



# Notices to the public and participants regarding committee proceedings

Updated: November 21, 2022

## Public notices

- Simultaneous interpretation in both official languages is available for any specific agenda item by contacting the committee coordinator at least 72 hours before the meeting date. For requests made within 72 hours of the Committee meeting, staff will endeavour to arrange simultaneous interpretation requests whenever possible.
- Accessible formats and communication supports are available, upon request to the committee coordinator or by completing the [Accessible Formats and Communication Supports Request Form](#). The City shall, upon request and in consultation with the person making the request, provide or arrange to provide accessible formats and communication supports for persons with disabilities. Accessible formats and communication supports shall be provided in a timely manner, taking into account the person's particular accessibility needs and at a cost that is no more than the regular cost charged to other persons, in accordance with the City's [Accessibility Policy](#) and its [Accessible Formats and Communication Supports Procedures](#).
- *In camera* items are not subject to public discussion or audience. Any person has a right to request an independent investigation of the propriety of dealing with matters in a closed session. A [Request for investigation of closed meeting form](#) may be obtained, without charge, online or in person from the Chair of the meeting. Requests are kept confidential pending any report by the Meetings Investigator and are conducted without charge to the Requestor.
- Items listed on the agenda under Communications and Information Previously Distributed do not form part of the regular agenda and will not be discussed by

the Committee unless added to the agenda pursuant to Subsection 89(3) of the [Procedure By-law](#).

- **Information submitted to the Committee, including the full name of the correspondent/speaker, will form part of the public record and will be publicly accessible.** Correspondence, including personal and contact information, is distributed to the Members of the Committee, offices of Members of Council and relevant City officials and staff. The City posts audio of committee meetings online, including any oral submissions. For more information, contact the committee coordinator at the coordinates listed on the agenda.

## Notices regarding minutes

- Underlining in the minutes indicates an amendment, approved by a committee, to recommendations or to a motion.
- Minutes are **draft** until confirmed by the Committee.

## Hybrid meeting participation details

Meetings are held through a hybrid format with the option to participate in person or electronically in accordance with Section 238 of the *Municipal Act, 2001* as amended by the *COVID-19 Economic Recovery Act, 2020*.

Meetings in open session are open to the public and will in most cases be held at Ottawa City Hall (please refer to the agenda for the location of the meeting). Additionally, meeting will be hosted in [Zoom](#). Participants (such as Committee Members and registered speakers) may attend the meeting room, call a toll-free telephone number, or use Zoom software on a computer or mobile device to participate in the meeting.

## Members of Committee and Council and required City staff

The committee coordinator will send a Zoom link and password prior to the meeting to Members of Committee and Council, and staff who are required to participate.

## Other City staff, media and general public

Staff not participating in the meeting, the media and the general public must view the meeting on the [Ottawa City Council YouTube channel or on the City's agendas and minutes web portal \(eScribe\)](#). They may also attend the meeting in person.

In-room audience seating may have limited capacity and staff are asked to give priority to members of the media and public who wish to attend in person.

## **Submissions to Committee**

Members of the public may provide either written or oral submissions (or both) to Committee meetings.

After the submission deadlines have passed, members of the public may submit comments to the appropriate standing committee (if applicable) and/or submit written comments to Council.

Comments received **after the submission deadlines have passed** will be acknowledged by the committee coordinator and provided to all Members of Council as soon as possible prior to Council's final consideration of the item (the Council date is noted on the Committee agenda), but may not be provided to the Committee prior to its meeting.

## **Written comments**

Members of the public may submit written comments by email to the committee coordinator, or by calling the committee coordinator to have their comments transcribed. **Both written and oral comments are given equal consideration by the Committee.**

**To ensure that written comments can be provided to the Committee prior to the meeting, the deadline for submitting written comments is 4:00 PM on the business day before the meeting** unless otherwise noted on the agenda.

## **Oral comments (public delegations)**

Members of the public may register, by calling or emailing the committee coordinator, to provide oral comments during the meeting using Zoom. They must include their name, telephone number and email address (if available). Registration is required so that the committee coordinator may provide Zoom meeting information to the speaker.

Neither a computer, nor a video sharing device, is required to participate in the Zoom meeting. Participants may join the Zoom meeting by calling a toll-free number.

**Should you wish to speak for up to five minutes during the Committee meeting, you may register with the committee coordinator by phone prior to 4:00 PM on the business day before the meeting, or by email no later than one hour prior to the start time set for the meeting, unless otherwise noted on the agenda.**

**Please note that screen-sharing will not be enabled for participants during this meeting. Those delegates who wish to provide a visual presentation (such as PowerPoint slides) are required to register to speak and provide those materials to the committee coordinator prior to 4:00 PM on the last business day prior to the meeting unless otherwise noted on the agenda.**

The committee coordinator who is moderating the meeting will share your presentation from his/her screen as you speak.

## **More information**

For more information, please visit the [Agendas, minutes and videos](https://ottawa.ca/agendas) page at [ottawa.ca/agendas](https://ottawa.ca/agendas).