

**Report to / Rapport au:**

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

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**Submitted by / Soumis par:**

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**File Number: OPLB-2016-0133**

**SUBJECT: Ottawa Public Library Board Rules of Procedure By-Law**

**OBJET: Règlement sur les règles de procédure du Conseil d'administration  
de la Bibliothèque publique d'Ottawa**

**REPORT RECOMMENDATION**

**That the Ottawa Public Library Board approve the revisions to the Rules of  
Procedure By-Law of the Ottawa Public Library Board that govern the  
proceedings of the Board.**

**RECOMMANDATION DU RAPPORT**

**Que le Conseil d'administration (C.A.) de la Bibliothèque publique d'Ottawa  
adopte les révisions au Règlement sur les règles de procédure régissant les  
actes de procédure du C.A.**

**BACKGROUND**

The Ottawa Public Library Board ("Board") is constituted under the *Public Libraries Act*, R.S.O. 1990, Chapter P.44 ("the Act"). In addition, the Board is governed by a Rules of Procedure By-Law and related policies. On January 29, 2015, the Board approved a rewritten Rules of Procedure By Law, based on feedback from the previous Board's

mid-term governance review, and to align with the Delegation of Authority Policy (“the DOA”) as revised and approved on July 8, 2013.

By-Law amendments are typically undertaken once per term of Board, as part of the mid-term review. However, since the existing By-Law was entirely rewritten in late 2014 and has been in place for one year, staff are recommending modifications in two areas to improve interpretation among both staff and the public (Document 2).

According to the existing By-Law, the by-law shall not be amended or repealed except by a simple majority of the whole Board.

## **DISCUSSION**

Changes to the Board’s Rules of Procedure By-law are in the following two areas:

### **40. Hearing of Delegations**

Language in this section has been revised to clarify the process and timing for the hearing of delegations, specifically around items not listed on the Agenda. Sections have been reordered to address protocols for delegations speaking to items on the agenda, before moving to delegations wishing to speak to items not listed on the agenda. Furthermore, the section has been modified to clarify the role of the Chair and CEO in setting the meeting agenda, ensuring consistency with the OPL Rules of Procedure By-Laws (Section 10, Duties of the Chair; as well as Section 21, Duties of the CEO with respect to the Agenda).

### **42. Committees of the Board**

Minor revisions were undertaken to clarify that the scope of work is to be determined through the creation of a Terms of Reference, as well as to further clarify the ad-hoc nature of Public Advisory Committees.

## **CONSULTATION**

Consultation included feedback from staff regarding public inquiries and questions, and the City Clerk and Solicitor’s Office.

## **LEGAL IMPLICATIONS**

There are no legal implications associated with 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**

Revisions comply with the Board's approved Core Value of Accountability.

## **SUPPORTING DOCUMENTATION**

Document 1 – Ottawa Public Library Board Rules of Procedure By-Laws, January 2015  
*(Appendix A – History of Amendments, immediately follows)*

Document 2 – Recommended revisions to OPLB Rules of Procedure By-Laws

## **DISPOSITION**

If approved, the changes will be enacted immediately. Staff will update the public facing communications regarding Hearing of Delegations (on OPL's website), and ensure that the official By-Laws reflect the modifications as approved.