



Notices to participants and the public regarding Board proceedings

Public notices

- Accessible formats and communication supports are available for all agenda items upon request. Please contact the OPL Board at board@bibliooottawalibrary.ca at least two (2) business days in advance of the meeting to make a request.
- In Camera items are not subject to public discussion or audience.
- 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 Board unless added to the agenda pursuant to Section 21(3) of the OPL Board's [*Rules of Procedure By-law*](#).
- 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.

Notices regarding minutes

- Underlining in the minutes indicates a new or amended recommendation, or a motion, approved by the Board.
- Minutes are considered “draft” until confirmed by the Board at its next regular meeting.

Remote meeting participation details

Meetings include electronic participation in accordance with the *Ottawa Public Library Board Rules of Procedure By-law, 2022*, as amended. Meetings in open session are hosted in [Zoom](#) and available for the public, media, and members of OPL staff not required to participate in the meeting.

Addressing the Board

Persons wishing to provide submissions or comments on any of the agenda items contained herein should refer to the process outlined on the OPL website:

<https://about.bibliooottawalibrary.ca/en/board-trustees-overview>

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

The Library Board Assistant will send a unique Zoom link and password prior to the meeting to members of the Board, and staff who are required to participate.

Other OPL and Municipal Staff, Media and General Public

Staff not participating in the 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/user/BiblioOttawaLibrary/videos>