

**Report to / Rapport au:**

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

**March 8, 2016 / 8 mars 2016**

**Submitted by / Soumis par:**

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**File Number:** OPLB-2016-0134

**SUBJECT: Ottawa Public Library Board Policy Review**

**OBJET: Mise à jour des politiques du Conseil d'administration de la  
Bibliothèque publique d'Ottawa**

## **REPORT RECOMMENDATIONS**

**That the Ottawa Public Library Board adopt the following:**

- 1. The Board Policy Framework, attached as Document 1; and,**
- 2. The Board Governance policies, attached as Documents 2 - 5:**
  - **Donations, Fundraising, Sponsorships, and Naming (revised)**
  - **Board Evaluations and Governance Review (revised)**
  - **Order of Friendship (new)**
  - **Bilingualism (new)**

## **RECOMMANDATIONS DU RAPPORT**

**Que le Conseil d'administration de la Bibliothèque publique d'Ottawa adopte ce  
qui suit :**

1. Le cadre stratégique, joint en tant que document 1; et
2. Les politiques sur la gouvernance du Conseil d'administration, jointes en tant que documents 2 à 5 :
  - Dons, collecte de fonds, commandites et dénomination (modifié)
  - Évaluations du C.A. et examen de la gouvernance (modifié)
  - Ordre de l'amitié (nouveau)
  - Bilinguisme (nouveau)

## 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 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 now comprised of 18 documents. Nine policies were approved in February 2015, and three policies at the September 2015 meeting. The Board approved three additional policies in October 2015.

If the policies identified herein are approved at the March board meeting, the Board will have one outstanding policy to review (related to Corporate Objectives / Performance Measurement). With the key performance indicators currently under review, this policy will come forward following completion of that review.

## 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.”<sup>1</sup>

The policy framework, with the addition of the Order of Friendship and the Bilingualism policy if approved, will consist of 20 documents. (see Document 1).

Four policies are put forward for Board consideration and approval with this report. Two are revisions to existing policies, with two being new policies. 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 has been developed in-line with the policy governance model and begins with a clear outline of the legislative background and guidance upon which the policy is based. Key notes regarding the presented policies are as follows:

#8 Donations, Fundraising, Sponsorships, and Naming (revised): Outlines the Board’s position on the receipt of donations (both monetary and non-monetary), as well as considerations regarding fundraising initiatives. It includes a reference to sponsorships and naming. *(Revisions include corrections to legislation titles that were incorrectly quoted in the previous version. In addition, adjustments have been made for language/process clarification, including that donations or fundraising involving naming rights must obtain Board approval for both the naming and the associated financials).*

#15 Board Evaluations and Governance Review (revised): Provides guidance for ongoing meeting evaluations, as well as self-evaluations and term of Board governance reviews. *(Revisions reduce the distribution frequency of the Board Meeting Evaluation Questionnaire from monthly to semi-annually, as well as clarification on when the Board may move to closed meetings with respect to evaluations and informal discussions.)*

#19 Order of Friendship (new): The Ottawa Public Library Board has historically maintained an Order of Friendship to recognize exceptional volunteer contributions made to the OPL by individuals, groups, and/or institutions. Under previous Boards, this recognition was offered on a semi-annual cycle. The previous Board suspended this practice as part of the review of OPL Board policies. This new policy reintroduces the Order of Friendship, providing parameters and establishing a process for the OPL Board to recognize such contributions.

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

#20 Bilingualism (new): The OPL has historically maintained a policy on Bilingualism. At the time of the framework creation, staff explored the possibility of converting the bilingualism policy to an administrative policy. Upon further review, staff recommend this policy remain at the Board level, ensuring alignment with the Board's Rules of Procedure By-Law Section 39 (2). The proposed policy reflects the Board's commitment on bilingualism through both strategic and operational functions. This policy will be posted on the OPL website for public information.

## **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.

Library management was involved in the review of the policies, as related to financial implications and responsibilities.

Legal Services provided advice with respect to policy OPLB-008 Donations, Fundraising, Sponsorships, and Naming.

## **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 sound 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      Donations, Fundraising, Sponsorships, and Naming (Revised)

Document 3      Board Evaluations and Governance Review (Revised)

Document 4      Order of Friendship (New)

*(Nomination Form – Appendix A, immediately follows)*

Document 5      Bilingualism (New)

## **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).