

10.3

Report to / Rapport au:

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

September 13, 2022 / 13 septembre 2022

Submitted by / Soumis par:

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File Number: OPLB-2022-0913-10.3

SUBJECT: Board Succession Planning Policy - Amendments

OBJET: Politique Planification de la relève du C.A. - Modifications

REPORT RECOMMENDATION

That the Ottawa Public Library (OPL) Board approve the amendments to OPL Board Policy 016 – Board Succession Planning.

RECOMMANDATION DU RAPPORT

Que le Conseil d'administration (C.A.) de la Bibliothèque publique (BPO) d'Ottawa approuve les modifications à la politique 016 du C.A. – Planification de la relève du C.A.

BACKGROUND

The Ottawa Public Library (OPL) Board (the Board) operates according to the *Public Libraries Act, RSO 1990, c.P.44 (the Act)*, as well as other acts such the *Municipal Act* and the *Conflict of Interest Act* and is responsible for ensuring that public library services are delivered effectively and efficiently to the City of Ottawa (the City).

The OPL Board approaches its role using a policy or strategy model of governance that focuses on setting strategic directions and objectives. In order to fulfil this role, the Board maintains policies that provide direction to their work. Board policies are reviewed a minimum of once per term of Board, and most are typically reviewed at the end of the term.

In January 2019, the Board approved OPLB Policy 016, Board Succession Planning. This policy provides information about the Board trustee appointment process and describes the skills and competencies that are desired for individuals interested in becoming a trustee.

The Board recognizes that in keeping with *the Act*, the Council of the City of Ottawa (City Council) is solely responsible for determining the constitution of the Board. However, the Board believes that it is important that City Council be provided with the Board's insights on the skills, qualifications, and experience that would benefit the Library regarding the selection of OPL Board trustees.

The purpose of this report is to recommend amendments to OPLB Policy 016. These amendments are being brought forward at this time given the timing of this term of Board: recruitment for new trustees will begin in Fall 2022, and staff wish to ensure that the most up-to-date version of the Policy is available for the upcoming recruitment process.

DISCUSSION

The OPL term of Board is aligned with the municipal election cycle. A new term of Board will begin when the City Council appoints members to the OPL Board of trustees. City Council must appoint members to the OPL Board within 60 days after Council's first meeting.

Beginning in mid-2022, the Office of the City Clerk will give public notice of vacancies on the Board and begin recruiting for new trustees. As part of this process, the Board (through the CEO or designate) will provide the Office of the City Clerk with a competency profile ("the Profile") that sets out, as a guideline, the preferred minimum number of members the Board believes should possess each requirement. The Profile is identified in Appendix A of OPLB Policy 016, Board Succession Planning.

In preparation for the upcoming Board recruitment process, staff reviewed the Board Succession Planning Policy with the Board Ad hoc Committee on Governance, and are recommending the following changes:

- General changes to wording to improve consistency and clarity;
- The separation of the “Guiding Principles and Practices” section into two distinct sections;
- Renaming the “Skills and Competency Profile” to “Representation and Competency profile” to better reflect the contents of the Profile.
- Addition of wording to highlight the importance of prospective trustees’ commitment to OPL’s core values, as well as the importance of prospective trustees’ individual differences and unique contributions;
- Clarification around the processes at the end of the term of Board;
- Clarification around the processes should a trustee position become vacant during the term of Board; and
- Updates to the Profile to reduce barriers, such as: re-prioritizing skills and experience, reinforcing commitment to equity, diversity, and inclusion, and reformatting the “representational considerations” section, so that it aligns with the contemporary terminology used by the City of Ottawa’s current Appointment Policy, and arranging the representational considerations such that this section appears at the top of the Profile, rather than at the bottom of the chart.

In addition, as per the policy and in preparation for the upcoming Board recruitment process, staff recommend the Board present a memo to Council in Q4 2022, with its recommendations for appointments. These will include the importance of a strong Board with a variety of experience as per the Profile and ensuring the continuity of representation of trustees from one term to another.

CONSULTATION

The development of this report required consultation with the Board Ad hoc Committee on Governance, incorporated feedback suggested by managers, and was reviewed by the Library Senior Management Team (LSMT).

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

This report aligns with OPL's values of Inclusion and Integrity, because the recommended amendments to the policy place an emphasis on equity and diversity, as well as improve transparency around the Board appointment process.

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.

INDIGENOUS AND GENDER EQUITY IMPLICATIONS

This report has gender and equity implications, because the recommended amendments include the elimination of the gender binary considerations as part of the Profile. By focusing instead on all equity deserving groups, the OPL Board aims to be more inclusive of those who identify as women, those who identify as gender diverse, and those who identify as LGBTQI2S. This amendment may impact which people apply to be a Board trustee as part of the recruitment process.

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 OPLB Policy 016 – Board Succession Planning – Current version

Document 2 OPLB Policy 016 – Board Succession Planning – Revised version

DISPOSITION

Upon approval of this report, staff will:

1. Update the relevant Board policies, as indicated in the supporting documents, and ensure copies are provided to Trustees;
2. Work with the Office of the City Clerk on the recruitment process for the next term of Board; and,
3. Assist with the preparation of a memo to Council before end of the year, regarding Board recommendations for appointments for the next term of Board.