Report to / Rapport au:

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

October 13, 2015 / 13 septembre 2015

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File Number: OPLB-2015-0081

SUBJECT: Ottawa Public Library Board Policies 3 of 3

OBJET: Politiques du Conseil d'administration de la Bibliothèque publique d'Ottawa – Trois de Trois

REPORT RECOMMENDATION

That the Ottawa Public Library Board adopt the following Board Governance policies, attached as Documents 2 - 5:

- **Donations, Fundraising, Sponsorships, and Naming**
- **Board Evaluations and Governance Review**
- **Board Succession Planning**
- **Board Role in Advocacy**

RECOMMANDATION DU RAPPORT

Que le Conseil d'administration de la Bibliothèque publique d'Ottawa adopte les politiques suivantes sur la gouvernance du Conseil d'administration, jointes en tant que documents 2 à 5 :

- **Dons, collecte de fonds, commandites et dénomination**
- **Évaluations du C.A. et examen de la gouvernance**

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- **Planification de la relève du C.A.**
- **Rôle du Conseil d'administration en matière de défense des intérêts**

BACKGROUND

On November 19, 2012, the Ottawa Public Library Board ("the Board") received the results of a governance review as well as a nine-point action plan designed to address key concerns. Item 6 was to "Review and modify, with Board input as appropriate, information provided for Board meetings to support a strategic focus."

The action plan for this item included a requirement to review the Board's current policy framework including its Rules of Procedure By-law ("the By-law"). On October 15, 2014, the Board approved the new By-law, and policy framework. Staff were directed to prepare policies in line with the framework for Board review and approval.

The policy framework is comprised of 18 documents (see Document 1). Nine policies were approved in February 2015, and at the September 2015 meeting, the Board approved three additional policies. One was held for further legal review.

If the four policies are approved at the October board meeting, the Board will have one outstanding policy to review (related to Corporate Objectives / Performance Measurement). With the performance measurements framework currently under review, this policy will come forward at the completion of the review.

DISCUSSION

The Ottawa Public Library Board has adopted a policy governance model, designed to empower Boards to fulfill their obligations over the organization. The model "…enables the board to focus on the larger issues, to delegate with clarity, to control management's job without meddling, to rigorously evaluate the accomplishment of the organization; to truly lead its organization."[1]

Four policies are put forward for Board consideration and approval with this report. Three are new policies, with the fourth being deferred from the September meeting of the Board. Each policy has been developed in line with the policy governance model. They are high-level policies that provide the Board with guidance and parameters in meeting the legislative requirements set out in the Public Libraries Act (PLA). Each

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[1] Carver, J. and Carver. M., (2015, January 2) *The Policy Governance Model®*. Retrieved from PolicyGovernance.com

policy begins with a clear outline of the legislative background and guidance upon which the policy is based. Key notes regarding the three new policies are as follows:

#8 Donations, Fundraising, Sponsorships, and Naming – Outlines the Board's position on the receipt of donations (both monetary and non-monetary), as well as considerations regarding fundraising initiatives. It includes a reference to sponsorships and naming.

#15 Board Evaluations and Governance Review: Provides guidance for ongoing meeting evaluations, as well as self-evaluations and term of Board governance reviews.

#16 Board Succession Planning: Outlines the preferred skill/competency profile for Trustees as well as general information regarding appointments. Note – Appointments to the OPL Board are determined by City Council.

Key notes regarding the policy deferred from September 2015 are as follows:

#17 Board Role in Advocacy: Provides a guideline to the Board as a whole to determine its position on any particular issue as well as any actions it may choose to take. This policy was revised as per Board direction to seek legal counsel. The City Solicitor advice upon review of the policy noted that the suite of policies already approved by the Board appear to contain clauses that may provide guidance with respect to a Trustee's fiduciary responsibilities as well as any personal interests. As a result, the statement was not required and was removed.

CONSULTATION

The policies were developed based on feedback from the 2011 – 2014 Ottawa Public Library Board (as part of the Governance Review and the ad-hoc working group established to develop the Rules of Procedure By-Law). External assistance was provided by Jacques Levesque, President and CEO, Transform Management Consulting, Inc.

Library management was involved in the review of the policies, as related to financial implications and responsibilities.

Legal Counsel provided advice with respect to the deferred policy OPLB-017 Board Role in Advocacy.

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LEGAL IMPLICATIONS

There are no legal implications associated with this report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report. Establishment of these governing policies is good business practice.

FINANCIAL IMPLICATIONS

There are no financial impacts associated with this report.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with this report.

TECHNOLOGY IMPLICATIONS

There are no technology implications associated with this report.

BOARD PRIORITIES

Redevelopment of the Board policies was one of the action items identified through the Board's Governance Review (2012).

SUPPORTING DOCUMENTATION

Document 1   Policy Framework (Revised)

Document 2   Donations, Fundraising, Sponsorships, and Naming

Document 3   Board Evaluations and Governance Review

Document 4   Board Succession Planning

Document 5   Board Role in Advocacy

DISPOSITION

Upon approval of these policies, the Manager, Planning and Board Support will make the documents available to the Trustees for their reference, and ensure implementation

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of any necessary actions resulting from the adoption of the policies (e.g. reporting timelines).