



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. Action Items

1. Training (if any)
2. [other reports or discussions requiring actions]

G. Strategic Plan Update

1. Vibrant Spaces & Capital Campaign Committee
2. Organizational Capacity, By-Law & Governance Committee
3. Communication & Strategic Planning Committee
4. Service Excellence & Operational Updates
5. Action Plan Update

H. Other Reports

1. Consolidated Variance Report (quarterly)
2. Museum Advisory Council Report (when available)

I. Roundtable
J. Key Message Updates
K. Closed Session (if required)
L. Notice of Upcoming Meeting(s)
M. 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. 	<p>Year 1:</p> <ul style="list-style-type: none"> • Elect Chair and Vice-Chair. • Appoint committee members and authorize committees to draft action plans for their component of the Strat Plan. • Appoint Board MAC Member • Appoint delegates(s) to Board BootCamp at OLA Superconference. • Review Legacy Documents. <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"> • Approve Annual Report. • Review Q4 Financials. • CEO Evaluation. 	<p>Year 1:</p> <ul style="list-style-type: none"> • Appoint MAC members.
Mar	<ul style="list-style-type: none"> • Confirm Spring Regional Trustee Council Mtg attendee. • Respectful Workplaces Compliance Report. 	
Apr	<ul style="list-style-type: none"> • Review Q1 Financials. • Risk Assessment Report. 	<p>Year 1:</p> <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).
May	<ul style="list-style-type: none"> • Annual Planning Mtg (Full Day). • Policy Review: H&S and AODA. 	<p>Policy Review:</p> <ul style="list-style-type: none"> • Year 1: By-Laws and Governance • Year 2: HR • Year 3: Public Usage • Year 4: New policies required for accreditation <p>Year 1:</p> <ul style="list-style-type: none"> • Complete Board training needs assessment and develop training plan.
June	<p>Approve audited statements and appoint auditor for upcoming year.</p>	<p>Year 3:</p> <ul style="list-style-type: none"> • Approve Board Recruitment Plan.

Month	Annual	Multi-Year
Summer	<ul style="list-style-type: none"> Review Q2 Financials. Approve budget proposal to Council. 	Year 2-4: <ul style="list-style-type: none"> Prioritize action items in preparation for budget.
Sept	<ul style="list-style-type: none"> Confirm Fall Regional Trustee Council Mtg attendee. 	Year 3: <ul style="list-style-type: none"> Initiate consultations for new Strat Plan. Year 4: <ul style="list-style-type: none"> Approve new Strategic 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). Review/revise committee terms of reference to align with new Strategic Plan.
Nov	<ul style="list-style-type: none"> Elect Chair and Vice-Chair. 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. 	Year 2: <ul style="list-style-type: none"> Review CEO Job Fact Sheet. Year 4: <ul style="list-style-type: none"> CEO Evaluation.
Dec	<ul style="list-style-type: none"> No meeting. 	

BLG.2018.99.3 Plans and Programs

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

Original Approval: 2018-10-25
 Amended On: 2019-05-16; 2019-05-16