



Notices to the public and participants regarding Ottawa Investment Board proceedings

Updated: May 22, 2024

Public notices

- Accessible formats and communication supports are available, upon request to the Board 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](#).
- *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 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 relevant City officials and staff. For more information, contact the Board Coordinator 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.

In-person meeting participation details

Meetings in open session are open to the public and will in most cases be held at Ottawa City Hall, please refer to the agenda for the location of the meeting.

Members of the Board and required City staff

Members of the Board and required City staff will attend the meeting in-person to the specified location in the meeting agenda.

Other City staff, media and general public

Staff not participating in the meeting, the media and the general public may attend the meeting in person in the public gallery.

Submissions to the Board

Members of the public may provide written or oral comments (or both) regarding agenda items at Board meetings.

After the submission deadlines have passed, members of the public may submit comments to the appropriate Standing Committee (if applicable) and/or submit written comments to Council (if applicable).

Comments received after the submission deadlines have passed will be acknowledged by the Board Coordinator and provided to Board Members as soon as possible but may not be provided to the Board prior to its meeting.

Written comments

Members of the public may submit written comments by email to the Board Coordinator, or by calling the Board Coordinator to have their comments transcribed. **Both written and oral comments are given equal consideration by the Board.**

To ensure that written comments can be provided to the Board prior to the meeting, the deadline for submitting written comments is 48 hours before the start of the meeting unless otherwise noted on the agenda.

Oral comments (public delegations)

Members of the public who wish to speak for up to five minutes during the Board meeting, may register with the Board Coordinator by phone or email 48 hours before the start of the meeting, unless otherwise noted on the agenda.

Please note that screen-sharing will not be enabled for participants during this meeting. Those delegates who wish to provide a visual presentation (such as PowerPoint slides) are required to register to speak and provide those materials to the Board Coordinator 48 hours prior to the start of the meeting unless otherwise noted on the agenda.

The Board Coordinator who is moderating the meeting will share your presentation from their screen as you speak.

More information

For more information, please visit the [Agendas, minutes and videos](https://ottawa.ca/agendas) page at ottawa.ca/agendas.