

**Type:** By-Laws & Governance**Authority:** Board**Resolution No.:** BMPL 2018-198 on 10-25-18; POL-BLG.2018.99**Associated Documents:****BLG.2018.99.1 Standard Agenda**

1. Call to Order
2. Indigenous Acknowledgement
3. Approval of Agenda
4. Declaration of Pecuniary Interest
5. Previous Minutes

6. Communication with the Board
 - 6.1. Deputations
 - 6.2. Public Input on Agenda Items
 - 6.3. Correspondence

7. Action Items

8. Strategic Plan Update
 - 8.1. Vibrant Spaces
 - 8.2. Organizational Capacity
 - 8.3. Service Excellence
 - 8.4. Communications

9. Other Reports
 - 9.1. CEO Report
 - 9.2. Consolidated Variance Report (quarterly)
 - 9.3. Museum Advisory Council Report (when available)

10. Other Business & Board Roundtable
11. Notice of Upcoming Meeting(s)
12. Adjournment

Month	Annual	Multi-Year
Jan	<ul style="list-style-type: none"> • Approve annual agenda (dates, times). • Review/approve annual and multi-year action items. • Review Q4 Financials. <p><i>Note: First two items occur in March in yr. 1 of the new board term.</i></p>	<p>Year 1:</p> <ul style="list-style-type: none"> • Elect Chair and Vice-Chair. • Appoint Signing Authorities. • Review Legacy Documents. • Appoint delegates(s) to Board BootCamp at OLA Superconference. <p><i>Note: Board Orientation occurs in a separate meeting prior to the Board's first meeting.</i></p>
Feb	<ul style="list-style-type: none"> • Approve Annual Report. 	<p>Year 1:</p> <ul style="list-style-type: none"> • Appoint committee members and authorize committees to draft action plans for their component of the Strat Plan. • Complete Board training needs assessment and develop training plan. • Make MAC appointments. • Appoint Trustee Council representative.
Mar	<ul style="list-style-type: none"> • Confirm Regional Trustee Council attendee. 	
Apr	<ul style="list-style-type: none"> • Review Q1 Financials. 	<p>Year 1:</p> <ul style="list-style-type: none"> • Receive/approve committee action plans (should include action plans for implementation of strat plan, space plan, stakeholder engagement and advocacy plan).
May	<ul style="list-style-type: none"> • Annual Planning Mtg (Full Day) • Board Evaluation 	<p>Policy Review:</p> <ul style="list-style-type: none"> • Year 1 By-Laws and Governance • Year 2 HR and H&S • Year 3: Public Usage • Year 4: New policies required for accreditation
June	Approve audited statements.	<p>Year 3:</p> <ul style="list-style-type: none"> • Approve Board Recruitment Plan
Summer	Review Q2 Financials.	<p>Year 2-4:</p> <ul style="list-style-type: none"> • Prioritize action items in preparation for budget
Sept	<ul style="list-style-type: none"> • Approve budget proposal to Council. • Confirm Regional Trustee Council attendee. 	<p>Year 3:</p> <ul style="list-style-type: none"> • Initiate consultations for new strat plan. <p>Year 4:</p>

Month	Annual	Multi-Year
Oct		<ul style="list-style-type: none"> Approve new strategic plan.
	<ul style="list-style-type: none"> Review Q3 Financials. CEO Evaluation. 	Year 4: <ul style="list-style-type: none"> Complete preparation for new Board (e.g., orientation, legacy document). Review/revise committee terms of reference to align with new strat plan.
Nov	Years 2-4: <ul style="list-style-type: none"> Elect Chair and Vice-Chair. Reauthorize Signing Authorities. Make committee appointments. Identify delegate(s) for OLA conference. 	<ul style="list-style-type: none"> Year 2: Review CEO Job Fact Sheet.
Dec	<ul style="list-style-type: none"> No meeting. 	

BLG.2018.99.3 Plans and Programs

1. It shall be the responsibility of the CEO to produce required “Plans and Programs” associated with legislated policy.
2. These include, but are not limited to:
 - 2.1. Accessibility Plan
 - 2.2. Fire Safety Plan
 - 2.3. Work Alone Program
 - 2.4. Workplace Violence Prevention Program

Original Approval: 10-25-2018
 Amended On: _____