

MONITORING REPORT

Subject: Board Policy A.1, General Executive Constraints

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.1, General Executive Constraints was approved by the Board February 25, 2002 and last revised August 4, 2010. It states:

The Chief Executive Officer shall ensure that practices, activities, decisions and organizational circumstances respect commonly accepted business practices and professional ethics, the Public Libraries Act, RSO 1990, c.P.44, other relevant statutes, law, Board policy and contractual agreements the Board has made with the bargaining unit.

Service delivery at the Ottawa Public Library is governed by provincial legislation (e.g. *Public Libraries Act, Municipal Freedom of Information and Protection of Privacy Act*, etc.), Board policies, contractual agreements, and library administrative policies. Board Policies are reviewed on a regular cycle by the Governance and Audit Committee, as per its annual planning cycle. Monitoring reports are regularly provided to the Board, certifying the state of compliance. Internal policies and procedures are reviewed on a regular cycle by the Staff Development and Service Excellence department in collaboration with branches, system-wide and support services at the Library. New policies are developed as required to support both Board governance and internal operations.

The Library respects business protocols established by the City of Ottawa with respect to contracting external parties, purchasing practices and other financial activities. The Library submits audited financial statements to the Board and to the Ministry of Culture on an annual basis. The latter is a condition for receipt of the annual provincial operating grant.

All library employees are subject to the provisions of an Employee Code of Conduct and the collective agreement with CUPE 503 Library.

I report compliance.

I hereby present my monitoring report on executive limitation policy A.1. General Executive Constraints. I certify that the information contained in this report is true.

Signed: _____ Date: _____
Danielle McDonald, Chief Executive Officer