



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)
Original Approval:	03-22-2018
Amended On:	05-16-2019; 01-16-2020; 09-21-2023
Reviewed On:	

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 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.