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| 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 |
| Original Approval: | 10-25-2018 |
| Amended On: | 05-16-2019; 04-16-2020; 02-18-2021; 01-20- 2022; 01-19-2023 |
| Reviewed On: | 09-21-2023 |

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 |
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| 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 |
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| 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.