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

Notices to the public and participants regarding committee proceedings

Updated: May 14, 2021

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.
- Accessible formats and communication supports are available, upon request.
- *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.
- 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 Committee unless added to the agenda pursuant to Subsection 89(3) of the *[Procedure By-law](#)*.
- **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.** Correspondence, including personal and contact information, is distributed to the Members of the Committee, offices of Members of Council and relevant City officials and staff. The City posts audio 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 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.

Members of Committee and Council and required City staff

The Committee Coordinator will send a Zoom link and password prior to the meeting to Members of Committee and Council, 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 must view the meeting on the [Ottawa City Council YouTube channel](#).

Submissions to Committee

Members of the public may provide either written or oral submissions (or both) to 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.

Written comments (encouraged)

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 Committee**.

The deadline for written comments is noted on the agenda.

Oral comments

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. Registration is required so that the Coordinator may provide Zoom meeting information to the speaker.

The deadline to register to speak, and the deadline for submitting any visual presentations are noted on the agenda.

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