

014 - OPLB Board Meeting Calendar (of Reports)

Guiding Principles

The Board shall develop an annual calendar of the topics and decisions planned for each Board meeting to assist the Board, the CEO, and staff, in planning their activities and fulfilling their respective accountabilities.

Trustees will have the opportunity to review the calendar and make suggestions for improvement before it is adopted by the Board.

The calendar shall be based on the fiscal year of the Board and shall be renewed each year prior to the beginning of the year.

Board Calendar Development Practices

The CEO, working closely with the Chair, shall initiate development of the Board calendar in preparation for the upcoming year.

The calendar will take into account major and recurring topics and decisions, including, but not necessarily limited to:

- developing, reviewing and approving budgets, business plans, and strategic plans;
- reviewing and approving anticipated major projects;
- completing activities associated with CEO performance management;
- setting performance objectives;
- monitoring results;
- reviewing the annual performance of the organization;
- reviewing and approving the annual financial reports and annual reports;
- reviewing and updating Board policies;
- completing Board self-evaluations;
- providing ongoing education for Trustees; and,
- completing regularly occurring Board processes and decisions.

A generic Board Calendar is provided in Appendix A.

The draft calendar (in conjunction with a proposed meeting schedule) shall be submitted to the Trustees for review, comment, and adoption at the November Board meeting.

The Chair, working closely with the CEO, shall ensure that all preparatory work for each meeting is undertaken in sufficient time to allow the necessary materials and studies to be available for the topics scheduled in the calendar.

The Board shall consider changes to the calendar as new or additional requirements are identified and during election years when new Board appointments are made in order to accommodate transition periods.

Effective Date:	Last Review Date:
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Topic / Decision	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Annual report				x								
Financial Audit report						x						
Board evaluation (in 2 nd and 4 th years of term)					x							
Board meeting evaluation discussion						x						x
Board Meeting schedule and calendar of reports											x	
Board policy review and updates					x						x	
Board succession planning (final year of term)						x						
Budget (operating and capital) ¹										x	x	
CEO performance objectives for following year		x										
Financial reports		x			x				x		x	
Labour relations update		x			x				x		x	
Policy deviations report by CEO (as may be required)	x	x	x	x	x	x			x	x	x	x
Performance report (CEO and Library objectives for past year)		x							x ²			
Policy compliance report by CEO (for previous year)	x											
Semi-Annual Performance Measurement Report				x						x		
Strategic plan ³				x		x						
Trustee ongoing education (as per detailed plan)			x			x				x		

¹ Subject to City's budget timelines

² Mid-year update.

³ In the fourth-year of its term, the Board shall prepare a draft strategic plan that will be presented for review and approval by the new Board in the second month of its tenure.