

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:

Danielle McDonald, Chief Executive Officer / Directrice générale

Contact Person / Personne ressource:

*Alexandra Yarrow, Program Manager, OPL Board & Strategic Services / Gestionnaire de portefeuille, Conseil d'administration de la BPO et services stratégiques
(613) 580-2424 x32312. Alexandra.Yarrow@bibliooottawalibrary.ca*

File Number: OPLB-2021-0504

SUBJECT: 2020 Policy Compliance and Delegation of Authority Annual Reporting

OBJET: Politique de conformité 2020 et rapport annuel sur la délégation de pouvoir

REPORT RECOMMENDATION

That the Ottawa Public Library 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

As per Board policy 001-OPLB Roles and Responsibilities of the Board and Trustees, the Board is accountable for the full range of decisions affecting Ottawa Public Library (OPL). The OPL Board (OPLB) approaches its role using a policy or strategy model of governance that focuses on setting strategic directions and objectives, making decisions on major projects, and monitoring library and CEO performance. The OPL

Board's attention primarily focuses on the long-term needs and goals for the library, not the administrative or operational details.

To achieve the above, the OPL Board established policy 002-OPLB Delegation of Authority (DOA), last amended March 2021. The DOA clearly defines the decisions that are reserved by the Board and those that the CEO or delegate may make.

As referenced in Board policy 010-OPLB CEO Reporting and Board Monitoring, staff report annually to confirm compliance with Board and OPL policies, as well as a report on the DOA.

This report covers OPL and Board policy compliance, purchasing and finance decisions that fall outside the scope of the quarterly financial reports, and approvals / decisions that are reported by exception, excluding those already reported via email, social media, and Public Service Announcements (PSAs), for 2020. The report does not include multi-year agreements, if reported in a previous DOA annual report.

DISCUSSION

Reporting covers the period from January 1 to December 31, 2020.

1. EMERGENCY OR SPECIAL CIRCUMSTANCES

Section 2.2 of the DOA notes that there are occasions when "it is necessary to act within or outside the normal mandate of the OPL, but such action is not strictly within the terms of a delegated authority." In these circumstances, "the CEO may take such action as necessary to rectify the situation and all such actions shall be reported immediately to the Chair and then the Board." Due to the COVID-19 pandemic, the province, and OPL, operated under a variety of emergency orders and applicable regulations. The CEO ensured that trustees were apprised of key decisions and information, as it became available, including through the involvement of the COVID Ad hoc Committee of the Board in emergency decision-making. The CEO and senior management were required to make operational decisions to address the shutdown such as closure of branches and the suspension of some fees. The Board subsequently approved the continued suspension of some fees during the pandemic in a May 28, 2020 Board report, OPL COVID-19 Recovery Priority 1 Plan (OPLB-2020-0501-SP),

and a June 23, 2020 Board report, OPL COVID-19 Recovery Priority 2-5 Plan (OPLB-2020-0601).

2. BOARD AND LIBRARY ADMINISTRATIVE POLICY COMPLIANCE REPORTING

I hereby report compliance on all OPLB and Library administrative policies, except for OPLB Policy 008 – Donations, Fundraising, Sponsorships and Advertising, which requires revisions as the policy was placed “on hold” for future review as part of the OPL’s fundraising strategy. This policy was revised in Q1 2021.

3. REPORTING ON PURCHASING AND FINANCE DECISIONS

Section 4: I hereby report compliance on all general competitive and non-competitive expenditures as per the City of Ottawa Purchasing By-law No. 50 2000 (as amended from time to time) with respect to contract expenditures in amounts of less than \$15,000, and not reported in the quarterly financial reports. Library management work with the City of Ottawa’s Supply Management branch to ensure the City of Ottawa Purchasing By-law, and all City of Ottawa financial policies and procedures are rigorously followed for all contracts and items purchased through standing offers, Request for Proposal and Request for Tender processes, the automated payment system, payment without reference, purchasing cards, and petty cash.

Section 8: Approve additional expenditures for amendments to previously approved projects based on the deviation from the originally approved amount.

- There were no exceptions during the period January 1 – December 31, 2020.

Section 9: Applications for Grants and Other Funding – see Table 1 below:

Table 1 - Applications for Grants and Other Funding

Agency	Application description
City of Ottawa Older Adult Plan	Funding to continue Aging Well Together initiative in 2020 (\$18,000) – these funds were also spent in 2020 and are also

Agency	Application description
	reported in Table 3 below.
U.S. Embassy Ottawa – Funds for programming	Funds for programming (\$3,500) – these funds were also spent in 2020 and are also reported in Table 3 below.

Section 10: Agreements with Federal, Provincial, and International Governments and Agencies – see Table 2 below:

Table 2 – Agreements with the Federal, Provincial, and International Governments and Agencies

Description	Status
Ontario Ministry of Heritage, Sport, Tourism and Culture Industries: Public Library Operating, Pay Equity, and First Nations Salary Supplement Grant (PLOG) – Operating	Contribution received: \$1,210,000
Ontario Ministry of Heritage, Sport, Tourism and Culture Industries: Public Library Operating, Pay Equity, and First Nations Salary Supplement Grant (PLOG) – Pay Equity	Contribution received: \$170,328

Section 11 Service agreements, contribution agreements, and grant agreements – see Table 3 below:

Table 3 – Service Agreements, Contribution Agreements, and Grant Agreements

Description	Status
City of Ottawa Older Adult Plan funding for Aging Well Together initiative in partnership with Ottawa Public Health	Grant agreement (\$18,000)
City of Ottawa Recreation, Cultural, and Facility Services Department agreement relating to the Ottawa Book Awards	Memorandum of agreement
Council on Aging of Ottawa agreement to provide the Planning for Retirement on a Low-Income presentations	Service provided / rendered
Frontier College – Homework help and conversation group programs	Service provided / rendered
U.S. Embassy Ottawa – Funds for programming	Memorandum of Agreement (\$3,500)
Ottawa Public Health – use of Orléans branch as a flu vaccination clinic	Services provided / rendered

4. EXCEPTION REPORTING

Section 12: Contracts for Board-approved capital projects

- There were no exceptions during the period January 1 – December 31, 2020.

Section 16: Approve charitable donations through fundraising to OPL, assuring due diligence in gift acceptance.

- OPL received a donation of \$10,000 from CN in September 2020.

Section 17: Cash or near-cash prizes ≤\$300

- There were no exceptions during the period January 1 – December 31, 2020.

Section 21: Implement and manage Board position statements and strategic frameworks.

- The following strategic framework has been extended until 2023:
 - Alternative Services Delivery Framework 2016-2020 (OPLB-2015-0071), approved by the Board on September 14, 2015

Section 22: Administrative and operational policies

- There were no exceptions during the period January 1 – December 31, 2020.

Section 25: Temporary closure or relocation of branches, and modification of bookmobile routes or kiosk services

- As per the DOA and the Branch Closure Policy, the following branches were closed for repairs and renovations in 2020:
 - Main: February 26 - March 1, March 6 (portion of the day), March 7, March 8 (portion of the day), and December 12 (landlord closure due to emergency and planned repairs); and,
 - Rosemount: ongoing (major retrofit, renovations, and revitalization).
 - Rosemount temporary location: November 21 (closed permanently in preparation for the reopening of Rosemount branch on December 3)
- All branches were closed from March 16 to June 15, 2020 due to the provincial restrictions during the COVID-19 pandemic. Branches re-opened on a staggered basis from June 15, 2020 – Q1 2021.
- All branches were closed for part of the day on Monday, November 9th due to an external threat / emergency situation.
- Several short-duration branch and department closures occurred due to unplanned facility issues (e.g. fire alarms/evacuations, elevator motor/engine, pipes bursting, power outages; staff shortages, weather).
- Short-duration closures of the bookmobile and kiosk services were reported to the Board and members of the public through the OPL website, social media and email.

Section 27: Architectural designs for new buildings

- There were no exceptions during the period January 1 – December 31, 2020.

Section 30: General compensation policies and salary levels

- Adjustments for Management and Professional Exempt (MPE) group, communicated to the Board in March 2020.

Section 31: Organizational Structures

- There were no exceptions during the period January 1 – December 31, 2020.

Section 32: Performance assessment and salary setting for individual staff

- There were no exceptions during the period January 1 – December 31, 2020.

Section 33: Hire, appoint, promote, suspend, dismiss, and manage the performance of individual staff.

- Appointment of Division Manager, Central Library Project communicated to the Board on August 4, 2020.

Section 35: Negotiation of Collective Agreements

- There were no exceptions during the period January 1 – December 31, 2020.

CONSULTATION

OPL Managers and the Senior Management team were consulted in the development of this report.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with this report.

BOARD PRIORITIES

The OPL Board established policy 002-OPLB Delegation of Authority (DOA) that defines the decisions that are reserved by the Board and those that the CEO or delegate may make.

BUSINESS ANALYSIS IMPLICATIONS

There are no business analysis implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

RISK MANAGEMENT IMPLICATIONS

Non-compliance with Board and Library Administrative policy may increase risk to the organization. Management continually reviews the policies and procedures including Board policies, with a view to strengthening, clarifying, and adding more rigour where required.

TECHNOLOGY IMPLICATIONS

There are no technology impacts associated with this report.

DISPOSITION

Staff will report on the 2021 Policy Compliance and Delegation of Authority Annual Reporting in Q2 2022.