



How to participate in Tahsis Council Meetings and Public Hearings Virtually

Members of the public can view or participate in Council Meetings and Public Hearings through the Council MS Teams Link located on the Council webpage or on the agenda and minutes page. Note: this link will not work in advance of the meeting start time.

Please note:

Public participation in Council Meetings and Public Hearings is only permitted in relation to items on the agenda, as per Council Procedure Bylaw No. 495, 2012 (consolidated). These are not forums for the public to comment on unrelated issues.

What you will need:

- desktop computer, laptop, tablet, or smartphone
- speakers/headphones—most laptops, tablets, and smartphones have built-in speakers
- webcam—recommended if participating in public input or a delegation, but not required
- internet connection—please note that the audio and video quality of your connection is directly related to the quality of your internet connection from your service provider

How to watch or participate online:

Step One: To view Regular Council Meetings and Public Hearings online, navigate to our [council page](#) and click on join the meeting. If you are joining for the first time it is advised that you try a little early so that you can

download the Microsoft Teams program. You can join with the web browser, but it will work better if you have the program.

Step Two: After clicking the link you will be prompted to enter your name and test your mic, speakers, and camera. Please use your full name for your screen name. The Village of Tahsis is collecting this information under section 26(c) of the Freedom of Information and Protection of Privacy Act (British Columbia) for the purpose of facilitating online meetings. By providing your full name, you acknowledge and consent to the collection and use of your personal information by the Village of Tahsis for this purpose. Should you have any questions about the collection of this personal information, please contact the Village of Tahsis Office by phone 250-934-6344 or by email reception@villageoftahsis.com. If you do not provide your full name, you will not be admitted to the meeting.

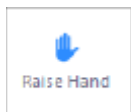
Step Three: Select your audio preference. If your device is equipped with a microphone and speakers, you should select Computer Audio. If you do not have a microphone and speakers on your device or your sound quality is poor, you can select Phone Call. If you select Phone Call, you will be provided a list of numbers to use to call into to participate in the audio portion of the meeting or have the option of Teams calling you by providing your phone number.

Step Four: Wait for the host to start the meeting. Once you have entered the information above, you will be placed in a “waiting room” and Village moderators will be notified that you are waiting to join the meeting. When the meeting starts, your feed will begin.

Please note:

To avoid distractions, feedback, and sound quality issues, the Village will maintain control of all audio and video. As a meeting attendee, you will be able to view and hear the meeting but will be muted and blocked from being seen on video.

How to participate in the public input period:



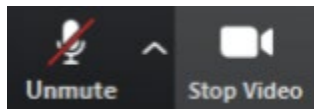
At the specified time during a Regular Council Meeting or Public Hearing, you can add yourself to the queue to speak by “raising your hand.” To do so, click or tap Raise Hand in the controls. When your hand is raised it will appear as a yellow hand beside your name.

The system logs the order in which hands are raised and speakers will be called in that order. Unless you no longer wish to speak, please keep your hand raised until you are called upon.

At the start of the public input period, the Mayor will call on persons in the public gallery who have signed the public input sheet. Once the in-person public input has finished, the Mayor will call on, in order, those attending online for their input.

When you are called upon to speak, please unmute your mike. If you wish you may also turn your video on at this time as well.

When you are muted and turned off, you will see a red dash over them. ensure you have turned on your microphone before providing your comments.



Note that you do not have to use video, but it is encouraged for all participants providing comments.

*When called upon to speak you will be asked to provide your full name before providing your input.

Please note:

The name provided as your screen name when registering for the webinar is the name called upon to invite you to speak. To avoid confusion, you must register using your full name.

The chat function will be disabled for meetings so as not to distract during a meeting.

Tips for an optimal experience:

- **Start early.** Plan some lead-time to get set up on MS Teams. This will allow you to troubleshoot any issues or make software updates if needed. It will also allow you to check that your sound and video are working and familiarize yourself with the platform.
- **Consider your environment.** When speaking at a meeting, please share your video but do so from a quiet and uninterrupted environment. Choose a place to sit that is lit from above or in front of you rather than from behind.

- **Set your camera.** Test your camera and adjust it if necessary to ensure you can sit comfortably with your face centred on the display screen.
- **Choose a good connection.** Opt to connect from a location with the highest speed internet you have access to. A wired connection is often faster than wireless.
- **Use a device with a built-in microphone.** If the device you are using does not have a built-in microphone you will still have the option to call-in using a separate device.

If you need help:

If you have any technical issues when logging into a Regular Council Meeting or Public Hearing, please access the MS Teams help centre directly. There are a number of training tools and support systems on their website: [Microsoft Teams \(free\) - Microsoft Support](#)

Watch or participate in person

All Council meetings, including Committee Meetings and Public Hearings, are held in Council Chambers at 977 S. Maquinna Drive.