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Report to / Rapport au:

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

March 11, 2025 / 11 mars 2025

Submitted by / Soumis par:

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SUBJECT: Establishment of OPL Board Standing Committees

OBJET: Création des Comités permanents du Conseil d'administration de la BPO

REPORT RECOMMENDATIONS

That the Ottawa Public Library Board:

- 1. Approve the membership of the OPL Board Standing Committees, as further described in this report; and,**
- 2. Receive for information the draft Terms of References for the OPL Board Standing Committees (Document 1).**

RECOMMANDATIONS DU RAPPORT

Que le Conseil d'administration (C.A.) de la Bibliothèque publique d'Ottawa (BPO) :

1. **Approuve la composition des comités permanents du Conseil d'administration C.A. de la BPO, tel que décrit plus en détail dans le présent rapport; et,**
2. **Prenne connaissance des ébauches des mandats des comités permanents du C.A. de la BPO (Document 1).**

BACKGROUND

As per Ottawa Public Library (“OPL” or “the Library”) Board (“the Board” or “OPLB”) Policy 001, Roles and Responsibilities of the Board and Trustees, the Board’s role includes reviewing and approving major strategies, plans, and decisions.

The Board’s responsibility with respect to its own governance is further defined in the OPLB Rules of Procedure By-Law (“the OPLB By-Law”). Section 42 of the OPLB By-Law outlines the parameters for committees of the Board, including the ability to establish standing, ad hoc, or public advisory committees. The Board has historically established ad hoc committees (committees of limited duration, designed to advise, inquire, and report on a particular matter or concern), and currently has seven (7) ad hoc committees established.

On 3 December 2024, the Board approved the “Governance Evaluation Report and Action Plan” (OPLB-2024-1203-11.2), including the updated 2023-2026 Governance Action Plan (“the Plan”). Recommendation 2 in the Plan was to disband the current operational Ad hoc committees, effective Q1 2025, and Recommendation 3 was to establish three Standing Committees of the Board: Finance, Facilities and Risk; Governance; and, CEO Performance, and solicit interest in membership for these committees. As per OPLB Policy 11, CEO Performance Management, the Committee responsible for the CEO performance process “shall be comprised of the Chair, the Vice-Chair, and one additional trustee selected by the Board,” and thus some of the membership of this committee is determined by policy.

The purpose of this report is to recommend for approval the membership of the OPL Board Standing Committees, and to provide the draft Terms of References for the Committees for information.

DISCUSSION

Standing Committee Composition

In January 2025, staff solicited interest from trustees for membership on the three proposed Standing Committees (Finance, Facilities and Risk; Governance; and, CEO Performance), including their interest in chairing a committee. Trustees were provided with an outline of the key areas of focus for each committee and asked to rank their choices in order of preference. As per the draft Terms of References, the Standing Committees are expected to have a membership of 3 trustees each, as well as several staff members; noting this, it is expected that each trustee will sit on one Standing Committee.

Staff provided the results to the Chair and committee assignments were determined considering trustee expertise and interest, as well as the mix of citizen and councillor trustees on each committee. Recommended composition of the Standing Committees is as follows:

1. Chief Librarian/CEO Performance: Chair Matthew Luloff (Chair), Vice Chair Kathy Fisher and Trustee Adam Smith;
2. Finance, Facilities, and Risk: Trustees Mary-Rose Brown, Rawlson King, and Catherine Kitts (expressed interest in chairing);
3. Governance: Trustees Jessica Bradley (expressed interest in chairing), Alison Crawford, and Harvey A. Slack (expressed interest in chairing).

Standing Committee Terms of Reference

The Governance Ad hoc Committee of the Board was engaged to review draft Terms of References for the Standing Committees. In addition to outlining the scope of work for each Standing Committee, these documents summarize key elements of the Committees. These elements include the composition of each committee as well as practices regarding frequency and record of meetings. Upon initiation, committee members will select the respective Chair from those who have expressed interest (noted above).

The Terms of Reference also provide guidelines for the reporting relationship. Apart from the CEO Performance Standing Committee, committee work will be shared with the Board primarily through staff reports on key initiatives. Committee members are

expected to share with fellow trustees the important aspects of Committee-level discussions and deliberations when the relevant report rises to the Board.

The draft Terms of References are included for information in Document 1. These documents are considered draft until such time as the relevant Committee reviews and approves them at their first meeting.

CONSULTATION

Consultation with Members of the Board was obtained through the Standing Committee survey and request for committee membership preferences and associated comments.

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.

SUPPORTING DOCUMENTATION

Document 1 Draft Standing Committees Terms of References

DISPOSITION

Upon approval of this report, staff will lead the implementation of the Standing Committees, including calling first meetings and ensuring relevant documentation from the disbanded Ad hoc Committees is shared.