



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

Updated: February 2023

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 and no later than noon on the last full business day prior to the date of the meeting.

Oral comments (public delegations)

Delegations wishing to address the Board during the delegation portion of the regular meetings may be heard with the approval of the Board. As these are business meetings, each delegation is restricted to five minutes, not including any questions the Board members may wish to ask you following the presentation. Requests must be made to the Executive Director and must include a written copy of the comments that will be presented. Such requests must be received in full no later than noon on the last full business day prior to the date of the proposed delegation. The Board requires that

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you submit your comments in advance in writing so they can be distributed to the Board members prior to the meeting, allowing Board members to come to the meeting better prepared to discuss them with you. All requests to speak must be approved by the Board Chair and the subject matter must be within the jurisdiction of the Board.

Please note that individual complaints are not considered at Board meetings as there is a legislated public complaints process to deal with such matters that must be followed and the Board must not interfere in that process.