



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; 01-18-2024; 01-16-2025; 09-21-2023; 02-19-2026
Reviewed On:	

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 Planning
 - 2. Community Hubs
 - 3. Empowering Services
 - 4. Organizational Excellence
 - 1.4.1. Financial Reports & Budget
- G. Other Business**
- 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"> Review/approve annual and multi-year agendas. Receive Respectful Workplaces Compliance Report. Final Update on Previous Year Action Plan & Outstanding Staff Reports. 	<p>Year 1:</p> <ul style="list-style-type: none"> Approve annual meeting schedule (dates/times). Appoint delegates(s) to Board Boot Camp at OLA Super Conference. Review Legacy Documents. <p>Years 1 & 3:</p> <ul style="list-style-type: none"> Elect Chair and Vice-Chair. <p><i>Note: Board Orientation occurs in a separate meeting(s) prior to the Board's first meeting.</i></p>
Feb	<ul style="list-style-type: none"> Receive Risk Assessment Report. Develop Annual Action Plan. 	
Mar	<ul style="list-style-type: none"> Review Q4 Financials. 	<p>Year 2:</p> <ul style="list-style-type: none"> Review CEO Job Fact Sheet.
Apr	<ul style="list-style-type: none"> Review Q1 Financials. Approve Annual Report. 	
May	<ul style="list-style-type: none"> Conduct annual policy review: H&S and AODA and policies scheduled for the year. Ontario Library Service Board Assembly Report. 	<p>Policy Review:</p> <ul style="list-style-type: none"> Year 1: By-Laws and Governance Year 2: System Year 3: Human Resource General <p>Year 4:</p> <ul style="list-style-type: none"> Approve Board Recruitment Plan. Present Board Recruitment Plan to Council prior to Election Season.
June	<ul style="list-style-type: none"> Approve audited statements and appoint auditor for upcoming year. 	
Summer	<ul style="list-style-type: none"> Review Q2 Financials. 	<p>Year 2-4:</p> <ul style="list-style-type: none"> Prioritize action items in preparation for budget.
Sept		<p>Year 3:</p> <ul style="list-style-type: none"> Initiate review of Strategic Plan.

Month	Annual	Multi-Year
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"> • Ontario Library Service Board Assembly Report. • Appoint Board Assembly Representative. • Identify participant(s) for OLA conference. • Complete Board Evaluation and identify any training needs. • Review and confirm the holiday schedule for following year. • Complete CEO Evaluation. • Approve Annual Budget. 	Year 4: <ul style="list-style-type: none"> • Approve new Strategic Plan. • Approve a Q1 Interim Action Plan for the next Board following Strategic Plan approval.
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.