
Board Meeting

Meeting Date: September 21, 2023
Meeting Time: 1:00 p.m.
Location: The Boardroom at L.E. Shore or via Facebook Live
Prepared By: Dr. Sabrina Saunders, CEO/Secretary of the Board

Mission: The Blue Mountains Public Library is a dynamic centre of community engagement where everyone can connect, explore and create.



When available, this Board meeting will be broadcast on the BMPL Facebook page and rebroadcast on the BMPL YouTube Channel. Technical difficulties with social media platforms are not sufficient reason to cancel/postpone a meeting. The Community is also welcome to be onsite for meetings, or to present in either E1 or E2.

A. Call to Order

- A.1 Moment of Reflection
- A.2 Indigenous Acknowledgement Statement

B. Agenda

- B.1 Approval of the Agenda

Recommended Motion

Moved by ___ and seconded by ___, THAT the Agenda of September 21, 2023, be approved as circulated, including any items added to the Agenda.

B.2 Declaration of Pecuniary Interest and General Nature Thereof

NOTE: Known pecuniary interests should be provided to the Board Secretary in writing and be noted as part of this agenda item. Should items arise during the meeting, the member shall make notice.

C. Reports to be “Received as Information”

NOTE: Before there is any discussion on the items listed below, they must be received by this Board. Additional recommendations outlined in any of these items, as well as any subsequent motions, will be addressed at the time of discussion.

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board receive as information:

1. ADM.23.19 entitled “AODA Primer”
2. ADM.23.20 entitled “Action Plan Update-September”
3. ADM.23.21 entitled “CEO Service Update-September”
4. ADM.23.22 entitled “BMPL Charitable Application Update”

D. Minutes

D.1 Previous Minutes

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board approve as circulated the Board Meeting Minutes of August 17, 2023; and the E-Poll Minutes of August 29, 2023.

D.2 Business Arising from the Minutes

- 1.

E. Communications with the Board

Deadline for registration is Monday, September 18 at 2:00p.m.

E.1 Deputations

None Scheduled

NOTE: In accordance with Ontario’s Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and Board policy, the Blue Mountains Public Library Board wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at an Open Meeting are considered part of the public record. This information may be posted on the Library website, included in Board packages, published in video record, and/or made available to the public upon request.

E.2 Public Input on the Agenda

NOTE: The Ministry of Heritage Sport Tourism & Culture Industries has directed Library Boards that meetings can proceed virtually as “Open” providing that the community may continue to participate virtually. Any individual may choose to register for a virtual link to participate in the Public Input virtually, or be present onsite for face to face meetings without registering. Said correspondence must meet the BMPL’s [BLG.2018.6.7 Public Input on Agenda Items](#) criteria.

In addition to Correspondence, any members of the public who would like to attend the Board Meeting virtually may do so by contacting LibraryCEO@TheBlueMountains.ca. Requests received prior to 4:00pm the *day prior* to the Board Meeting will be provided with internet and/or phone login information. Credentials are available one month prior to the meeting, so requests need not be made the day of. Login credentials are no longer being published due to the high rate of hacking occurring during the pandemic. Visitors may also attend in person without registering.

E.3 Correspondence

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board receive the Correspondence as information.

F. Strategic Plan Updates & Action Items

NOTE: To better facilitate this sections, reports and discussions have been identified. The Board may make decisions at any time and does not require a formal report or recommended motion to do so.

F.1 Action Plan Updates

1. **Report:** ADM.23.20 entitled “Action Plan Update-September”

F.2 Strategic Plan Pillar: Organizational Excellence

1. **Report:** ADM.23.19 entitled “AODA Primer” [OE1.4]
2. **Policy Review:** By-Laws and Governance Review
3. **Policy Review:** Health & Safety and Annual Legislated Review
4. **Policy Review:** Collection and Intellectual Freedom Review

Recommended Motion

Moved by ___ and seconded by ___, THAT this Board approve the annual policy review of [list reviews]; and approve the amended policies of [list amended].

5. **Report:** ADM.23.22 entitled “Charitable Application Update” [OE3.2]

F.3 Strategic Plan Pillar: Community Hubs

1. **Update:** The Craighleith Station Name Change Public Meeting and Correspondence
2. **Discussion/Update:** Council Response Committee
 - i. BMPL Usage and Needs Assessment Report for Council
 - ii. Multi-Use Feasibility Study
 - iii. Craighleith Working Committee

F.4 Strategic Plan Pillar: Empowering Services

1. **Report:** ADM.23.21 entitled “CEO Service Update-September”

G. Other Business

None

H. Roundtable

H.1 Roundtable—General updates by the Board”

NOTE: The Roundtable is an opportunity for members to share information on events, activities, or general information which members may wish to attend and/or review. This is not intended for new business or discussion pertaining to Action Items.

- 1) Community Updates and News
- 2) BMPL Special Events
 - [Fall No-Bake Recipe Series: No-Bake Apple Pie](#) | Sept. 23 @ 10am | L.E. Shore
 - [Exhibit Launch: Divergence & Intersection](#) | Sept. 30 @ 2pm | L.E. Shore
 - [Inuit Culture and Canadian History](#) | Sept. 30 @ 6pm | L.E. Shore
 - [Youth Engagement Committee and Wooden Bracelet DIY](#) | Oct. 12 @ 5pm | L.E. Shore

I. Key Messages

I.1 Key Messages Update

Recommended Motion

Moved by __ and seconded by __, THAT this Board approve the release of the Key Messages Update-September 2023.

J. Notice of Meeting Dates

The next regular Board Meeting is scheduled for October 19, 2023 at the L.E. Shore Boardroom beginning at 1:00 pm. All meetings and relevant agenda materials will be posted on the [Meeting and Agenda](#) page of Governance.

K. Closed Session

L. Adjournment

Recommended Motion

Moved by __, THAT this Board does now adjourn at ____ p.m. to meet again at the call of the Chair.

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.23.20 Action Plan Update-September
Date: September 21, 2023
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.23.20 entitled "*Action Plan Update-September*".

B. Background

Annually the Board approves an Action Plan for the year. In January 2023 the Board approved this Action Plan with 80 items.

C. Status Assessment

Of the 80 Action Items of the Action Plan 2023, 41 of these have been achieved and 11 are ongoing, which means they have been achieved but continue to be a priority and we see the need for ongoing efforts (65% completion). Additionally, there are 4 items on the agenda for discussion or activity.

D. Board Open Items

The following items are those which should be given priority in order to achieve them by end of year:

- CH1.1 Facilitate awareness and information gathering on BMPL as a community hub among personal circles.
- OE 4.2 Hold semi-annual informal coffee meetings with Board member and Council member.

Respectfully Submitted,

Dr. Sabrina Saunders, CEO
LibraryCEO@TheBlueMountains.ca
519-599-3681 extension 148

Action Plan for 2023

For the Board, CEO, and Management Team

| Goals | | Outcomes | Lead Party | Expected Timing | Status |
|-------|--|--|-------------|-----------------|------------------------|
| | Community Hubs | <i>Provide spaces to connect, explore and create</i> | | | |
| CH1 | Foster social cohesion in a time of growth and challenges. | | | | |
| | CH1.1 | Facilitate awareness and information gathering on BMPL as a community hub among personal circles. | Board | November | |
| | CH1.2 | Identify and address at least 3 systemic challenges that limit community access to BMPL | CEO | September | |
| | CH1.3 | Reduce social isolation for older adults through community hub access | CEO | December | Ongoing |
| | CH1.4 | Participate in the TBM DEI Committee, bringing information back to BMPL and supporting the TBM initiatives | CEO | December | Ongoing |
| | CH1.5 | Develop relationships with Seasonal Agricultural Employees and Agricultural Community | CEO | June | COMPLETE 05-15-2023 |
| | CH1.6 | Reflect and celebrate Indigenous cultures and histories, through programs and collections | CEO | October | Ongoing |
| CH2 | Develop multi-use spaces and provide outreach services. | | | | |
| | CH2.1 | Cooperate with TBM Staff and Council for an East End Hub which includes a new Library Branch | Board & CEO | December | Ongoing |
| | CH2.2 | Cooperate with TBM Staff for Library services available within proposed Campus of Care | CEO | December | Ongoing |
| | CH2.3 | Partner with TBM to expand outreach services into TBM facilities across the municipality | Board & CEO | December | Ongoing |

| Goals | | Outcomes | Lead Party | Expected Timing | Status |
|------------|---|---|------------|----------------------|---|
| | CH2.4 | Develop a 2023 outreach strategy | CEO | March | COMPLETE 05-15-2023 |
| | CH2.5 | Provide 25 outreach services & pop-up library events throughout the TBM community | CEO | December | |
| | CH2.6 | Expand programs in the Craighleith area | CEO | December | |
| | CH2.7 | Promote homebound services for shut-ins and short/long-term disability community members | CEO | March | |
| CH3 | Provide technologically-connected spaces. | | | | |
| | CH3.1 | Prioritize capital expenses which improve technologically-connected spaces. | CEO | February | COMPLETE 03-16-2023 |
| | CH3.2 | Promote options for Boardroom and Gallery hybrid meetings and promote to external users | CEO | April | COMPLETE 05-15-2023 |
| | CH3.3 | Improve OPAC access at LES | CEO | October | |
| | Empowering Services | <i>Create a service model that reaches those who live, work, and play in The Town of the Blue Mountains.</i> | | | |
| ES1 | Provide diverse GLAM services, collections and programs. | | | | |
| | ES1.1 | Achieve OPLG Accreditation 2023 | CEO | September | COMPLETE 08-09-2023 |
| | ES1.2 | Recruit and implement the 2024 Juried [art] Show to be held in The Gallery at L.E. Shore | CEO | September | COMPLETE 09-12-2023 |
| | ES1.3 | Develop quarterly plans for balanced services of virtual programs and face-to-face services throughout the ongoing pandemic | CEO | Q1 Q2 Q3 Q4 | COMPLETE 01-24-2023 03-01-2023 05-15-2023 08-01-2023 |
| | ES1.4 | Promote educational resources and programming based around local Indigenous histories | CEO | November | COMPLETE 09-30-2023 |

| Goals | | Outcomes | Lead Party | Expected Timing | Status |
|------------|---|---|------------|-----------------|--|
| | ES1.5 | Expand learning opportunities for older adults by 5% | CEO | December | |
| | ES1.6 | Diversify programs to incorporate intergenerational offerings and learning opportunities throughout the program offerings | CEO | December | <i>Ongoing</i> |
| | ES1.7 | Expand alternate collections (Library of Things) usage by 15% [1840] | CEO | December | Current: 1461 |
| ES2 | Support 21st century literacy through resources, opportunities and coaching. | | | | |
| | ES2.1 | Provide 45 digital literacy workshops for a variety of ages | CEO | December | COMPLETE 05-01-2023 Current: 67 |
| | ES2.2 | Offer technology recreation program opportunities. | CEO | December | <i>Ongoing</i> |
| | ES2.3 | Provide programming and resources on eco-consciousness and sustainability | CEO | September | |
| ES3 | Expand the Virtual Branch. | | | | |
| | ES3.1 | Launch the new BMPL website | CEO | January | COMPLETE 01-10-2023 |
| | ES3.2 | Promote the BMPL Virtual Branch | CEO | March | COMPLETE 05-15-2023 |
| | ES3.3 | Achieve Gallery virtual usage of at least 3,000 | CEO | December | Current: 1,341 |
| | ES3.4 | Achieve Library digital subscriptions usage by of at least 4,000 | CEO | December | COMPLETE 04-30-2023 Current: 13,814 |
| | ES3.5 | Achieve Museum & Archives virtual usage of at least 3,500 | CEO | December | Current: 2,580 |
| | ES3.6 | Create a Community Builders webpage | CEO | June | |

Commented [FG1]: Sabrina: all numbers have been updated in the Action Plan except for this one.

| Goals | | Outcomes | Lead Party | Expected Timing | Status |
|------------|---|--|-----------------|-----------------|--------------------------------------|
| | ES3.7 | Develop a list of skillsets to be included in the Community Builders webpage in 2023 | CEO | June | |
| | Organizational Excellence | <i>Grow BMPL as a key partner and community resource.</i> | | | |
| OE1 | Retain and recruit personnel as an employer of choice. | | | | |
| | OE1.1 | Maintain a salary grid which provides internal pay equity with TBM | Board | March | COMPLETE 03-16-2023 |
| | OE1.2 | Develop Board Training Program | Board | March | COMPLETE 06-20-2023 |
| | OE1.3 | Approve Health & Safety Continuous Improvement Goals 2023 | Board with JHSC | January | COMPLETE 01-19-2023 |
| | OE1.4 | Orient new Board and Council | Board with CEO | February | COMPLETE 02-06-2023 |
| | OE1.5 | Attend Board Assembly Meetings | Board | Spring Fall | COMPLETE 04-19-2023 |
| | OE1.6 | Attend OLBA Bootcamp Feb 2023 | Board | February | COMPLETE 02-04-2023 |
| | OE1.7 | Promote Volunteer Program and raise usage to pre-pandemic levels | CEO | October | <i>Ongoing</i> |
| OE2 | Demonstrate stewardship through transparency and accountability. | | | | |
| | OE2.1 | Develop 2023 Action Plan using 2022-2026 Strategic Plan | Board & CEO | January | COMPLETE 01-19-2023 |
| | OE2.2 | Develop 2024 Action Plan using Strategic Plan 2022-2026 | Board & CEO | November | |
| | OE2.3 | Complete annual policy review (Health & Safety, AODA, By-Laws & Governance) | Board | June | <i>On Agenda</i> |
| | OE2.4 | Complete the Annual Respectful Workplaces Compliance Report | CEO | January | COMPLETE 02-16-2023 |
| | OE2.5 | Complete Annual Risk Assessment | CEO | February | COMPLETE 02-16-2023 |

| Goals | | Outcomes | Lead Party | Expected Timing | Status |
|------------|--|--|-------------|-----------------------------|--|
| | OE2.6 | Approve Audited Financials | Board | June | COMPLETE 06-15-2023 |
| | OE2.7 | Approve Auditor for 2023 Financials | Board | June | COMPLETE 05-15-2023 |
| | OE2.8 | Present ROI for Social Value Report to Council | Board | June November | |
| | OE2.9 | Publish Annual Report | Board & CEO | June | COMPLETE 05-15-2023 |
| | OE2.10 | Complete Board Evaluation | Board | November | |
| | OE2.11 | Demonstrate our green commitment to environmental stewardship | Board & CEO | Q1 Q2 Q3 Q4 | COMPLETE 03-01-2023 05-15-2023 08-15-2023 |
| OE3 | Increase BMPL financial opportunities. | | | | |
| | OE3.1 | Approve a 2023 Budget | Board | February | COMPLETE 03-16-2023 |
| | OE3.2 | Finalize Charitable Status | Board & CEO | June | <u>On Agenda</u> |
| | OE3.3 | Increase revenue from grant initiatives by 5% | CEO | December | <u>On Agenda</u> |
| | OE3.4 | Identify up to 5 new opportunities which will further library partnerships and/or services | CEO | September | COMPLETE 08-29-2023 |
| OE4 | Be a Key Partner within the municipality. | | | | |
| | OE4.1 | Hold quarterly meetings between the Town CAO and the Library CEO re MOU and shared goals | CEO | Q1 Q2 Q3 Q4 | COMPLETE 01-25-2023 03-21-2023 07-04-2023 |
| | OE4.2 | Hold semi-annual informal coffee meetings with Board member and Council member | Board | Spring Fall | <u>On Agenda</u> |

| Goals | | Outcomes | Lead Party | Expected Timing | Status |
|------------|---|--|-------------|-----------------|--|
| | OE4.3 | Present the Year in Review 2022 annual report to Council | Board & CEO | June | COMPLETE 07-10-2023 |
| | OE4.4 | Expand opportunities for underserved communities through partnerships | CEO | October | |
| | OE4.5 | Plan at least one large community Truth & Reconciliation event, led by Indigenous partners | CEO | June | COMPLETE 06-01-2023 |
| | OE4.6 | Provide (through partnerships) topical older adult programs | CEO | December | |
| | OE4.7 | Grow partnerships for the mutual benefit of BMPL and stakeholders | CEO | December | |
| | OE4.8 | Participate in the TBM Accessibility and DEI committees | CEO | December | <i>Ongoing</i> |
| | OE4.9 | Develop an Arts Walk to promote the Bruce/Marsh Street Corridor | CEO | July | COMPLETE 07-08-2023 |
| OE5 | Provide inclusive and engaging communications with and to the community. | | | | |
| | OE5.1 | Provide 2022-2026 Strategic Plan update to Council through Committee of Whole | Board & CEO | February | COMPLETE 01-30-2023 |
| | OE5.2 | Identify key supporters and develop a communication plan with priority groups | Board | June | <i>Ongoing</i> |
| | OE5.3 | Provide information on GLAM services, collections and programs at Pop-up locations | CEO | August | COMPLETE 08-17-2023 |
| | OE5.4 | Increase social media number by 5% [3000] | CEO | December | COMPLETE 03-07-2023 3,905 |
| | OE5.5 | Increase blog registrations by 10% [2,750] | CEO | December | Current: 2,665 |

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.23.19 AODA Primer
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.23.19 entitled "AODA Primer".

B. What is included in the AODA

The AODA is not one document, but a series of policy papers with subsequent legislation. The original AODA document was published in 2001. This early incarnation focused on consultation with users and advocate groups pertaining to the public sectors such as hospitals, K-12 schools and post-secondary. In 2005, the AODA in the version we now know it, was released. This document looked at all service, public and, to a lesser extent, commercial industries and corporate environments. The 2005 document was amended in 2009 directly preceding the release of the three legislative components which enter into requirements beginning in 2011. Formerly housed within its own Secretariat, the Accessibility for Ontarians with Disabilities now resides with the Ontario Ministry of Community and Social Services. The final component, The Built Environment, is the most recent release and has informed the Ontario Building Code.

As all of the BMPL GLAM services, including our aspects of tourism are public service and we must follow all public access in each of the three areas. Further, all employees, regardless of public or private sector fall under AODA. The annual reporting document to compliance for the AODA has a special section on libraries. Special sectors within the AODA are education (K-12/post secondary, hospital, and library).

Section III of the Act describes who is included under compliance as:

Application of standards 2005, c. 11, s. 6

- (3) An accessibility standard may apply only to a person or organization that,
- (a) provides goods, services or facilities;
 - (b) employs persons in Ontario;
 - (c) offers accommodation;
 - (d) owns or occupies a building, structure or premises; or
 - (e) is engaged in a prescribed business, activity or undertaking or meets such other requirements as may be prescribed.

The Act has yielded three Accessibility Standards which are:

1. Customer Service Standard
2. Integrated Accessibility Standards Regulation

- Transportation Standard
 - Employment Standard
 - Information & Communications Standard
3. Built Environment Standard

C. Moving from Disability to Access

The AODA and subsequent legislation focuses on Ontarians with disabilities. Although the intent of the Act is to improve conditions of those with disabilities, this microbial focus does miss opportunities. Similarly, in the 1980's AIDS crisis where the medical field focused on the disease of AIDS as opposed to the patient; a shift in thinking moved the industry to see the patient as person and away from patient with disease. When we view the customer, community member or employee through the eyes of the disabled and not disabled, they become a disabled community member and not just a community member who has a differentiation of needs and interests. The medical field moved away from their hyper focus on diseased in the late 1980's as they adopted Universal Precautions, which treated all patients the same and established a manner in which all patients were handled equally. This was an improvement for both the patient and the practitioner. All of our community have a differentiation of needs and interests and the label of disabled is not necessary in prompting specialized service of the person. Someone with a disability may not have access to a stepped floor of a museum due to mobility, but so may a person with a broken leg, a mom with a stroller, or a senior. The difference in this Act is not disabled only, but access. When we only focus on the disabled members of our community we are addressing only the small identified percentage of the population which we can better serve. Therefore, it is important to move beyond disabled and into a lens of Access to All. This difference will ensure the disabled users receive accommodated service, but will also improve service to all users.

D. Customer Service Standard

Accessible customer service is not about ramps or automatic door openers. It's about understanding that people with disabilities may have different needs. It can be as easy as asking "How can I help?" and making small changes to how you serve customers with disabilities.

Effective Date: January 1, 2010; Consolidated Date July 1, 2011

Compliance Required by: January 1, 2012

Phase in Between: Immediately—no roll out

Includes:

- Every employer must have policies related to accessibility standards for customer service including policies, procedures for provision of good customer service of people with

disabilities. These policies must be written and available to the public in alternative formats as requested.

- Reasonable effort to ensure policies, procedures and practices are:
 - Respectful of the individual.
 - Are integrated throughout customer services unless an alternate measure is required;
 - Provide equal opportunities for those who are disabled as other clients.
- Communication formats must include alternate formats.
- Goods and Services must be accessible via assistive devices.
- Service animals must be allowed as required unless prohibited by law.
 - In this case alternate arrangements must be made to provide service to the individual when service animals are prohibited by law (not applicable to tourism as service animals are not banned due to public health regulations).
 - When the purpose for a service animal is not apparent, the organization may request a medical note.
- If a support person is required, both people will be allowed entry to the service.
 - The organization may also REQUIRE a support person to assist the individual, but only when it is deemed a health and safety requirement for protection purposes.
 - If fees will be charged for the support person's entry, notice must be given in advance of any amounts.
- Notice of temporary disruption of service, when available, shall be provided. This includes:
 - Reason for the disruption;
 - Alternate availability;
 - Expected return to service;
 - Posting said notice in conspicuous place at location, on web or other reasonable methods
 - A written policy explaining the steps that will be taken to recover services and communicate outages to the public. These shall also be available in alternative formats.
- Training:
 - All staff and volunteers providing service shall receive training;
 - All persons responsible for policy review and development [Board, MAC, CEO, Managers] shall receive training;
 - All staff and volunteer training will be specific to the Act including:
 - How to interact and communicate with people with disabilities;
 - How to interact and assist people who use assistive devices, support people, or service animals;

- How to use equipment or devices available on site to assist in the provision of services.
- All individuals involved with policy writing, review or approval training will be specific to the Act including:
 - Employment Policy statement needs (e.g. hire, evaluation, termination);
 - How to evaluate an individual with an Accommodation Plan or disability;
 - Policy considerations on the three current areas;
 - Policy and decision making requirements on the built environment as it pertains to new and retrofit spaces;
 - Designing feedback opportunities including community consultation.
- Must be ongoing and include updates to the Act and service industry.
- Must include policies and procedures which are written and available upon request in alternate formats.
- Feedback opportunities must be provided for the services as they relate to disabled persons and those with limitations of access and shall include:
 - In person, by phone, in writing, or by electronic formats;
 - Feedback on specific services;
 - Protocols of accepting complaints.
- Notice of availability of documents shall be made in writing and be available in alternate formats. Notice shall be made in public, conspicuous places, the web, and other easily accessible sites.
- Alternate formats of documents shall be provided when requested in a format that is determined to be the most accessible.

E. Integrated Accessibility Standards Regulation

Integrated Accessibility Standards Regulation was approved April 13, 2011. This Standards Regulation requires the following:

- Establish Accessibility Policies by January 1, 2013 (2014 for small public sector organizations).
- Make all policies publicly available and available in alternate formats.
- All organizations must develop, train and publish Accessibility Plans and have said plans available in alternate forms by January 1, 2012.
- Accessibility Plans must be reviewed and updated at least every 5 years.
- All organizations must develop, train and publish Emergency Plans for public and employee safety and have said plans available in alternate forms by January 1, 2012.
- Share Emergency Plans with the first responder teams by January 1, 2012.
- Training shall occur for all employees and volunteers.

- Training shall occur for all individuals responsible for policy development [Board, MAC, CEO, Managers].
- Feedback loops will be built into all aspects of service. Feedback shall be received by January 1, 2014 (2015 for small). Said feedback should inform updates to service, policies and plans.

The Standard is listed in two categories: Small designated public sector organization and Large designated public sector organization. Given that Board employees 14 regular staff and additional summer or casual, we are well below the cut off for Small Public Sector designation. Further, it should be noted that we are not part of local government as we are not a department of the Town. Local Government is considered a Large Public Sector regardless of quantity of employees.

- “small designated public sector organization” means a designated public sector organization with at least one but fewer than 50 employees;
- “large designated public sector organization” means a designated public sector organization with 50 or more employees.

a. Integrated Accessibility: Transportation Standard

Since the Transportation Standard does not directly pertain to our organization, only a cursory review of this Standard is included. If transportation is provided as part of a library or museum event, then the Standard must be upheld.

Effective Date: July 1, 2011

Compliance Required by: July 1, 2011

Includes:

- The Ontario government
- Municipalities (Band Council if they report as a Government)
- Transportation Commissions or Authorities
- Also, other organizations that provide transportation services such as
 - Hospitals
 - Taxis
 - Public school boards
 - Public Tourism and Museums
 - Colleges and universities.
- Public sector organizations Section 76 [Taken from the IAS Document]

(1) Designated public sector organizations described in paragraphs 2, 3 and 4 of Schedule 1 that are not primarily in the business of transportation, but that provide

transportation services, shall provide accessible vehicles or equivalent services upon request.

(2) Designated public sector organizations referred to in subsection (1) shall meet the requirements of this section by July 1, 2011.

The following Transportation Standards are interpreted for Tourism as Public Sector organizations:

- If customers are transported, by contract or Tourism, (e.g. program/event transport booked by us; we provide a shuttle between our locations; we offer water boat tours to historic designations as a program) accessible transport is required;
- Tourism must make notice/request to customers at the time of registering for tourism activities where transport is provided in order to provide accessible transport if requested or provide scheduled accessible transportation (e.g. Accessible boat tour is at 2pm only; Registration for the *Wrinkle in Time* movie trip closes Wednesday for accessible transport and Friday for non-accessible transport).

b. Integrated Accessibility: Employment Standard

The goal of this Standard is described in two-fold.

1. It is to make accessibility a standard part of recruiting, hiring and communicating with employees who have disabilities.
2. It is to help people with disabilities to stay safe.

This is accomplished by making emergency plans; training on evacuation procedures; posting of warning signs; having alternate forms of emergency warning devices; and community plans and procedures with the public, staff and emergency response teams.

Effective Date: July 1, 2012

Compliance Required by: January 1, 2014 (2015 small)

Phase in Between: July 2012 - 2017

Includes:

- Recruitment, Hiring, Time of Offer
 - Every employer must notify the public and (potential) employees of the availability of accommodations.
 - If an applicant requests an accommodation, the employer must provide suitable accommodations within the function of that job.

- Every employer shall inform employees at the time of offer of the policies in place to support employees with disabilities, as well as the policy to provide accommodations.
 - Employers shall provide updated information to employees as soon as a change to policy occurs.
- On the Job
 - Needs that arise on the job are the responsibility of the employee who must initiate a request for an Accommodation Plan. The employer may not require an Accommodation Plan.
 - No individual who is on an Accommodation Plan may be negatively evaluated as a result of the Plan itself.
 - The employer may refuse an Accommodation Plan only if the individual can not complete the work required or if that Plan would be a hardship for the employer (most usually in very small companies).
- Accessible formats will be made available to employees for all required materials:
 - Needed to complete their job
 - Given or made available to other employees
 - The employer shall consult all employees requiring alternate formats to determine the most suitable format.
- Emergency Response Plans must be completed and available in alternate formats starting January 1, 2012.
 - Meeting with individual employees and developing a tailored emergency response plan according to their needs;
 - Determine what information the employee may need in an emergency;
 - Develop and make public emergency information accessible upon request
 - The employer shall review and renew the Emergency Plan when the employee's:
 - Locations within the organization is changed;
 - Job duties or expectations change;
 - Accommodation needs and plans are reviewed;
 - Employer reviews its general emergency response policies and plans.
- Accommodation Plans must be made available to any employee who requests accommodations. This must be:
 - An individualized accommodation plan based on the specific needs of the employee
 - Including:
 - A description of how the employee can request and evaluate the accommodations offered;
 - How long the Plan will be in place (e.g. cast for 3 weeks, high risk pregnancy for 6 months, or long-term condition);
 - How the employee will be assessed;

- If/How the employer may request an evaluation by an outside agency;
 - Steps taken to protect the employees privacy;
 - How often and when the Plan will be reviewed;
 - Should a plan be denied, the manner in which reasons for the denial will be given to the employee;
 - If and what form the Plan will be given. If an alternate format is to be provided, a description of said format;
 - Identify all accommodations to be provided;
 - The Workplace Emergency Responses Plan and any information pertaining to said Plan and if specific evacuation needs are required, feedback and acknowledgement/approval by EMS.
- If an employee is returning to work (except for small organizations), a return to Work Plan must be in place which shall have a documented process for the return to work which:
 - Explains and outlines the steps the employer will take to facilitate the return to work of an employee who has been away;
 - Use the accommodation plan to facilitate the return to work.
 - An employer shall not penalize an employee in a performance evaluation or performance management evaluation for having an accommodation either because of the accommodation, or in the manner in which the evaluation is structured.
 - When conducting career development and advancement, the employer shall consider the needs and abilities of employees with disabilities; however, consideration may not penalize the ability to receive career development or advancement.

c. Integrated Accessibility: Information & Communications Standard

This standard pertains to access to communication methods which most Ontarians expect and rely on for daily interaction such as web pages, print media, and technology access. This is the only place where public tourism and public services are expressly noted within the three Standards. Much of this standard is still being developed and is expected to continue to be developed and phased in as technology continues to change and be introduced into the public sectors through 2025.

Effective Date: January 1, 2012

Phase in Between: January 2012 - 2025

Includes:

- Accessible Formats and Communication Supports shall be in place by January 1, 2015 (2016 small).
- Website and web content:

- Must be accessible according to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG 2.0) at a level AA. This is further described in the Information and Communication Standards specifics;
- Must include suitable access for various technology assistive devices such as screen readers;
- It should be noted that public sector have different dates for web content:
 - All new websites and web content (both internet and intranet) shall meet WCAG 2.0 A by January 1, 2014
 - All (new and existing) websites and web content (both internet and intranet) shall meet WCAG 2.0 AA by January 1, 2021 including Live Captioning and Audio Descriptions.
- Accessible format options for information.
 - This is extremely important to both Library and Museum as our collection must be available in a variety of formats, and a patron may request any item in a variety of formats.

F. Built Environment Standard

Effective Date: July 1, 2016

Compliance Required by: immediately, Rolled out with Ontario Building Code

Phase in Between: New construction and redeveloped buildings only. Part of the new Building Codes.

Includes:

Policy and building codes for all new and retrofit construction. Library, Museum, Gallery, and external spaces are governed by the following key points of the Built Environment Standards.

- New Build/redeveloped builds
- Markings on transitions
- Slopes
- Trails, passing areas, rest areas, amenities on the trail
- Outdoor public use eating areas
- Outdoor play spaces
- Parking, Accessible spaces and access, minimum number and type
- Signage and Wayfinding
- Service Counters

The Ontario Public Library Guidelines specifically addresses Library standards including:

- Height of shelves
- Width of aisles
- Gender free washrooms
- Wayfinding of collections
- Accessible workstations for staff and public
- Accessible and multi-format materials
- Accessibility software

G. References & Resources

- Accessibility for Ontarians with Disabilities Act, 2005. S.O. 2005, Chapter 11. Integrated Accessibility Standards. Consolidation Period: From June 1-June 30, 2016. Last Amendment 2016, Sched. 165/16.
<https://www.ontario.ca/laws/regulation/110191/v5>
- About the Accessibility for Ontarians with Disabilities Act, 2005 (AODA): Breaking Barriers Together. (2008). Ministry of Community and Social Services.
<http://www.mcsc.gov.on.ca/documents/en/mcsc/publications/accessibility/AboutAODAWeb20080311EN.pdf>
- Accessibility Standard for Customer Service: For organizations with fewer than 20 employees. (n.d.) Ministry of Community and Social Services. http://www.mcsc.gov.on.ca/documents/en/mcsc/accessibility/Tools/Checklist_less20_en.pdf
- Accessibility Standard for Customer Service: For organizations with 20 or more employees. (n.d.) Ministry of Community and Social Services. http://www.mcsc.gov.on.ca/documents/en/mcsc/accessibility/Tools/Checklist_more20_en.pdf
- Accessibility Standard for Customer Service : Getting Started Guide for employers: organizations with fewer than 20 employees. (n.d.) Ministry of Community and Social Services.
http://www.mcsc.gov.on.ca/documents/en/mcsc/accessibility/Tools/Checklist_less20_en.pdf
- Accessibility Standard for Customer Service : Getting Started Guide for employers: organizations with 20 or more employees. (n.d.) Ministry of Community and Social Services.
http://www.mcsc.gov.on.ca/documents/en/mcsc/accessibility/Tools/GettingStarted_more20_en.pdf
- Accessibility Standard for Customer Service: Template Plan. (n.d.). Ministry of Community and Social Services.
http://www.mcsc.gov.on.ca/documents/en/mcsc/accessibility/Tools/TemplatePlan_en.pdf
- Accessibility Standard for Customer Service: Training tips for employees: Organizations with fewer than 20 employees. (n.d.). Ministry of Community and Social Services.
http://www.mcsc.gov.on.ca/documents/en/mcsc/accessibility/Tools/TrainingTips_less20_en.pdf
- Accessibility Standard for Customer Service: Training tips for employees: Organizations with 20 or more employees. (n.d.). Ministry of Community and Social Services.
http://www.mcsc.gov.on.ca/documents/en/mcsc/accessibility/Tools/TrainingTips_more20_en.pdf
- Accessibility Standard for Employment: Providing emergency response information for employees with disabilities. (2011). Ministry of Community and Social Services.
http://www.mcsc.gov.on.ca/documents/en/accesson/emergency/Guide_emergencyinformation_employees_eng.pdf
- An Introduction to the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). (2006). Accessibility Directorate of Ontario; Ministry of Community and Social Services.
http://cfdlearn.ca/courses/pwd_module/downloads/AODA%20Introduction.pdf
- AODA 2010 Annual Report. (2010). Ministry of Community and Social Services.
http://www.mcsc.gov.on.ca/documents/en/mcsc/accessibility/aoda_report_10/AODA%20Annual%20Report%202010%20EN.pdf
- Canada-Ontario Labour Market Agreement for Persons with disabilities: 2010-11 Annual Report. (2011). Ministry of Community and Social Services.
http://www.mcsc.gov.on.ca/documents/en/mcsc/publications/accessibility/lab_mkt_2011.pdf

Charting a Path Forward: Report of the Independent Review of the Accessibility for Ontarians with Disabilities Act, 2005. (2010) Charles Beer, Independent Reviewer.

<http://www.mcsc.gov.on.ca/documents/en/mcss/accessibility/Charles%20Beer/Charles%20Beer.pdf>

CNIB AODA Customer Service E-Learning Courses.

http://www.cnib.ca/en/services/cnib_web_digital_accessibility_services/AODA_customer_service/?gclid=CO6KJLf0g8CFUQRNAodiCPajw

Communication Access for people who have Communication Disabilities: Guidelines and resources on Communicating with People who have Communication Disabilities. (2009). Ministry of Community and Social Services.

http://www.mcsc.gov.on.ca/documents/en/mcss/publications/accessibility/commAccessCommunicationDisabilities/Communication_Access_ENG.pdf

Count Us In: Removing Barriers to Political Participation: Accessible All Candidates Meetings. (2007). Accessibility Directorate of Ontario. Ministry of Community and Social Services.

<http://www.mcsc.gov.on.ca/documents/en/mcss/publications/accessibility/Quickreferenceguidetoaccessibleallcandidatesmeetin.pdf>

Count Us In: Removing Barriers to Political Participation: Accessible Campaign Information and Communication. (2007). Accessibility Directorate of Ontario. Ministry of Community and Social Services.

<http://www.mcsc.gov.on.ca/documents/en/mcss/publications/accessibility/Quickreferenceguidetoaccessiblecampaigninformation.pdf>

Count Us In: Removing Barriers to Political Participation: Accessible Constituency, Riding Association, Central Party and Campaign Offices. (2007). Accessibility Directorate of Ontario. Ministry of Community and Social Services.

<http://www.mcsc.gov.on.ca/documents/en/mcss/publications/accessibility/ACCESSIBLEOFFICES.pdf>

E-mail Updates can be subscribed to on AODA updates at

<http://www.mcsc.gov.on.ca/en/mcss/programs/accessibility/questions/form/csForm.aspx>

Emergency Preparedness Guidelines for People with Disabilities/Special Needs. (2007). Emergency Management Ontario. Ministry of Community and Social Services.

http://www.mcsc.gov.on.ca/documents/en/mcss/publications/accessibility/6453EMO_ENG_LP.pdf

Guide to the Accessibility Standards for Customer Service, Ontario Regulation 429/07. http://www.aoda.ca/?page_id=13

Ontario Ministry of Community and Social Services Making Ontario Accessible website.

<http://www.mcsc.gov.on.ca/en/mcss/programs/accessibility/index.aspx>

Tip Sheet: Helping employees with disabilities stay safe. (2011). Ministry of Community and Social Services.

<http://www.mcsc.gov.on.ca/documents/en/accesson/emergency/Emergency%20tip%20sheet%20employee%20disabilities.pdf>

Tip Sheets: Making emergency information accessible to the public. (2011). Ministry of Community and Social Services.

<http://www.mcsc.gov.on.ca/documents/en/accesson/emergency/Emergency%20tip%20sheet%20information.pdf>

What is AODA? What is the Accessibility for Ontarians with Disabilities Act? (n.d.).

<http://www.accessibilityadvantage.ca/about-aoda.php>

Respectfully Submitted,

Dr. Sabrina Saunders, CEO

LibraryCEO@TheBlueMountains.ca

519-599-3681 extension 148

**Type:** Governance**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.01

Associated Documents:

- Public Libraries Act R.S.O., 1990, c.P44
- Amendment: 2002, c. 18, Sched. F, s. 3(4)
- Standards for Ontario Community Museums, 2017
- Not-for-Profit Corporations Act, SO 2010, c.15
- Ontario Employment Standards Act, SO 2000, c.41
- Ontario Health and Safety Act, RSO 1990, c.O.1
- Ontario Heritage Act, RSO 1990, c.O18
- Accessibility for Ontarians with Disabilities Act, SO 2005, c.11
- Municipal Act, SO 2001, c.25
- Municipal Conflict of Interest Act, RSO 1990, c.M.50
- Municipal Freedom of Information and Protection of Privacy Act, RSO. 1990, cM.56
- Town of the Blue Mountains By-Law 2004-47
- Town of the Blue Mountains By-Law-2011-36
- Town of the Blue Mountains By-law No. 2016-35

Purpose

By-Laws and Governance Policies define how the Public Libraries Act and other relevant legislation are applied at the Blue Mountains Public Library. They set the framework for the governance and operations of the BMPL, and provide direction to Board, Staff and Community. They advance the mission, vision, values and mandates of the [gallery](#), library, [archives](#), and museum ([GLAM](#)), ~~gallery, and archive~~. Board Members, CEO and Personnel are responsible for knowing, understanding and complying with the By-Laws and Governance policies.

Legal Framework

The Board is subject to all legislation and local By-Laws. The Associated Documents list above identifies the primary Acts and external documents which apply to the Board and direct the CEO.

BLG.2018.1.1 Repeal Former By-Laws

All previous By-Laws governing the Board are hereby repealed and replaced with these By-Laws.

BLG.2018.1.2 Amending By-Laws

1. These Board By-Laws may be amended or removed by majority vote of the Board, providing:
 - 1.1. Notice is given at the previous meeting of the Board; and
 - 1.2. Proposed wording is distributed no less than one (1) week prior to a board meeting.
2. Motions for amendments may be brought at any time by an individual board member, a Committee of the Board designated for this purpose, or by recommendation of the CEO based on legislative or other changes.

BLG.2018.1.3 Indemnification

1. The Corporation indemnifies and saves harmless its Board members, officers, and employees, their heirs and legal representatives, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred in respect of any civil, criminal or administrative action or proceeding in which the Board member, officer or employee is a party by reason of being or having been a board member, officer or employee if:
 - 1.1. The board member, officer or employee acted honestly and in good faith with a view to the best interests of the Corporation;
 - 1.2. In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, board member officer or employee had reasonable grounds for believing his or her conduct was lawful.
2. The Library Board is indemnified via the Town and must adhere to TBM By-law No. 2016-35 *Being a By-Law to provide indemnification for members of Council, Local Boards, Committees, Employees or Former Employees with Respect to Certain Actions or Proceedings Arising from Their Duties.*

BLG.2018.1.4 Review Cycle

By-Laws and Governance policies shall be reviewed in the first year of the Board's cycle or as required by legislated updates and changes.

Original Approval: 03-22-2018

Amended On: 05-16-2019

Reviewed: 2023-07-20

POL-BLG.2018.02

Title: *Authority to Establish and Manage a Public Library & Community Museum*



Type: By-Law

Authority: Board

Resolution No.: BMPL 2018-48 on 3-22-18; POL-BLG.2018.02

Associated Documents:

- Public Libraries Act R.S.O., 1990
- Amendment: 2002, c. 18, Sched. F, s. 3(4)
- TBM By-Law 2004-47
- TBM By-Law 2011-36

Legal Framework

1. **Authority to Establish a Public Library:** The Council, as per [PLA 3.1], established the BMPL by the adoption of the municipal by-law #2004 – 47.
2. **Authority to Manage a Public Library:** The BMPL shall be under the management and control of a board, which is a corporation known in English as *The Blue Mountains Public Library Board*. [PLA 3.3]
3. **Authority to Establish a Community Museum:** The Council established the Craigleith Heritage Depot community museum by the adoption of the municipal by-law #2011-36.
4. **Authority to Manage a Community Museum:** The Blue Mountains Public Library board shall be the publicly accountable body responsible for the governance and management of the Craigleith Heritage Depot community museum per the adoption of municipal by-law #2011-36.

Commented [SS1]: Name change

Commented [SS2R1]: name

Original Approval: 2018-03-22

Reviewed: 2023-07-20

Amended: _____



| | |
|-----------------------|---|
| Type: | By-Law |
| Authority: | Board |
| Resolution No.: | BMPL 2018-48 on 3-22-18; POL-BLG.2018.03 |
| Associated Documents: | <ul style="list-style-type: none">• Public Libraries Act R.S.O., 1990• Amendment: 2002, c. 18, Sched. F, s. 3(8)• Amendment: 2002, c. 18, Sched. F, s. 3(9, 10, 11) |

Legal Framework

1. **Composition of the Board:** The Board shall be composed of at least five members and be appointed by the Council. [PLA 9.1]
2. **Board Members:** A person is qualified to be appointed as a member of the board who is a member of the appointing Council or,
 - 2.1. is at least eighteen years old;
 - 2.2. is a Canadian citizen or a permanent resident of Canada within the meaning of the *Immigration and Refugee Protection Act (Canada)*;
 - 2.3. is a resident of the municipality for which the board is established,
 - 2.4. is not employed by the Board or by the municipality. [PLA 10.1].
3. **Number of council members on Board Limited:** The appointing council shall not appoint more of its own members to the Board than the number that is one less than a majority of the Board. [PLA 10.2]
4. **Term:** The Board member shall hold office for a term concurrent with the term of appointing council, or until a successor is appointed, and may be reappointed for one or more further terms. [PLA 10.3]
5. **Time for making appointments:** The appointment of members of the Board shall be made at the first meeting of Council in each term or no later than 60 days after its first meeting. [10.4]
6. **Notice of Vacancies:** The clerk of The Town of The Blue Mountains shall give public notice of vacancies on the Board by publishing a notice of them, inviting applications, in a newspaper of general circulation in the municipality. [PLA 11.1]
7. **Notice of Vacancies Idem:** The notice referred to in PLA subsection 11.1 shall be in English or in both English and French, as may be appropriate. [PLA 11.2]
8. **Vacancies:** Where a vacancy arises in the membership of a Board, the Council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days. [PLA 12]

BLG.2018.3.1 Composition

1. The Board shall be composed of at least five members inclusive of councillor(s).
2. All members of the Board are trustees.

BLG.2018.3.2 Appointments

Prior to the call for appointments, the Board shall provide recommendations to Council on considerations for attributes, including size of board, and how the Board may assist in recruitment of qualified applicants.

BLG.2018.3.3 Vacancies

1. Upon receipt of a notice of resignation by a Board member, the Board deems the resignation as effective immediately and the Board Secretary will notify the Board and Town Clerk of the vacancy.
2. Upon removal of a Board member pursuant to *By-Law 4.2 Removal from the Board*, the Board Secretary shall notify the affected Board member and the TBM Clerk immediately following the meeting at which the position is declared vacant.

BLG.2018.3.4 Orientation

1. Orientation shall occur prior to the first meeting of the Board. Orientation shall provide training to prepare new Board Members for the first Board meeting and enable all Board Members, new and returning, to get acquainted. The CEO shall schedule the orientation meeting(s).
2. Each Board Member shall have access to orientation materials including:
 - 2.1. Applicable legislation (e.g. The Public Libraries Act);
 - 2.2. Board By-Laws;
 - 2.3. BMPL Policies;
 - 2.4. MOU and any agreements between the Board and TBM;
 - 2.5. Current financial information including the audited statement and budget;
 - 2.6. Current planning documents;
 - 2.7. Most recent Annual Report;
 - 2.8. Governance information and training resources (incl. Governance Hub);
 - 2.9. Names, and contact information of other Board Members and CEO;
 - 2.10. BMPL (Library, Museum/Archives, and Gallery) Organization chart;
 - 2.11. List of Council members;
 - 2.12. An application for Library membership (if not already a member); and
 - 2.13. Such other information as the CEO advises.
3. In addition to the review of the Orientation materials, the CEO and outgoing Chair shall be available to answer questions and further discuss the by-laws, policies, and direction of BMPL.

BLG.2018.3.5 Training

1. Board members shall participate in training mandated by legislation.
2. Board members are encouraged to participate in training opportunities that include, but are not limited to:
 - 2.1. Relevant legislation;
 - 2.2. Effective governance;
 - 2.3. Planning;
 - 2.4. Advocacy;
 - 2.5. Funding development; and
 - 2.6. Community Building.
3. To ensure ongoing education, the Board shall:
 - 3.1. Assess its training needs and schedule time for Board training throughout the year;
 - 3.2. Maintain a membership in the Ontario Library Association and the Ontario Library Boards' Association;

- 3.3. Designate the Chair, via the LibraryChair@TheBlueMountains.ca email to be the official representative to SOLS for all Trustee correspondence;
- 3.4. Approve representative(s) to attend regional ~~SOLS~~-OLS Trustee Council meetings and report back to the Board; and
- 3.5. Provide funding in the annual budget to allow for conference attendance.
4. The CEO shall notify the Board of available training and networking opportunities.
5. The cost of any training must be approved by the Board before it is undertaken or be within the larger budgetary lines approved within the annual estimates.
6. Board members shall report on their participation in training events at a duly scheduled Board Meeting.

Original Approval: 03-22-2018

Amended On: 05-16-2019; 01-16-2020; 07-20-2023

**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.04

Associated Documents:

- Public Libraries Act R.S.O., 1990
- Municipal Conflict of Interest Act R.S.O., 1990, c. M50
- Oath of Confidentiality
- Code of Ethics

Legal Framework

If a board member,

1. is convicted of an indictable offence;
2. becomes incapacitated;
3. is absent from the meetings of the Board for three consecutive months without being authorized by a Board resolution;
4. ceases to be qualified for membership under PLA clause 10 (1) (c); or
5. otherwise forfeits his or her seat,

the member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the Council accordingly. [PLA 13]

BLG.2018.4.1 Criminal Records Check

1. All Board Members shall provide a Police Criminal Records Check (CRC) without Vulnerable Sector Search to be kept on file for the duration of their term on the Board. If not required as part of TBM application and appointment, it must be requested by the Board Member immediately upon appointment to the Board, and provided to the Board Secretary. The Cost of the Police Criminal Records Check, if any, will be reimbursed by the BMPL.
2. Members agree to disclose new or pending criminal charges immediately to the Board Chair. Failure to disclose within 30 days of charge(s) being laid could result in removal. Upon notification of charges, action is at the discretion of the Board, and may include removal from the Board, suspension pending outcome of charges, or acknowledgement of charges with no immediate action taken. These steps are taken as a means of protecting the Brand of the BMPL and are not deemed an admission nor assumption of guilt.
3. Unless retained by TBM, the Board Secretary shall maintain records of Board Members and their CRC for the Board in confidence.
 - 3.1. Records shall be maintained in a Confidential Board Dossier.
 - 3.2. Should there be an updated CRC, the old CRC shall be shredded/deleted.
 - 3.3. A CRC shall be shredded/deleted within one year of the resignation of a Member from the Board, unless the Member:
 - 3.3.1. Was removed by the Board and an investigation is in place; or
 - 3.3.2. Is involved in legal proceedings against BMPL.

BLG.2018.4.2 Removal from the Board

Board Members may be removed from the Board, by resolution. Reasons for removal from the Board include, but are not limited to:

1. Criteria outlined in the Legal Framework of this policy.
2. Failure to disclose criminal charges.
3. Breach of the:
 - 3.1. BMPL Oath of Confidentiality,
 - 3.2. BMPL Code of Ethics,
 - 3.3. TBM Code of Conduct, or
 - 3.4. Municipal Conflict of Interest Act.
4. Attendance at fewer than 50% of regularly scheduled meetings in any 12 month period.

Original Approval: 03-22-2018

Amended: 05-16-2019

Reviewed: 07-20-2023

**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.05**Associated Documents:** Public Libraries Act R.S.O., 1990

Legal Framework

1. **By-Law re-calling the first meeting:** The Council may by by-law authorize the Chief Executive Officer appointed under PLA subsection 15.2 to call the first meeting of the board in each new term. [PLA 14.2]
2. **First Meeting:** The first meeting of the Board in a new term shall be called, if a by-law has been passed under PLA subsection 14.2, by the Chief Executive Officer appointed under PLA subsection 15.2. [PLA 14.1]
3. **Chair:** The Board shall elect one of its members as chair at its first meeting in a new term. [PLA 14.3]
4. **Acting Chair:** In the absence of the chair, the Board may appoint one of its members as acting chair. [PLA 14.4].

BLG.2018.5.1 Calling Meeting

The CEO shall call the inaugural meeting of the BMPL in each new term upon receipt of confirmation of appointments from Council.

BLG.2018.5.2 Elected Positions of the Board

1. At the first meeting of the Board, and any election thereafter, the CEO shall conduct elections for Chair and Vice Chair.
2. For each subsequent year of the Board cycle, an election shall occur annually at the November meeting. Incumbents may be re-elected.

BLG.2018.5.3 Role of Chair and Vice Chair

1. The Chair of the Board acts as an official representative of BMPL and in a leadership role to the Board, ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of order.
2. In addition, the Chair shall:
 - 1.1. Preside at regular and special meetings of the Board. The Chair shall keep deliberation fair, open, and thorough, but also efficient, timely, orderly, and to the point;
 - 1.2. Ensure all issues of Board governance are brought to the Board for consideration, and all relevant material is available;
 - 1.3. Interpret Committee Terms of Reference and determine the responsibility of committees to deal with matters which arise where it is unclear which committee has responsibility, subject to eventual confirmation by the Board;
 - 1.4. Represent the Board, alone or with other Board members, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board;
 - 1.5. Assume no authority to make decisions outside Board-approved positions; and

- 1.6. Assume no authority to speak for the Board on issues not yet decided.
2. The Chair shall advise the Vice-Chair or designate if, for any reason, s/he is temporarily unable to perform these functions.
3. In the absence of the Chair, the Vice-Chair is responsible for exercising all powers and performing all duties of the Chair.

BLG.2018.5.4 Temporary Chair

1. In the absence of both the Chair and Vice Chair, the Board shall appoint a temporary meeting chair.
2. In the event that the Chair has declared a conflict of interest regarding any item on the agenda, the Vice-Chair shall run that portion of the meeting. Should the Vice-Chair also be in conflict of interest, or unavailable for the meeting, an election for Temporary Chair shall occur.
3. The Chair may defer the role to another member, the CEO or a facilitator at a special meeting or to address committee business.

Original Approval: 03-22-2018

Amended: 05-16-2019

Reviewed: 07-20-2023

**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.06

Associated Documents:

- Public Libraries Act R.S.O., 1990
- Amendment: 2009, c. 33, Sched. 11, s. 7(2)
- Amendment: 2002, c. 17, Sched. C, s. 24(5)
- Amendment: 2006, c. 32, Sched. C, s. 53(1)
- POL-BLG.2018.99 Agenda and Multi-Year Agenda

Legal Framework

1. **Meetings:** A Board shall hold at least seven regular meetings in a year. [PLA 16.1].
2. **Special meetings:** The chair or any two members of a Board may summon a special meeting of the Board by giving each member reasonable notice in writing [including electronic], specifying the purpose for which the meeting is called. [PLA 16.2]
3. **Open and closed meetings:**
 - 3.1. In this section,
 - 3.1.1. "committee" means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of the Board;
 - 3.1.2. "meeting" means any regular, special, committee or other meeting of the Board. [PLA 16.1]
 - 3.2. **Open meetings:** Except as provided in this section, all meetings shall be open to the public. [PLA 16.2]
 - 3.3. **Improper conduct:** The Board chair may expel any person for improper conduct at a meeting. [PLA 16.3]
 - 3.4. **Closed meetings:** A meeting or part of a meeting may be closed to the public if the subject matter being considered is,
 - 3.4.1. the security of the property of the Board;
 - 3.4.2. personal matters about an identifiable individual;
 - 3.4.3. a proposed or pending acquisition or disposition of land by the Board;
 - 3.4.4. labour relations or employee negotiations;
 - 3.4.5. litigation or potential litigation, including matters before administrative tribunals, affecting the Board;
 - 3.4.6. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - 3.4.7. a matter in respect of which a Board or Committee of a Board may hold a closed meeting under another Act [PLA 16.4].

3.4.7.1. This includes the Municipal Act's Permission to close session for an Educational or Training sessions which reads, "A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied: (1) The meeting is held for the purpose of educating or training the members. (2) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee". [Municipal Act, 239.3.1].

3.4.7.2. A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the Board or Committee of the Board is the head of an institution for the purposes of that Act, or the Head is presenting to the Board or Committee. [PLA 16.5]

3.5. **Resolution:** Before holding a meeting or part of a meeting that is to be closed to the public, a Board or Committee of the Board shall state by resolution,

3.5.1. the fact of the holding of the closed meeting; and

3.5.2. the general nature of the matter to be considered at the closed meeting. [PLA 16.6]

3.6. **Open meeting:** Subject to PLA subsection 16.8, a meeting shall not be closed to the public during the taking of a vote. [PLA 16.7]

3.6.1. **Exception:** A meeting may be closed to the public during a vote if,

3.6.1.1. PLA subsection 16.4 or 16.5 permits or requires the meeting to be closed to the public; and

3.6.1.2. the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Board or Committee of the Board or persons retained by or under contract with the Board. [PLA 16.8]

3.6.2. **Open is defined as:**

3.6.2.1. Being promoted to the public via advertisement on the BMPL Events Calendar

3.6.2.2. Allowing the public to physically attend the meeting, or in the case of a declared emergency, virtually attend the meeting.

4. **Quorum:** The presence of a majority of the Board is necessary for the transaction of business at a meeting. [PLA 16.5]

5. **Voting:** The chair or acting chair of a Board may vote with the other members of the Board upon all questions, and any question on which there is an equality of votes shall be deemed to be negative. [PLA 16.6]

6. **Language:** The Board may conduct its meetings in English or French or in both English and French and subsections 247(1), (4), (5), and (6) of the *Municipal Act 2001*, apply with necessary modifications. [PLA 17]

BLG.2018.6.1 Meeting, Schedule and Agenda

1. A schedule of the regular meetings of the Board, identifying date, time and location, shall be developed annually.

2. Annual and multi-year agenda shall be developed to schedule topics over the Board's term [See POL-BLG.2018.99].
3. The Agenda Package shall be distributed to the Board no less than one (1) week before the meeting; and no less than five (5) days before the meeting via BMPL website to the public.

BLG.2018.6.2 Quorum

Quorum is a simple majority of members.

1. Where a quorum is not present within thirty (30) minutes after the hour fixed for a meeting, the Board Secretary shall record the names of members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.
2. If notified by a majority of Members of their anticipated absence from a meeting, the Board Secretary shall notify all Board Members and the public that the meeting is cancelled.

BLG.2018.6.3 Attendance at Meetings

1. In the event that a Board Member must be absent from any meeting, that person shall notify the Secretary prior to the day of the meeting.
2. Meeting attendance is to be in-person, but may, in special situations, be considered by teleconference, with approval of the Chair.
3. Proxy voting is not permitted.
4. In the event of a pandemic or for time-sensitive business, meetings (including regular, special, committee and council meetings) may be conducted via teleconference (audio and/or video). The CEO shall make options available which meet the needs of all members and which do not put any financial burden on any member. As with any open meeting, the public shall be notified and the Board Secretary shall make every effort to accommodate public requests to participate.

Commented [SS1]: Are we moving to hybrid, or is this only in special cases

BLG.2018.6.4 E-mail Vote

1. In the event of an emergency or a time sensitive single item, the Chair may require an e-mail poll to immediately move on business.
2. The e-mail message shall constitute official correspondence and be recorded as the content of the minutes. A recorded vote shall be included in the minutes.
3. There shall be no discussions on an e-mail vote. Should further discussion be requested, a Special Meeting may be called or the item shall be deferred to the next Regularly Scheduled meeting.

BLG.2018.6.5 Rules of Debate

The Board shall follow a best practice rules of debate such as *Robert's Rules of Order*. A copy of Robert's Rules of Order shall be available for each Board meeting.

BLG.2018.6.6 Deputations

1. Members of the public may address the Library Board on any BMPL-related topic, provided they complete a Deputation Request Form, including complete details of the deputation.
 - 1.1. A Deputation Request Form with all supporting presentation materials (e.g. PowerPoint, statement to be read) must be submitted to the Board Secretary by noon, at least three (3) days prior to the date of the Board meeting to be considered for inclusion on that agenda.

- 1.2. If the Deputation Request Form is received after the deadline, or if the Chair deems the Agenda to be full, or if presentation materials are omitted, the presentation may be delayed until a subsequent Board meeting.
2. All materials will be circulated to the Board and relevant staff prior to the presentation and will be included in the web-posted agenda package if available before the package is posted. All materials within the application or provided during the actual presentation will be entered into the records management system for that meeting. The Board Secretary shall also update the Agenda Package on the website with any presentation documents received during the meeting.
3. The Library Board allocates up to ten minutes per presentation. The Chair may extend this time if the Board approves and the agenda permits. Any person who has presented information on the same topic at previous meetings shall be limited to providing only new information in their subsequent presentations.

BLG.2018.6.7 Public Input on Agenda Items

1. The Public Input on Agenda Items is an open mic session where community members may speak on any issue which is included in the agenda. This format is intended to provide an opportunity for community input prior to Board decisions being made. Those wishing to speak to items not on the agenda, should follow the Deputation process.
2. There is no advance application process. Prior to the meeting the Board Secretary will have a sign-up sheet for community members who wish to address items on the agenda. On the sign-up sheet, presenters will be asked to identify the agenda item to be addressed. The order of presenters is at the discretion of the Chair.
3. Total time is limited to 20 minutes for this agenda item. The Chair may extend this time if the Board approves and the agenda permits. Individual presenters shall be limited to three (3) minutes.
4. The identity of presenter and agenda item addressed will be noted in the minutes.

BLG.2018.6.8 In Meeting Procedures for Deputations and Public Input on Agenda Items

1. Speakers shall direct their presentation to, and through, the Chair.
2. Board members may, through the Chair, respond to the presentation, or ask questions, where it is appropriate, but shall not enter into debate about the presentation.
3. Anyone making a presentation to the Board shall speak respectfully and follow MFIPPA policies, addressing only the approved presentation topic.

Original Approval: 03-22-2018
Amended: 05-16-2019; 01-16-2020; 04-16-2020
Reviewed: 07-20-2023

**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.07

Associated Documents:

- Public Libraries Act R.S.O., 1990
- Amendment: 1993, c. 27, Sched.
- Appendix: Lines of Authority

Legal Framework

1. **Staff:** The Board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties. [PLA 15.1]
2. **Chief Executive Officer:** The Board shall appoint a Chief Executive Officer (CEO) who shall have general supervision over and direction of the operations of the BMPL and its staff, shall attend all Board meetings and shall have the other powers and duties that the Board assigns to him or her from time to time. [PLA 15.2]
3. **Secretary:** The Board shall appoint a secretary who shall,
 - 3.1. conduct the Board's official correspondence; and
 - 3.2. keep minutes of every meeting of the Board. [PLA 15.3]
4. **Treasurer:** The Board shall appoint a treasurer who shall,
 - 4.1. receive and account for all the Board's money;
 - 4.2. open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board;
 - 4.3. deposit all money received on the Board's behalf to the credit of that account or accounts; and
 - 4.4. disburse the money as the Board directs. [PLA 15.4]
5. **Idem:** The same person may be both the secretary and the treasurer, and the CEO appointed under PLA subsection 15.2 may be the secretary and may be the treasurer. [PLA 15.5]

BLG.2018.7.1 Appointment of the CEO/Secretary/Treasurer

1. The Board shall appoint a CEO to manage the operations of the BMPLs gallery, library, archives and museum (GLAM), and who shall also be Secretary/Treasurer of the Board.
2. The CEO reports to the Board as a whole. The Board shall direct the CEO via policy, ~~and~~ the Strategic Plan, and the Annual Action Plan.
3. The Board shall establish a job description, hours of work, salary, and benefits for the position.
 - 3.1. The job description shall clearly list the duties assigned to the position and establish the reporting relationships of the CEO;
 - 3.2. This job description shall be reviewed for amendments, updates and changes not less than every four (4) years.
4. The Board shall conduct an annual evaluation of the performance of the CEO to aid in setting objectives for the following year.
5. Any contracts between the CEO and Board supersede policy.

BLG.2018.7.2 Responsibilities of the CEO

1. The CEO is responsible for reasonable interpretation of the Board policies.
2. The CEO shall keep the Board informed of relevant trends, anticipated adverse community reaction, material external and internal changes.
3. The CEO shall support the initiatives of the Board and its committees as a staff resource.
4. The CEO shall be the Head of the organization, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
5. The CEO shall prepare an annual Risk Assessment Report for the Board.
6. The CEO has authority for all operational aspects of the [GLAM](#)~~library, museum, gallery, and archives~~. These include but are not limited to:
 - 6.1. Day to day operations and decisions;
 - 6.2. Hiring, discipline, termination, and evaluation of employees and volunteers;
 - 6.3. Expensing within the Board approved budget;
 - 6.4. Establishing operational policies, procedures, plans, and programs;
 - 6.5. Collection Development, creating collection plans, and collection purchases;
 - 6.6. Acceptance of donations, gifts, and in-kind contributions; and
 - 6.7. Marketing, promoting and branding of services and programs.

BLG.2018.7.3 Secretary of the Board

The Secretary has the primary responsibilities of:

1. Maintaining the official record of Board business, including Board Minutes, Board and Committee reports and correspondence;
2. Preparing all copies of Reports, Minutes, and Agenda prior to meeting in consultation with the Chair;
3. Attending all duly scheduled Board and Committee meetings as a resource person or providing a designate; and
4. Taking Minutes, or designating a Note Taker, to prepare Official Minutes of the Board and distributing the minutes in draft to the Board within one (1) week of the meeting. Minutes will record key points of the discussions, as well as final decisions.

BLG.2018.7.4 Treasurer of the Board

1. The Treasurer has the primary responsibilities of:
 - 1.1. Developing short and long-term operational and capital budgets which reflect and support the Board priorities and plans;
 - 1.2. Preparing and presenting finance reports to the Board;
 - 1.3. Ensuring accurate and timely filing of tax and other government payments and reports;
 - 1.4. Receiving, processing, and disbursing funds under controls which meet the Public Sector Accounting Standards (PSAS);
 - 1.5. Assessing risk maintaining insurance to protect the organization, Board and staff from loss or liability;
 - 1.6. Developing purchasing procedures which ensure value for money, open and transparent documented policy and processes with equitable access to vendors;
 - 1.7. Maintaining investments in secure instruments of AA rating or better.

2. The Board, by MOU or contract, may assign some of the aforementioned services to other parties; however, the Treasurer is ultimately responsible for ensuring their completion.

BLG.2018.7.5 Curator

The Curator is hired by and reports directly to the CEO and is responsible for the preservation of and exhibition of assets of the community museum.

BLG.2018.7.6 Reporting Relationship

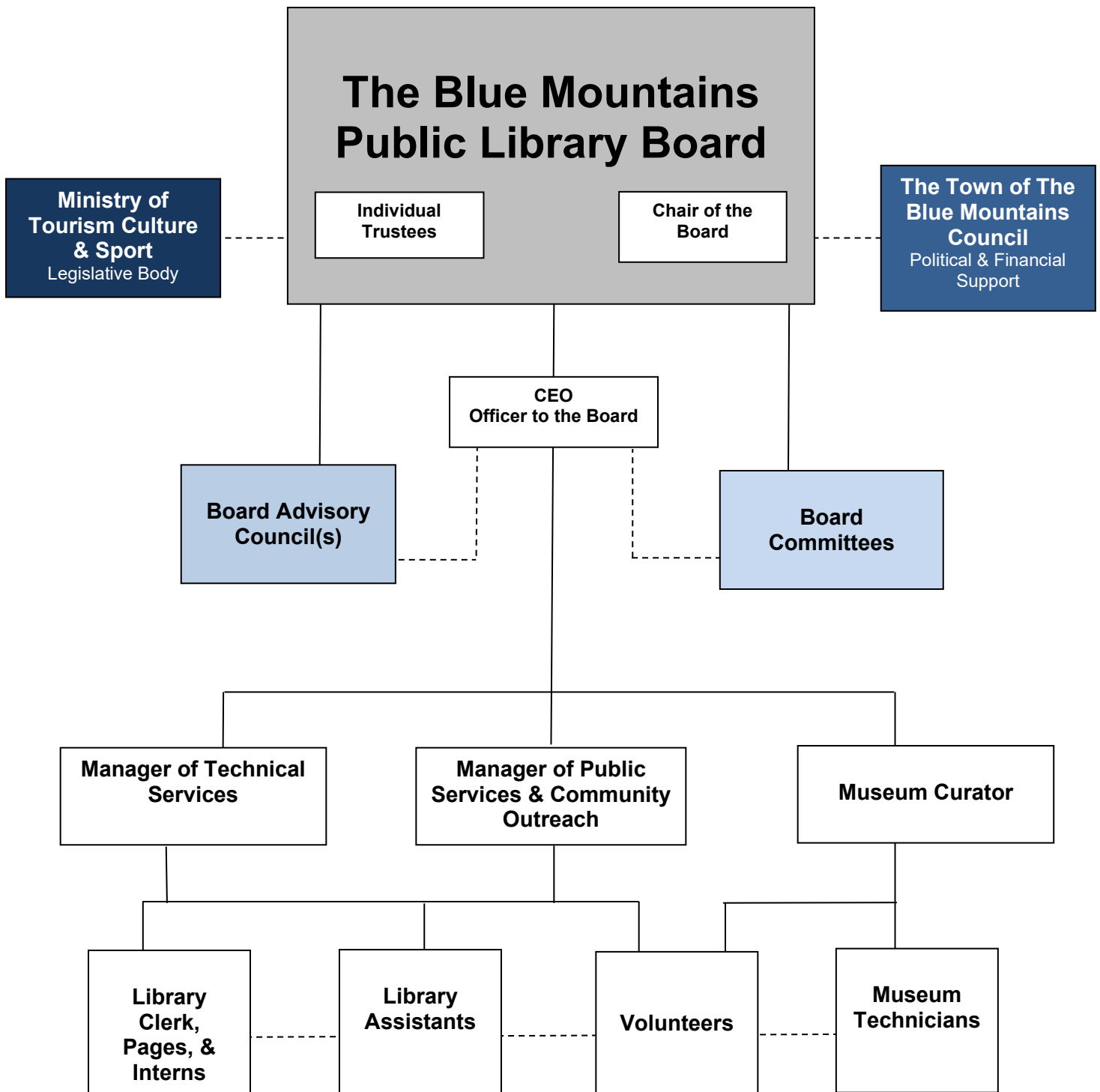
The CEO/Secretary/Treasurer reports to the Board as a whole but works collaboratively with the Board and Committee Chairs to facilitate Board and Committee operations respectively. The communication between the Board and between the Board and Staff is described in the BMPL Organizational Chart (See Appendix).

Original Approval: 03-22-2018

Amended: 11-15-2018; 05-16-2019

Reviewed: 2023-07-20

Appendix: Lines of Authority



**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.08**Associated Documents:** Public Libraries Act R.S.O., 1990**Legal Framework**

The Board may reimburse its members for proper travelling and other expenses incurred in carrying out their duties as members. [PLA 18]

BLG.2018.8.1 Board Remuneration

The Blue Mountains Public Library Board respects the time commitment Board Members give to the community through their volunteerism. Board members are not compensated for their time at Board or Committee Meetings or while conducting other Board tasks.

BLG.2018.8.2 Travel Expenses

1. Members shall be reimbursed for any preapproved expenses at The Town of the Blue Mountains travel rates.
2. The Board will pay registration fees, travel expenses, meals (including gratuity up to 15%) and accommodation for Board Members selected to attend conferences and workshops which, in the opinion of the Board, are of value to the Board. Alcohol does not qualify for reimbursement.
3. A Board Member may apply for advance funding. A request for funding must be submitted to the CEO on the appropriate form.
4. Board Members must present original receipts which provide an itemized description of expenses with a Board Travel Reimbursement Request Form. Debit or credit card receipts may accompany the original receipt in the case of gratuity.
5. Board Members will be reimbursed promptly following submission of approved expense claims.

BLG.2018.8.3 Other Expenses

Board members may be compensated for other incidental expenses incurred as a result of their involvement on the Board.

Original Approval: 03-22-2018

Amended: 05-16-2019

Reviewed : 07-20-2023

**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.09**Associated Documents:** Public Libraries Act R.S.O., 1990**Legal Framework**

1. The Board may, with the consent of the appointing council,
 - 1.1. acquire land required for its purposes by purchase, lease, expropriation or otherwise;
 - 1.2. erect, add to or alter buildings;
 - 1.3. acquire or erect a building larger than is required for library purposes, and lease any surplus part of the building; and
 - 1.4. sell, lease or otherwise dispose of any land or building that is no longer required for the board's purposes. [PLA 19.1]
2. **Application of *Expropriations Act*:** The *Expropriations Act* applies to the expropriation of land under PLA subsection 19.1. [PLA 19.2]

Original Approval: 03-22-2018

Reviewed: 07-20-2023

**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.10

Associated Documents:

- Public Libraries Act R.S.O., 1990
- POL-BLG.2018.99 Agenda and Multi-Year Agenda

Legal Framework

The Board,

1. Shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs;
2. Shall seek to provide library services in the French language, where appropriate;
3. Shall operate one or more libraries and ensure that they are conducted in accordance with the PLA and its regulations;
4. May operate special services in connection with a library as it considers necessary;
5. Shall fix the times and places for Board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept;
6. Shall make an annual report to the Minister and make any other reports or provide any other information required by the PLA and its regulations or requested by the Minister from time to time;
7. Shall make provision for insuring the board's real and personal property;
8. Shall take proper security for the treasurer; and
9. May appoint such committees as it considers expedient. [PLA 20]

BLG.2018.10.1 Responsibilities of the Board

The Board:

1. Bears legal responsibility for the BMPL;
2. Researches the library-related needs of the community;
3. Researches the museum and heritage-related needs of the community;
4. Develops and publishes a Strategic Plan every four (4) years which sets direction for the gallery, library, archives, and museum (GLAM) and serves as a legacy document for the incoming Board;
5. Determines the individual and combined goals and objectives of the GLAM, and ensures adequate funding to fulfill these goals;
6. Ensures the Board's assets, be they real estate, collections, or human, are being cared for and managed by the CEO in a responsible, efficient and effective manner;
7. Works with the CEO to prepare a budget adequate to carry out goals and objectives of the GLAM and presents this budget to TBM for approval;
8. Ensures that the community museum is operated in accordance with the *Standards for Community Museums in Ontario*.

BLG.2018.10.2 Committees of the Board

The Board may establish Standing or Ad Hoc Committees to further the work of the Board and more specifically the implementation of the Strategic Plan. The Board establishes terms of reference and specific duties for each of the Committees of the Board.

- 1.1. Committees report directly to the Board and have no authority other than to draft recommendations, or to prepare alternatives for the Board's consideration.
- 1.2. To be considered a Committee of the Board, at least fifty percent of its members must be sitting Board Members.
- 1.3. Committees shall not supervise or direct staff, but may request, via the CEO, for staff to assist with information gathering and retrieval or in-house tasks of the Board.

BLG.2018.10.3 Advisory Councils to the Board

The Board may establish advisory councils to further the work of the Board in key areas where specific expertise is needed. These councils shall be part of the Board governance structure and be included in the Lines of Authority document.

1. The Board shall establish written terms of reference for advisory councils to identify mandate, powers and limitations.
2. Advisory Council(s) report directly to the Board and submits minutes of their proceedings to the Board.
- ~~3. In the case of the community museum governance, this Advisory Council shall fulfil portions of the mandate, required by the responsible Ministry, to have a separate Board from that of the BMPL Board.~~
- 4.3. An advisory council or any committee appointed by and reporting to the CEO, such as the Art & Culture Council (ACC), are not included in this policy.

BLG.2018.10.4 Board Evaluation

The Board shall monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals. The evaluation process identifies key areas for improvement and the requisite follow-up action.

1. The Board shall evaluate its effectiveness on an annual basis:
 - 1.1. Assessing the Board as a whole; and
 - 1.2. Via self-assessment.
2. The evaluation shall be completed by considering the performance of the Board against approved Plans, By-Laws and Policy.
3. The evaluation shall be scheduled within the annual agenda.
4. The Board shall additionally conduct exit interviews, when a member resigns or at the end of term with the intention of determining improvements for future board member experience.

BLG.2018.10.5 Advocacy

1. The Board is the primary body to advocate for the GLAM. The Board must ensure that the community is aware of the importance of the BMPL, and that funding bodies fully understand the important role the system plays in the community.
2. The Board Chair (or delegate) shall be the official spokesperson for the BMPL pertaining to all issues approved by the Board.
3. In pursuing its advocacy activities, the Board and CEO shall:
 - 1.1. Prepare an annual advocacy plan;
 - 1.2. Inform Council of the needs of the community, plans and achievements by means of annual reports, budget requests and regular updates;

- 1.3. Participate in activities that build relationships with individuals and organizations that share interests with those of the BMPL;
- 1.4. Actively pursue donations and relationships which shall benefit the BMPL financially and in collection development, including local history and archives collections;
- 1.5. Identify and respond to issues, concerns, and government policies that may directly or indirectly affect the BMPL, and ensure that government decision-makers at all levels are aware of the value of the library, museum and gallery, and their benefits to individuals groups, and the community now and of the future.

Original Approval: 03-22-2018

Amended: 11-15-2018; 05-16-2019; 11-17-2022

Reviewed: 07-20-2023

**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.11**Associated Documents:**

- Public Libraries Act R.S.O., 1990
- Amendment: 2006, c. 32, Sched. C, s. 53(2)
- Human Resources policies

Legal Framework

1. **Pensions:** The Board may, by resolution, provide pensions for employees or any class of them and their surviving spouses and children. [PLA 22.1]
2. **Sick leave credits:** The Board may, by resolution, establish a system of sick leave credit gratuities for employees or any class of them in the manner and subject to the conditions set out in the *Municipal Act, 2001* and the *Employment Standards Act, 2000*. [PLA 22.2]

BLG.2018.11.1 Pension

BMPL participates in the TBM pension program (See POL-ADM.2018.37: Benefit Plans).

BLG.2018.11.2 Sick Leave

The CEO shall establish sick leave benefits consistent with TBM policies. (See POL-ADM.2018.38: Leave Requests)

Original Approval: 03-22-2018

Reviewed: 07-20-2023

**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.12

Associated Documents:

- Public Libraries Act R.S.O., 1990
- Amendment: 2009, c. 33, Sched. 11, s. 7(3)
- BMPL User Services Policies

Legal Framework

1. **Libraries to be open to public:** The Board shall not make a charge for admission to BMPL or for use in the library of the library's materials. [PLA 23.1]
2. **Certain library services free:** The Board shall allow the public to,
 - 2.1. reserve and borrow circulating materials that are prescribed or belong to a prescribed class; and
 - 2.2. use reference and information services as the Board considers practicable, without making any charge. [PLA 23.2]
3. **Fees:** The Board may impose such fees as it considers proper for,
 - 3.1. services not referred to in PLA subsections 23.1 and 23.2;
 - 3.2. the use of the parts of a building that are not being used for public library purposes; and
 - 3.3. the use of library services by persons who do not reside within the area of the board's jurisdiction of TBM. [PLA 23.3]
4. **Rules:** Subject to the regulations, the Board may make rules,
 - 4.1. for the use of library services;
 - 4.2. for the admission of the public to the library;
 - 4.3. for the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property;
 - 4.4. imposing fines for breaches of the rules;
 - 4.5. suspending library privileges for breaches of the rules; and
 - 4.6. regulating all other matters connected with the management of the library and library property. [PLA 23.4]

BLG.2018.12.1 BMPL User Services Policies

The CEO shall establish BMPL User Services policies. These will be publicly available.

Original Approval: 03-22-2018

Reviewed: 07-20-2023

**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.13**Associated Documents:** Public Libraries Act R.S.O., 1990

Legal Framework

1. **Estimates:** The Board shall submit to Council, annually on or before the date and in the form specified by the council, estimates of all sums required during the year for the purposes of the Board. [PLA 24.1]
2. **Approval of estimates:** The amount of the Board's estimates that is approved or amended and approved by the Council shall be adopted by the Board and shall be paid to the Board out of the money appropriated for it. [PLA 24.2]
3. **Idem:** The Board shall apply the money paid to it under PLA subsection 24.2 in accordance with the estimates as approved, subject to subsection (4). [PLA 24.3]
4. **Council may authorize variation:** The Council may, in its approval of the Board's estimates or at any time at the Board's request, authorize the Board to apply a specified amount or percentage of the money paid to it under PLA subsection 24.2 otherwise than in accordance with the items of the estimates as approved. [PLA 24.4]

BLG.2018.13.1 Financial Oversight

The Board is accountable to the community for the BMPL's financial affairs including that of the GLAM. The Board ensures adequate controls are in place to manage finances, and allocate available resources to enable the BMPL to deliver services and fulfill its mission.

1. Financial year: The Financial Year of the BMPL shall cease on the 31st day of December in each year.
 - 1.1. Signing: The Board shall appoint at least three signing officers who may bind BMPL, one of whom shall be the CEO.
2. Budget (Annual Estimates)
 - 2.1. The Board shall approve operational and long-term capital budgets which support the BMPL's approved Strategic Plan.
 - 2.2. Budget requests and forecasts shall be provided to TBM for support and to assist in TBM's long-term capital budget planning, and to provide sufficient information to support projected estimates.
 - 2.3. The Board shall demonstrate a commitment to financial sustainability and stability in annual budgets and in long-term projected budgets and reserves.
3. The Board monitors the finances in order to ensure that the ongoing financial position of the BMPL is consistent with the priorities approved by the Board.

BLG.2018.13.2 Audit

1. The accounts of the Board shall be audited, by an individual or firm with the professional authority to place judgment on the condition of the BMPL's financial operations. By resolution, the Board shall select the auditor.

2. Audits may be requested by any member of the Board upon the death, resignation, dismissal, or other termination of the CEO or Treasurer; and at such other times as the Board shall direct.
3. At least one (1) original signed copy shall remain on file with the BMPL and be located within the financial records of the corresponding fiscal year. E-copies of the completed and signed Audit shall be kept within the electronic financial records.
4. The Board may, from time to time, request an internal audit of the Finances and/or CEO/Treasurer's records. It is understood by the Board that all records maintained by employees or service partners on behalf of the Board are Board property and must be available for Board business immediately and without delay.

Original Approval: 03-22-2018

Amended: 05-16-2019

Reviewed: 07-20-2023

**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.14**Associated Documents:**

- Public Libraries Act R.S.O., 1990
- Amendment: 2006, c. 32, Sched. C, s. 53(4)

Legal Framework

1. **Debentures:** The sums required by the Board for the purposes of acquiring land, for building, erecting or altering a building or for acquiring books and other things required for a newly established library may, on the application of the Board, be raised by the issue of municipal debentures. [PLA 25.1]
2. **Application to council:** The Board's application shall be made to Council. [PLA 25.2]
3. **Council to deal with application:** The Council at the first meeting after receiving the application or as soon thereafter as possible, shall consider and approve or disapprove it. If the vote of Council results in a tie, the application shall be deemed to be disapproved. [PLA 25.3]
4. **Issue of debentures:** If the Council approves the application, it shall raise the sum required by the issue of debentures in the manner provided under the *Municipal Act, 2001*, or, if it so desires, the Council may raise its proportion of the sum required by the issue of its own debentures. [PLA 25.4]

Original Approval: 03-22-2018

Amended: 07-20-2023

POL-BLG.2018.15

Title: *Grants from Council*



Type: By-Law

Authority: Board

Resolution No.: BMPL 2018-48 on 3-22-18; POL-BLG.2018.15

Associated Documents: Public Libraries Act R.S.O., 1990

Legal Framework

The Council may make a grant in money, lands or buildings to the Board. [PLA 27]

Original Approval: 03-22-2018

Reviewed: 07-20-2023

**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.16

Associated Documents:

- Public Libraries Act R.S.O., 1990
- POL-SYS.2018.21 Access to Information and Protection of Privacy

Legal Framework

1. Subject to PLA subsection 28.2, a person may, during ordinary business hours, inspect any records, books, accounts and documents in the possession or control of the Board's secretary. [PLA 28.1]
2. Exception: The secretary shall refuse to allow an inspection under PLA subsection 28.1 in circumstances in which a head must refuse disclosure under any of sections 6 to 16 of the *Municipal Freedom of Information and Protection of Privacy Act*, and the secretary may refuse to allow an inspection under PLA subsection 28.1 in circumstances in which a head may refuse disclosure under any of those sections of that Act. [PLA 28.2]

BLG.2018.16.1 Availability of Records

1. To assist the public in having immediate access to the BMPL records and documents, agenda packages for open meetings shall be available on the BMPL website.
2. The Board Secretary and/or Head has the right to refuse any request which involves Closed Minutes, unpublished drafts, unapproved minutes, or materials which are protected by the PLA, the Municipal Act, or Municipal Freedom of Information and Protection of Privacy Act.

BLG.2018.16.2 Minute Book

1. Requests to view the Minute Book of the Board shall be made in writing to the Board Secretary using the Request for Information forms found on the website. For approved requests a mutually agreeable meeting time for the review will be scheduled.
2. The individual or organization requesting these materials must be observed with the documents (be they financial or Minutes) for the duration of their review to ensure the authenticity, integrity, and safety of the official records.
3. The staff observer has the right to remove the individual from the building and remove the materials from use if there is concern for the safety and integrity of the documents.
4. If the request is deemed appropriate to be referred to the public copy of the records, the Board Secretary may do so as these are a true digitized copy of the official records.

BLG.2018.16.3 Closed Session Records

Closed Session Records are defined within the PLA and Municipal Act, and are confidential. The Board Secretary may consider access to these records.

BLG.2018.16.4 Request for Information under MFIPPA

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) provides a right to access records held by any organization. See *POL-SYS.2018.21-Access to Information and Protection of Privacy*.

Original Approval: 03-22-2018

Amended: 05-16-2019

Reviewed: 07-20-2023

**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.17**Associated Documents:**

- Public Libraries Act R.S.O., 1990
- Amendment: 2006, c. 32, Sched. C, s. 53(4)

Legal Framework

The Minister shall make a grant to every board for library purposes, on the prescribed conditions. [PLA 30.1]

BLG.2018.17.1 Receipt of Funds by Board

The Board will receive funds from the MTCS and other funders.

1. These funds shall be deposited into an account bearing the name of the BMPL.
2. In the event TBM finance department is providing financial services, the department will properly track all funds on behalf of the BMPL in accordance with Public Sector Accounting Standards (PSAS) and provide notice and details of all deposits to the CEO.

Original Approval: 03-22-2018

Amended: 05-16-2019

Reviewed: 07-20-2023

**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.18**Associated Documents:** Public Libraries Act R.S.O., 1990

Legal Framework

The Lieutenant Governor may make regulations [for Public Libraries],

1. providing for the distribution of all money appropriated by the Legislature for library purposes;
2. prescribing the conditions governing the payments of grants;
3. respecting the establishment, organization, management, premises and rules of public libraries; and
4. prescribing circulating materials or classes of circulating materials for the purpose of PLA clause 23.2(a). [PLA 39]

The Lieutenant Governor may make regulations [for Community Museums],

1. providing for the distribution of all money appropriated by the Legislature for community museum purposes;
2. prescribing the conditions governing the payments of grants; and
3. respecting the establishment, organization, management, premises and standards of community museums.

Original Approval: 03-22-2018

Reviewed: 07-20-2023

POL-BLG.2018.19

Title: *Withholding Grants on a Default Board*



Type: By-Law

Authority: Board

Resolution No.: BMPL 2018-48 on 3-22-18; POL-BLG.2018.19

Associated Documents:

- Public Libraries Act R.S.O., 1990
- Standards for Community Museums in Ontario

Legal Framework

1. Where the Board in any fiscal year fails to comply with the PLA or its regulations, the Minister may withhold the whole or any part of the legislative grant that would otherwise be payable to the Board for that year. [PLA 41]
2. Where the Board in any fiscal year fails to comply with the Standards for Community Museums in Ontario or its regulations, the Minister may withhold the whole or any part of the legislative grant that would otherwise be payable to the Board for that year.

Original Approval: 03-22-2018

Reviewed: 07-20-2023

**Type:** By-Law**Authority:** Board**Resolution No.:** BMPL 2018-48 on 3-22-18; POL-BLG.2018.20**Associated Documents:** Public Libraries Act R.S.O., 1990

Legal Framework

1. **Dissolution by Minister:** The Minister may dissolve the Board where the Board has not, during the two year period immediately preceding the dissolution, maintained and operated the BMPL. [PLA 42.1]
2. **Assets and liabilities of dissolved board:** Where the Board is dissolved under PLA subsection 42.1, its assets and liabilities are vested in and assumed by the municipality. [PLA 42.3]
3. **Museum Assets and liabilities of dissolved board:** Where the Board is dissolved or by resolution, ceases to no longer operate a museum, its assets and liabilities are vested in and assumed by the municipality.

Original Approval: 03-22-2018

Reviewed: 07-20-2023

POL-BLG.2018.91 Title: *Museum General*



Type: Governance
Authority: BMPL Board
Resolution No: MAC-2018/09/18; BMPL 2018-167 on 9-20-18; POL-BLG.2018.91

Associated Documents:

BLG.2018.91.1 Purpose

The Purpose of Museum policies are to:

1. Ensure the Craileith Heritage Depot community museum meets the needs of the community and achieves its mandate;
2. Assure the governance and operations are conducted in accordance with ministerial standards (provincial and federal) and according to best practices;
3. Assure the governance and operations are conducted in accordance with municipal, provincial and federal legislative requirements; and
4. Assure the governance model can achieve the standards for Ministry of Heritage and other community museum grants.

Commented [SS1]: name

BLG.2018.91.2 Authority

1. The Curator and CEO will update policy and procedures as standards change in Ontario or Canada and present to the Museum Advisory Council for approval.
2. The CEO is the ultimate operational authority with the Curator providing expertise pertinent to strong museum management.

BLG.2018.91.3 Review Cycle

Museum policies shall be reviewed in the first year of the Board's cycle or as required by legislated updates and changes.



Original Approval: 09-20-2018
Amended: 05-16-2019; 07-21-2022
Review: 07-20-2023

**Type:** By-Laws & Governance**Authority:** Board**Resolution No.:** BMPL 2018-198 on 10-25-18;
POL-BLG.2018.99**Associated Documents:** POL-SYS.2018.88 Indigenous
Acknowledgement & Inclusion in Planning**BLG.2018.99.1****Standard Agenda****A. Call to Order**

1. Moment of Reflection
2. Indigenous Acknowledgement Statement
3. Public Announcement

B. Agenda

1. Approval of Agenda
2. Declaration of Pecuniary Interest

C. Reports to be "Received as Information"**D. Minutes**

1. Previous Minutes
2. Business Arising from the Minutes

E. Communication with the Board

1. Deputations
2. Public Input on Agenda Items
3. Correspondence

F. Strategic Plan Update & Action Items

1. Action Plan Updates
2. Community Hubs
3. Empowering Services
4. Organizational Excellence

G. Other Business

1. Consolidated Balance Variance Report (quarterly)
2. Annual Budget (when available)

H. Roundtable**I. Key Message Updates****J. Notice of Upcoming Meeting(s)****K. Closed Session (if required)****L. Adjournment**

BLG.2018.99.2 Annual and Multi-year Agenda

| Month | Annual | Multi-Year |
|------------|---|---|
| Jan | <ul style="list-style-type: none"> • Approve annual meeting schedule (dates/times). • Review/approve annual and multi-year agendas. • Respectful Workplaces Compliance Report. • Continuous Improvement Report. | Year 1: <ul style="list-style-type: none"> • Elect Chair and Vice-Chair. • Appoint delegates(s) to Board BootCamp at OLA Super Conference. • Review Legacy Documents. <i>Note: Board Orientation occurs in a separate meeting(s) prior to the Board's first meeting.</i> |
| Feb | <ul style="list-style-type: none"> • Review Q4 Financials. | Year 2: <ul style="list-style-type: none"> • Review CEO Job Fact Sheet. |
| Mar | <ul style="list-style-type: none"> • Risk Assessment Report. | Year 1: <ul style="list-style-type: none"> • Appoint committee members and authorize committees to draft action plans for their component of the Strat Plan. |
| Apr | <ul style="list-style-type: none"> • Review Q1 Financials. • Approve Annual Report. | Year 1: <ul style="list-style-type: none"> • Receive/approve committee action plans (should include action plans for implementation of Strategic Plan, Space Plan, Stakeholder Engagement and/or Advocacy Plan). Year 4: <ul style="list-style-type: none"> • Approve new Strategic Plan (Spring). • Review/revise committee terms of reference to align with new Strategic Plan. • Develop Year 4 Action Plan following Strategic Plan approval. |
| May | <ul style="list-style-type: none"> • Annual Planning Mtg (Full Day). • Policy Review: H&S and AODA. | Policy Review: <ul style="list-style-type: none"> • Year 1: By-Laws and Governance • Year 2: System • Year 3: Human Resource General Year 1: <ul style="list-style-type: none"> • Complete Board training needs assessment and develop training plan. |

| Month | Annual | Multi-Year |
|---------------|--|--|
| June | <ul style="list-style-type: none"> • Approve audited statements and appoint auditor for upcoming year. | Year 4: <ul style="list-style-type: none"> • Approve Board Recruitment Plan. • Present Board Recruitment Plan to Council prior to Election Season. |
| Summer | <ul style="list-style-type: none"> • Review Q2 Financials. • | Year 2-4: <ul style="list-style-type: none"> • Prioritize action items in preparation for budget. |
| Sept | <ul style="list-style-type: none"> • | Year 3: <ul style="list-style-type: none"> • Initiate consultations for new Strat Plan. • |
| Oct | <ul style="list-style-type: none"> • Review Q3 Financials. | Year 4: <ul style="list-style-type: none"> • Complete preparation for new Board (e.g. orientation, legacy document). |
| Nov | <ul style="list-style-type: none"> • Elect Chair and Vice-Chair. • Appoint Board Assembly Representative. • Make committee appointments. • Identify delegate(s) for OLA conference. • Board Evaluation. • Complete Board training needs assessment and develop training plan. • Confirm Action Plan (for coming year) for implementation of Strategic Plan. • Review and confirm the holiday schedule for following year. • CEO Evaluation. • Approve Annual Budget. | Year 4: <ul style="list-style-type: none"> • Approve a Q1 Interim Action Plan for the next Board. |
| 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; and
 - 2.5. Emergency Plans.

Original Approval: 10-25-2018

Amended: 05-16-2019; 04-16-2020; 02-18-2021; 01-20-2022; 01-19-2023

Reviewed: 07-20-2023

| POL-BLG.2022.05 Title: <i>BMPL Board Job Description</i> | |
|---|---|
|  | Type: By-Law |
| | Authority: Board |
| | Resolution No.: |
| | Associated Documents: <ul style="list-style-type: none"> • POL-BLG.2018.02 Authority to Establish and Manage a Public Library & Community Museum • POL-BLG.2018.03 Board Members, Number and Term • POL-BLG.2018.04 Disqualification of Board Members • POL-BLG.2018.10 Powers and Duties of the Board • POL-SYS 2018.22 Code of Ethics • Oath of Confidentiality |

Legal Framework

The Board is a corporation with the authority to make policy and to govern the affairs of BMPL. The Board’s duty is to provide comprehensive and efficient public library service that reflects the community’s needs (PLA20).

The Board is also responsible for the governance and management of the Craigleith Heritage Depot

Commented [SS1]: name

Board members are expected to be familiar with applicable legislation, chief among these are the [Public Libraries Act](#), [Municipal Freedom of Information and Protection of Privacy Act](#), [Accessibility for Ontarians with Disabilities Act](#) and [Municipal Conflict of Interest Act](#).

BLG.2022.05.1 By-Laws and Policies

The Board has established By-Laws and Governance policies which provide the framework for the governance and operations of BMPL. Specific powers and duties of the Board are described in [POL-BLG.2018.10](#). The responsibilities of individual Board members are described in the [POL-SYS.2018.22 Code of Ethics](#).

BLG.2022.05.2 Board Membership Attributes

Given its legal obligations and range of duties, the Board needs a membership with a range of skills, experience from a variety of sectors, connections throughout the community, and representative of the Town’s diversity. Individual members need the following core competencies:

- belief in BMPL as an essential and uniquely important community service;
- willingness to learn about governance vs operational roles;
- willingness to learn how to provide financial oversight;
- ability to see the big picture and act strategically;
- ability to seek and listen to input from all stakeholders;
- ability to give ample time for preparation and participation in Board meetings and initiatives;
- willingness to advocate on behalf of BMPL with Council and community;
- open-mindedness and self-disciplined.

Original Approval: 05-19-2022
Reviewed: [07-20-2023](#)

**Type:** Human Resources – Health & Safety**Authority:** Board**Resolution No:** BMPL 2018-78 on 4-19-18; POL-ADM.2018.45

Associated Documents:

- Employment Standards Act, S.O. 2000 Part 1
- Occupational Health and Safety Act, RSO 1990, c.O.1
- Accessibility for Ontarians with Disabilities Act, SO 2005, c.11
- The Ontario Public Library Guidelines
- Standards for Ontario Community Museums
- TBM POL.HS.08.02 Joint Health and Safety Committee
- TBM Occupational Health & Safety
- TBM POL.HS.09.05 Workplace Inspections
- PLAN.HS.2018.3 Workplace Discrimination
- PLAN.HS.2018.4 Workplace Violence & Sexual Violence
- PLAN.HS.2018.6 Lockdown
- Joint Health & Safety Committee Terms of Reference

Purpose

Health and Safety Policies define how the legislation applies to the Blue Mountains Public Library. They set the framework for the physical spaces, operations of the BMPL, the wellbeing of staff and BMPL users, and provide direction to Board, Staff and Community. The CEO and Personnel are responsible for knowing, understanding and complying with the policies.

Legal Framework

The Associated Documents list above identifies the primary Acts and external documents which apply to the Board and direct the CEO.

Scope

The Blue Mountains Public Library Board is committed to Health and Safety, and will make every effort to provide a safe, healthy work environment and to reduce the risk of injury to employees, volunteers and the general public. These policies provide direction to the Library Board and CEO, as well as to all employees including paid employees (permanent, non-permanent, full-time, part-time, casual and student workers) and all non-paid workers (volunteers, cooperative education students, placement students, and interns) collectively referred to as Personnel. Independent Contractors are required to uphold all Health and Safety Policies when the contractor is working on site.

ADM.2018.45.1 Compliance with Legislation

The Board will comply with its duty under the OHSA, and all other related legislation by taking *every reasonable precaution for the protection of BMPL workers*. The CEO and Managers will be accountable for the health and safety of workers under their supervision, and for assessing risks, providing information, training and competent supervision. All workers must be dedicated to the continuing objective of reducing risk of injury by working in compliance with legislation, by following safe work practices and established procedures, and by reporting perceived risks to safety on an ongoing basis.

ADM.2018.45.2 Commitment to Health & Safety

1. Through inspections, BMPL, including its library, museum/archives and gallery, shall identify and meet all Health & Safety requirements, in accordance with the Ontario Employment Standards Act, the Ontario Health and Safety Act, Board and Town standards. These standards include but are not limited to:
 - 1.1. Providing adequate number of Health & Safety Representatives and/or Officers and Committees;
 - 1.2. Posting copy of the most recent poster published by the Minister on such information about the ESA and the regulations as the Minister considers appropriate in at least one conspicuous place of the employer;
 - 1.3. Providing a copy of the Minister-published poster to Personnel at the time of contracting or within 30 days of the first day worked; and
 - 1.4. Establishing and enforcing Policies, Procedures and Plans to protect against accident or injury to BMPL users and staff.
2. The CEO will ensure that Managers are aware of and adequately trained to perform all duties, including supervision and training of employees and volunteers pertaining to these policies.
3. The CEO will include Health and Safety risks in the annual risk assessment report for the Board.

ADM.2018.45.3 General

1. BMPL follows the Internal Responsibility System (IRS) where “everyone has direct responsibility for health and safety as an essential part of his or her job” (Ministry of Labour).
 - 1.1. The IRS includes the employer (Board and CEO), supervisors (managers), JHSC, and workers (Personnel).
 - 1.2. Each person shall take initiative on health and safety issues and shall work to solve problems and make improvements on an ongoing basis.
 - 1.3. The JHSC and its supervisor/worker members have the same level of responsibility as all supervisors/workers within the IRS as *everyone has a direct responsibility*.
2. The CEO, in partnership with the JHSC, will assess safety needs, and develop procedures and train for implement~~ation-procedures-for implementing~~ and reporting re:
 - 2.1. Fire, Flood, Tornado threats and other emergencies that threaten personal safety, equipment or collections
 - 2.2. First Aid/CPR/Defibrillator
 - 2-2-2.3. Addressing drug poisoning and the use or access to Naloxone

- [~~2.3.2.4.~~ Lock Down and Hold and Secure](#)
- [~~2.4.2.5.~~ Bomb threats](#)
- [~~2.5.2.6.~~ Abusive and dangerous behaviour by individuals](#)
- [~~2.6.2.7.~~ Medical emergencies](#)
- [~~2.7.2.8.~~ Ergonomics](#)
- [~~2.8.2.9.~~ Pandemic/epidemic and/or outbreaks](#)
- [~~2.9.2.10.~~ WHMIS](#)
- [~~2.10.2.11.~~ Facilities Inspections \(interior and exterior\)](#)
- [~~2.11.2.12.~~ Vandalism, Theft and Crime Prevention](#)
- [~~2.12.2.13.~~ Workplace Violence and Harassment](#)
- [~~2.13.2.14.~~ Working Alone](#)

3. The CEO will ensure that hard copies of Fire Code Capacity, Emergency Exit Plan and Workplace Violence and Harassment posters/notices are posted at each site, and that all new employees/volunteers are directed to same during orientation.
4. The CEO shall develop and provide to all employees and volunteers an e-location for Human Resources materials outlining all policies and procedures, and shall ensure that all employees receive initial orientation and annual reviews of all safety-related policies and procedures.
5. The Board ensures that funding, time and resources are dedicated to training the staff in safety, security and emergency procedures.

ADM.2018.45.4 Rights of Employees

The three most basic rights of employees according to the Canadian Labour Code are:

1. *The Right to Know*: this is the right to be informed of any foreseeable threat or hazard in the workplace.
2. *The Right to Participate*: this is both a right and responsibility to participate in keeping the workplace a safe environment by identifying, making notice of, and where able, correcting any real or potential hazards; and
3. *The Right to Refuse*: this is the right to refuse dangerous work when it could be a danger to themselves, use of equipment which presents a danger to themselves or a co-worker, or performance of an activity which constitutes a danger to themselves or a co-worker.

ADM.2018.45.5 Physical Environment

1. To best serve our BMPL users, Personnel and community, the buildings and grounds must be a safe and healthy environment to work and visit. In order to maintain this end:
 - 1.1. Monthly Health & Safety checks focused on worker safety shall be completed by the JHSC worker representatives.
 - 1.2. Daily, weekly and monthly Risk Management inspections, which include items that affect patrons' safety and facilities maintenance, shall be completed by the CEO and/or staff designates.
2. In addition to physical safety, a healthful environment includes a facility which is warm, welcoming, and free of harassment. The BMPL does not condone any behaviour which is deemed by BMPL users, Personnel, or the Board to be:

- 2.1. Threatening or harassing (physical, verbal, sexual, emotional);
- 2.2. Entering the building or BMPL off site programs when under the influence of alcohol or drugs; or
- 2.3. Unwanted by BMPL users, Personnel, or Board.
- 3. Anyone behaving in an inappropriate manner shall be spoken to by staff and may be removed temporarily or for a suitable time period following the event. The possibility of removal applies to staff, Board, volunteers, BMPL users and visitors alike.

ADM.2018.45.6 Joint Health and Safety Committee (JHSC)

- 1. BMPL shall establish a JHSC with Terms of Reference, regardless of size of organization and legislation to do so.
- 2. BMPL employees will participate on the BMPL JHSC and follow all provincial standards for membership complement.
 - 2.1. Providing that the BMPL has fewer than twenty (20) employees, and therefore is not required to have a JHSC, only one worker Health & Safety Representative is required per site.
- 3. The CEO will ensure that the BMPL Joint Health and Safety Committee (JHSC) is seen as a partner in development and review of all Health and Safety policies and practices, giving them ample notice of required changes to policy and practice, and ample time to review and provide feedback.
- 4. The CEO or designate will participate in the Town of the Blue Mountains' JHSC as a guest.

ADM.2018.45.7 Cooperation with the Town

- 1. The BMPL cooperates with TBM and other agencies responsible for health and safety and emergency preparedness in the municipality.
- 2. The Board endorses, and Personnel shall receive and adhere to the following TBM Health & Safety policies:
 - 2.1. *TBM Corporate Health & Safety Policy*
 - 2.2. *POL.HS.09.05 Workplace Inspections*

ADM.2018.45.8 Opportunities for Feedback

Feedback is an important part of providing a safe working, playing, and learning environment. The CEO shall:

- 1. Receive feedback from the public and Personnel to improve the facility specific to:
 - 1.1. Working environment;
 - 1.2. Public spaces;
 - 1.3. Entry and access;
 - 1.4. Washrooms; and
 - 1.5. Disabilities, both visible and not.
- 2. Determine if there are Health and Safety concerns for those members of the staff, volunteers, or public, and how to best rectify them.

ADM.2018.45.9 Reports to the Board

In addition to general updates and administrative reports, the Board shall receive the following reports:

1. Risk Assessment
2. Workplace Violence Compliance Report
3. Continuous Improvement Report

ADM.2018.45.10 Review Cycle of Health & Safety Policies

As required by The Occupational Health & Safety Act, the Blue Mountains Public Library Board will review these policies on an annual basis or as required by legislated updates and changes. The JHSC shall provide its informed feedback to the Board prior to this review process.

Original Approval: 04-19-2018

Amended On: 05-16-2019; 04-16-2020; 05-20-2021

Reviewed 05-19-2022

**Type:** Health & Safety**Authority:** Board**Resolution No:** BMPL 2018-78 on 4-19-18; POL-ADM.2018.46

Associated Documents:

- Fire Protection and Prevention Act, SO 1997, c.4
- TBM Emergency Preparedness Plan
- PLAN.Fire.2018.LES Fire Safety Plan
- PLAN.Fire.2018.LES After Hours Users
- PLAN.Fire.2018.CHD

Legal Framework

The Board is subject to *Fire Protection and Prevention Act, SO 1997, c.4* and all requirements as provided by the Blue Mountains Fire Department. The Associated Documents list above identifies the legislation and external documents which apply to the Board and direct the CEO.

ADM.2018.46.1 Fire Safety Plan Implementation

Beyond any Annual Fire Inspection by qualified inspectors, the CEO shall be responsible for monthly reviews of the building. The CEO shall:

1. Have a Fire Safety Plan for each building which is approved by the Blue Mountains Fire Department;
2. Complete no fewer than two fire drills at each location annually;
3. Review the Fire Safety Plan annually and ensure each staff and relevant volunteer has reviewed the document and can implement the plan as described.

ADM.2018.46.2 Emergency Preparedness

1. An Emergency Evacuation Plan for Staff and BMPL Users shall be developed by the CEO and posted throughout each building.
2. At any given time, any number of people with visible and unknown disabilities could be in the building. The Emergency Evacuation Plan shall take into consideration people who may not be able to evacuate in a quick and safe manner. This plan will include safe rooms where people can wait during a fire evacuation for assistance by first responders or rooms which can be locked down in the event of a violent altercation.
3. Employees will be familiar with the Emergency Evacuation Plan, and will practice drills at least three (3) times per year including TableTop Exercise and Lock Down drills. These drills will include evacuation for medical and safety reasons.
4. In the event that an employee or a user is injured or someone requests/requires minor First Aid assistance, the employee shall offer the First Aid Kit. If the injured individual requires more assistance, the employee shall, at a minimum, call 911 and remain with the individual until emergency services arrive.
 - 4.1. First Aid Kits shall be available at both locations based on OHSa requirements, and a non-worker First Aid Kit shall be available for off-site programs and events.
 - 4.2. By law, no employee is required to provide first aid or Automated External Defibrillator (AED) services.
 - 4.3. The AED is provided in both LES and CHD, in a public location. There may be situations when a member of the public chooses to use this equipment while staff support in other ways, such as

crowd control or communicating with 911. If an event occurs outside of the building or off BMPL grounds and a member of the public removes the AED to such adjacent injury scene, staff will do a minimum of calling 911 and informing the operator that the AED has been provided.

ADM.2018.46.3 Duty to Maintain Equipment

1. It is the responsibility of the CEO to ensure Fire Safety Equipment is maintained in accordance with the Fire Safety Plan.
2. It is the responsibility of the JHSC to ensure First Aid materials are made available by the employer for both employees and public access.

Original Approval: 04-19-2018

Amended On: 05-16-2019; 04-16-2020; 05-20-2021; 05-19-2022

**Type:** Health & Safety**Authority:** Board**Resolution No:** BMPL 2018-78 on 4-19-18; POL-ADM.2018.47

Associated Documents:

- Occupational Health and Safety Act, (OHSA), R.S.O. 1990
- Canadian Centre for Occupational Health and Safety
- Ontario Public Library Guidelines
- PLAN.HS.2018.1 Work Alone Program

Legal Framework

The Associated Documents list above identifies the primary Acts and external documents which apply to the Board and direct the CEO.

ADM.2018.47.1 Definition

A person is "alone" in the workplace when they are on their own, or when they cannot be seen or heard by another person. While it is not always hazardous to work alone, it can be when other circumstances are present. Whether a situation is high or low risk will depend on the location, type of work, interaction with the public, and/or the consequences of an emergency, accident, injury, etc. Each situation must be assessed individually for potential risks.

ADM.2018.47.2 Work Alone Program

1. The CEO, in partnership with the JHSC, shall assess risk for working alone on each site of the Blue Mountain Public Library.
2. The CEO, in partnership with the JHSC, shall develop a Work Alone Program which describes the implementation of appropriate safety protocols.
3. The Work Alone Program shall be distributed to each employee and to each location, and be specific to each building of the BMPL.
4. The Program shall identify:
 - 4.1. Occupational hazards,
 - 4.2. Procedures for personal safety,
 - 4.3. Special training, and
 - 4.4. Securing emergency assistance.

ADM.2018.47.3 Working Alone

1. It is the preference of the CEO to have at least two employees in a building during open hours. It is acknowledged that this may not always be possible due to funding, scheduling conflicts, and sick leave/vacations, and buildings which are multi-area or multi-story.
 - 1.1. Employees shall not work alone without the prior consent of the CEO;
 - 1.2. Employees shall not work alone without access to a panic button; and
 - 1.3. No student, volunteer or youth worker (under 18) shall be allowed to work alone in the building.
2. All Personnel shall receive training for work alone situations which shall include:

- 2.1. Emergency response procedures, including fire, lock down and hold and secure;
 - 2.2. Security systems operation;
 - 2.3. Use of panic buttons;
 - 2.4. Procedures for handling/securing money and other valuables (technology hardware);
 - 2.5. Procedures for accommodating people with special needs;
 - 2.6. Procedures for addressing confrontational individuals (crisis intervention techniques/maintaining a reactionary gap); and
 - 2.7. Procedures for closing and exiting the building when alone/last to leave.
3. It is the responsibility of the individual employee to ensure they understand the procedures in place for each Work Alone Program to ensure their own safety and security.

Original Approval: 04-19-2018

Amended On: 05-16-2019

Reviewed: 05-14-2020; 05-20-2021; 05-19-2022

**Type:** Health & Safety**Authority:** Board**Resolution No:** BMPL 2018-78 on 4-19-18; POL-ADM.2018.48

Associated Documents:

- The Occupational Health and Safety Act (OHSA), R.S.O. 1990
- Ontario Human Rights Code, R.S.O. 1990 Chapter H.19
- Criminal Code RSC 1985, c C-46

Legal Framework

The Associated Documents list above identifies the primary Acts and external documents which apply to the Board and direct the CEO.

ADM.2018.48.1 Commitment to Respectful Workplaces

1. The Blue Mountains Public Library Board recognizes the dignity and worth of every person and is committed to providing a workplace free from violence, discrimination and harassment, and in ensuring any complaint is addressed in a timely manner with fairness and confidentiality.
2. Workplace violence, discrimination or harassment shall not be tolerated from any person, including the CEO, Board Members, staff, volunteers, BMPL users, visitors, or family members.
3. The CEO will report to the Board on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This report will be done on a yearly basis.
4. As a result of this annual report, or upon any report of non-compliance, the Board will evaluate the effectiveness of this policy and make any changes needed.

ADM.2018.48.2 Workplace Violence

1. The Blue Mountains Public Library recognizes the definition of violence as set out in the *Occupational Health and Safety Act*. The Occupational Health and Safety Act defines workplace violence as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. It also includes an:
 - 1.1. Attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker; and a
 - 1.2. Statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
2. Violence in the workplace includes but is not limited to:
 - 2.1. Verbally threatening to attack a worker;
 - 2.2. Leaving threatening notes or sending threatening e-mails to the workplace;
 - 2.3. Shaking a fist in a worker's face;
 - 2.4. Spitting or otherwise spreading bodily fluids;
 - 2.5. Wielding a weapon or any object which can be used as such;
 - 2.6. Hitting or trying to hit a worker;
 - 2.7. Throwing or kicking an object; or

- 2.8. Sexual aggression against a worker;
- 2.9. Kicking an object the worker is standing on, such as a ladder;
- 2.10. Trying to run down a worker using a vehicle or equipment;
- 2.11. Intentionally or recklessly damaging the property of others;
- 2.12. Intentionally causing alarm;
- 2.13. Creating a hazardous condition or danger by recklessly engaging in conduct which creates a substantial risk of serious physical injury; or
- 2.14. Intentionally placing or attempting to place another person in fear of imminent physical injury.

ADM.2018.48.3 Workplace Discrimination

- 1. The BMPL adheres to Ontario *Human Rights Code* with respect to the right of freedom from discrimination in employment: *“Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability”*. HRC R.S.O. 1990, CHAPTER H. 19 s. 5.1
- 2. Discrimination in the workplace may include abuse of authority or position of power:
 - 2.1. To endanger a staff member’s job;
 - 2.2. To undermine the performance of that job;
 - 2.3. To threaten the economic livelihood of the staff member; or
 - 2.4. To interfere with or influence the career of the staff member in any way.

ADM.2018.48.4 Workplace Harassment

- 1. The Board recognizes the definition of harassment as set out in the Ontario *Human Rights Code* and the *Occupational Health and Safety Act*, both of which define harassment as engaging in a course of vexatious comments or conduct that is known or ought reasonably to be known to be unwelcome.
- 2. The definition of Workplace Harassment includes Workplace Sexual Harassment.
- 3. The Ontario *Human Rights Code* and the *Canadian Human Rights Code* prohibit harassment in the workplace on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability.
- 4. The *Occupational Health and Safety Act* identifies harassment as personal, and not as a result of one’s participation in a recognized group, which would otherwise be covered by the criminal code.
- 5. The definition of workplace harassment includes workplace sexual harassment, psychological harassment and personal harassment. This may involve:
 - 5.1. Unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers, in a workplace;
 - 5.2. Behaviour that intimidates, isolates or even discriminates against the targeted individual(s);
 - 5.3. Making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend;
 - 5.4. Displaying or circulating offensive pictures or materials in print or electronic form;
 - 5.5. Bullying; or
 - 5.6. Repeated offensive or intimidating phone calls or e-mails.

ADM.2018.48.5 Workplace Sexual Harassment

1. The Board is committed to providing a safe environment for all its employees, free from discrimination on any grounds and from harassment at work including sexual harassment. Sexual Harassment is against the law and is a form of gender discrimination. The Board has a zero-tolerance policy for any form of sexual harassment in the workplace, and will address all allegations of Sexual Harassment in a timely manner in fairness and confidentiality. Any person found to have sexually harassed another may face consequences which may include disciplinary action, up to and including dismissal and notification of police.
2. No person making a complaint in good conscience will be disadvantaged in any way by the employer for making such a complaint.
3. Sexual harassment is defined as:
 - 3.1. Engaging in a course of vexatious comment or conduct against a worker, in a workplace because of sex, sexual orientation, gender identity or gender expression where the course of comment or conduct is known or ought reasonably to be known to be unwelcome;
 - 3.2. Making a sexual solicitation or advance where the person making it is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know the solicitation or advance is unwelcome.
4. Anyone can be a victim of sexual harassment, regardless of their gender or sexual orientation or of the gender or sexual orientation of the harasser. The Board recognizes that sexual harassment may also occur between people of the same gender. What matters is that the sexual conduct is unwanted and unwelcomed by the person towards whom the conduct is directed.
5. Sexual harassment can involve one or more incidents, and actions constituting harassment may be verbal and/or non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:
 - 5.1. *Verbal conduct*
 - 5.1.1. Repeated and unwanted social invitations for dates or physical intimacy;
 - 5.1.2. Insults based on the sex or gender identity of the worker; or
 - 5.1.3. Demanding hugs, dates, or sexual favours.
 - 5.2. *Condescending or paternalistic remarks*
 - 5.2.1. Sending sexually explicit messages (by phone or by email);
 - 5.3. *Physical conduct*
 - 5.3.1. Unnecessary physical contact; or
 - 5.3.2. Invading personal space.
 - 5.4. *Non-verbal conduct*
 - 5.4.1. Display or circulation of pornography, sexual images, or offensive sexual jokes in print or electronic form;
 - 5.4.2. Sexually-suggestive gestures;
 - 5.4.3. Whistling or “Cat Calling”; or
 - 5.4.4. Leering or inappropriate staring.
 - 5.5. *Unfair Disadvantages*
 - 5.5.1. The use of job-related threats or rewards to solicit sexual favours; or
 - 5.5.2. Threatening to penalize or otherwise punish a worker if they refuse a sexual advance.

6. Anyone, including the Personnel, Board members, Library users, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy and may be referred to the police.
7. All sexual harassment is prohibited whether it occurs on BMPL premises or other locations, including at social events, on business trips, at training sessions or at conferences which occur as scheduled hours of work.
8. Unwelcome sexual touching is considered sexual harassment or sexual violence and shall be reported to the police as assault.

ADM.2018.48.6 Implementation

1. The CEO is required to take all reasonable measures to ensure a respectful workplace free from violence, discrimination and harassment for all Personnel.
2. The CEO shall ensure that this policy is widely disseminated to all Personnel. All new employees must receive training on the content of this policy as part of their induction into BMPL.
3. Every year, the CEO will require all employees to attend a refresher training course on the content of this policy.
4. The CEO, in partnership with the JHSC, must develop and maintain a Workplace Violence Program. The program shall set out:
 - 4.1. A process for assessing the risk of violence, harassment, sexual harassment in the workplace;
 - 4.2. Means to control risk including those from domestic violence;
 - 4.3. Procedures for reporting incidents of violence and harassment; and
 - 4.4. The process for addressing and investigating violent incidents and complaints.
5. The CEO shall ensure that all employees receive information and are trained on Workplace and Harassment Violence issues including:
 - 5.1. How they may be exposed to workplace violence;
 - 5.2. How they should communicate incidents;
 - 5.3. Prevention of workplace violence and harassment including risk factors; and
 - 5.4. The responsibility to make notification of personal or domestic situations which could enter the BMPL buildings.
6. The CEO, in partnership with the JHSC, must develop and maintain a Workplace Discrimination and Harassment Program. The program shall set out:
 - 6.1. Procedures for reporting incidents of discrimination and harassment, including sexual harassment; and
 - 6.2. The process for addressing and investigating discrimination and harassment, including sexual harassment.

ADM.2018.48.7 Sanctions and Disciplinary Measures

1. The nature of the sanctions will depend on the gravity and extent of the violence, discrimination and/or harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual

harassment are treated seriously. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser. All criminal matters will be reported to the police.

2. Anyone who has been found to have committed an act of violence or threat of violence, or to have discriminated against and/or harassed another person under the terms of this policy is liable to any of the following sanctions:
 - 2.1. Verbal or written warning;
 - 2.2. Mandated counselling and/or training;
 - 2.3. Adverse performance evaluation;
 - 2.4. Demotion, if in the case of supervisor/direct report relationship;
 - 2.5. Suspension; and
 - 2.6. Dismissal.
3. Personnel who are found to have made false or malicious complaint(s) shall be subject to disciplinary action which may include suspension or termination.

ADM.2018.48.8 Confidentiality and False Reports

1. All investigations shall be conducted in confidence, to the extent possible. The Personnel and Board Members acknowledge that disclosure to additional staff or the Board may be required to prevent workplace violence. Privacy may be waived by the CEO in order to ensure the safety of Personnel, BMPL users and Board Members.
2. Documents shall be stored within the Personnel Files and access to these records shall follow MFIPPA.
3. Personnel who are found to have made false or malicious complaints shall be subject to disciplinary action which may include suspension or termination.

Original Approval: 04-19-2018

Amended On: 05-16-2019; 05-20-2021

Reviewed: 05-14-2020; 05-19-2022



| | |
|------------------------------|--|
| Type: | Health & Safety |
| Authority: | Board |
| Resolution No: | BMPL 2018-78 on 4-19-18; POL-ADM.2018.49 |
| Associated Documents: | <ul style="list-style-type: none"> ● <i>Accessibility for Ontarians with Disabilities Act (AODA) S.O. 2005</i> ● PLAN.HS.2018.2 Accessibility Plan ● POL-ADM.2019.01 Fit for Work |

Legal Framework

The Associated Documents list above identifies the primary Acts and external documents which apply to the Board and direct the CEO.

ADM.2018.49.1 Purpose

The Blue Mountains Public Library shall offer employment to individuals with disabilities without prejudice. As an organization which works with all members of the community, including the vulnerable sectors and those with disabilities, we believe that all members of the community should be treated with respect and shall receive the best service possible. Likewise, the same level of respect shall be granted to BMPL Personnel with disabilities.

ADM.2018.49.2 Accommodation Plans

1. Any employee requiring accommodation shall give notice to the CEO.
 - 1.1. Pertaining to accommodations for the use of medical cannabis or other prescription medicines during working hours, an employee must adhere to *POL-ADM.2019.01 Fit for Work* as it pertains to safety-sensitive positions ~~which require judgement, building supervision, customer service and working with the vulnerable sector.~~
2. The CEO is responsible for drafting the Accommodation Plan. Should there be a supervisor of the individual other than the CEO, the supervisor shall also participate in development of the plan. The plan shall be shared with the individual for feedback before being finalized.
3. The CEO may choose to discuss the specifics of the Accommodation Plan with other staff in order to:
 - 3.1. Determine how the plan is impacting the general work environment;
 - 3.2. Determine how best to implement the plan; and
 - 3.3. To identify a more responsible plan.
4. Accommodation Plans shall be reviewed annually by both the CEO and the individual. Should a change in position or situation occur, the plan shall be updated within four (4) working days of the new position or employee notice.
5. Accommodations may be requested at any time during employment or volunteering.

ADM.2018.49.3 Evaluation of Performance Reviews

Any employee having an Accommodation Plan in place shall have an accommodated performance review which ensures that the accommodation plan shall not negatively impact the evaluation and promotion process.

ADM.2018.49.4 Emergency Plans

1. Any individual who has a disability which may prevent them from easily exiting the building in an emergency shall have an individual Emergency Plan in place.
2. The CEO shall develop this Emergency Plan with the assistance of the individual. Other staff may be involved in the development of the plan.
3. Training of all staff shall occur for every Emergency Plan.
4. An Emergency Plan shall be reviewed annually by both the CEO and individual.
5. Should a change in position or situation occur, the plan shall be updated within four (4) working days of the new position or employee notice.

ADM.2018.49.5 Support Staff with Known or Suspected Opioid Use

BMPL shall have Naloxone or similar product, not only for the public, but for any staff who may have a disability of drug addiction, using prescription opioids, or is likely to have an event of a drug poisoning.

Original Approval: 04-19-2018

Amended On: 05-16-2019; 05-19-2022

Reviewed: 05-14-2020; 05-20-2021



Type: System

Authority: Board

Resolution No.: BMPL 2018-130 on 6-21-18; POL-SYS.2018.89

Associated Documents: • [POL-ADM.2018.75 Collection Policy: General](#)

Legal Framework

The Blue Mountains Public Library Board and Personnel are subject to both the *Ontario Public Library Guidelines and Standards for Community Museums in Ontario* as it relates to Intellectual Freedom. The Board, personnel and BMPL users must abide by the Canada Criminal Code and all legislation protecting against racism, hate speech and harassment.

SYS.2018.89.1 Intellectual Freedom

1. The Board adopts the Ontario Library Association's (OLA) *Statement on Intellectual Freedom and the Intellectual Rights of the Individual* (January 30, 2020).
2. It is the responsibility of the Board, and those who work in the BMPL, to:
 - 2.1. Ensure that all BMPL users have the fundamental right to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly;
 - 2.2. Guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable;
 - 2.3. Make available all of the BMPL's public facilities and services to all individuals and groups who need them;
 - 2.4. Resist all efforts to limit the exercise of these responsibilities, while recognizing the right of criticism by individuals and groups.
3. Intellectual Freedom does not protect actions, statements or activities which promote or incite discrimination, contempt, racism or hatred of any group.
4. The Board [accepts that Intellectual Freedom is a pillar of library services, and further](#) directs the CEO to ensure that the principles of Intellectual Freedom are integrated into all organizational policies, procedures and practices.

SYS.2018.89.2 Public Library Intellectual Freedom

Further to the OLA statement, the BMPL GLAM is a democratic institution, and no individual or minority group should be allowed to limit the community's freedom to read. Democracy cannot flourish unless material representing all viewpoints is freely available. The BMPL staff may limit content based on quality or authority, but will always strive to hold a balanced collection.

SYS.2018.89.3 Museum Intellectual Freedom

Museum collections and exhibitions also flourish in a setting where intellectual freedoms are set as the cornerstone for decision making. Neither the Board or any other body may direct or restrict the types of collections or how they are exhibited, providing said collections and their exhibition meet the mandate of the museum.

SYS.2018.89.4 Gallery Intellectual Freedom

Be it the Board, Arts Advisory Council, staff or member of the public; our individual tastes in artistic expression are unique and varied. Throughout the Gallery exhibitions individual artists and their creative

expressions shall not be limited or restricted due to bias or personal preferences. The Gallery at L.E. Shore will provide the community with a rounded experience of artistic expression, with a focus on local artisans, regardless of medium or content.

SYS.2018.89.5 Challenges

A member of the public may challenge a book, program, or collection by completing a *Request to Remove* form.

1. The CEO will be responsible for reviewing the item(s) or program and the evidence provided in writing.
2. Only individuals who are community members and card holders (users) for more than 90 days prior to the challenge will be heard.
3. All challenges of collections and programs are operational in nature, these fall under the purview of the CEO. Decisions are final and will not be heard as an appeal by the Board.
- ~~1.4.~~ Any Challenges will be reported to the Centre for Free Expression for inclusion in the national Challenges database.

Original Approval: 06-21-2018

Amended: 05-21-2020; 07-21-2022; 09-21-2023

Reviewed:

Ontario Library Association Statement on Intellectual Freedom and the Intellectual Rights of the Individual

Introduction

The Ontario Library Association and its divisions are committed to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular.

The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

Library Service, Collections and Resources:

5. It is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.
6. It is part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate, censor or curtail access to

information, the freedom to read, view, listen or participate by demanding the removal of, or restrictions to library information sources in any format.

Library Programming, Events, and Space Bookings

7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.
8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

Applicable legislation:

[Canadian Charter of Rights and Freedoms](#): Section 2(b) of the Charter of Rights and Freedoms protects “freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication”.

[Criminal Code](#): Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

[Ontario Human Rights Code](#): Sub-section 13 pertains to infringing on freedom from discrimination.

Revision approved at the OLA AGM, January 30, 2020

POL-ADM.2018.75 Title: *Collection Policy: General*



Type: Administrative
Authority: CEO
Approval Date: 5-22-18
Associated Collection Development Plan
Documents: [POL-SYS.2018.89-Intellectual-Freedom](#)

ADM.2018.75.1 **Purpose of the Collection**

1. The Board, by way of the CEO, provides a collection which is a principal means for published thoughts and ideas; expression of the creative imagination; and local history and culture to be freely available to residents and visitors of TBM. The BMPL shall:
 - 1.1. Assemble and administer, in organized collections, books and related educational, informational and recreational materials in order to promote, through guidance and stimulation, the communication of ideas, an awareness of local issues and enriched personal lives;
 - 1.2. Provide physical and electronic books, as well as other materials through which inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary in a society that depends on the free circulation of ideas for its health and survival; and
 - 1.3. Provide a progressive, BMPL user-oriented service that responds to and anticipates the educational, cultural, leisure, and other information needs of TBM communities.
2. The Library shall provide the means through which members of the community can have access to thinking on all sides of an issue.
3. The Library shall provide equitable access to information.

ADM.2018.75.2 **Goals of the Library Collection**

1. The primary goals of the Library Collection are:
 - 1.1. To provide access to all expressions of knowledge, creativity, and intellectual activity;
 - 1.2. To provide a wide range of resources for self-development and independent study, and to complement formal education;
 - 1.3. To meet the informational needs of all members of the community;
 - 1.4. To provide materials which stimulate and support enjoyment of and participation in cultural life;
 - 1.5. To provide access to information of local interest or concern;
 - 1.6. To provide materials for recreational and leisure time use;
 - 1.7. To bridge the digital divide for on-reserve/rural peoples of Ontario; and
 - 1.8. To collect and develop local history archival materials of relevance to the TBM communities.
2. To achieve these goals, the Library staff shall endeavour to:
 - 2.1. Select materials which represent all sides of a wide range of issues;
 - 2.2. Consider materials in terms of timeliness, demand, quality and authority;
 - 2.3. Develop collections of materials in a variety of formats;
 - 2.4. Acquire materials in formats specifically for use by the physically disabled;
 - 2.5. Acquire materials for all ages and levels of comprehension;
 - 2.6. Develop collections on specialized topics such as Local History of both TBM and the Southern Georgian Bay region; and
 - 2.7. Acquire digital resources which support the collection.

ADM.2018.75.3 Collection as Part of the System

The Board recognizes that the information needs of the community cannot be met through the resources of BMPL alone. The Board views the Library's permanent collection as one essential element in an information system which also includes the holdings of the Craigeith Heritage Depot community museum and archive, interlibrary loan, the sharing of resources, and cooperative resource development with neighbouring libraries, and supplementary deposit collections coordinated by the [Ontario Library Service \(OLS\)](#)~~Southern Ontario Library Service (SOLS) and the Ontario Library Service North (OLS-N).~~

ADM.2018.75.4 Responsibility for the Collection

As per POL-BLG.2018.07 of the Board:

1. The Chief Executive Officer (CEO) is responsible for the selection and acquisition of materials for the Library collection in conformity with Board policy.
2. The CEO ensures that the collection is properly maintained and organized and that an effective collection control system is in place.

ADM.2018.75.5 Content of the Collection

1. The Library shall provide as wide a spectrum of materials as budget and space limitations allow, with emphasis on:
 - 1.1. Materials which record and communicate historical, scientific, social and cultural knowledge;
 - 1.2. Materials of current and future significance and interest;
 - 1.3. Materials which stimulate imagination, creativity and curiosity;
 - 1.4. Materials which increase the individual's ability to function as a productive member of society;
 - 1.5. Materials which entertain and thus enhance the individual's enjoyment of life; and
 - 1.6. Materials which enhance and entice the literacy of the youth.

ADM.2018.75.6 Types of Format of Materials

1. The Library shall provide in its collection those types of materials that best help it to meet its goals and objectives. Books shall be of primary importance. Other types of material shall include periodicals, pamphlets, and clippings; and non-print materials such as audio recordings and video recordings. Digital and online collections shall be utilized to assist in offering larger collections than can be housed on site. These digital collections include databases, memberships, subscriptions, and downloadable sources such as e-books and audio-books.
2. In support of the AODA, the Library shall purchase materials, join pools, and make available via ILLO a variety of materials for BMPL users. This includes, but is not limited to:
 - 2.1. Large Print books;
 - 2.2. CNIB available materials;
 - 2.3. Audio books;
 - 2.4. Downloadable audio books; and
 - 2.5. Downloadable e-books.
3. In support of the AODA, the Library shall assist BMPL users by making other forms of materials available in a variety of formats including online resources, large print communications, and recorded

communications. These alternate formats should be requested to the staff in order for the best format to be produced.

4. The Library will loan and have available technologies which both support access to the variety of formats, and which are part of the Library's collection.
5. It should be noted that copyright legislation must always be respected in making alternate formats of materials available.

ADM.2018.75.7 Size of the Collection

1. The Board recognizes that, given the limitations of available physical space, the size of the collection must be limited in order to:
 - 1.1. Ensure adequate space for public and staff circulation and activities; and
 - 1.2. Avoid overcrowding of the collection which would hamper access to materials and give an impression of disorder and lack of control.
2. The permanent collection goal for the Library is a quantity of volumes not less than five times the population served. Given that the system serves both the resident population of the Town and the regular visitors, this number should be at a minimum the resident population.
3. Each year material will need to be replaced. The replacement rate suggested by the American Library Association (ALA) is one-sixth of a volume per capita per year. The ALA replacement rate shall be used as a guide in the Library and shall be reflected within the Annual Budget of the Library.
4. Should the Ontario Public Library Guidelines publish independent replacement or collection statistics, this information shall be used in place of the ALA rates.

ADM.2018.75.8 Contested Collections

A patron may contest a part of the collection. See POL-SYS.2018.89-Intellectual-Freedom.

Original Approval: 5-22-2018

Amended: July 20, 2023

Reviewed: 5-19-2022

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.23.22 BMPL Charitable Application Update
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.23.22 entitled "Charitable Application Update".

B. Background on Decision and Firm Contracted

At the November 2021 Board Meeting the following resolution was passed:

BMPL-Resolution 2021-131

Moved by Maurice Pepper and seconded by Joanne Vivona, THAT this Board direct the CEO to move forward with registration with the CRA as a charity and that legal counsel be engaged to complete the application. Carried.

A request for information was completed on all public libraries in Ontario, and it was determined that while there were a number of long-time charitable status libraries; there were no current or recent applications pending for official NPO or Charitable designation. Therefore, no lawyers were familiar with moving an Ontario Public Library to charitable status following the ONCA changes. Had there been a legal firm in Ontario with that expertise, BMPL would have contracted them. Since there was none, a local firm was selected, Alliance Lawyers, because of their work locally with NPOs and Charitable organizations. A \$2,500 retainer was provided for the work.

Creating a "sibling" foundation, separate from the BMPL was discussed and was not recommended by the CEO, as a Foundation or Friends Group would double the work involved, create 2 boards, and have no ability to assure the 2 boards did not have competing ideas on what was best for the BMPL. No advice from a legal was sought in the decision to move forward, but information was provided by OLS on the many public libraries who held charitable status. It was noted that BMPL would be the first application for charitable status since the onset of ONCA.

C. Purpose for Application

The main purpose for registering BMPL is to increase the opportunities for funding such as applying to foundations and grants that require a Charitable status.

D. Steps Taken to Date

BMPL is a non-profit according to the Public Libraries Act; however, the Ministry does not provide libraries with a Corporation number. As a result, the first attempt for receiving CRA approval was denied. It was not denied for cause, but rather, because the computer system of CRA could not find BMPL on the provincial NPO list due to our status being based on an Act and not holding a corporation number.

Following this rejection the BMPL applied for NPO status on our own accord and were successful. This opened up the ability to apply for charitable status, but also added to the confused public library date of incorporation:

- While there is no legal records available, the library itself would have been established pre-amalgamation through a By-Law prior to the opening of the building in 1995. This would be for a Union Library between the Township of Thornbury and the Collingwood Township (Clarksburg), both of which ceased to exist in 1998 due to municipal amalgamation.
- Following amalgamation, TBM and the 1998 Board did not establish the Blue Mountains Public Library as is required by the Ministry, but continued to use the name of The L.E. Shore Memorial Library as the legal name of the organization.
- Following Ministry instruction, in 2004 BMPL was established through By-law No. 2004-47. This was directed by the Ministry for two reasons. First, the official name of the organization was not <NAME OF COMMUNITY Public Library>, and therefore was outside of the allowed naming according to the Act. Secondly, there was no By-Law in place following the amalgamation.
- On May 27, 2022 BMPL registered as a NPO with the Ministry of Finance, at which time received its Ontario Corporation Number of 1000216246. This was a recommended step by the lawyer as the certificate and corporation number were required for charitable consideration.

Following the provincial activities above, Alliance submitted application for charitable status. On Tuesday, August 22, 2023 notice was received that the application was rejected on a technicality. An aspect of ONCA was required in the Constatng documents, but this was omitted. This amendment will be provided by the lawyer to the Board for approval as soon as it is written and then submission will be made on behalf of the Board.

This 2022-2026 Board being in place, we refiled with the new Board Members listed as directed for an Articles of Amendment to the BMPL Constitution. This was approved by the board, submitted by our representative, and approved by Ontario.

As of September 19, 2023, the representative is now been authorized to begin work on the CRA submission. Once done an update will be provided. This will start the clock for an approximate 8 month wait for processing. In that period, any changes to policy or protocols of charitable status may cause further questions (again). The new CEO will be well versed in the process and the Board may choose to direct a hand shake call between the outgoing and incoming CEO as needed pertaining to this matter.

E. Impact to BMPL

The Board should be aware that there will be some impacts to BMPL, though these are minor in nature. An annual T3010 must be completed by the CEO, within 6 months of the close of the fiscal. These are typically completed at the same time as audit. Any donations which are received by BMPL wear BMPL provides the tax receipt would need to be reported in this annual return. Currently TBM Finance does this on our behalf for all cash donations. BMPL should complete a finance policy in the future which dictates what will be run through the current MOU and which the CEO will be responsible for. The current assumed position of BMPL Administration was that this would be used for areas not covered by the municipality and specifically for grants and foundation applications. This status would not impact the MOU and only those items which BMPL could not qualify for under the current municipal standing would be included in BMPL reports. This will make easy work of the annual report until such time as it is determined otherwise.

F. Next Steps

1. Receive the updated constating documents from the Alliance Lawyers and approve.
2. Legal will submit the application, which is expected to take at least 6 months prior to CRA responds.

Respectfully Submitted,

Dr. Sabrina Saunders, CEO
LibraryCEO@TheBlueMountains.ca
519-599-3681 extension 148

The Blue Mountains Public Library

Report To: The Blue Mountains Public Library Board
Report Name: ADM.21.33 Consideration of BMPL Becoming a Registered Charity
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

THAT this Board receive as information ADM.21.33 entitled "*Consideration of BMPL Becoming a Registered Charity*".

Moved by ___ and seconded by ___, THAT this Board direct the CEO to move forward with CRA to register The Blue Mountains Public for charitable status.

B. Charitable Status Consideration

Currently, the TBM as a municipality is providing tax receipts for cash donations made to BMPL. However, there are a number of grants and foundation requests that the BMPL can not qualify for without having its own CRA Charitable registry.

C. Benefits of Charitable Status

Benefits of Charitable Status per the Canada Revenue Agency are noted in bold text, with staff comments below:

- **Registration allows a charity to issue official donation receipts for gifts it receives. These receipts can be used to reduce the income tax payable of an individual donor or the taxable income of a corporate donor.**
Official donation receipts for all donations over \$25 to the Library are currently provided by the Town on our behalf. Some donations could be considered in conflict for the Town, such as a large donation from a contractor. Outside of this, most cash donations would not be impacted. In-Kind donations are a second type of tax receiptable contribution. This is legally allowed by CRA, providing specific criteria are followed. This is not something we are able to currently complete via the current Town receipting.
- **Once registered, a charity is exempt from paying income tax under Part I of the *Income Tax Act*.**
Not applicable to the Library.

- **Registered charities are eligible to receive gifts from other registered charities, such as foundations.**

BMPL currently does not qualify for funding from other Foundations as a qualified donee. Additionally, some foundations require a charitable number to apply, and we therefore do not qualify for funds. Finally, the Ontario Trillium Foundation has a stream for libraries to be considered. But these must, without a charitable number, be submitted under the municipality. In this case we must go through the Town, be approved by Council to apply, and have a Town staff complete the application on our behalf as we do not have access to the login. Most difficult is that only one application can be made at a time. Therefore, we are in competition with the Town who would need to approve our ability to apply.

- **Registration provides increased credibility in the community, since registered charities must follow certain rules and guidelines in order to maintain their registration.**

As BMPL already exercise due diligence in this area, there would be no benefit or change.

- **Many goods and services provided by registered charities are exempt from goods and services tax/harmonized sales tax (GST/HST). Also, in many situations, registered charities can claim a partial rebate for the GST/HST they pay.**

The Municipality and Ontario public libraries currently qualify for a rebate on the majority of the HST paid; including books with are from HST. Therefore, there is little change in this area.

D. Library Registered versus Separate Foundation

Many public library boards have chosen to have a NPO public library and a charitable Foundation or charitable Friends Group. This is not the recommendation of this report as it doubles the board and oversight bodies, duplicates the workload for the CEO, and can often have parties at odds with the public library governance and financial planning. It is the recommendation that this Board only consider a charitable status for the current BMPL Board and organization.

E. Cost to Register

Registration can take approximately 6 months to be received from the CRA. It is recommended that if the Board chooses to proceed, the CEO move forward with legal counsel to have this application of change of registry of the BMPL from NPO to charity completed on our behalf.

Respectfully Submitted,
Dr. Sabrina Saunders, CEO
LibraryCEO@TheBlueMountains.ca
519-599-3681 extension 148

Board Meeting

Report To: The Blue Mountains Public Library Board
Report Name: ADM.23.21 CEO & Service Update-September
Date: September 21, 2023
Prepared by: Dr. Sabrina Saunders, CEO

A. Recommendations

That this Board receive as information ADM.23.21 entitled "CEO & Service Update-September".

B. Background

The BMPL is comprised of a Gallery, Library, Archives and Museum (GLAM). GLAMs across the province are now understood to be the culture hubs of communities, and more regularly have a single operational body, such as in the BMPL model. While this is not the comprehensive report of activities of our GLAM; this CEO & Services Update Report includes general highlights which are of importance to the Board from either a governance standpoint or as talking points on our organization. This will focus on both facilities of the Craighleith Heritage Depot (CHD) and the L.E. Shore branch (LES), successes or concerns by GLAM service, and how each impacts the three Strategic Pillars and [Annual Action Plan](#).

C. Overview of Usage – August 2023

| | CURRENT MONTH | PREVIOUS MONTH | Comparable YTD 2022 | YTD 2023 |
|---|---------------|----------------|---------------------|------------|
| | August 2023 | July 2023 | August 2022 | YTD Totals |
| Active Users ¹ | N/A | 4,828 | 4,445 | 4,828 |
| Circulation | 5,296 | 5,125 | 39,658 | 39,890 |
| Digital Circulation | 3,151 | 2,876 | 19,926 | 22,411 |
| Museum On-line Exhibits ² | * | 167 | 4552 | 2,580 |
| Research Requests | 9 | 5 | 61 | 28 |
| Gallery Attendance Virtual ⁵ | 344 | 296 | N/A | 2,230 |
| Gallery Attendance Physical | 2,750 | 2,750 | 26,753 | 27,750 |
| Museum Visits | 330 | 269 | 1,559 | 1119 |
| Tours, Classroom Visits | 0 | 0 | 2,092 | 2,642 |
| Website Views ³ | 10,703 | 11,334 | 78,743 | 85,887 |
| YouTube Channel Views | 2,075 | 2,426 | 18,494 | 16,707 |
| Volunteer Hours | 118.70 | 85.75 | 908.5 | 732.45 |

Notes:

1. This number is of card holders active in the past 3-year period. Numbers were not available for August due to a system issue.
 2. [BiblioBoard](#) is the virtual platform for museum exhibits online.
 3. Pageviews for www.TheBlueMountainsLibrary.ca. Google Analytics 4 now used to track website Pageviews. Previously, Universal Analytics tracked Unique Pageviews.
 4. This number is of events, not attendance.
 5. With the new library website, the L.E. Shore Gallery expanded its online art exhibits over several webpages. As a result, there will be a noticeable increase in online interactions compared to previous years.
- * Due to vacations of staff, these numbers are not available, but will be added to the report later for inclusion in year-to-date numbers.

D. Advocacy

As BMPL has been contacted by people questioning the GLAM or museum name correction, we have been advocating for our services and accuracy of information. The museum name correction is just that, a correction and not a change. The only by-law on record with TBM, the naming body, is By-Law 2003-78 which names the lands and building the Craigleith Station. While several reports in 2007 and 2008 begin to call the museum by several names, the Craigleith Heritage Depot was the name which stuck. However, at no time was this changed according to the TBM policy, nor was it ever changed with the Ministry, who they registered the site as a heritage designated property. Therefore, our advocacy ceases to be why we should “change the name” but rather, correct the name according to the current TBM policy.

E. The Gallery at L.E. Shore

In August, The L.E. Shore Gallery hosted Beaver Valley Outreach (BVO) for a second-hand art show. The exhibit featured a curated collection of art donated by members of the community and ran from August 22-30. All proceeds went to fund BVO’s programs and services. [ES1, ES3.3]

Applications to exhibit in the Gallery in 2024 closed August 31. We received a large number of applicants and are excited for the new year’s lineup of exhibitions. [ES1]

F. Library Services at both L.E. Shore and Craigleith Heritage Depot

The LES service usage will continue to climb with the return of students into our facilities. Additionally, programs, partner programs, and room bookings are again booking quickly as the fall moves in. BMPL will be reinstating our COVID protocols as cases and outbreaks are being reported to the GBHU. We ask the community to consider safety first. Wash hands, use hand sanitizer, get a booster, and when warranted, wear a mask. [ES1.3]

G. Archives and Museum at the Craigleith Heritage Depot

The museum is moving to the fall service hours. During this lower usage period, typically weekends; we have opted to shorten the visitor hours and expand the staff into deeper dives into the collection. This improves our services during peak times with new collections, exhibits, and new information. If you are interested in a tour and the museum is not open during that time, please call us. We will do our best to accommodate you and your guests. [CH2]

H. Staffing

Over the summer months the Board prepared for interviews for the new CEO position. In September the Board committee screened 30 applications, interviewed 4 qualified candidates and have made a successful offer to a new employee. Some time in late September/early October this individual will be announced. The current CEO will be on hand to support BMPL with the transition to the new member of the team. A welcome reception is being planned for December 7th. [OE1]

I. Communication

The Board and Council were all invited to subscribe to the BMPL E-Newsletter and Key Messages. These are two of the primary documents for our service and governance and would be an important piece of communication for both bodies to receive regularly. Subscription can occur at <https://www.thebluemountainslibrary.ca/about-us/follow-us>. [OE5.5]

Our primary method of communication is through the various e-newsletters and blogs of BMPL. Our main e-newsletter or any of the 4 topical monthly blogs are available by [subscription](#) whether a patron or not. With the new e-newsletter we anticipate the individual blogs such as the Staff Picks and Key Messages may become redundant as the content can easily be linked from the new e-document. We will continue to monitor their usage and see if/when we will sunset these as independent subscriptions and releases. If it is determined to make that switch, we will continue to write this information as a webpage, and the promote this through the new format. [OE5.5]

- [Library News](#): 1565
- [Staff Picks](#): 319
- [Key Messages](#): 162
- [In the Gallery](#): 432
- Children's Events: 187

Board Meetings

Board meetings are broadcast on Facebook (live) and rebroadcast on YouTube. While the Board is meeting onsite and encourage the community to join us in person, we will continue to broadcast meetings. [CH3.2]

| | Facebook | YouTube |
|------------------------|--------------------------|--------------------------|
| August | 58 views | 26 views |
| June | 38 views | 27 views |
| March | 43 views | 33 views |

Respectfully Submitted,
 Dr. Sabrina Saunders, CEO
LibraryCEO@TheBlueMountains.ca
 519-599-3681 extension 148