



## PUBLIC PARTICIPATION IN COUNCIL MEETINGS

The Village of Pemberton is providing an electronic alternative to live attendance at Council, Committee, and Board meetings. As authorized under [Village of Pemberton Council Procedure Bylaw](#), Council members, staff, and members of the public may attend an open meeting in person or by electronic means through a Zoom webinar, unless the Mayor has determined that the meeting will be held solely by electronic means.

All council, committee, and board meetings are recorded as per the [Video Recording & Broadcasting of Open Meetings Policy](#).

### ATTENDING A MEETING IN PERSON

Members of the public are welcome to attend an open meeting that includes an in-person component by joining the meeting in Council Chambers located at 7400 Prospect Street (in the White Building). Please check the agenda prior to the meeting to confirm that in-person attendance is offered for the meeting you wish to attend.

### ATTENDING A MEETING ZOOM VIDEO CONFERENCING

Instructions for attending a meeting via Zoom are provided below:

#### ***How do I join a meeting via Zoom Video Conferencing?***

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 Zoom software you will be ready for the meeting. Pre-registration is not required. However, you may be required to provide your name and email address when attending the webinar.

**Please click the link in the calendar to join the meeting.**

#### ***How can I provide Public Comment on Zoom?***

An open question period is available at the end of each regular council meeting. ***Committee of the whole meetings, special council meetings, and board meetings do not include an open question period.*** Opportunities for public input are also available when development variance permits are presented.

Once Mayor Richman has invited comments from the public regarding a development variance permit, or announced Open Question Period, please do the following:

- Click on the "Raise Hand" feature in the webinar controls.
- Village staff will unmute your microphone when it is your turn to ask a question.
- A prompt will appear to confirm you would like to be unmuted. Once you accept the prompt, you will have the opportunity to ask your question.
- Once your question has ended, you will be muted again.

Please be reminded that as per the Village of Pemberton Open Question Period Policy:

- Only questions directly related to business discussed during the Council Meeting are allowed.
- Questions must be truly questions, and not statements of opinions or policy by the questioner.
- Not more than two (2) separate subjects per questioner will be allowed.
- Attending press will be given priority over the public.

***I prefer not to ask my question at the meeting. May I provide my question to the Village for response another way?***

Of course! Please submit any questions via email to [gkennedy@pemberton.ca](mailto:gkennedy@pemberton.ca)

***I am having difficulty preparing for the meeting and learning Zoom. Do you have any resources to help me?***

Yes, please visit Zoom's website support page on helpful tips to prepare for the meeting:

<https://support.zoom.us/hc/en-us/categories/201146643>

#### **VIEWING MEETINGS ONLINE**

Recordings of meetings held after March 31, 2020 may be accessed from the online [Calendar](#).

Meeting agendas and minutes are available on the [Village website](#).