

Report to/Rapport au :

**OTTAWA PUBLIC LIBRARY BOARD
CONSEIL D'ADMINISTRATION DE LA BIBLIOTHÈQUE PUBLIQUE D'OTTAWA**

**April 14, 2014
Le 14 avril 2014**

**Submitted by/Soumis par : Danielle McDonald
Chief Executive Officer / Directrice générale**

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Ref N°: OPLB-2014-0044

SUBJECT: Policy A.7 Compensation and Benefits

OBJET : Politique A.7 Rémunération et avantages sociaux

REPORT RECOMMENDATION

That the Ottawa Public Library Board receive this monitoring report for information.

RECOMMANDATION DU RAPPORT

Que le Conseil de la Bibliothèque publique d'Ottawa prenne connaissance de ce rapport de contrôle à titre d'information.

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 May 13, 2013. 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 had been filed alleging that the OPL is not maintaining pay equity. The Library disputes this allegation. The matter is still pending.

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, do not commit the organization to benefits that would incur unpredictable future costs.

I report compliance.

- d. Approved by the Board*

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

I report compliance.

- 4. 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 (e.g. with Algonquin College and the University of Ottawa) and collaborating with the University of Ottawa and Algonquin College with respect to Library technicians in the on-going operations of

the University of Ottawa School of Information Studies. One library manager 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 and also serves on the ÉSIS Accreditation Advisory Committee.

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: Monique E. Dornear

Date: April 1, 2014

for Danielle McDonald
Chief Executive Officer