

016 - OPLB Board Succession Planning

Legislative Background and Guidance

The Ottawa Public Library (OPL) Board operates according to the *Public Libraries Act, RSO 1990, c.P.44 (the Act)*, as well as other acts such the *Municipal Act and the Conflict of Interest Act*, and is responsible for ensuring that public library services are delivered effectively and efficiently to the City of Ottawa (City). The appointing council establishes the size and composition of the Library Board via a By-law. References in this document refer to the Public Library Act unless otherwise indicated.

In accordance with (*the Act*):

- A public library board shall be composed of at least five members appointed by the municipal council (ref. 9(1)).
- The appointing council shall not appoint more of its own members to a board than the number that is, in the case of a public library board or union board, one less than a majority of the board (ref. 10(2)).
- A board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms (ref. 10(3)).
- The first appointments of members of a new board shall be made at a regular meeting of council and the member shall take office as soon as possible thereafter, and thereafter appointments shall be made at the first meeting of council in each term, but if the council fails to make the appointments at its first meeting, it shall do so at any regular or special meeting held within 60 days after its first meeting (ref. 10(4)).
- The clerk of the appointing municipality or county or, in the case of a union board, the clerks of the affected municipalities shall give public notice of vacancies on the board by publishing a notice of them, inviting applications, in a newspaper of general circulation in the municipality (ref. 11(1)).
- Where a vacancy arises in the membership of a board, the appointing council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days (ref. 12).

- If a board member is convicted of an indictable offence; becomes incapacitated; is absent from the meetings of the board for three consecutive months without being authorized by a board resolution; ceases to be qualified for membership under (*the Act*) clause 10(1)(c); or otherwise forfeits his or her seat, the member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly (ref.13).

Guiding Principles

To successfully achieve its mandate of providing sound governance and oversight to the Ottawa Public Library (the OPL), Board members must collectively possess experience in a wide range of subjects, have the personal attributes necessary to function as part of a consensus-driven group, and be representative of the community they serve.

Practices

The Board recognizes that in keeping with (*the Act*), the Council of the City of Ottawa (City Council) is solely responsible for determining the constitution of the Board. However, the Board believes that it is important that City Council be provided with the Board's insights on the skills, qualifications, and experience regarding the selection of OPL trustees that would benefit the Library.

The Board shall develop and document the preferred Representation and Competency Profile (the Profile) for Trustees. The Board shall review and update the Profile in the final year of the Board's term, which will assist City Council in its deliberations on the appointment of Trustees for the next term.

Representation and Competency Profile

As a general principle, prospective Trustees will ideally have knowledge of the public library as an institution, and a commitment to OPL's core values. OPL recognise, respects, and appreciates individual differences, and welcomes unique contributions to make the Board stronger.

To help ensure that the Board collectively possesses the necessary skills, experience, and attributes, the Board has adopted a Representation and Competency Profile (the Profile) in Appendix A that sets out, as a guideline, the preferred minimum number of members the Board believes should possess each requirement. It is recognized and expected that individuals will have lived experience and skills in multiple areas, but may not have formal designations.

At the end of the term of the Board, the Board can choose to provide information to City Council about its recommendations for representation and competencies for the

upcoming term of Board. In addition to information provided in the Profile, the Board shall include in its recommendations to City Council that selection criteria include the following additional considerations:

- The size of the Board;
- The number of citizen compared to councillor ¶trustees on the Board; and,
- Continuity of representation by some ¶trustees from one term to another.

Trustee Selection Process

The Board, via the CEO as Secretary, shall ensure that the profile is provided to City Council no later than Q3 of the final year of the Board’s term. The Chair and Vice-Chair shall promote their participation in the ¶trustee selection process to provide practical insights for the Council’s consideration.

Should a trustee position become vacant during the term of the Board, the Board shall assess its collective skills, and then compare them to the Profile to identify any gaps. The Board, via the CEO as Secretary, will then communicate details about both the vacancy and the preferred representation and competency considerations of any new trustees to be appointed to the Office of the City Clerk (in writing). The office of the City Clerk will oversee the recruitment of the new trustee, to be appointed by City Council.

Effective Date: November 8, 2022	Last Review Date: September 13, 2022
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Library Board Representation and Competency Profile Appendix A

Representational Considerations

The Board recommends equitable and inclusive participation of the public in its membership, with the purpose of reflecting Ottawa’s diverse demography inclusive of Indigenous peoples, members of visible minorities, persons with disabilities, women and gender diverse people, members of the LGBTQ+ communities, Francophones and speakers of other language groups, and people from rural and urban locations.

Skill, Experience or Competency Considerations	Minimum # of Trustees
Education, Experience or Background	
Business management	1
Financial management	1
Risk management	1
Customer relationship management	1
Human resources and labour relations	1
Governance and policy making	1
Education	1
Social Work	
Community development	1
Advocacy	1
Information technology	1
Previous non-profit Board experience	1
Skills	
Strong communications abilities	All
Strong decision-making abilities	All
Ability to act as a facilitator and consensus builder	All
Active listening skills	All
Strong analytical skills	All
Personal Attributes	
Integrity and high ethical standards	All
Strong public service orientation	All
Commitment to equity, diversity, and inclusion	All
Discretion, objectivity and good judgment	All
Commitment to group decision-making	All
Commitment to prepare for and attend meetings	All
Willingness to participate in training and professional development	All