

## Zoom Meeting Information

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Council's [Procedure Bylaw](#) permits Town of Ladysmith meetings to be held electronically. This includes Council, Committee of the Whole, and Public Hearings.

### Register to attend using Zoom Webinar:

- Register in advance for the meeting by clicking on the link on our website: <https://www.ladysmith.ca/city-hall/mayor-council/council-minutes-and-agendas>.
- Immediately after registering you will receive an email containing your unique meeting link (if you share the link, your name will appear if someone else uses it). You'll want to save your link as you will need it to join the meeting. People who register early will receive reminder emails. Registration remains open during the Council meeting.
- We recommend watching the meeting via Zoom as sometimes there are technical issues with the livestream on YouTube. All meetings will be recorded.

### Participate through Zoom Webinar by [URL](#):

Use your Zoom compatible tablet, smart phone or computer to join the meeting by entering the URL provided in the Public Hearing notice into your browser.

**Participate through Zoom Webinar by [phone](#):** Zoom also offers the option to dial in by phone. The confirmation email you receive after registering will include the phone number and the meeting ID. You will need to enter the meeting ID in order to join the meeting. Note that a participant ID is **NOT** required. A carrier rate may be associated with some of the phone numbers offered, so use the one that is local.

### DELEGATIONS:

Delegations are able to present via Zoom during electronic meetings only. Please sign up using the online delegation form here: [Delegation to Council Application](#)

### QUESTION PERIOD:

- If you would like to ask a question during Question Period (near the end of the meeting) please click on the "[raise your hand](#)" 🙋 feature in the webinar controls only if you wish to speak.
- A prompt will appear to confirm you would like to be unmuted. Once you accept the prompt, you will be able to make your comment. Your video will remain off.
- If you choose to participate by phone only, you will need to be aware of the following functions: \*9 to raise your hand and \*6 to mute/unmute.
- If you would prefer to submit your question via email, please send to [info@ladysmith.ca](mailto:info@ladysmith.ca) prior to Question Period so that your question may be asked before the meeting ends.