ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

INVITATION TO ATTEND THE ADVISORY PLANNING COMMISSION MEETING USING ZOOM

APC Meeting Details:

APC Meeting: **Sproat Lake APC Meeting**
When: **Monday, December 19th, 2022 at 7:00 pm**

To attend the APC Meeting, please visit our website at **https://www.acrd.bc.ca/events/19-12-2022/** to register or contact Planning staff for zoom meeting details through email at planning@acrd.bc.ca, by phone at 250-720-2700, or in person during normal office hours 8:00 am to 4:30 pm, Monday through Friday.

General Zoom Meeting Information

Please click the Zoom mute button on your device during the meeting. Only unmute your device when given an opportunity to speak. Staff will mute all attendees until the portion of the meeting that allows for presentation on the applications.

There is an option to attend the APC Meeting either online or by calling into the meeting by phone.

- Note: If your device (ie. cell phone, IPad or computer) does not already have Zoom installed, you will be prompted to download and install the program or app when you click the link.

- To join by phone: 855-703-8985 (toll free) or 1-778-907-2071
  You will need to keep the Meeting ID and Password listed above handy while joining by phone.

Steps to Connect by Phone

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 APC Meeting.
6. The meeting will proceed as normal. The chair will start the meeting.
7. If you wish to mute or unmute your phone line at any point during the meeting you can press *6.

Tips for Connecting with Zoom

If you are not familiar with using Zoom video conferencing or audio conferencing, here are a few helpful Zoom tips:

1. If participating online, you have the option to turn on or off your video so other meeting participants can see you.
2. If you select gallery view, you are able to see all meeting participants on the screen (depending on the size of your screen).
3. Please keep your audio muted at all times unless you are invited to speak. This will reduce the background noise, which can make it hard for everyone to hear the conversation.
4. If participating online, there is 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.
5. You can also raise your 'virtual hand' using the reactions button, which notifies the meeting host/organizer/chair that you would like to speak.