



Joining a Virtual Board of Variance Hearing

The Province of British Columbia has required local governments to prohibit the public from attending local government meetings (including Board of Variance hearings) in person.

Electronic participation options are therefore being provided via WebEx (a virtual meeting platform) as well as via telephone.

- You can participate using WebEx by joining the hearing from your laptop, desktop, smartphone, or tablet. A microphone is required to speak. Video is optional.
- If you do not have access to a computer, you can instead participate via telephone.

To participate electronically (either via WebEx or the phone), please phone Legislative Services at 604-925-7004 between 8 a.m. and 4 p.m. on the scheduled hearing date to register to speak.

Via Telephone

- Provide staff with your name, phone number, and a description of the item that you wish to speak to; and
- Staff will phone you during the hearing in order to provide you with an opportunity to address the Board via telephone during that item.

Via WebEx

Before the hearing:

- Provide staff with your name, phone number, and a description of the item that you wish to speak to;
- Visit westvancouver.webex.com to download and install the Cisco Webex Meetings app; and
- [Join a test meeting on Webex](#) to check that your device is ready.

At the scheduled hearing start time:

- Navigate to the [Board of Variance](#) webpage.
- At the scheduled hearing start time, click the 'Join Meeting' link (located in the 'Next Hearing' field) to join the hearing.
- Enter your first name, last name, email address, and event password (**westvan**). The password may already be filled in.

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- Click the “Join Now” button.

Note: Public speakers must not "Join by Browser". Only click the button to "Join by Browser" if you do not plan on speaking as your video and microphone will not transmit.

Join Event Now

To join this event, provide the following information.

First name:

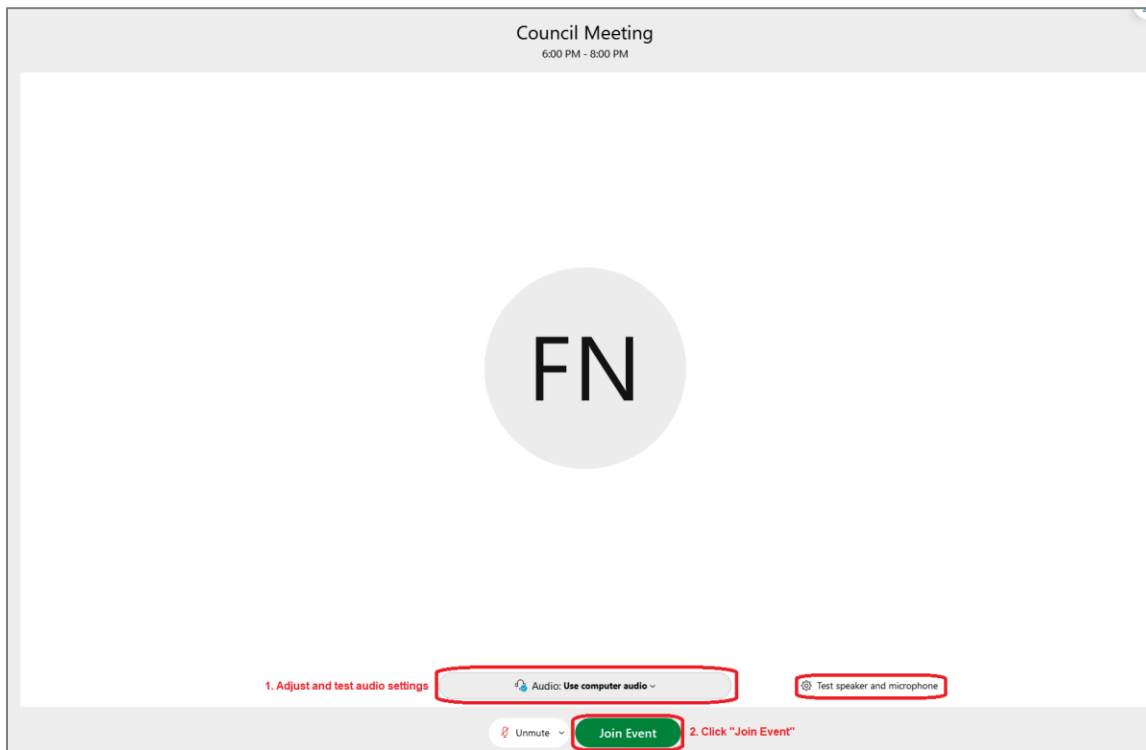
Last name:

Email address:

Event password:

Click "Join Now"
Join Now
Join by Browser NEW!

- Ensure that your audio and video devices are connected by clicking “test speaker and microphone”.
- Click “Join Event” to join the hearing. Your microphone and video will be turned off automatically upon entry.



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Speaking

- When it is your turn to speak, your microphone will be unmuted and you will be given the option to turn on your video.

Note: You must sign up to speak in advance by phoning Legislative Services at 604-925-7004 between 8 a.m. and 4 p.m. on the scheduled date of the hearing.

- When you are done speaking, the host will mute your microphone and turn off your video.