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Report to / Rapport au:

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

February 13, 2024 / 13 février 2024

Submitted by / Soumis par:

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File Number/Numéro du dossier: OPLB-2024--0213-10.1

**SUBJECT: Ottawa Public Library Board Policy Amendments - Delegation of
Authority**

**OBJET: Modifications de la politique du Conseil d'administration de la
Bibliothèque publique d'Ottawa - Délégation de pouvoir**

REPORT RECOMMENDATION

**That the Ottawa Public Library Board approve the proposed amendments to
Policy 002-OPLB - Delegation of Authority as further described in this report.**

RECOMMANDATION DU RAPPORT

**Que le Conseil d'administration de la Bibliothèque publique d'Ottawa approuve
les modifications proposées de la politique 002-OPLB - Délégation de pouvoirs,
telle que décrite dans le rapport.**

BACKGROUND

The Ottawa Public Library ("OPL" or "the Library") Board ("OPL Board") is constituted under the *Public Libraries Act, R.S.O. 1990, Chapter P.44* ("the PLA") as amended from time to time. The OPL Board has adopted a policy governance model, designed to

empower Boards to fulfill their obligations over the organization. The model "...enables the board to focus on the larger issues, to delegate with clarity, to control management's job without meddling, to rigorously evaluate the accomplishment of the organization; to truly lead its organization."¹ The Board has developed policies in line with this strategic governance model. These policies provide the Board with guidance in meeting the legislative requirements set out in the *PLA*.

In 2012, the OPL Board completed a governance review, receiving a report in November of that year with a nine-point action plan, including Action Item #4: Develop a comprehensive Delegation of Authority policy that "clearly defines the decisions that are reserved by the Board and those that the CEO/Staff may make, for Board review and approval." OPL Board Policy #002, the Delegation of Authority Policy ("the DOA Policy") was subsequently approved by trustees in July 2013 (OPLB-2013-0075) and has been revised and updated several times since then.

As per the OPL Board governance practice, the DOA Policy is reviewed every four years in the first quarter of the second year of the term of the Board, or as required to ensure consistency and alignment with related City of Ottawa ("the City") policies. The purpose of this report is to seek approval to amend the DOA Policy in several areas.

DISCUSSION

The following amendments are recommended to the OPL Board DOA Policy:

- Revision to Item #4: Approve general competitive and non-competitive operational expenditures as per the City Purchasing By-Law No. 50 of 2000 (as amended from time to time) (etc.) - New footnote to indicate a spending authority of \$250,000 for the Deputy CEO.
 - Rationale: Reflects organizational change at senior management level.
- New item #9: Approve capital budget transfers provided that, (a) increases in the existing capital projects are offset by corresponding decreases in other capital projects; (b) transfers of debt authority are within the same fiscal year; (c) transfers are of like sources of funding: authority rests with the Board for amounts greater than or equal to \$250,000, and is delegated to the CEO for amounts up to \$250,000.

¹ Carver, J. and Carver. M., (2015, January 2) *The Policy Governance Model*®. Retrieved from PolicyGovernance.com

- Rationale: DOA Policy Item #8 stipulates that the Board has authority to approve additional expenditures to amend previously approved projects based on the deviation from the original amount greater than 10%. This additional item would complement this by providing a similar flexibility regarding transferring from approved budgets. It also aligns with recent changes to the City's Procurement By-Law Note that there has only been one recent request for transfer of a capital budget account (September 2022, Metcalfe Branch Reconstruction Additional Funding Requirements, OPLB-2022-0913-10.1).
- Revision to item #16: Approve charitable donations through fund development activities, assuring due diligence in gift acceptance.
 - Rationale: Revision replaces the term “fundraising” with “fund development” to align with the 2023-2028 OPL Strategic Plan.
- Revision to item #17: Approve cash or near-cash prizes: (Board >\$300; CEO ≤\$300) - new footnote that these amounts are “per individual prize.”
 - Rationale: Revision recommended for clarity of existing practice.
- Revision to item #21: Text revised from “Approve strategic frameworks for key OPL services” to “Approve key strategic components of the OPL Service Delivery Framework (SDF) and other frameworks,” and new footnote added to this item to describe the SDF and its associated frameworks and strategies, as well as other OPL frameworks.
 - Rationale: To align with the recent approval in May 2022 of the SDF, and the development of subsequent frameworks.
- Revision to item #22: Text revised from “Implement and manage Board-approved position statements and strategic frameworks” to “Implement and manage Board-approved position statements, strategic directions, priorities, and frameworks.”
 - Rationale: Language revised to include strategic directions and priorities.
- Revision to item #31: Text revised from “Set general compensation policies and salary levels for the organization.” to “Set general compensation policies and salary levels for the organization, including substantive changes to the Management and Professional Exempt Terms and Conditions.”
 - Rationale: The second clause was added to this item to provide flexibility in managing administrative updates.

Formatting and grammatical adjustments were also made to the DOA Policy to improve consistency and clarity.

As per OPLB governance practices, the DOA Policy will be reviewed again in 2026 or sooner should the need arise.

CONSULTATION

As part of the consultation process, OPL staff consulted with City staff, and sought input from the OPL Board Ad hoc Committee on Governance.

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 OPL's value of Integrity, by embodying the principles of public stewardship, transparency, and accountability in operations and interactions.

BUSINESS ANALYSIS IMPLICATIONS

There are no business analysis considerations associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

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.

SUPPORTING DOCUMENTATION

Document 1 Policy 002-OPLB – Delegation of Authority (Revised)

DISPOSITION

Upon approval of this report:

1. The updated OPL Board Policy 002 – Delegation of Authority, will take effect immediately.
2. Copies of the DOA Policy will be made available to trustees for their reference.