

REVISED

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-2020-0504

SUBJECT: 2019 Policy Compliance and Delegation of Authority Annual Reporting

OBJET: Politique de conformité 2019 et rapport annuel sur la délégation de pouvoir

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

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 December 2018. 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 2019. 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, 2019.

1. BOARD AND LIBRARY ADMINISTRATIVE POLICY COMPLIANCE REPORTING

I hereby report compliance on all OPLB and Library administrative policies, except for OPLB Policy 018 –CEO Succession Planning, which requires revisions due to the changes emanating from the reorganization described in Section 31 below.

2. 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.

- ~~\$245,000~~ \$236,500 approved for Rosemount Revitalization project.

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)

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 Tourism, Culture and Sport: Public Library Operating, Pay Equity, and First Nations Salary Supplement Grant (PLOG) – Operating	Contribution received: \$1,210,000
Ontario Ministry of Tourism, Culture and Sport: 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
Bookmobile Stops – As per the approved Alternative Services Framework, a service agreement for an existing bookmobile stop at the Pinecrest Queensway Community Health Centre was renewed in July 2019	Memorandum of agreement
Meridian Theatres – A partnership agreement regarding in-kind services for the 2019 Tales and Tunes event, as well as a rental for the 2019 Awesome Authors event	Services provided / rendered
City of Ottawa Older Adult Plan funding for Aging Well Together initiative offered 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
Good Shepherd Catholic School - Blackburn Hamlet branch temporary congregation point	Memorandum of Agreement

Weekly Poetry workshops with Henry Beissel, author, in March 2019	Memorandum of Agreement
Homebound Services – Memoranda of agreements for existing “mini library” locations were renewed	Agreements renewed in December 2019: <ul style="list-style-type: none">• Bridlewood Trails• Chartwell Retirement Residences
Parkdale Food Centre – Growing Futures program: Grow Tower agreement	Service provided / rendered
Sharing in Student Success Program	Service provided / rendered

3. EXCEPTION REPORTING

Section 12: Contracts for Board-approved projects

- There were no exceptions during the period January 1 – December 31, 2019.

Section 16: Approve fundraising activities performed by third parties for the library's purposes

- There were no exceptions during the period January 1 – December 31, 2019.

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

- There were no exceptions during the period January 1 – December 31, 2019.

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

- There were no exceptions during the period January 1 – December 31, 2019

Section 22: Administrative and operational policies

- During the period January 1 – December 31, 2019, 12 policies and procedures were reviewed / revised. (These policies include City of Ottawa policy policies that OPL adopted for alignment purposes with respect to shared services.)
 - Alcohol and Drugs in the Workplace Procedure;
 - Alcohol and Drugs in the Workplace-Incident Report Form;

- Bed Bug Prevention Procedure (includes Fact Sheet appendix);
- Children and Individuals Requiring Supervision Procedure;
- Corporate Vehicle and Equipment Idling Policy;
- Hospitality Policy;
- OPL Emergency Plan;
- OPL Response Escalation Guidelines;
- Protective Measures Policy;
- Reporting Child Abuse and / or Neglect Policy;
- Service Duty Officer Guidelines; and,
- Violence and Harassment in the Workplace Policy.

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 as below for repairs and renovations in 2019:
 - Alta Vista: May 12-24 and June 12-23 (entrance ramp repairs);
 - Metcalfe: April 26 to May 10 (improvements and renovations);
 - Munster: November 29 to December 6 (improvements and renovations);
 - Nepean CentrepoinTE: November 10 (Flooring replacement); and,
 - Rosemount: starting June 3, 2019 - ongoing (Major retrofit, renovations, and revitalization).
- 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).
- All branches were closed on June 14, 2019 for the Employee Forum.
- 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

- Rosemount Revitalization designs (major retrofit)

Section 30: General compensation policies and salary levels

- There were no exceptions during the period January 1 – December 31, 2019

Section 31: Organizational Structures

- Reorganization of the senior management level to remove the tiered management structure, eliminating the Deputy CEO position and aligning portfolios with the new strategic plan (reported in September 2019); and,
- Addition of the Program Manager, Major Gifts and Partnerships (approved by Board in March 2019).

Section 32: Performance assessment and salary setting for individual staff

- There were no exceptions during the period January 1 – December 31, 2019

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

- Appointment of Acting Division Manager, Central Library Project
- The new organization structure resulted in changes to senior staff, communicated to the Board in August 2019.

Section 35: Negotiation of Collective Agreements

- There were no exceptions during the period January 1 – December 31, 2019

CONSULTATION

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

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

RISK MANAGEMENT IMPLICATIONS

Noncompliance 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.

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 impacts associated with this report.

DISPOSITION

Staff will report on the 2020 Policy Compliance and Delegation of Authority Annual Reporting in Q2 2021.