



May 26, 2020, 6 pm Public Hearing Information for In-person Participation During COVID-19

The City of West Kelowna's first public hearing during the COVID-19 pandemic will occur on May 26, 2020 at City Hall (for individual speakers only), and beside City Hall at the Royal LePage Place arena for those waiting to speak. For safety reasons, citizens interested in public hearings are encouraged to watch the live stream on the City's website at www.westkelownacity.ca/webcasts and to provide written submissions via email or in the drop box at the entrance to City Hall prior to the close of the public hearing.

For those who must attend in-person, the format of public hearings is adapted to allow participation in accordance with BC Chief Health Officer's requirements for physical distancing. **Please note that a maximum of 50 people at any one time will be accommodated in-person for public hearings.**

All members of West Kelowna City Council will participate in the public hearing. The Mayor will be inside Council Chambers and Councillors will participate remotely, as they have been during Council meetings, as Council Chambers is too small to allow for social distancing.

SAFETY IS OUR TOP PRIORITY: CONSIDERATIONS BEFORE YOU ARRIVE

Please do not attend in-person if:

- you have travelled outside of Canada within the last 14 days;
- you are in close contact with a person who tested positive for COVID-19; and
- you have any of the following symptoms: fever, chills, new or worsening cough, shortness of breath, new muscle aches, headache and/or sore throat.

Attendees must sanitize their hands before arrival. Please maintain physical distancing of at least 6-feet at all times. Attendees are also encouraged to sanitize their hands upon exiting.

WHAT TO EXPECT WHEN YOU ARRIVE

Step One: Outside Royal LePage Place Arena

When you arrive outside of the City Hall building, staff will guide you inside the arena. Signage and social distancing markers will be clearly identified along the walkway outside, and entry/exit markers will be identified inside Royal LePage Place. Accessibility will be maintained and staff will safely guide persons who may need mobility assistance. If you decide not to stay, or if the total number of attendees and staff exceed 50 people at any one time, and you have a written submission, you may prefer to submit your paper in the drop box outside the front of City Hall.

Step Two: Inside Royal LePage Place Arena

Inside the arena is where 40 chairs for the public, including the media, will be provided to observe and/or wait to speak to Council. Staff will be using a participant count clicker to record the number of people entering/exiting the arena. As one attendee leaves the arena, another attendee waiting outside will be safely ushered inside. There are no in or out privileges during the public hearing. If an attendee leaves the arena, he/she would re-enter through the original welcome process.

- When inside the arena, hand sanitizer will be provided.
- Please advise staff whether you would like to speak. Council will hear from every member of the public first before speaking for a second or third time. Please wait for your number to

be called and staff will safely usher you to the City Hall building. After you speak the first time and if you wish to speak for a second or third time, you will re-enter the arena through the original welcome process and obtain a new number.

- If you have a written submission that you prefer to leave for Council, drop boxes will be provided inside and outside of the City Hall building.
- This handout and the public hearing agenda will be available when you arrive at the arena.
- Please follow the entry/floor signage and take any of the 40 seats. Seating is placed 6-feet apart and attendees must not move the seats. When attendees leave the arena, seats will be replaced and/or re-sanitized for the next attendee.
- The public hearing will be shown on the screen inside the arena (and livecast on the City's website). If members of the public are waiting outside of the arena the proceeding can be watched via the City's webcast on mobile devices.
- Attendees with a number inside the arena will be called by number and ushered to the City Hall building when it is nearing their turn to speak (approx. three people at time).
- Only those with a number provided by staff who wish to speak will be permitted inside the City Hall building and will be called according to the number they have been provided with.
- Washroom use inside the arena and the City Hall building will be permitted if necessary.

Step Three: Inside the City Hall Building (only for those wishing to speak)

- Once inside the City Hall building, a few attendees at a time will sit 6-feet apart just outside of Council Chambers until it is their time to speak.
- A video camera and microphone will be set up just outside the Council Chambers doorway where attendees will address Council at a 6-foot distance from the microphone. Citizens will have the standard 5-minute time allotment to speak to Council.
- Attendees can then either return to the arena and start the re-entry welcome process again if they wish to speak for a second or third time, or they may simply depart for the evening.

WHAT'S NEXT

- The Mayor will close the public hearing as usual, and no decisions will be made at the public hearing. The entire proceedings will be considered by Council at a subsequent regular Council meeting, which will be advertised in a future regular Council agenda.
- The public will be encouraged to follow the process on City View. No new information can be submitted to Council after the public hearing.

Please note that some elements of the process may be adjusted upon arrival. Please give us feedback after this first public hearing so we can work together to enhance our processes as we move forward! We'd be grateful if you would take a moment to submit your feedback about the public hearing process at info@westkelowncity.ca.

Council and staff sincerely thank you for doing your part to help take care of each other and prevent the spread of COVID-19.

Be kind, be calm and stay safe as we all get through the fight against COVID-19 together.