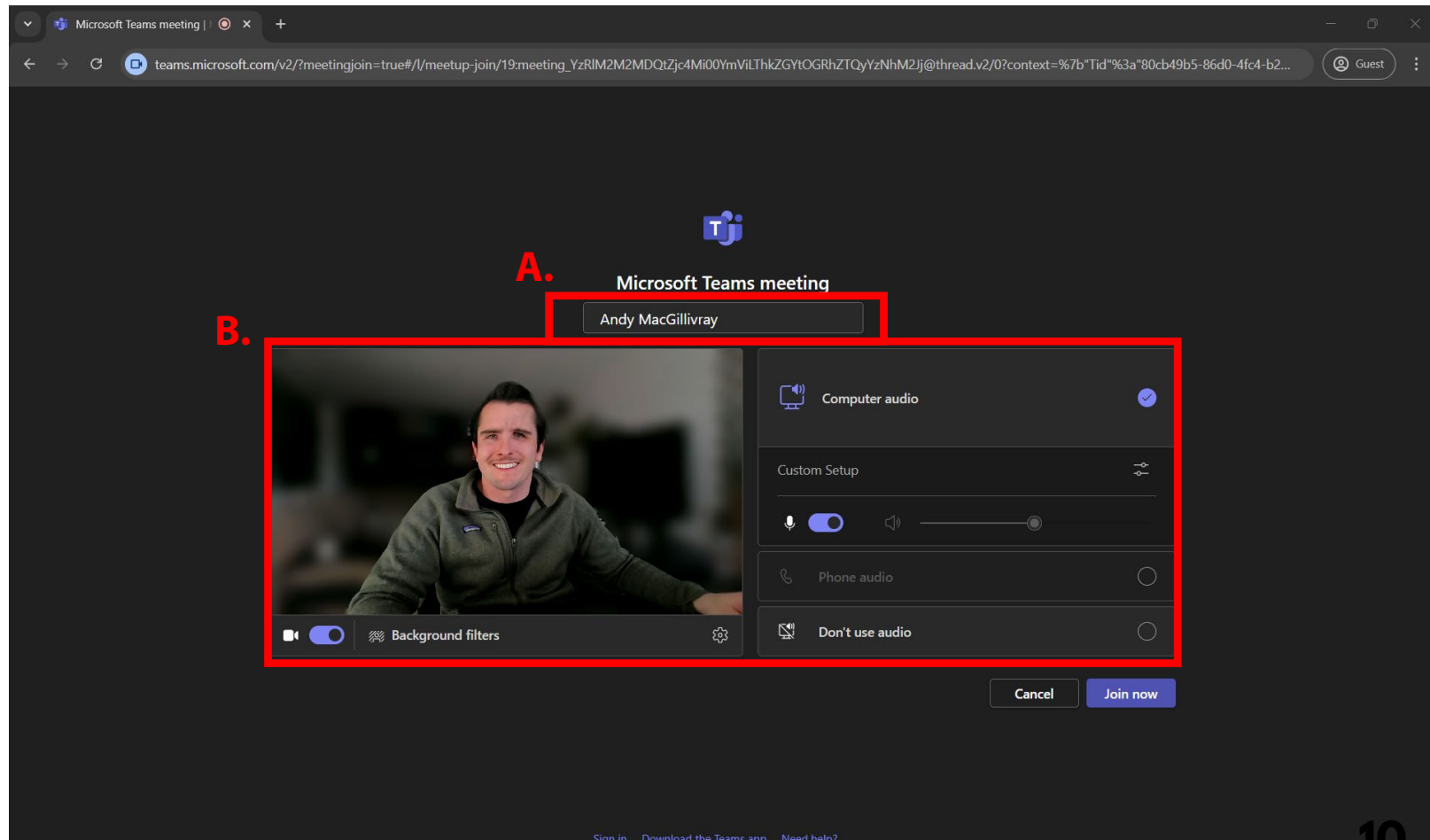
The next screen will prompt you to provide your name and configure your camera, microphone, and speaker settings.

A. Enter your name.



Ensure that you enter the name that you used at the time of registration. Unfamiliar names that are not registered to participate in the meeting will not be admitted.

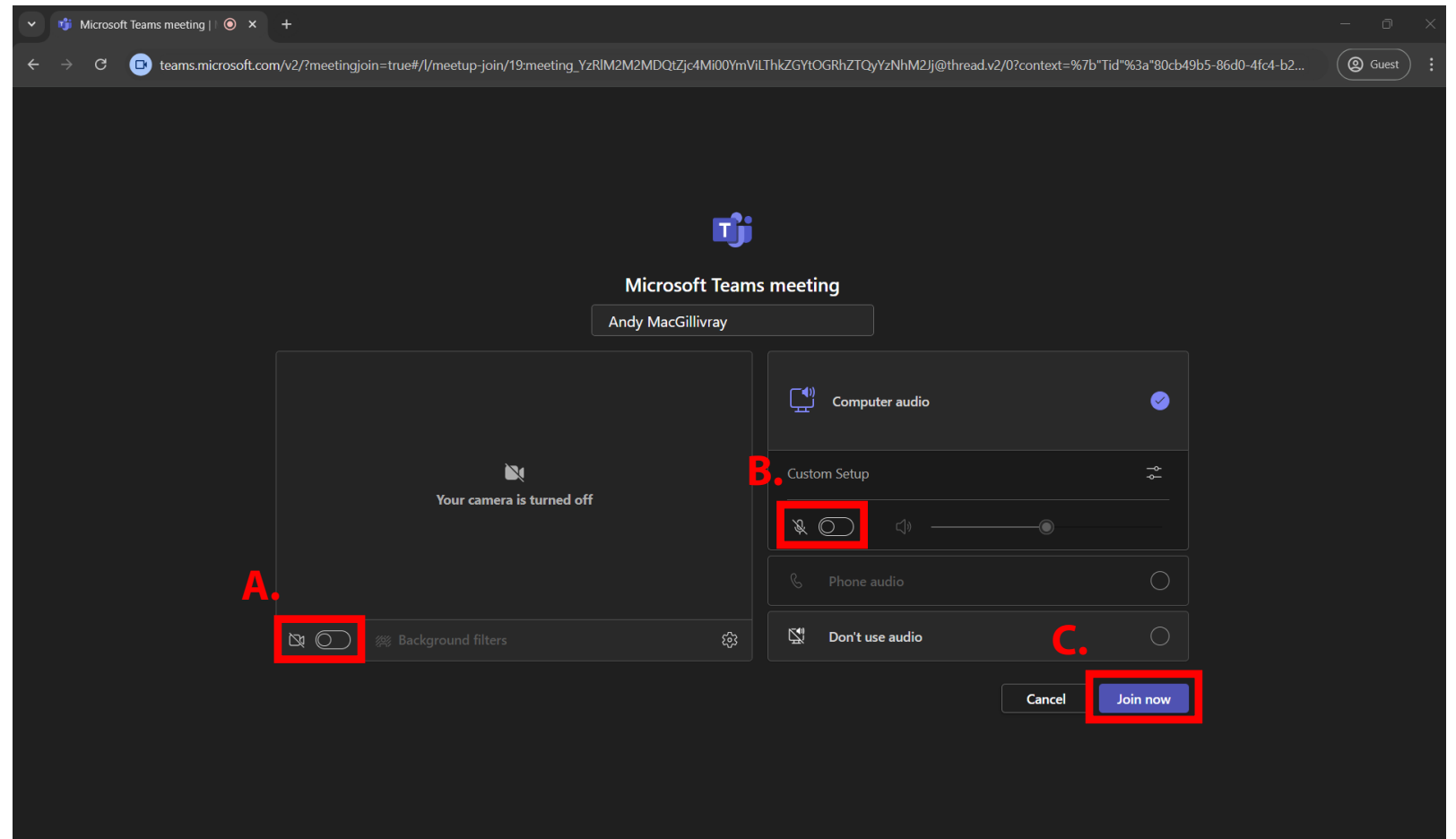
B. Adjust your camera and microphone settings if needed.



1.6 Joining the meeting

Once you have configured your camera, microphone, and settings:

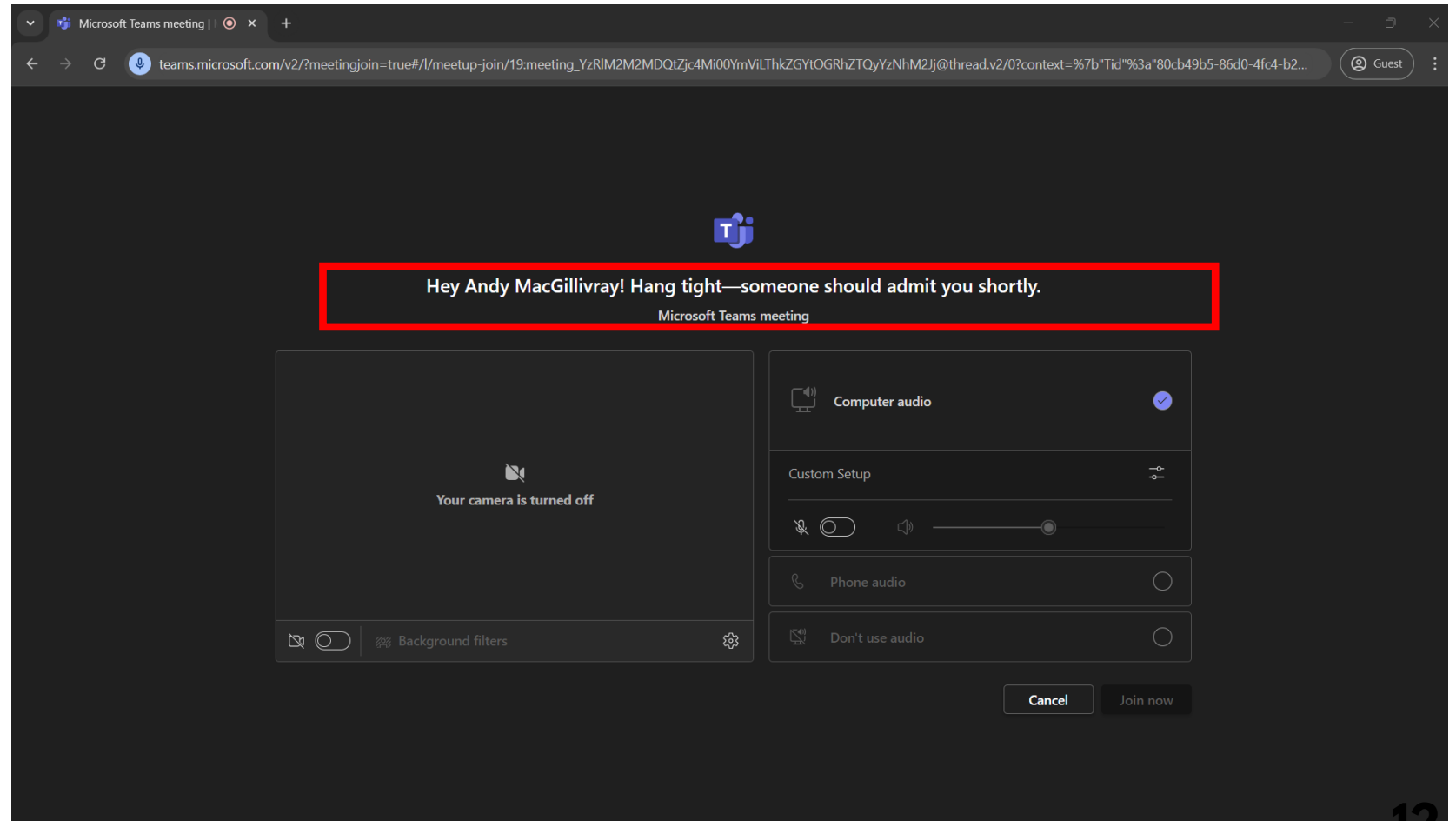
- A. Turn off camera
- B. Turn off microphone.
- C. Click **Join Now**.



1.7 Waiting in the lobby

Staff will be notified that you wish to join the meeting and will admit you when appropriate. Until then, you will be in the meeting lobby.

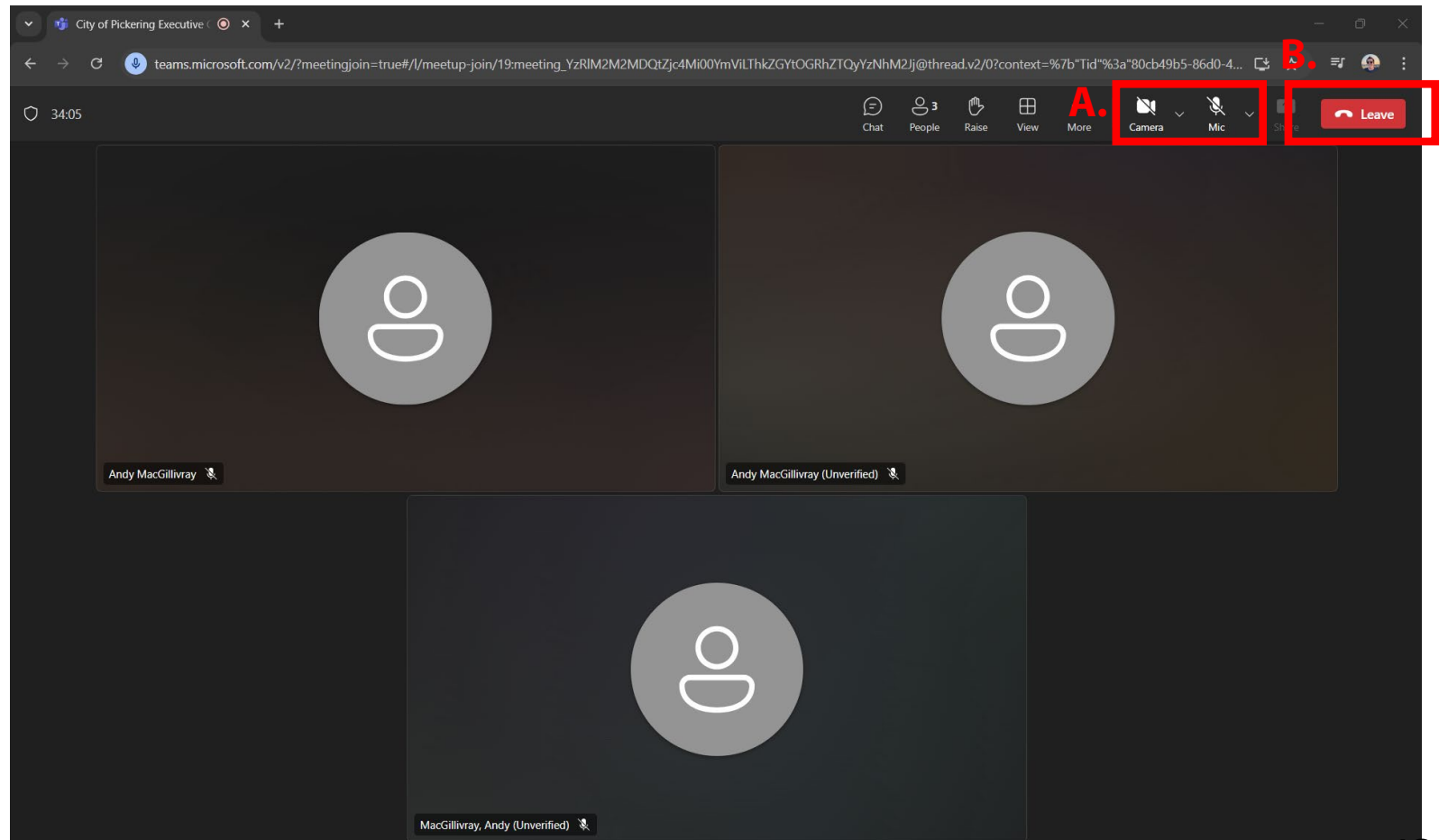
You will see a message that says **Hang tight! – someone should admit you shortly.**



1.8 Controls in the meeting

Once admitted into the meeting, **please keep your camera and microphone off until the Chair of the meeting calls upon you to speak. Following your delegation, please remain in the meeting for any questions Council/Committee may have.** During the meeting, you have the following controls available:

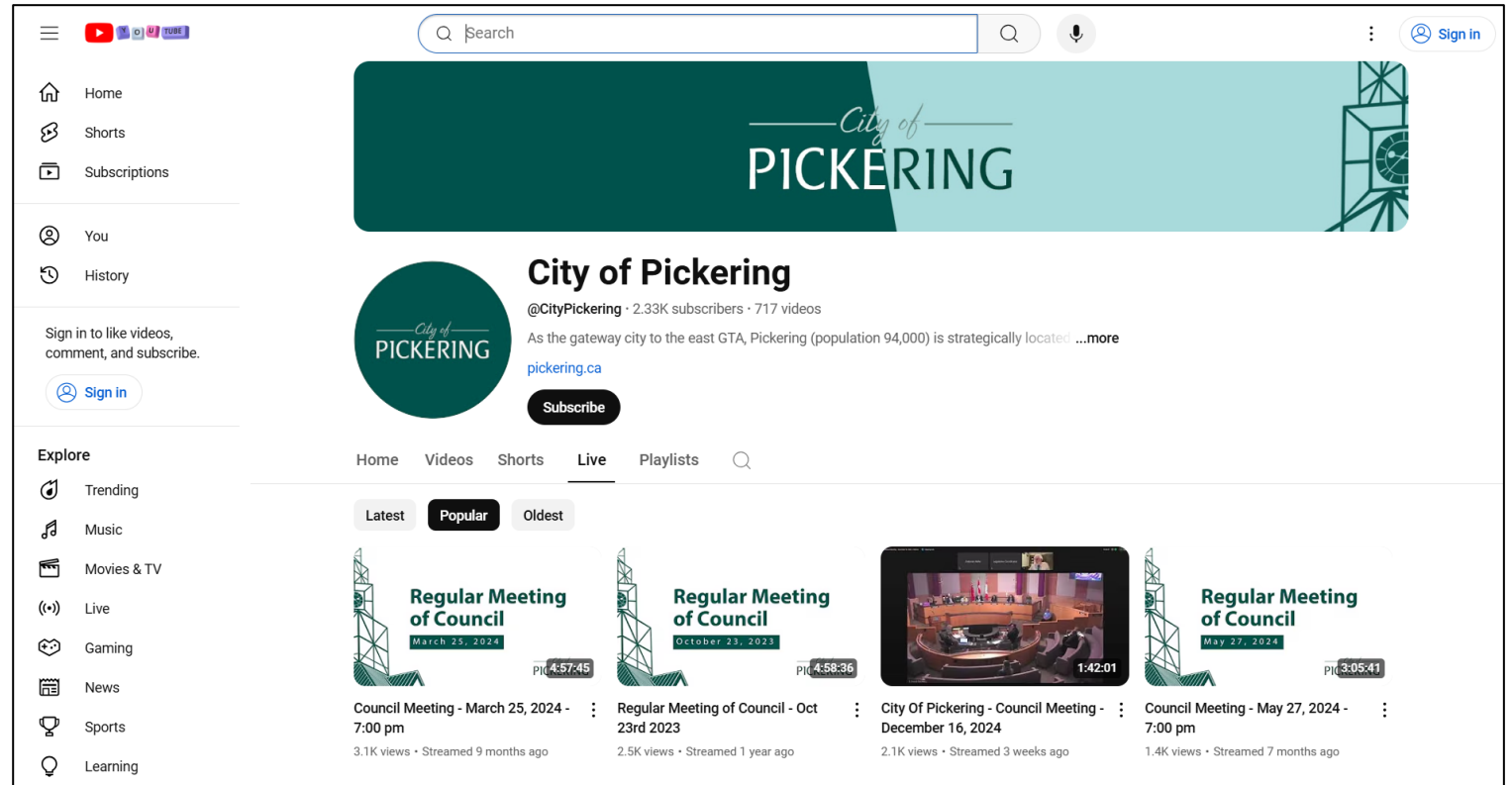
- A. Camera and Microphone Controls.**
Turn camera or microphone on, off, or change settings.
- B. Leave the meeting.**



1.9 Following the meeting

Following your delegation, you will be removed from the meeting.

You can continue watching the meeting proceedings on the City's YouTube Channel.



2



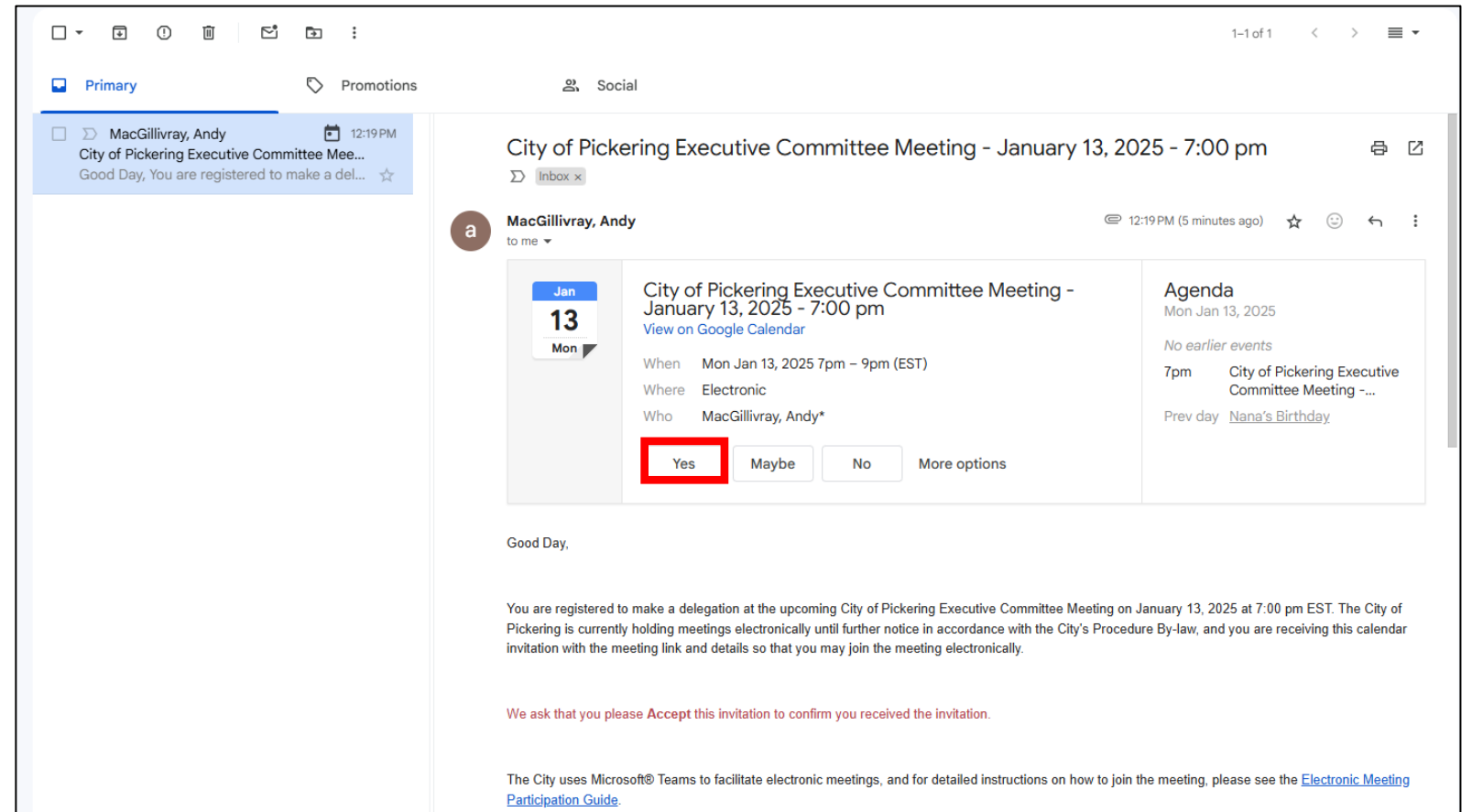
Joining a meeting by

Computer via the Microsoft Teams app

2.1 Receiving the link

Prior to the Council or Committee Meeting, City staff will send those participating electronically a calendar invitation by email that includes a Microsoft® Teams meeting link.

Please accept the meeting invitation. This confirms that you have received your meeting link and will add it to your calendar to easily find at the time of the meeting.

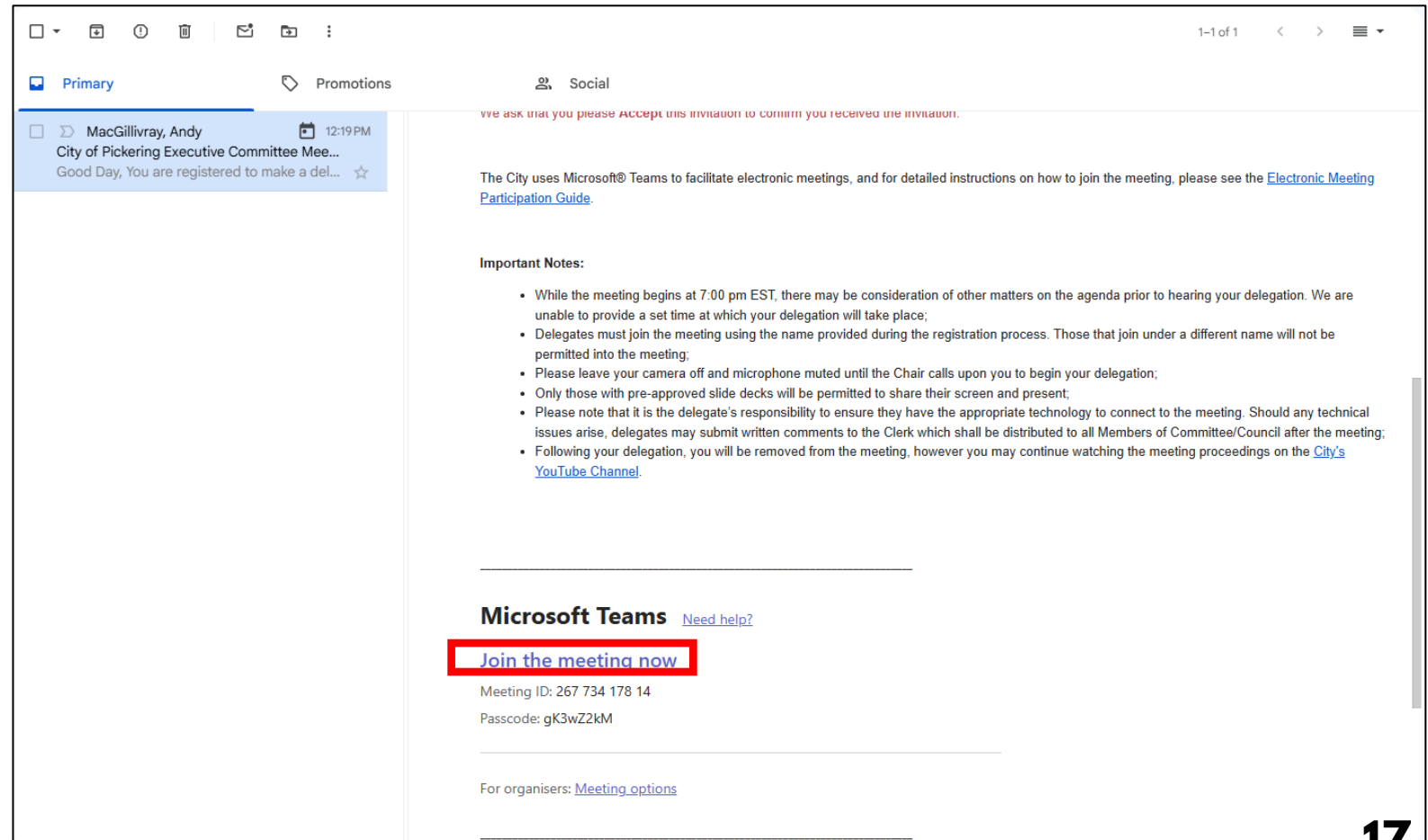


2.2 Using the link

The Microsoft® Teams meeting link will be located at the bottom of the calendar invitation.

The link will include a **Join the meeting now** link as well as the Meeting ID and Passcode.

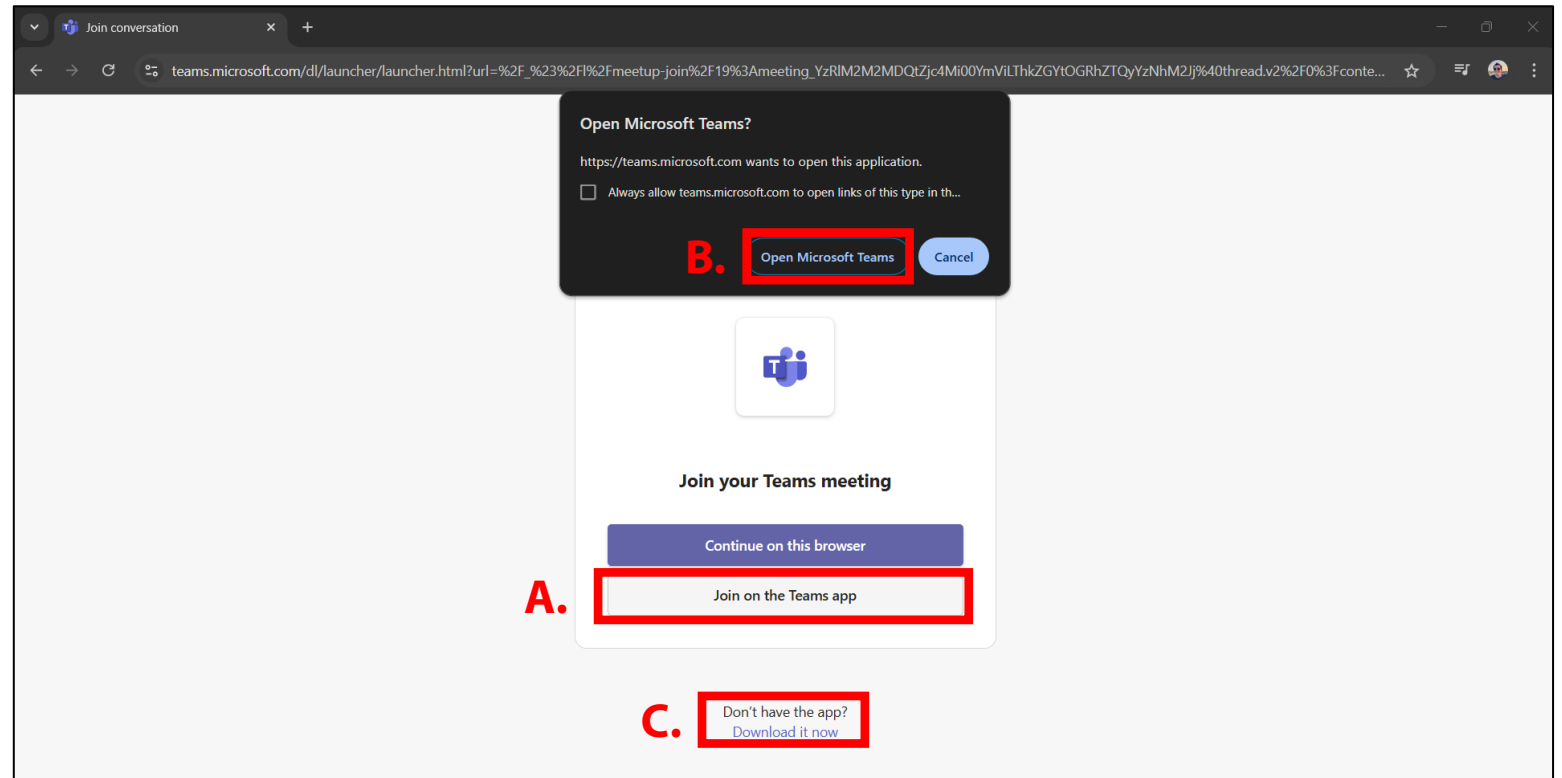
Click the **Join the meeting now** link.



2.3 Confirm how you are joining

A new web browser tab or window will appear asking whether you would like to join using your web browser or using the Microsoft Teams app.

- A. Click **Join on the Teams app**.
- B. If you already have Microsoft Teams installed, you will receive a prompt to open the app. Click **Open Microsoft Teams**.
- C. If you **do not** already have Microsoft Teams installed, click **Download it now**.



If you installed the app for the first time, you may need to go back to your email invitation to click the meeting link.

2.4 Set name and audio/video settings

The next screen will prompt you to provide your name and configure your camera, microphone, and speaker settings.

A. Enter your name.



Ensure that you enter the name that you used at the time of registration. Unfamiliar names that are not registered to participate in the meeting will not be admitted.

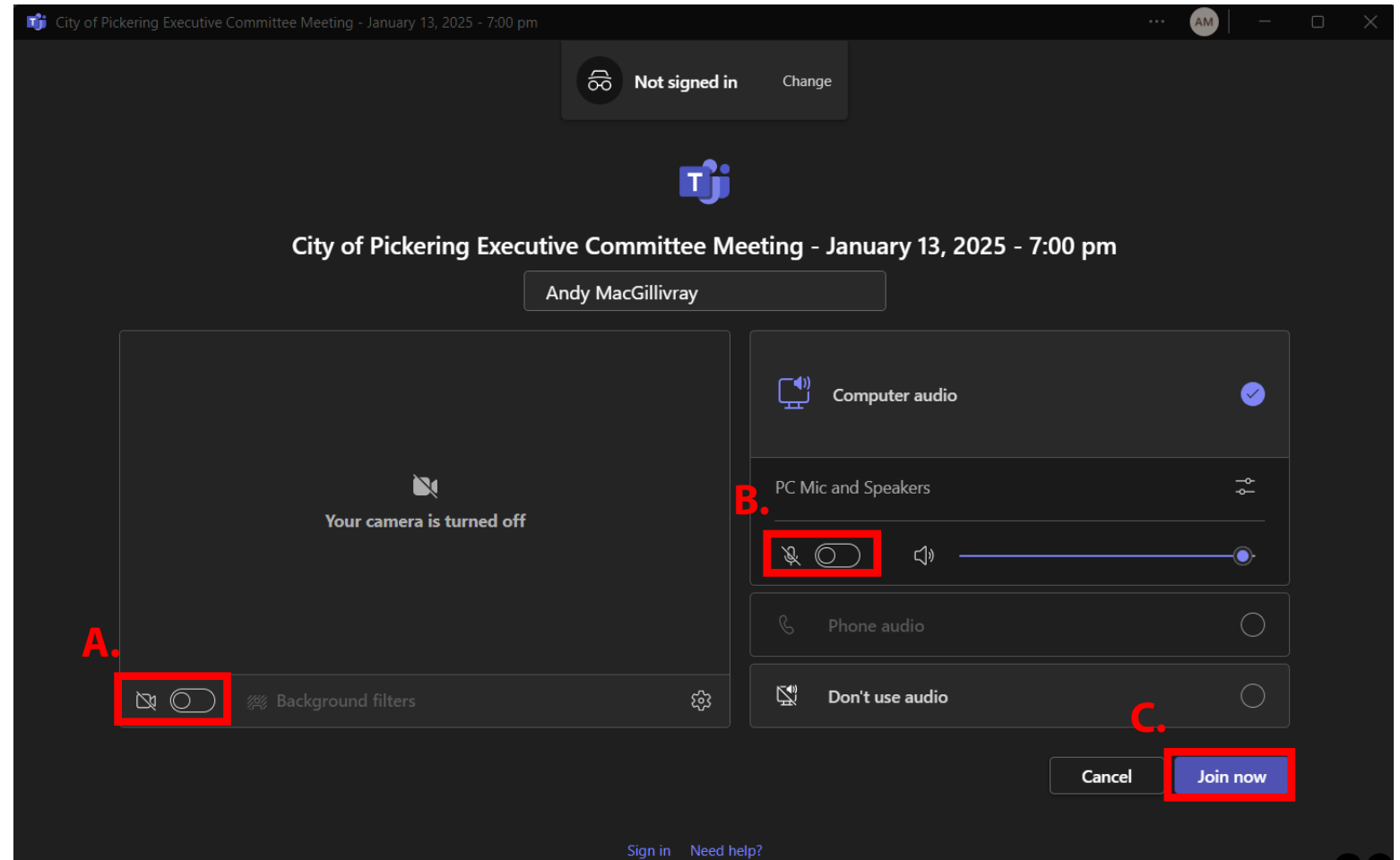
B. Adjust your camera and microphone settings if needed.

A screenshot of the Microsoft Teams meeting setup interface. At the top, it says "City of Pickering Executive Committee Meeting - January 13, 2025 - 7:00 pm". Below that, there's a "Not signed in" button and a "Change" link. The Teams logo is in the center. Below the logo, the meeting title is repeated. A red box labeled "A." highlights the name input field containing "Andy MacGillivray". Below the name field, there's a video feed of a man (labeled "B.") and a settings panel. The settings panel includes "Computer audio" (checked), "PC Mic and Speakers" (with a volume slider), "Phone audio" (unchecked), and "Don't use audio" (unchecked). At the bottom of the settings panel, there are "Background filters" and a gear icon. To the right, a "Background settings" panel is open, showing a grid of background images with "Portrait blur" selected. At the bottom of the main window, there are "Cancel" and "Join now" buttons, and "Sign in" and "Need help?" links.

2.5 Joining the meeting

Once you have configured your camera, microphone, and settings:

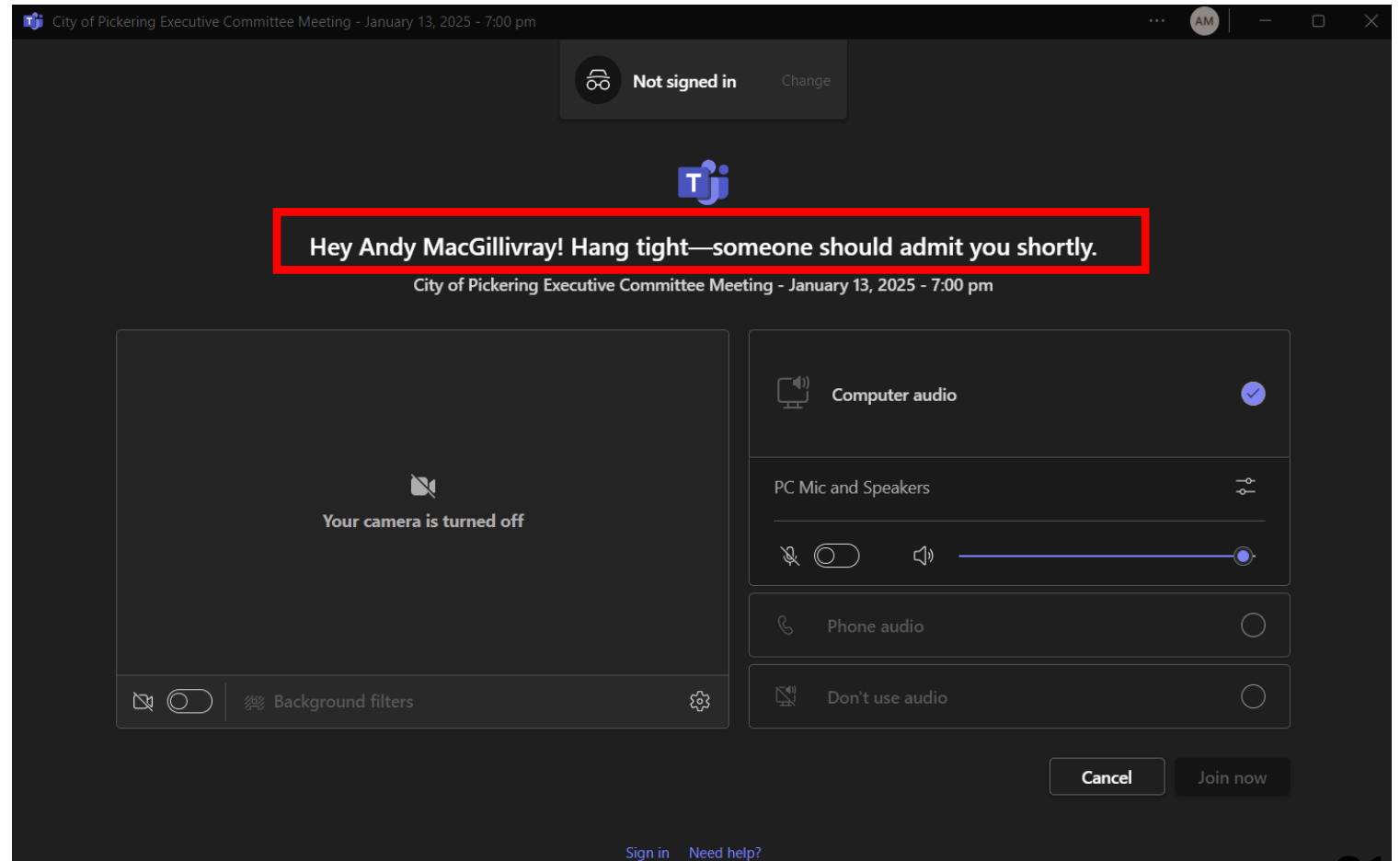
- A. Turn off camera
- B. Turn off microphone.
- C. Click **Join Now**.



2.6 Waiting in the lobby

Staff will be notified that you wish to join the meeting and will admit you when appropriate. Until then, you will be in the meeting lobby.

You will see a message that says **Hang tight! – someone should admit you shortly.**



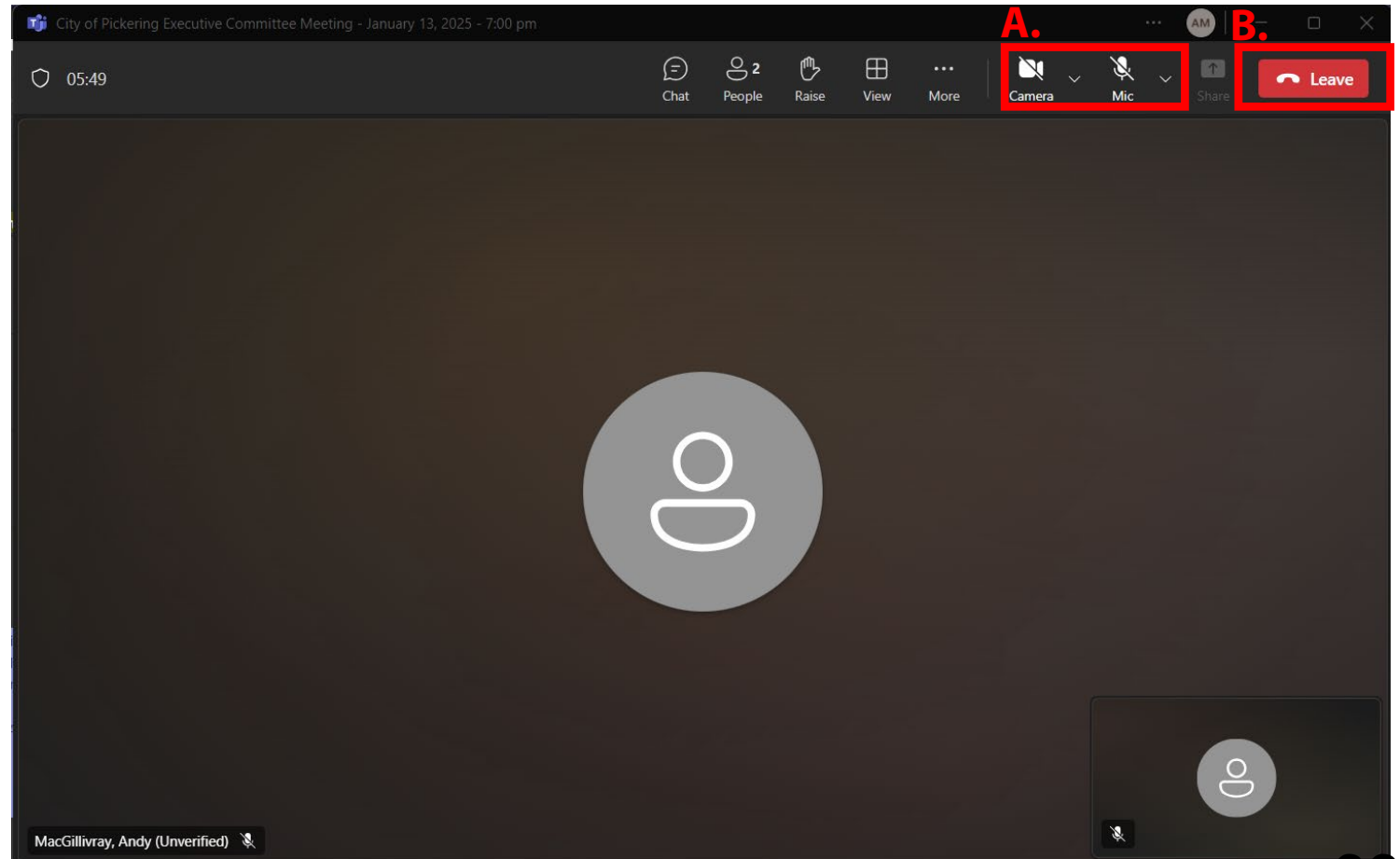
2.7 Controls in the meeting

Once admitted into the meeting, **please keep your camera and microphone off until the Chair of the meeting calls upon you to speak. Following your delegation, please remain in the meeting for any questions Council/Committee may have.** During the meeting, you have the following controls available:

A. Camera and Microphone Controls.

Turn camera or microphone on, off, or change settings.

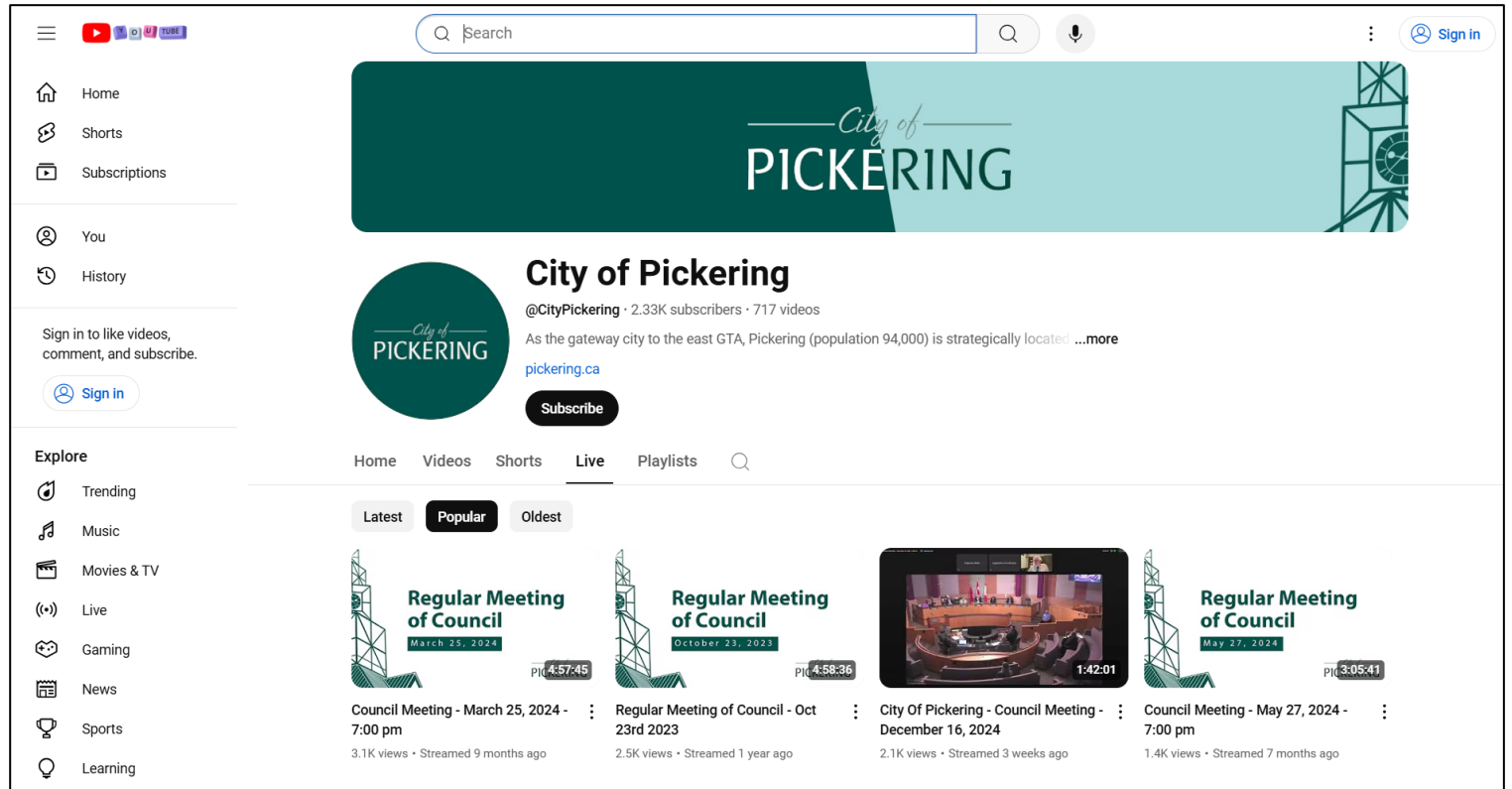
B. Leave the meeting.



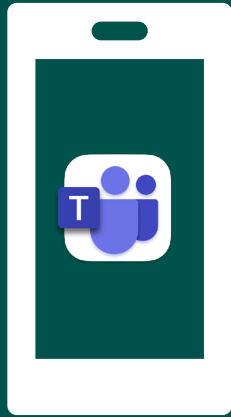
2.8 Following the meeting

Following your delegation, you will be removed from the meeting.

You can continue watching the meeting proceedings on the City's YouTube Channel.



3



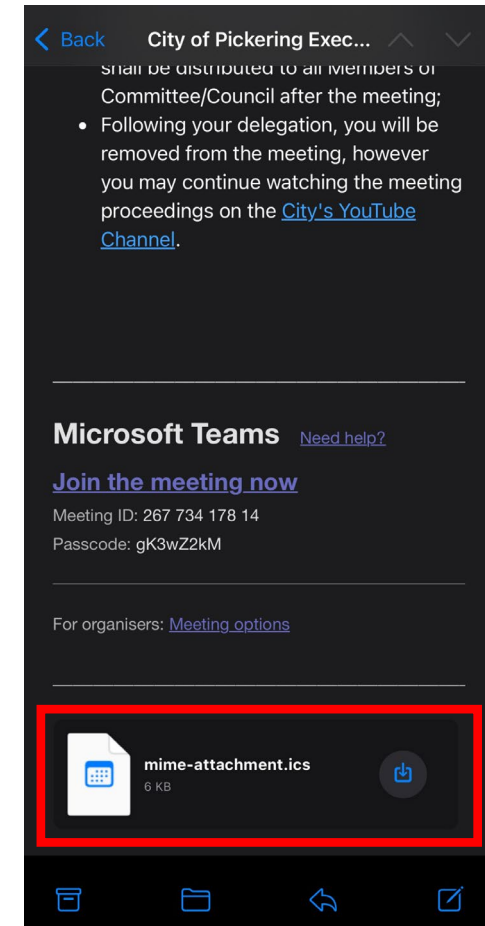
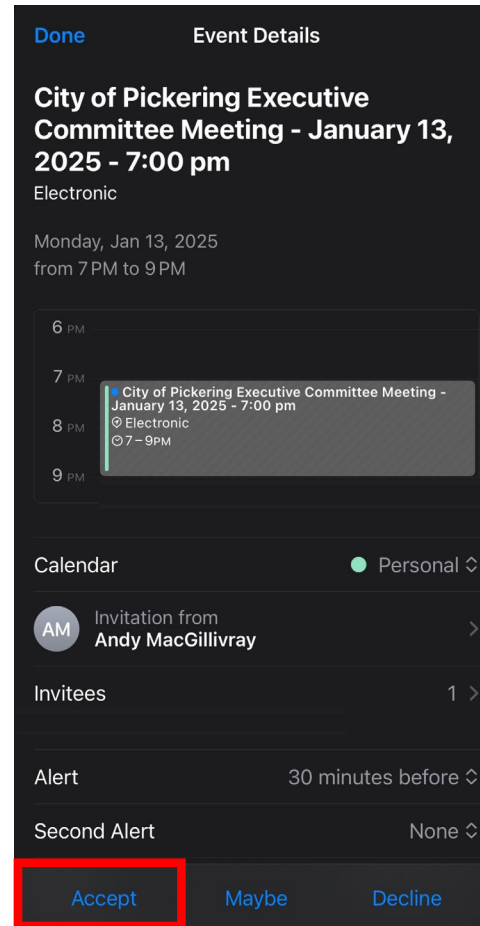
Joining a meeting by

Mobile via the Microsoft Teams app

3.1 Receiving the link

Prior to the Council or Committee Meeting, City staff will send those participating electronically a calendar invitation by email that includes a Microsoft® Teams meeting link.

- A. Please accept the meeting invitation.** This confirms that you have received your meeting link and will add it to your calendar to easily find at the time of the meeting.
- B. If your phone did not prompt you to accept or decline the invitation, you may need to tap the .ics file found within the invitation.**

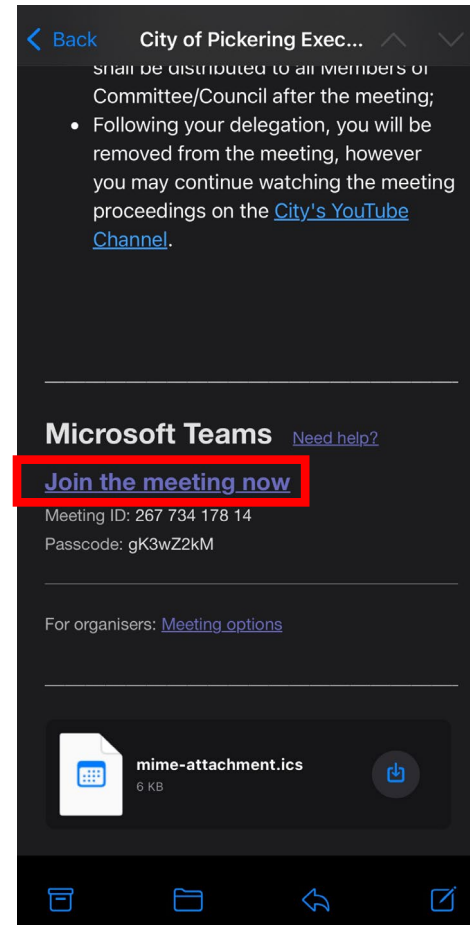


3.2 Using the link

The Microsoft® Teams meeting link will be located at the bottom of the calendar invitation.

The link will include a **Join the meeting now** link as well as the Meeting ID and Passcode.

Click the **Join the meeting now** link.

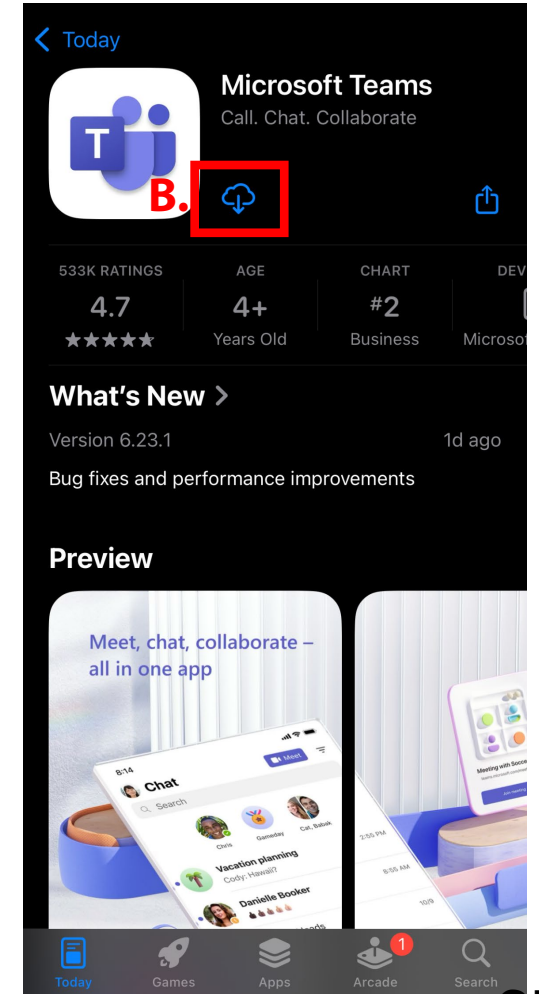
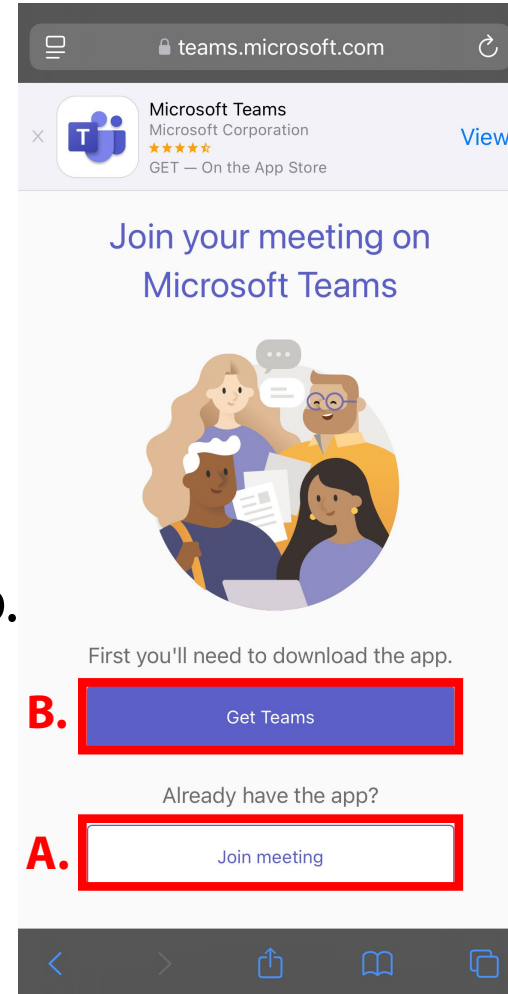


3.3 Getting the app

A new web browser window may appear asking whether you have the Microsoft Teams app on your device.

- A. If you have the app, tap **Join meeting**.**
This will open the Microsoft Team app on your device.
- B. If you **do not** have the app, tap **Get Teams**.** This will open your devices app store to download the Microsoft Teams app.

i If you have downloaded the app for the first time, you may need to go back to your email invitation to tap the meeting link.



3.4 Set name and audio/video settings

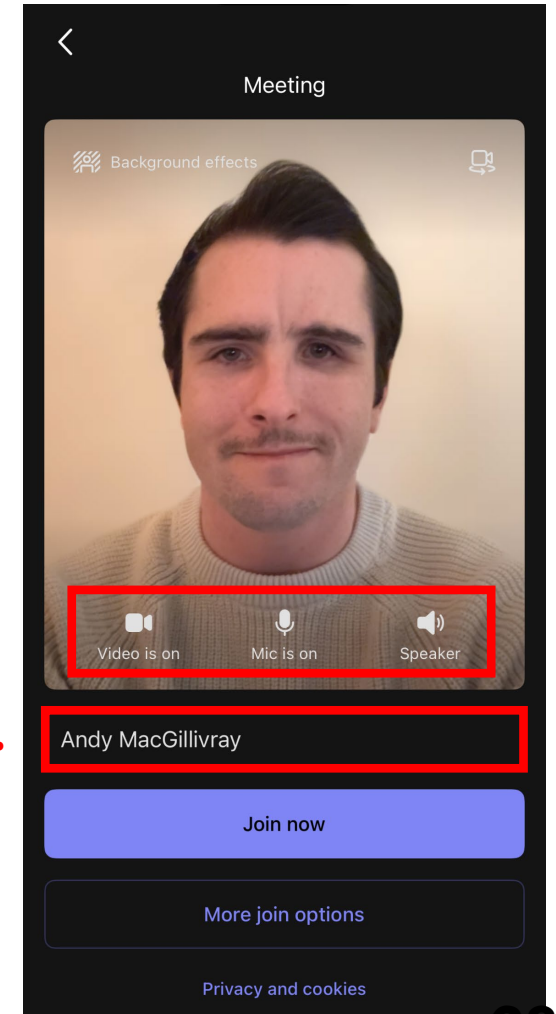
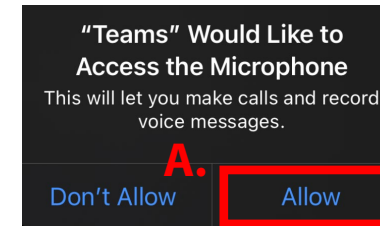
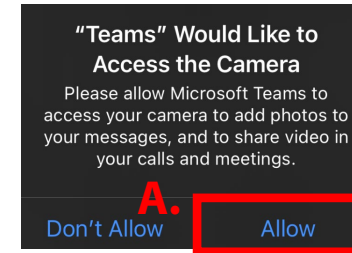
The app will open and prompt you to enter your name and configure your camera, microphone, and speaker settings.

A. If prompted, allow the Teams app to access your camera and microphone.

B. Enter your name.

i Ensure that you enter the name that you used at the time of registration. Unfamiliar names that are not registered to participate in the meeting will not be admitted.

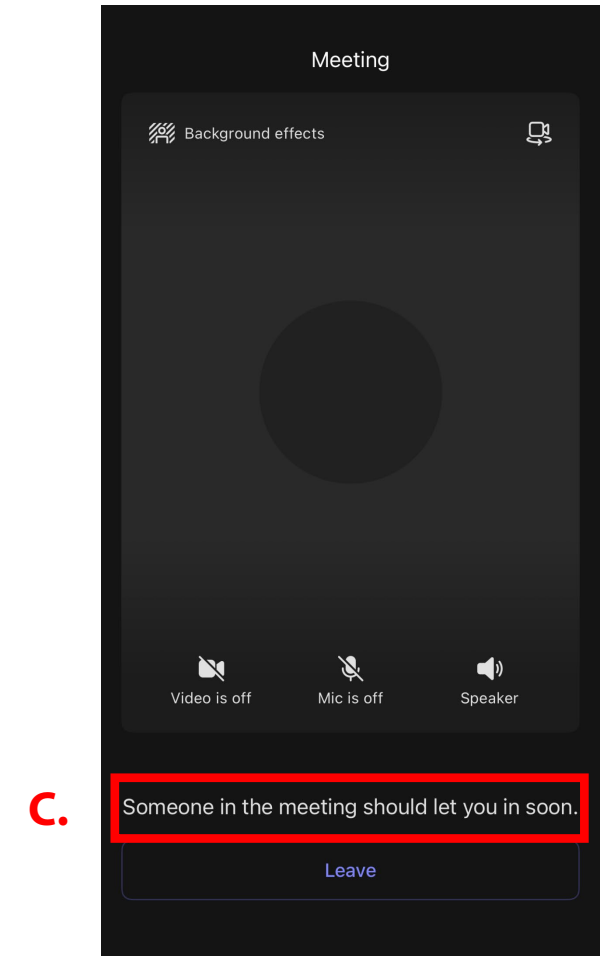
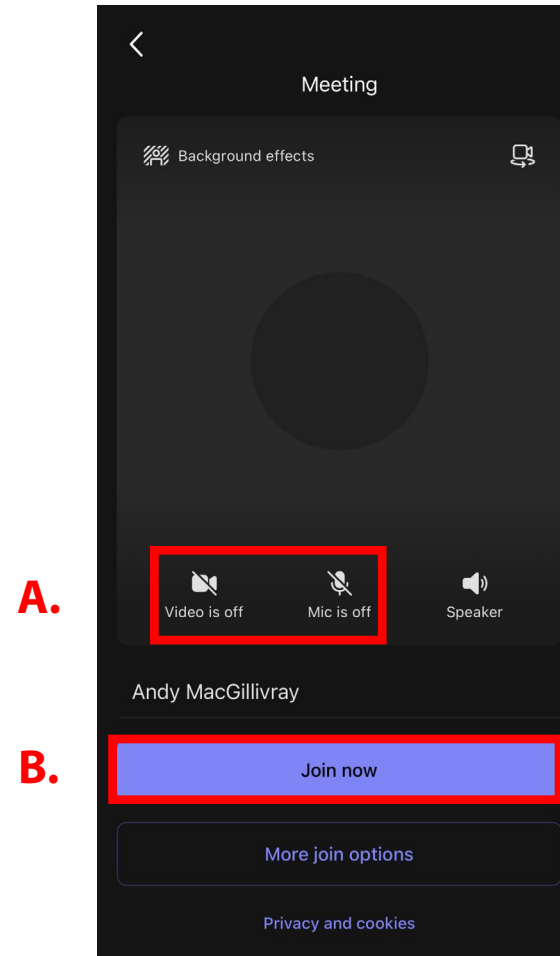
C. Adjust your camera and microphone settings if needed.



3.5 Joining the meeting

Once you have configured your camera, microphone, and settings:

- A. Turn off your camera and microphone.
- B. Click **Join Now**.
- C. You will see a message that says **Someone in the meeting should let you in soon.**



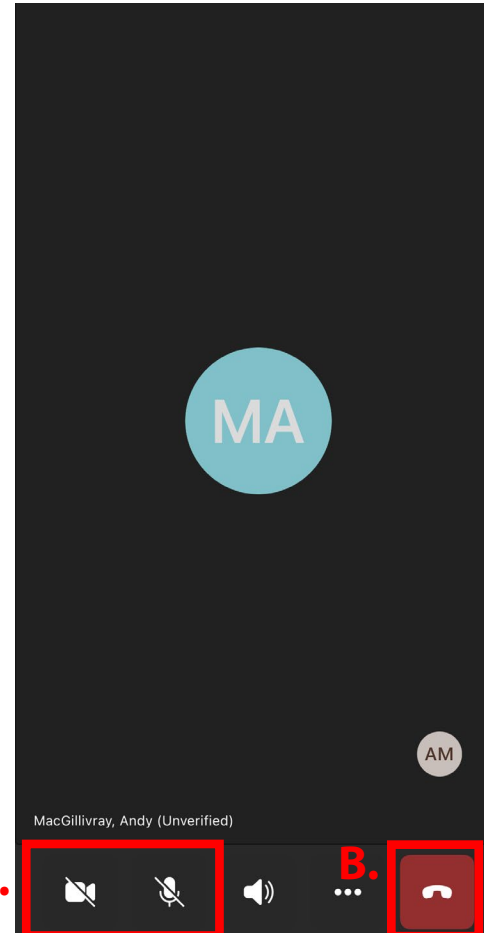
3.6 Controls in the meeting

Once admitted into the meeting, **please keep your camera and microphone off until the Chair of the meeting calls upon you to speak.** Following your delegation, **please remain in the meeting for any questions Council/Committee may have.** During the meeting, you have the following controls available:

A. Camera and Microphone Controls.

Turn camera or microphone on, off, or change settings.

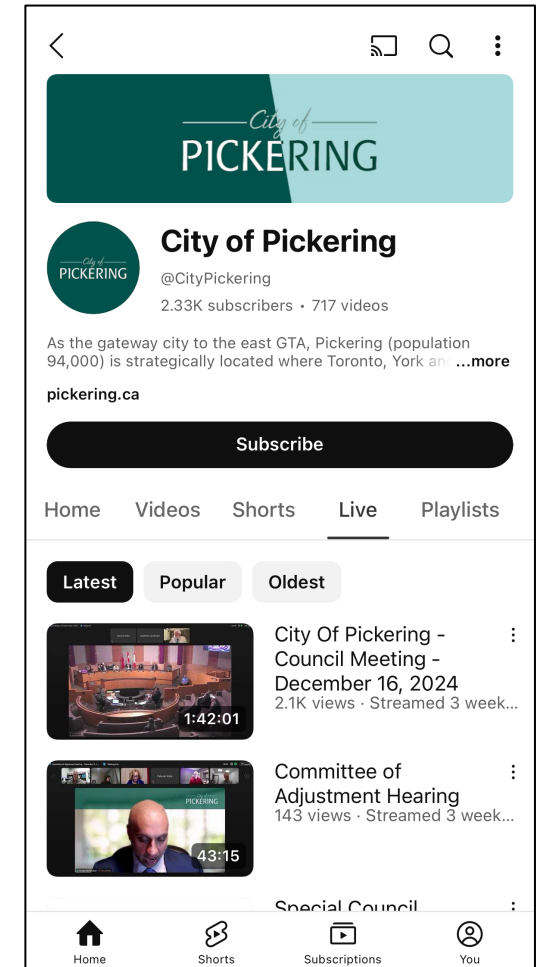
B. Leave the meeting.



3.7 Following the meeting

Following your delegation, you will be removed from the meeting.

You can continue watching the meeting proceedings on the City's YouTube Channel.



**For more information regarding electronic participation in
Council and Committee Meetings, please contact:**

Council & Committee Coordinator

905.420.4660 ext. 1849

clerks@pickering.ca

— *City of* —
PICKERING