

Report to/Rapport au :

**OTTAWA PUBLIC LIBRARY BOARD
CONSEIL D'ADMINISTRATION DE LA BIBLIOTHÈQUE PUBLIQUE D'OTTAWA**

**January 13, 2014
Le 13 janvier 2014**

**Submitted by/Soumis par : Danielle McDonald
Chief Executive Officer / Directrice générale**

*Contact Person / Personne ressource: Elaine Condos
(613) 580-2424 x32180, Elaine.Condos@BiblioOttawaLibrary.ca*

Ref N°: OPLB-2014-0007

**SUBJECT: Monitoring Report A.12 Link between CEO and City of Ottawa
Management Team**

**OBJET : Rapport de contrôle A.12 Lien entre la DG et l'équipe de direction de
la Ville d'Ottawa**

REPORT RECOMMENDATION

**That the Ottawa Public Library Board receive this monitoring report for
information.**

RECOMMANDATION DU RAPPORT

**Que le C.A. de la Bibliothèque publique d'Ottawa prenne connaissance de ce
rapport de contrôle, à titre d'information.**

Executive Limitations Policy A.12, Independence of the Board was approved by the Board on January 21, 2008 and last revised April 12, 2010. It states:

While the CEO is an employee of, reports to and is responsible to the Ottawa Public Library Board, he/she is responsible for building solid relationships with municipal staff. To that end, the CEO may participate in city management meetings and planning exercises to strengthen strategic alliances.

Accordingly, the CEO:

1. *Shall not accept direction from the City of Ottawa senior management team that usurps the authority of the Board.*

Based on direction provided by Council, draft operating and capital budget estimates were prepared for the Board's consideration. Following Board approval, the draft budget estimates were tabled with Council for review and approval as part of the 2014 budget process.

I report compliance.

And shall:

2. *Develop a positive working relationship with the City of Ottawa senior management team.*

The Chief Executive Officer attends meetings of the City of Ottawa Executive Senior Management Team. Further, there are a number of projects where the library works collaboratively with the City thereby developing and maintaining positive working relationships with the City of Ottawa Senior Management Team (e.g. Service Ottawa, facilities development).

I report compliance.

3. *Participate in management and planning programs sponsored by the City of Ottawa senior management team and which contribute to the development and delivery of library service in the city of Ottawa.*

OPL managers are included in corporate training and development programs organized by the City's senior managers. In 2013, examples included mandatory training on Integrated Accessibility Standards Compliance, and AODA Procurement.

I report compliance.

4. *Develop positive working relationships and partnerships where possible with all departments of the City of Ottawa.*

Because of its collaborative approach to the delivery of public library service throughout Ottawa, the Library has positive working relationships with multiple departments of the City of Ottawa. For example, Ottawa Public Health nurses deliver infant literacy reading kits to parents on behalf of OPL. OPL partnered with Service Ottawa on two pilot projects to provide easier access to City services at the Ruth E. Dickinson and Cumberland branches. Mobile workers in By-law Services and Ottawa Public Health have access to workspaces in several rural branches. The development of the Constance and Buckham's Bay Community Centre expansion is a three way partnership between City Parks and Recreation, OPL and the Community Association.

I report compliance.

I hereby present my monitoring report on Executive Limitations Policy A.12 Link Between CEO and City of Ottawa Management Team. I certify that the information contained in this report is true.

Signed: _____ Date: _____

Danielle McDonald
Chief Executive Officer