

## STANDING COMMITTEES TERMS OF REFERENCES

### Terms of Reference OPL Board CEO Performance Standing Committee

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#### Definition

A Standing Committee established under the Ottawa Public Library (OPL) Board Rules of Procedure By-law, Section 42(1):

*“The Board may establish standing committees and shall set forth the scope of work of the committees and such other provisions as the Board shall deem proper in their respective Terms of Reference. Standing committees shall report on their work to the Board as required under the scope of work established through Terms of Reference.”*

#### Scope of work

The Chief Executive Officer (CEO) Performance Standing Committee (“the Committee”) shall conduct the review of the performance of the CEO, in keeping with OPL Board Policy #011 - CEO Performance Management, and including the following areas:

1. Establishment of clear and mutually agreed upon performance expectations;
2. Oversight of the development of annual performance objectives for the CEO consistent with strategic priorities;
3. Oversight of the performance evaluation process for the CEO;
4. Oversight of CEO succession planning efforts; and,
5. Oversight of the recruitment process for a new CEO (as required).

#### Date of Establishment of Committee

March 11, 2025

#### Reporting Relationship

The Committee will report to the Board in closed session (“in camera”) in alignment with the *Public Libraries Act*, S16 (4) (b).

## **Composition**

In keeping with the OPLB Policy 11, the CEO Performance Policy, the Committee shall be comprised of the Chair, the Vice-Chair, and one additional trustee selected by the Board.

## **Frequency of Meetings**

The Committee will meet no less than twice per year. Meetings will be scheduled at the call of the Committee Chair and CEO.

## **Record of Meetings**

The Chair and CEO will ensure meeting documentation is circulated prior to the meeting date. A summary of Committee meeting discussions will be noted by a trustee member of the Committee and held on file by the Office of the CEO.

## **Terms of Reference**

### **OPL Board Facilities, Finance, and Risk Standing Committee**

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#### **Definition**

A Standing Committee established under the Ottawa Public Library (OPL) Board Rules of Procedure By-law, Section 42(1):

*“The Board may establish standing committees and shall set forth the scope of work of the committees and such other provisions as the Board shall deem proper in their respective Terms of Reference. Standing committees shall report on their work to the Board as required under the scope of work established through Terms of Reference.”*

#### **Scope of work**

The Facilities, Finance, and Risk Standing Committee (“the Committee”) will advise staff in the following areas:

- Guidance regarding financial decisions, including term reviews of the Financial Framework and the annual budget cycle;
- Review of the financial affairs of the Board, including the integrity and effectiveness of the Board’s accounting and financial reporting processes and external audits;
- Review of fund development strategies, including participation in cultivation activities;
- Guidance regarding facility-related decisions including overall strategies, frameworks, and plans;
- Review of the risk management system;
- Key human resources matters, in keeping with the responsibilities outlined in OPLB Policy 002 - Delegation of Authority, and,
- Other matters as the Board may delegate or direct from time to time.

#### **Date of Establishment of Committee**

March 11, 2025

## **Reporting Relationship**

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.

## **Composition**

The Committee is composed of three (3) trustee members appointed by the Board, the Deputy CEO and Division Manager, Corporate Services, at least one (1) Division Manager, the Program Manager of Board and Strategic Services, and the Library Board Assistant. The CL/CEO and the Chair of the OPL Board are ex-officio members. Other members of staff may be invited to the committee as guests when subject matter expertise is required. The Committee shall appoint a Chair of the Committee at its first meeting.

## **Frequency of Meetings**

The Committee will meet no less than four times per year. Meetings will be scheduled at the call of the Committee Chair and managed by the Office of the CEO.

## **Record of Meetings**

Staff will ensure agenda and meeting documentation is circulated prior to the meeting date. A summary of Committee meeting discussions will be noted and held on file by the Office of the CEO.

## **Terms of Reference OPL Board Governance Standing Committee**

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### **Definition**

A Standing Committee established under the Ottawa Public Library (OPL) Board Rules of Procedure By-law, Section 42(1):

*“The Board may establish standing committees and shall set forth the scope of work of the committees and such other provisions as the Board shall deem proper in their respective Terms of Reference. Standing committees shall report on their work to the Board as required under the scope of work established through Terms of Reference.”*

### **Scope of work**

The Governance Standing Committee (“the Committee”) will advise staff in the following areas, as required:

- Review of governance documents, including the OPL Board Rules of Procedure By-law, Board Position Statements and Board Policies;
- Strategic planning and key strategic components of the OPL Service Delivery Framework (SDF) and supporting documents;
- Development of the annual Board Work Plan;
- Review of the Board’s performance and functioning, committee structure, and continuing education practices for trustees;
- Review of applications for the Board Order of Friendship and commemorative naming;
- Other governance or strategic issues as required; and,
- Other matters as the Board may delegate or direct from time to time.

### **Date of Establishment of Committee**

March 11, 2025

### **Reporting Relationship**

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 report rises to the Board.

## **Composition**

The Committee is composed of three (3) trustee members appointed by the Board, at least two (2) Division Managers, the Program Manager of Board and Strategic Services, and the Library Board Assistant. The CL/CEO and the Chair of the OPL Board are ex-officio members. Other members of staff may be invited to the committee as guests when subject matter expertise is required. The Committee shall appoint a Chair of the Committee at its first meeting.

## **Frequency of Meetings**

The Committee will meet no less than four times per year. Meetings will be scheduled at the call of the Committee Chair and managed by the Library Board Assistant.

## **Record of Meetings**

Staff will ensure agenda and meeting documentation is circulated prior to the meeting date. A summary of Committee meeting discussions will be noted and held on file by the Office of the CEO.