



# Notices to participants and the public regarding Council proceedings

Updated: April 6, 2022

## Public notices

- Simultaneous interpretation in both official languages is available. City Council meetings may be viewed on the Ottawa City Council YouTube Channel in [French](#) or in [English](#). City Council Meetings will also be broadcast live on RogersTV (in English on Cable 22 and in French on Cable 23), and live streamed on the RogersTV Website in [French](#) and in [English](#).
- Accessible formats and communication supports are available, upon request to the Council 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 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 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.
- **Information submitted to the Committee, including the full name of the correspondent, excluding personal contact information, will form part of**

**City of Ottawa**

Office of the City Clerk

Council and Committee Services

**Ville d'Ottawa**

Bureau du greffier municipal

Direction des services au Conseil et aux comités

**the public record and will be publicly accessible.** Correspondence, which may include personal and contact information, is distributed to the offices of Members of Council and relevant City officials and staff. For more information, contact the City Clerk.

## Publication of the Agenda

- A draft agenda is published 5 days before the Council meeting, usually on the Friday the week before the Council meeting.
- A final agenda is published the day before Council. It includes all anticipated items and by-laws submitted to Council. There may be changes to the final list of by-laws prior to approval at the meeting.
- If there are time-sensitive matters that need to be considered by Council, they may be added to the agenda at the meeting, generally under the section “Motions Requiring Suspension of the *Rules of Procedure*.”

## Notices regarding minutes

- Underlining in the minutes indicates an amendment, approved by a committee or Council, to recommendations or to a motion.
- Minutes are **draft** until confirmed by the Council at its next regular meeting.

## Remote meeting participation details

Meetings include electronic participation 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 hosted in [Zoom](#). Participants may join the meeting by calling a toll-free telephone number, or using Zoom software on a computer or mobile device.

The public may view the meeting on the [Ottawa City Council YouTube channel](#).