



# Notices to the public and participants regarding advisory committee proceedings

Updated: June 10, 2022

## 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 advisory committee meeting, staff will endeavour to 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 advisory committee, 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 advisory committee, offices of Members of Council and relevant City officials and staff. The City posts recordings of committee meetings online, including any oral submissions. For more information, contact the committee coordinator at the coordinates listed on the agenda.

## Notices regarding minutes

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

## Remote meeting participation details

Meetings are held through 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 Zoom link is published with the agenda, and no password is required to join the meeting to observe. Participants and members of the public may join the meeting using this link.

Advisory committee meetings are not live streamed. For the Planning Advisory Committee, meeting recordings are uploaded to the [Ottawa City Council YouTube channel](#) after the meeting.

## Submissions to advisory committees

Members of the public may provide either written or oral submissions (or both) to advisory committee 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 committee coordinator and provided to the advisory committee as soon as possible, but may not be provided to the advisory committee prior to its meeting.

## Written comments

Members of the public may submit written comments by email to the committee coordinator, or by calling the committee coordinator to have their comments transcribed.

**Both written and oral comments are given equal consideration by the advisory committee.**

**To ensure that written comments can be provided to the advisory committee prior to the meeting, the deadline for submitting written comments is 4:00 PM on the day of the meeting** unless otherwise noted on the agenda.

### **Oral comments (public delegations)**

Members of the public may register, by calling or emailing the committee coordinator, to provide oral comments during the meeting using Zoom. They must include their name, telephone number and email address (if available). Registration is required so that the committee coordinator may identify the participant among the meeting attendees, and allow them to speak at the meeting.

Neither a computer, nor a video sharing device, is required to participate in the Zoom meeting. Participants may join the Zoom meeting by calling a toll-free number.

**Should you wish to speak for up to five minutes during the advisory committee meeting, you may register with the committee coordinator by phone or by email no later than 5:30 PM (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 delegates 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 day of the meeting** unless otherwise noted on the agenda.

The committee coordinator who is moderating the meeting will share your presentation from his/her screen as you speak.