

How to Participate in a Public Meeting

From your computer:

1. Click on the Webex link provided on the Public Hearings and Meeting page.
2. Enter your first and last name and email address and then click the blue “Join Now” button. **IMPORTANT: The option to “Join by browser” WILL NOT let you speak during the meeting.** (The password will fill automatically.)

Join Event Now

To join this event, provide the following information.

First name:

Last name:

Email address:

Event password:



- If this is your first time connecting, you may be prompted to install a Webex app. You can choose either:
 - Webex extension on your browser; or
 - Webex desktop app; or
 - Mobile phone app

Visit <https://www.webex.com/downloads.html>

3. Choose your audio connection: computer microphone or phone
 - If your computer does not have a microphone and you wish to speak during the meeting, select the phone option.

Use computer for audio

Call in

Don't connect to audio

- If choosing phone, **follow the phone-in instructions when prompted.** This will connect your phone call with your computer login so you can speak even if you don't have a computer microphone.
- Your audio and your video will be muted by the moderator upon entry into the meeting. It will only be un-muted if you raise your hand to speak, and it becomes your turn.

From your telephone

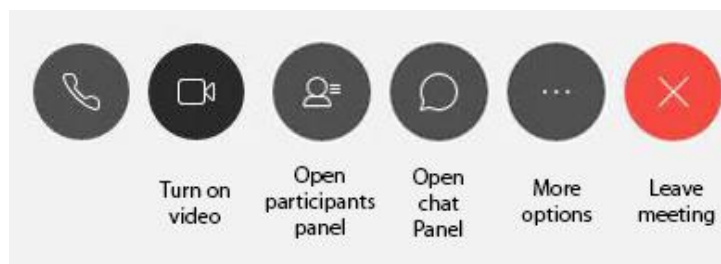
1. Dial the Webex phone number
2. Enter the Meeting ID
3. Hit # when asked for participant ID (there is no ID)

Your audio will be muted upon entry into the meeting. It will only be un-muted if you request to speak and it becomes your turn.

“Raise your hand” to request to speak in the meeting:

Let the moderator know you would like to speak:

- **On computer:** click the “Raise Hand” icon
 - Open the participant panel by clicking on the icon.



- In the new panel that opens up, click the “Raise Hand” button in the bottom right corner.



- **On phone: dial *3**

The moderator will let you know when it is your turn by:

- **On computer:** you will see a message, **“You have been promoted to panelist. Please unmute your audio to speak.”** If you wish, you may turn on your video camera, though this is not necessary.
 - After you have finished speaking, please lower your hand by clicking on the button again. You will be provided another opportunity to raise your hand to speak again.
- **On phone:** you will hear a message **“Your line has been unmuted.”** When you are finished speaking, lower your hand by pressing *3 again. You will be provided another opportunity to raise your hand to speak again.

If you wish to speak a second time, please wait until the moderator calls for the second round of speakers and then “raise your hand” again.

We ask for your patience as we work through the speaker’s list in this new online format of holding public meetings. If there is a large number of hands “raised”, it will take us some time to get through the list. We will do our best to invite you to speak in the order that hands were raised, but it may not be possible.

Experiencing technical difficulties?

If you experience technical difficulties, please use the “Chat” function to send the “host” a message. The moderator will respond and will try to help you out. Please note: Council and staff who are presenting **will not see or respond to** messages in the Chat panel.

Written submissions are strongly encouraged to be made prior to the Public Hearing. If technical issues occur for a person during the Hearing, submissions may be made by emailing hearing@squamish.ca and staff will distribute to Council and make available on the website. For those participating via telephone or electronically, the District is encouraging written submissions to be made as well.

Send us your feedback

We are excited to host this new way of meeting in order to accommodate Public Hearings and Meetings during this time where we cannot gather in large numbers. We are always open to feedback and look forward to hearing about your experience. Please send us your constructive feedback to planning@squamish.ca and let us know what worked or didn’t work for you.

Thank you.