

Participation Guide: How to participate during the meeting

Instructions for how to participating during the meeting including raise hand and ask questions

Submit comments

You can still submit your comments and questions during the meeting period by emailing the City Planning Staff and Councillor's Office. Your questions and comments will be shared with the project team and relevant staff will contact you with answers to your questions after the meeting. Ensure you leave a detailed question or comment as well as your name and your contact information.

Ask questions during the meeting - for participants using WebEx

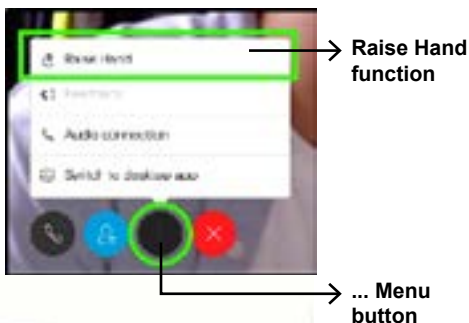
All participants are shown in Webex as either "Panelists" (City Staff and project team) or "Attendees" (members of public).

During the meeting, staff will be the Host and Presenter in Webex coordinating all of the Webex functions in the background. As an "Attendee" in Webex, you are automatically muted upon entering the meeting and the Host can unmute you when you can ask your question. You will be muted again you once your question is asked. The Presenter will share their screen in Webex to display supporting materials when required. You will not be visible during the meeting.

You can ask your questions using the "Raise Hand" functionality of the WebEx app. Follow the instruction below:

Via the internet browser:

click the "... " button at the bottom of the video window and select raise hand.



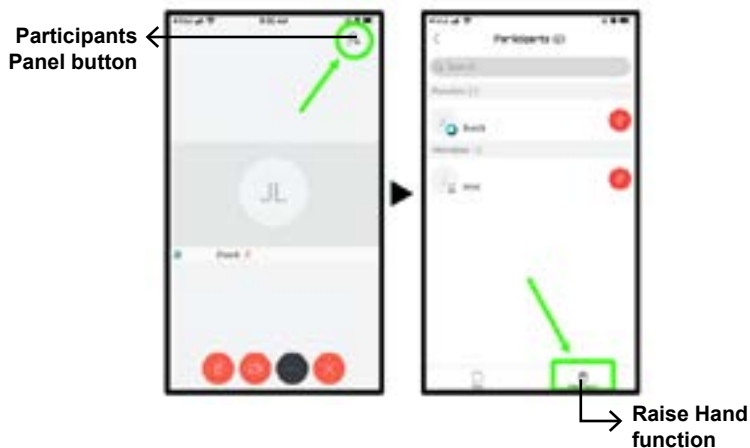
Via the Webex App on the computer:

open the Participants panel by clicking the Participants button at the bottom of the video window. The Participants panel will open to the right. Click the raise hand button at the bottom right of the Participants panel.



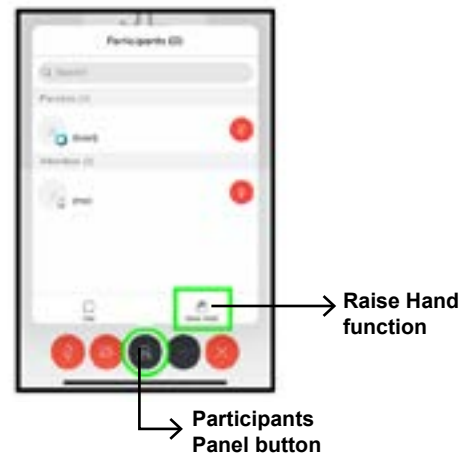
Via the Smart Phone App:

click on the Participants panel button at the top left of the screen. Click on the raise hand icon at the bottom of the panel.



Via the Tablet App:

click on the Participants panel button at the bottom of the screen. Click the raise hand button at the bottom right.



What happens when you raise your hand?

- Once your hand is raised, your name will be placed into a queue, and the Host will see that your hand is raised.
- The Host will select and individually unmute participants with their hand raised by announcing their name. When you are selected and unmuted, you will hear two beeps. Ask the team your question.
- The Host will re-mute you after you've asked your question. You will hear one beep.
- The project team will answer your questions verbally.
- Please remember to lower your hand after your question.
- When you are given the chance to speak, please ensure your behavior adheres to the Code of Conduct document.

Other tips on using the WebEx functionalities:

Changing Your View in Your Hearing

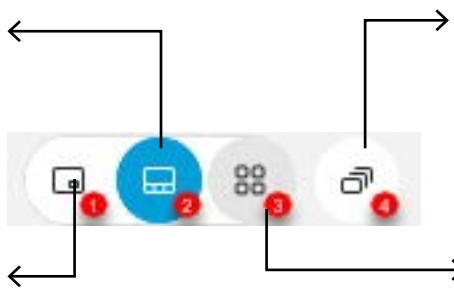
You can change your view to either the active speaker or grid view. You can find these buttons in the top right corner by hovering your mouse. It is recommended to put your screen on the Grid mode. When material is shared it will automatically be switched to the Active Speaker mode.

Active Speaker View thumbnails of other speakers

You would see some panelists and the shared material.

Active Speaker View

You would only see the active speaker and the shared material.



Full Screen (not recommended)

Each window is expanded to full screen and are overlapped.

Grid View (recommended)

You will be able to see all the panelists who have their video turned on

Using the Q&A function when available

If you are joining via the internet browser or WebEx App on your computer: click the “...” button at the bottom of the video window and select “Q&A”. Type your question in the box to the lower right hand of your screen. Click Send or Send Privately. Only staff will be able to see your questions.

If you are joining on a smartphone or tablet: click the “...” button at the bottom of your screen and select “Q&A”. Type your question in the box and click Send. Only staff will be able to see your questions.

