

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-2019-0304

SUBJECT: 2019 OPL Board Ad Hoc Committees

**OBJET: Comités spéciaux du Conseil d'administration de la Bibliothèque
publique d'Ottawa de 2019**

REPORT RECOMMENDATION

**That the Ottawa Public Library Board approve the creation of five Ad Hoc
Committees with composition as identified in this report.**

RECOMMANDATION DU RAPPORT

**Que le Conseil d'administration de la Bibliothèque publique d'Ottawa approuve la
création de cinq comités spéciaux dont la composition est décrit dans le rapport.**

BACKGROUND

*In accordance with the Ottawa Public Library (OPL) Board Rules of Procedure By-Law
Section 42(2) "The Board may establish ad hoc committees of limited duration, to
advise, inquire, and report on a particular matter or concern. An ad hoc committee shall
report on their work to the Board as required under the scope of work established
through Terms of Reference, and such other provisions as the Board shall deem proper.
Ad hoc committees dissolve automatically upon the submission of a report to the Board
on the work of the matter or concern."*

Except for the CEO performance committee, each ad-hoc committee is comprised of a combination of staff (minimum of three; maximum of five) and two trustees. The Chair of the Board sits ex-officio on all ad-hoc committees.

The CEO Performance committee consists of the Chair, Vice Chair, and one additional trustee, plus the CEO. This committee is established for the duration of the term of the Board for CEO Performance oversight.

This report provides the Board with recommendations on the creation and composition of five ad hoc committees required at this time.

DISCUSSION

Typically, requests for creation and participation are brought to the Board on an ad hoc basis as part of a report or matter before the Board. As part of the constitution of the 2019 – 2022 term of the OPL Board, five ad hoc committees are requested at this time to advise staff on matters that were initiated under the previous Board and outstanding, or new committees anticipated to be required in the coming months.

OPL requires the following committees to advise staff on matters initiated under the previous Board, which require support through to completion within 12 months:

- Hours of Operation (two trustees)
- Intellectual Freedom (two trustees)

OPL requires the following new ad hoc committees to be established to advise staff within the defined mandates as noted below:

- Fundraising (two trustees) to support the development of the Fundraising Strategy, prospect identification and qualification, and participate in cultivation activities. This includes reviewing OPL Board Policy #008 – Donations, Fundraising, Sponsorships, and Advertising to ensure alignment with the Fundraising Strategy. This ad hoc committee is expected to be required for an anticipated period of 18 months. It should be noted that the establishment of this committee is subject to Board and Council approval of the required resources to initiate work on the fundraising strategy.
- Alternative Services (two trustees) to advise staff on the implementation plan associated with the Alternative Services priorities approved by the Board in November 2018 and public engagement plan regarding proposed changes to

bookmobile stops. This ad hoc committee is required for an anticipated period of 12 months.

In preparing the recommendations, staff sought expressions of interest from Trustees. In addition, staff considered the mix of citizen and councillor trustees on each committee, as well as participation of each trustee on a minimum of one ad hoc committee.

Staff recommend that the Board approve participation on the ad hoc committees as follows:

- Alternative Services – Trustee Brown and Vice Chair Fisher
- CEO Performance – Chair Tierney, Vice Chair Fisher, and Trustee Begg
- Fundraising – Trustees Brockington and Slack
- Hours of Operation – Trustees Higdon and Luloff
- Intellectual Freedom – Trustees Begg and Meehan

CONSULTATION

As part of the consultation process, trustees were provided with details of the required ad hoc committees and encouraged to express interest by February 5, 2019.

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

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

The report aligns with the Ottawa Public Library (OPL) Board Rules of Procedure By-Law.

DISPOSITION

Pending Board approval, staff will work with trustees to establish the ad hoc committees as identified in the report, including the development (or updating as required) of Terms of Reference for each.