



Notices to the public and participants regarding hiring panel proceedings

Updated: May 3, 2023

Public notices

- Simultaneous interpretation in both official languages is available for open session proceedings 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](#).
- **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.

Meeting participation details

The open session portion of this meeting is open to the public, Members of Council and staff to attend in the Champlain Room and will also be hosted in [Zoom](#). 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.

Staff not participating in the meeting, the media and the general public may view the open session portion of the meeting on the [Ottawa City Council YouTube channel or on the City's agendas and minutes web portal \(eScribe\)](#).

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.

In Camera Portion of the Meeting

Attendance during the *in camera* portion of the hiring panel meeting is restricted to hiring panel members and staff from the Office of the City Clerk who are supporting the hiring process only.

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.

More information

For more information on Council and Committee meetings, please visit the [Agendas, minutes and videos](#) page at ottawa.ca/agendas.