

Report to / Rapport au:

**Ottawa Public Library Board
Conseil d'administration de la Bibliothèque publique d'Ottawa**

November 2, 2021 / 2 novembre 2021

Submitted by / Soumis par:

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File Number: OPLB-2021-1102

SUBJECT: 2022 Board Meeting Schedule

OBJET: Calendrier des réunions du Conseil d'administration de 2022

REPORT RECOMMENDATION

That the Ottawa Public Library Board approve the 2022 regular meeting schedule as proposed in Document 1.

RECOMMANDATION DU RAPPORT

Que le Conseil d'administration de la Bibliothèque publique d'Ottawa approuve le calendrier des réunions ordinaires de 2022, proposé au document 1.

BACKGROUND

The OPL Board Calendar of Meetings is typically approved in November of each year. Staff recommend eight meetings each calendar year. For 2022, staff recommend that the monthly meetings in January, July, August, and December be held only if they are necessary. The recommended meeting schedule ensures that staff have flexibility to prepare a legislative agenda that is responsive to Board and community needs, and which aligns with OPL's operational and strategic requirements.

The Ottawa Public Library Board (the “OPL Board”) is constituted under the *Public Libraries Act*, R.S.O. 1990, Chapter P.44 (“the Act”) as amended from time to time. On March 27, 2020, the Federation of Ontario Public Libraries (FOPL) released a statement from Kevin Finnerty, Assistant Deputy Minister Heritage, Tourism and Culture Division, allowing public library board meetings to “be held using a live video interface platform or conference call service, so long as the public may attend virtually, in real-time, and be able to ask questions.”¹ Consequently, OPL held its Board meetings from April 2020 onwards via Zoom.

On November 3, 2020, the Board approved amendments to the OPL Board Rules of Procedure By-law, including to explicitly allow meetings to be held electronically on an ongoing basis, and for Board members and members of the public to participate in meetings electronically.

The purpose of this report is to provide a schedule of meeting dates for the 2022 calendar year.

DISCUSSION

While the Board holds eight meetings per calendar year, there is no requirement regarding the date or time of regular meetings. For the last few years, OPL Board meetings have been typically held on the second Tuesday of the month at 5:00 p.m.

At present, staff recommend continuing to hold meetings at 5:00 p.m. on the second Tuesday of each month. Meetings may be held electronically, or in the Champlain Room at City Hall, depending on the guidance of Ottawa Public Health and the provincial government regarding public gatherings during the pandemic.

Staff have confirmed that the proposed meeting schedule (Document 1) does not conflict with any of the City’s Council meetings, standing committee meetings, and/or other relevant municipal meetings.

It should be noted that 2022 is the last year of the term of the Board, and an election year, in which budget timelines differ from a regular year. As a result, the November and

¹ “MHSTCI: Formal message regarding public library board meetings.” <http://fopl.ca/news/mhstci-formal-message-regarding-public-library-board-meetings/>

December meetings of the Board will occur on the second Tuesday of the respective month.

The meeting calendar (Document 1) includes regularly scheduled meeting dates for the months of January, July, August, and December. As mentioned above, these dates are held in case needed; a final decision regarding cancelling these meetings occurs closer to the time. If these meetings are not required, staff will ensure advance notice is provided to trustees.

CONSULTATION

The Board Chair was consulted in the development of the 2022 Board Meeting schedule. Staff also reviewed important dates as identified in the City's Diversity calendar, as well as the calendar of City Council meetings, standing committee meetings, and/or other City meetings.

The City of Ottawa's room booking agent was contacted to confirm the availability of the Champlain Room for all proposed dates for the purposes of in-person meetings.

ACCESSIBILITY IMPACTS

Ottawa Public Library supports and considers the Accessibility for Ontarians with Disabilities Act, (2005) in its operations. There are no accessibility impacts associated with this report.

BOARD PRIORITIES

The report aligns with the *Public Libraries Act* and with the Board's Rules of Procedure By-laws.

BUSINESS ANALYSIS IMPLICATIONS

There are no business analysis considerations associated with this report.

FINANCIAL IMPLICATIONS

Costs associated with holding in-person Board meetings are built into the annual budget. Costs for virtual and/or hybrid Board meetings have been incorporated in the Proposed 2022 Draft Operating Budget under "Hybrid and Virtual Enhancements".

LEGAL IMPLICATIONS

The proposed 2022 Board meeting schedule complies with sub-section 16 (1) of the *Public Libraries Act* regarding holding at a minimum of seven meetings. The schedule also complies with Section 15 of the OPL Board Rules of Procedure By-law.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

TECHNOLOGY IMPLICATIONS

There will be additional technological implications for hybrid meetings as well as launching accessible features.

SUPPORTING DOCUMENTATION

Document 1 Proposed 2022 Board Meeting Schedule

DISPOSITION

Pending Board approval, staff will make all necessary arrangements, including booking virtual meetings and tentatively reserving the Champlain Room for the 2022 meeting dates. Staff will also post meeting dates to the Ottawa Public Library and the City of Ottawa websites. An official 2022 Board meeting schedule will be forwarded to Trustees and to the City Clerk's Office for reference. Public communication of the 2022 meeting will take place as required.

Ottawa Public Library Board

The OPL Board meets on the second Tuesday at 5:00 p.m., virtually or in the Champlain Room:

2022 MEETING DATES
11 January (Hold)
8 February
8 March
12 April
10 May
14 June
12 July (Hold)
9 August (Hold)
13 September
11 October
8 November
13 December (Hold)