



## **PUBLIC PARTICIPATION IN COUNCIL MEETINGS BY ZOOM WEBINAR**

The Village of Pemberton is providing an electronic alternative to live attendance at Council, Committee, and Board meetings. This alternative provides a way for the public to ask questions during the Open Question Period at the end of a Regular Council meeting, as per the Village's [Open Question Period Policy](#).

### **ATTENDING MEETINGS IN PERSON**

Members of the public who prefer to attend a meeting in person are welcome to join the meeting at Council Chambers located at 7400 Prospect Street.

**Please note that face coverings are required for in-person attendance, and the number of in-person attendees may be limited to meet physical distancing requirements and room occupancy limits.**

All 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. Meeting agendas and minutes are available on the Village's website. Please note that only meetings held after March 31, 2020, are available to view online.

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

The Village of Pemberton is 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 **November 16<sup>th</sup>, 2021, at 9:00 am.**

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/85729685966>

**Webinar ID: 857 2968 5966**

***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. 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 given preference prior to proceeding to 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 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>