



PUBLIC PARTICIPATION IN COMMITTEE 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 meeting. Opportunities for public input are also available when development variance permits are presented.

Once the chair has invited comments from the public regarding a 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 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 developmentsservices@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](#).