

MEMO / NOTE DE SERVICE

To / Destinataire OPLB Trustees

From / Expéditeur Alexandra Yarrow, Program Manager, Board and Strategic Services

CC Library Senior Management Team

Subject / Objet Update: OPLB Standing Committees **Date:** Friday, May 2, 2025

At the March 2025 OPL Board meeting, the Board approved establishing three OPL Board Standing Committees: CEO Performance; Finance, Facilities and Risk; and Governance (OPLB-2025-0311-10.1). This followed the approval of The Governance Evaluation Report and Action Plan in December 2024 (OPLB-2024-1203-11.2). The Governance and the Finance, Facilities and Risk Standing Committees held their first meetings on April 23, 2025 and May 1, 2025, respectively. This memo provides an update on these two Standing Committees, including confirmed Chairs.¹

Standing Committee Chairs

On April 23, 2025, the Governance Standing Committee acclaimed Trustee Bradley as the Chair of the Committee. On May 1, 2025, the Finance, Facilities and Risk Standing Committee acclaimed Trustee Kitts as the Chair of the Committee.

Terms of Reference

Draft Terms of Reference documents were provided to the Board accompanying the March 2023 report regarding the establishment of standing committees. Each draft Terms of Reference documents was adopted by the relevant standing committee with no changes.

Next steps

Staff will work with the Committee Chairs for Finance, Facilities and Risk, and Governance, to develop Agendas for upcoming meetings. The CEO Performance Standing Committee is expected to meet in Q3 2025, per the timelines identified in [OPLB Policy 11, CEO Performance Management](#).

Please contact me with any questions.

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¹ 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."