

**MEMO / NOTE DE SERVICE**

**To / Destinataire** Ottawa Public Library Board

**cc:** Sonia Bebbington – Chief Librarian and Executive Officer

**From / Expéditeur** Anna Basile – Deputy CEO and Division Manager,  
Corporate Services

**Subject / Objet** Management & Professional Exempt (MPE) Cost of Living Allowance (COLA)

**Date:** May 7, 2024

The purpose of this memo is to advise the Ottawa Public Library (OPL) Board of a compensation update for the MPE cadre.

**Background**

OPL is an independent agency of the City of Ottawa (City), constituted under the *Public Libraries Act, RSO 1990, c. P.44*, and is governed by the Ottawa Public Library Board. The Board is accountable for the full range of decisions at OPL. While the Board focuses its attention on setting strategic directions and objectives, responsibilities for setting and modifying administrative and operational policies have been delegated to the CEO.

All management employees are identified under the MPE cadre and are subject to MPE Terms and Conditions, which are aligned with the City of Ottawa's Terms and Conditions for the same employee classification. The Terms and Conditions set general parameters regarding compensation, benefits, etc.

OPL Board Policy #002 – Delegation of Authority item #31 states that the Board is accountable to "Set general compensation policies and salary levels for the organization, including substantive changes to the Management and Professional Exempt Terms and Conditions." The CEO is accountable for making ongoing administrative updates, based on changes in legislation / regulations, or the need to add clarity as may be required from time-to-time.

With respect to compensation specifically, at its meeting in September 2015, the OPL Board approved "...that on a go-forward basis, economic increases for the Library Management and

Professional Exempt Group mirror those of the City of Ottawa Management and Professional Exempt Group.” (OPLB-2015-0073).

## **Discussion**

The City of Ottawa MPE Group has recently been awarded economic increases (aligned to interest arbitration for members of the Civic Institute of Professional Personnel) as follows: 2.5% (2023); 2.5% (2024), and 2.5% (2025). These rates are effective January 1 of each year, and the retroactive payment for 2023 and the to-date portion of 2024 will be paid out to MPE employees on May 30, 2024.

The estimated of these approved economic increases for OPL MPE employees is \$125,000 (2023) and \$115,000 (2024). Anticipated compensation costs in OPL's budget for 2023 and 2024 were estimated at 2% for each year, resulting in a minor budget pressure in 2024 of approximately \$50,000. Actuals will be confirmed once the retroactive pay is processed and will be included in the Q2 2024 financials. Given the current gaping provision for vacant positions, no pressure is expected on the OPL budget for the year.

For 2025, staff will ensure that the cost-of-living allowance (COLA) for MPE is budgeted at the approved increment noted above.

Should you have any questions regarding the above, please let me know.

Thank you,

A handwritten signature in black ink, appearing to be 'Anna Basile', with a long horizontal line extending to the right.

Anna

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