

**Report to / Rapport au:**

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

**November 30, 2021 / 30 novembre 2021**

**Submitted by / Soumis par:**

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**File Number: OPLB-2021-1104A**

**SUBJECT: Ottawa Public Library Board Policy Updates**

**OBJET: Mise à jour des politiques du Conseil d'administration de la  
Bibliothèque publique d'Ottawa**

**REPORT RECOMMENDATIONS**

**That the Ottawa Public Library (OPL) Board:**

- 1. Approve the amendments to Policy 002 - OPLB – Delegation of Authority (DOA), as further described in the report,**
  - a. to align with the City's procurement policy such that the total project cost excludes taxes; and,**
  - b. to correct the names of OPL Board-approved Frameworks.**
- 2. Approve the amendments to Policy 010 - OPLB – CEO Reporting and Board Monitoring, as further described in the report,**
  - a. to reflect that both Labour Relations and Fundraising updates will be provided twice per year.**

- b. to align with the City's semi-annual reporting on contracts, and,
- 3. Approve that staff produce one consolidated report on 2021 contract expenditures, and that the Board receive the consolidated report in 2022 in alignment with Council.

## **RECOMMANDATIONS DU RAPPORT**

Que le Conseil d'administration (C.A.) de la Bibliothèque publique d'Ottawa (BPO):

- 1. Approuve la modification de la Politique 002 - OPLB – Délégation de pouvoirs, telle que décrite dans le rapport, pour :
  - a. qu'elle cadre avec la politique d'approvisionnement de la Ville et que le coût total du projet exclut les taxes;
  - b. corriger le nom des cadres approuvés par le C.A. de la BPO.
- 2. Approuve la modification de la Politique 010 - OPLB – Reddition de compte de la DG et surveillance du C.A., telle que décrite dans le rapport, pour :
  - a. tenir compte du caractère semestriel des mises à jour sur les relations de travail et les activités de financement.
  - b. qu'elle cadre avec le processus de rapports semestriels de la Ville sur les contrats;
- 3. Approuve la préparation, par le personnel, d'un seul rapport de synthèse sur les dépenses relatives aux contrats en 2021 et la présentation de ce rapport au C.A. en 2022, comme ce qui se fait pour le Conseil municipal.

## **BACKGROUND**

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. The OPL Board has adopted a policy governance model, designed to empower Boards to fulfill their obligations over the organization. The model "...enables the board to focus on the larger issues, to delegate with clarity, to control management's job without

meddling, to rigorously evaluate the accomplishment of the organization; to truly lead its organization.”<sup>1</sup>

The Board has developed policies in line with the governance model, which are intended to be high-level policies that provide the Board with guidance and parameters in meeting the legislative requirements set out in the Public Libraries Act (PLA). Each policy begins with a clear outline of the legislative background and guidance upon which the policy is based.

In addition, OPL employs a shared services model with the City of Ottawa for key support functions including finance and procurement. As such, OPL practice is to align with the City when changes to financial or procurement policies are made.

Throughout 2021, the OPL Board has approved governance-related changes that require that the policies be updated for alignment. In addition, Ottawa City Council has approved a series of changes to the Procurement By-Law.

The purpose of this report is to seek approval to amend two Board policies, #002 – Delegation of Authority (DOA), and #010 – CEO Reporting and Board Monitoring.

## DISCUSSION

Staff recommend the following amendments, as described below:

### **Board Policy #002 – Delegation of Authority**

OPL staff are recommending a number of changes to the Delegation of Authority, specifically elements of Table 1 as follows:

#### **DOA #4 – Approve general competitive and non-competitive operational expenditures as per the City of Ottawa Purchasing By-Law No. 50 of 2000 as amended from time to time.**

The City amended the Procurement policy (Section 8 – Total Project Cost) to read:  
*“Where this by-law prescribes financial limits on contracts that may be awarded on the authority of a Director, or provides for financial limits on contracts required to be reported to Council, for the purpose of determining whether a contract falls within these*

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<sup>1</sup> Carver, J. and Carver, M., (2015, January 2) *The Policy Governance Model®*. Retrieved from PolicyGovernance.com

*prescribed limits, the contract amount shall be the sum of all costs to be paid to the supplier under the contract, excluding taxes. (2021-26).*” OPL’s DOA currently identifies limits including taxes, with spending authority for the CEO at \$500K with Division Managers at \$100K, and Managers at \$35K.

Staff recommend that the Board approve amendments to align with the City’s procurement policy such that the total project cost excludes taxes.

**DOA#20 – Approve strategic frameworks for key OPL services: *Examples include Revenue Generation, Alternative Services, Materials Selection, Technology Roadmap: (advocacy, etc.).***

The current footnote for this item references framework documents which are obsolete, or which have had name changes. Staff recommend updating the footnote as follows to reflect accurate nomenclature:

“Examples include Revenue Generation, Alternative Services, Content Services Framework, Technology Roadmap, etc.”

The complete revised Board Policy #002 – Delegation of Authority can be found in Document 1 attached.

### **Board Policy #10 – CEO Reporting and Board Monitoring**

In 2021, the Board approved two updates to reporting timelines for Labour Relations and Fundraising, to ensure that information is provided twice per year. Board Policy #010 will be updated to reflect these commitments, specifically the table on “Regular Board Reporting” as noted in Document 2, attached.

In addition to the above, staff are recommending a change to the reporting frequency of the Contract Expenditures Report, as noted in Table 1 – Financial Status Report Content of the respective Policy to align with the City of Ottawa’s Procurement By-Law Section 39 regarding reporting on contracts.

In September 2021 City Council approved changes to Section 39 of the City of Ottawa’s Procurement By-Law “The Chief Procurement Officer shall submit to Council an information report semi-annually containing the details relevant to the exercise of

delegated authority for all contracts awarded by Directors exceeding \$25,000 and Supply Services shall certify in the report that the awards are in compliance with the Procurement By-law.” with reporting timelines as follows:

- June – covers Q3 / Q4 of the previous year
- December – covers Q1 / Q2 of the current year

OPL’s current Board Policy #10 states that reporting occurs semi-annually, however the timelines differ from the City’s reporting. Currently, OPL reports out:

- September covers Q1 – Q2 of the current year
- February covers Q3 – Q4 of the previous year

The City has advised that they are unable to meet OPL’s timelines, and request that the OPL Board adopt Council’s timelines effective 2022. As such, a change to the respective Board policy is required to reflect the above as noted for Council.

In addition, in 2021, Council approved an exception to the semi-annual reporting requirement. As a result, the OPL Board did not receive the list of contracts (known as Appendix D) with the Q2 financials released in September 2021. Staff recommend that the Board receive one consolidated report in 2022 in alignment with Council.

## **CONSULTATION**

As part of the consultation process, OPL staff consulted with City staff, and sought input from the OPL Board Ad hoc Committee on Governance, as well as the Ad hoc Committee on Finance and Facilities.

## **ACCESSIBILITY IMPACTS**

There are no accessibility impacts associated with this report.

## **BOARD PRIORITIES**

The report aligns with OPL’s value of Integrity, by embodying the principles of public stewardship, transparency, and accountability in operations and interactions. The report also aligns with the Strategic Priority to *Develop and implement a fundraising plan*.

## **BUSINESS ANALYSIS IMPLICATIONS**

There are no business analysis considerations associated with this report.

## **FINANCIAL IMPLICATIONS**

There are financial implications related only to the recommendation regarding the exclusion of taxes in the authority limits. This more accurately reflects the full range of financial authority limits given the consistent tax rate.

## **LEGAL IMPLICATIONS**

There are no legal implications associated with this report.

## **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with this report.

## **TECHNOLOGY IMPLICATIONS**

There are no technology implications associated with this report.

## **SUPPORTING DOCUMENTATION**

Document 1 – Policy 002-OPLB – Delegation of Authority

Document 2 – Policy 010-OPLB – CEO Reporting and Board Monitoring

## **DISPOSITION**

Staff will report out on 2021 contract expenditures at the same time as City staff report out to Council.