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## Writing to Mayor & Council

Correspondence should be addressed to Mayor and Council, personally signed and **contain a return mailing address**. The Corporate Officer must receive the correspondence no later than Wednesday at noon preceding a regular or special meeting, to be included on the next agenda. Letters may be mailed, faxed or emailed. While email correspondence does not need a signature, it must contain contact information, including full name, mailing address, email address and telephone number.

Your letter will be acknowledged (received) during a Council meeting. Council may just receive your letter, direct further action, or refer it to staff. In any case, the Corporate Officer responds to letters informing the author of Council's action.

If you are writing in regards to a public hearing, your letter must be received prior to the start of the hearing to be considered. Letters may be faxed or emailed. If your correspondence is received after the close of the public hearing, it will not be received by Council unless correspondence is requested after the bylaw is adopted.