

**MONITORING REPORT**

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**Subject:** Board Policy A.7, Compensation & Benefits  
**Prepared by:** Danielle McDonald, Chief Executive Officer  
**Prepared for:** Ottawa Public Library Board  
**Meeting of:** April 16, 2012  
**Date of preparation:** March 15, 2012

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Executive Limitations Policy A.7, Compensation & Benefits was approved by the Board May 27, 2002 and last revised June 14, 2010. The last monitoring report was presented to the Board on April 11, 2011. The policy states:

*The Board is responsible under the provisions of the Public Libraries Act, RSO 1990, c.P.44 for providing staff with a mandate for the negotiation of the collective agreement for unionized library employees, and for ratifying the tentative agreement. The Board is also responsible for approving the terms and conditions for exempt library employees.*

*Accordingly, the Chief Executive Officer shall:*

- 1. Not change his/her own compensation and benefits.*

Any changes to the CEO's compensation and benefits are brought to the Board for approval.

I report compliance.

2. *Not promise or imply permanent or guaranteed employment.*

Offer letters to new employees indicate the working conditions associated to their position. Copies of such are provided as part of the documentation process. No promise is ever made to imply or guarantee employment.

I report compliance.

3. *Establish compensation and benefits which:*

a. *Comply with the Pay Equity Act of Ontario.*

The Ottawa Public Library and CUPE 503, Library Group adopted a Pay Equity Plan in April 2006. In November 2008, the Library received notification from the Pay Equity Commission that a complaint has been filed alleging that the OPL is not maintaining pay equity. The Library disputes this allegation. While the parties met in May of 2009, no agreement was reached to resolve the matter. Subsequent to this meeting the Pay Equity Officer assigned to the case requested written submissions from both parties in order to file his decision. In October 2011 a new Pay Equity Officer was assigned to the case. Additional submissions were presented by both parties. The matter now resides with the Pay Equity Officer as the Library awaits his response.

I report compliance.

b. *Do not create obligations over a longer term, greater than conservatively determined levels of projected revenues.*

Library Management works closely with the City of Ottawa's Human Resources Department to ensure that library compensation and benefits are in line both with local markets and libraries of comparable size. In this way, any obligations created are in line with budget directions and as such, are never greater than conservatively determined levels of projected revenues.

I report compliance.

- c. *Do not cause unfunded liabilities to occur or in any way commit the organization to benefits that incur unpredictable future costs.*

Library Management works closely with the City of Ottawa's Human Resources Department to ensure that library compensation and benefits are in line both with local markets and libraries of comparable size. In this way, any obligations created are in line with budget directions and as such, are never greater than conservatively determined levels of projected revenues. As of October 2011, the Library finished paying the last instalment of a five-year payout of the frozen sick leave bank for unionized employees.

I report compliance.

- d. *Are approved by the Board*

The Library Board approves working conditions, including salaries and cost of living adjustments for all library employees.

I report compliance.

4. *Fail to develop and implement compensation plans to attract and maintain top quality employees.*

The compensation plans currently available at the library are competitive based on reports from the Conference Board of Canada and surveys of Canadian public libraries serving populations of more than 100,000.

New methods of attracting top quality employees include participating in library school job fairs (e.g. University of Toronto, McGill University), implementing a co-op program to attract candidates to public librarianship (the first was instituted in Q2-2011; a second is planned for Q2-2012) and collaborating with the University of Ottawa in the on-going operations of the University of Ottawa School of Information Studies. One of the OPL library managers serves on an advisory committee for the Algonquin College Library Technician's Department, influencing curricula, and a Division Manager is an adjunct professor with the University of Ottawa School of Information Studies.

A number of years ago, the Library instituted a financial aid program to encourage OPL's paraprofessional employees to obtain their Masters of Information Science and/or Library Technician Diploma and regularly provides

non-paid leave to those employees interested in pursuing their education in the field of library science.

I hereby present my monitoring report on executive limitation policy A.7, Compensation & Benefits. I certify that the information contained in this report is true.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Danielle McDonald, Chief Executive Officer