

MONITORING REPORT

Subject: Board Policy, A.5 Emergency CEO Succession

Prepared by: Danielle McDonald, Chief Executive Officer

Prepared for: Ottawa Public Library Board

Meeting of: June 11, 2012

Date of preparation: May 22, 2012

Executive Limitations Policy A.5, Emergency Succession was approved by the Board February 25, 2002 and last revised August 4, 2010. It states:

In order to protect the Board from sudden loss of chief executive services, the Chief Executive Officer shall have no fewer than two other executives familiar with Board and chief executive issues and processes.

The CEO shall operate with records and procedures to assure operational and administrative continuity.

1. Until December 31, 2011, the three division managers on the OPL senior management team were trained to take over while the Chief Executive Officer is absent. One of the three division managers was appointed Acting City Librarian and CEO by the Board from December 31, 2011 to March 4, 2012. There are currently two division managers who could assume the duties of the CEO a more extended period of time if required. Also:
 - The senior management team meets regularly supplemented by regular one-on-one meetings with the Chief Executive Officer.
 - The division managers replace the Chief Executive Officer at the City Senior Management Committee (SMC) meetings when required. They also attend the City Management Forums hosted by the City Manager on a regular basis.

- Division managers have replaced the Chief Executive Officer at meetings with external bodies, such as CELUPL (Chief Executives of Large Urban Public Libraries of Ontario).
- Individual division managers have specific responsibilities for system-wide services as well as public services across OPL branches.
- All division managers are familiar with Board operations and attend Board and committee meetings regularly. All help support one or more of the three Board standing committees.
- All division managers have extensive experience in preparation of board documents, dealing with the public and the media.
- Managers are also called upon to serve as division managers during short-term absences, thus providing senior management experience.

I report compliance.

2. During scheduled absences, the Chief Executive Officer signs a formal delegation of authority that is electronically circulated to the Board Chair; the Library management team; the Deputy City Manager, City Operations; the Administrative Assistant team, and the OPL's shared services partners in Human Resources and Finance.

I report compliance.

3. Supporting documentation in the form of records and procedures include the following:
 - *Bylaws of the Board of the Ottawa Public Library* Revised November 14, 2011
 - *Mission and Core Values of the Board of the Ottawa Public Library*
 - *Ottawa Public Library Board Policy Governance Manual*
 - *Ottawa Public Library: Administrative Policies and Procedures*
 - Province of Ontario: *Public Libraries Act, R.S.O. 1990, Chapter P.44*
 - *2012 Budget Presentation Manual*
 - Related City/Library policies available on the Library's Intranet (Ozone)

I report compliance.

I hereby present my monitoring report on executive limitation policy A.5
Emergency Succession. I certify that the information contained in this report is
true.

Signed: _____ Date: _____

Danielle McDonald, Chief Executive Officer