

Report to / Rapport au:

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

September 14, 2015 / 14 septembre 2015

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

Contact Person / Personne ressource:
Anna Basile, Manager, Planning and Board Support / Chef de Service, Planification et
Soutien de la C.A
613-580-2424 ext. 32335; anna.basile@bibliooottawalibrary.ca

File Number: OPLB-2015-0072

SUBJECT: Ottawa Public Library Board Policies 2 of 3

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

REPORT RECOMMENDATION

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

- **Trustee Orientation and Continuing Education**
- **Board Meeting Calendar**
- **Board Role in Advocacy**
- **CEO Succession Planning**

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 :

- **Orientation des administrateurs(trices) et Éducation permanente**
- **Calendrier des réunions du Conseil d'administration**
- **Rôle du Conseil d'administration en matière de défense des intérêts**

- **Planification du remplacement de la DG**

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). Four policies are being put forward for approval at this time, with the remainder to follow later in Q4.

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

The four policies put forward for Board consideration and approval have been developed in line with this 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 policy begins with a clear outline of the legislative background and guidance upon which the policy is based. Key notes regarding the policies are as follows:

#3 Trustee Orientation and Continuing Education: Establishes parameters for orienting new Trustees as well as an ongoing program of continuing education.

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

#14 Board Meeting Calendar (of Reports): Develops an annual calendar of the topics and decisions planned for each Board meeting to assist the Board, the CEO, and staff, in planning their activities and fulfilling their respective accountabilities.

#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.

#18 CEO Succession Planning: Provides principles for planning for the succession of the CEO that it is integral to the Board's long-term planning process.

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.

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 | Trustee Orientation and Continuing Education |
| Document 3 | Board Meeting Calendar |
| Document 4 | Board Role in Advocacy |
| Document 5 | CEO Succession Planning |

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