

**Report to / Rapport au:**

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

**January 28, 2015 / 28 janvier 2015**

**Submitted by / Soumis par:  
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**File Number: OPLB-2015-0003**

**SUBJECT: 2015 Board Meeting Schedule**

**OBJET: Calendrier des réunions du C.A. de 2015**

#### **REPORT RECOMMENDATION**

**That the Ottawa Public Library Board approve the 2015 regular meeting schedule as proposed in (Appendix 1).**

#### **RECOMMANDATION DU RAPPORT**

**Que le C.A. de la Bibliothèque publique d'Ottawa approuve le calendrier des réunions ordinaires de 2015, proposé à l'appendice 1.**

#### **BACKGROUND**

The Ontario Public Libraries Act, Section 16 (1) requires that "A board shall hold regular meetings once a month for at least 10 months each year and at such other times as it considers necessary." <sup>1</sup>

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<sup>1</sup> Ontario Public Libraries Act R.S.O. 1990, Chapter P.44, 2009, c.33, Sched.11, s. 7 (2)

In accordance with the Board Rules of Procedure By-Laws: Regular meetings of the Board shall be held once a month for at least 10 months of each year as required by the *Act*, or more frequently at the direction of the Board, and shall be held at the place and time as may be designated by the Board. If the day provided for a regular meeting of the Board is a holiday, or a day of religious observance that precludes the participation of any Members of the Board, the meeting shall be held on another date agreed upon by the Board.

The meeting schedule outlines the dates for regular meetings. Special meetings may be called outside of this schedule, as per Section 16, of the Board Rules of Procedure Bylaw.

## **DISCUSSION**

Over the last few years, the OPL Board practice of holding meetings on Monday evenings has conflicted with statutory holidays and other City meetings. To that end, staff undertook a review of alternative dates for the meetings. With the regular meeting date moved to the 2<sup>nd</sup> Tuesday of each month, the proposed meeting schedule will not conflict with any of the City's Council meetings, standing committee meetings, and/or other City meetings. This presents no conflicts for Councillor trustees who may sit on other committees.

There is one exception to the 2<sup>nd</sup> Tuesday meeting schedule; the March meeting date will be held on the first Tuesday in order to meet the City's timelines for budget approvals.

The Board's normal practice is not to hold meetings in either July or August. However, meeting dates have been scheduled for each of these months in the event that they are required due a conflict or unexpected cancellation of one of the other meetings.

Trustees will be asked to hold those dates in their calendars.

## **CONSULTATION**

Consultation has occurred with the former Board Chair in the development of the 2015 Board Meeting schedule.

The City's room booking agent was contacted to confirm the availability of the Champlain Room for all proposed dates.

## **LEGAL IMPLICATIONS**

The proposed revised 2015 Board meeting schedule complies with sub-section 16 (1) of the *Public Libraries Act* regarding a regular monthly meeting schedule (for at least 10

months of the year). The revised schedule also complies with section 15 of the Board's Rules of Procedure By-law.

### **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with this report.

### **FINANCIAL IMPLICATIONS**

Costs associated with holding regular Board meeting have been included in the 2015 Draft Board Budget.

### **ACCESSIBILITY IMPACTS**

There are no accessibility impacts associated with this report.

### **TECHNOLOGY IMPLICATIONS**

There are no technology impacts associated with this report.

### **SUPPORTING DOCUMENTATION**

Appendix 1 Proposed 2015 Board Meeting Schedule, January 28, 2015.

### **DISPOSITION**

Pending Board approval, staff will confirm 2015 meeting dates with OCH Bookings. An official 2015 Board meeting schedule would then be forwarded to each trustee for reference. The 2015 dates would also be posted on the Board intranet, as well as to eAgenda.

**Ottawa Public Library Board - 2015 Board Meeting Schedule**

Unless otherwise indicated, meetings are held at 5:00 p.m. at Ottawa City Hall –  
Champlain Room, 110 Laurier Avenue W.

<b>2015 Meeting Schedule</b>	<b>Notes</b>
Tuesday, February 10 <sup>th</sup>	
Tuesday, March 3 <sup>rd</sup>	First Tuesday of the month
Tuesday, April, 14 <sup>th</sup>	
Tuesday, May 12 <sup>th</sup>	
Tuesday, June 9 <sup>th</sup>	
Tuesday, July 14 <sup>th</sup>	No regular meeting scheduled; date is held.
Tuesday, August 11 <sup>th</sup>	No regular meeting scheduled; date is held.
Tuesday, September 8 <sup>th</sup>	
Tuesday, October 13 <sup>th</sup>	
Tuesday, November 10 <sup>th</sup>	
Tuesday, December 8 <sup>th</sup>	