



How to Participate at the Public Hearing

penticton.ca

Due to COVID-19, the City will be conducting Public Hearings in multiple ways – in-person, with written submissions, by telephone or via Zoom.

The Public Hearing is held at 6:00 p.m. at the Penticton Trade and Convention Centre, 273 Power Street.

Electronic Participation is available via Zoom or telephone. The link and number can be found on the City's website. Written submissions can be sent to publichearings@penticton.ca until 9:30 am the day of the Public Hearing.

To watch the Public Hearing, please view the live stream on the City's website.

How to participate in writing:

1. Submit comments by mail or place in the drop box outside City Hall to the attention of the Corporate Officer, City of Penticton, 171 Main Street, Penticton, BC V2A 5A9 or
2. Email comments to the attention of the Corporate Officer at publichearings@penticton.ca

Written submissions will be accepted until 9:30 a.m. on the day of the Public Hearing.

No letter, report or representation from the public will be received by Council after the conclusion of the Public Hearing. Please note that your name and address will form part of the public record.

Further Information:

The bylaw and supporting information will be available for public inspection up to and including **the day of the Public Hearing** online at www.penticton.ca/publicnotice.

How to participate via telephone:

1. Visit www.penticton.ca for the call in number and participant details.
2. **10 minutes before the beginning of the Public Hearing**, call the phone number and follow the prompts.
3. You will be muted upon entry to the Public Hearing. A staff member may ask for your name or you will be identified as Caller and the last four digits of your phone number.
4. **There will be a wait time** - you may hear others joining the public hearing.
5. **The Public Hearing will begin at the scheduled time** with an introduction. When the Mayor asks the public for the first time if anyone would like to speak to the bylaw, those on the telephone, Zoom and in person will alternate speaking opportunities.
6. A staff person will say your name or Caller and the last four digits of your phone number and ask you to unmute your phone (*6).

7. All speakers are asked to restrict their comments to three minutes. Please provide Council with your name and the street you live on.
8. After you speak, you may hang up or stay on the call if you want to speak again. The Mayor will ask the public for a second and third time if anyone would like to speak to the bylaw. You will be unmuted and asked to provide your additional comments.
9. The Public Hearing will continue until all in attendance and those participating electronically have had a chance to be heard.
10. Council will listen to the views of the public, no decisions will be made at the Public Hearing.

How to participate via Zoom:

1. Visit www.penticton.ca for the Zoom link.
2. **10 minutes before the beginning of the Public Hearing**, join the Zoom meeting and follow the prompts.
3. You will be muted upon entry to the Zoom meeting and asked to turn on your camera. A staff member may ask for your name so it can be displayed or will rename you and assign a number.
4. **There will be a wait time** - you may see others joining the public hearing.
5. **The Public Hearing will begin at the scheduled time** with an introduction. When the Mayor asks the public for the first time if anyone would like to speak to the bylaw, those on the telephone, Zoom and in person will alternate speaking opportunities.
6. A staff person will say your name or assigned number and you will be prompted to unmute and turn on your camera if you haven't already done so.
7. All speakers are asked to restrict their comments to three minutes. Please provide Council with your name and the street you live on.
8. After you speak, you may leave or stay in the meeting if you want to speak again. The Mayor will ask the public for a second and third time if anyone would like to speak to the bylaw. You will be unmuted and asked if you have additional comments.
9. The Public Hearing will continue until all in attendance and those participating electronically have had a chance to be heard.
10. Council will listen to the views of the public, no decisions will be made at the Public Hearing.

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If you are in good health and choose to attend in person because you wish to speak, we ask that one person attend per household or organization as health order limits capacity.

How to participate in-person if you wish to speak:

1. A staff person will meet you upon entry to ask health/travel questions, ask you to sanitize hands and will monitor maximum capacity numbers. If we reach capacity, we ask that you wait until space is available or participate via zoom or telephone.
2. Please maintain physical distancing of at least 6-feet at all times. Masks are required. Hand sanitizer is available at multiple locations.
3. Please follow the directional signage and floor markings to Ballroom where Public Hearing is being held. You are required to provide your name and phone or email to the staff person at the Ballroom door for contact tracing.
4. We can accommodate **30 people at a time in the Ballroom**. Please keep your mask on while moving through the room towards the microphone.
5. **The Public Hearing will begin at the scheduled time** with an introduction. When the Mayor asks the public for the first time if anyone would like to speak to the bylaw, those on the telephone, Zoom and in person will alternate speaking opportunities.
6. Please provide Council with your name and the street you live on. All speakers are asked to restrict their comments to three minutes.
7. After you speak, please leave the Ballroom. We ask that you exit the building and view the remainder of the Public Hearing on the City's website. If you have something new you'd like to say, please return to the front door and wait until there's capacity to allow you to return inside the building. If sufficient capacity, you may stay in the Ballroom.
8. The Public Hearing will continue until all in attendance and those participating electronically have had a chance to be heard.
9. Council will listen to the views of the public, no decisions will be made at the Public Hearing.

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