FORT ST JAMES
DISTRICT

District of Fort St. James
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PUBLIC PARTICIPATION IN COUNCIL MEETINGS

The District of Fort St. James provides an electronic alternative to live attendance at open meetings of Council, committees, and commissions. Members of the public and delegations may attend an open meeting in person or by electronic means via Zoom webinar.

ATTENDING A MEETING IN PERSON

Members of the public are welcome to attend an open meeting in person. As a meeting may be held solely by electronic means if Mayor or Council require the electronic format, please check the agenda prior to the meeting to confirm that in-person attendance is offered.

ATTENDING A MEETING VIA ZOOM

How do I join a Zoom webinar or meeting?
Please visit https://zoom.us/ and either sign up for a free Zoom account or continue as a guest. Download the Zoom software on your personal computer or download the mobile app to your smart phone or tablet. Once you have downloaded the software or app you are ready for the meeting. Just click on the link provided in the calendar on our website or use the webinar ID that appears on the agenda and on the public notice.

How may I provide comment when attending a meeting via Zoom?
Opportunities for public comment are available at public hearings and when development variance permits are presented to Council. To provide comments, once the Mayor or Chair has invited comments from the public:
- Click on the "raise hand" feature in the meeting controls.
- Staff will unmute your microphone when it is your turn to speak.
- A prompt will appear asking you to confirm that you would like to be unmuted. Once you accept the prompt, you may speak.
- Once your turn has ended, your microphone will be muted.

I prefer not to make comments at a meeting. Are there other opportunities for comment?
Yes, please send any questions or comments to gkennedy@fortstjames.ca.

I am having trouble learning to use Zoom. Are there any resources to help me?
Yes, please visit Zoom's website support page: https://support.zoom.us/hc/en-us/categories/201146643