Report to / Rapport au :

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

December 8, 2014
8 décembre 2014

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Ref N°: OPLB-2014-0115

SUBJECT: Board Governance Action Plan and Ad-Hoc Working Group Update

OBJET: Le point sur le plan d'action sur la gouvernance du C.A. et le groupe de travail ad-hoc

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. As part of the review, the Board approved the disbanding of standing committees with the intention to develop ad-hoc working groups as required throughout the year.

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This report provides a year-end update on the status of the action plan, including the work of the ad-hoc working groups.

DISCUSSION

The *Governance Action Plan* including status updates is provided as Appendix 1. Five of the nine items are completed. Of the remaining three, significant progress has been made in each of the areas.

The Board's Rules of Procedure By-Laws were approved in October. The accompanying policies are under development and will be presented to the new Board for discussion in early 2015. Included in those policies will be a focus on Trustee Development. The Strategic Plan was refreshed in July 2014, and will be reviewed with the new Board to explore the next steps related to financial assessment. Staff have been actively working on item #8 (Succession Management), with a progress update to be presented in December 2014.

In 2013, the Board approved the creation of five (5) ad-hoc working groups. In most cases the establishment of an ad-hoc working group was aligned to move forward on the Board's Governance Action Plan. In all cases, the work of the various Ad-Hoc Working Groups has been completed, with final close-out details provided as Appendix 2.

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.

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FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

ACCESSIBILITY IMPACTS

There are no accessibility impats 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

1.   [Board Governance Review](#), November 19, 2012

DISPOSITION

As noted in the attached appendices.

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APPENDIX 1:

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

Completed items are in italics.

Ref.	Action Item	Status
1	*Prepare a motion for the Board to consider disbanding the current committees and subsequently utilize ad-hoc groups as required.*	*Completed*
2	*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.*	*Completed*
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.	• Strategic Plan Refresh approved by the OPL Board in July 2014.
4	*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.*	*Completed*

Ref.	Action Item	Status
5	*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.*	*Completed* *Note: Board raised questions at the November 2014 meeting that will be reviewed and brought forward for new Board's consideration.*
6	Review and modify, with Board input as appropriate, information provided for Board meetings to support a strategic focus.	E-Agenda • EAgenda implemented for public access to monthly board packages (via OPL and City websites). Policy Review and Development • Ottawa Public Library Board Rules of Procedure By-Law approved in October 2014, for implementation January 1, 2015. • Fraud and Waste policy developed. Roll-out to follow in Q1 2015.
7	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.	*Completed*

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Ref.	Action Item	Status
8	Develop a senior staff succession plan and continue to enhance the development of individuals.	• Board to receive a presentation on Succession Planning at the December 2014 meeting. Note: OPL working on a strategic Human Resources Plan (Workforce plan).
9	Continue to improve the ongoing development of Trustees by providing additional information and training on issues identified by the Trustees and/or Staff.	• Trustee Development plan incorporated into the policy development (see above).

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APPENDIX 2:

Ottawa Public Library Board Ad-Hoc Working Group Status Update

Ad Hoc Working Group	Date Established	Members	Lead	Status
Strategic Plan Refresh	December 9, 2013	Amelita Armit, Jim Bennett, Danielle Lussier-Meek	Anna Basile	Ended on July 7, 2014 with the approval of the 2014-2016 Strategic Plan Refresh.
Board By-laws & Policy Review	September 9, 2013	Amelita Armit, Jim Bennett, Patrick Gauch	Elaine Condos / Anna Basile	Ended on October 17, 2014 with the approval of the Ottawa Public Library Board Rules of Procedure By-law, and the policy framework.
Safety & Security	September 9, 2013	André Bergeron, Christine Langlois	Monique Désormeaux	Ended on March 17, 2014 with the approval of the revised Customer Code of Conduct.
Delegation of Authority	May 13, 2013	Jim Bennett, Patrick Gauch	Elaine Condos	Ended on July 8, 2013 when Delegation of Authority Policy Reporting Framework was approved.
Library of the Future	May 3, 2013	Amelita Armit, Jim Bennett, David Gourlay, Marianne Wilkinson	Monique Brûlé	Ended on December 9, 2013 when Library of the Future Final Report was presented to the Board.
Nomination	December 10, 2012	Amelita Armit, Keith	Elaine Condos	Ended on January 14, 2013 upon Board election of

Committee		Egli, Tim Tierney		Chair and Vice-Chair.