

**Report to / Rapport au:**

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

**October 10, 2017 / 10 octobre 2017**

**Submitted by / Soumis par:**

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**File Number: OPLB-2017-1001**

**SUBJECT: 2018 Board Meeting Schedule**

**OBJET: Calendrier des réunions du Conseil d'administration de 2018**

#### **REPORT RECOMMENDATION**

**That the Ottawa Public Library Board approve the 2018 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 2018, proposé au document 1.**

#### **BACKGROUND**

*The Public Libraries Act, Section 16 (1) requires that "A board shall hold regular meetings once a month for at least 10 months each year and at such other times as it considers necessary."<sup>1</sup>*

In accordance with the Ottawa Public Library (OPL) Board Rules of Procedure By-law (Section 15) approved in January 2015, regular meetings shall be held once a month for

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<sup>1</sup> *Ontario Public Libraries Act* R.S.O. 1990, Chapter P.44, 2009, c.33, Sched.11, s. 7 (2)

at least 10 months of the year, and shall be held at the place and time as designated by the Board.

## **DISCUSSION**

While the Board is required to hold a meeting each month for 10 months, there is no requirement with regard to the date or time of regular meetings. In 2017, OPL Board meetings were typically held on the second Tuesday of the month at 5:00 p.m.

Staff's recommendation is to maintain consistency and continue to hold meetings at 5:00 p.m. on the second Tuesday of each month, in the Champlain Room at City Hall, unless otherwise noted. The noted modifications to the schedule, if approved, are:

- The January meeting of the Board will occur on the third Tuesday of the month; and,
- The September meeting of the Board will occur on the first Tuesday of the month.

In addition, the meeting in March is during the March Break, and the meetings in September and October follow statutory holidays, and the November meeting is the day after Remembrance Day observance.

The Board meeting schedule was developed in consultation with Trustees. Staff confirmed that the proposed meeting schedule does not conflict with any of the City of Ottawa's Council meetings, standing committee meetings, and/or other meetings.

The proposed calendar (Document 1) includes regularly scheduled meetings for the months of July and August. In the event that meetings are not required, staff will ensure advance notice is provided that no meeting will be held.

## **CONSULTATION**

The Board Chair and Trustees were consulted in the development of the 2018 Board Meeting schedule.

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

## **LEGAL IMPLICATIONS**

The proposed 2018 Board meeting schedule complies with sub-section 16 (1) of the *Public Libraries Act* regarding a regular monthly meeting schedule (for at least 10 months of the year). 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.

## **FINANCIAL IMPLICATIONS**

Costs associated with holding regular Board meeting have been included in the 2018 Draft Board Budget.

## **ACCESSIBILITY IMPACTS**

There are no accessibility impacts associated with this report.

## **TECHNOLOGY IMPLICATIONS**

There are no technology implications associated with this report.

## **BOARD PRIORITIES**

The report aligns with the Board's Rules of Procedure By-Laws.

## **SUPPORTING DOCUMENTATION**

Document 1 Proposed 2018 Board Meeting Schedule, October 10, 2017

## **DISPOSITION**

Pending Board approval, staff will confirm the Champlain Room for the 2018 meeting dates and post to the Ottawa Public Library and the City of Ottawa websites. An official 2018 Board meeting schedule will be forwarded to Trustees and to the City Clerk's Office for reference. Public communication of the 2018 meeting will take place as required.

**Ottawa Public Library Board / Conseil d'administration  
de la bibliothèque publique d'Ottawa  
2018 Meeting Schedule / Calendrier des réunions pour 2018**

The OPL Board meets on the second Tuesday at 5:00 p.m. in the **Champlain Room** except as noted below\*:

<b>2018 MEETING DATES DATES DES RÉUNIONS 2018</b>
<b>16 January / 16 janvier*</b>
<b>13 February / 13 février</b>
<b>13 March / 13 mars</b>
<b>10 April / 10 avril</b>
<b>8 May / 8 mai</b>
<b>12 June / 12 juin</b>
<b>10 July / 10 juillet</b>
<b>14 August / 14 août</b>
<b>4 September / 4 septembre*</b>
<b>9 October / 9 octobre</b>
<b>13 November / 13 novembre</b>
<b>11 December / 11 décembre</b>