

Notices and Special meeting information for meeting participants and the public

Special Meeting Information

This Special meeting will be by Electronic Participation in accordance with Section 238 of *the Municipal Act, 2001*, as amended, and the *Ottawa Public Library Board Rules of Procedure By-law, 2018*, as amended. Persons wishing to provide comments on any of the agenda items contained herein should refer to the process detailed below.

*In Camera items are not subject to public discussion or audience**

Any written or verbal submission (including your name but excluding personal contact information) will form part of the public record and be made available to the Ottawa Public Library Board and the public.

Use the Library online:

- Check out our [staff recommendations](#), all on one page for you to explore.
- Contact [InfoService](#) by phone, email or chat for help, or book a [virtual 1:1 tutorial](#).
- [Sign up for a card here](#).

Electronic Participation Details

The electronic aspect of the Special meeting will be hosted in [Zoom](#). Public delegations may join the meeting by using Zoom software on a computer or mobile device, or by calling a toll-free telephone number.

Members of the Board and Ottawa Public Library (OPL) Staff

The Library Board Assistant will send a Zoom link and password prior to the Special meeting to Members of the Board, and staff who are required to participate. This link and password will be unique to each individual participant.

Other OPL and Municipal Staff, Media and General Public

Staff not participating in the Special meeting, the media and the general public may view the meeting via the Ottawa Public Library's YouTube channel by clicking on:

<https://www.youtube.com/watch?v=3Hv4ZG3Nu-Q>

Public Delegations / Submissions to the Board

There are several ways in which the general public can provide submissions to the Board for the **October 4 meeting**, as follows:

- a) Submit comments in writing: Persons wishing to provide comments to the Ottawa Public Library Board are strongly encouraged to submit such comments in writing, by email to the Board email address at: Board@BiblioOttawaLibrary.ca. Comments received by **Tuesday, October 4** will be provided to the Board members prior to the meeting. Comments received after this time will be forwarded to Board members as soon as possible.
- b) Submit verbal comments in advance of the meeting (**Prior to 4:00 pm on Monday, October 3**). You may contact the Board at 613-580-2424, x32312 to speak with an employee and your comments transcribed.
- c) Make a public delegation: You may register to speak at the board meeting by filling out a "Request to Speak Form" and submitting it **prior to 1:00 p.m. on Tuesday, October 11**. You may access the "Request to Speak Form" via the following URL: <https://bibliottawalibrary.ca/en/request-speak-opl-board>." See details below on how to participate remotely in the meeting in this manner. Notwithstanding the deadline noted above, public delegations are requested to register as soon as possible in order to facilitate an orderly registration process and meeting. Logistical details will be provided upon confirmation of registration.

Electronic participation for public delegations

Upon receipt of your registration to speak at the meeting, by way of one of the procedures outlined above, delegates will be asked to submit the username they will be using to join the Zoom meeting, phone number from which they will be dialing into the Special meeting and email address (if available). Registration is required so that the Library Board Assistant may provide Zoom meeting information to the speaker prior to the Special meeting.

Persons who intend to participate during the Special meeting may wish to register/sign up in **Zoom**, if they have not already done so. The following information is provided for your consideration and guidance during remote participation in the Special meeting:

As screen-sharing will not be enabled for participants during this Special meeting, those delegates who wish to provide a visual presentation (PowerPoint or other) must email it the Board email address at: Board@BiblioOttawaLibrary.ca. Staff will share your presentation from their screen as you speak, and advance through it as needed. Please let staff know when to advance by verbally saying “next slide” or “scroll down” and note that there may be a delay of a few seconds. In order to allow sufficient time for set-up and testing in advance of the meeting start time, **those who wish to provide visual presentations are required to register to speak and provide those materials to the Board Assistant prior to 11:00 am on Tuesday, October 4.**