

Ottawa Public Library Board – Policy Framework – Amendments Table

Policy	Governance Ad hoc Committee & Staff amendments
<p>1. Roles and Resp. of the Board & Trustees <i>Last updated December 2018</i></p>	<p>Cleaned up grammar and language. Addition of a line about the importance of community development and building relationships with Indigenous peoples and vulnerable communities. Insertion of a broad statement around responsibility for serving the Board with a view of what's best for OPL as a whole.</p>
<p>2. Delegation of Authority <i>Last updated November 2021</i></p>	<p>Cleaned up grammar and language. Item #8 in the table: clarification of what is meant by 10%. Was: Board authority $\geq 10\%$ and CEO authority $< 10\%$ (This meant that the CEO is only able to approve up to 9.99% deviation. The intention was for the Board to approve amounts above 10%. It is challenging to calculate what is 9.9999%). To capture this, we changed Board authority $> 10\%$ and CEO authority $\leq 10\%$. Item #9 in the table: Same reasoning as the above-noted change to Item #8, such that the Board authority is $> \\$250,000$ and CEO authority $\leq \\$250,000$.</p>
<p>3. Trustee Orientation and Continuing Education <i>Last updated December 2018</i></p>	<p>Cleaned up grammar and language. Corrected outdated acronyms (SOLS>OLS, CLA>CFLA). Added OLS Leadership by Design training tool. Incorporated OPL's educationals and walkalong opportunities.</p>
<p>4. Trustee Conduct <i>Last updated December 2018</i></p>	<p>Cleaned up grammar and language. Added clearer wording around conflict of interest throughout, as discussed at the Fall 2021 OPLB Workshop. Added clearer wording about the difference between personal interests and the interests of the OPLB. Clearer wording surrounding the Board's strategic governance role. Clearer description of the role of Ward Councillor vs Councillor Trustee (related to conflict of interest).</p>

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5. Trustee Attendance <i>Last updated December 2018</i>	Cleaned up grammar and language. Added a bullet clarifying the process of recording the minutes when a trustee leaves a meeting, and whether they return.
6. Trustee Inquiries <i>Last updated December 2018</i>	Cleaned up grammar and language. Added a bullet clarifying the process for “Information Previously Distributed” at Board meetings. Clarified when the response to an inquiry received outside of Board or Ad hoc Committee meetings would be shared with all trustees.
7. Reimbursement of Trustee Expenses <i>Last updated December 2018</i>	Cleaned up grammar and language. Updated consistency in terminology (working group vs Committee). Clarified job titles. Clearer approval process.
8. Fundraising and Donations <i>Last updated March 2021</i>	No changes to report as revisions were approved by the Board in March 2021 (Report #: OPLB-2021-0104): <ul style="list-style-type: none"> • A definition of fundraising & donations activities as they relate to OPL; • A statement regarding donor rights; • Ethical guidelines; • Internal approval process; and, • Management, recognition and allocation of donations.
9. Role and Responsibilities of the CEO <i>Last updated December 2018</i>	Cleaned up grammar and language. Addition of language from the <i>Public Libraries Act</i> around the responsibilities of the CEO. Added a sentence supporting the Board’s utilization of a strategic governance model. Also added a sentence about the CEO’s responsibility to develop and maintain stakeholder relationships. Addition of a sentence clarifying that the responsibilities of Secretary and Treasurer have been delegated to designates, by being built into the job descriptions of Manager, Board &

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	Strategic Services and Division Manager, Corporate Services, respectively. This is not a new change, but rather, an update to the policy to reflect current operations.
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10. CEO Reporting and Board Monitoring <i>Last updated May 2022</i>	Cleaned up grammar and language. Adding a line clarifying that these timelines are minimums and can be increased as needed. Added a new column in the Table called “Once per term of Board”. Added a new reporting item called Key Strategic Frameworks and assigning it a schedule of “Once per Term of Board”. Added a new reporting item called Challenges to Intellectual Freedom and assigning it a schedule of “Annually”. Deleted Reporting Item # 7 (Confirm compliance with Board or OPL Admin Policies) because it was captured earlier in the line about the DOA- it was superfluous. Changed the reporting schedule of Item #8 (Deviations from Policies) from “Each meeting” to “As required”, which more accurately reflects our practice. Removed the column in the Table called “Each Meeting” (because there are no more reporting items assigned to that schedule as a result of the above changes.)
11. CEO Performance Management <i>Last updated December 2018</i>	Cleaned up grammar and language. Clarified note-taking during in-camera sessions. Modified chart, for improved clarity.
12. Board - CEO Relationship <i>Last updated December 2018</i>	Cleaned up grammar and language. Added wording regarding engagement and team building between trustees and senior management.
13. Commemorative Naming <i>Last updated July 2019</i>	Cleaned up grammar and language. Created distinct sections for each “background” and “practices”. Clarified the City’s public consultation process. Added an additional criterion for the OPL Board to consider as part of the approval of a commemorative naming proposal, to ensure alignment with OPL’s mission, vision, and values.
14. Board Legislative Agenda <i>Last updated December 2018</i>	Cleaned up grammar and language. Clearer descriptions of how Policy #010 connects with this Policy. Clearer description of CEO working with the Chair, including timelines.

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15. Board Evaluations and Governance Review <i>Last updated December 2018</i>	Cleaned up grammar and language. Provided examples of “informal discussions”.
16. Board Succession Planning <i>Last updated September 2022</i>	No changes to report as new policy was approved by the Board in September 2022, in preparation for the forthcoming new term of Board, following City Council elections in October 2022. (Report #: OPLB-2022-0913-10.3)
17. Board’s Role in Advocacy <i>Last updated December 2018</i>	Cleaned up grammar and language. Better explained what is meant by “the Board taking a position”. Updated activities list to include promotion of OPL services and initiatives, re-ordered the bullets based on importance, and improved clarity of how to share feedback from customers.
18. CEO Succession Planning <i>Last updated May 2020 (tabled April 2020)</i>	No changes to report as new policy was approved by the Board in May 2020 to align the policy with changes made to OPL’s organizational structure, to reflect the new composition of the senior management team and Deputy CEO position discontinued. As such, Appendix A of the policy – CEO Emergency Succession Plan, specifically under section D was amended. (Report #: OPLB-2020-0402)
19. Order of Friendship <i>Last updated December 2018</i>	Cleaned up grammar and language. Created distinct sections for each “purpose” and “practices”. Changed from identifying specific months as part of the Practice, and instead identified annual quarters, to allow for flexibility. Integrated the contents of the Nomination Form into the body of the Policy, and the subsequent removal of the form in Appendix A. This allows for flexibility with regards to the creation of the form (i.e. could be done on paper, or could be an online form).

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<p>20. Official Languages <i>Last updated December 2018</i></p>	<p>Cleaned up grammar and language. Removed “action summaries”, since the new eAgenda software (eSCRIBE) no longer incorporates this. Added “approved minutes” as an item that is translated for the public.</p>
<p>21. Election-Related Resources Policy <i>Last updated April 2022</i></p>	<p>No changes to report as amendments were approved by the Board in April 2022 to align with City of Ottawa’s policy. (Report #: OPLB-2022-0403)</p>
<p>22. Sponsorship Policy <i>Last updated March 2021</i></p>	<p>Change to the definition of what OPL considers to be sponsorship activities, and the clarification that OPL will not engage in third-party advertising as part of revenue generation, resulting in the renaming of OPLB Policy 022 as simply “Sponsorship”, rather than “Sponsorship and Advertising”.</p> <p>As well, improved clarity around the parameters through which naming rights could be attributed as part of a sponsorship agreement, specifically that OPL will not be engaging in naming rights as part of sponsorship activities, because there is already an established OPLB Commemorative Naming Policy in place, as well as naming processes for donor recognition as part of the OPLB Fundraising Policy.</p>

Definitions:

Last Review Date: The date the policy was previously reviewed.

Effective Date: The date on which the policy is recorded or take effect. (Board approval)