

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-2014-0068

SUBJECT: Monitoring Report: A.5 Emergency CEO Succession

OBJET : Rapport de contrôle : A.5 Succession d'urgence de la DG

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.5, Emergency Succession was approved by the Board February 25, 2002 and last revised August 4, 2010. It states:

In order to protect the Board from sudden loss of chief executive services, the Chief Executive Officer shall have no fewer than two other executives familiar with Board and chief executive issues and processes.

The CEO shall operate with records and procedures to assure operational and administrative continuity.

1. There are four division managers on the OPL senior management team that are familiar and current with respect to CEO duties. Two division managers have considerable experience and ability to take over while the Chief Executive Officer is absent. Also:

- The senior management team meets regularly supplemented by regular one-on-one meetings with the Chief Executive Officer.
- The division managers replace the Chief Executive Officer at the City Senior Management Committee (SMC) meetings when required. They also attend the City Management Forums hosted by the City Manager on a regular basis.
- Division managers have replaced the Chief Executive Officer at meetings with external bodies, such as CELUPL (Chief Executives of Large Urban Public Libraries of Ontario).
- Individual division managers have specific responsibilities for shared services. A new division manager was hired in 2014, responsible for overseeing all branch operations across the OPL system.
- All division managers are familiar with Board operations and attend Board meetings regularly. Division managers have extensive experience in preparation of board documents, dealing with the public, and the media. The CEO continues to provide guidance and support to the newly hired Division Manager in such matters.
- Managers are also called upon to serve as division managers during short-term absences, thus providing senior management experience.

I report compliance.

2. During scheduled absences, the Chief Executive Officer signs a formal delegation of authority that is electronically circulated to the Board Chair; the Library management team; the Deputy City Manager, City Operations; the Administrative Assistant team, and the OPL's shared services partners in Human Resources and Finance.

I report compliance.

3. Supporting documentation in the form of records and procedures include the following:

- *Bylaws of the Board of the Ottawa Public Library*
- *Ottawa Public Library Board Policy Governance Manual*
- *Ottawa Public Library: Administrative Policies and Procedures*
- Province of Ontario: *Public Libraries Act, R.S.O. 1990, Chapter P.44*
- Related City/Library policies available on the Library's Intranet (Ozone)

I report compliance.

I hereby present my monitoring report on executive limitation policy A.5 Emergency CEO Succession. I certify that the information contained in this report is true.

Signed: _____ Date: June 27, 2014

Danielle McDonald
Chief Executive Officer