



# Notices to the public and participants regarding Ottawa Police Services Board meeting proceedings

Updated: June 2022

## Public Notices

- Simultaneous interpretation in both official languages is available for any specific agenda item by contacting the Board office at least 72 hours before the meeting date.
- Accessible formats and communication supports are available, upon request to the Board office. The Board shall, upon request and in consultation with the person making the request, provide or make arrangements 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 [Board's Accessibility Policy](#).
- Copies of presentations delivered at meetings will be posted to the online agenda as soon as possible following the meeting they were presented at.
- In camera items are not subject to public discussion or audience.
- Information submitted to the Board, 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 Board and other staff and officials as needed. The Board posts audio and video of its regular public and special meetings online. For more information, contact the Board office at the coordinates listed on the agenda.



## Notices regarding minutes

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

## Meeting participation details

- The Board office will confirm the meeting room via emailed calendar invitation prior to the meeting to those required in attendance.
- The meeting location will be included on agendas and on the [Board's website](#).
- Staff not participating in the meeting and the general public are encouraged to view the meeting on the [Ottawa City Council YouTube Channel](#).

## Submissions to the Police Services Board

- Members of the public may provide either written or oral submissions to Board meetings. Both written and oral comments are given equal consideration by the Board.

### Written comments

Members of the public may submit written comments by email to the Board office. Both written and oral comments are given equal consideration by the Board. In order to ensure that written comments can be provided to the Board prior to the meeting, members of the public are strongly encouraged to submit their written comments as far in advance as possible before the meeting.

### Oral comments (public delegations)

Members of the public may register, by contacting the Board office, to provide oral comments in-person during the meeting.

Each delegation is restricted to five minutes, not including any questions the Board members may wish to ask following the presentation. Requests must be made at least one week before the meeting date if you are looking to address the Board regarding an item that is not listed on the agenda. The subject matter must also be within the jurisdiction of the Board. Delegations wishing to address the Board regarding an item that is listed on the agenda may also be heard provided a request is made which sets

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out the particulars of the matter on which you wish to speak. Requests to speak to a specific agenda item may be received up until the start of the meeting.

Delegations are encouraged to submit their comments in advance in writing so they can be distributed to the Board members prior to the meeting.