



## **PUBLIC PARTICIPATION IN COUNCIL MEETINGS IN CONFORMANCE WITH PHYSICAL DISTANCING REQUIREMENTS**

In order to minimize the spread of the COVID-19 virus, the Village of Pemberton is providing an alternative to viewing Council, Committee, and Board meetings and allow for public participation, as per the Village's [Open Question Period Policy](#) which is held during a Regular Meeting only. This alternative allows the Village to adhere to physical distancing requirements, follows the Minister of Public Safety's Ministerial Order MO192 (which suspends certain requirements of the *Community Charter*), and provides a way for the public to ask questions during the Open Question Period at the end of a Regular Council meeting.

Please be advised, all electronically held Council, Committee, and Board Meetings are recorded. Please read the [Video Recording & Broadcasting Policy for Electronically held Council, Committee and Board Meetings](#).

### **VIEWING MEETINGS ONLINE**

You will be able to view previously recorded meetings online by going to the [Calendar](#) on the Village's website and clicking on the date of the meeting you would like to view. As always, meeting agendas and minutes are also available on the Village's website. Please note that recordings are only available to view meetings held after March 31, 2020.

### **VIRTUAL PARTICIPATION BY ZOOM VIDEO CONFERENCING**

In the interim, the Village of Pemberton will be offering the ability to attend live Council, Committee, and Board meetings via "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 on July 14<sup>th</sup>, 2020, at 5:30 p.m.

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 below to join the webinar:**

<https://us02web.zoom.us/j/85400085217>

**(Webinar ID: 854 0008 5217)**

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

An Open Question Period is available at the end of each Regular Council Meeting. Please note that Committee of the Whole Meetings, Special Council Meetings, and Board Meetings do not allow for an open question period.

Once Mayor Richman has announced Open Question Period, please do the following:

- Click on the “Raise Hand” feature in the webinar controls. This will notify Village Staff that you have raised your hand.
- Village Staff will unmute your microphone when it is your turn to ask your 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 allowed preference prior to proceeding to the public

**During Question Period, I don’t want to ask my question at the meeting; can I provide my question to the Village for response another way?**

Of course! Please submit all public comments via email at [sfraser@pemberton.ca](mailto:sfraser@pemberton.ca).

***I am having difficulties 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>

#### **ATTENDING MEETINGS IN PERSON**

Unfortunately, at this time we do not allow the public to attend meetings in person. This is due to physical distancing requirements and the limited space in our Council Chambers. All Council members and Staff will also be attending the meetings electronically at this time.