

Report to/Rapport au :

**OTTAWA PUBLIC LIBRARY BOARD  
CONSEIL D'ADMINISTRATION DE LA BIBLIOTHÈQUE PUBLIQUE D'OTTAWA**

**July 7, 2014  
Le 7 juillet 2014**

**Submitted by/Soumis par : Danielle McDonald  
Chief Executive Officer / Directrice générale**

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Ref N°: OPLB-2014-0067

**SUBJECT: Monitoring Report: A.1 General Executive Constraint**

**OBJET : Rapport de contrôle : A.1 Contrainte de la haute direction**

**REPORT RECOMMENDATION**

**That the Ottawa Public Library Board receive this monitoring report for information.**

**RECOMMANDATION DU RAPPORT**

**Que le Conseil de la Bibliothèque publique d'Ottawa prenne connaissance de ce rapport de contrôle à titre d'information.**

Executive Limitations Policy A.1, General Executive Constraint was approved by the Board February 25, 2002 and last revised August 4, 2010. It states:

*The Chief Executive Officer shall ensure that practices, activities, decisions and organizational circumstances respect commonly accepted business practices and professional ethics, the Public Libraries Act, RSO 1990, c.P.44, other relevant statutes, law, Board policy and contractual agreements the Board has made with the bargaining unit.*

Service delivery at the Ottawa Public Library is governed by provincial legislation (e.g. *Public Libraries Act, Municipal Freedom of Information and Protection of Privacy Act,*

etc.), Board policies, contractual agreements, and library administrative policies. Board Policies were reviewed on a regular cycle by the Governance and Audit Committee, prior to its disbanding in November 2012. An overall review of Board by-laws and governance policies is being undertaken in 2014 in response to action item #6 *Board Governance Review Action Plan: Review and modify with Board input as appropriate, information for Board meetings to support a strategic focus* of the Board Governance Action Plan (November 2012). The Rules of Procedure Bylaw is currently in final review stage, and a new set of Board policies will follow, with approval expected by the Board in late 2014.

Monitoring reports are regularly provided to the Board, certifying the state of compliance. Internal policies and procedures are reviewed on a regular cycle by the Planning and Board Support department in collaboration with the various Divisions at the Library. New policies are developed as required to support both Board governance and internal operations.

The Library respects business protocols established by the City of Ottawa with respect to contracting external parties, purchasing practices, and other financial activities. The Library submits audited financial statements to the Board and to the Ministry of Tourism, Culture and Sport on an annual basis. The latter is a condition for receipt of the annual provincial operating grant.

All library employees are subject to the provisions of an Employee Code of Conduct and the collective agreement with CUPE 503 Library, SAS, or MPE (Management, Professional and Exempt) Terms and Conditions of Employment.

I report compliance.

I hereby present my monitoring report on executive limitation policy A.1. General Executive Constraints. I certify that the information contained in this report is true.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Danielle McDonald  
Chief Executive Officer