

**Ottawa Public Library Board  
MINUTES**

**Monday, February 10, 2014, 17:00  
Champlain Room,  
Ottawa City Hall, 110 Laurier Avenue West**

**Present:**

Chair: Jan Harder  
Vice-Chair: André Bergeron

Trustees: Amelita Armit, Jim Bennett, Keith Egli, Patrick Gauch, David Gourlay, Christine Langlois, Shad Qadri, Doug Thompson, Tim Tierney, Marianne Wilkinson, Rose Zeidan

**Regrets:** Danielle Lussier-Meek

**Recorder:** Marc Pellerin, Library Board Assistant

**CALL TO ORDER**

The meeting was called to order at 17:05. Trustees Qadri and Tierney joined by teleconference. Trustee Lussier-Meek submitted her regrets pending the City Solicitor's legal opinion pertaining to trustees' record of attendance.

**DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**PUBLIC DELEGATIONS**

There were no public delegations.

**COMMUNICATIONS**

Chair Harder advised the Board that an article was being circulated. The 50<sup>th</sup> anniversary of the Elmvale Acres Branch was featured in the December issue of

Riverview Park Review. Le Droit also covered the commemorative naming event that took place at the Orléans Branch to name a room in honour of Patricia Leduc.

## PRESENTATIONS

There were no presentations.

## CONFIRMATION OF MINUTES

1. Minutes – January 13, 2014

OPLB-2014-0011

Chair Harder referred to page 6 of the January 13, 2013 OPL Board minutes and requested an amendment with respect to her comments on recommended next steps to item #4 – 2013 Trustees' Record of Attendance. She requested that the matter be also reviewed by the Board's By-law and Policy Review ad-hoc committee.

### **MOTION No. OPL 20140210/1**

Moved by Trustee Bergeron,

**Minutes confirmed as amended – Ottawa Public Library Board meeting of January 13, 2014.**

**- CONFIRMED**

Chair Harder introduced and welcomed the new Division Manager, Branch Operations, Catherine Seaman. Catherine is fluently bilingual and has a Masters Degree in Library Science. She has had a long career serving in libraries in Vancouver and Ottawa. Catherine's focus on customer service and fun personality make her the ideal candidate for the position.

Chair Harder further recognized Trustee Thompson's retirement announcement from municipal politics, for his long-standing service to Osgoode Township. She thanked the trustee for his contributions towards the Ottawa Public Library.

## **CHIEF EXECUTIVE OFFICER'S REPORT**

No report was provided.

## **REPORTS**

### **2. OPL RISK MANAGEMENT FRAMEWORK**

OPLB-2014-0012

#### **MOTION No. OPL 20140210/2**

**That the Ottawa Public Library Board adopt the City of Ottawa Enhanced Risk Management Framework.**

**- CARRIED**

### **3. SPONSORSHIP AND ADVERTISING POLICY**

OPLB-2014-0013

#### **MOTION No. OPL 20140210/3**

**That the Ottawa Public Library Board adopt the City of Ottawa's Corporate Sponsorship and Advertising Policy.**

**- CARRIED**

### **4. DEVELOPMENT CHARGES STRATEGIC FRAMEWORK – AD-HOC WORKING GROUP UPDATE**

OPLB-2014-0014

Chair Harder mentioned that the Development Charges Ad-Hoc Working Group met a number of times since its inception at the January 13, 2014 OPL Board meeting. She introduced the item, noting the Board is being asked to support the fundamental cap, as presented in the report. She invited Gary Baker, Program Coordinator, Development Charges, City of Ottawa and Matthew Pritz, Manager, Business Services, OPL to the microphone to further speak to the item.

G. Baker explained that current legislation in place requires that any service included in the Development Charges By-law is based on the historic 10 year level of service. Soft services fall within this category (e.g. library services, fire services, etc.) The makeup of the level of service is based on both a qualitative and quantitative measures. Such calculations provide a gross amount that can be used on the basis of funding various projects in need of funds. The updated building space and collection holdings level of service sheets have calculated an estimated overall service level cap of approximately \$33M, which is available to fund capital projects from 2015 to 2024.

Chair Harder opened the floor to questions from members of the Board.

Chair Harder made reference to the high cost of eBooks and inquired about the level of pressure on the funds normally assigned to library collections, set aside from development charges. Jennifer Stirling, Division Manager, System-wide Services and Innovation responded that an allocation derived from development charges would be used to increase funding to eBooks as content becomes available. Each and every year, OPL reviews the funding allocation to eBooks, considering the ever-changing landscape of eBooks.

Trustee Langlois inquired about the possibility of allocating development charges revenues towards renovation projects to optimize use of space and service offerings. G. Baker explained that the fundamental existence of development charges is to fund growth-related expenditures designed to maintain a level of service for new residents, and budgeted FTEs or permanent FTEs. Funding allocated towards renovations-only initiatives may be perceived as unjustifiable. He further added that municipalities are more likely to strategically consider which project to fund, noting the theoretical service level cap in mind. From a strategic point of view, funding allocations for a new facility or expanded facility

provide the most efficient use of development charges funding and help to maintain or increase the service level cap.

Trustee Egli sought clarification on the Board's immediate obligation. Chair Harder explained that the Board is being asked to approve the service level cap. From now until March's OPL Board meeting, additional meetings will be held with the Development Charges Ad-Hoc Group to determine how funds should be allocated.

Trustee Gauch made reference to the Centretown moratorium on development charges. With the moratorium now lifted, he inquired about potential opportunities to allocate any funding towards renovations at the Main Library and sought clarification on the collection of development charges and their allocation parameters associated with specific geographical areas of the city. G. Baker explained that development charges associated with library collections are collected city-wide and specific components of the charge are then allocated towards city-wide collections. Conversely, development charges funding for infrastructure-related projects is based on specific geographical areas, namely inside greenbelt, outside greenbelt, and rural. He noted that the discontinuance of the downtown exemption ended as of July 31, 2011, with some outstanding site plan agreements that would not warrant development charges from the developer in the future.

Trustee Langlois suggested that the Main Library be reflected in March's recommendation to the Board. This reflection may be appropriate considering the increase in population since the Main Library's construction in 1974. While an expansion is not possible at the current site, more functional space could be considered as a means to meet the needs of all residents served by the Main Library.

Trustee Wilkinson emphasized the importance of strategically allocating funds originating from development charges. In scenarios leading to a decrease in square footage, the service level cap would be negatively impacted.

Vice-Chair Bergeron mentioned that development charges represent an envelope specifically allocated to certain criteria. With the Main Library currently on the Board's radar, he supported the call for the development of scenarios to recognize other projects.

Chair Harder emphasized the need for an expanded discussion on the topic of the Main Library in connection to justifying funding from development charges. The Board should also be engaging in a discussion to review the types of services the OPL should be offering.

G. Baker noted that the City has a policy in place that directs all development charges collected for soft services to be retained in a reserve fund. Such a directive optimizes the ability to fully fund a project as funding is readily available, without incurring any debt. An exception was granted for recreation facilities allowing the ability of expediting the collection of funds for specific projects. Chair Harder asked as to whether or not the same argument and approach could be explored for the OPL. G. Baker advised that such an avenue could be explored. He added that master servicing facility study would be used to guide overall discussion and planning efforts.

Danielle McDonald, Chief Executive Officer reported that the OPL's growth study was funded through development charges. The study serves as a starting point and will assist in guiding the Board on where funds should be invested. Decisions made by the Board must be defensible. In addition, development charges do not fully fund capital projects. Development charge funding is dependent on future residential and non-residential growth in the City, as well as the OPL's provision of a minimum of ten percent of the total funding via the capital funding budget.

Chair Harder concluded the discussion by noting that all members of the Board may be asked for their input via email into the Development Charges Framework. If necessary, a special meeting could be held at the end of March to deal with any outstanding matters, prior to the Board's obligation to respond to the Planning and Growth Management Department.

**MOTION No. OPL 20140210/4**

Moved by Trustee Wilkinson, seconded by Trustee Armit,

**That the Ottawa Public Library (OPL) Board approve the Development Charges (DC) funding framework for the period 2015 – 2024 to a maximum allowable service level cap of \$33 million under the Development Charges Act (DCA).**

**- CARRIED**

5. CHIEF EXECUTIVE OFFICER DELEGATION OF AUTHORITY  
ANNUAL REPORT

OPLB-2014-0015

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

**- RECEIVED**

6. MONITORING REPORT: A.10 TREATMENT OF LIBRARY USERS

OPLB-2014-0016

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

**- RECEIVED**

7. MONITORING REPORT: A.13 BILINGUAL SERVICES

OPLB-2014-0017

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

**- RECEIVED**

8. MONITORING REPORT: A.21 CONFIDENTIALITY OF INFORMATION  
OPLB-2014-0018

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

**- RECEIVED**

9. 2014 CALENDAR OF REPORTS, OUTSTANDING INQUIRIES,  
MOTIONS AND UNSCHEDULED REPORTS  
OPLB-2014-0019

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

**- RECEIVED**

**\*IN CAMERA ITEMS**

**MOTION No. OPL 20140210/5**

Moved by Trustee Gourlay,

**That the Ottawa Public Library Board move in camera in accordance with section 16.1 (4)(c) Public Libraries Act, R.S.O. 1990, CHAPTER P.44, to discuss a proposed or pending acquisition or disposition of land by the board.**

**- CARRIED**



**MOTION No. OPL 20140210/6**

Moved by Trustee Gauch,

**That the Ottawa Public Library Board return to open session at 18:26.**

**- CARRIED**

NOTICES OF MOTION

There were no notices of motion.

OTHER BUSINESS

There was no other business.

INQUIRIES

No inquiries were submitted.

ADJOURNMENT

**MOTION No. OPL 20140210/7**

**That the Ottawa Public Library Board meeting be adjourned at 18:27.**

**- CARRIED**

Minutes approved by:

***Original signed by  
Chair J. Harder***

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**Chair**

***Original signed by  
D. McDonald, CEO***

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**Secretary**