

010 - OPLB CEO Reporting and Board Monitoring

Background and Principles

The Board of the Ottawa Public Library (the Library) utilizes a policy or strategy model of governance that focuses most of the Trustees' attention on setting strategic direction and objectives, making decisions on major projects, and monitoring performance. In keeping with this approach, the Board requires the CEO to report on a variety of subjects so that the Board may effectively perform its monitoring role.

Some of the fundamental principles to be used in reporting and monitoring include that:

- The Board may request and obtain any information regarding the Library from the CEO that it considers important to fulfilling its role and duties.
- The Board, working with the CEO, will define the type, format, and timing of information it should receive and will provide ongoing feedback on any adjustments or modifications that should be made for future reports.
- The CEO will advise the Board of the effort, time, and estimated cost of providing requested information so that the Board may determine if the effort is warranted.
- Information provided by the CEO should be timely, concise, complete, transparent, and accurate.
- The Board shall schedule the review of monitoring information in its calendar of meetings to provide sufficient time for the CEO to prepare and deliver the reports.

Performance Monitoring

The Board shall work with the CEO to establish the metrics and indicators that shall be utilized to monitor performance. In principle, the metrics and indicators report should:

- Draw from the longer-term goals and objectives established in the Library's Strategic Directions and Priorities.
- Include key objectives set in the annual Corporate Work Plan and budget.
- Provide information on financial results, service quality, and other performance dimensions as appropriate to provide a balanced perspective on the performance of the organization.
- Focus on results rather than process or activities.
- Provide an opportunity for management to explain the results and identify any corrective action plans that will be implemented as appropriate.

Details on annual objectives for the Library and performance objectives for the CEO are documented in other policies.

Regular Board Reporting

The following table list the ongoing reports the CEO shall provide to the Board. Reportable decisions listed in the Delegation of Authority policy will be reported on annually, unless specifically noted below.

Report	Each Meeting	Quarterly	Semi-Annually	Annually	As Required or Scheduled
1. Financial Statements and disclosures		x			
2. Annual audit and report (financial)				x	
3. Annual report				x	
4. Performance indicators			x		
5. Risk management analysis					x
6. Major project updates (including facilities)					x
7. Confirm compliance with Board or Library Administrative Policies				x	
8. Deviations to Library Policies	x				
9. Labour relations (confidential)					x
10. Senior succession planning				x	

CEO Reporting

In addition to the reports identified above, the CEO shall:

- Provide an overview of significant developments at each Board meeting.
- Inform the Board of significant program changes related to the service delivery model.
- Inform the Board of any staff changes at the senior management level no later than the following Board meeting.

- Ensure the Board is aware of relevant trends, significant changes in federal, provincial, or municipal policies, and significant external and internal changes that may impact Library performance or Board policies.
- Ensure the Board Chair is aware of anticipated media coverage in a time sensitive manner.
- Advise the Board if, in the CEO's opinion, the Board is not in compliance with its own by-laws or policies.
- Deal with the Board as a whole except when dealing with the Chair, fulfilling individual requests for information or responding to officers or committees charged with specific responsibilities by the Board.
- Where warranted, obtain for the Board as many representative points of view, issues, and options as needed to fully inform Board decisions.

Effective Date:	Last Review Date:
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