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Report to / Rapport au:

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

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Submitted by / Soumis par:

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File Number: OPLB-2022-1011-11.2

SUBJECT: 2023 Board Meeting Schedule

OBJET: Calendrier des réunions du Conseil d'administration de 2023

REPORT RECOMMENDATION

That the Ottawa Public Library Board approve the 2023 regular meeting schedule as proposed in Document 1.

RECOMMANDATION DU RAPPORT

Que le Conseil d'administration de la Bibliothèque publique d'Ottawa approuve le calendrier des réunions ordinaires de 2023, proposé au document 1.

BACKGROUND

The Ottawa Public Library Board (the "OPL Board") is constituted under the *Public Libraries Act, R.S.O. 1990*, Chapter P.44 ("the Act") as amended from time to time. In December, 2019, Bill 132, Chapter 14, the Statutes of Ontario, 2019, *Better for People, Smarter for Business Act*, 2019, received Royal Assent. This omnibus bill included changes the *PLA*, including to Section 16 (1), reducing the minimum number of annual public library board meetings from ten per year to seven per year.

The OPL Board Calendar of Meetings is typically approved in November of each year. Staff recommend a total of eight meetings each calendar year, as recommended in the previous three years.

The 2023 year is slightly different, however, in that it directly follows a municipal election in October 2022, and the subsequent appointment of a new Library Board of Trustees by Council in January 2023. The 2023 budget timelines are also different: at this time, staff anticipate the City's budget will be tabled at Council on February 1, 2023. As a result of these circumstances staff recommend regular Board meetings in 2023 in January, February, April, May, June, September, November, and December. Staff further recommend that the monthly meetings in July, August, and October be held only if they are necessary. The recommended meeting schedule ensures that staff have flexibility to prepare a legislative agenda that is responsive to Board and community needs, and which aligns with OPL's operational and strategic requirements.

The purpose of this report is to provide a schedule of meeting dates for the 2023 calendar year.

DISCUSSION

While the Board holds eight meetings per calendar year, there is no requirement regarding the date or time of regular meetings. For the last few years, OPL Board meetings have been typically held on the second Tuesday of the month at 5:00 p.m.

At present, staff recommend continuing to hold meetings at 5:00 p.m. on the second Tuesday of each month as a general practice. There will be some exceptions: as noted above, 2023 is the first year of the term of the Board, following the municipal election and the appointment of new trustees. At this time, staff anticipate that the recruitment process for new trustees will be from December 1, 2022 – January 4, 2023, and that City Council would appoint OPL Board members at its first meeting of 2023 (currently scheduled for January 25). As a result, the January Board meeting will occur on January 31, to align with tabling the budget at Council on Feb 1, 2023.

Budget timelines also differ from a regular year as there are two budget tablings and budget approvals in the calendar year. As a result, the November and December meetings of the Board will occur on the first Tuesday of the respective month, and there will be a meeting in late February 2022.

Staff intend to resume in-person meetings early in the new term of Board, retaining some flexibility regarding electronic participation for members of the board, library staff, and guests, and permitting members of the public to attend either in-person or electronically. Further details regarding the meeting model will be confirmed with trustees as plans are confirmed and shared with members of the public via the OPL website. Any required changes to OPLB policies, position statements or the OPL Board Rules of Procedure By-law ("By-law") will be recommended by the Governance Ad hoc Committee to the Board in the next term.

Staff have confirmed that the proposed meeting schedule (Document 1) does not conflict with any of the City's Council meetings, standing committee meetings, and/or other relevant municipal meetings.

The meeting calendar (Document 1) includes regularly scheduled meeting dates for the months of July, August, and October. As mentioned above, these dates are held in case needed; a final decision regarding cancelling these meetings occurs closer to the time. If these meetings are not required, staff will ensure advance notice is provided to trustees.

CONSULTATION

The Board Chair was consulted in the development of the 2023 Board Meeting schedule. Staff also reviewed important dates as identified in the City's Diversity calendar, as well as the calendar of City Council meetings, standing committee meetings, and/or other City meetings.

The City of Ottawa's room booking agent was contacted to confirm the availability of the Champlain Room for all proposed dates for the purposes of in-person meetings.

ACCESSIBILITY IMPACTS

Ottawa Public Library supports and considers 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 *Public Libraries Act* and with the By-law.

BUSINESS ANALYSIS IMPLICATIONS

There are no business analysis considerations associated with this report.

FINANCIAL IMPLICATIONS

Costs associated with holding in-person Board meetings are built into the annual budget.

LEGAL IMPLICATIONS

The proposed 2023 Board meeting schedule complies with sub-section 16 (1) of the *Public Libraries Act* regarding holding at a minimum of seven meetings. The schedule also complies with Section 15 of the By-law.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

TECHNOLOGY IMPLICATIONS

There will be additional technological implications for hybrid meetings as well as launching accessible features.

SUPPORTING DOCUMENTATION

Document 1 Proposed 2023 Board Meeting Schedule

DISPOSITION

Upon receipt of this report, staff will make all necessary arrangements, including tentatively booking virtual meetings and tentatively reserving the Champlain Room for the 2023 meeting dates. Staff will also post meeting dates to the Ottawa Public Library and the City of Ottawa websites. An official 2023 Board meeting schedule will be forwarded to new trustees and to the City Clerk's Office for reference. Public communication of the 2023 meeting will take place as required.

Document 1

Ottawa Public Library Board

The OPL Board meets on the second Tuesday at 5:00 p.m., hybrid model (in the Champlain Room at City Hall), unless otherwise indicated *:

2023 MEETING DATES
31 January*
14 February (Hold)
28 February*
11 April
9 May
13 June
11 July (Hold)
8 August (Hold)
12 September
10 October (Hold)
7 November*
5 December*