



# Notices to the public and participants regarding Election Compliance Audit Committee proceedings

Updated: July 24, 2023

## Public notices

- Simultaneous interpretation in both official languages is available for any specific agenda item 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 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.** Unredacted correspondence, including personal and contact information, is distributed to the Members of the Committee, and relevant City officials and staff, and will be available for public inspection at the City of Ottawa [Elections Office](#) (1221 Cyrville Road, Unit B) during regular

**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

business hours in accordance with the [Municipal Elections Act, 1996](#). The City posts audio of committee meetings online, including any oral submissions. For more information, contact Eric Pelot, Committee Coordinator by telephone at (613) 580-2424, extension 22953, or by email at [eric.pelot@ottawa.ca](mailto:eric.pelot@ottawa.ca).

## Notices regarding minutes

Minutes are **draft** until confirmed by the Committee.

## Hybrid meeting participation details

Meetings are held through a hybrid format with the option to participate in person or electronically in accordance with the [Election Compliance Audit Committee Rules of Procedure](#).

Meetings in open session are open to the public and will be held at Ottawa City Hall (please refer to the agenda for the location of the meeting). Additionally, meetings will be hosted in [Zoom](#). Participants (such as Committee Members and designated persons) may attend the meeting room, call a toll-free telephone number, or use Zoom software on a computer or mobile device.

## Members of Committee and required City staff

The Committee Coordinator will send a Zoom link and password prior to the meeting to Members of Committee, and staff who are required to participate.

## Other City staff, media and general public

Staff not participating in the meeting, the media and the general public may view the meeting on the [Ottawa City Council YouTube channel](#) or on the [City's agendas and minutes web portal \(eScribe\)](#). They may also attend the meeting in person in the public gallery.

## Submissions to Committee

Only “designated persons” listed in the [Election Compliance Audit Committee Rules of Procedure](#) shall be permitted to make written and/or oral submissions to the Committee in relation to a matter. Designated persons include a party to a matter or their legal representative, or an individual who has been designated by a party and who can give an account of something seen, heard, or experienced relevant to the agenda item.

## **Written comments**

To ensure that written comments can be provided to the Committee prior to the meeting, the deadline for submitting written comments is 4:00 pm on the business day before the meeting unless otherwise noted on the agenda.

## **Oral comments**

Designated persons may register by calling or emailing the Committee Coordinator to provide oral comments during the meeting. They must include their name, telephone number and email address (if available). Registration is required so that the Committee Coordinator may provide Zoom meeting information to the speaker.

**Designated persons may speak for a combined time of up to 10 minutes during the Committee meeting and may register with the Committee Coordinator by phone prior to 4:00 pm on the business day before the meeting, or by email or in person no later than one hour prior to the start time set for the meeting, unless otherwise noted on the agenda.**

**Please note that screen-sharing will not be enabled for participants during this meeting. Those designated persons who wish to provide a visual presentation (such as PowerPoint slides) are required to register to speak and provide those materials to the Committee Coordinator prior to 4:00 pm on the last business day prior to the meeting unless otherwise noted on the agenda.**

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

## **More information**

For more information, please visit [ottawa.ca/ecac](http://ottawa.ca/ecac).