

# 10.1

**Report to / Rapport au:**

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

**October 10, 2023 / 10 octobre 2023**

**Submitted by / Soumis par:**

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**File Number/Numéro du dossier: OPLB-2023-1010-10.1**

**SUBJECT: 2024 Board Meeting Schedule**

**OBJET: Calendrier des réunions du Conseil d'administration de 2024**

## **REPORT RECOMMENDATION**

**That the Ottawa Public Library Board approve the 2024 regular meeting schedule, as proposed in Document 1.**

## **RECOMMANDATION DU RAPPORT**

**Que le Conseil d'administration de la Bibliothèque publique d'Ottawa approuve le calendrier des réunions ordinaires de 2024, proposé au document 1.**

## **BACKGROUND**

The Ottawa Public Library Board (the "OPL Board") is constituted under the *Public Libraries Act, R.S.O. 1990*, Chapter P.44 ("the Act") as amended from time to time. In December 2019, Bill 132, Chapter 14, the Statutes of Ontario, 2019, *Better for People, Smarter for Business Act*, 2019, received Royal Assent. This omnibus bill included changes to the *PLA*, including to Section 16 (1), reducing the minimum number of annual public library board meetings from ten per year to seven per year.

The OPL Board Calendar of Meetings is typically approved in November of each year. Staff recommend a total of eight meetings each calendar year, as recommended in the previous four years. For 2024, staff recommend regular Board meetings in February, March, April, May, June, September, November, and December. Staff further recommend that the monthly meetings in January, July, August, and October be held only if they are necessary. The 2025 budget timelines are not yet known and some meeting dates in Q4 2024 may need to be modified to accommodate the budget timelines. The recommended meeting schedule ensures that staff have flexibility to prepare a legislative agenda that is responsive to Board and community needs, and which aligns with OPL's operational and strategic requirements.

The purpose of this report is to provide a schedule of meeting dates for the 2024 calendar year.

## **DISCUSSION**

While the Board holds eight meetings per calendar year, there is no requirement regarding the date or time of regular meetings. For the last few years, OPL Board meetings have been typically held on the second Tuesday of the month at 5:00 p.m.

At present, staff recommend continuing to hold meetings at 5:00 p.m. in the Champlain Room at City Hall, on the second Tuesday of each month as general practice. The November and December meetings of the Board will occur on the first Tuesday of the respective month to align with previous Council budget timelines.

Staff intend to continue in-person meetings with the possibility of electronic participation as required. Meetings will continue to be broadcast live on YouTube, and staff will explore accessibility requirements around posting recordings in 2024.

Staff have confirmed that the proposed meeting schedule (Document 1) does not conflict with any of the City's Council meetings, standing committee meetings, and/or other relevant municipal meetings, as currently available.

The meeting calendar (Document 1) includes regularly scheduled meeting dates for the months of January, July, August, and October. As mentioned above, these dates are held in case needed; a final decision regarding cancelling these meetings occurs closer to the time. If these meetings are not required, staff will ensure advance notice is

provided to trustees, City Council, the Office of the City Clerk, and Ottawa City Hall Bookings.

## **CONSULTATION**

The Board Chair was consulted in the development of the 2024 Board Meeting schedule. Staff also reviewed important dates including public holidays and the calendar of City Council meetings, committee meetings, and/or other City meetings, as available at the time of drafting this report.

The City of Ottawa's room booking agent was contacted to confirm the availability of the Champlain Room for all proposed dates, at the time of drafting this report.

## **ACCESSIBILITY IMPACTS**

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

## **BOARD PRIORITIES**

This report aligns with the *Public Libraries Act* and with the OPL Board Procedure By-law ("the By-law").

## **BUSINESS ANALYSIS IMPLICATIONS**

There are no business analysis considerations associated with this report.

## **FINANCIAL IMPLICATIONS**

Costs associated with holding Board meetings are built into the annual budget.

## **LEGAL IMPLICATIONS**

The proposed 2024 Board meeting schedule complies with sub-section 16 (1) of the *Public Libraries Act* regarding holding at a minimum of seven meetings. The schedule also complies with Section 15 of the By-law.

## **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with this report.

### **TECHNOLOGY IMPLICATIONS**

There are no technology implications associated with this report.

### **SUPPORTING DOCUMENTATION**

Document 1      Proposed 2024 Board Meeting Schedule

### **DISPOSITION**

Upon receipt of this report, staff will:

1. Initiate all necessary logistical arrangements;
2. Publish meeting dates on the OPL website; and,
3. Forward the 2024 Board meeting schedule to trustees and to the City Clerk's Office for reference.

**Proposed 2024 Board Meeting Schedule**

9 January (Hold)
13 February
12 March
9 April
14 May
11 June
9 July (Hold)
13 August (Hold)
10 September
8 October (Hold)
5 November
3 December