



## Notices to the public and participants regarding Board of Health proceedings

Updated: October 26, 2023

### Public notices

- Simultaneous interpretation in both official languages and/or sign language interpretation are available for any specific agenda item by contacting the Board Secretary at least 24 hours before the meeting date.
- Accessible formats and communication supports are available, upon request to the Board Secretary 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 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 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 at any [Client Service Centre](#). 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 Board unless added to the agenda by motion pursuant to Sections 1(2) and 28(3) of the Board of Health [Procedure By-law](#).
- **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 Members of the Board, offices of Members of Board and relevant staff. Ottawa Public Health posts video of Board meetings online, including any oral submissions. For more information, contact the Board Secretary at the coordinates listed on the agenda.

## Notices regarding minutes

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

## Remote meeting participation details

Meetings are held in a hybrid format, with in person participation at City Hall and electronic participation via Zoom, in accordance with Board of Health *Procedure By-law*.

## Members of the Board of Health and Required Staff

Prior to the meeting, the Board Secretary will provide details on how to join the virtual meeting.

## Other City Staff, Media and General Public

Staff not participating in the meeting, the media and the general public may view the meeting via the Ottawa Public Health YouTube channel:

<https://www.youtube.com/c/ottawahealthsante/live>

## Public Submissions

Members of the public may provide submissions for this meeting, as follows:

**Written comments (encouraged):** Members of the public may submit written comments by email to the Board Secretary (email address below). **Both written and oral comments are given equal consideration by the Board.**

**The deadline for written comments is 12:00 PM on the day of the meeting.**

Written submissions received by the above deadline will be shared with Members of the Board of Health in advance of the meeting.

**Oral comments:** Members of the public may register to speak on agenda items during the virtual meeting by calling or emailing the Board Secretary. They must include their name, telephone number and email address as well as confirm the Agenda item on which they wish to speak. Registration is required so that the Board Secretary may provide details on how to join the virtual meeting.

**The deadline to register to speak is 12:00 PM on the day of the meeting.**

**Diane Blais, Board of Health Secretary**  
**613-580-2424 ext. 21544**  
[Diane.Blais@Ottawa.ca](mailto:Diane.Blais@Ottawa.ca)

**Please note that screen-sharing will not be enabled for participants during the Board meeting. Registered delegates who wish to provide a visual presentation (such as PowerPoint slides) must provide those materials to the Board Secretary via email prior to 12:00 PM on the day of the meeting.**

The Board Secretary, who is moderating the meeting, will share the presentation from her screen.