



## Joining a Board of Variance Hearing via Zoom

Electronic participation options are provided via Zoom (a virtual meeting platform). You can participate using Zoom by joining the hearing using your own device (laptop, desktop, smartphone, or tablet). A microphone is required to speak; video is optional.

Before the hearing date [download the Zoom Workplace application](#) to your device.

On the day of the hearing, call 604-925-7004 between 8:30 a.m. and 4 p.m. to provide staff with your name, phone number, and a description of the item that you wish to speak to.

At the scheduled hearing start time:

- Navigate to the [Board of Variance](#) webpage.
- Click the “Join Hearing” link to join the hearing.
- Enter the meeting ID (found on the [Board of Variance](#) webpage), followed by the same name you provided to staff when signing up to speak. *Please note that attempts to participate in the hearing via Zoom under an unknown name will fail.*
- Click the “Join Now” button.
- Ensure that your audio (and video) devices are connected.
- Your microphone and video will automatically be off upon entry.

### Speaking

- When it is your turn to speak you will be promoted within Zoom to a ‘Panelist’; you can then unmute your microphone 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 8:30 a.m. and 4 p.m. on the scheduled date of the hearing.

- When you are done speaking, the host will revert your status in Zoom to an ‘Attendee’ which mutes your microphone and hides your video feed (if any).