



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

PUBLIC MEETINGS: HOW TO PROVIDE INPUT AND/OR PARTICIPATE USING ZOOM

Purpose of Public Meetings:

The purpose of a public meeting is to receive input from members of the public on the Temporary Use Permit application (TUP). This input is provided to the Board of Directors to assist them when making decisions on the TUP application.

If you have questions about the TUP, Planning staff is available to answer questions or provide information ahead of the hearing. We can be reached Monday to Friday, 8am to 4:30pm (excluding statutory holidays) by phone at 250-720-2700 or email at planning@acrd.bc.ca.

Public meetings will be recorded and live streamed on our website.

How to Provide Input:

Input can be received by email, facsimile, mail or verbally during the public meeting. Please see strict parameters outlined in the Notice of Public Meeting for each meeting.

There is no limit to the length of written submissions. Your submission will have a greater impact if it is concise, clear and to the point. Providing the same input in multiple ways (such as speaking, writing, and signing a petition) does not necessarily increase your impact on the public meeting. All correspondence will be considered by the Board.

It is important that you choose the method of providing input that is best for you, and gives you the best opportunity to state your case accurately.

Zoom Online Video Conferencing & Call-in Meetings:

If you are not familiar with using Zoom to participate in the meeting online or by calling in, here are a few helpful tips:

- If participating online, you have the option to turn on or off your video so other meeting participants can see you.
- If you select gallery view, you are able to see all meeting participants on the screen (depending on the size of your screen).

- Please keep your audio muted at all times until you are called upon by the Director, Alternate Director or the Chairperson of the Regional District to speak. This will ensure everyone has a reasonable opportunity to be heard, and will reduce the background noise which can make it hard for everyone to hear the conversation.
- If participating by phone, you can mute and unmute using *6.
- If participating online, there's a chat feature if you would like to ask a question to everyone in the meeting or just the meeting host/organizer/chair, you can choose.
- You can also raise your 'virtual hand' using the reactions button, which notifies the meeting host/organizer/chair that you would like to speak.

Zoom Tutorials:

The Zoom Help Centre has provided a number of video tutorials to help users. These videos can be found here:

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?flash_digest=1fddff3a2e41d8e4970da2f1d310473b4dfe40f0

Connecting to the Public Hearing by Phone:

Below are the steps required to connect to the public meeting by phone via Zoom. You will need the Zoom Meeting ID and Password.

1. Phone 855-703-8985 (toll free) or 1-778-907-2071
2. Enter Meeting ID followed by #
3. It will ask for a Participant ID, this is not required. Please wait on the line for it to ask for a password.
4. Enter Meeting Password followed by #
5. It should say you are connected to the meeting and the host has put you on hold. Staff will then let you into the public hearing and you will be live.
6. The public meeting will proceed as normal. The chair will start the meeting and explain the participation instructions to everyone in attendance.
7. If you wish to mute or unmute your phone line at any point during the public meeting you can press *6. If there is any significant background or feedback noise from attendees at the public meeting, staff may mute attendees until the portion of the meeting that allows for public presentation on the application.