

Report to / Rapport au:

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

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File Number: OPLB-2015-0075

SUBJECT: Board Governance Action Plan

OBJET: Le plan d'action sur la gouvernance du Conseil d'administration

REPORT RECOMMENDATION

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

RECOMMANDATION DU RAPPORT

Que le Conseil d'administration de la Bibliothèque publique d'Ottawa prenne connaissance de ce rapport à titre d'information.

BACKGROUND

On November 19, 2012, the Board received the results of a governance review including a nine-point action plan. This report provides a status update on the action plan and closes-out the implementation components.

DISCUSSION

The *Governance Action Plan* close-out status report is provided as Appendix 1 Action items in each of the nine areas have been completed, with work continuing on ongoing components.

The Board's Rules of Procedure By-Laws were approved in October. Half of the accompanying policies were approved by the Board in February 2015. The remaining policies will be presented to the Board throughout Fall 2015. Included in those policies will be a focus on Trustee Development. The Strategic Directions and Priorities were approved by the Board in April 2015. Next steps will be to explore elements related to financial assessment. Succession planning continues to be an ongoing priority, with the development of an HR Plan, and the implementation of a Deputy CEO position to support knowledge transfer and learning.

CONSULTATION

The Library Senior Management Team and OPL leads for the respective Ad-Hoc Working Groups were consulted in the preparation of this report.

LEGAL IMPLICATIONS

There are no legal implications to the recommendations of this report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications 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 subjects of this report are the outcome of the Board Governance Review, November 19, 2012.

SUPPORTING DOCUMENTATION

Document 1 Ottawa Public Library Board Governance Action Plan Mid-Year Status Update.

DISPOSITION

Staff will continue to work on the action items that have ongoing requirements as noted in Document 1 of the report.

Ottawa Public Library Board Governance Action Plan Mid-Year Status Update

Completed items are in italics.

Ref.	Action Item	Status
1	<i>Prepare a motion for the Board to consider disbanding the current committees and subsequently utilize ad-hoc groups as required.</i>	<i>Completed</i>
2	<i>Prepare a motion for the Board to consider recommending that the size of the Board be reduced to 9 members with 5 citizen representatives and 4 Councillors for Council's consideration and implementation.</i>	<i>Completed</i>
3	Develop and implement a process to revise the Strategic Plan, with Board input as appropriate, that ensures the library remains relevant in the future, establishes longer term objectives, and provides a financial assessment of the resources required and the means to obtain them, for Board review and approval.	<i>Completed</i> <ul style="list-style-type: none"> • 2015 – 2018 OPL Board Strategic Directions and Priorities established and approved by the Board in April 2015. • Budget estimates and multi-year forecasts are prepared annually for the Board's consideration. Discretionary envelopes, when available, are aligned with Board approved strategic directions.
4	<i>Develop a comprehensive Delegation of Authority policy, with Board input as appropriate, that clearly defines the decisions that are reserved by the Board and those that the CEO/Staff may make, for Board review and approval.</i>	<i>Completed</i>
5	<i>Develop, with Board input as appropriate, improved indicators of organizational performance, including objectives and metrics that focus on output, outcomes and results, and incorporate these into a monitoring process, for Board review and approval.</i>	<i>Completed</i> <i>Note: Board raised questions at the November 2014 meeting that will be reviewed and brought forward in 2016 for the Board's consideration.</i> The Performance Measurement Framework (PMF) was approved in 2013. Ongoing work continues.

Ref.	Action Item	Status
6	<i>Review and modify, with Board input as appropriate, information provided for Board meetings to support a strategic focus.</i>	<i>Completed</i> <ul style="list-style-type: none"> • E-agenda implemented • Ottawa Public Library Board Rules of Procedure By-Law implemented January 1, 2015. • Fraud policy developed and implemented in September 2015. • Delegated Authority (revised in 2015) also supports strategic focus.
7	<i>Develop, with Board input as appropriate, a comprehensive risk management process that identifies and monitors important enterprise risks and ensures appropriate mitigation and monitoring measures are in place, for Board review and approval.</i>	<i>Completed</i>
8	<i>Develop a senior staff succession plan and continue to enhance the development of individuals.</i>	<i>Completed</i> <ul style="list-style-type: none"> • Four-year Strategic Human Resources Plan (Workforce plan) developed and implemented. • Creation of Deputy CEO position to support senior staff succession.
9	<i>Continue to improve the ongoing development of Trustees by providing additional information and training on issues identified by the Trustees and/or Staff.</i>	<i>Completed and ongoing</i> <ul style="list-style-type: none"> • Trustee Development plan incorporated into the policy development for Board review and consideration in September 2015.