

Report to / Rapport au:

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

November 3, 2020 / 3 novembre 2020

Submitted by / Soumis par:

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File Number: OPLB-2020-1103

SUBJECT: 2021 Board Meeting Schedule

OBJET: Calendrier des réunions du Conseil d'administration de 2021

REPORT RECOMMENDATION

That the Ottawa Public Library Board approve the 2021 regular meeting schedule as proposed in Document 1.

RECOMMANDATION DU RAPPORT

Que le Conseil d'administration de la Bibliothèque publique d'Ottawa approuve le calendrier des réunions ordinaires de 2021, proposé au document 1.

BACKGROUND

The OPL Board Calendar of Meetings is typically approved in November of each year. Staff recommend eight meetings each calendar year; specifically, that the monthly meetings in January and October be removed from the typical OPL Board meeting schedule, and that the monthly meetings in July and August be held if they are needed. These months are recommended as they do not generally have significant agenda items relating to policy matters. The recommended meeting schedule ensures that staff have flexibility to prepare a legislative agenda that is responsive to Board and community needs, and which aligns with OPL's operational and strategic requirements.

The Ottawa Public Library Board (the “OPL Board”) is constituted under the Public Libraries Act, R.S.O. 1990, Chapter P.44 (“the Act”) as amended from time to time. In December 2019, Bill 132, Chapter 14, the Statutes of Ontario, 2019, *Better for People, Smarter for Business Act, 2019*, received Royal Assent. This omnibus bill aimed to simplify and modernize regulations, and eliminate requirements that are outdated or duplicative, and included changes to the PLA requiring libraries to hold a minimum of seven Board meetings annually. On March 10, 2020 the OPL Board approved a report recommending revisions to Section 15 of the OPL Board Rules of Procedure By-law resulting from Bill 132, including approving eight meetings each calendar year (OPLB-2020-0203).

On March 17, 2020, the Province of Ontario declared a state of emergency due to the novel coronavirus outbreak, and public gatherings were limited. On March 27, the Federation of Ontario Public Libraries (FOPL) released a statement from Kevin Finnerty, Assistant Deputy Minister Heritage, Tourism and Culture Division, allowing public library board meetings to “be held using a live video interface platform or conference call service, so long as the public may attend virtually, in real-time, and be able to ask questions.”¹ Consequently, OPL held its Board meetings from April 2020 onwards via Zoom.

On November 3, 2020, the Board will consider a report regarding amendments to the OPL Board Rules of Procedure By-law, including to explicitly allow meetings to be held electronically on an ongoing basis, and for Board members and members of the public to participate in meetings electronically.

The purpose of this report is to provide a schedule of meeting dates for the 2021 calendar year.

DISCUSSION

While the Board approved eight meetings per calendar year, there is no requirement with regards to the date or time of regular meetings. For the last few years, OPL Board meetings have been typically held on the second Tuesday of the month at 5:00 p.m.

At present, staff recommend continuing to hold meetings at 5:00 p.m. on the second Tuesday of each month. Meetings may be held electronically, or in the Champlain

¹ “MHSTCI: Formal message regarding public library board meetings.” <http://fopl.ca/news/mhstci-formal-message-regarding-public-library-board-meetings/>

Room at City Hall, depending on the guidance of Ottawa Public Health and the provincial government regarding public gatherings during the pandemic. Staff have confirmed that the proposed meeting schedule (Document 1) does not conflict with any of the City's Council meetings, standing committee meetings, and/or other meetings.

It should be noted that if approved, the November and December meetings of the Board will occur on the first Tuesday of the respective month to align the Board's tabling and deliberation of the draft 2022 budget with anticipated meetings of Ottawa City Council. In addition, the meeting in March is during the March Break.

The meeting calendar (Document 1) includes regularly scheduled meetings for the months of January, July, August, and October. While the Board meets eight times a year, staff "hold" the extra four dates in the event that these meetings are needed closer to the time. If these meetings are not required, staff will ensure advance notice is provided that no meeting will be held.

CONSULTATION

The Board Chair was consulted in the development of the 2021 Board Meeting schedule. Staff also reviewed important dates as identified in the City's Diversity calendar, as well as the calendar of City Council meetings, standing committee meetings, and/or other City meetings.

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

LEGAL IMPLICATIONS

The proposed 2021 Board meeting schedule complies with sub-section 16 (1) of the *Public Libraries Act* regarding holding at a minimum of seven meetings. The schedule also complies with Section 15 of the OPL Board Rules of Procedure By-law.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

FINANCIAL IMPLICATIONS

Costs associated with holding in-person Board meetings are built into the annual budget. Costs for virtual Board meetings have been incorporated in the Proposed 2021 Draft Operating Budget under “Virtual Enhancements”.

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 report aligns with the *Public Libraries Act* and with the Board’s Rules of Procedure By-laws.

SUPPORTING DOCUMENTATION

Document 1 Proposed 2021 Board Meeting Schedule, November 2020.

DISPOSITION

Pending Board approval, staff will make all necessary arrangements, including booking virtual meetings and tentatively reserving the Champlain Room for the 2021 meeting dates. Staff will also post meeting dates to the Ottawa Public Library and the City of Ottawa websites. An official 2021 Board meeting schedule will be forwarded to Trustees and to the City Clerk’s Office for reference. Public communication of the 2021 meeting will take place as required.

Ottawa Public Library Board

The OPL Board meets on the second Tuesday at 5:00 p.m., virtually or in the **Champlain Room** except as noted below*:

2021 MEETING DATES
12 January (Hold)
9 February
9 March
13 April
11 May
8 June
13 July (Hold)
10 August (Hold)
14 September
12 October (Hold)
2 November*
7 December*