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Report to / Rapport au:

**Ottawa Public Library Board
Conseil d'administration de la Bibliothèque publique d'Ottawa**

February 23, 2023 / 23 février 2023

Submitted by / Soumis par:

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File Number: OPLB-2023-0223-10.2

SUBJECT: Ottawa Public Library Board Ad hoc Committees

**OBJET: Comité spéciaux du Conseil d'administration de la Bibliothèque
publique d'Ottawa**

REPORT RECOMMENDATION

**That the Ottawa Public Library Board approve the creation of seven Ad hoc
Committees, as composed and identified in this report.**

RECOMMANDATION DU RAPPORT

**Que le Conseil d'administration de la Bibliothèque publique d'Ottawa approuve la
création de sept comités spéciaux dont la composition est décrit dans le rapport.**

BACKGROUND

In accordance with the Ottawa Public Library ("OPL" or "the Library") Board Rules of Procedure By-Law Section 42(2) "*The Board may establish ad hoc committees of limited duration, to advise, inquire, and report on a particular matter or concern. An ad hoc committee shall report on their work to the Board as required under the scope of work established through Terms of Reference, and such other provisions as the Board*

shall deem proper. Ad hoc committees dissolve automatically upon the submission of a report to the Board on the work of the matter or concern.”

Ad hoc committees are generally composed of a combination of OPL staff (minimum of three; maximum of five) and two trustees. The Chair of the Board sits on all ad hoc committees in an ex-officio capacity. There is one exception to this composition: the Chief Librarian/CEO Performance Ad hoc committee consists of the Chair, Vice Chair, and one additional trustee, plus the Chief Librarian/CEO. This ad hoc committee is established for the duration of the term of the Board for oversight of the performance of the Chief Librarian/CEO.

This report provides the Board with recommendations on the creation and composition of seven ad hoc committees required at this time.

DISCUSSION

Typically, requests for creation and participation of ad hoc committees are brought forward to the Board as part of a staff report or matter before the Board. The seven ad hoc committees for the 2023 – 2026 term of the OPL Board are proposed to advise staff at this time regarding both new business and outstanding business initiated during the previous term of Board.

OPL requires the following committees to advise staff on matters initiated under the previous Board, which require support for terms estimated below. Note: staff recommend that the Order of Friendship ad hoc be incorporated into the Governance ad hoc.

1. Chief Librarian/CEO Performance Review (duration: term of Board);
2. Finance and Facilities (duration: Q1 2023 to Q4 2024);
3. Fund Development (duration: term of Board);
4. Governance (duration: term of Board);
5. Service Strategies, including Ādisōke (duration: Q2 2023 – Q4 2024); and,
6. Service Channel Frameworks (duration Q2 2023-Q4 2024).

OPL requires the following new ad hoc committees to be established to advise staff within the defined mandates as noted below:

1. Branding (duration: Q1 2023 – Q3 2024). Trustees will provide staff with guidance regarding the development of a distinct and compelling brand identity.

Including advice regarding engagement components and input on design and visual identity components.

In preparing the recommendations, staff sought expressions of interest from trustees, considered the mix of citizen and councillor trustees on each committee, and considered the participation of each trustee on a minimum of one ad hoc committee. Upon further review, staff subsequently decided that given the strategic importance of the Service Strategies for OPL, three trustees are recommended for membership on this ad hoc committee.

Staff thus recommend that the Board approve participation on the ad hoc committees as follows:

1. Branding: Trustees Crawford and Smith;
2. Chief Librarian/CEO Performance Review: Chair Luloff, Vice Chair Fisher, and Trustee King;
3. Finance and Facilities: Trustees Fisher and King;
4. Fund Development: Trustees Slack and Smith;
5. Governance: Trustees Bradley and Slack;
6. Service Strategies, including Ādisōke: Trustees Brown, Crawford, and Kitts; and,
7. Service Channel Frameworks: Trustees Brown and Bradley.

Next steps

Staff will be in touch with confirmed members of each ad hoc committee to establish the timeline for the first meeting.

CONSULTATION

As part of the consultation process, trustees were provided with details of the required ad hoc committees and encouraged to express interest by completing an online survey from January 27 – February 10, 2023.

ACCESSIBILITY IMPACTS

Ottawa Public Library complies with the *Accessibility for Ontarians with Disabilities Act*, (2005) in its operations. There are no accessibility impacts associated with this report.

BOARD PRIORITIES

The report aligns with the Ottawa Public Library (OPL) Board Rules of Procedure By-Law.

BUSINESS ANALYSIS IMPLICATIONS

There are no business analysis considerations associated with this report

FINANCIAL IMPLICATIONS

There are no financial implications associated with approving the recommendation in this report. As per OPL Board Policy 007 – Trustee Expense Reimbursement, trustees attending meetings of Board committees will be reimbursed for incidental expenses such as parking, transportation, and childcare. These costs are integrated into the annual operating budget.

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

TECHNOLOGY IMPLICATIONS

There are no technology implications associated with this report.

DISPOSITION

Pending Board approval, staff will work with trustees to establish the ad hoc committees as identified in the report, including the development (or updating as required) of Terms of Reference for each.