Board of Trustees Meeting
March 25, 2023
Agenda

9:30 am – 12:30 pm
Hybrid: North Nanaimo and Zoom

Page

1. Call to Order

With great respect, Vancouver Island Regional Library (VIRL) acknowledges that the Coast Salish, Haida, Heiltsuk, Kwakwaka'wakw, Nuu Chah Nulth, and Nuxalk people have been the stewards of the lands within our service area since time immemorial. We are privileged and grateful to work within these territories, and in relationship with Inuit, Métis, and all other First Nations in the region.

a) Opening Remarks
b) Roll Call
c) Declarations of Conflicts of Interest

2. Agenda

a) Items to be removed from Consent Business
b) Additions or Deletions
c) Approval of Agenda

3. Minutes

a) January 28, 2023 Board of Trustees AGM Unapproved Meeting Minutes – *for approval* **4**

b) February 24, 2023 Executive Committee Unapproved Meeting Minutes – *for receipt* **10**

4. Delegations (see Policy) -

5. Business Arising

a) DRAFT Strategic Plan Framework **15**

b) Procedural By-law Revisions **22**

c) Construction of New Masset Branch **127**

d) Facilities Policy and Facilities Master Plan (FMP) Review Update **134**

e) Executive Director Update (verbal)

6. Finance

a) Audit Service Plan **189**

b) January 2023 Finance Report **191**

c) January 2023 Reserves Report **197**

7. New Business -

8. Facilities -

9. Consent Business

a) Briefing Notes for Information **200**

2022 Provincial Library Grants Report **201**

2023 VIRL in the Media **218**

2024 Correspondence **219**

i. Email from Library Customer to VIRL Board of Trustees re: Fine Removal, January 17, 2023 **220**
ii. Email from Anne O'Shea, Deputy Executive Director / COO to Library Customer re: Fine Removal, January 27, 2023 **221**
iii. Email from Chief Chris Roberts, Wei Wai Kum First Nation, to VIRL Board of Trustees re: Desperate need for a library facility in Downtown Campbell River, January 27, 2023 **222**
iv. Email from Chair Erin Hemmens, VIRL Board, to Chief Chris Roberts, Wei Wai Kum First Nation re: Desperate need for a library facility in Downtown Campbell River, March 6, 2023 **223**
v. Email from Library Customer to VIRL Board of Trustees re: Recent decision on VIRL fines, February 8, 2023 **224**
vi. Email from Anne O'Shea, Deputy Executive Director/COO to Library Customer re: Recent decision on VIRL fines, February 9, 2023 **226**
vii. Email from Library Customer to VIRL Board of Trustees re: Inserts in library books, February 27, 2023 **227**
viii. Email to Library Customer from Anne O'Shea, Deputy Executive Director/COO re: Inserts in library books, February 27, 2023 **230**
ix. Email from Joshua Humphries, CAO, Village of Masset to VIRL re: Grant application support for new Masset branch **232**

2025 Media Release **233**

i. VIRL Board Elects Chair, Vice Chair, and Executive Committee for 2023 and Welcomes 21 New Trustees, January 30, 2023 **234**

10. In Camera (separate agenda)

11. Adjournment

Next Meetings

May 5, 2023 Executive Committee (Hybrid)
June 3, 2023 Board of Trustees (Hybrid)

Minutes of the
January 28, 2023
Board of Trustees AGM Meeting

For Approval

Board of Trustees
Annual General Meeting
January 28, 2023
Minutes - UNAPPROVED

Vancouver Island University Boardroom, Nanaimo & Zoom.us

Present:

Erin Hemmens, Nanaimo (Acting Chair, then Chair)
Fred Robertson, Port Hardy (Trustee, then Vice Chair)
Ron Kerr, Campbell River (arrived at 10am)
Carolyne Austin, Cowichan Lake
Will Cole-Hamilton, Courtenay
Troy Therrien, Cumberland
Jesse Embree, Daajing Giids
Jenni Capps, Duncan (arrived 10am)
Henry Fossen, Gold River
Jeff Virtanen, Ladysmith (arrived 10am)
Jonathan Lerner, Lantzville
Joan Jones, Lantzville (Alternate) (departed 10am)
Sheri Disney, Masset (arrived 10am)
Tek Manhas, North Cowichan
Phil DiBattista, North Saanich (Alternate) (arrived 10am)
Mary Beil, Parksville
Russell Murray, Port Alice
Kazamir Falconbridge, Port Clements (arrived 10am)
Michelle Carson, Port McNeill
Jean Young, Qualicum Beach
Kohen Gilkin, Sayward
Richard Novek, Sidney
Jeff Bateman, Sooke (arrived 10:00am)
Cheryl Northcott, Tahsis
Allison Sawyer, Tofino (Alternate)
Jennifer Hoar, Ucluelet
Ronald Deck, Zeballos (departed at 10am)
Penny Cote, Alberni-Clayoquot RD
Jayme Kennedy, Central Coast RD
Daniel Arbour, Comox Valley RD
Karen Deck, Cowichan Valley RD (arrived 10am)
Andrew Hory, Mount Waddington RD (arrived 10am)
Vanessa Craig, Nanaimo RD
Evan Putterill, North Coast RD (arrived 10am)
Andrew Fall, qathet RD (arrived 10am)
John Rice, Strathcona RD

Regrets:

Jonathan Kerr, Comox
Todd Patola, Port Alberni
Al Wickheim, Capital RD

Staff:

Ben Hyman, Executive Director
Anne O'Shea, Deputy Executive Director / COO
Joel Adams, Director of Finance
David Carson, Director of Communications
Eileen Gillette, Director of Public Services and Planning
Jennifer Bond, Divisional Manager, Finance
Amanjit Pandher, Assistant Director, IT
Jason Kuffler, Sales & Marketing Officer
Mariah Patterson, Executive Assistant
Saho Lindberg, Administrative Assistant (Recorder)

Part 1: New Trustee Orientation 9:00am – 10:00am

Presentation by Ben Hyman, Executive Director, Anne O'Shea, Deputy Executive Director/COO, Joel Adams, Director of Finance, Eileen Gillette, Director of Library Services and Planning, David Carson, Director of Communications, and Amy Dawley, Assistant Director, Service and Building Design.

Part 2: Annual General Meeting

Public livestreaming commenced.

1. Welcome Trustees

2. Call to Order 10:23am

With great respect, Vancouver Island Regional Library (VIRL) acknowledges that the Coast Salish, Haida, Heiltsuk, Kwakwaka'wakw, Nuu Chah Nulth, and Nuxalk people have been the stewards of the lands within our service area since time immemorial. We are privileged and grateful to work within these territories, and in relationship with Inuit, Métis, and all other First Nations in the region.

a) Opening Remarks
Ben Hyman, Executive Director, welcomed Trustees to the 2023 Board.

b) Roll Call
As above.

c) Declarations of Conflicts of Interest
None.

3. Elections: 2023 Nominating Committee Report

Motion: Moved by Daniel Arbour / seconded by Erin Hemmens that the *2023 Nominating Committee* Report be received by the Board of Trustees. Carried.

a) Election of Chair
One nomination was put forth in the Nominating Committee Report: Erin Hemmens (City of Nanaimo).
No nominations were received from the floor.
Erin Hemmens was elected Chair by acclamation.

b) Election of Vice Chair
Two nominations were put forth in the Nominations Committee Report: Fred Robertson (Port Hardy) and Richard Novek (Town of Sidney).

Winning the majority vote, Fred Robertson was elected Vice Chair.

c) Election of Executive Committee
Ten nominations were put forth in the Nominating Committee Report:

1. Daniel Arbour (Comox Valley Regional District)
2. Penny Cote (Alberni-Clayoquot Regional District)
3. Vanessa Craig (Regional District of Nanaimo)
4. Sherry Disney (Village of Masset)
5. Jayme Kennedy (Central Coast Regional District)

6. Duncan McMaster (District of Tofino)
7. Cheryl Northcott (Village of Tahsis)
8. Todd Patola (City of Port Alberni)
9. Evan Putterill (North Coast Regional District)
10. Richard Novek (Town of Sidney)

One nomination was received from the floor:

1. Jonathan Lerner (District of Lantzville)

The first vote resulted in a tie for 9th member-at-large between nominees Duncan McMaster (Village of Tofino) and Cheryl Northcott (Village of Tahsis). A runoff vote was held and winning the majority vote was Cheryl Northcott.

Trustees Daniel Arbour, Penny Cote, Vanessa Craig, Sherry Disney, Jayme Kennedy, Jonathan Lerner, Cheryl Northcott, Evan Putterill and Richard Novek were elected as member-at-large for the Executive Committee.

Part 3: Regular Meeting

Erin Hemmens assumed the role of Chair for the remainder of the meeting.

4. Call to Order 11:05am

a) Chair's Opening Remarks
Chair Erin Hemmens welcomed Trustees and congratulated the Vice Chair and members of the Executive Committee.

b) Executive Director's Opening Remarks
Ben Hyman, Executive Director, welcomed Trustees.

5. Agenda

a) Items to be Removed from Consent Business
None.

b) Additions or Deletions
None.

c) Approval of Agenda
Motion: Moved by Richard Novek / seconded by Penny Cote that the Agenda be approved by the Board of Trustees. Carried.

6. Minutes

a) September 24, 2022 Board of Trustees Meeting Unapproved Minutes
Motion: Moved by Vanessa Craig / seconded by Jayme Kennedy that the *September 24, 2022 Board of Trustees Meeting Unapproved Minutes* be approved by the Board of Trustees. Carried.

7. Delegations - No delegations.

8. Business Arising

a) Strategic Plan Report
Motion: Moved by Will Cole-Hamilton / seconded by Jonathan Lerner that the *Strategic Plan Report and Draft Strategic Framework* be received by the Board of Trustees. Carried.

Motion: Moved by Vanessa Craig / seconded by Fred Robertson that the *Draft Strategic Framework* be approved in principle by the Board of Trustees. Carried.

b) Revised Board Policy: Fees & Charges

Motion: Moved by Andrew Fall / seconded by Fred Robertson that the *Revised Board Policy: Fees and Charges* be received and adopted by the Board of Trustees, superseding previous versions. Carried.

c) Construction of New Masset Branch

Motion: Moved by Jesse Embree / seconded by Daniel Arbour that the *Construction of New Masset Branch* report be received by the Board of Trustees. Carried.

Discussion about evolution of design, inclusive of Old Masset Village Council requests; Class D estimate.

Motion: Moved by Daniel Arbour / seconded by Jesse Embree that staff pursue the two external funding opportunities discussed for the new Masset Branch. Carried.

A final decision on this project will be made at the March Board meeting.

Jenni Capps and Ron Kerr departed the meeting at 1:02pm.

Meeting recessed at 1:02pm.
Meeting reconvened at 1:30pm.

d) Consolidated Facilities Master Plan (CFMP) Review Update

Motion: Moved by Daniel Arbour / seconded by Fred Robertson that the *Consolidated Facilities Master Plan Review* Update be received by the Board of Trustees. Carried.

9. Finance

a) November 2022 Finance Report

Motion: Moved by Vanessa Craig / seconded by Will Cole-Hamilton that the *November 2022 Finance Report* be received by the Board of Trustees. Carried.

b) November 2022 Reserves Report

Motion: Moved by Daniel Arbour / seconded by Fred Robertson that the *November 2022 Reserves Report* be received by the Board of Trustees. Carried.

10. New Business – None.

11. Consent Business

Motion: Moved by Penny Cote / seconded by Will Cole-Hamilton that *all Consent Business* be received by the Board of Trustees. Carried.

Jason Kuffler and Amanjit Pandher depart the meeting at 1:44pm.

12. In Camera 1:45pm

Motion: Moved by Penny Cote / seconded by Daniel Arbour that the Board of Trustees meeting move In Camera. Carried.

Motion: Moved by Penny Cote / seconded by Daniel Arbour that the Board of Trustees rise and return to the open portion of the meeting. Carried.

13. Adjournment 2:19pm

Motion: Moved by Richard Novek / seconded by Will Cole-Hamilton that the meeting be adjourned.

Erin Hemmens Chair, Board of Trustees Vancouver Island Regional Library	Ben Hyman Executive Director Vancouver Island Regional Library

Minutes of the February 24, 2023 Executive Committee Meeting

For Receipt

Executive Committee Meeting
February 24, 2023
Minutes - UNAPPROVED

Nanaimo North Branch Boardroom & Zoom.us

Present:
Erin Hemmens, Nanaimo (Chair)
Fred Robertson, Port Hardy (Vice Chair)
Jonathan Lerner, Lantzville
Richard Novek, Sidney
Cheryl Northcott, Tahsis
Jayme Kennedy, Central Coast RD
Vanessa Craig, Nanaimo RD

Regrets:
Sheri Disney, Masset
Penny Cote, Alberni-Clayoquot RD
Daniel Arbour, Comox Valley RD
Evan Putterill, North Coast RD

Staff:
Ben Hyman, Executive Director
Anne O'Shea, Deputy Executive Director / COO
Joel Adams, Director of Finance
Eileen Gillette, Director of Public Services & Planning
Amy Dawley, Assistant Director, Service & Building Design
Natasha Bartlett, Divisional Manager, Marketing & Communications / Privacy Officer
Jennifer Bond, Divisional Manager, Finance
Mariah Patterson, Executive Assistant
Saho Lindberg, Administrative Assistant (Recorder)

Guests:
Melanie Roskell, Partner, Cornerstone Planning Group
Holly Alyea, Sr. Associate, Cornerstone Planning Group

1. Call to Order 9:44am

With great respect, Vancouver Island Regional Library (VIRL) acknowledges that the Coast Salish, Haida, Heiltsuk, Kwakwaka'wakw, Nuu Chah Nulth, and Nuxalk people have been the stewards of the lands within our service area since time immemorial. We are privileged and grateful to work within these territories, and in relationship with Inuit, Métis, and all other First Nations in the region.

a) Opening Remarks

b) Roll Call
As above.

c) Declaration of Conflict of Interest
None.

2. Agenda

a) Items to be removed from Consent Business
Vanessa Craig moved to remove Correspondence Item 8(c)iii Email from Chief Chris Roberts, Wei Wai Kum First Nation, to VIRL Board of Trustees re: Desperate need for a library facility in Downtown Campbell River, January 27, 2023 and add as New Business Item 7(a).

b) Additions or Deletions
Addition: Executive Director (Verbal) Report as New Business 7(b).

c) Approval of Agenda
Motion: Moved by Richard Novek / seconded by Vanessa Craig that the *Agenda* be approved by the Executive Committee. Carried.

3. Minutes

a) August 26, 2022 Executive Committee Unapproved Meeting Minutes
Motion: Moved by Fred Robertson / seconded by Richard Novek that the *August 26, 2022 Executive Committee Unapproved Meeting Minutes* be approved by the Executive Committee. Carried.

b) September 24, 2022 Board of Trustees Approved Meeting Minutes
Motion: Moved by Jonathan Lerner / seconded by Vanessa Craig that the *September 24, 2022 Board of Trustees Approved Meeting Minutes* be received by the Executive Committee. Carried.

c) January 28, 2023 Board of Trustees AGM Unapproved Meeting Minutes
Motion: Moved by Jonathan Lerner / seconded by Vanessa Craig that the *January 28, 2023 Board of Trustees AGM Unapproved Meeting Minutes* be received by the Executive Committee. Carried.

Melanie Roskell and Holly Alyea, Cornerstone Planning Group, joined the meeting at 9:48am.

4. Business Arising

a) Facilities Master Plan (FMP) Review Update
Presented by: Melanie Roskell, Partner, Holly Alyea, Sr. Associate, Cornerstone Planning Group

Motion: Moved by Jayme Kennedy / seconded by Richard Novek that the *Facilities Master Plan Review Update* be received by the Executive Committee. Carried.

Melanie Roskell and Holly Alyea, Cornerstone Planning Group, departed the meeting at 10:25am.

Motion: Moved by Jonathan Lerner / seconded by Vanessa Craig that the Executive Committee recommend the *revised Facilities Policy* be approved by the Board of Trustees.

Motion: Moved by Jonathan Lerner / seconded by Vanessa Craig to withdraw the motion that the Executive Committee recommend the *revised Facility Policy* be approved by the Board. Carried.

Motion: Moved by Richard Novek / seconded by Jayme Kennedy to receive the *revised Facilities Policy*. Carried.

Steve Woods departed the meeting at 10:40am.

b) DRAFT Strategic Plan Framework

Motion: Moved by Richard Novek / seconded by Vanessa Craig that the *Draft Strategic Plan Framework* be received by the Executive Committee. Carried.

Motion: Moved by Richard Novek / seconded by Jonathan Lerner that the Strategic Plan Framework including revisions that were discussed be recommended for approval by the Board. Carried.

c) Procedural By-Law Revisions

Motion: Moved by Jayme Kennedy / seconded by Jonathan Lerner that the *Procedural By-Law Revisions* be received by the Executive Committee. Carried.

Motion: Moved by Richard Novek / seconded by Jonathan Lerner that staff look into compensation for the Chair and Vice Chair and report back to the May 5 Executive Committee meeting with a recommendation. Carried.

Meeting recessed at 11:07am.
Meeting reconvened at 11:17am.

5. Finance

a) Audit Service Plan

Motion: Moved by Richard Novek / seconded by Jayme Kennedy that the *Audit Service Plan* be received by the Executive Committee. Carried.

Motion: Moved by Erin Hemmens / seconded by Cheryl Northcott that staff inquire with MNP of a 3 year contract to set as a base standard. Motion defeated.

Motion: Moved by Jonathan Lerner / seconded by Richard Novek that staff prepare a recommendation for an RFP for auditors with a pricing program for 5 years at the May 5 Executive Committee meeting. Carried.

b) December 2022 Finance Report

Motion: Moved by Jonathan Lerner / seconded by Richard Novek that the *December 2022 Finance Report* be received by the Executive Committee. Carried.

c) December 2022 Reserves Report

Motion: Moved by Vanessa Craig / seconded by Fred Robertson that the *December 2022 Reserves Report* be received by the Executive Committee as amended. Carried.

Eileen Gillette departed the meeting at 12:01pm.

6. Facilities

7. New Business

a) Email from Chief Chris Roberts, Wei Wai Kum First Nation, to VIRL Board of Trustees re: Desperate need for a library facility in Downtown Campbell River, January 27, 2023

Discussion had regarding email from Chief Chris Roberts, Wei Wai Kum First Nation to VIRL Board of Trustees.

b) Executive Director (Verbal) Report

Executive Director Report was received.

8. Consent Business

Motion: Moved by Jonathan Lerner / seconded by Fred Robertson that all *Consent Business* be received by the Executive Committee.

Natasha Bartlett departed the meeting at 12:30pm.

9. In Camera 12:31pm

Motion: Moved by Vanessa Craig / seconded by Richard Novek that the Executive Committee meeting move In Camera. Carried

Motion: Moved by Richard Novek / seconded by Vanessa Craig that the Executive Committee rise and return to the open portion of the meeting. Carried.

10. Adjournment 12:36pm

Motion: Moved by Jonathan Lerner / seconded by Jayme Kennedy that the meeting be adjourned. Carried.

Erin Hemmens Chair, Board of Trustees Vancouver Island Regional Library	Ben Hyman Executive Director Vancouver Island Regional Library

Draft Strategic Plan Framework Report

Recommendation

The Executive Committee recommends:

That the *Draft Strategic Plan Framework* be received by the Board of Trustees;

and

That the *Draft Strategic Plan Framework* be approved by the Board of Trustees.

Background

At the January 28 Board of Trustees meeting, Trustees approved the renewed Vision, Mission, Values and Strategic Goals in principle.

Following that meeting, staff incorporated feedback, actions and measures to support each strategic goal and sought input from the Executive Committee. The updated *Draft Strategic Plan Framework* is attached for the Board of Trustee's review and approval.

Next Steps

Once the content of the Strategic Plan is approved by the Board of Trustees, staff will:

- Develop an integrated planning framework to support efforts within this plan
- Begin planning internal and external roll out of the plan

VIRL's refreshed Strategic Plan will launch during Canadian Library Month in October 2023. Launch details will be provided to Trustees as they become available.

Related to existing Strategic Plan

Vancouver Island Regional Library's Values of Leadership & Innovation and Stewardship & Accountability guide this process. A refreshed Mission, Vision, and Values and Strategic Plan will guide the organization in its work to enrich lives and communities through universal access to knowledge, lifelong learning, and literacy.

Draft Strategic Plan Framework

With great respect, Vancouver Island Regional Library (VIRL) acknowledges that the Coast Salish, Haida, Heiltsuk, Kwakwaka'wakw, Nuu Chah Nulth, and Nuxalk people have been the stewards of the lands within our service area since time immemorial. We are privileged and grateful to work within these territories, and in relationship with Inuit, Métis, and all other First Nations in the region. We are honoured by the teachings of knowledge keepers, who reinforce for us that Land is the first teacher and that we must proceed on our journey with *Quum quum uy'kskuluwun* (good heart, good mind). As we learn to walk in two worlds, our commitments to Reconciliation will only deepen. These multi-generational commitments will align with and transcend this Strategic Plan. In 2022, VIRL began working with an Indigenous-led consultancy in this regard.

Introduction

VIRL is a Regional Library District — a public library serving some of the fastest growing urban areas and some of the most rural and remote communities in Canada. We provide library services to 38 member jurisdictions, across more than 42,000 km^2 of islands, inlets, forests, and coastal areas. Now in our 87^{th} year, VIRL embarked on the development of our Strategic Plan, and renewal of our Vision, Mission, and Values, by asking Trustees, staff, partners, and community: "What should we look like at 90 years old?"

Our *Collective Services* — our **physical collections and digital content, events, classes, workshops, spaces, and specialized services** — are used by a third of the region's population. These services contribute significantly to livability, and we draw on economies of scale and administrative efficiency to maximize their value. Our engagement efforts verified the importance of our *Collective Services*. We are proud of our work in communities large and small, and this plan includes goals and actions that build on our strong library service foundations to further empower the region.

Our communities are in transition. Reconciliation is one of the region's greatest opportunities. Economic diversification, climate change, toxic drug and opioid crises, housing, and affordability are among the greatest challenges, along with low literacy levels — 45% of British Columbians aged 16 – 65 have difficulty in accomplishing some daily living tasks due in part to limited literacy skills[1]. Stakeholders asked us how we might more specifically address the socio-economic and environmental wellbeing of individuals and communities within our mandate and service area. In response, this plan embraces the principles of Service Design[2] and Social Innovation[3] to ensure the continuous evolution of our *Collective Services* and further empower our region.

[1] https://decoda.ca/resources/literacy-facts-figures/
[2] https://hbr.org/2018/09/why-design-thinking-works
[3] https://www.mcconnellfoundation.ca/assets/Media%20Library/Reports/Primer%20on%20Social%20Innovation.pdf

The 17 United Nations Sustainable Development Goals (SDG's)[4] are the shared measure of Social Innovation worldwide, used by governments, non-profits, and social purpose organizations to define and measure impact. We have chosen relevant SDG's as the primary achievement framework for the goals within this plan.

Vision

A thriving, connected, cohesive, and empowered region of island and coastal communities.

Mission

We provide barrier-free, region-wide, and equitable access to a unique and critical blend of *Collective Services* that lift our communities.

Values

Relationships with First Nations

We commit to implementing all relevant Truth and Reconciliation Commission Calls to Action, and to becoming stronger allies and partners on our journey to a more promising and inclusive future. We recognize this is a multi-generational commitment that will inform and transcend this strategic plan.

Accessibility

We strive to make our *Collective Services* accessible to all.

Inclusivity

Through our *Collective Services*, we strive to affirm, respect, and reflect the rich diversity of our coastal communities and the world around us.

Collaboration

We are an example of effective regional collaboration, and we value the power of partnerships. We know we can achieve more when we work together.

Equity

Equity is at the heart of our governance and service models and informs our approaches.

Community Connection

We create opportunities for connection and relationships within communities.

Intellectual Freedom and Privacy

We respect and protect the personal information we are entrusted with and support freedom of expression and the free exchange of information and ideas within the laws of Canada. VIRL endorses the Canadian Federation of Library Association's position statement on Intellectual Freedom and Libraries.

Affordability

Our *Collective Services* contribute significantly to livability within the region, drawing on economies of scale, administrative efficiency, and governance oversight.

[4] https://www.un.org/sustainabledevelopment/sustainable-development-goals/

Safety
We recognize the best work, learning, exploration, and growth happens in safe environments, and strive to offer safe workplaces, branches, and services within our complex operating environments.

Strategic Goals

Goal 1: Re-commit to improving literacy levels across our region.

Comprehensive literacy includes basic reading and writing skills, and other skills required for daily life, such as finding and assessing information, numeracy, digital competencies, and social and health knowledge. We are uniquely positioned to influence specific literacy objectives, especially among pre-school age children, and adults not in school. To achieve this goal, we will need to be creative, grounded by evidence and research, and work in close collaboration with partners.

Action 1: Increase the usage of library services in our region.

Action 2: Develop and deploy approaches that focus our *Collective Services* on comprehensive literacy outcomes.

Action 3: Design and deliver overall collection and literacy-specific resource and service awareness strategies.

Key SDG measure:

- 4.6 By 2030, ensure that all youth and a substantial proportion of adults... achieve literacy and numeracy.

Measure	Detail	Result
Membership reach	Range and percent of residents in VIRL's total service area with an active library card.	Increased membership
Participation in literacy activities	Number of people attending literacy-specific classes, events or workshops offered by the library and in partnership with other literacy organizations	Increased participation
Availability and use of VIRL's collections, including literacy-specific resources	Collection usage, including number of times literacy-specific resources are borrowed from VIRL's collection.	Remove barriers to access and increase use

Additional metrics may develop within the context of VIRL's operational Integrated Planning Framework.

Goal 2: Review, innovate and design service models in service to equity.

We commit to leveraging new opportunities and technologies, and to reviewing, designing, or improving our *Collective Services*.

Action 1: Expand our reach in rural and remote communities.

Action 2: Champion and embrace digital readiness to advance connection and access.

Action 3: Increase the accessibility of our *Collective Services*.

Action 4: Bring service and universal design methodologies to our work.

Key SDG measures:

- 11.A Support positive economic, social and environmental links between urban, peri-urban and rural areas by strengthening ... regional development planning.
- 10.2 By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status.
- 16.10 Ensure public access to information and protect fundamental freedoms, in accordance with [relevant] legislation.

Measure	Detail	Result
Rural and remote membership reach	Percent of residents in rural and remote communities within VIRL's service area with an active library card.	Increased reach
Participation in programs by remote residents	Number of people attending in-community events in remote communities.	Increased participation
Digital skill development	Number of people attending digital skill development classes, events or workshops offered by the library and in partnership with other organizations.	Increased participation
Service design	An annual summary of our strategic service design work, and the resulting impact for communities.	Improved user experience in strategic areas

Additional metrics may develop within the context of VIRL's operational Integrated Planning Framework.

Goal 3: Extend the impact and reach of our services through partnerships and reciprocity.

We commit to working with aligned partners to deepen our impact. The coming years will see VIRL build its capacity to partner and collaborate locally and regionally.

Action 1: Build relationships with aligned partners to support the diverse needs of our communities and the strategic objectives of our region.

Action 2: Engage non-traditional partners to address service gaps and generate solutions in traditionally underserved communities.

Action 3: Foster the growth of multi-disciplinary Communities of Practice that advance wise practice and Reconciliation.

Action 4: Actively engage aligned partners in the Galleries, Libraries, Museums and Archives (GLAM) sector, and the Local Government sector in the development of communities of practice.

Key SDG measure:

- 17.17 Encourage and promote effective public, public-private and civil society partnerships, building on the experience and resourcing strategies of partnerships.

Measure	Detail	Result
Partnership and collaborative impact	An annual summary of our strategic partnerships and communities of practice, evaluating the effectiveness and impact of our work with partners.	Growth and effectiveness of partnerships

Additional metrics may develop within the context of VIRL's operational Integrated Planning Framework.

Goal 4: Foster safe, inclusive, and welcoming spaces, and *Collective Services*.

We must ensure our *Collective Services* are delivered in accessible environments where library visitors and staff feel safe, respected, affirmed, and welcome. Our efforts will focus on developing our team and our *Collective Services* to establish an inclusive foundation for the future.

Action 1: Develop and deploy approaches that enhance the safety, accessibility, and inclusivity of our *Collective Services*.

Action 2: Design welcoming and resilient places that create a sense of belonging in our communities.

Key SDG measures:

- 10.2 By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status.
- 11.4 Strengthen efforts to protect and safeguard the world's cultural and natural heritage.
- 11.7 By 2030, provide universal access to safe, inclusive and accessible, green and public spaces, in particular for women and children, older persons and persons with disabilities.
- 4.A Build and upgrade education facilities that are child, disability and gender sensitive and provide safe, non-violent, inclusive and effective learning environments for all.

Measure	Detail	Result
Safety training	Percentage of staff who have attended safety training in the past 12 months; Annual investments in safety training and tools.	Increased safety awareness and skills
Inclusivity	An annual summary of our work in this area, highlighting the ways we are ensuring our spaces and services are inclusive and welcoming.	Increased inclusivity
Accessibility	VIRL's *Collective Services* will increasingly align with the Accessible BC Act [SBC 2021] c.19. An annual summary of our progress to increase the accessibility of our *Collective Services*.	Meet or exceed core accessibility targets

Additional metrics may develop within the context of VIRL's operational Integrated Planning Framework.

Goal 5: Grow organizational culture and effectiveness.

We are a learning organization operating in a dynamic and complex environment. We strive to embrace wise practices, and to build and support an inclusive and collaborative culture for staff and the Board.

Action 1: Develop and support our workforce to anticipate and respond to challenges and opportunities.

Action 2: Centre workplace culture in the work ahead.

Action 3: Practice good governance, and explore inclusive governance in the context of the *Declaration of the Rights of Indigenous Peoples Act* (DRIPA).

Action 4: Expand organizational infrastructure and capacity for data-informed decision making.

Key SDG measures:

- 16.6 Develop effective, accountable and transparent institutions at all levels
- 10.2 By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status

Measure	Detail	Result
Staff training	Number of staff training sessions held annually.	Increased number of sessions
Staff engagement	Engagement will be measured through an annual survey, beginning in 2024.	Increased engagement and confidence of staff
Ongoing organizational performance	Continue to report regularly on key performance data using a quarterly dashboard.	Measured performance and reporting
Good governance	Annual summary of how we are drawing on, contributing to, and reflecting emerging wise practice within the Public Library and Local Government sectors.	Engaged, effective and well supported board

Additional metrics may develop within the context of VIRL's operational Integrated Planning Framework.

Briefing Note for Decision

Topic: Board Procedural By-Laws Revisions

Purpose: Provide rationale and overview of proposed changes

Recommendation

That the Board of Trustees adopt the proposed revisions to the Procedural By-Laws.
Note: requires 5 days explicit notice, and 2/3 of membership in favour

Background

Vancouver Island Regional Library's (VIRL) Board Procedural By-Laws (By-Laws) were last revised in May 2021. In 2022, circumstances arose which hi-lighted errors and omissions within the By-Laws. Additionally, the practice of incorporating verbatim sections of legislation within the By-Laws was noted as being confusing, particularly where Board policy goes beyond legislation (*Weighted Vote* and *Extension of Library Service Area*, e.g.). Attached, you will find:

- a red-line version of the current By-Laws with proposed revisions
- a clean version of the current By-Laws with proposed revisions
- a version of the current By-Laws

Overview of Proposed Revisions

~~*Deleted italicized content*~~
Removes re-stated sections directly from the *Library Act* and associated section headings, including each of the following:

- General Duties of the Library Board on Page 5
- Free Basic Public Library Service on Pages 5 and 6
- Board Membership on Page 6
- Appointment of Members on Page 6
- Term of Office on Page 7
- Pecuniary Interest on Page 7
- Reimbursement of Trustee Expenses on Page 8
- Voting on Expenditures on Page 14
- Sharing the Cost of Library Services on Pages 20 and 21
- Budget and Financing on Page 21
- Expenditures and Financial Statements on Pages 21 and 22
- Agreement to Provide Library Services on Page 22
- Extension of Library Service Area – numbering change / preserves board direction, beyond legislative guidance on Pages 22 and 23
- Withdraw From Regional Library District on Page 23
- Dis-establishment of Regional Library District on Pages 23 and 24

~~Deleted – non-italicized content~~
Removes inaccurate or redundant legacy language and section headings, including:

- Inaugural Meeting on Page 10. VIRL's Inaugural Meeting was held 87 years ago.
- Weighted Vote "Note:" on Page 13. Redundant content.
- Removal of "fax" as a means of contact on Page 16. Retired.
- Name changes on Page 24
- Adoption History on Page 36

Blue Content
Introduces new / proposed content and/or headings, including:

- Wayfinding narrative on Page 4
- Explanatory narrative on Page 10, blending re: Annual vs Inaugural meeting.
- Provision for voting via electronic polls on Pages 11 and 13. In exceptional circumstances, where timing is of the essence, it can be very difficult to schedule a meeting and achieve quorum for VIRL's 38-member Board. The intent is to embed the possibility of an electronic poll for non-weighted votes on purely administrative but time-sensitive matters, e.g.
- Executive Committee Membership on Page 14. Provision for a Chair losing their elected seat. (per Executive discussion)
- Term of Office on Page 14. Provision for a Chair losing their elected seat. (per Executive discussion)
- Restricted In-Camera, on Pages 15 and 16. The use of Restricted In-Camera was introduced sparingly by the Board in 2022.
- Extension of Library Service Area on Page 23 – numbering change / preserves board direction, beyond legislative guidance.
- Name changes on Page 24
- Referral to current Weighted Vote matrix on Page 35. In referring to a current and definitive source to be maintained on the Trustee Portal, we can avoid stale-dated information in the By-Laws.
- Conflict of Interest on Page 26. The *Library Act* s.53(1) only defines pecuniary conflict; this broadened definition is recommended by counsel, considering the Board is subject to the full suite of fiduciary duties, including the duty of loyalty and the duty of care to VIRL.
- Adoption History on Page 36

TRACKED CHANGES

Board of Trustees
Procedural By-law

Table of Contents

1. Interpretation Principles 4
Parliamentary Authority 4
Written or In Writing 4
Record Book 4
2. Vancouver Island Regional Library Board of Trustees 4
Establishment of the Board 4
Head Office 5
Rules and Regulations 5
Purpose 5
~~General Duties and Powers of the Board ..... 5~~
~~Free Basic Public Library Service ..... 5~~
Signing Authority 6
3. Trustees 6
~~Board Membership ..... 6~~
~~Appointment of Members ..... 6~~
~~Term of Office ..... 7~~
~~Pecuniary Interest ..... 7~~
Recall 7
~~Reimbursement of Trustee Expenses ..... 8~~
Rules of Conduct 8
4. Officers 8
Election of Board Chair and Vice Chair 8
Board Chair 8
Vice Chair 9
Acting Chair 9
Executive Director 10
5. Board Meetings 10
Annual General Meeting 10
~~Inaugural Meeting ..... 10~~
Regular Meetings 10

Commented [BH1]: IC nuance re: explicit support to share IC back at the ranch; check specificity of lang re: no continuing chair

DRAFT

Notice of Board Meetings 11
Notice of Special Meetings 11
Notification to Trustees 11
Special Executive Committee Meetings 11
Presiding Officers 11
Order of Business 11
Meeting Attendance 12
Quorum 12
Late Arrival 13
Voting on Motions 13
Weighted Vote 13
~~Voting on Expenditures ..... 14~~
Minutes 14
In-Camera 14
Restricted In-Camera 14
Conduct of the Public 15
Delegations 16
6. Executive Committee 17
Membership 17
Term of Office 17
Delegated Powers 17
Quorum 17
Notice of Meetings 17
Meetings 18
Presiding Officers 18
Attendees 18
Travel Expenses for Non-Executive Members 18
7. Nominating Committee 18
Appointments 18
Membership 19
Timing 19
8. Special Committees 19
9. Freedom of Information and Protection of Privacy (FIPPA) 19

DRAFT

10. Communications 19
11. Adoption and Amendment of By-laws 20
12. ~~Sharing the Cost of Library Service~~ 20
~~Budget and Financing~~ 21
13. ~~Expenditures and Financial Statements~~ 21
~~14. Agreements to Provide Library Services~~ 22
15. Extension of Library Service Area 22
16. ~~Withdrawal from Regional Library District~~ 23
~~17. Dis-establishment of Regional Library District~~ 23
Appendix 1: Definitions 25
Appendix 2: Rules of Debate and Making Motions 30
Appendix 3: Parliamentary Procedure 33
Appendix 4: Weighted Vote 36
Bibliography: 37
Adoption History 37

DRAFT

~~**Note: Italicized text throughout this document is extracted from the Library Act and therefore cannot be modified.**~~

This Procedural By-law is to govern the proceedings of the Vancouver Island Regional Library Board of Trustees and its committees. This By-law is to be cited as the "Vancouver Island Regional Library Procedural By-law."~~.~~ Many sections of this By-Law sit in relation to the *Library Act* [RSBC 1996] Chapter 264. The Board of Vancouver Island Regional Library enacts as follows:

1. Interpretation Principles

This By-law will be interpreted to be consistent with the following principles:

a) the majority of Trustees have the right to decide;
b) the minority of Trustees have the right to be heard;
c) all Trustees have the right to information to help make decisions, unless otherwise prevented by law;
d) Trustees have a right to an efficient meeting;
e) all Trustees have the right to be treated with respect and courtesy;
f) all Trustees have equal rights, privileges and obligations, subject to additional rights, privileges and obligations granted to the Chair in Section 4, Board Chair, of this by-law.

Parliamentary Authority

All matters of order or privilege not provided for in this By-law are governed by the rules of the latest edition of Robert's Rules of Order.

The Chair, in consultation with the Executive Director, may use the current edition of Robert's Rules of Order as an aid in ruling.

Written or in Writing

A requirement in this By-law for an item to be "written" or "in writing" may be satisfied using electronic mail.

Record Book

The Vancouver Island Regional Library Board maintains an electronic copy of the Vancouver Island Regional Library By-laws, special rules of order, standing rules and minutes. These electronic documents shall constitute the Record Book of Vancouver Island Regional Library. The Executive Director is responsible for maintaining the Record Book.

2. Vancouver Island Regional Library Board of Trustees

Establishment of the Board

Vancouver Island Regional Library is a Regional Library established pursuant to the provisions of the *Library Act* of British Columbia. The Board has, pursuant to the provisions of the Act, the power to make rules for, among other things, managing its business and accordingly has adopted these By-laws.

DRAFT

Head Office

The Head Office of the Board shall be at Vancouver Island Regional Library, Nanaimo North Administration Office, 6250 Hammond Bay Road, PO Box 3333, Nanaimo, BC V9R 5N3.

Rules and Regulations

If any of the rules set out in the By-law are determined to be invalid, illegal or unenforceable, the remaining provisions contained herein shall not in any way be affected or impaired thereby.

In the event of any inconsistency created between the provisions of these By-laws and the provision of the *Act*, the *Library Act* shall prevail.

The rules and regulations contained in the By-law shall be the rules and regulations for the order and dispatch of business in the Board and in its Committees.

Purpose

The purpose of the Board is to provide library services to member jurisdictions as set out by the *Act* and/or as defined by the Board from time to time. Library services shall be provided without purpose of gain for Trustees, and any profits or other gains to the organization shall be used in promoting the objectives of library services.

~~General Duties and Powers of the Board~~

~~*The library board:*~~

- ~~*a. may make rules for managing its business and for regulating the use of its facilities and services by the public,*~~
- ~~*b. may appoint any committees of its members that it considers necessary to carry out its business,*~~
- ~~*c. must appoint a chief librarian/Executive Director,*~~
- ~~*d. may hire and dismiss employees, enter into collective agreements with employees and set the terms of their employment, including fixing their remuneration and duties,*~~
- ~~*e. may acquire land and lease or construct buildings for library purposes,*~~
- ~~*f. may dispose of land or buildings,*~~
- ~~*g. may acquire personal property for library purposes and dispose of personal property,*~~
- ~~*h. may contract, for a term of not more than 5 years, for professional or other services for library purposes,*~~
- ~~*i. may sue and be sued,*~~
- ~~*j. may have a common seal and may alter or change it, and*~~
- ~~*k. must prepare an annual report in the form approved by the minister and must send copies of the report to the minister.*~~

~~Free Basic Public Library Service~~

~~*1) A library board must not charge for:*~~

~~*a) admission to any part of a building used for public library purposes,*~~

~~*b) using library materials on library premises.*~~

~~*2) A library board must allow residents and electors of any area served by the library board to do the following free of charge:*~~

~~a) borrow library materials that are normally lent by the library and that belong to prescribed categories of library materials;~~
~~b) use reference and information services as the library board considers practicable.~~

~~3) A library board may charge fees for services not required to be provided free of charge under this section, including for the use of services described in subsection (2) by anyone who is not a resident or elector of an area served by the library board.~~

Signing Authority

The authority for spending within the approved budget and reserves is delegated to staff through Board policy. The policy establishes the positions that can approve spending to specific limits within the approved budget.

3. Trustees

~~Board Membership~~

~~The Vancouver Island Regional Library Board is to consist of a representative of each municipality and regional district that is a party to the Agreement to establish the regional library district.~~

~~A municipal council must, by resolution:~~
~~a) Appoint one of its members to be a member of the library board, and~~
~~b) Appoint another of its members as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.~~

~~If there is more than one electoral participating area in the regional library district, the regional district board must, by resolution:~~
~~a) Appoint from among the directors of the electoral participating areas a member of the library board, and~~
~~b) Appoint another of the directors of the electoral participating areas as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.~~

~~If there is only one electoral participating area in a regional library district:~~
~~a) The director of the electoral participating area is a member of the library board, and~~
~~b) The alternate director of the electoral participating area is the alternate member on the library board if the director of the electoral participating area is absent or unable to act.~~

~~Appointment of Members~~

~~Each municipal council and each regional district board appoints a representative and alternate representative each November at the first meeting of the municipal council or regional district board.~~

~~A vacancy arising during the term of an appointment is to be filled for the remainder of the term by an appointment made at the first meeting of the municipal council or regional district board after the vacancy arises.~~

~~If an appointment is not made at the time specified in this section, the appointment must be made as soon as convenient.~~

DRAFT

~~Term of Office~~

~~*A member of the library board holds office for a term of one year, or for the remainder of the year for which the appointment is made.*~~

~~*A member is eligible for reappointment, but no member may serve for more than 8 consecutive years.*~~

~~*The term of office for a member continues until a successor is appointed unless the member is removed for cause.*~~

~~*A municipal council or regional district board may remove its representative on the library board for cause, including if the representative fails to attend 3 consecutive regular meetings of the library board without the written approval of the library board.*~~

~~Pecuniary Interest~~

~~*1) A member of a library board who has a direct or indirect pecuniary interest in a matter considered at a meeting of the library board*~~

~~*a) must declare that he or she has a pecuniary interest in the matter,*~~
~~*b) must not take part in the discussion and is not entitled to vote on any question respecting the matter,*~~
~~*c) must leave the meeting, and*~~
~~*d) must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question respecting the matter.*~~

~~*2) Subsection (1) does not apply*~~

~~*a) if the matter relates to expenses payable to one or more members of the library board in relation to their duties as members, or*~~
~~*b) if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.*~~

~~*3) A person who contravenes subsection (1) is disqualified from continuing to hold office as a member of the library board unless the contravention was done through inadvertence or because of an error in judgment made in good faith.*~~

Recall

The Chair, Vice Chair and/or any member of the Executive Committee, or any member of any other committee, may be recalled for reasonable cause. In the event that the Board votes to recall a member from a specific position that member immediately ceases to hold that position.
The recall process can be initiated by providing notice in writing to the Executive Director stating the position to be recalled and the reasons for the proposed recall. Such notice must be signed by at least six (6) Trustees.

If a valid notice of recall is received by the Executive Director, the matter must be placed on the agenda of the next Board meeting, unless the notice is received less than five (5) days from the next Board meeting, or by unanimous consent of the Board of Trustees.

Notice must be given to the Board that a recall process will be on the agenda as soon as is practical.

To recall a member requires a 2/3 majority vote of the Trustees. For clarity, the required 2/3 majority is of the entire Board membership, not just the Trustees present at the meeting.

Voting on a recall proposal shall be conducted by secret ballot.

DRAFT

~~**Reimbursement of Trustee Expenses**~~

~~*1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act.*~~

~~*2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses.*~~

Rules of Conduct

Trustees will be courteous and will not engage in actions which disturb the meeting.

A Trustee will not:

a) use unparliamentary or offensive language;
b) make any noise or deliberate disturbance that prevents Trustees from being able to participate in the meeting;
c) interrupt another Trustee who is speaking, except to raise a Matter of Privilege or a Point of Order;
d) disobey the rules of the Board, or disobey a decision of the Chair or the Board on questions of order, practice, or on the interpretation of the rules of the Board.

Trustees are asked to turn off or set to 'vibrate' any and all electronic devices for the duration of the meeting.

4. Officers

Election of Board Chair and Vice Chair

The Chair is elected by the Board Trustees present by majority vote. In case of a tie vote, a second ballot is taken. If the tie persists, election results are determined by a draw from the second ballots by the Executive Director.

The Chair serves until the next Inaugural Meeting and is eligible for re-election.

Following the election of the Chair, the Board Trustees present elect a Vice Chair by majority vote. In case of a tie vote, a second ballot is taken. If the tie persists, election results are determined by a draw from the second ballots by the Executive Director.

The Vice Chair serves until the next Inaugural Meeting and is eligible for re-election.

Board Chair

It shall be the duty of the Chair to:

- Encourage and facilitate discussion and the exchange of views and, if possible, to achieve consensus prior to putting an issue to a vote;
- The Chair and Vice Chair shall be responsible for the preparation of agendas for the Board and Executive Committee meetings;

- Where timely action is required that should not reasonably be delayed until the next Executive Committee meeting, the Chair provides direction to the Executive Director on an interim basis;
- The Chair and Vice Chair shall jointly be responsible for the review of the performance of the Executive Director;
- The Chair is the official representative of the Board to the media and at special events; the Chair may delegate this authority to the Vice Chair or the Executive Director;
- Put to a vote all motions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- Decline to put to a vote all motions which infringe on the rules of the procedure;
- Restrain the Trustees with the rules of order when engaged in debate;
- Call by name any Trustee persisting in breach of the rules of the Board and thereby ordering the Trustee to vacate the Board meeting room;
- Keep Trustees, as well as members of the public at public meetings, within the rules of procedure and ensure compliance with the rulings from the Chair. If any person behaves improperly, or disrupts the orderly proceedings of a meeting of the Board, the Chair or Acting Chair shall ask that person to leave;
- Decide all procedural issues, including issues of order, at meetings of the Board, subject to an appeal by any Trustee of the Board as a whole on any question or order in respect to business before the Board;
- Authenticate by signature, when necessary, all resolutions, correspondence and minutes of the Board;
- Ensure that the decisions of the Board are in conformity with the laws and procedures governing the activities of the Board.
- Make appointments to the Nominating Committee.
- Act as an ex-officio member of all committees.
- Approve delegations to the Board.
- Write a report on behalf of the Board for inclusion in the Annual Report.
- Call special meetings of the Board.
- Reserves the right, during a meeting, to confer briefly with the secretary or parliamentarian.

Vice Chair

Presides at the Board meeting if the Chair is absent from the meeting, or for periods during which the Chair is present at the meeting but temporarily leaves the chair.

The Vice Chair will have all the rights, duties and responsibilities of the Chair while presiding at Board meetings.

The Vice Chair represents the interests and decisions of the Board to outside parties at Library, government and community events in the absence of the Chair.

Acting Chair

In the event that the Chair and the Vice Chair are absent or unable to take the chair, the Executive Director will conduct an election for an Acting Chair to preside at the Board meeting. The Acting Chair will have all the rights, duties and responsibilities of the Chair while presiding at Board meetings.

DRAFT

Executive Director

Under the authority of the *Act*, the Executive Director shall be the Chief Librarian and Executive Director of the Board, and shall have general supervision over and direction of the operations of the Libraries and its staff, shall attend all Board and Committee meetings, and shall have all other powers and duties that the Board assigns.

The Board shall appoint an Executive Director who shall report to the Chair, and who shall serve as Chief Librarian and Secretary-Treasurer to the Board. In the absence of the Board, the Executive Director will receive direction from the Chair.

The Executive Director's responsibilities are described in the current version of the Executive Director's Job Description.

The Executive Director shall attend all Board meetings, may participate in debate at the discretion of the Board Chair, but is not a Trustee and is not entitled to vote.

In addition to the duties described in the Executive Director's Job Description it shall be the duty of the Executive Director to:

- Maintain the Record Book
- Review the Procedural By-law every five (5) years.

5. Board Meetings

Board meetings are conducted in person, online and/or as synchronous hybrid meetings. An annual meeting schedule is provided each January, indicating dates and proposed meeting formats for each.

Annual General Meeting

The annual general meeting of the Board, for the purpose of electing Officers, shall normally occur at the first scheduled meeting following the appointment of new Trustees of the Board for the current term.

The Executive Director calls the meeting to order and conducts the meeting until the election of the Chair.~~be held at the same time as the Inaugural meeting~~.

~~Inaugural Meeting~~

~~The inaugural meeting normally occurs at the first scheduled Board meeting of the year, or at the first scheduled meeting following the appointment of new Trustees of the Board for the current term.~~

~~The Executive Director calls the meeting to order and conducts the meeting until the election of the Chair.~~

Regular Meetings

The Board will hold at least five scheduled regular meetings each year, including the ~~Inaugural~~ Annual General Meeting.

Notice of Board Meetings

Notice of, and the agenda for, regularly scheduled Board meetings shall be distributed electronically five (5) business days in advance of the meeting and/or in writing if specifically requested by the Trustees.

Notice of meetings shall include the location, date and time of the meeting, the proposed agenda, which must state the general nature of each item of business to be dealt with at the meeting. For clarity, because of the limited number of regular meetings, additional items are routinely proposed for addition to the agenda at each regular meeting. The Board has discretion to adopt or amend the proposed agenda and/or any late additional for a regular meeting.

Notice of Special Meetings

Special meetings may be called at short notice subject to the provisions of the *Library Act*. Where practical, notice of special meetings shall be consistent with the requirements for regular meetings. Where this is not practical, notice of special meetings must be communicated to the Board as soon as practical.

In exceptional circumstances, where timing is of the essence, a motion(s) may be presented electronically by the Chair, to which Trustees may be asked to cast their ballot via a time-limited electronic poll. This method shall not be employed for matters requiring a Weighted Vote. Notice shall be as outlined in this section, and the Chair shall announce the poll results within 5 business days of the poll deadline, to be recorded in the Record Book.

Notification to Trustees

Every Board member must give the Executive Director written notice of the address to which all notices and other communications are to be sent for the purposes of the By-law and otherwise. Any notice or other communication which is sent to a member at that address is considered to have been given validly if it is sent by mail or otherwise delivered to that address.

If a member changes the address to which notices and other communications are to be sent, the member must promptly give written notice to the Executive Director of the new address.

Special Executive Committee Meetings

In the event that a temporary closure of VIRL service locations will exceed 30 days or an event that would result in greater than 50% of the workforce being temporarily or permanently laid off, the Executive Director will request a Special Executive Committee Meeting to inform members of the financial impact to the budget, the impact to in-house services, the impact to customers and the impact to staff.

Presiding Officers

The Board Chair presides at Board meetings, or in the Chair's absence, the Vice Chair presides. In the absence of both the Chair and Vice Chair, an Acting Chair is elected from among the Trustees present to chair the meeting.

Order of Business

Unless the Board otherwise resolves, business must be dealt with at a regularly scheduled Board meeting in the following order:

a) Call to Order;
b) Opening Remarks;
c) Roll Call;
d) Declarations of Conflicts of Interest;
e) Approval of Agenda;
f) Adoption of Previous Minutes;
g) Delegations;
h) Business Arising;
i) Finance;
j) New Business;
k) Consent Business;
l) In Camera;
m) Adjournment.

Meeting Attendance

a) Members of the Board of Trustees may participate in the regular and special Board meetings in any of the following fashions:
   i. By physical attendance at the location of the Board meeting;
   ii. By remote teleconference or virtual attendance.
b) The Chair, Vice Chair or Acting Chair may participate by teleconference or virtual means.
c) Notice of Board Meetings will include the appropriate teleconference or virtual meeting connection information.
d) Members attending via teleconference or virtual means will have the same rights accorded to Members physically attending.
e) The Chair will ensure that all Members, including those attending via teleconference, and virtual means have had an opportunity to speak to the Motion.
f) When a vote is called on a Motion, the Members who are participating via teleconference, or by virtual means will be called upon by the Chair to indicate their vote by polling within the virtual application, or by verbal indication. If the vote is only audible to the Chair, he/she will state it for all to hear before declaring the Motion carried or defeated.
g) In the event that a teleconference line or virtual connection malfunctions and the connection cannot be re-established, the meeting will continue as long as a quorum is maintained without the teleconference or virtual Member's attendance.

Quorum

The quorum for Board meetings is one half of the Board Trustees plus one. The quorum for Committee meetings is one half of the Committee Trustees plus one.

If no quorum is present one half hour after the time appointed for a meeting, the Executive Director shall record the names of the Trustees present and the meeting shall stand adjourned.

DRAFT

If those Trustees who are present, either in person, by teleconference or by virtual means, at that time remain until a quorum is achieved, then the meeting shall proceed.

Late Arrival

If a Trustee arrives late at a meeting, any prior discussion shall not be reviewed without the unanimous consent of all Trustees.

Voting on Motions

Voting shall normally be by a show of hands, except where the matter requires a weighted vote or where a member requests that the number of votes be recorded.

Members who are participating via teleconference, or by virtual means will be called upon by the Chair to indicate their vote by polling within the virtual application, or by verbal indication. If the vote is only audible to the Chair, he/she will state it for all to hear before declaring the Motion carried or defeated.

In order to vote, a Trustee must be physically present, or in attendance by teleconference or virtual means when the Motion is put to a vote.

Any Trustee physically present, or in attendance by teleconference or virtual means, who does not indicate his/her vote shall be interpreted as voting in favour of the Motion.

When a time-limited poll is employed within a Special Meeting, only votes received before the poll deadline will be counted.

The Chair or Acting Chair must vote with the other Trustees on all questions.

A declaration by the Board Chair that a resolution has been carried and an entry to that effect in the minutes is conclusive evidence of such fact without proof of the number or portion of votes in favour for or against the resolution.

In the event of a tie vote the Motion is defeated. A Motion to Reconsider is required to reopen a matter once the result of the vote is announced. A Motion to Reconsider can only be moved by a Trustee who voted with the prevailing side.

Weighted Vote

Each jurisdiction receives one (1) weighted vote plus one (1) additional vote for each ¼ percent of total VIRL tax contributions after the first ¼ percent. Where the formula results in a fraction of a vote, normal rounding will apply. All money motions will be decided by weighted vote.

~~**Note:** At the June 2002 Board meeting the following motion was adopted: "That the Board approve a new weighted vote formula in which each member jurisdiction receives one weighted vote plus one additional vote for each ¼ percent of total VIRL tax contributions after the first ¼ percent. Where the formula results in a fraction of a vote, normal rounding will apply".~~

~~**Voting on Expenditures**~~

~~*1) On questions involving the expenditure of money:*~~

~~*a) Each member of the library board has one vote, plus one additional vote for each complete 1,000 after the first 1,000 of the population of the municipality represented by the member or of the electoral participating areas of the regional district represented by the member, and*~~

~~*b) A majority of the weighted votes cast decides those questions unless a proposal is adopted under subsection (2).*~~

~~*2) If at least 2/3 of the municipalities and regional districts represented on the library board adopt a proposal on the number of votes each representative on the library board has on questions involving expenditure of money, the proposal binds all the municipalities and regional districts represented on the library board.*~~

~~*3) A proposal adopted under subsection (2) may be changed or cancelled by a resolution adopted by at least 2/3 of the municipalities and regional districts represented on the library board.*~~

Minutes

The Minutes will record:

a) the place, time and date of the meeting;
b) the name of the Chair;
c) the Trustees present, and the Trustees absent;
d) any correction to, and the adoption of, the minutes of the previous meeting;
e) all resolutions;
f) any declarations of a conflict of interest;
g) that a Motion was carried or defeated, with no count of the vote, unless the vote was recorded.

For recorded votes, the Trustees' names and corresponding vote will be recorded in the minutes after the Chair has announced the results.

The minutes of the previous meeting will be considered at the next meeting and, after the minutes have received approval, or approval as amended, by the majority of the Trustees present, they will be signed by the Chair or the appropriate Committee Chair.

Minutes of all meetings must be signed by the Chair or other member presiding at the meeting, and the Executive Director.

Minutes of a meeting shall be approved at the next regularly scheduled meeting.

It shall be the duty of the Executive Director to deliver to each Trustee, not less than five (5) business days prior to a regular meeting, the minutes of the last regular or special meeting.

In-Camera

Appropriate In-Camera meetings of the Board and Executive Committee may be determined in advance, scheduled after the regular meeting and indicated on the agenda; or determined during the course of deliberations as the need arises.

DRAFT

The following items are determined as in-camera items:

- personal or financial details with respect to an individual;
- acquisition or disposition of property;
- security of any VIRL property;
- decisions on employee negotiations;
- personnel issues;
- advice that is subject to solicitor-client privilege including communications for that purpose;
- litigation;
- a request or the consideration of a request for access to information under the Freedom of Information and Protection of Privacy Act (FIPPA); and
- any other matters as deemed necessary by the Trustees.

During a meeting, the Board may move to refer an appropriate item to In-Camera.

In-camera items should be determined by the Executive Director for the Chair's approval.

Attendees of In-Camera meetings may include:

- Trustees;
- Members of the Executive Leadership Group;
- Executive Assistant;
- Legal Counsel to the Board; and
- Anyone deemed appropriate by the Chair.

Trustees must maintain the confidential nature of Vancouver Island Regional Library in-camera meetings to the extent permitted by statute and common law.

Trustees are prohibited from revealing the contents of Vancouver Island Regional Library in-camera discussions at open meetings of their respective local governments.

Trustees violating the trust associated with in-camera information will be expelled from the Board of Trustees (see recall process).

In-camera agendas and minutes of the Board and the Executive Committee meetings will be made available to the Trustees and the Executive Committee via the Trustee Portal. Documents should not be downloaded or printed.

When in-camera documents are distributed in a printed form at a Board meeting, Trustees will return in-camera minutes, agendas and reports before leaving the meeting. In the circumstance when a Trustee retains agendas, minutes and reports they will be responsible for destroying confidential documents.

All in-camera minutes will be filed separately from the regular minutes.

Restricted In-Camera

Appropriate Restricted In-Camera meetings of the Board and Executive Committee may be determined in advance, scheduled after the regular or In-Camera meeting and indicated on the agenda; or determined during the course of deliberations as the need arises.

The following items are determined as Restricted in-camera items:

- confidential exchanges of the Board and the Executive Director
- personnel issues of a particularly sensitive nature;

DRAFT

- advice that is subject to solicitor-client privilege including communications for that purpose;
- litigation;
- any other matters as deemed necessary by the Chair or Trustees.

During a meeting, the Board may move to refer an appropriate item to Restricted In-Camera.

Attendees of Restricted In-Camera meetings shall normally include:

- Trustees;
- Executive Director;
- Anyone deemed appropriate by the Chair.

The provisions for in-camera confidentiality also apply to Restricted in-camera confidentiality. All Restricted in-camera minutes will be filed separately from the in-camera minutes. *See also Executive Session.*

Conduct of the Public

Members of the public will be courteous and will not engage in any action which disturbs the meeting. Members of the public will not:

a) make any noise or disturbance that prevents Trustees from being able to participate in the meeting;
b) address the Board without permission;
c) use unparliamentary or offensive language; or
d) display signs or placards.

The Chair may exclude any person from the meeting for improper conduct.

Delegations

The Library Board provides the opportunity for members of the public to meet with the Board directly as "delegations" at regular public meetings of the Board. People can provide input either as individuals, or as a representative of a group.

Written Requests to speak as a delegation must be submitted in writing to the Executive Director prior to 4:30pm, five (5) business days prior to the date of the Board meeting. The Request must include details in full of the issue to be addressed and the name of the person or organization to be represented.

All materials, presentations or handouts for distribution shall accompany the written Request to appear and is subject to approval by the Executive Director, in consultation with the Board Chair.

Written request forms shall be available at all libraries and on the website. Forms may be mailed ~~faxed~~ or emailed to the Office of the Executive Director.

No person other than the designated spokesperson may speak on the matter and for no longer than a total of ten (10) minutes. An individual or group not on the agenda and not appearing in respect to a matter on the agenda shall not be heard without the consent of at least two-thirds of the Trustees present.

The Board Chair reserves the right to approve a delegation, refuse a delegation, or request additional information before granting delegation status, and depending on the nature of the

concern, the Board Chair may refer delegations or correspondence to the Executive Director for further review or resolution.

Delegations will be limited to two (2) delegations at each meeting, with a third delegation approved at the discretion of the Board Chair. The Board of Trustees will be advised if a delegation has been refused and the reason(s) for refusal.

6. Executive Committee

Membership

The Executive Committee shall consist of the Board Chair, Vice Chair, Past Chair, and eight (8) Trustees elected from the appointed representation.

Where the Chair and the Past Chair are the same person, nine (9) Trustees shall be elected from the appointed representation.

Where the Chair and Past Chair are the same person, and are not continuing, a Chair, Vice-Chair and nine (9) Trustees shall be elected from the appointed representation (11 total).

Term of Office

The term of office for the Chair, Vice Chair and the members of the Executive Committee shall be from the time of election until the next Annual General Meeting. Should the Chair become unelected prior to the end of their term, the Vice Chair shall serve as Acting Chair until the next Annual General Meeting.

Delegated Powers

The Executive Committee shall have the following delegated powers:

1) Where practical, the Executive Committee is to provide and make recommendations to the Board.
2) Where timely action is required that should not reasonably be delayed until the next Board meeting, the Executive Committee shall provide direction to the Executive Director on an interim basis.
3) In carrying out the forgoing powers, the Executive Committee is accountable for, and shall report to, the Board in respect to all actions/decisions made.
4) The ability to disqualify an Executive Committee member from the Committee if the member is absent from 2 consecutive Executive Committee meetings without prior approval.

Quorum

The Quorum for Executive Committee meetings is one half of the Committee Trustees plus one. The quorum for an Executive Committee meeting will include Committee Trustees attending the meeting via teleconference or virtual means.

Notice of Meetings

Notice of Executive Committee meetings shall be distributed 5 days in advance of the meeting except by unanimous consent of the Members.

Meetings

a) Members of the Executive Committee may participate in an Executive Committee meeting in any of the following fashions:
   i. By physical attendance at the location of the Executive Committee meeting;
   ii. By remote teleconference or virtual attendance.
b) The Chair, Vice Chair or Acting Chair may participate by teleconference or virtual means.
c) Notice of Executive Committee Meetings will include the appropriate teleconference or virtual meeting connection information.
d) Members attending via teleconference or virtual means will have the same rights accorded to Members physically attending.
e) The Chair will ensure that all Members, including those attending via teleconference, and virtual means have had an opportunity to speak to the Motion.
f) When a vote is called on a Motion, the Members who are participating via teleconference, or by virtual means will be called upon by the Chair to indicate their vote by polling within the virtual application, or by verbal indication. If the vote is only audible to the Chair, he/she will state it for all to hear before declaring the Motion carried or defeated.
g) In the event that a teleconference line or virtual connection malfunctions and the connection cannot be re-established, the meeting will continue as long as a quorum is maintained without the teleconference or virtual Member's attendance.

Presiding Officers

The Board Chair presides at the Executive Committee meetings, or in the absence of the Chair, the Vice Chair presides. In the event that the Chair and the Vice Chair are absent or unable to take the chair, the Executive Director will conduct an election for an Acting Chair to preside at the Executive Committee meeting. The Acting Chair will have all the rights, duties and responsibilities of the Chair while presiding at Executive Committee meetings.

Attendees

Trustees may attend any and all Executive meetings and/or committee meetings, including in-camera meetings, as observers. They do not vote.

Travel Expenses for Non-Executive Members

Trustees who are not members of the group meeting will normally not receive travel expenses, unless they are invited to the meeting by the Chair, or the Executive Committee decides there were exceptional circumstances which required the Trustee to attend.

7. Nominating Committee

Appointments

A Nominating Committee is appointed by the Chair at the last regular scheduled meeting of the year, for the purpose of providing a slate of nominees for presentation at the Annual General Meeting for the election of officers and the Executive Committee.

Membership

Members will consist of the Chair, Vice Chair and one Trustee at large to be named by the Chair.

Timing

The committee will meet by year's end, prior to the Annual General Meeting.

All Trustees wishing to stand for office should be prepared to provide a brief biography for inclusion in the report.

In addition to the report of the committee, nominations from the floor of the Annual General Meeting are encouraged.

8. Special Committees

The Board may strike special committees as needed.

9. Freedom of Information and Protection of Privacy (FIPPA)

a) The provisions of FIPPA govern the release of information held by the Library, whether or not the request is initiated for access to information under FIPPA.
b) For the purposes of FIPPA, the Executive Director is designated as the head of the Library. The Executive Director, as head, may delegate any duty, power or function of the head under FIPPA, except the power to delegate. Any delegation of any duty, power or function by the Executive Director shall be in writing.
c) Records that are in the custody and control of the Library are subject to the provisions of FIPPA. Records shall be managed to ensure confidentiality requirements and FIPPA are met.
d) The transfer, storage, or destruction of any record shall be in accordance with the Board Records Management Policy.
e) Any fees being charged for a specific routine or FIPAA request will be in accordance with FIPPA and its regulations. A reasonable estimate of the total fees to be paid under this section will be given prior to the provision of the service. The Executive Director, as designated head, may waive all or part of these fees in specific instances.

10. Communications

Communications may be made in writing addressed to the Board or to the Chair.

Communications must:
a) pertain to matters over which the Board has jurisdiction;
b) be in a legible hand or type written form;

DRAFT

c) contain a name, address and/or telephone number, and an electronic mail address if delivered by electronic mail.
d) contain a signature; subject to the Board's Whistleblower Policy.
e) not contain offensive language.

All communications, including personal information and opinions contained in a communication, that the Board receives about a matter on the agenda becomes part of the public record, unless the Executive Director determines the disclosure of personal information would contravene the Freedom of Information and Protection of Privacy (FIPPA).

Communications that the Board receives about a matter on the agenda may be provided to the Board if received by the Executive Director by 12:00 pm five (5) business days prior to the Board meeting. The Chair, in consultation with the Executive Director may waive these requirements if, in the Chair's opinion, there were extenuating circumstances.

For communications about matters not on the agenda the Chair, with the recommendation of the Executive Director, may:
a) put the communication before the Board;
b) allow the Executive Director to consider the communication and to report to the Board, or to a Committee, in response to the communication; or
c) allow the Executive Director to respond to the communication as the Executive Director deems appropriate.

11. Adoption and Amendment of By-laws

The Board may not consider a proposed by-law or by-law amendment unless every member has been notified of the proposed by-law or amendment in writing at least 5 days in advance of the meeting where the proposed by-law or amendment is to be considered.

The Board may give any or all three readings of a by-law at one meeting, but may not adopt a by-law at the same meeting at which it gives third reading.

On the last page of every by-law that is enacted by the Board, the Executive Director must report the dates on which the readings and adoption of the by-law occurred.

Every by-law enacted by the Board must be signed by the Chair and the Executive Director.

An amendment of the Procedural By-law requires the approval of a two-thirds majority vote.

Revisions to any of the guiding authorities (i.e. *Library Act*, other legislation) may necessitate a review of these by-laws.

All existing by-laws of the Board are hereby repealed and replaced by this By-law.

~~12. Sharing the Cost of Library Service~~

~~*1) In this section, "converted value of land and improvements" means the* converted value of land and improvements *within the meaning of the Community Charter.*~~

~~*1) The cost of providing library service must be apportioned*~~

a. ½ on the basis of the converted value of land and improvements of each municipality and of the electoral participating areas of each regional district, represented on the library board, and

a. ½ on the basis of the population of each municipality and of the electoral participating areas of each regional district, represented on the library board, unless a proposal is adopted under subsection (3)

1) If at least 2/3 of the municipalities and regional districts represented on the library board adopt a proposal on apportioning the cost of providing library service, the proposal binds all the municipalities and regional districts represented on the library board.

1) A proposal adopted under subsection (3) may be changed or cancelled by a resolution adopted by at least 2/3 of the municipalities and regional districts represented on the library board.

Budget and Financing

0) In each year, the library board must prepare and approve a budget for providing library service in the next financial year.

0) Before March 1 of the year for which the budget is approved, the library board must provide a copy of the budget to each of the municipalities and regional districts represented on the library board.

0) The approved budget must show the share of the cost of providing library service that was apportioned under section 24 to each of the municipalities and regional districts represented on the library board.

0) The secretary to the library board must provide to each of the municipalities and regional districts represented on the library board a certificate of the amount shown under subsection (3) in the budget for that municipality or regional district.

0) Each municipality and regional district representative on the library board must pay the amounts certified under subsection (4) to the library board in equal instalments on March 1, June 1, September 1 and December 1 of each year.

0) The library board may borrow money needed to meet its current expenditures if the amount borrowed

) is not more than 50% of the revenue the library board is to receive from all sources in the current year to cover those expenditures, and

) is repaid when the anticipated revenue is received.

12. Expenditures and Financial Statements

0) The library board has, subject to the approved budget, exclusive control over the expenditure of

) all money provided to it for library purposes by the municipalities and regional districts represented on the library board,

) all money given to the library board,

) the revenue derived from any source, including

. fees,

. fines, and

. money recovered by the library board for detention, damage or loss of library materials,

~~d) and all money received by the library board under an agreement to provide library service.~~

~~13) The library board must~~

~~) prepare annual financial statements to be audited by the auditors appointed by the library board, and~~

~~) provide a copy of the audited financial statements to the municipalities and regional districts represented on the library board.~~

~~16. Agreements to Provide Library Services~~

~~18) Subject to subsection (2), a library board may enter into a written agreement to cooperate in the provision of library services with one or more of the following:~~

~~t) another library board;~~
~~u) a municipality;~~
~~v) a regional district;~~
~~w) an aboriginal government;~~
~~x) a board of school trustees;~~
~~c.1) a francophone education authority as defined in the School Act;~~
~~z) an institution under the College and Institute Act;~~
~~aa) the board of governors of a university;~~
~~bb) the minister;~~
~~cc) a prescribed body.~~

~~31) Before entering into an agreement under subsection (1), the library board of a municipal library must obtain the approval of the municipality that established the municipal library.~~

~~33) An agreement under this section may provide as follows:~~

~~ii) for the appointment of one or more members to the library board of a municipal library by a municipality, regional district or aboriginal government that enters into the agreement with that library board;~~
~~jj) for the appointment of one or more members to the library board of a public library association by an aboriginal government that enters into the agreement with that library board.~~

~~38) Members appointed by agreement under this section are additional to those appointed to the library board under any other provision of this Act and members appointed under this section may vote at meetings of the library board.~~

~~40) An agreement under this section must be consistent with this Act and the regulations.~~

~~42) A library board may spend money available from its budget for the purposes of an agreement under this section.~~

~~43.~~12. Extension of Library Service Area

~~2) A municipality or regional district may, by bylaw, enter into an agreement with the library board to extend the regional library district to include the municipality or the electoral participating areas within the regional district.~~

~~2) When the agreement is executed, the parties must send a copy to the minister for presentation to the Lieutenant Governor in Council.~~

DRAFT

~~1) When the agreement is approved by the Lieutenant Governor in Council, the area within the municipality or the electoral participating areas within the regional district, as the case may be, become part of the regional library district.~~

~~1) At its first meeting after the agreement is approved or as soon afterward as convenient, the municipal council or the regional district board that entered into the agreement must appoint its representative as a member of the library board under section 16 (2) or (3).~~

~~2)~~1) In the event the Board desires to extend the regional library district the following shall apply:

- Five (5) days' notice must be given in writing of any meeting where it is proposed to adopt an agreement whereby the library service area would be expanded by accepting the membership of any municipality or regional district or electoral area.
- Voting on the adoption of an agreement to accept the membership of any municipality or regional district or electoral area shall be by weighted vote.
- The Board shall not deny membership to any municipality, regional district or electoral area that is created by a change of status of one or more existing member jurisdictions. Such changes of status may include, but not be limited to, incorporation of previously unincorporated areas, amalgamation, or changes to provincial legislation which creates new categories of local governments.

~~43. Withdrawal from Regional Library District~~

~~0) A municipality or regional district may withdraw from a regional library district only by bylaw adopted with the assent of the electors.~~

~~0) No vote to obtain assent may be taken after October 1 in any year.~~

~~0) If a bylaw under subsection (1) is adopted, the municipality or regional district must send a copy of the bylaw to the minister for presentation to the Lieutenant Governor in Council.~~

~~0) If the Lieutenant Governor in Council approves of the municipality or regional district withdrawing from the regional library district, the area within the municipality or the electoral participating areas within the regional district ceases to form part of the regional library district on January 1 after the date of approval.~~

~~0) If the Lieutenant Governor in Council approves of the municipality or regional district withdrawing from the regional library district, the library board may enter into an agreement with the municipality or regional district to transfer to it a reasonable share of library assets, including library materials.~~

~~0) If the share of library assets is not agreed on by January 1 after the date of approval, the library board must submit the matter for determination by one arbitrator appointed under the Arbitration Act and that Act applies to the dispute.~~

~~43. Dis-establishment of Regional Library District~~

~~1) The municipalities and regional districts represented on the library board may, by bylaw, enter into an agreement for disestablishing the regional library district and winding up the library board.~~

~~1) When an agreement under subsection (1) is executed, the parties must send a copy to the minister for presentation to the Lieutenant Governor in Council.~~

~~1) An agreement under subsection (1) has no effect until it is approved by the Lieutenant Governor in Council.~~

~~1) The Lieutenant Governor in Council may approve the disestablishment of the regional library district and, in the order or any subsequent order, may provide for winding up the library board on any terms and conditions the Lieutenant Governor in Council considers advisable.~~

~~Gaby Wickstrom~~[Current Chair]
Chair, Board of Trustees
Vancouver Island Regional Library

~~Rosemary Bonanno, BA MLS~~Ben Hyman
Executive Director
Vancouver Island Regional Library

DRAFT

The attached Appendices are for informational purposes and do not form part of the Vancouver Island Regional Library Board's Procedural By-law.

Appendix 1: Definitions

Term	Definition
Act	Act refers to the Public Library Act, Statues of British Columbia, 2010, Chapter 264 as amended from time to time. Any definition in the Library Act which is incorporated into the Vancouver Island Regional Library Procedural By-law has the meaning given to it in the Act as of the date of adoption of the by-law.
Adjourn	To end the meeting. If a motion to adjourn is made, it must be seconded. However, "in some situations, adjournment can take place without a motion. One is when the hour adopted for adjournment has arrived… the meeting may be adjourned by declaration" (Jennings, 2016, p. 178). The presiding officer may declare the meeting adjourned if there is an emergency or immediate danger (i.e. fire) or the "most common scenario, is when you reach the end of the agenda. The chair may ask if there is any more business, if there is no response, the Chair can declare the meeting adjourned" (Jennings. p. 178). No matter if there is a motion or not, the Chair must declare the meeting adjourned.
Agenda Deadline	Five business days before a regular scheduled meeting
Agenda Distribution	Five business days before a regular scheduled meeting
Amend	Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.
Appeal Decision of the Chair	Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business.
Board	The Board of Trustees of the Vancouver Island Regional Library.
Board Chair or Chair	The Chair of the Vancouver Island Regional Library Board, unless otherwise indicated. The person from time to time elected or deemed elected as Chair of the Board, and includes the Vice Chair or a temporary Chair when acting substitution for the Board Chair.
Board Trustee or Trustee	Refers to any member of the Vancouver Island Regional Library Board of Trustees.
Business Day	Any day other than a Saturday, Sunday, or a holiday for which the Library is closed.
By-law	Means this By-law, as amended from time to time.
Call to Order	The Chair, using a single rap of the gavel at the appointed hour will make the declaration, "The meeting will come to order". The call to order is not part of the Agenda.

Term	Definition
Chief Librarian	The Executive Director
Commit/Refer/Recommit to Committee	State the committee to receive the question or resolution; if no committee exists, include size of committee desired and method of selecting the members (election or appointment).
Conflict of Interest	A situation in which a Trustee, or person related to a Trustee, has a personal interest (including but not limited to a direct or indirect pecuniary interest) that conflicts or could conflict with the Trustee's obligations to the Vancouver Island Regional Library. Conflicts of interest may be actual, potential, or perceived.
Consider by Paragraph	Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
Debate	Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one raises their hand or rises, the chair calls for the vote.
Divide the Question	Divides a motion into two or more separate motions (musts be able to stand on their own).
Executive Director	The Executive Director
Executive Session	Any meeting of a deliberative assembly, or a portion of a meeting, at which the proceedings are secret. Whenever a meeting is being held in executive session, only members of the body that is meeting, special invitees, and such employees or staff members as the body or its rules may determine to be necessary are allowed to remain in the hall. The key element of "executive session" isn't so much about who can attend, it's about the confidentiality of what is said and done once executive session is invoked. The minutes of an executive session must be read and acted upon only in executive session, unless that which would be reported in the minutes - that is, the action taken, as distinct from that which was said in debate - was not secret, or secrecy has been lifted by the assembly. A motion to go into Executive Session is a question of privilege of the Assembly. (see In-Camera)
Extend Debate	Applies only to the immediately pending question; extends until a certain time or for a certain period of time.
In Camera	A portion of the regular meeting held in private at which only Board Trustees and persons authorized by the Board may be present. (see Executive Session)
Lay on the Table	Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.
Library	Refers to Vancouver Island Regional Library.

Limit Debate	Closing debate at a certain time, or limiting to a certain period of time.
Main Motion	Brings new business (the next item on the agenda) before the assembly.
Motion	A formal proposal placed before the meeting by a Member, the mover of the Motion, for debate and decision. Called the question.
Term	**Definition**
Motions - 4 Basic Types	1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary and incidental motions. 2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion. 3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business. 4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.
Moving Motions	The method used by Trustees to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual Trustees can: 1. Call to order. 2. Second motions. 3. Debate motions. 4. Vote on motions.
Object to Consideration	Objection must be stated before discussion or another motion is stated.
Obtain the Floor	The right to speak by being the first to raise your hand (or stand) when the person speaking has finished.
Orders of the Day (Agenda)	A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules.
Parliamentary Inquiry	Inquire as to the correct motion - to accomplish a desired result, or raise a point of order.
Past Chair	Refers to the Chair who served prior to the most recent Annual General meeting. If the Past Chair is re-elected at the Annual General Meeting, then the Past Chair and the Chair are the same individual.
Pecuniary Interest	Refers to a situation when a Trustee has a direct or indirect financial interest in a matter.
Point of Information	Generally, applies to information desired from the speaker: "I should like to ask the (speaker) a question."
Point of Order	Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
Point of Privilege	Pertains to noise, comfort of the Assembly or individual, etc. - may interrupt to raise.
Postpone Indefinitely	Kills the question/resolution for this session - exception: the motion to reconsider can be made this session.
Postpone to a Certain Time	State the time the motion or agenda item will be resumed.

Previous Question	Closes debate if successful - may be moved to "Close Debate" if preferred.
Quarterly Time Interval	A period beginning on the date of a meeting and extending to the last day of the calendar month three months beyond the calendar month in which the first meeting occurs. For example, if a meeting is held on the first day of January, a meeting held on April 30 is within a quarterly time interval.
Term	**Definition**
Quorum	Refers to the minimum number of Trustees who must be present at a meeting to make the proceedings valid. VIRL requires a majority of the Trustees of the Board or a majority of Committee members to comprise a quorum.
Reconsider	Can be made only by one on the prevailing side who has changed position or view.
Relaxed Rules of Procedure (VIRL Board)	1. You don't have to stand when seeking the Chair's recognition. Just raise your hand while addressing the Chair. 2. You may keep your seat while making motions and speaking.
Resolution	A Motion that has been moved, seconded and carried.
Restricted In Camera	A portion of an In Camera meeting held in private at which only Board Trustees and the Executive Director or anyone deemed appropriate by the Chair may be present. (see Executive Session)
Robert's Rules of Order	The current edition of the book.
Rules of Order	The rules of procedure set out in the By-law or the most recent edition of *Robert's Rules of Order* in existence at the time of the meeting in question.
Ruling	A decision by the Chair on a matter of procedure.
Special Meeting	A special meeting is called if 1) something important comes up that must be dealt with before the next regular meeting, or 2) some particular business matter(s) is important enough that it needs to be the exclusive reason for the entire meeting. Special meetings always require previous notice, including date, time, place, and location and must specify all the business to be included in the meeting. Nothing other than this business, and the various motions that allow the meeting to take care of this business, can be considered in a special meeting.
Stand at Ease	The Chair may call the assembly to stand at ease while he engages in brief research or consult with the Secretary or parliamentarian. Members remain in their seats and may engage in quiet conversation. The meeting will resume when the chair declares the meeting in order.
Suspend the Rules	Allows a violation of the assembly's own rules; the object of the suspension must be specified.
Take from the Table	Resumes consideration of item previously "laid on the table" - state the motion to take from the table.
Vice Chair	The person from time to time appointed or elected as Vice Chair of the Board.

Weighted Vote	Refers to a vote conducted in accordance with the method currently in effect for determining the number of votes that each Board member may cast with respect to a vote on budget matters.
Withdraw/Modify Motion	Applies only after question is stated; mover can accept an amendment without obtaining the floor.

DRAFT

Appendix 2: Rules of Debate and Making Motions

Rules of Debate and Making Motions
Decision Making a) All Board decisions will be made on the basis of motions. b) A Motion will not be debated until it has been moved and seconded. c) A Trustee may make a Motion that is Procedural or Substantive in accordance with this by-law.
Order of Consideration Motions and other procedural rules shall be voted on in the following priority order: a) Adjourn; b) Recess; c) Point of privilege; d) Point of Order; e) Appeal the Ruling of the Chair; f) Extend the Time Limit for the Meeting; g) Withdraw; h) End Debate; i) Limit Debate; j) Refer; k) Defer; l) Receive; m) Amendment to the Amendment; n) Amendments, in reverse order of presentation; o) Divide the Motion; p) Main Motion; q) Reconsider.
Procedural Rulings The following procedural rulings may be requested at Board or Committee meetings: a) Motion to Appeal a Ruling of the Chair - made to challenge the ruling of the Chair by having the matter decided by the Board. i. The Chair's ruling must be challenged immediately after it is stated; ii. The Motion is not debatable; iii. The Motion must be voted on immediately; iv. If the Motion is carried, the Chair's decision is overturned. b) Point of Order - Presented to point out a departure from the rules of procedure. A Point of Order: i. must be raised promptly; ii. may be made while interrupting another speaker; iii. must state the rule violated; iv. is not debatable; v. is decided by the Chair without debate.
Recorded Votes a) The Chair will conduct a recorded vote if requested by any Trustee. b) The request must be made immediately before or after the taking of the vote. c) The Executive Director will record the name and vote of every Trustee for the minutes and announce the results to the Chair. d) Results of the vote, including the name and vote of every Trustee, will be announced by the Chair immediately after the recorded vote has taken place.

DRAFT

Rules of Debate and Making Motions

Rules of Debate

a) The Chair will preside at all meetings of the Board, maintain order, decide whether Motions are in order and rule on all procedural matters.
b) The Chair will maintain a list of Trustees who have signaled to the Chair that they wish to speak and recognize Trustees in the order in which they signaled that they wish to speak.
c) A Trustee who wishes to speak will signal the Chair by a raised hand and will wait for recognition by the Chair.
d) A Trustee who has already spoken may speak again only after all other Trustees have been given the opportunity to speak.
e) A Trustee may not speak more than twice on an issue without the approval of the Board.
f) The Chair will not put any matter to the vote, nor will any Trustee move a procedural Motion to have the vote taken, until every Trustee who wishes to speak has spoken at least once.
g) The Chair may place time limits on speeches. The time limit must be announced before the debate begins and must be the same for all participants in the discussion.
h) The Chair will not take part in the discussion of any item while in the chair. The Chair will ask the Vice Chair to preside while the Chair participates in the discussion.
i) The Chair's rulings on order or procedure are not debatable.
j) Any of the Chair's rulings may be appealed by any Trustee by a Motion to Appeal a Ruling of the Chair (see Procedural Rulings).

Types of Motions

The following types of Motions may be made at a Board or Committee meeting:

a) Main Motion - a substantive proposal for consideration and decision. Main Motions originate business, direct, authorize, adopt, approve, confirm or reject actions:
   i. Only one substantive Motion at a time is allowed.
b) Motion to Amend - Made to alter the main Motion by adding, deleting or substituting words;
   ii. A Motion to Amend must be relevant to the Main Motion and may not negate it or materially alter its intent.
   iii. Amendments are voted on in reverse order of presentation.
   iv. The Main Motion, as amended, is then voted on.
c) Motion to Amend the Amendment - Made to alter the amendment by adding, deleting or substituting words in the amendment.
   i. This Motion is voted on before the original amendment.
d) Motion to Refer - Made to send an issue to a Committee or Staff for study before the Board makes a decision, at a time specified by the Board.
e) Motion to Defer - Made to delay a decision on a matter by postponing consideration of the matter:
   i. until, or within, some specified time or time period; or
   ii. until a specified event happens; or
   iii. until a report or communication is presented.

Trustees may only debate the merits of deferring the matter and the time frame for deferral.

f) Motion to Divide the Motion - Made to allow a complicated Motion to be put to the vote in distinct parts.
   i. The Motion being divided must contain distinct parts which can stand alone.
   ii. The Motion may be divided at the discretion of the Chair.

DRAFT

Rules of Debate and Making Motions

g) Motion to Reconsider - made to re-examine a previous decision.
   i. After the result of the vote is announced, any Trustee who voted with the prevailing side may move a Motion to reconsider at the same meeting.
   ii. In situations where there has been no recorded vote, the vote shall be deemed to have been unanimous in respect to all Trustees who participated in the vote.
   iii. The Motion to Reconsider can be made only on the same day the vote to be reconsidered was taken.
   iv. No discussion of the matter will be allowed until the Motion to Reconsider has carried.
   v. If the reconsideration takes place on the same day as the first consideration, anyone who exhausted his right to debate in the first consideration will not be able to speak on it again during the reconsideration, without permission of the Board.
   vi. Requires a majority vote.
   vii. Motion to Reconsider – Suspending Effect
      (a) All action authorized by the motion being considered is suspended until the motion being reconsidered is finally decided.
      (b) The Suspending Effect will terminate with the adjournment of the next regular session within the quarterly time interval (see definitions).
   viii. Calling up the Motion to Reconsider
      (a) If a Motion to Reconsider cannot be taken up when it is made, then as long as its suspending effect lasts it can be called up and acted upon during any regular meeting.
   ix. Standing and Special Committees – as per Robert's Rules special rules apply when the Motion to Reconsider is used within Standing and Special Committees.

h) Motion to Withdraw - made to remove a Motion from consideration of the meeting.
   i. Only the original mover and seconder may propose this Motion.

i) Motion to Receive - made to receive a report or other information without taking any action on it.

j) Motion to Adjourn - made to end the meeting.
   i. This Motion is not debatable;
   ii. If carried, any unfinished business is automatically placed on the agenda for the next meeting;

k) Motion to Extend the Time Limit for the Meeting - made to allow the meeting to continue past the time set for adjournment.
   i. This Motion is not debatable except for an amendment as to time.
   ii. This Motion requires a two-thirds majority of the Trustees present to be adopted.

l) Motion to Recess - Made to take a short break during a meeting;
This Motion is not debatable.

DRAFT

Appendix 3: Parliamentary Procedure

Parliamentary Procedure
Parliamentary Procedure Parliamentary Procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. It is important because it is a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order (11th edition) is the basic handbook of operation for most clubs, organizations and other groups. Therefore, it is important for everyone to understand the basic rules. All matters of parliamentary procedure not specified in Vancouver Island Regional Library's Procedural By-law are governed by the latest edition of Robert's Rules of Order.
Parliamentary Procedural Basics Obtain the floor (the right to speak) by being the first to raise your hand (or stand) when the person speaking has finished; state Mr./Madam Chair. Raising your hand or standing while another has the floor is out of order. You must be recognized by the Chair before speaking. Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" or if the by-laws and rules permit, a similar phrase may be used. If no one raises their hand or stands, the chair calls for the vote. Before the motion (the question) is stated by the Chair, members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second. The "immediately pending question" is the last question stated by the Chair. Motion/Resolution - Amendment - Motion to Postpone. The member moving the "immediately pending question" is entitled to preference to the floor. No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once. All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives. The agenda and all committee reports are merely recommendations. When presented to the assembly and a question is stated, debate begins and changes occur.
Order of Business Vancouver Island Regional Library has an order of business specified in the Procedural By-law's set of rules: 1. Call to Order 2. Opening Remarks 3. Roll Call 4. Declarations of Conflicts of Interest 5. Approval of Agenda 6. Adoption of Previous Minutes

Parliamentary Procedure
7. Delegations 8. Business Arising 9. Finance 10. New Business 11. Consent Business 12. In Camera 13. Adjournment
Moving Motions The method used by Trustees to express themselves is in the form of moving motions**.** A motion is a proposal that the entire membership take action or stand on an issue. Individual Trustees can: 1. Call to order; 2. Second motions; 3. Debate motions; 4. Vote on Motions
There are Four Basic Types of Motions 1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary and incidental motions. 2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion. 3. Privileged Motions: Their purpose is to bring up items that are any or all issues specifically related to the meeting itself or to the comfort of members in attendance. 4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion
How Motions Are Presented 1. Obtaining the floor: a. Wait until the last speaker has finished. b. Raise your hand or stand and address the Chair by saying, "Mr./Madam Chair". c. Wait until the Chair recognized you. 2. Make your Motion: a. Speak in a clear and concise manner. b. Always state a motion affirmatively (i.e. "I move that we"... rather than "I move that we do not"). c. Avoid personalities and stay on your subject 3. Wait for someone to second your subject. 4. Another Trustee will second your motion or the Chair will call for a second. 5. If there is no second, your motion is lost. 6. The Chair states your Motion: a. The Chair will say, "it has been moved and seconded that we...". Thus, placing your motion before the membership for consideration and action. b. The membership then either debates your motion, or may move directly to a vote.

DRAFT

Parliamentary Procedure
c. Once your motion is presented to the membership by the Chair it becomes "assembly property", and cannot be changed by you without the consent of the members.
Expanding on your Motion 1. The time for you to speak in favour of your motion is at this point in time, rather than at the time you present it. 2. The mover is always allowed to speak first. 3. All comments and debate must be directed to the Chair. 4. Keep to the time limit for speaking that has been established. 5. The mover may speak again only after other speakers are finished, unless called upon by the Chair.

DRAFT

Appendix 4: Weighted Vote

Please visit the VIRL Trustee Portal for the current, in-force version of the weighted voting matrix: https://virltrustee.com/portal/meetings/

Municipality/Regional District	2021 Levies	Votes
Campbell River	1,678,179	27
Comox	722,435	12
Courtenay	1,452,100	24
Cumberland	212,042	3
Duncan	251,536	4
Gold River	47,940	1
Ladysmith	425,824	7
Lake Cowichan	155,218	3
Lantzville	211,407	3
Masset	29,269	1
Nanaimo	4,999,185	82
North Cowichan	1,577,297	26
North Saanich	880,521	14
Parksville	747,745	12
Port Alberni	804,622	13
Port Alice	33,636	1
Port Clements	10,677	1
Port Hardy	160,690	3
Port McNeill	94,982	2
Qualicum Beach	539,298	9
Queen Charlotte	38,535	1
Sayward	13,734	1
Sidney	824,409	13
Sooke	712,626	12
Tahsis	12,497	1
Tofino	212,436	3
Ucluelet	124,836	2
Zeballos	4,414	1
Alberni-Clayoquot Regional District	501,694	8
Capital Regional District	304,095	5
Central Coast Regional District	63,687	1
Comox Valley Regional District	1,374,478	22
Cowichan Valley Regional District	2,044,044	33
Mount Waddington Regional District	171,983	3
Nanaimo Regional District	2,441,199	40
North Coast Regional District	49,547	1
qathet Regional District	28,082	1
Strathcona Regional District	543,628	9
TOTAL Local Levies	**24,500,529**	**405**

36

Bibliography

Jennings, C. Alan, (2016). *Robert's rules for dummies*. Hoboken, NJ: John Wiley & Sons, Inc.

Kennedy, Beverly, *Introduction to Robert's rules of order*. Retrieved December 2, 2016 from http://www.robertsrules.org/rulesintro.htm

Robert III, Henry M. (2011). *Robert's rules of order, newly revised, 11th edition*. Philadelphia, PA: Da Capo Press

DRAFT

Adoption History

ADOPTED BY	DATE
VIRL Board of Trustees	October 19, 2002
VIRL Board of Trustees	April 17, 2004
VIRL Board of Trustees	June 7, 2011
VIRL Board of Trustees	June 7, 2014
VIRL Board of Trustees	September 16, 2017
VIRL Board of Trustees	March 23, 2019
VIRL Board of Trustees	May 30, 2020
VIRL Board of Trustees	May 29, 2021
VIRL Board of Trustees	TBD
Date of Next Review: ~~2025~~TBD	**Review Cycle: 5 years**

PROPOSED / CLEAN

Board of Trustees
Procedural By-law

Table of Contents

1. Interpretation Principles 4
Parliamentary Authority 4
Written or In Writing 4
Record Book 4
2. Vancouver Island Regional Library Board of Trustees 4
Establishment of the Board 4
Head Office 4
Rules and Regulations 5
Purpose 5
Error! Bookmark not defined.
Signing Authority 5
3. Trustees 5
Recall 5
Rules of Conduct 5
4. Officers 6
Election of Board Chair and Vice Chair 6
Board Chair 6
Vice Chair 7
Acting Chair 7
Executive Director 7
5. Board Meetings 8
Annual General Meeting 8
Regular Meetings 8
Notice of Board Meetings 8
Notice of Special Meetings 8
Notification to Trustees 9
Special Executive Committee Meetings 9
Presiding Officers 9
Order of Business 9
Meeting Attendance 9

DRAFT

Quorum 10
Late Arrival 10
Voting on Motions 10
Weighted Vote 11
Minutes 11
In-Camera 12
Restricted In-Camera 14
Conduct of the Public 12
Delegations 13

6. Executive Committee 14

Membership 14
Term of Office 14
Delegated Powers 14
Quorum 15
Notice of Meetings 15
Meetings 15
Presiding Officers 15
Attendees 15
Travel Expenses for Non-Executive Members 15

7. Nominating Committee 16

Appointments 16
Membership 16
Timing 16

8. Special Committees 16

9. Freedom of Information and Protection of Privacy (FIPPA) 16

10. Communications 16

11. Adoption and Amendment of By-laws 17

12.

13.

15. Extension of Library Service Area 18

16.

Appendix 1: Definitions 19

DRAFT

Appendix 2: Rules of Debate and Making Motions **24**
Appendix 3: Parliamentary Procedure **27**
Appendix 4: Weighted Vote **30**
Bibliography: **30**
Adoption History **30**

DRAFT

This Procedural By-law is to govern the proceedings of the Vancouver Island Regional Library Board of Trustees and its committees. This By-law is to be cited as the "Vancouver Island Regional Library Procedural By-law." Many sections of this By-Law sit in relation to the *Library Act* [RSBC 1996] Chapter 264. The Board of Vancouver Island Regional Library enacts as follows:

1. Interpretation Principles

This By-law will be interpreted to be consistent with the following principles:

a) the majority of Trustees have the right to decide;
b) the minority of Trustees have the right to be heard;
c) all Trustees have the right to information to help make decisions, unless otherwise prevented by law;
d) Trustees have a right to an efficient meeting;
e) all Trustees have the right to be treated with respect and courtesy;
f) all Trustees have equal rights, privileges and obligations, subject to additional rights, privileges and obligations granted to the Chair in Section 4, Board Chair, of this by-law.

Parliamentary Authority

All matters of order or privilege not provided for in this By-law are governed by the rules of the latest edition of Robert's Rules of Order.

The Chair, in consultation with the Executive Director, may use the current edition of Robert's Rules of Order as an aid in ruling.

Written or in Writing

A requirement in this By-law for an item to be "written" or "in writing" may be satisfied using electronic mail.

Record Book

The Vancouver Island Regional Library Board maintains an electronic copy of the Vancouver Island Regional Library By-laws, special rules of order, standing rules and minutes. These electronic documents shall constitute the Record Book of Vancouver Island Regional Library. The Executive Director is responsible for maintaining the Record Book.

2. Vancouver Island Regional Library Board of Trustees

Establishment of the Board

Vancouver Island Regional Library is a Regional Library established pursuant to the provisions of the *Library Act* of British Columbia. The Board has, pursuant to the provisions of the Act, the power to make rules for, among other things, managing its business and accordingly has adopted these By-laws.

Head Office

DRAFT

The Head Office of the Board shall be at Vancouver Island Regional Library, Nanaimo North Administration Office, 6250 Hammond Bay Road, PO Box 3333, Nanaimo, BC V9R 5N3.

Rules and Regulations

If any of the rules set out in the By-law are determined to be invalid, illegal or unenforceable, the remaining provisions contained herein shall not in any way be affected or impaired thereby.

In the event of any inconsistency created between the provisions of these By-laws and the provision of the *Act*, the *Library Act* shall prevail.

The rules and regulations contained in the By-law shall be the rules and regulations for the order and dispatch of business in the Board and in its Committees.

Purpose

The purpose of the Board is to provide library services to member jurisdictions as set out by the *Act* and/or as defined by the Board from time to time. Library services shall be provided without purpose of gain for Trustees, and any profits or other gains to the organization shall be used in promoting the objectives of library services.

Signing Authority

The authority for spending within the approved budget and reserves is delegated to staff through Board policy. The policy establishes the positions that can approve spending to specific limits within the approved budget.

3. Trustees

Recall

The Chair, Vice Chair and/or any member of the Executive Committee, or any member of any other committee, may be recalled for reasonable cause. In the event that the Board votes to recall a member from a specific position that member immediately ceases to hold that position.
The recall process can be initiated by providing notice in writing to the Executive Director stating the position to be recalled and the reasons for the proposed recall. Such notice must be signed by at least six (6) Trustees.

If a valid notice of recall is received by the Executive Director, the matter must be placed on the agenda of the next Board meeting, unless the notice is received less than five (5) days from the next Board meeting, or by unanimous consent of the Board of Trustees.

Notice must be given to the Board that a recall process will be on the agenda as soon as is practical.

To recall a member requires a 2/3 majority vote of the Trustees. For clarity, the required 2/3 majority is of the entire Board membership, not just the Trustees present at the meeting.

Voting on a recall proposal shall be conducted by secret ballot.

Rules of Conduct

Trustees will be courteous and will not engage in actions which disturb the meeting.

A Trustee will not:

a) use unparliamentary or offensive language;
b) make any noise or deliberate disturbance that prevents Trustees from being able to participate in the meeting;
c) interrupt another Trustee who is speaking, except to raise a Matter of Privilege or a Point of Order;
d) disobey the rules of the Board, or disobey a decision of the Chair or the Board on questions of order, practice, or on the interpretation of the rules of the Board.

Trustees are asked to turn off or set to 'vibrate' any and all electronic devices for the duration of the meeting.

4. Officers

Election of Board Chair and Vice Chair

The Chair is elected by the Board Trustees present by majority vote. In case of a tie vote, a second ballot is taken. If the tie persists, election results are determined by a draw from the second ballots by the Executive Director.

The Chair serves until the next Inaugural Meeting and is eligible for re-election.

Following the election of the Chair, the Board Trustees present elect a Vice Chair by majority vote. In case of a tie vote, a second ballot is taken. If the tie persists, election results are determined by a draw from the second ballots by the Executive Director.

The Vice Chair serves until the next Inaugural Meeting and is eligible for re-election.

Board Chair

It shall be the duty of the Chair to:

- Encourage and facilitate discussion and the exchange of views and, if possible, to achieve consensus prior to putting an issue to a vote;
- The Chair and Vice Chair shall be responsible for the preparation of agendas for the Board and Executive Committee meetings;
- Where timely action is required that should not reasonably be delayed until the next Executive Committee meeting, the Chair provides direction to the Executive Director on an interim basis;
- The Chair and Vice Chair shall jointly be responsible for the review of the performance of the Executive Director;
- The Chair is the official representative of the Board to the media and at special events; the Chair may delegate this authority to the Vice Chair or the Executive Director;
- Put to a vote all motions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- Decline to put to a vote all motions which infringe on the rules of the procedure;
- Restrain the Trustees with the rules of order when engaged in debate;
- Call by name any Trustee persisting in breach of the rules of the Board and thereby ordering the Trustee to vacate the Board meeting room;

DRAFT

- Keep Trustees, as well as members of the public at public meetings, within the rules of procedure and ensure compliance with the rulings from the Chair. If any person behaves improperly, or disrupts the orderly proceedings of a meeting of the Board, the Chair or Acting Chair shall ask that person to leave;
- Decide all procedural issues, including issues of order, at meetings of the Board, subject to an appeal by any Trustee of the Board as a whole on any question or order in respect to business before the Board;
- Authenticate by signature, when necessary, all resolutions, correspondence and minutes of the Board;
- Ensure that the decisions of the Board are in conformity with the laws and procedures governing the activities of the Board.
- Make appointments to the Nominating Committee.
- Act as an ex-officio member of all committees.
- Approve delegations to the Board.
- Write a report on behalf of the Board for inclusion in the Annual Report.
- Call special meetings of the Board.
- Reserves the right, during a meeting, to confer briefly with the secretary or parliamentarian.

Vice Chair

Presides at the Board meeting if the Chair is absent from the meeting, or for periods during which the Chair is present at the meeting but temporarily leaves the chair.

The Vice Chair will have all the rights, duties and responsibilities of the Chair while presiding at Board meetings.

The Vice Chair represents the interests and decisions of the Board to outside parties at Library, government and community events in the absence of the Chair.

Acting Chair

In the event that the Chair and the Vice Chair are absent or unable to take the chair, the Executive Director will conduct an election for an Acting Chair to preside at the Board meeting. The Acting Chair will have all the rights, duties and responsibilities of the Chair while presiding at Board meetings.

Executive Director

Under the authority of the *Act*, the Executive Director shall be the Chief Librarian and Executive Director of the Board, and shall have general supervision over and direction of the operations of the Libraries and its staff, shall attend all Board and Committee meetings, and shall have all other powers and duties that the Board assigns.

The Board shall appoint an Executive Director who shall report to the Chair, and who shall serve as Chief Librarian and Secretary-Treasurer to the Board. In the absence of the Board, the Executive Director will receive direction from the Chair.

The Executive Director's responsibilities are described in the current version of the Executive Director's Job Description.

The Executive Director shall attend all Board meetings, may participate in debate at the discretion of the Board Chair, but is not a Trustee and is not entitled to vote.

In addition to the duties described in the Executive Director's Job Description it shall be the duty of the Executive Director to:

- Maintain the Record Book
- Review the Procedural By-law every five (5) years.

5. Board Meetings

Board meetings are conducted in person, online and/or as synchronous hybrid meetings. An annual meeting schedule is provided each January, indicating dates and proposed meeting formats for each.

Annual General Meeting

The annual general meeting of the Board, for the purpose of electing Officers, shall normally occur at the first scheduled meeting following the appointment of new Trustees of the Board for the current term.

The Executive Director calls the meeting to order and conducts the meeting until the election of the Chair..

Regular Meetings

The Board will hold at least five scheduled regular meetings each year, including the Annual General Meeting.

Notice of Board Meetings

Notice of, and the agenda for, regularly scheduled Board meetings shall be distributed electronically five (5) business days in advance of the meeting and/or in writing if specifically requested by the Trustees.

Notice of meetings shall include the location, date and time of the meeting, the proposed agenda, which must state the general nature of each item of business to be dealt with at the meeting.
For clarity, because of the limited number of regular meetings, additional items are routinely proposed for addition to the agenda at each regular meeting. The Board has discretion to adopt or amend the proposed agenda and/or any late additional for a regular meeting.

Notice of Special Meetings

Special meetings may be called at short notice subject to the provisions of the *Library Act*. Where practical, notice of special meetings shall be consistent with the requirements for regular meetings. Where this is not practical, notice of special meetings must be communicated to the Board as soon as practical.

In exceptional circumstances, where timing is of the essence, a motion(s) may be presented electronically by the Chair, to which Trustees may be asked to cast their ballot via a time-limited electronic poll. This method shall not be employed for matters requiring a Weighted Vote. Notice

shall be as outlined in this section, and the Chair shall announce the poll results within 5 business days of the poll deadline, to be recorded in the Record Book.

Notification to Trustees

Every Board member must give the Executive Director written notice of the address to which all notices and other communications are to be sent for the purposes of the By-law and otherwise. Any notice or other communication which is sent to a member at that address is considered to have been given validly if it is sent by mail or otherwise delivered to that address.

If a member changes the address to which notices and other communications are to be sent, the member must promptly give written notice to the Executive Director of the new address.

Special Executive Committee Meetings

In the event that a temporary closure of VIRL service locations will exceed 30 days or an event that would result in greater than 50% of the workforce being temporarily or permanently laid off, the Executive Director will request a Special Executive Committee Meeting to inform members of the financial impact to the budget, the impact to in-house services, the impact to customers and the impact to staff.

Presiding Officers

The Board Chair presides at Board meetings, or in the Chair's absence, the Vice Chair presides. In the absence of both the Chair and Vice Chair, an Acting Chair is elected from among the Trustees present to chair the meeting.

Order of Business

Unless the Board otherwise resolves, business must be dealt with at a regularly scheduled Board meeting in the following order:

a) Call to Order;
b) Opening Remarks;
c) Roll Call;
d) Declarations of Conflicts of Interest;
e) Approval of Agenda;
f) Adoption of Previous Minutes;
g) Delegations;
h) Business Arising;
i) Finance;
j) New Business;
k) Consent Business;
l) In Camera;
m) Adjournment.

Meeting Attendance

a) Members of the Board of Trustees may participate in the regular and special Board meetings in any of the following fashions:

i. By physical attendance at the location of the Board meeting;
ii. By remote teleconference or virtual attendance.

b) The Chair, Vice Chair or Acting Chair may participate by teleconference or virtual means.
c) Notice of Board Meetings will include the appropriate teleconference or virtual meeting connection information.
d) Members attending via teleconference or virtual means will have the same rights accorded to Members physically attending.
e) The Chair will ensure that all Members, including those attending via teleconference, and virtual means have had an opportunity to speak to the Motion.
f) When a vote is called on a Motion, the Members who are participating via teleconference, or by virtual means will be called upon by the Chair to indicate their vote by polling within the virtual application, or by verbal indication. If the vote is only audible to the Chair, he/she will state it for all to hear before declaring the Motion carried or defeated.
g) In the event that a teleconference line or virtual connection malfunctions and the connection cannot be re-established, the meeting will continue as long as a quorum is maintained without the teleconference or virtual Member's attendance.

Quorum

The quorum for Board meetings is one half of the Board Trustees plus one. The quorum for Committee meetings is one half of the Committee Trustees plus one.

If no quorum is present one half hour after the time appointed for a meeting, the Executive Director shall record the names of the Trustees present and the meeting shall stand adjourned.

If those Trustees who are present, either in person, by teleconference or by virtual means, at that time remain until a quorum is achieved, then the meeting shall proceed.

Late Arrival

If a Trustee arrives late at a meeting, any prior discussion shall not be reviewed without the unanimous consent of all Trustees.

Voting on Motions

Voting shall normally be by a show of hands, except where the matter requires a weighted vote or where a member requests that the number of votes be recorded.

Members who are participating via teleconference, or by virtual means will be called upon by the Chair to indicate their vote by polling within the virtual application, or by verbal indication. If the vote is only audible to the Chair, he/she will state it for all to hear before declaring the Motion carried or defeated.

In order to vote, a Trustee must be physically present, or in attendance by teleconference or virtual means when the Motion is put to a vote.

Any Trustee physically present, or in attendance by teleconference or virtual means, who does not indicate his/her vote shall be interpreted as voting in favour of the Motion.

When a time-limited poll is employed within a Special Meeting, only votes received before the poll deadline will be counted.

The Chair or Acting Chair must vote with the other Trustees on all questions.

A declaration by the Board Chair that a resolution has been carried and an entry to that effect in the minutes is conclusive evidence of such fact without proof of the number or portion of votes in favour for or against the resolution.

In the event of a tie vote the Motion is defeated. A Motion to Reconsider is required to reopen a matter once the result of the vote is announced. A Motion to Reconsider can only be moved by a Trustee who voted with the prevailing side.

Weighted Vote

Each jurisdiction receives one (1) weighted vote plus one (1) additional vote for each ¼ percent of total VIRL tax contributions after the first ¼ percent. Where the formula results in a fraction of a vote, normal rounding will apply. All money motions will be decided by weighted vote.

Minutes

The Minutes will record:

a) the place, time and date of the meeting;
b) the name of the Chair;
c) the Trustees present, and the Trustees absent;
d) any correction to, and the adoption of, the minutes of the previous meeting;
e) all resolutions;
f) any declarations of a conflict of interest;
g) that a Motion was carried or defeated, with no count of the vote, unless the vote was recorded.

For recorded votes, the Trustees' names and corresponding vote will be recorded in the minutes after the Chair has announced the results.

The minutes of the previous meeting will be considered at the next meeting and, after the minutes have received approval, or approval as amended, by the majority of the Trustees present, they will be signed by the Chair or the appropriate Committee Chair.

Minutes of all meetings must be signed by the Chair or other member presiding at the meeting, and the Executive Director.

Minutes of a meeting shall be approved at the next regularly scheduled meeting.

It shall be the duty of the Executive Director to deliver to each Trustee, not less than five (5) business days prior to a regular meeting, the minutes of the last regular or special meeting.

In-Camera

Appropriate In-Camera meetings of the Board and Executive Committee may be determined in advance, scheduled after the regular meeting and indicated on the agenda; or determined during the course of deliberations as the need arises.

The following items are determined as in-camera items:

- personal or financial details with respect to an individual;
- acquisition or disposition of property;
- security of any VIRL property;
- decisions on employee negotiations;
- personnel issues;
- advice that is subject to solicitor-client privilege including communications for that purpose;
- litigation;
- a request or the consideration of a request for access to information under the Freedom of Information and Protection of Privacy Act (FIPPA); and
- any other matters as deemed necessary by the Trustees.

During a meeting, the Board may move to refer an appropriate item to In-Camera.

In-camera items should be determined by the Executive Director for the Chair's approval.

Attendees of In-Camera meetings may include:

- Trustees;
- Members of the Executive Leadership Group;
- Executive Assistant;
- Legal Counsel to the Board; and
- Anyone deemed appropriate by the Chair.

Trustees must maintain the confidential nature of Vancouver Island Regional Library in-camera meetings to the extent permitted by statute and common law.

Trustees are prohibited from revealing the contents of Vancouver Island Regional Library in-camera discussions at open meetings of their respective local governments.

Trustees violating the trust associated with in-camera information will be expelled from the Board of Trustees (see recall process).

In-camera agendas and minutes of the Board and the Executive Committee meetings will be made available to the Trustees and the Executive Committee via the Trustee Portal. Documents should not be downloaded or printed.

When in-camera documents are distributed in a printed form at a Board meeting, Trustees will return in-camera minutes, agendas and reports before leaving the meeting. In the circumstance when a Trustee retains agendas, minutes and reports they will be responsible for destroying confidential documents.

All in-camera minutes will be filed separately from the regular minutes.

Restricted In-Camera

DRAFT

Appropriate Restricted In-Camera meetings of the Board and Executive Committee may be determined in advance, scheduled after the regular or In-Camera meeting and indicated on the agenda; or determined during the course of deliberations as the need arises.

The following items are determined as Restricted in-camera items:

- confidential exchanges of the Board and the Executive Director
- personnel issues of a particularly sensitive nature;
- advice that is subject to solicitor-client privilege including communications for that purpose;
- litigation;
- any other matters as deemed necessary by the Chair or Trustees.

During a meeting, the Board may move to refer an appropriate item to Restricted In-Camera.

Attendees of Restricted In-Camera meetings shall normally include:

- Trustees;
- Executive Director;
- Anyone deemed appropriate by the Chair.

The provisions for in-camera confidentiality also apply to Restricted in-camera confidentiality.
All Restricted in-camera minutes will be filed separately from the in-camera minutes. *See also Executive Session.*

Conduct of the Public

Members of the public will be courteous and will not engage in any action which disturbs the meeting. Members of the public will not:

a) make any noise or disturbance that prevents Trustees from being able to participate in the meeting;
b) address the Board without permission;
c) use unparliamentary or offensive language; or
d) display signs or placards.

The Chair may exclude any person from the meeting for improper conduct.

Delegations

The Library Board provides the opportunity for members of the public to meet with the Board directly as "delegations" at regular public meetings of the Board. People can provide input either as individuals, or as a representative of a group.

Written Requests to speak as a delegation must be submitted in writing to the Executive Director prior to 4:30pm, five (5) business days prior to the date of the Board meeting. The Request must include details in full of the issue to be addressed and the name of the person or organization to be represented.

All materials, presentations or handouts for distribution shall accompany the written Request to appear and is subject to approval by the Executive Director, in consultation with the Board Chair.

Written request forms shall be available at all libraries and on the website. Forms may be mailed or emailed to the Office of the Executive Director.

No person other than the designated spokesperson may speak on the matter and for no longer than a total of ten (10) minutes. An individual or group not on the agenda and not appearing in respect to a matter on the agenda shall not be heard without the consent of at least two-thirds of the Trustees present.

The Board Chair reserves the right to approve a delegation, refuse a delegation, or request additional information before granting delegation status, and depending on the nature of the concern, the Board Chair may refer delegations or correspondence to the Executive Director for further review or resolution.

Delegations will be limited to two (2) delegations at each meeting, with a third delegation approved at the discretion of the Board Chair. The Board of Trustees will be advised if a delegation has been refused and the reason(s) for refusal.

6. Executive Committee

Membership

The Executive Committee shall consist of the Board Chair, Vice Chair, Past Chair, and eight (8) Trustees elected from the appointed representation.

Where the Chair and the Past Chair are the same person, nine (9) Trustees shall be elected from the appointed representation.

Where the Chair and Past Chair are the same person, and are not continuing, a Chair, Vice-Chair and nine (9) Trustees shall be elected from the appointed representation (11 total).

Term of Office

The term of office for the Chair, Vice Chair and the members of the Executive Committee shall be from the time of election until the next Annual General Meeting. Should the Chair become unelected prior to the end of their term, the Vice Chair shall serve as Acting Chair until the next Annual General Meeting.

Delegated Powers

The Executive Committee shall have the following delegated powers:

1) Where practical, the Executive Committee is to provide and make recommendations to the Board.
2) Where timely action is required that should not reasonably be delayed until the next Board meeting, the Executive Committee shall provide direction to the Executive Director on an interim basis.
3) In carrying out the forgoing powers, the Executive Committee is accountable for, and shall report to, the Board in respect to all actions/decisions made.
4) The ability to disqualify an Executive Committee member from the Committee if the member is absent from 2 consecutive Executive Committee meetings without prior approval.

DRAFT

Quorum

The Quorum for Executive Committee meetings is one half of the Committee Trustees plus one. The quorum for an Executive Committee meeting will include Committee Trustees attending the meeting via teleconference or virtual means.

Notice of Meetings

Notice of Executive Committee meetings shall be distributed 5 days in advance of the meeting except by unanimous consent of the Members.

Meetings

a) Members of the Executive Committee may participate in an Executive Committee meeting in any of the following fashions:
   i. By physical attendance at the location of the Executive Committee meeting;
   ii. By remote teleconference or virtual attendance.
b) The Chair, Vice Chair or Acting Chair may participate by teleconference or virtual means.
c) Notice of Executive Committee Meetings will include the appropriate teleconference or virtual meeting connection information.
d) Members attending via teleconference or virtual means will have the same rights accorded to Members physically attending.
e) The Chair will ensure that all Members, including those attending via teleconference, and virtual means have had an opportunity to speak to the Motion.
f) When a vote is called on a Motion, the Members who are participating via teleconference, or by virtual means will be called upon by the Chair to indicate their vote by polling within the virtual application, or by verbal indication. If the vote is only audible to the Chair, he/she will state it for all to hear before declaring the Motion carried or defeated.
g) In the event that a teleconference line or virtual connection malfunctions and the connection cannot be re-established, the meeting will continue as long as a quorum is maintained without the teleconference or virtual Member's attendance.

Presiding Officers

The Board Chair presides at the Executive Committee meetings, or in the absence of the Chair, the Vice Chair presides. In the event that the Chair and the Vice Chair are absent or unable to take the chair, the Executive Director will conduct an election for an Acting Chair to preside at the Executive Committee meeting. The Acting Chair will have all the rights, duties and responsibilities of the Chair while presiding at Executive Committee meetings.

Attendees

Trustees may attend any and all Executive meetings and/or committee meetings, including in-camera meetings, as observers. They do not vote.

Travel Expenses for Non-Executive Members

Trustees who are not members of the group meeting will normally not receive travel expenses, unless they are invited to the meeting by the Chair, or the Executive Committee decides there were exceptional circumstances which required the Trustee to attend.

7. Nominating Committee

Appointments

A Nominating Committee is appointed by the Chair at the last regular scheduled meeting of the year, for the purpose of providing a slate of nominees for presentation at the Annual General Meeting for the election of officers and the Executive Committee.

Membership

Members will consist of the Chair, Vice Chair and one Trustee at large to be named by the Chair.

Timing

The committee will meet by year's end, prior to the Annual General Meeting.

All Trustees wishing to stand for office should be prepared to provide a brief biography for inclusion in the report.

In addition to the report of the committee, nominations from the floor of the Annual General Meeting are encouraged.

8. Special Committees

The Board may strike special committees as needed.

9. Freedom of Information and Protection of Privacy (FIPPA)

a) The provisions of FIPPA govern the release of information held by the Library, whether or not the request is initiated for access to information under FIPPA.
b) For the purposes of FIPPA, the Executive Director is designated as the head of the Library. The Executive Director, as head, may delegate any duty, power or function of the head under FIPPA, except the power to delegate. Any delegation of any duty, power or function by the Executive Director shall be in writing.
c) Records that are in the custody and control of the Library are subject to the provisions of FIPPA. Records shall be managed to ensure confidentiality requirements and FIPPA are met.
d) The transfer, storage, or destruction of any record shall be in accordance with the Board Records Management Policy.
e) Any fees being charged for a specific routine or FIPAA request will be in accordance with FIPPA and its regulations. A reasonable estimate of the total fees to be paid under this section will be given prior to the provision of the service. The Executive Director, as designated head, may waive all or part of these fees in specific instances.

10. Communications

Communications may be made in writing addressed to the Board or to the Chair.

Communications must:

a) pertain to matters over which the Board has jurisdiction;
b) be in a legible hand or type written form;
c) contain a name, address and/or telephone number, and an electronic mail address if delivered by electronic mail.
d) contain a signature; subject to the Board's Whistleblower Policy.
e) not contain offensive language.

All communications, including personal information and opinions contained in a communication, that the Board receives about a matter on the agenda becomes part of the public record, unless the Executive Director determines the disclosure of personal information would contravene the Freedom of Information and Protection of Privacy (FIPPA).

Communications that the Board receives about a matter on the agenda may be provided to the Board if received by the Executive Director by 12:00 pm five (5) business days prior to the Board meeting. The Chair, in consultation with the Executive Director may waive these requirements if, in the Chair's opinion, there were extenuating circumstances.

For communications about matters not on the agenda the Chair, with the recommendation of the Executive Director, may:

a) put the communication before the Board;
b) allow the Executive Director to consider the communication and to report to the Board, or to a Committee, in response to the communication; or
c) allow the Executive Director to respond to the communication as the Executive Director deems appropriate.

11. Adoption and Amendment of By-laws

The Board may not consider a proposed by-law or by-law amendment unless every member has been notified of the proposed by-law or amendment in writing at least 5 days in advance of the meeting where the proposed by-law or amendment is to be considered.

The Board may give any or all three readings of a by-law at one meeting, but may not adopt a by-law at the same meeting at which it gives third reading.

On the last page of every by-law that is enacted by the Board, the Executive Director must report the dates on which the readings and adoption of the by-law occurred.

Every by-law enacted by the Board must be signed by the Chair and the Executive Director.

An amendment of the Procedural By-law requires the approval of a two-thirds majority vote.

Revisions to any of the guiding authorities (i.e. *Library Act*, other legislation) may necessitate a review of these by-laws.

All existing by-laws of the Board are hereby repealed and replaced by this By-law.

12. Extension of Library Service Area

1) In the event the Board desires to extend the regional library district the following shall apply:
   - Five (5) days' notice must be given in writing of any meeting where it is proposed to adopt an agreement whereby the library service area would be expanded by accepting the membership of any municipality or regional district or electoral area.
   - Voting on the adoption of an agreement to accept the membership of any municipality or regional district or electoral area shall be by weighted vote.
   - The Board shall not deny membership to any municipality, regional district or electoral area that is created by a change of status of one or more existing member jurisdictions. Such changes of status may include, but not be limited to, incorporation of previously unincorporated areas, amalgamation, or changes to provincial legislation which creates new categories of local governments.

[Current Chair]Chair, Board of Trustees
Vancouver Island Regional Library

Ben Hyman
Executive Director
Vancouver Island Regional Library

DRAFT

The attached Appendices are for informational purposes and do not form part of the Vancouver Island Regional Library Board's Procedural By-law.

Appendix 1: Definitions

Term	Definition
Act	Act refers to the Public Library Act, Statues of British Columbia, 2010, Chapter 264 as amended from time to time. Any definition in the Library Act which is incorporated into the Vancouver Island Regional Library Procedural By-law has the meaning given to it in the Act as of the date of adoption of the by-law.
Adjourn	To end the meeting. If a motion to adjourn is made, it must be seconded. However, "in some situations, adjournment can take place without a motion. One is when the hour adopted for adjournment has arrived… the meeting may be adjourned by declaration" (Jennings, 2016, p. 178). The presiding officer may declare the meeting adjourned if there is an emergency or immediate danger (i.e. fire) or the "most common scenario, is when you reach the end of the agenda. The chair may ask if there is any more business, if there is no response, the Chair can declare the meeting adjourned" (Jennings. p. 178). No matter if there is a motion or not, the Chair must declare the meeting adjourned.
Agenda Deadline	Five business days before a regular scheduled meeting
Agenda Distribution	Five business days before a regular scheduled meeting
Amend	Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.
Appeal Decision of the Chair	Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business.
Board	The Board of Trustees of the Vancouver Island Regional Library.
Board Chair or Chair	The Chair of the Vancouver Island Regional Library Board, unless otherwise indicated. The person from time to time elected or deemed elected as Chair of the Board, and includes the Vice Chair or a temporary Chair when acting substitution for the Board Chair.
Board Trustee or Trustee	Refers to any member of the Vancouver Island Regional Library Board of Trustees.
Business Day	Any day other than a Saturday, Sunday, or a holiday for which the Library is closed.
By-law	Means this By-law, as amended from time to time.
Call to Order	The Chair, using a single rap of the gavel at the appointed hour will make the declaration, "The meeting will come to order". The call to order is not part of the Agenda.

Term	Definition
Chief Librarian	The Executive Director
Commit/Refer/Recommit to Committee	State the committee to receive the question or resolution; if no committee exists, include size of committee desired and method of selecting the members (election or appointment).
Conflict of Interest	A situation in which a Trustee, or person related to a Trustee, has a personal interest (including but not limited to a direct or indirect pecuniary interest) that conflicts or could conflict with the Trustee's obligations to the Vancouver Island Regional Library. Conflicts of interest may be actual, potential, or perceived.
Consider by Paragraph	Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
Debate	Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one raises their hand or rises, the chair calls for the vote.
Divide the Question	Divides a motion into two or more separate motions (musts be able to stand on their own).
Executive Director	The Executive Director
Executive Session	Any meeting of a deliberative assembly, or a portion of a meeting, at which the proceedings are secret. Whenever a meeting is being held in executive session, only members of the body that is meeting, special invitees, and such employees or staff members as the body or its rules may determine to be necessary are allowed to remain in the hall. The key element of "executive session" isn't so much about who can attend, it's about the confidentiality of what is said and done once executive session is invoked. The minutes of an executive session must be read and acted upon only in executive session, unless that which would be reported in the minutes - that is, the action taken, as distinct from that which was said in debate - was not secret, or secrecy has been lifted by the assembly. A motion to go into Executive Session is a question of privilege of the Assembly. (see In-Camera)
Extend Debate	Applies only to the immediately pending question; extends until a certain time or for a certain period of time.
In Camera	A portion of the regular meeting held in private at which only Board Trustees and persons authorized by the Board may be present. (see Executive Session)
Lay on the Table	Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.
Library	Refers to Vancouver Island Regional Library.

Limit Debate	Closing debate at a certain time, or limiting to a certain period of time.
Main Motion	Brings new business (the next item on the agenda) before the assembly.
Motion	A formal proposal placed before the meeting by a Member, the mover of the Motion, for debate and decision. Called the question.
Term	**Definition**
Motions - 4 Basic Types	1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary and incidental motions. 2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion. 3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business. 4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.
Moving Motions	The method used by Trustees to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual Trustees can: 1. Call to order. 2. Second motions. 3. Debate motions. 4. Vote on motions.
Object to Consideration	Objection must be stated before discussion or another motion is stated.
Obtain the Floor	The right to speak by being the first to raise your hand (or stand) when the person speaking has finished.
Orders of the Day (Agenda)	A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules.
Parliamentary Inquiry	Inquire as to the correct motion - to accomplish a desired result, or raise a point of order.
Past Chair	Refers to the Chair who served prior to the most recent Annual General meeting. If the Past Chair is re-elected at the Annual General Meeting, then the Past Chair and the Chair are the same individual.
Pecuniary Interest	Refers to a situation when a Trustee has a direct or indirect financial interest in a matter.
Point of Information	Generally, applies to information desired from the speaker: "I should like to ask the (speaker) a question."
Point of Order	Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
Point of Privilege	Pertains to noise, comfort of the Assembly or individual, etc. - may interrupt to raise.
Postpone Indefinitely	Kills the question/resolution for this session - exception: the motion to reconsider can be made this session.
Postpone to a Certain Time	State the time the motion or agenda item will be resumed.

Previous Question	Closes debate if successful - may be moved to "Close Debate" if preferred.
Quarterly Time Interval	A period beginning on the date of a meeting and extending to the last day of the calendar month three months beyond the calendar month in which the first meeting occurs. For example, if a meeting is held on the first day of January, a meeting held on April 30 is within a quarterly time interval.
Term	**Definition**
Quorum	Refers to the minimum number of Trustees who must be present at a meeting to make the proceedings valid. VIRL requires a majority of the Trustees of the Board or a majority of Committee members to comprise a quorum.
Reconsider	Can be made only by one on the prevailing side who has changed position or view.
Relaxed Rules of Procedure (VIRL Board)	1. You don't have to stand when seeking the Chair's recognition. Just raise your hand while addressing the Chair. 2. You may keep your seat while making motions and speaking.
Resolution	A Motion that has been moved, seconded and carried.
Restricted In Camera	A portion of an In Camera meeting held in private at which only Board Trustees and the Executive Director or anyone deemed appropriate by the Chair may be present. (see Executive Session)
Robert's Rules of Order	The current edition of the book.
Rules of Order	The rules of procedure set out in the By-law or the most recent edition of *Robert's Rules of Order* in existence at the time of the meeting in question.
Ruling	A decision by the Chair on a matter of procedure.
Special Meeting	A special meeting is called if 1) something important comes up that must be dealt with before the next regular meeting, or 2) some particular business matter(s) is important enough that it needs to be the exclusive reason for the entire meeting. Special meetings always require previous notice, including date, time, place, and location and must specify all the business to be included in the meeting. Nothing other than this business, and the various motions that allow the meeting to take care of this business, can be considered in a special meeting.
Stand at Ease	The Chair may call the assembly to stand at ease while he engages in brief research or consult with the Secretary or parliamentarian. Members remain in their seats and may engage in quiet conversation. The meeting will resume when the chair declares the meeting in order.
Suspend the Rules	Allows a violation of the assembly's own rules; the object of the suspension must be specified.
Take from the Table	Resumes consideration of item previously "laid on the table" - state the motion to take from the table.
Vice Chair	The person from time to time appointed or elected as Vice Chair of the Board.

Weighted Vote	Refers to a vote conducted in accordance with the method currently in effect for determining the number of votes that each Board member may cast with respect to a vote on budget matters.
Withdraw/Modify Motion	Applies only after question is stated; mover can accept an amendment without obtaining the floor.

DRAFT

Appendix 2: Rules of Debate and Making Motions

Rules of Debate and Making Motions
Decision Making a) All Board decisions will be made on the basis of motions. b) A Motion will not be debated until it has been moved and seconded. c) A Trustee may make a Motion that is Procedural or Substantive in accordance with this by-law.
Order of Consideration Motions and other procedural rules shall be voted on in the following priority order: a) Adjourn; b) Recess; c) Point of privilege; d) Point of Order; e) Appeal the Ruling of the Chair; f) Extend the Time Limit for the Meeting; g) Withdraw; h) End Debate; i) Limit Debate; j) Refer; k) Defer; l) Receive; m) Amendment to the Amendment; n) Amendments, in reverse order of presentation; o) Divide the Motion; p) Main Motion; q) Reconsider.
Procedural Rulings The following procedural rulings may be requested at Board or Committee meetings: a) Motion to Appeal a Ruling of the Chair - made to challenge the ruling of the Chair by having the matter decided by the Board. i. The Chair's ruling must be challenged immediately after it is stated; ii. The Motion is not debatable; iii. The Motion must be voted on immediately; iv. If the Motion is carried, the Chair's decision is overturned. b) Point of Order - Presented to point out a departure from the rules of procedure. A Point of Order: i. must be raised promptly; ii. may be made while interrupting another speaker; iii. must state the rule violated; iv. is not debatable; v. is decided by the Chair without debate.
Recorded Votes a) The Chair will conduct a recorded vote if requested by any Trustee. b) The request must be made immediately before or after the taking of the vote. c) The Executive Director will record the name and vote of every Trustee for the minutes and announce the results to the Chair. d) Results of the vote, including the name and vote of every Trustee, will be announced by the Chair immediately after the recorded vote has taken place.

DRAFT

Rules of Debate and Making Motions

Rules of Debate

a) The Chair will preside at all meetings of the Board, maintain order, decide whether Motions are in order and rule on all procedural matters.
b) The Chair will maintain a list of Trustees who have signaled to the Chair that they wish to speak and recognize Trustees in the order in which they signaled that they wish to speak.
c) A Trustee who wishes to speak will signal the Chair by a raised hand and will wait for recognition by the Chair.
d) A Trustee who has already spoken may speak again only after all other Trustees have been given the opportunity to speak.
e) A Trustee may not speak more than twice on an issue without the approval of the Board.
f) The Chair will not put any matter to the vote, nor will any Trustee move a procedural Motion to have the vote taken, until every Trustee who wishes to speak has spoken at least once.
g) The Chair may place time limits on speeches. The time limit must be announced before the debate begins and must be the same for all participants in the discussion.
h) The Chair will not take part in the discussion of any item while in the chair. The Chair will ask the Vice Chair to preside while the Chair participates in the discussion.
i) The Chair's rulings on order or procedure are not debatable.
j) Any of the Chair's rulings may be appealed by any Trustee by a Motion to Appeal a Ruling of the Chair (see Procedural Rulings).

Types of Motions

The following types of Motions may be made at a Board or Committee meeting:

a) Main Motion - a substantive proposal for consideration and decision. Main Motions originate business, direct, authorize, adopt, approve, confirm or reject actions:
    i. Only one substantive Motion at a time is allowed.
b) Motion to Amend - Made to alter the main Motion by adding, deleting or substituting words;
    ii. A Motion to Amend must be relevant to the Main Motion and may not negate it or materially alter its intent.
    iii. Amendments are voted on in reverse order of presentation.
    iv. The Main Motion, as amended, is then voted on.
c) Motion to Amend the Amendment - Made to alter the amendment by adding, deleting or substituting words in the amendment.
    i. This Motion is voted on before the original amendment.
d) Motion to Refer - Made to send an issue to a Committee or Staff for study before the Board makes a decision, at a time specified by the Board.
e) Motion to Defer - Made to delay a decision on a matter by postponing consideration of the matter:
    i. until, or within, some specified time or time period; or
    ii. until a specified event happens; or
    iii. until a report or communication is presented.

Trustees may only debate the merits of deferring the matter and the time frame for deferral.

f) Motion to Divide the Motion - Made to allow a complicated Motion to be put to the vote in distinct parts.
    i. The Motion being divided must contain distinct parts which can stand alone.
    ii. The Motion may be divided at the discretion of the Chair.

Rules of Debate and Making Motions

g) Motion to Reconsider - made to re-examine a previous decision.
   i. After the result of the vote is announced, any Trustee who voted with the prevailing side may move a Motion to reconsider at the same meeting.
   ii. In situations where there has been no recorded vote, the vote shall be deemed to have been unanimous in respect to all Trustees who participated in the vote.
   iii. The Motion to Reconsider can be made only on the same day the vote to be reconsidered was taken.
   iv. No discussion of the matter will be allowed until the Motion to Reconsider has carried.
   v. If the reconsideration takes place on the same day as the first consideration, anyone who exhausted his right to debate in the first consideration will not be able to speak on it again during the reconsideration, without permission of the Board.
   vi. Requires a majority vote.
   vii. Motion to Reconsider – Suspending Effect
      (a) All action authorized by the motion being considered is suspended until the motion being reconsidered is finally decided.
      (b) The Suspending Effect will terminate with the adjournment of the next regular session within the quarterly time interval (see definitions).
   viii. Calling up the Motion to Reconsider
      (a) If a Motion to Reconsider cannot be taken up when it is made, then as long as its suspending effect lasts it can be called up and acted upon during any regular meeting.
   ix. Standing and Special Committees – as per Robert's Rules special rules apply when the Motion to Reconsider is used within Standing and Special Committees.

h) Motion to Withdraw - made to remove a Motion from consideration of the meeting.
   i. Only the original mover and seconder may propose this Motion.

i) Motion to Receive - made to receive a report or other information without taking any action on it.

j) Motion to Adjourn - made to end the meeting.
   i. This Motion is not debatable;
   ii. If carried, any unfinished business is automatically placed on the agenda for the next meeting;

k) Motion to Extend the Time Limit for the Meeting - made to allow the meeting to continue past the time set for adjournment.
   i. This Motion is not debatable except for an amendment as to time.
   ii. This Motion requires a two-thirds majority of the Trustees present to be adopted.

l) Motion to Recess - Made to take a short break during a meeting;
This Motion is not debatable.

DRAFT

Appendix 3: Parliamentary Procedure

Parliamentary Procedure
Parliamentary Procedure Parliamentary Procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. It is important because it is a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order (11th edition) is the basic handbook of operation for most clubs, organizations and other groups. Therefore, it is important for everyone to understand the basic rules. All matters of parliamentary procedure not specified in Vancouver Island Regional Library's Procedural By-law are governed by the latest edition of Robert's Rules of Order.
Parliamentary Procedural Basics Obtain the floor (the right to speak) by being the first to raise your hand (or stand) when the person speaking has finished; state Mr./Madam Chair. Raising your hand or standing while another has the floor is out of order. You must be recognized by the Chair before speaking. Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" or if the by-laws and rules permit, a similar phrase may be used. If no one raises their hand or stands, the chair calls for the vote. Before the motion (the question) is stated by the Chair, members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second. The "immediately pending question" is the last question stated by the Chair. Motion/Resolution - Amendment - Motion to Postpone. The member moving the "immediately pending question" is entitled to preference to the floor. No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once. All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives. The agenda and all committee reports are merely recommendations. When presented to the assembly and a question is stated, debate begins and changes occur.
Order of Business Vancouver Island Regional Library has an order of business specified in the Procedural By-law's set of rules: 1. Call to Order 2. Opening Remarks 3. Roll Call 4. Declarations of Conflicts of Interest 5. Approval of Agenda 6. Adoption of Previous Minutes

Parliamentary Procedure

7. Delegations
8. Business Arising
9. Finance
10. New Business
11. Consent Business
12. In Camera
13. Adjournment

Moving Motions

The method used by Trustees to express themselves is in the form of moving motions**.** A motion is a proposal that the entire membership take action or stand on an issue. Individual Trustees can:

1. Call to order;
2. Second motions;
3. Debate motions;
4. Vote on Motions

There are Four Basic Types of Motions

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are any or all issues specifically related to the meeting itself or to the comfort of members in attendance.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion

How Motions Are Presented

1. Obtaining the floor:
    a. Wait until the last speaker has finished.
    b. Raise your hand or stand and address the Chair by saying, "Mr./Madam Chair".
    c. Wait until the Chair recognized you.
2. Make your Motion:
    a. Speak in a clear and concise manner.
    b. Always state a motion affirmatively (i.e. "I move that we"... rather than "I move that we do not").
    c. Avoid personalities and stay on your subject
3. Wait for someone to second your subject.
4. Another Trustee will second your motion or the Chair will call for a second.
5. If there is no second, your motion is lost.
6. The Chair states your Motion:
    a. The Chair will say, "it has been moved and seconded that we...". Thus, placing your motion before the membership for consideration and action.
    b. The membership then either debates your motion, or may move directly to a vote.

DRAFT

Parliamentary Procedure
c. Once your motion is presented to the membership by the Chair it becomes "assembly property", and cannot be changed by you without the consent of the members.
Expanding on your Motion 1. The time for you to speak in favour of your motion is at this point in time, rather than at the time you present it. 2. The mover is always allowed to speak first. 3. All comments and debate must be directed to the Chair. 4. Keep to the time limit for speaking that has been established. 5. The mover may speak again only after other speakers are finished, unless called upon by the Chair.

DRAFT

Appendix 4: Weighted Vote

Please visit the VIRL Trustee Portal for the current, in-force version of the weighted voting matrix: https://virltrustee.com/portal/meetings/

Bibliography

Jennings, C. Alan, (2016). *Robert's rules for dummies*. Hoboken, NJ: John Wiley & Sons, Inc.

Kennedy, Beverly, *Introduction to Robert's rules of order*. Retrieved December 2, 2016 from http://www.robertsrules.org/rulesintro.htm

Robert III, Henry M. (2011). *Robert's rules of order, newly revised, 11th edition*. Philadelphia, PA: Da Capo Press

DRAFT

Adoption History

ADOPTED BY	DATE
VIRL Board of Trustees	October 19, 2002
VIRL Board of Trustees	April 17, 2004
VIRL Board of Trustees	June 7, 2011
VIRL Board of Trustees	June 7, 2014
VIRL Board of Trustees	September 16, 2017
VIRL Board of Trustees	March 23, 2019
VIRL Board of Trustees	May 30, 2020
VIRL Board of Trustees	May 29, 2021
VIRL Board of Trustees	TBD
Date of Next Review: TBD	**Review Cycle: 5 years**

Vancouver Island Regional Library
Board of Trustees Procedural By-law
May 29, 2021

Vancouver Island Regional Library
Administration

Box 3333 – 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 | e: info@virl.bc.ca

virl.bc.ca

Table of Contents

1. Interpretation Principles 4
Parliamentary Authority 4
Written or In Writing 4
Record Book 4
2. Vancouver Island Regional Library Board of Trustees 4
Establishment of the Board 4
Head Office 5
Rules and Regulations 5
Purpose 5
General Duties and Powers of the Board 5
Free Basic Public Library Service 5
Signing Authority 6
3. Trustees 6
Board Membership 6
Appointment of Members 6
Term of Office 7
Pecuniary Interest 7
Recall 7
Reimbursement of Trustee Expenses 8
Rules of Conduct 8
4. Officers 8
Election of Board Chair and Vice Chair 8
Board Chair 8
Vice Chair 9
Acting Chair 9
Executive Director 10
5. Board Meetings 10
Annual General Meeting 10
Inaugural Meeting 10
Regular Meetings 10

Notice of Board Meetings 10
Notice of Special Meetings 11
Notification to Trustees 11
Special Executive Committee Meetings 11
Presiding Officers 11
Order of Business 11
Meeting Attendance 12
Quorum 12
Late Arrival 12
Voting on Motions 12
Weighted Vote 13
Voting on Expenditures 13
Minutes 13
In-Camera 14
Conduct of the Public 15
Delegations 15

6. Executive Committee 16
Membership 16
Term of Office 16
Delegated Powers 16
Quorum 16
Notice of Meetings 16
Meetings 17
Presiding Officers 17
Attendees 17
Travel Expenses for Non-Executive Members 17

7. Nominating Committee 17
Appointments 17
Membership 18
Timing 18

8. Special Committees 18

9. Freedom of Information and Protection of Privacy (FIPPA) 18

10. Communications 18

11. Adoption and Amendment of By-laws....19
12. Sharing the Cost of Library Service....19
Budget and Financing 20
13. Expenditures and Financial Statements....20
14. Agreements to Provide Library Services....21
15. Extension of Library Service Area....21
16. Withdrawal from Regional Library District....22
17. Dis-establishment of Regional Library District....22
Appendix 1: Definitions....24
Appendix 2: Rules of Debate and Making Motions....28
Appendix 3: Parliamentary Procedure....31
Appendix 4: Weighted Vote....34
Bibliography:....35
Adoption History....35

Note: Italicized text throughout this document is extracted from the Library Act and therefore cannot be modified.

This Procedural By-law is to govern the proceedings of the Vancouver Island Regional Library Board of Trustees and its committees. This By-law is to be cited as the "Vancouver Island Regional Library Procedural By-law". The Board of Vancouver Island Regional Library enacts as follows:

1. Interpretation Principles

This By-law will be interpreted to be consistent with the following principles:

a) the majority of Trustees have the right to decide;
b) the minority of Trustees have the right to be heard;
c) all Trustees have the right to information to help make decisions, unless otherwise prevented by law;
d) Trustees have a right to an efficient meeting;
e) all Trustees have the right to be treated with respect and courtesy;
f) all Trustees have equal rights, privileges and obligations, subject to additional rights, privileges and obligations granted to the Chair in Section 4, Board Chair, of this by-law.

Parliamentary Authority

All matters of order or privilege not provided for in this By-law are governed by the rules of the latest edition of Robert's Rules of Order.

The Chair, in consultation with the Executive Director, may use the current edition of Robert's Rules of Order as an aid in ruling.

Written or in Writing

A requirement in this By-law for an item to be "written" or "in writing" may be satisfied using electronic mail.

Record Book

The Vancouver Island Regional Library Board maintains an electronic copy of the Vancouver Island Regional Library By-laws, special rules of order, standing rules and minutes. These electronic documents shall constitute the Record Book of Vancouver Island Regional Library. The Executive Director is responsible for maintaining the Record Book.

2. Vancouver Island Regional Library Board of Trustees

Establishment of the Board

Vancouver Island Regional Library is a Regional Library established pursuant to the provisions of the *Library Act* of British Columbia. The Board has, pursuant to the provisions of the Act, the power to make rules for, among other things, managing its business and accordingly has adopted these By-laws.

Head Office

The Head Office of the Board shall be at Vancouver Island Regional Library, Nanaimo North Administration Office, 6250 Hammond Bay Road, PO Box 3333, Nanaimo, BC V9R 5N3.

Rules and Regulations

If any of the rules set out in the By-law are determined to be invalid, illegal or unenforceable, the remaining provisions contained herein shall not in any way be affected or impaired thereby.

In the event of any inconsistency created between the provisions of these By-laws and the provision of the *Act*, the *Library Act* shall prevail.

The rules and regulations contained in the By-law shall be the rules and regulations for the order and dispatch of business in the Board and in its Committees.

Purpose

The purpose of the Board is to provide library services to member jurisdictions as set out by the *Act* and/or as defined by the Board from time to time. Library services shall be provided without purpose of gain for Trustees, and any profits or other gains to the organization shall be used in promoting the objectives of library services.

General Duties and Powers of the Board

The library board:

a. *may make rules for managing its business and for regulating the use of its facilities and services by the public,*
b. *may appoint any committees of its members that it considers necessary to carry out its business,*
c. *must appoint a chief librarian/Executive Director,*
d. *may hire and dismiss employees, enter into collective agreements with employees and set the terms of their employment, including fixing their remuneration and duties,*
e. *may acquire land and lease or construct buildings for library purposes,*
f. *may dispose of land or buildings,*
g. *may acquire personal property for library purposes and dispose of personal property,*
h. *may contract, for a term of not more than 5 years, for professional or other services for library purposes,*
i. *may sue and be sued,*
j. *may have a common seal and may alter or change it, and*
k. *must prepare an annual report in the form approved by the minister and must send copies of the report to the minister.*

Free Basic Public Library Service

1) *A library board must not charge for:*
    a) *admission to any part of a building used for public library purposes,*
    b) *using library materials on library premises.*
2) *A library board must allow residents and electors of any area served by the library board to do the following free of charge:*

a) borrow library materials that are normally lent by the library and that belong to prescribed categories of library materials;
b) use reference and information services as the library board considers practicable.

3) A library board may charge fees for services not required to be provided free of charge under this section, including for the use of services described in subsection (2) by anyone who is not a resident or elector of an area served by the library board.

Signing Authority

The authority for spending within the approved budget and reserves is delegated to staff through Board policy. The policy establishes the positions that can approve spending to specific limits within the approved budget.

3. Trustees

Board Membership

The Vancouver Island Regional *Library Board is to consist of a representative of each municipality and regional district that is a party to the Agreement to establish the regional library district.*

A municipal council must, by resolution:
a) Appoint one of its members to be a member of the library board, and
b) Appoint another of its members as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.

If there is more than one electoral participating area in the regional library district, the regional district board must, by resolution:
a) Appoint from among the directors of the electoral participating areas a member of the library board, and
b) Appoint another of the directors of the electoral participating areas as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.

If there is only one electoral participating area in a regional library district:
a) The director of the electoral participating area is a member of the library board, and
b) The alternate director of the electoral participating area is the alternate member on the library board if the director of the electoral participating area is absent or unable to act.

Appointment of Members

Each municipal council and each regional district board appoints a representative and alternate representative each November at the first meeting of the municipal council or regional district board.

A vacancy arising during the term of an appointment is to be filled for the remainder of the term by an appointment made at the first meeting of the municipal council or regional district board after the vacancy arises.

If an appointment is not made at the time specified in this section, the appointment must be made as soon as convenient.

Term of Office

A member of the library board holds office for a term of one year, or for the remainder of the year for which the appointment is made.

A member is eligible for reappointment, but no member may serve for more than 8 consecutive years.

The term of office for a member continues until a successor is appointed unless the member is removed for cause.

A municipal council or regional district board may remove its representative on the library board for cause, including if the representative fails to attend 3 consecutive regular meetings of the library board without the written approval of the library board.

Pecuniary Interest

1) A member of a library board who has a direct or indirect pecuniary interest in a matter considered at a meeting of the library board

a) must declare that he or she has a pecuniary interest in the matter,
b) must not take part in the discussion and is not entitled to vote on any question respecting the matter,
c) must leave the meeting, and
d) must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question respecting the matter.

2) Subsection (1) does not apply

a) if the matter relates to expenses payable to one or more members of the library board in relation to their duties as members, or
b) if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

3) A person who contravenes subsection (1) is disqualified from continuing to hold office as a member of the library board unless the contravention was done through inadvertence or because of an error in judgment made in good faith.

Recall

The Chair, Vice Chair and/or any member of the Executive Committee, or any member of any other committee, may be recalled for reasonable cause. In the event that the Board votes to recall a member from a specific position that member immediately ceases to hold that position.
The recall process can be initiated by providing notice in writing to the Executive Director stating the position to be recalled and the reasons for the proposed recall. Such notice must be signed by at least six (6) Trustees.

If a valid notice of recall is received by the Executive Director, the matter must be placed on the agenda of the next Board meeting, unless the notice is received less than five (5) days from the next Board meeting, or by unanimous consent of the Board of Trustees.

Notice must be given to the Board that a recall process will be on the agenda as soon as is practical.

To recall a member requires a 2/3 majority vote of the Trustees. For clarity, the required 2/3 majority is of the entire Board membership, not just the Trustees present at the meeting.

Voting on a recall proposal shall be conducted by secret ballot.

Reimbursement of Trustee Expenses

1) *The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act.*
2) *A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses.*

Rules of Conduct

Trustees will be courteous and will not engage in actions which disturb the meeting.

A Trustee will not:

a) use unparliamentary or offensive language;
b) make any noise or deliberate disturbance that prevents Trustees from being able to participate in the meeting;
c) interrupt another Trustee who is speaking, except to raise a Matter of Privilege or a Point of Order;
d) disobey the rules of the Board, or disobey a decision of the Chair or the Board on questions of order, practice, or on the interpretation of the rules of the Board.

Trustees are asked to turn off or set to 'vibrate' any and all electronic devices for the duration of the meeting.

4. Officers

Election of Board Chair and Vice Chair

The Chair is elected by the Board Trustees present by majority vote. In case of a tie vote, a second ballot is taken. If the tie persists, election results are determined by a draw from the second ballots by the Executive Director.

The Chair serves until the next Inaugural Meeting and is eligible for re-election.

Following the election of the Chair, the Board Trustees present elect a Vice Chair by majority vote. In case of a tie vote, a second ballot is taken. If the tie persists, election results are determined by a draw from the second ballots by the Executive Director.

The Vice Chair serves until the next Inaugural Meeting and is eligible for re-election.

Board Chair

It shall be the duty of the Chair to:

- Encourage and facilitate discussion and the exchange of views and, if possible, to achieve consensus prior to putting an issue to a vote;
- The Chair and Vice Chair shall be responsible for the preparation of agendas for the Board and Executive Committee meetings;

- Where timely action is required that should not reasonably be delayed until the next Executive Committee meeting, the Chair provides direction to the Executive Director on an interim basis;
- The Chair and Vice Chair shall jointly be responsible for the review of the performance of the Executive Director;
- The Chair is the official representative of the Board to the media and at special events; the Chair may delegate this authority to the Vice Chair or the Executive Director;
- Put to a vote all motions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- Decline to put to a vote all motions which infringe on the rules of the procedure;
- Restrain the Trustees with the rules of order when engaged in debate;
- Call by name any Trustee persisting in breach of the rules of the Board and thereby ordering the Trustee to vacate the Board meeting room;
- Keep Trustees, as well as members of the public at public meetings, within the rules of procedure and ensure compliance with the rulings from the Chair. If any person behaves improperly, or disrupts the orderly proceedings of a meeting of the Board, the Chair or Acting Chair shall ask that person to leave;
- Decide all procedural issues, including issues of order, at meetings of the Board, subject to an appeal by any Trustee of the Board as a whole on any question or order in respect to business before the Board;
- Authenticate by signature, when necessary, all resolutions, correspondence and minutes of the Board;
- Ensure that the decisions of the Board are in conformity with the laws and procedures governing the activities of the Board.
- Make appointments to the Nominating Committee.
- Act as an ex-officio member of all committees.
- Approve delegations to the Board.
- Write a report on behalf of the Board for inclusion in the Annual Report.
- Call special meetings of the Board.
- Reserves the right, during a meeting, to confer briefly with the secretary or parliamentarian.

Vice Chair

Presides at the Board meeting if the Chair is absent from the meeting, or for periods during which the Chair is present at the meeting but temporarily leaves the chair.

The Vice Chair will have all the rights, duties and responsibilities of the Chair while presiding at Board meetings.

The Vice Chair represents the interests and decisions of the Board to outside parties at Library, government and community events in the absence of the Chair.

Acting Chair

In the event that the Chair and the Vice Chair are absent or unable to take the chair, the Executive Director will conduct an election for an Acting Chair to preside at the Board meeting. The Acting Chair will have all the rights, duties and responsibilities of the Chair while presiding at Board meetings.

Executive Director

Under the authority of the *Act*, the Executive Director shall be the Chief Librarian and Executive Director of the Board, and shall have general supervision over and direction of the operations of the Libraries and its staff, shall attend all Board and Committee meetings, and shall have all other powers and duties that the Board assigns.

The Board shall appoint an Executive Director who shall report to the Chair, and who shall serve as Chief Librarian and Secretary-Treasurer to the Board. In the absence of the Board, the Executive Director will receive direction from the Chair.

The Executive Director's responsibilities are described in the current version of the Executive Director's Job Description.

The Executive Director shall attend all Board meetings, may participate in debate at the discretion of the Board Chair, but is not a Trustee and is not entitled to vote.

In addition to the duties described in the Executive Director's Job Description it shall be the duty of the Executive Director to:

- Maintain the Record Book
- Review the Procedural By-law every five (5) years.

5. Board Meetings

Annual General Meeting

The annual general meeting of the Board, for the purpose of electing Officers, shall be held at the same time as the Inaugural meeting.

Inaugural Meeting

The inaugural meeting normally occurs at the first scheduled Board meeting of the year, or at the first scheduled meeting following the appointment of new Trustees of the Board for the current term.

The Executive Director calls the meeting to order and conducts the meeting until the election of the Chair.

Regular Meetings

The Board will hold at least five scheduled regular meetings each year, including the Inaugural Meeting.

Notice of Board Meetings

Notice of, and the agenda for, regularly scheduled Board meetings shall be distributed electronically five (5) business days in advance of the meeting and/or in writing if specifically requested by the Trustees.

Notice of meetings shall include the location, date and time of the meeting, the proposed agenda, which must state the general nature of each item of business to be dealt with at the meeting..

For clarity, because of the limited number of regular meetings, additional items are routinely proposed for addition to the agenda at each regular meeting. The Board has discretion to adopt or amend the proposed agenda and/or any late additional for a regular meeting.

Notice of Special Meetings

Special meetings may be called at short notice subject to the provisions of the *Library Act*. Where practical, notice of special meetings shall be consistent with the requirements for regular meetings. Where this is not practical, notice of special meetings must be communicated to the Board as soon as practical.

Notification to Trustees

Every Board member must give the Executive Director written notice of the address to which all notices and other communications are to be sent for the purposes of the By-law and otherwise. Any notice or other communication which is sent to a member at that address is considered to have been given validly if it is sent by mail or otherwise delivered to that address.

If a member changes the address to which notices and other communications are to be sent, the member must promptly give written notice to the Executive Director of the new address.

Special Executive Committee Meetings

In the event that a temporary closure of VIRL service locations will exceed 30 days or an event that would result in greater than 50% of the workforce being temporarily or permanently laid off, the Executive Director will request a Special Executive Committee Meeting to inform members of the financial impact to the budget, the impact to in-house services, the impact to customers and the impact to staff.

Presiding Officers

The Board Chair presides at Board meetings, or in the Chair's absence, the Vice Chair presides. In the absence of both the Chair and Vice Chair, an Acting Chair is elected from among the Trustees present to chair the meeting.

Order of Business

Unless the Board otherwise resolves, business must be dealt with at a regularly scheduled Board meeting in the following order:

a) Call to Order;
b) Opening Remarks;
c) Roll Call;
d) Declarations of Conflicts of Interest;
e) Approval of Agenda;
f) Adoption of Previous Minutes;
g) Delegations;
h) Business Arising;
i) Finance;
j) New Business;
k) Consent Business;
l) In Camera;
m) Adjournment.

Meeting Attendance

a) Members of the Board of Trustees may participate in the regular and special Board meetings in any of the following fashions:
   i. By physical attendance at the location of the Board meeting;
   ii. By remote teleconference or virtual attendance.
b) The Chair, Vice Chair or Acting Chair may participate by teleconference or virtual means.
c) Notice of Board Meetings will include the appropriate teleconference or virtual meeting connection information.
d) Members attending via teleconference or virtual means will have the same rights accorded to Members physically attending.
e) The Chair will ensure that all Members, including those attending via teleconference, and virtual means have had an opportunity to speak to the Motion.
f) When a vote is called on a Motion, the Members who are participating via teleconference, or by virtual means will be called upon by the Chair to indicate their vote by polling within the virtual application, or by verbal indication. If the vote is only audible to the Chair, he/she will state it for all to hear before declaring the Motion carried or defeated.
g) In the event that a teleconference line or virtual connection malfunctions and the connection cannot be re-established, the meeting will continue as long as a quorum is maintained without the teleconference or virtual Member's attendance.

Quorum

The quorum for Board meetings is one half of the Board Trustees plus one. The quorum for Committee meetings is one half of the Committee Trustees plus one.

If no quorum is present one half hour after the time appointed for a meeting, the Executive Director shall record the names of the Trustees present and the meeting shall stand adjourned.

If those Trustees who are present, either in person, by teleconference or by virtual means, at that time remain until a quorum is achieved, then the meeting shall proceed.

Late Arrival

If a Trustee arrives late at a meeting, any prior discussion shall not be reviewed without the unanimous consent of all Trustees.

Voting on Motions

Voting shall normally be by a show of hands, except where the matter requires a weighted vote or where a member requests that the number of votes be recorded.

Members who are participating via teleconference, or by virtual means will be called upon by the Chair to indicate their vote by polling within the virtual application, or by verbal indication. If the vote is only audible to the Chair, he/she will state it for all to hear before declaring the Motion carried or defeated.

In order to vote, a Trustee must be physically present, or in attendance by teleconference or virtual means when the Motion is put to a vote.

Any Trustee physically present, or in attendance by teleconference or virtual means, who does not indicate his/her vote shall be interpreted as voting in favour of the Motion.

The Chair or Acting Chair must vote with the other Trustees on all questions.

A declaration by the Board Chair that a resolution has been carried and an entry to that effect in the minutes is conclusive evidence of such fact without proof of the number or portion of votes in favour for or against the resolution.

In the event of a tie vote the Motion is defeated. A Motion to Reconsider is required to reopen a matter once the result of the vote is announced. A Motion to Reconsider can only be moved by a Trustee who voted with the prevailing side.

Weighted Vote

Each jurisdiction receives one (1) weighted vote plus one (1) additional vote for each ¼ percent of total VIRL tax contributions after the first ¼ percent. Where the formula results in a fraction of a vote, normal rounding will apply. All money motions will be decided by weighted vote.

Note: At the June 2002 Board meeting the following motion was adopted: "That the Board approve a new weighted vote formula in which each member jurisdiction receives one weighted vote plus one additional vote for each ¼ percent of total VIRL tax contributions after the first ¼ percent. Where the formula results in a fraction of a vote, normal rounding will apply".

Voting on Expenditures

1) On questions involving the expenditure of money:

a) Each member of the library board has one vote, plus one additional vote for each complete 1,000 after the first 1,000 of the population of the municipality represented by the member or of the electoral participating areas of the regional district represented by the member, and

b) A majority of the weighted votes cast decides those questions unless a proposal is adopted under subsection (2).

2) If at least 2/3 of the municipalities and regional districts represented on the library board adopt a proposal on the number of votes each representative on the library board has on questions involving expenditure of money, the proposal binds all the municipalities and regional districts represented on the library board.

3) A proposal adopted under subsection (2) may be changed or cancelled by a resolution adopted by at least 2/3 of the municipalities and regional districts represented on the library board.

Minutes

The Minutes will record:

a) the place, time and date of the meeting;
b) the name of the Chair;
c) the Trustees present, and the Trustees absent;
d) any correction to, and the adoption of, the minutes of the previous meeting;
e) all resolutions;
f) any declarations of a conflict of interest;

g) that a Motion was carried or defeated, with no count of the vote, unless the vote was recorded.

For recorded votes, the Trustees' names and corresponding vote will be recorded in the minutes after the Chair has announced the results.

The minutes of the previous meeting will be considered at the next meeting and, after the minutes have received approval, or approval as amended, by the majority of the Trustees present, they will be signed by the Chair or the appropriate Committee Chair.

Minutes of all meetings must be signed by the Chair or other member presiding at the meeting, and the Executive Director.

Minutes of a meeting shall be approved at the next regularly scheduled meeting.

It shall be the duty of the Executive Director to deliver to each Trustee, not less than five (5) business days prior to a regular meeting, the minutes of the last regular or special meeting.

In-Camera

Appropriate In-Camera meetings of the Board and Executive Committee may be determined in advance, scheduled after the regular meeting and indicated on the agenda; or determined during the course of deliberations as the need arises.

The following items are determined as in-camera items:

- personal or financial details with respect to an individual;
- acquisition or disposition of property;
- security of any VIRL property;
- decisions on employee negotiations;
- personnel issues;
- advice that is subject to solicitor-client privilege including communications for that purpose;
- litigation;
- a request or the consideration of a request for access to information under the Freedom of Information and Protection of Privacy Act (FIPPA); and
- any other matters as deemed necessary by the Trustees.

During a meeting, the Board may move to refer an appropriate item to In-Camera.

In-camera items should be determined by the Executive Director for the Chair's approval.

Attendees of In-Camera meetings may include:

- Trustees;
- Members of the Executive Leadership Group;
- Executive Assistant;
- Legal Counsel to the Board; and
- Anyone deemed appropriate by the Chair.

Trustees must maintain the confidential nature of Vancouver Island Regional Library in-camera meetings to the extent permitted by statute and common law.

Trustees are prohibited from revealing the contents of Vancouver Island Regional Library in-camera discussions at open meetings of their respective local governments.

Trustees violating the trust associated with in-camera information will be expelled from the Board of Trustees (see recall process).

In-camera agendas and minutes of the Board and the Executive Committee meetings will be made available to the Trustees and the Executive Committee via the Trustee Portal. Documents should not be downloaded or printed.

When in-camera documents are distributed in a printed form at a Board meeting, Trustees will return in-camera minutes, agendas and reports before leaving the meeting. In the circumstance when a Trustee retains agendas, minutes and reports they will be responsible for destroying confidential documents.

All in-camera minutes will be filed separately from the regular minutes.

Conduct of the Public

Members of the public will be courteous and will not engage in any action which disturbs the meeting. Members of the public will not:

a) make any noise or disturbance that prevents Trustees from being able to participate in the meeting;
b) address the Board without permission;
c) use unparliamentary or offensive language; or
d) display signs or placards.

The Chair may exclude any person from the meeting for improper conduct.

Delegations

The Library Board provides the opportunity for members of the public to meet with the Board directly as "delegations" at regular public meetings of the Board. People can provide input either as individuals, or as a representative of a group.

Written Requests to speak as a delegation must be submitted in writing to the Executive Director prior to 4:30pm, five (5) business days prior to the date of the Board meeting. The Request must include details in full of the issue to be addressed and the name of the person or organization to be represented.

All materials, presentations or handouts for distribution shall accompany the written Request to appear and is subject to approval by the Executive Director, in consultation with the Board Chair.

Written request forms shall be available at all libraries and on the website. Forms may be mailed, faxed or emailed to the Office of the Executive Director.

No person other than the designated spokesperson may speak on the matter and for no longer than a total of ten (10) minutes. An individual or group not on the agenda and not appearing in respect to a matter on the agenda shall not be heard without the consent of at least two-thirds of the Trustees present.

The Board Chair reserves the right to approve a delegation, refuse a delegation, or request additional information before granting delegation status, and depending on the nature of the concern, the Board Chair may refer delegations or correspondence to the Executive Director for further review or resolution.

Delegations will be limited to two (2) delegations at each meeting, with a third delegation approved at the discretion of the Board Chair. The Board of Trustees will be advised if a delegation has been refused and the reason(s) for refusal.

6. Executive Committee

Membership

The Executive Committee shall consist of the Board Chair, Vice Chair, Past Chair, and eight (8) Trustees elected from the appointed representation.

Where the Chair and the Past Chair are the same person, nine (9) Trustees shall be elected from the appointed representation.

Term of Office

The term of office for the Chair, Vice Chair and the members of the Executive Committee shall be from the time of election until the next Annual General Meeting.

Delegated Powers

The Executive Committee shall have the following delegated powers:

1) Where practical, the Executive Committee is to provide and make recommendations to the Board.
2) Where timely action is required that should not reasonably be delayed until the next Board meeting, the Executive Committee shall provide direction to the Executive Director on an interim basis.
3) In carrying out the forgoing powers, the Executive Committee is accountable for, and shall report to, the Board in respect to all actions/decisions made.
4) The ability to disqualify an Executive Committee member from the Committee if the member is absent from 2 consecutive Executive Committee meetings without prior approval.

Quorum

The Quorum for Executive Committee meetings is one half of the Committee Trustees plus one. The quorum for an Executive Committee meeting will include Committee Trustees attending the meeting via teleconference or virtual means.

Notice of Meetings

Notice of Executive Committee meetings shall be distributed 5 days in advance of the meeting except by unanimous consent of the Members.

Meetings

a) Members of the Executive Committee may participate in an Executive Committee meeting in any of the following fashions:
   i. By physical attendance at the location of the Executive Committee meeting;
   ii. By remote teleconference or virtual attendance.
b) The Chair, Vice Chair or Acting Chair may participate by teleconference or virtual means.
c) Notice of Executive Committee Meetings will include the appropriate teleconference or virtual meeting connection information.
d) Members attending via teleconference or virtual means will have the same rights accorded to Members physically attending.
e) The Chair will ensure that all Members, including those attending via teleconference, and virtual means have had an opportunity to speak to the Motion.
f) When a vote is called on a Motion, the Members who are participating via teleconference, or by virtual means will be called upon by the Chair to indicate their vote by polling within the virtual application, or by verbal indication. If the vote is only audible to the Chair, he/she will state it for all to hear before declaring the Motion carried or defeated.
g) In the event that a teleconference line or virtual connection malfunctions and the connection cannot be re-established, the meeting will continue as long as a quorum is maintained without the teleconference or virtual Member's attendance.

Presiding Officers

The Board Chair presides at the Executive Committee meetings, or in the absence of the Chair, the Vice Chair presides. In the event that the Chair and the Vice Chair are absent or unable to take the chair, the Executive Director will conduct an election for an Acting Chair to preside at the Executive Committee meeting. The Acting Chair will have all the rights, duties and responsibilities of the Chair while presiding at Executive Committee meetings.

Attendees

Trustees may attend any and all Executive meetings and/or committee meetings, including in-camera meetings, as observers. They do not vote.

Travel Expenses for Non-Executive Members

Trustees who are not members of the group meeting will normally not receive travel expenses, unless they are invited to the meeting by the Chair, or the Executive Committee decides there were exceptional circumstances which required the Trustee to attend.

7. Nominating Committee

Appointments

A Nominating Committee is appointed by the Chair at the last regular scheduled meeting of the year, for the purpose of providing a slate of nominees for presentation at the Annual General Meeting for the election of officers and the Executive Committee.

Membership

Members will consist of the Chair, Vice Chair and one Trustee at large to be named by the Chair.

Timing

The committee will meet by year's end, prior to the Annual General Meeting.

All Trustees wishing to stand for office should be prepared to provide a brief biography for inclusion in the report.

In addition to the report of the committee, nominations from the floor of the Annual General Meeting are encouraged.

8. Special Committees

The Board may strike special committees as needed.

9. Freedom of Information and Protection of Privacy (FIPPA)

a) The provisions of FIPPA govern the release of information held by the Library, whether or not the request is initiated for access to information under FIPPA.
b) For the purposes of FIPPA, the Executive Director is designated as the head of the Library. The Executive Director, as head, may delegate any duty, power or function of the head under FIPPA, except the power to delegate. Any delegation of any duty, power or function by the Executive Director shall be in writing.
c) Records that are in the custody and control of the Library are subject to the provisions of FIPPA. Records shall be managed to ensure confidentiality requirements and FIPPA are met.
d) The transfer, storage, or destruction of any record shall be in accordance with the Board Records Management Policy.
e) Any fees being charged for a specific routine or FIPAA request will be in accordance with FIPPA and its regulations. A reasonable estimate of the total fees to be paid under this section will be given prior to the provision of the service. The Executive Director, as designated head, may waive all or part of these fees in specific instances.

10. Communications

Communications may be made in writing addressed to the Board or to the Chair.

Communications must:

a) pertain to matters over which the Board has jurisdiction;
b) be in a legible hand or type written form;
c) contain a name, address and/or telephone number, and an electronic mail address if delivered by electronic mail.
d) contain a signature; subject to the Board's Whistleblower Policy.
e) not contain offensive language.

All communications, including personal information and opinions contained in a communication, that the Board receives about a matter on the agenda becomes part of the public record, unless the Executive Director determines the disclosure of personal information would contravene the Freedom of Information and Protection of Privacy (FIPPA).

Communications that the Board receives about a matter on the agenda may be provided to the Board if received by the Executive Director by 12:00 pm five (5) business days prior to the Board meeting. The Chair, in consultation with the Executive Director may waive these requirements if, in the Chair's opinion, there were extenuating circumstances.

For communications about matters not on the agenda the Chair, with the recommendation of the Executive Director, may:

a) put the communication before the Board;
b) allow the Executive Director to consider the communication and to report to the Board, or to a Committee, in response to the communication; or
c) allow the Executive Director to respond to the communication as the Executive Director deems appropriate.

11. Adoption and Amendment of By-laws

The Board may not consider a proposed by-law or by-law amendment unless every member has been notified of the proposed by-law or amendment in writing at least 5 days in advance of the meeting where the proposed by-law or amendment is to be considered.

The Board may give any or all three readings of a by-law at one meeting, but may not adopt a by-law at the same meeting at which it gives third reading.

On the last page of every by-law that is enacted by the Board, the Executive Director must report the dates on which the readings and adoption of the by-law occurred.

Every by-law enacted by the Board must be signed by the Chair and the Executive Director.

An amendment of the Procedural By-law requires the approval of a two-thirds majority vote.

Revisions to any of the guiding authorities (i.e. *Library Act*, other legislation) may necessitate a review of these by-laws.

All existing by-laws of the Board are hereby repealed and replaced by this By-law.

12. Sharing the Cost of Library Service

1) *In this section, "**converted value of land and improvements**" means the* converted value of land and improvements *within the meaning of the Community Charter.*
2) *The cost of providing library service must be apportioned*
    a. *½ on the basis of the converted value of land and improvements of each municipality and of the electoral participating areas of each regional district, represented on the library board, and*

b. ½ on the basis of the population of each municipality and of the electoral participating areas of each regional district, represented on the library board, unless a proposal is adopted under subsection (3)

3) If at least 2/3 of the municipalities and regional districts represented on the library board adopt a proposal on apportioning the cost of providing library service, the proposal binds all the municipalities and regional districts represented on the library board.

4) A proposal adopted under subsection (3) may be changed or cancelled by a resolution adopted by at least 2/3 of the municipalities and regional districts represented on the library board.

Budget and Financing

1) In each year, the library board must prepare and approve a budget for providing library service in the next financial year.

2) Before March 1 of the year for which the budget is approved, the library board must provide a copy of the budget to each of the municipalities and regional districts represented on the library board.

3) The approved budget must show the share of the cost of providing library service that was apportioned under section 24 to each of the municipalities and regional districts represented on the library board.

4) The secretary to the library board must provide to each of the municipalities and regional districts represented on the library board a certificate of the amount shown under subsection (3) in the budget for that municipality or regional district.

5) Each municipality and regional district representative on the library board must pay the amounts certified under subsection (4) to the library board in equal instalments on March 1, June 1, September 1 and December 1 of each year.

6) The library board may borrow money needed to meet its current expenditures if the amount borrowed
a) is not more than 50% of the revenue the library board is to receive from all sources in the current year to cover those expenditures, and
b) is repaid when the anticipated revenue is received.

13. Expenditures and Financial Statements

1) The library board has, subject to the approved budget, exclusive control over the expenditure of
a) all money provided to it for library purposes by the municipalities and regional districts represented on the library board,
b) all money given to the library board,
c) the revenue derived from any source, including
i. fees,
ii. fines, and
iii. money recovered by the library board for detention, damage or loss of library materials,
d) and all money received by the library board under an agreement to provide library service.

2) The library board must

a) *prepare annual financial statements to be audited by the auditors appointed by the library board, and*
b) *provide a copy of the audited financial statements to the municipalities and regional districts represented on the library board.*

14. Agreements to Provide Library Services

1) *Subject to subsection (2), a library board may enter into a written agreement to cooperate in the provision of library services with one or more of the following:*

    a) *another library board;*
    b) *a municipality;*
    c) *a regional district;*
    d) *an aboriginal government;*
    e) *a board of school trustees;*
    e.1) *a francophone education authority as defined in the School Act;*
    f) *an institution under the College and Institute Act;*
    g) *the board of governors of a university;*
    h) *the minister;*
    i) *a prescribed body.*

2) *Before entering into an agreement under subsection (1), the library board of a municipal library must obtain the approval of the municipality that established the municipal library.*

3) *An agreement under this section may provide as follows:*

    a) *for the appointment of one or more members to the library board of a municipal library by a municipality, regional district or aboriginal government that enters into the agreement with that library board;*
    b) *for the appointment of one or more members to the library board of a public library association by an aboriginal government that enters into the agreement with that library board.*

4) *Members appointed by agreement under this section are additional to those appointed to the library board under any other provision of this Act and members appointed under this section may vote at meetings of the library board.*

5) *An agreement under this section must be consistent with this Act and the regulations.*

6) *A library board may spend money available from its budget for the purposes of an agreement under this section.*

15. Extension of Library Service Area

1) *A municipality or regional district may, by bylaw, enter into an agreement with the library board to extend the regional library district to include the municipality or the electoral participating areas within the regional district.*

2) *When the agreement is executed, the parties must send a copy to the minister for presentation to the Lieutenant Governor in Council.*

3) *When the agreement is approved by the Lieutenant Governor in Council, the area within the municipality or the electoral participating areas within the regional district, as the case may be, become part of the regional library district.*

4) *At its first meeting after the agreement is approved or as soon afterward as convenient, the municipal council or the regional district board that entered into the agreement must appoint its representative as a member of the library board under section 16 (2) or (3).*

5) In the event the Board desires to extend the regional library district the following shall apply:
   - Five (5) days' notice must be given in writing of any meeting where it is proposed to adopt an agreement whereby the library service area would be expanded by accepting the membership of any municipality or regional district or electoral area.
   - Voting on the adoption of an agreement to accept the membership of any municipality or regional district or electoral area shall be by weighted vote.
   - The Board shall not deny membership to any municipality, regional district or electoral area that is created by a change of status of one or more existing member jurisdictions. Such changes of status may include, but not be limited to, incorporation of previously unincorporated areas, amalgamation, or changes to provincial legislation which creates new categories of local governments.

16. Withdrawal from Regional Library District

1) *A municipality or regional district may withdraw from a regional library district only by bylaw adopted with the assent of the electors.*

2) *No vote to obtain assent may be taken after October 1 in any year.*

3) *If a bylaw under subsection (1) is adopted, the municipality or regional district must send a copy of the bylaw to the minister for presentation to the Lieutenant Governor in Council.*

4) *If the Lieutenant Governor in Council approves of the municipality or regional district withdrawing from the regional library district, the area within the municipality or the electoral participating areas within the regional district ceases to form part of the regional library district on January 1 after the date of approval.*

5) *If the Lieutenant Governor in Council approves of the municipality or regional district withdrawing from the regional library district, the library board may enter into an agreement with the municipality or regional district to transfer to it a reasonable share of library assets, including library materials.*

6) *If the share of library assets is not agreed on by January 1 after the date of approval, the library board must submit the matter for determination by one arbitrator appointed under the Arbitration Act and that Act applies to the dispute.*

17. Dis-establishment of Regional Library District

1) *The municipalities and regional districts represented on the library board may, by bylaw, enter into an agreement for disestablishing the regional library district and winding up the library board.*

2) *When an agreement under subsection (1) is executed, the parties must send a copy to the minister for presentation to the Lieutenant Governor in Council.*

3) *An agreement under subsection (1) has no effect until it is approved by the Lieutenant Governor in Council.*

4) *The Lieutenant Governor in Council may approve the disestablishment of the regional library district and, in the order or any subsequent order, may provide for winding up the library board on any terms and conditions the Lieutenant Governor in Council considers advisable.*

Gaby Wickstrom
Chair, Board of Trustees
Vancouver Island Regional Library

Rosemary Bonanno, BA MLS
Executive Director
Vancouver Island Regional Library

The attached Appendices are for informational purposes and do not form part of the Vancouver Island Regional Library Board's Procedural By-law.

Appendix 1: Definitions

Term	Definition
Act	Act refers to the Public Library Act, Statues of British Columbia, 2010, Chapter 264 as amended from time to time. Any definition in the Library Act which is incorporated into the Vancouver Island Regional Library Procedural By-law has the meaning given to it in the Act as of the date of adoption of the by-law.
Adjourn	To end the meeting. If a motion to adjourn is made, it must be seconded. However, "in some situations, adjournment can take place without a motion. One is when the hour adopted for adjournment has arrived… the meeting may be adjourned by declaration" (Jennings, 2016, p. 178). The presiding officer may declare the meeting adjourned if there is an emergency or immediate danger (i.e. fire) or the "most common scenario, is when you reach the end of the agenda. The chair may ask if there is any more business, if there is no response, the Chair can declare the meeting adjourned" (Jennings. p. 178). No matter if there is a motion or not, the Chair must declare the meeting adjourned.
Agenda Deadline	Five business days before a regular scheduled meeting
Agenda Distribution	Five business days before a regular scheduled meeting
Amend	Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.
Appeal Decision of the Chair	Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business.
Board	The Board of Trustees of the Vancouver Island Regional Library.
Board Chair or Chair	The Chair of the Vancouver Island Regional Library Board, unless otherwise indicated. The person from time to time elected or deemed elected as Chair of the Board, and includes the Vice Chair or a temporary Chair when acting substitution for the Board Chair.
Board Trustee or Trustee	Refers to any member of the Vancouver Island Regional Library Board of Trustees.
Business Day	Any day other than a Saturday, Sunday, or a holiday for which the Library is closed.
By-law	Means this By-law, as amended from time to time.
Call to Order	The Chair, using a single rap of the gavel at the appointed hour will make the declaration, "The meeting will come to order". The call to order is not part of the Agenda.

Term	Definition
Chief Librarian	The Executive Director
Commit/Refer/Recommit to Committee	State the committee to receive the question or resolution; if no committee exists, include size of committee desired and method of selecting the members (election or appointment).
Consider by Paragraph	Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
Debate	Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one raises their hand or rises, the chair calls for the vote.
Divide the Question	Divides a motion into two or more separate motions (musts be able to stand on their own).
Executive Director	The Executive Director
Executive Session	Any meeting of a deliberative assembly, or a portion of a meeting, at which the proceedings are secret. Whenever a meeting is being held in executive session, only members of the body that is meeting, special invitees, and such employees or staff members as the body or its rules may determine to be necessary are allowed to remain in the hall. The key element of "executive session" isn't so much about who can attend, it's about the confidentiality of what is said and done once executive session is invoked. The minutes of an executive session must be read and acted upon only in executive session, unless that which would be reported in the minutes - that is, the action taken, as distinct from that which was said in debate - was not secret, or secrecy has been lifted by the assembly. A motion to go into Executive Session is a question of privilege of the Assemble. (see In-Camera)
Extend Debate	Applies only to the immediately pending question; extends until a certain time or for a certain period of time.
In Camera	A portion of the regular meeting held in private at which only Board Trustees and persons authorized by the Board may be present. (see Executive Session)
Lay on the Table	Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.
Library	Refers to Vancouver Island Regional Library.
Limit Debate	Closing debate at a certain time, or limiting to a certain period of time.
Main Motion	Brings new business (the next item on the agenda) before the assembly.
Motion	A formal proposal placed before the meeting by a Member, the mover of the Motion, for debate and decision. Called the question.

Term	Definition
Motions - 4 Basic Types	1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary and incidental motions. 2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion. 3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business. 4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.
Moving Motions	The method used by Trustees to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual Trustees can: 1. Call to order. 2. Second motions. 3. Debate motions. 4. Vote on motions.
Object to Consideration	Objection must be stated before discussion or another motion is stated.
Obtain the Floor	The right to speak by being the first to raise your hand (or stand) when the person speaking has finished.
Orders of the Day (Agenda)	A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules.
Parliamentary Inquiry	Inquire as to the correct motion - to accomplish a desired result, or raise a point of order.
Past Chair	Refers to the Chair who served prior to the most recent Annual General meeting. If the Past Chair is re-elected at the Annual General Meeting, then the Past Chair and the Chair are the same individual.
Pecuniary Interest	Refers to a situation when a Trustee has a direct or indirect financial interest in a matter.
Point of Information	Generally, applies to information desired from the speaker: "I should like to ask the (speaker) a question."
Point of Order	Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
Point of Privilege	Pertains to noise, comfort of the Assembly or individual, etc. - may interrupt to raise.
Postpone Indefinitely	Kills the question/resolution for this session - exception: the motion to reconsider can be made this session.
Postpone to a Certain Time	State the time the motion or agenda item will be resumed.
Previous Question	Closes debate if successful - may be moved to "Close Debate" if preferred.
Quarterly Time Interval	A period beginning on the date of a meeting and extending to the last day of the calendar month three months beyond the calendar month in which the first meeting occurs. For example, if a meeting is held on the first day of January, a meeting held on April 30 is within a quarterly time interval.

Term	Definition
Quorum	Refers to the minimum number of Trustees who must be present at a meeting to make the proceedings valid. VIRL requires a majority of the Trustees of the Board or a majority of Committee members to comprise a quorum.
Reconsider	Can be made only by one on the prevailing side who has changed position or view.
Relaxed Rules of Procedure (VIRL Board)	1. You don't have to stand when seeking the Chair's recognition. Just raise your hand while addressing the Chair. 2. You may keep your seat while making motions and speaking.
Resolution	A Motion that has been moved, seconded and carried.
Robert's Rules of Order	The current edition of the book.
Rules of Order	The rules of procedure set out in the By-law or the most recent edition of *Robert's Rules of Order* in existence at the time of the meeting in question.
Ruling	A decision by the Chair on a matter of procedure.
Special Meeting	A special meeting is called if 1) something important comes up that must be dealt with before the next regular meeting, or 2) some particular business matter(s) is important enough that it needs to be the exclusive reason for the entire meeting. Special meetings always require previous notice, including date, time, place, and location and must specify all the business to be included in the meeting. Nothing other than this business, and the various motions that allow the meeting to take care of this business, can be considered in a special meeting.
Stand at Ease	The Chair may call the assembly to stand at ease while he engages in brief research or consult with the Secretary or parliamentarian. Members remain in their seats and may engage in quiet conversation. The meeting will resume when the chair declares the meeting in order.
Suspend the Rules	Allows a violation of the assembly's own rules; the object of the suspension must be specified.
Take from the Table	Resumes consideration of item previously "laid on the table" - state the motion to take from the table.
Vice Chair	The person from time to time appointed or elected as Vice Chair of the Board.
Weighted Vote	Refers to a vote conducted in accordance with the method currently in effect for determining the number of votes that each Board member may cast with respect to a vote on budget matters.
Withdraw/Modify Motion	Applies only after question is stated; mover can accept an amendment without obtaining the floor.

Appendix 2: Rules of Debate and Making Motions

Rules of Debate and Making Motions
Decision Making a) All Board decisions will be made on the basis of motions. b) A Motion will not be debated until it has been moved and seconded. c) A Trustee may make a Motion that is Procedural or Substantive in accordance with this by-law.
Order of Consideration Motions and other procedural rules shall be voted on in the following priority order: a) Adjourn; b) Recess; c) Point of privilege; d) Point of Order; e) Appeal the Ruling of the Chair; f) Extend the Time Limit for the Meeting; g) Withdraw; h) End Debate; i) Limit Debate; j) Refer; k) Defer; l) Receive; m) Amendment to the Amendment; n) Amendments, in reverse order of presentation; o) Divide the Motion; p) Main Motion; q) Reconsider.
Procedural Rulings The following procedural rulings may be requested at Board or Committee meetings: a) Motion to Appeal a Ruling of the Chair - made to challenge the ruling of the Chair by having the matter decided by the Board. i. The Chair's ruling must be challenged immediately after it is stated; ii. The Motion is not debatable; iii. The Motion must be voted on immediately; iv. If the Motion is carried, the Chair's decision is overturned. b) Point of Order - Presented to point out a departure from the rules of procedure. A Point of Order: i. must be raised promptly; ii. may be made while interrupting another speaker; iii. must state the rule violated; iv. is not debatable; v. is decided by the Chair without debate.
Recorded Votes a) The Chair will conduct a recorded vote if requested by any Trustee. b) The request must be made immediately before or after the taking of the vote. c) The Executive Director will record the name and vote of every Trustee for the minutes and announce the results to the Chair. d) Results of the vote, including the name and vote of every Trustee, will be announced by the Chair immediately after the recorded vote has taken place.

Rules of Debate and Making Motions

Rules of Debate

a) The Chair will preside at all meetings of the Board, maintain order, decide whether Motions are in order and rule on all procedural matters.
b) The Chair will maintain a list of Trustees who have signaled to the Chair that they wish to speak and recognize Trustees in the order in which they signaled that they wish to speak.
c) A Trustee who wishes to speak will signal the Chair by a raised hand and will wait for recognition by the Chair.
d) A Trustee who has already spoken may speak again only after all other Trustees have been given the opportunity to speak.
e) A Trustee may not speak more than twice on an issue without the approval of the Board.
f) The Chair will not put any matter to the vote, nor will any Trustee move a procedural Motion to have the vote taken, until every Trustee who wishes to speak has spoken at least once.
g) The Chair may place time limits on speeches. The time limit must be announced before the debate begins and must be the same for all participants in the discussion.
h) The Chair will not take part in the discussion of any item while in the chair. The Chair will ask the Vice Chair to preside while the Chair participates in the discussion.
i) The Chair's rulings on order or procedure are not debatable.
j) Any of the Chair's rulings may be appealed by any Trustee by a Motion to Appeal a Ruling of the Chair (see Procedural Rulings).

Types of Motions

The following types of Motions may be made at a Board or Committee meeting:

a) Main Motion - a substantive proposal for consideration and decision. Main Motions originate business, direct, authorize, adopt, approve, confirm or reject actions:
    i. Only one substantive Motion at a time is allowed.
b) Motion to Amend - Made to alter the main Motion by adding, deleting or substituting words;
    ii. A Motion to Amend must be relevant to the Main Motion and may not negate it or materially alter its intent.
    iii. Amendments are voted on in reverse order of presentation.
    iv. The Main Motion, as amended, is then voted on.
c) Motion to Amend the Amendment - Made to alter the amendment by adding, deleting or substituting words in the amendment.
    i. This Motion is voted on before the original amendment.
d) Motion to Refer - Made to send an issue to a Committee or Staff for study before the Board makes a decision, at a time specified by the Board.
e) Motion to Defer - Made to delay a decision on a matter by postponing consideration of the matter:
    i. until, or within, some specified time or time period; or
    ii. until a specified event happens; or
    iii. until a report or communication is presented.

Trustees may only debate the merits of deferring the matter and the time frame for deferral.

f) Motion to Divide the Motion - Made to allow a complicated Motion to be put to the vote in distinct parts.
    i. The Motion being divided must contain distinct parts which can stand alone.
    ii. The Motion may be divided at the discretion of the Chair.

Rules of Debate and Making Motions

g) Motion to Reconsider - made to re-examine a previous decision.
   i. After the result of the vote is announced, any Trustee who voted with the prevailing side may move a Motion to reconsider at the same meeting.
   ii. In situations where there has been no recorded vote, the vote shall be deemed to have been unanimous in respect to all Trustees who participated in the vote.
   iii. The Motion to Reconsider can be made only on the same day the vote to be reconsidered was taken.
   iv. No discussion of the matter will be allowed until the Motion to Reconsider has carried.
   v. If the reconsideration takes place on the same day as the first consideration, anyone who exhausted his right to debate in the first consideration will not be able to speak on it again during the reconsideration, without permission of the Board.
   vi. Requires a majority vote.
   vii. Motion to Reconsider – Suspending Effect
      (a) All action authorized by the motion being considered is suspended until the motion being reconsidered is finally decided.
      (b) The Suspending Effect will terminate with the adjournment of the next regular session within the quarterly time interval (see definitions).
   viii. Calling up the Motion to Reconsider
      (a) If a Motion to Reconsider cannot be taken up when it is made, then as long as its suspending effect lasts it can be called up and acted upon during any regular meeting.
   ix. Standing and Special Committees – as per Robert's Rules special rules apply when the Motion to Reconsider is used within Standing and Special Committees.

h) Motion to Withdraw - made to remove a Motion from consideration of the meeting.
   i. Only the original mover and seconder may propose this Motion.

i) Motion to Receive - made to receive a report or other information without taking any action on it.

j) Motion to Adjourn - made to end the meeting.
   i. This Motion is not debatable;
   ii. If carried, any unfinished business is automatically placed on the agenda for the next meeting;

k) Motion to Extend the Time Limit for the Meeting - made to allow the meeting to continue past the time set for adjournment.
   i. This Motion is not debatable except for an amendment as to time.
   ii. This Motion requires a two-thirds majority of the Trustees present to be adopted.

l) Motion to Recess - Made to take a short break during a meeting;
This Motion is not debatable.

Appendix 3: Parliamentary Procedure

Parliamentary Procedure
Parliamentary Procedure Parliamentary Procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. It is important because it is a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order (11th edition) is the basic handbook of operation for most clubs, organizations and other groups. Therefore, it is important for everyone to understand the basic rules. All matters of parliamentary procedure not specified in Vancouver Island Regional Library's Procedural By-law are governed by the latest edition of Robert's Rules of Order.
Parliamentary Procedural Basics Obtain the floor (the right to speak) by being the first to raise your hand (or stand) when the person speaking has finished; state Mr./Madam Chair. Raising your hand or standing while another has the floor is out of order. You must be recognized by the Chair before speaking. Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" or if the by-laws and rules permit, a similar phrase may be used. If no one raises their hand or stands, the chair calls for the vote. Before the motion (the question) is stated by the Chair, members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second. The "immediately pending question" is the last question stated by the Chair. Motion/Resolution - Amendment - Motion to Postpone. The member moving the "immediately pending question" is entitled to preference to the floor. No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once. All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives. The agenda and all committee reports are merely recommendations. When presented to the assembly and a question is stated, debate begins and changes occur.
Order of Business Vancouver Island Regional Library has an order of business specified in the Procedural By-law's set of rules: 1. Call to Order 2. Opening Remarks 3. Roll Call 4. Declarations of Conflicts of Interest 5. Approval of Agenda 6. Adoption of Previous Minutes

Parliamentary Procedure

7. Delegations
8. Business Arising
9. Finance
10. New Business
11. Consent Business
12. In Camera
13. Adjournment

Moving Motions

The method used by Trustees to express themselves is in the form of moving motions**.** A motion is a proposal that the entire membership take action or stand on an issue. Individual Trustees can:

1. Call to order;
2. Second motions;
3. Debate motions;
4. Vote on Motions

There are Four Basic Types of Motions

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are any or all issues specifically related to the meeting itself or to the comfort of members in attendance.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion

How Motions Are Presented

1. Obtaining the floor:
    a. Wait until the last speaker has finished.
    b. Raise your hand or stand and address the Chair by saying, "Mr./Madam Chair".
    c. Wait until the Chair recognized you.
2. Make your Motion:
    a. Speak in a clear and concise manner.
    b. Always state a motion affirmatively (i.e. "I move that we"... rather than "I move that we do not").
    c. Avoid personalities and stay on your subject
3. Wait for someone to second your subject.
4. Another Trustee will second your motion or the Chair will call for a second.
5. If there is no second, your motion is lost.
6. The Chair states your Motion:
    a. The Chair will say, "it has been moved and seconded that we...". Thus, placing your motion before the membership for consideration and action.
    b. The membership then either debates your motion, or may move directly to a vote.

Parliamentary Procedure
c. Once your motion is presented to the membership by the Chair it becomes "assembly property", and cannot be changed by you without the consent of the members.
Expanding on your Motion 1. The time for you to speak in favour of your motion is at this point in time, rather than at the time you present it. 2. The mover is always allowed to speak first. 3. All comments and debate must be directed to the Chair. 4. Keep to the time limit for speaking that has been established. 5. The mover may speak again only after other speakers are finished, unless called upon by the Chair.

Appendix 4: Weighted Vote

Municipality/Regional District	2021 Levies	Votes
Campbell River	1,678,179	27
Comox	722,435	12
Courtenay	1,452,100	24
Cumberland	212,042	3
Duncan	251,536	4
Gold River	47,940	1
Ladysmith	425,824	7
Lake Cowichan	155,218	3
Lantzville	211,407	3
Masset	29,269	1
Nanaimo	4,999,185	82
North Cowichan	1,577,297	26
North Saanich	880,521	14
Parksville	747,745	12
Port Alberni	804,622	13
Port Alice	33,636	1
Port Clements	10,677	1
Port Hardy	160,690	3
Port McNeill	94,982	2
Qualicum Beach	539,298	9
Queen Charlotte	38,535	1
Sayward	13,734	1
Sidney	824,409	13
Sooke	712,626	12
Tahsis	12,497	1
Tofino	212,436	3
Ucluelet	124,836	2
Zeballos	4,414	1
Alberni-Clayoquot Regional District	501,694	8
Capital Regional District	304,095	5
Central Coast Regional District	63,687	1
Comox Valley Regional District	1,374,478	22
Cowichan Valley Regional District	2,044,044	33
Mount Waddington Regional District	171,983	3
Nanaimo Regional District	2,441,199	40
North Coast Regional District	49,547	1
qathet Regional District	28,082	1
Strathcona Regional District	543,628	9
TOTAL Local Levies	**24,500,529**	**405**

Bibliography

Jennings, C. Alan, (2016). *Robert's rules for dummies*. Hoboken, NJ: John Wiley & Sons, Inc.

Kennedy, Beverly, *Introduction to Robert's rules of order*. Retrieved December 2, 2016 from http://www.robertsrules.org/rulesintro.htm

Robert III, Henry M. (2011). *Robert's rules of order, newly revised, 11th edition*. Philadelphia, PA: Da Capo Press

Adoption History

ADOPTED BY	**DATE**
VIRL Board of Trustees	October 19, 2002
VIRL Board of Trustees	April 17, 2004
VIRL Board of Trustees	June 7, 2011
VIRL Board of Trustees	June 7, 2014
VIRL Board of Trustees	September 16, 2017
VIRL Board of Trustees	March 23, 2019
VIRL Board of Trustees	May 30, 2020
VIRL Board of Trustees	May 29, 2021
Date of Next Review: 2025	**Review Cycle: 5 years**

Updated Briefing Note for Decision

Topic: Construction of New Masset Branch

Purpose: Provide background, rationale and project scope

Recommendation

That the Board of Trustees approve plans to initiate construction of the new Masset branch.

Background

VIRL leases the current 1,580 ft^2 Masset library facility from the Village of Masset (VoM). Prior to 1983, the facility was operated as a standalone library by the Masset Public Library Association. The facility is aging and has infrastructure issues including a failing roofing, ongoing leaks and rot that pose growing air quality and health and safety concerns. While well loved, the facility does not meet the physical and space needs of the community, and suitable alternative locations for lease are not available.

Current Masset Library (July 2022)

VIRL and the VoM began working towards a new library for the community in 2016, when VoM identified a suitable site for the construction of a new VIRL facility. In 2017, pre-planning commenced towards a new Masset library, including public consultation. By 2018, Phase I and II geotechnical assessments were completed, and re-zoning was underway. In 2019, the site was surveyed, and further remediation occurred with VIRL input.

An allocation for the Masset project formed part of VIRL's 2022 Capital budget, and in 2022, VIRL's Capital Projects Team began planning the development of one of its "prototype libraries" for Masset, bringing the project through to a tender-ready package. Prior to tendering, the new VIRL Executive Director visited the community and the adjacent community of Old Masset, engaging with VoM staff and separately, with the Old Masset Village Council (OMVC) at their request.

Discussion

In the summer of 2022, it emerged that OMVC and its residents had not been engaged in the community consultation process concerning the library project. Still, OMVC expressed its strong support for the project, and requested two key modifications to the design that would greatly enhance the library's impact, address key community needs and reflect the community's composition, particularly in context of Reconciliation. Specifically, consideration for an exterior aesthetic that might resemble a Haida longhouse, and consideration for the inclusion of additional community meeting space and workstations in support of the important work of the Haida Immersion Program, with which VIRL is a collaborator.

Consequently, and given the discussions around Consolidated Facilities Master Plan renewal, as well as disappointing tender results for the Port Alberni branch refurbishment, staff did not proceed with the Masset tender as-is in Summer 2022. OMVC provided a letter of support for the project in Q3 2022 offering significant opportunities intended to offset the cost of the project in a Social Procurement frame. The deterioration of the existing facility continued, necessitating continuous planning, as discussed at September and January Board meetings, and at the February 2023 Executive Committee meeting.

The Board received a previous version of this report at its January 2023 meeting, and ultimately supported VIRL making applications to key external funding opportunities given annual February grant program intakes. Staff subsequently applied to Northern Development Trust, Gwaii Trust and Co-op Community grants totalling $450K, as below. These applications were strongly supported by VoM, OMVC, MLA Rice and MP Bachrach. At time of writing, grant funding is unconfirmed, and updates will be provided as available.

Discussions and correspondence with VoM, OMVC, the BC Social Procurement Initiative, granting agencies and other key stakeholders continue to ensure alignment on the opportunity and to capture key modifications to the design such that the overdue project can move forward immediately if approved.

The main drivers to continue proceeding with urgency on this project are:

- Ongoing concerns associated with the deteriorated state of the existing Masset facility. These have contributed to service disruption and temporary closures with increased frequency over the years. The 2010 building assessment showed the branch was not compliant in 14 of the 22 minimum requirements established by VIRL. Specifically, the report noted non-compliance with:
    - Current BC Building Code
    - Accessibility
    - Load bearing for the floor
    - Lighting
- Consultant reports noted issues with the structure (log structure showing signs of decay and rot), roofing system (existence of leaks, moss growth), and mechanical systems (oil-fired furnace) which have not been addressed.

- Continuity of service is a priority, and given the condition of the existing facility's roof, is a real and ongoing concern.
- Underserved community given the limitations of the current facility.
- Availability of Capital Project funds for the project.
- Continuing absence of lease alternatives.
- Unique Reconciliation partnership opportunity.

Financial Considerations

The Class D Cost Estimate prepared by Hanscomb Limited in January 2023 (attached) incorporates a variety of contingencies that may impact the project. In addition, on the recommendation of Gwaii Trust staff, an additional financial contingency of 20% is incorporated for the purposes of planning. Working solely with revenue sources on hand, this project is non-levy impacting. Pending grants would further offset project costs, improving Capital project residual funding for other projects that may come forward through the 2024 and subsequent budget development process. Strategies are in place to enable cash flow servicing for this project, commencing in Q3/Q4 2023, and continuing through project completion in 2024.

Revenue Sources		
In Hand	$ 4,650,000	VIRL self-financing*
In Hand	$ 1,500,000	Available MFA Borrowing per NCRD Bylaw No. 619, 2018**
Pending	$ 100,000	Grant - Northern Development Initiatives Trust - Culture
Pending	$ 100,000	Grant - Co-op Community Spaces - Community Spaces
Pending	$ 250,000	Grant - Gwaii Trust Major Contribution
	$ 6,600,000	
Expenditures		
	$ 4,200,000	Hanscomb Limited Class D Estimate ($3.5M) plus additional 20% contingency
	$ 4,200,000	
Sub Total	Over (Under)	
	$ 2,400,000	If all grants revceived
	$ 1,950,000	If no grants received
Notes		
*Draw down from Outfitting New / Expanded Facilities Reserve commencing Q2. Dec '22 YE reserve balance: $2.3M + $2.35M per budget '23		
**Component of: 1.Long Term Debt on Balance Sheet (20 years through 09/02/2038) & 2. Outfitting New / Expanded Facilities Reserve		

Appendix A - New Facility Features and Design

A flexible and inclusive building that offers a total of 3,870 ft^2, inclusive of a Haida language preservation and learning lab. The library space offers bright, open space for the community to connect, learn, and grow. The space provides the flexibility to support learning and technology needs now and into the future, enhancing and deepening VIRL's partnership with OMVC. Centrally located at the North end of Main Street, and near the high school, the green space surrounding the site is co-managed by VoM and OMVC.

Patrons will enjoy a family-friendly, community-focused space that provides year-round activities for all ages, abilities, and incomes.

Features include:

- An open space, featuring comfortable reading and study areas for all ages.
- A cozy fireplace lounge area with comfortable seating for reading and connecting.
- A bright and inviting children's area with a variety of interactive activities.
- Increased desktop computers and Wi-Fi access throughout the branch; spaces for patrons to plug-in and use their own devices.
- A self-checkout station.
- A diverse opening day collection of curated materials.
- A bookable meeting room with doors that open out onto the lounge, addressing the need for community meeting space in Masset.
- Expanded hours of operation to facilitate access, programming opportunities, and strengthen community engagement activities and partnerships.
- An expanded program schedule that meets the needs of the community.
- Opening day collection size of 7,000 – 10,000 items, with additional access to 740K more items.

Innovative Design Features:

Designed by Herold Engineering, the Masset Branch is an example of how smart, simple design can support the construction of social infrastructure in our rural and remote communities. Guided by the BC Social Procurement Initiative, VIRL is exploring opportunities for social procurement in partnership with OMVC and the VoM, and in consultation with the Vancouver Island Construction Association. Additionally, VIRL is exploring opportunities to leverage local vendors and suppliers while also evaluating the possibility of incorporating LEED standards into the design.

Highlights include:

- Roof pitch, timber beams, and vertical cedar siding honouring Haida culture and the Masset and Old Masset communities.
- Digital learning technologies focusing on knowledge transfer through technology and language preservation.
- Opportunities for bi-lingual Haida/English signage throughout the building, as well as space for art installation on walls, interior meeting room glazing, and entryway glazing.
- Large windows on all sides of the building, allowing for abundant natural light and connection to the outdoors.

- A natural colour palette inspired by the surrounding landscape.
- Flexible furniture and shelving arrangement to accommodate the demand for increased in-branch programming and partnership opportunities.
- Specifically designed floor plan to enable both individual and group activities.

Working Design, as at March 6, 2023
Final design pending further consultation with OMVC in January and early February.

Front Entrance

Appendix B - Masset Population & Demographics

- Masset saw a slight population decrease from 2016 to 2021 by 2.6% with a total population of 1,313.
- 40.75% of the population has a library card and 83% of Masset's cardholders are 20 years or older.
- On average, the age of Masset's population is 43, with the median age of the population at 45.
- 72% of Masset's population lives in single-detached houses, with 19% living in an apartment or flat in a duplex. 39% of Masset residents live in households that have 5 or more persons, with 32% in households with 2 persons.
- 37% of Haida Gwaii's children are vulnerable on one or more scales of the Early Development Instrument's (EDI) wave 7 data (2016-2019).

Appendix C - At a Glance – Current Branch Programs and Services

With the support of strong partner relationships, the current Masset branch offers regular programming, which is popular and in-demand, but limited by hours of operation and available program space.

Masset branch offers a range of programming and services in the community to all ages:

- Strong relationships with educational partners:
    - School District #50 Tahayghen Elementary School class visits and weekly storytime visits to their Strong Start Program

  - Old Masset Chief Matthews School – Weekly storytime visits
  - Haida Language Office – Recently collaborated with the X̲aad Kil Nee, or Haida Language program, to create Haida Gwaii Literacy kits to promote Haida language learning
- Offer bi-monthly puppet shows both in-branch and in the community through a partnership with Old Masset Village Council at the youth centre
- Volunteer led bi-weekly tabletop Dungeons and Dragons program for children
- Newly created horticultural speaker series, set to begin Spring 2023
- Regular programming in partnership with Haida Elder Vern Williams
- In-branch film nights targeting adult community members
- Series programming targeting local homeschooling families and their children

Features include:

- 2 desktop public computer stations and Wi-Fi throughout the branch, offering free internet access to community members
- A study table and limited seating capacity throughout the branch
- An inviting and popular children's area with story time carpet, child-sized table, and cushions for sharing stories

Masset Patron comments from 2022 Feedback Forms:

- "Advance the construction of the new library in Masset!"
- "Masset really needs a new Library – one without leaking roofs, major repairs, etc."
- "It is a pleasure to come here. A very calming place."

In-branch Collection size:

- 10,276

Hours of Operation:

Monday	Closed
Tuesday	Closed
Wednesday	10:00 am – 12:00 pm, 1:00 pm – 5:00 pm
Thursday	1:00 pm – 4:00 pm, 5:00 pm – 8:00 pm
Friday	10:00 am – 2:00 pm
Saturday	10:00 am – 2:00 pm
Sunday	Closed

Appendix D - The Case for Rural Libraries

As rural communities re-envision and reposition themselves, the library plays a key role in revitalizing communities, contributing to quality of life of residents, spaces to connect, and programs and services for all ages. The services and connections that happen in libraries contribute to the social, economic, environmental, and cultural sustainability within the community.

Challenges for rural communities include declining and aging populations, higher cost of living, problems with youth retention, limited economic and social opportunities for residents, depleting natural resources/climate change, and loss of local services.

Across Canada, libraries in rural and northern communities are investing in new services and partnerships directly tied to poverty reduction, language preservation, youth development, job development, tourism, health, food security, broadband connectivity, health, and education.

Infrastructure
Challenges associated with aging library buildings include safety, comfort, and technology requirements for 21st century library. Emerging library services and programs are limited in aging facilities and presents barriers to provide essential community services.

Investing in library infrastructure in rural and remote communities contributes to:

- Capacity building in the community
- Building partnerships and networking opportunities
- Celebrating local talents and experts in the community
- Creating people focused spaces that provide places for community gathering, learning and connection
- Bridging the digital divide by offering a variety of media, tools, resources, and services
- Community transformation
- Flexible gathering spaces that build community partnerships, networking opportunities and foster collaborations
- Increasing social inclusion and build stronger communities
- Improving physical environment and fostering common experiences that express a sense of place
- Rural revitalization, increasing community participation and dialogue.
- Creating a space that draws people together who would otherwise not be engaged
- Anchoring and refuge for community
- Supporting local tourism and tourism initiatives
- Youth engagement and connection
- Providing a welcoming space for all and provides a "third place" for the community

Resources:

- https://ised-isde.canada.ca/site/rural/en
- https://www.oecd.org/regional/rural-development/
- https://ised-isde.canada.ca/site/rural/en/rural-opportunity-national-prosperity-economic-development-strategy-rural-canada
- https://www.infrastructure.gc.ca/plan/rnc-crn-eng.html

Facilities Policy and Facilities Master Plan (FMP) Review Update

Recommendation

The Executive Committee recommends:

That the *draft Facilities Policy and draft Facilities Master Plan Review Update* be received by the Board of Trustees.

Background

As previously discussed with the Board, VIRL intends to update its 12-year-old Facilities Policy and Facilities Master Plan (FMP) in 2023. The work is presently divided between staff and two consultancies, Cornerstone Planning Group (CPG) and Continuum Architecture Inc. (Continuum). CPG is primarily responsible for updating the FMP scoring rubric and establishing criteria by which each facility can be assessed. Continuum is primarily responsible for assessing the conditions of existing branches, recommending sites for a physical site review, and coordinating the consultants performing the site reviews. Staff are coordinating the contractors, drafting policy, gathering relevant information and drafting reports.

Discussion

The work is proceeding and forecasted as summarized in the table below, and as reflected in the accompanying documents.

		09 2022	01 2023	02 2023	03 2023	05 2023	06 2023
Lead	**Activity**	**Board**	**Board**	**Executive**	**Board**	**Executive**	**Board**
Staff	Draft Facilities Policy			Receive Draft	Receive Draft	Receive Draft II	Receive / approve
Staff / CPG	Draft Facilities Master Plan				Receive Draft	Receive Draft II	Receive / approve
Staff	Draft Capital Projects Process			Receive Draft	Receive Draft	Receive Draft II	"
Staff / CPG	Framework & Design Considerations			Receive Draft	Receive Draft	Receive Draft II	"
CPG	Draft Capital Projects Prioritization Criteria & Scoring	Presentation	Presentation	Presentation	Receive Draft	Receive Draft II	"
		Input	Input	Input	Input	Input	
Continuum	Assessments			(Developing)	(Developing)	Receive reports	"
						Added to CPG scoring	
Staff	Request Letters On File - Summary				(Developing)	Receive	"

Economic Impact

The Board approved $110,000 for this project as part of the 2022 budget.

Communication Plan

None to date.

Related to the Strategic Plan

Principle #3: Places & Spaces.

Facilities Policy & Facilities Master Plan
Table of Contents

Facilities Policy & Facilities Master Plan: Table of Contents	Page
Facilities Policy	
Tracked Changes	**136**
Proposed / Clean	**146**
Existing	**148**
Facilities Master Plan	
Tracked Changes	**155**
Proposed / Clean	**165**
Appendix I: Capital Project Process	168
Appendix II: Capital Projects Planning Framework & Design Considerations	169
Appendix III: Prioritization Criteria	173
Appendix IV: 2023 Condition Assessments and Scoring (Blank)	178
Appendix V: Capital Projects - Member Requests - Summary (Blank)	178
Existing: Appendix VI: Facilities Master Plan Companion Report	**179**

Tracked Changes
Board Policy
Facilities

Facilities

Purpose

The purpose of this policy is to ensure Vancouver Island Regional Library (VIRL) facilities ~~meet the mission of the Vancouver Island Regional Library (VIRL) Board by maintaining and further developing an integrated network of service points, underpinned by designated resource hub libraries offering and supporting the delivery of in-depth information and readers' advisory services system-wide. Together, these approaches are designed to be responsive to the needs and expectations of VIRL customers. Facilities are designed to best meet the community needs. Ideally, library facilities are flexible, functional, attractive and adaptable~~are developed, maintained and operated in alignment with the organization's ~~.~~Foundational Documents, and recognizing both the fiscal and complex regulatory environments in which VIRL operates.

~~Development of a Permanent Service Delivery Location~~

~~It is the responsibility of the associated political jurisdiction to make a request in writing to the Board to consider the development of a permanent service delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board. If the Board approves the request, it is the associated political jurisdiction's responsibility to conduct a public consultation process. VIRL prefers to own its facilities, to ensure we meet the disparate and complex regulatory considerations within which we operate.~~

~~S ervice Delivery Models~~

~~To maximize efficiencies and effectiveness VIRL offers a multi-tiered service delivery model. Requests for contracting library services from VIRL will be between the political jurisdiction and the Board of the Vancouver Island Regional Library. Discussions will be undertaken with individual or local interest groups.~~

~~Books-by-Mail~~

~~Books-by-Mail is an individualized service offered to communities of less than 799 people. All requests are handled at the nearest resource hub. The associated political jurisdiction can make a request in writing to the Board to consider the development of a permanent delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board.~~

~~eLibrary~~

Policy Approved: June 11, 2011
Revisions Approved: September 15, 2012

~~It is the vision of the Vancouver Island Regional Library to become a provincial leader in the integration of technology into library services. Electronic resources and technological access to information and services will not result in the demise of the library as a destination.~~

~~Rather, technology will be expanded and used to enhance customer access place of work, or other locations within the community to library services, whether from within library branches or from home. Using new tools customers and staff will access information resources more effectively and communicate in new and innovative ways. Services offered electronically will be tailored to the individual needs of customers, recognizing the diversity of the community, social and economic barriers faced by all its members.30% of VIRL's collections are presently electronic, and include e-books, journals, magazines, streaming audio and video.~~

~~Core Library~~

~~The Core Library is located in a concentrated area of expressed need. The physical size of the Core Library is a target of 2,750 square feet serving a population up to and including 4,600. The service is valued as a focal point of the community identity, a community meeting place and a destination for all. It may be co-located. It provides convenient access to the resources of the entire library system. Core children's services (including programming) and services to targeted groups such as teens or seniors may be stressed. The collection may contain up to 15,000 popular items. Electronic information resources provide access to a broad range of reference and support materials. Access to the Internet will be provided in relation to the population served.~~

~~Community Library~~

~~The Community Library is a local community focal point and is a gathering place and an intentional destination. It may be co-located. The Community Library is up to 18,000 square feet. The building should support the growth of the community for 20 years. These libraries focus their services on recreational and informational needs, providing access to a full range of print and non-print items. Their collections, based upon demand, support browsing and general information. The base core collection is further developed to support a broader range and scope of information. The Community Library delivers information and reader's advisory services, programming for all targeted groups, outreach, reading lounge, designated study space and multipurpose meeting space are all part of their mandate. Access to the Internet will be provided in relation to the population served.~~

~~Resource (Hub) Library~~

~~The Resource (Hub) Library underpins the delivery of information and readers' advisory services throughout the Board's service area. Further to that it provides community needs to the local area. It may be co-located.~~

~~The Resource Library exceeds 18,000 square feet based on population. The building should support the growth of the community for 20 years. Its extensive collections serve the recreational and informational needs through a mix of circulation and electronic materials. Local or special collections may also be developed and housed in hub libraries.~~

~~The resource hub library has an important role in supporting the print and nonprint infrastructure of the library system through the development and provision of specialized in-depth collections and staff expertise. It provides the full range of services for children and adults, programming, outreach, distribution centre for the hub, and multipurpose meeting space are all part of its mandate.~~

~~Standards: Size and Site~~

~~Standards are defined as a degree or level of requirement, excellence or attainment that serve as a point of reference. They are a framework for planning and achieving best practices and excellence in the management and provision of library service. At the same time, standards provide a baseline measure for the development of facilities.~~

Facilities Development and Operations

VIRL prefers to own its facilities, to balance the complex regulatory and service considerations in our operating environments.

VIRL's building program strikes a balance between aesthetic, fit, form, function, durability, adaptability and affordability. We work in collaboration with member local governments, the BC Social Procurement Initiative, engineering, trades, and architectural partners to develop Capital Projects in the public interest.

In communities meriting multiple VIRL branches, we seek to balance service delivery and cost-effectiveness, and anticipate hub and spoke service delivery models will become more prevalent in the years ahead, in both urban and rural environments.

VIRL will:

- For VIRL-owned facilities:
    - Design, build, ~~Establish and~~ maintain and operate ~~libraries~~ attractive, functional, accessible, and cost-effective facilities, in alignment with ~~its~~VIRL's Foundational Documents and the complex regulatory environment within which we operate. ~~according to the service delivery model.~~
    - ~~VIRL prefers to own its facilities, to balance the complex regulatory and service considerations in our operating environments.~~
    - ~~Locate facilities as best possible utilizing site selection criteria.~~

- ~~Use a recognized source (PCensus or Stats Canada, BC Stats or others) to access population and demographic information on which to base needs for new or expanded facilities. Calculations of population, demographics and catchment will be dictated by the methodology included in the Facilities Master Plan.~~
- Cconsider ~~mobile infrastructure,~~ standalone facilities, and mixed and multi-use ~~Capital projects.~~ approaches.
- ~~Consider ownership, Public and private lease options – including build to suit. VIRL prefers to own its facilities, to ensure we meet the disparate and complex regularly considerations within which we operate.~~
- ~~Consider opportunities to access grants or other external sources of capital funding in order to maximize the impact of VIRL's capital budget, and partner with the relevant local governments as required~~
- ~~o~~

- For VIRL leased facilities:
  - Operate attractive, functional, accessible, and cost-effective facilities, in alignment with ~~its~~VIRL's Foundational Documents and the complex regulatory environment within which we operate.
  - ~~Consider opportunities to access grants or other external sources of capital funding specific to renovations/retrofits in order to maximize the impact of VIRL's capital budget, and partner with the relevant local governments as required~~Consider public and private lease options, including build to suit

~~Implement a minimum target size of 2,750 sq ft or 0.6 sq ft per capita.~~

- For all VIRL facilities:
  - ~~Use the approved Facilities Master Plan as the primary tool for identifying capital priorities~~Adhere to the facilities development processes described in the current Facilities Master Plan
  - Locate new facilities as best possible utilizing site selection criteria, and
  - ~~Use a recognized source (~~Stats Canada, BC Stats or others) to access population and demographic information on which to base needs for new or expanded facilities
  - ~~Collaborate with the BC Social Procurement Initiative~~
  - ~~Consider opportunities to access grants or other external sources of capital~~ funding to maximize the impact of VIRL's capital budget

- Consider opportunities to access grants or other external sources of capital funding specific to renovations/retrofits to maximize the impact of VIRL's capital budget

- Recognize the difference between urban and rural delivery by:
  - Grandfatheringparenting existing sites leased facilities in their present geographic location until such time as population or other determinants increases warrant replacement consideration of alternate models or locations.
  - Maintain grandparented facilities with a focus on issues related to the BC Building eCode, and health and safety., and thatmaintain grandfatheredparented branches be maintainedfacilities with a focus on WCBorksafeBC and health &and safety issues, subject to funding provided by the additional maintenance levy of 1.25% per year for facilities over a 10 year period, and an additional levy of 1% per year for maintenance over a 10 year period.
  - above, and that priority maintenance be given to the rural branches as identified in the CFMP report.
  - Base rural priorities on a weighted basis (10% population 30% date of most recent move/work, 30% compliance with minimum requirements, 30% physical condition) as outlined in this report., and accessibility
  - Consider one or more rural branches and one urban branch per year be considered by the Board for renovation, expansion or replacement when requested by thea lLocal Government memberjurisdiction.
- As part of the annual budget process, prepare a prioritized listing of potential projects based on the weighted criteria established in the Facilities Master Plan for consideration by the Board
- As part of the annual budget process, establish the capital levies required to effectively manage VIRL's capital portfolio and address capital priorities in future years. The funding for VIRL's capital plan comes from two levies: created under the 2010 CFMP.
  - Facilities levy: minimum of 1.25% (based on previous year's total member levy) per year for construction of new facilities and/or major renovations
  - Maintenance levy: minimum of 1% (based on previous year's total member levy) per year for preventative maintenance, furniture and equipment, IT equipment and infrastructure, and replacement of delivery vehicles Facilities

levy: minimum of 1.50% per year for construction of new facilities and/or major renovations.

- Maintenance levy: minimum of 1.25% per year for preventative maintenance, furniture and equipment, IT equipment and infrastructure, and replacement of delivery vehicles.
- ~~Work with First Nations to identify opportunities to advance reconciliation efforts~~

Development of a new VIRL facility location – Roles and Responsibilities

- It is the responsibility of the associated Local Government member to make a request in writing to the Board to consider the development of a new VIRL facility location. A population threshold of 4,600 is expected to be met in 20 years time for a new facility to be considered by the Board. If the Board approves the request, it is the associated Local Government's responsibility to conduct a public consultation process, inclusive of adjacent First Nations communities.

- ~~An additional levy of 1.25% per year for facilities over a 10 year period, and an additional levy of 1% per year for maintenance over a 10 year period, is required to implement this policy.~~
- ~~Implement as opportunities arise the preferred ownership model.~~
  1. ~~VIRL ownership~~
  2. ~~Public sector ownership~~
  3. ~~Private sector ownership~~

~~**Donation of Property**: refer to *Donations and Corporate Sponsorship Policy*~~

~~Standards: Hours of Operation~~

~~Core Service Model~~

~~5 days per week maximum~~
~~20 hours minimum to maximum 42 hours~~
~~2 consecutive closed days (contractual requirement)~~
~~Variety of morning and evening hours~~
~~Open hours between 10am – 8pm~~

~~Community Service Model~~

~~5 – 7 days per week~~

Policy Approved: June 11, 2011
Revisions Approved: September 15, 2012

~~60 hour maximum~~
~~4 evenings per week~~
~~Variety of morning and evenings~~
~~Open hours between 10am – 8pm~~
~~Sunday 12:30 pm – 4 pm if funding available~~

~~Hub Service Model~~

~~7 days per week~~
~~65 hours per week plus~~
~~4 evenings per week~~
~~Variety of mornings and evenings~~
~~Open between 10am – 8pm~~
~~Sunday 12:30pm – 4pm~~

~~Standards: Staffing Specifications~~

~~Core Service Model~~

Classification	**FTE**
Page	> 0.5
Clerical	1 - 2.5
Technician	1 - Is assigned to the zone and works under the direction of a librarian

~~Community Service Model~~

Classification	**FTE**
Page	> 2
Clerical	2.5 – 5
Librarians	2 - 3
Library Manager	1

~~Hub Service Model~~

Classification	**FTE**
Page	2 – 5
Librarian	2 – 6
Library Manager	1

Policy Approved: June 11, 2011
Revisions Approved: September 15, 2012

~~Prototype Library Building Program / Minimum 2,750 sq. ft.~~

	Total Area (SF)	Description / Standard
Collection Space	1,000	15,000 books @ 15bk/sf
Circulation Desk	150	
Public Access Catalogues	40	
User Seating	240	8 seats x 30sf
Children's Area	300	12% of area
Teen Area	100	4% of area
Public Access Computer Space	100	4 users
Work / Storage Room	250	11% of library area
Washrooms	80	1 male 1 female
Circulation	490	19% of net area
Total	**2,750**	

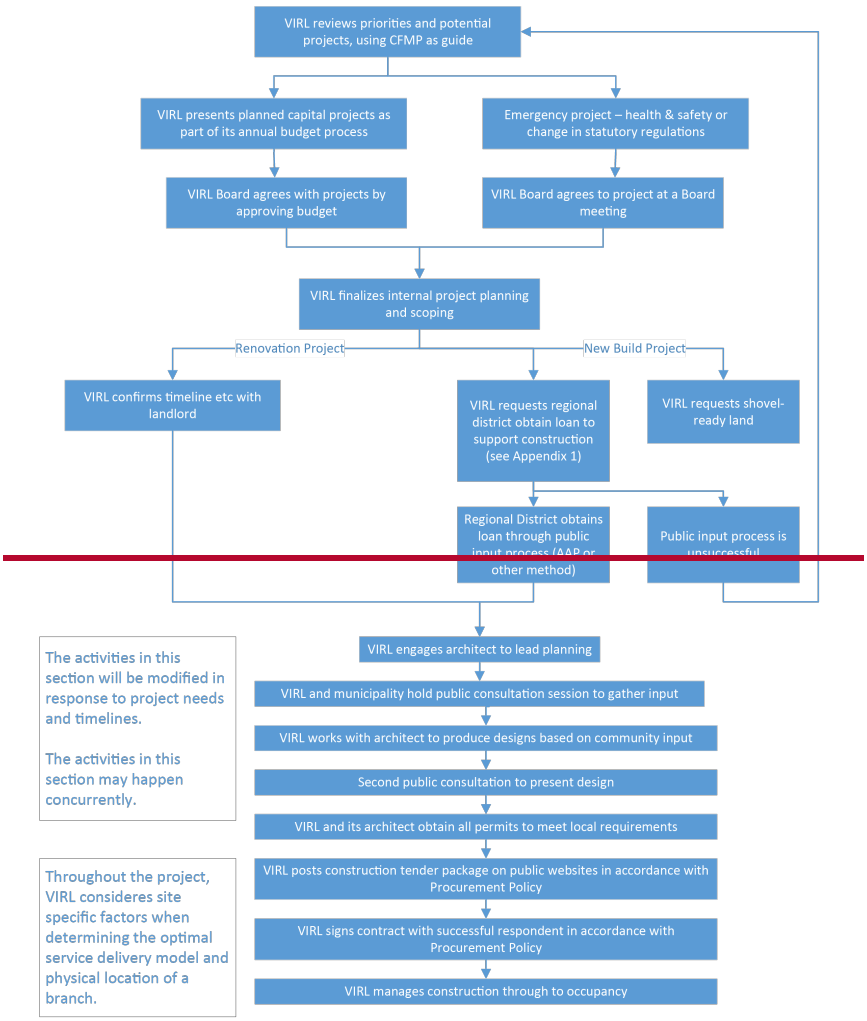
~~Site Selection Criteria~~

		Site 1	Site 2	Site 3	Site 4	Site 5
Physical Site						
1	Site accommodates facility which meets area standard for catchment area					
2	Central to catchment area					
3	Site is in future growth area					
4	High visibility within community					
5	Close to commercial node / activity					
6	Close to other community facilities					
7	Site restrictions (i.e. flood plane or restrictive covenants)					
8	Library use permitted by existing zoning					
Site Access						
9	Accessible by public transit					
10	Vehicle parking is maximum permitted by zoning					
11	Bicycle parking is provided (as per zoning if applicable)					
12	Access for service and delivery vehicles					
Building						
13	Meets minimum area requirement (for branch size)					
14	Meets building code standards					
15	Barrier free access					

Policy Approved: June 11, 2011
Revisions Approved: September 15, 2012

16	Access to telephone, Internet, cable, communication infrastructure					
17	Overall premises / building is in good condition					
18	Available for long term period (20 years)					
19	Affordable					
20	Separate entrance					
Total (maximum score = 100):						

~~Facility Decision Process~~



Policy Approved: June 11, 2011
Revisions Approved: September 15, 2012

Facilities

Purpose

The purpose of this policy is to ensure Vancouver Island Regional Library (VIRL) facilities are developed, maintained and operated in alignment with the organization's Foundational Documents, and recognizing both the fiscal and complex regulatory environments in which VIRL operates.

Facilities Development and Operations

VIRL prefers to own its facilities, to balance the complex regulatory and service considerations in our operating environments. For owned facilities, the member local government must provide a build-ready suitable site at no cost to VIRL.

VIRL's building program strikes a balance between aesthetic, fit, form, function, durability, adaptability, and affordability. We work in collaboration with member local governments, the BC Social Procurement Initiative, engineering, trades, and architectural partners to develop Capital Projects in the public interest.

In communities meriting multiple VIRL branches, we seek to balance service delivery and cost-effectiveness, and anticipate hub and spoke service delivery models will become more prevalent in the years ahead, in both urban and rural environments.

VIRL will:

- For all VIRL facilities:
  - Adhere to the facilities development processes described in the current Facilities Master Plan.
  - Locate new facilities as best possible utilizing site selection criteria.
  - Use a recognized source (Stats Canada, BC Stats or others) to access population and demographic information on which to base needs for new or expanded facilities.
  - Collaborate with the BC Social Procurement Initiative.
  - Consider opportunities to access grants or other external sources of capital funding to maximize the impact of VIRL's capital budget.
  - Consider opportunities to access grants or other external sources of capital funding specific to renovations/retrofits to maximize the impact of VIRL's capital budget.
- For VIRL-owned facilities:
  - Design, build, maintain and operate attractive, functional, accessible, and cost-effective facilities, in alignment with VIRL's Foundational Documents and the complex regulatory environment within which we operate.

- Consider standalone facilities, and mixed and multi-use approaches.

- For VIRL leased facilities:
  - Operate attractive, functional, accessible, and cost-effective facilities, in alignment with VIRL's Foundational Documents and the complex regulatory environment within which we operate.
  - Consider public and private lease options, including build to suit.

- Recognize the difference between urban and rural delivery by:
  - Grandparenting existing leased facilities until such time as population or other determinants warrant consideration of alternate models or locations.
  - As part of the annual budget process, establish the capital levies required to effectively manage VIRL's capital portfolio and address capital priorities in future years. The funding for VIRL's capital plan comes primarily from two levies:
    - Facilities levy: minimum of 1.50% per year for construction of new facilities and/or major renovations.
    - Maintenance levy: minimum of 1.25% per year for preventative maintenance, furniture and equipment, IT equipment and infrastructure, and replacement of delivery vehicles.
  - Maintain grand-parented facilities with a focus on issues related to the BC building Code, and health and safety.
  - Consider one or more rural branches and one urban branch per year for renovation, expansion or replacement when requested by a Local Government member.

Development of a new VIRL facility location – Roles and Responsibilities

It is the responsibility of the associated Local Government member to make a request in writing to the Board to consider the development of a new VIRL facility location. A population threshold of 4,600 is expected to be met in 20 years time for a new facility to be considered by the Board. If the Board approves the request, it is the associated Local Government's responsibility to conduct a public consultation process, inclusive of adjacent First Nations communities.

Adoption History

ADOPTED BY:	DATE:
VIRL Board of Trustees	TBD
VIRL Board of Trustees	September 15, 2012
VIRL Board of Trustees	June 11, 2011
DATE OF NEXT REVIEW: 2028	**REVIEW CYCLE: 5 years**

Facilities

Purpose

The purpose of this policy is to ensure facilities meet the mission of the Vancouver Island Regional Library (VIRL) Board by maintaining and further developing an integrated network of service points, underpinned by designated resource hub libraries offering and supporting the delivery of in-depth information and readers' advisory services system-wide. Together, these approaches are designed to be responsive to the needs and expectations of VIRL customers. Facilities are designed to best meet the community needs. Ideally, library facilities are flexible, functional, attractive and adaptable.

Development of a Permanent Service Delivery Location

It is the responsibility of the associated political jurisdiction to make a request in writing to the Board to consider the development of a permanent service delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board. If the Board approves the request, it is the associated political jurisdiction's responsibility to conduct a public consultation process.

Service Delivery Models

To maximize efficiencies and effectiveness VIRL offers a multi-tiered service delivery model. Requests for contracting library services from VIRL will be between the political jurisdiction and the Board of the Vancouver Island Regional Library. Discussions will be undertaken with individual or local interest groups.

Books-by-Mail

Books-by-Mail is an individualized service offered to communities of less than 799 people. All requests are handled at the nearest resource hub. The associated political jurisdiction can make a request in writing to the Board to consider the development of a permanent delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board.

eLibrary

It is the vision of the Vancouver Island Regional Library to become a provincial leader in the integration of technology into library services. Electronic resources and technological access to information and services will not result in the demise of the library as a destination.

Policy Approved: June 11, 2011
Revisions Approved: September 15, 2012

Rather, technology will be expanded and used to enhance customer access place of work, or other locations within the community to library services, whether from within library branches or from home. Using new tools customers and staff will access information resources more effectively and communicate in new and innovative ways. Services offered electronically will be tailored to the individual needs of customers, recognizing the diversity of the community, social and economic barriers faced by all its members.

Core Library

The Core Library is located in a concentrated area of expressed need. The physical size of the Core Library is a target of 2,750 square feet serving a population up to and including 4,600. The service is valued as a focal point of the community identity, a community meeting place and a destination for all. It may be co-located. It provides convenient access to the resources of the entire library system. Core children's services (including programming) and services to targeted groups such as teens or seniors may be stressed. The collection may contain up to 15,000 popular items. Electronic information resources provide access to a broad range of reference and support materials. Access to the Internet will be provided in relation to the population served.

Community Library

The Community Library is a local community focal point and is a gathering place and an intentional destination. It may be co-located. The Community Library is up to 18,000 square feet. The building should support the growth of the community for 20 years. These libraries focus their services on recreational and informational needs, providing access to a full range of print and non-print items. Their collections, based upon demand, support browsing and general information. The base core collection is further developed to support a broader range and scope of information. The Community Library delivers information and reader's advisory services, programming for all targeted groups, outreach, reading lounge, designated study space and multipurpose meeting space are all part of their mandate. Access to the Internet will be provided in relation to the population served.

Resource (Hub) Library

The Resource (Hub) Library underpins the delivery of information and readers' advisory services throughout the Board's service area. Further to that it provides community needs to the local area. It may be co-located.

The Resource Library exceeds 18,000 square feet based on population. The building should support the growth of the community for 20 years. Its extensive collections serve the recreational and informational needs through a mix of circulation and electronic materials. Local or special collections may also be developed and housed in hub libraries.

The resource hub library has an important role in supporting the print and nonprint infrastructure of the library system through the development and provision of specialized in-depth collections

and staff expertise. It provides the full range of services for children and adults, programming, outreach, distribution centre for the hub, and multipurpose meeting space are all part of its mandate.

Standards: Size and Site

Standards are defined as a degree or level of requirement, excellence or attainment that serve as a point of reference. They are a framework for planning and achieving best practices and excellence in the management and provision of library service. At the same time, standards provide a baseline measure for the development of facilities.

VIRL will:

- Establish and maintain libraries according to the service delivery model.
- Locate facilities as best possible utilizing site selection criteria.
- Use a recognized source (PCensus or Stats Canada) to access population and demographic information on which to base needs for new or expanded facilities.
- Implement a minimum target size of 2,750 sq ft or 0.6 sq ft per capita.
- Recognize the difference between urban and rural delivery by:
    - Grandfathering existing sites in their present geographic location until such time as population increases warrant replacement, and that grandfathered branches be maintained with a focus on WCB and health & safety issues subject to funding provided by the additional maintenance levy above, and that priority maintenance be given to the rural branches as identified in the CFMP report.
    - Base rural priorities on a weighted basis (10% population 30% date of most recent move/work, 30% compliance with minimum requirements, 30% physical condition) as outlined in this report.

Consider one or more rural branches and one urban branch per year be considered by the Board for expansion or replacement when requested by the local jurisdiction.

- An additional levy of 1.25% per year for facilities over a 10 year period, and an additional levy of 1% per year for maintenance over a 10 year period, is required to implement this policy.
- Implement as opportunities arise the preferred ownership model.
    1. VIRL ownership
    2. Public sector ownership
    3. Private sector ownership

Donation of Property: refer to *Donations and Corporate Sponsorship Policy*

Policy Approved: June 11, 2011
Revisions Approved: September 15, 2012

Standards: Hours of Operation

Core Service Model

5 days per week maximum
20 hours minimum to maximum 42 hours
2 consecutive closed days (contractual requirement)
Variety of morning and evening hours
Open hours between 10am - 8pm

Community Service Model

5 - 7 days per week
60 hour maximum
4 evenings per week
Variety of morning and evenings
Open hours between 10am - 8pm
Sunday 12:30 pm - 4 pm if funding available

Hub Service Model

7 days per week
65 hours per week plus
4 evenings per week
Variety of mornings and evenings
Open between 10am - 8pm
Sunday 12:30pm – 4pm

Policy Approved: June 11, 2011
Revisions Approved: September 15, 2012

Standards: Staffing Specifications

Core Service Model

Classification	FTE
Page	> 0.5
Clerical	1 - 2.5
Technician	1 - Is assigned to the zone and works under the direction of a librarian

Community Service Model

Classification	FTE
Page	> 2
Clerical	2.5 – 5
Librarians	2 - 3
Library Manager	1

Hub Service Model

Classification	FTE
Page	2 – 5
Librarian	2 – 6
Library Manager	1

Prototype Library Building Program / Minimum 2,750 sq. ft.

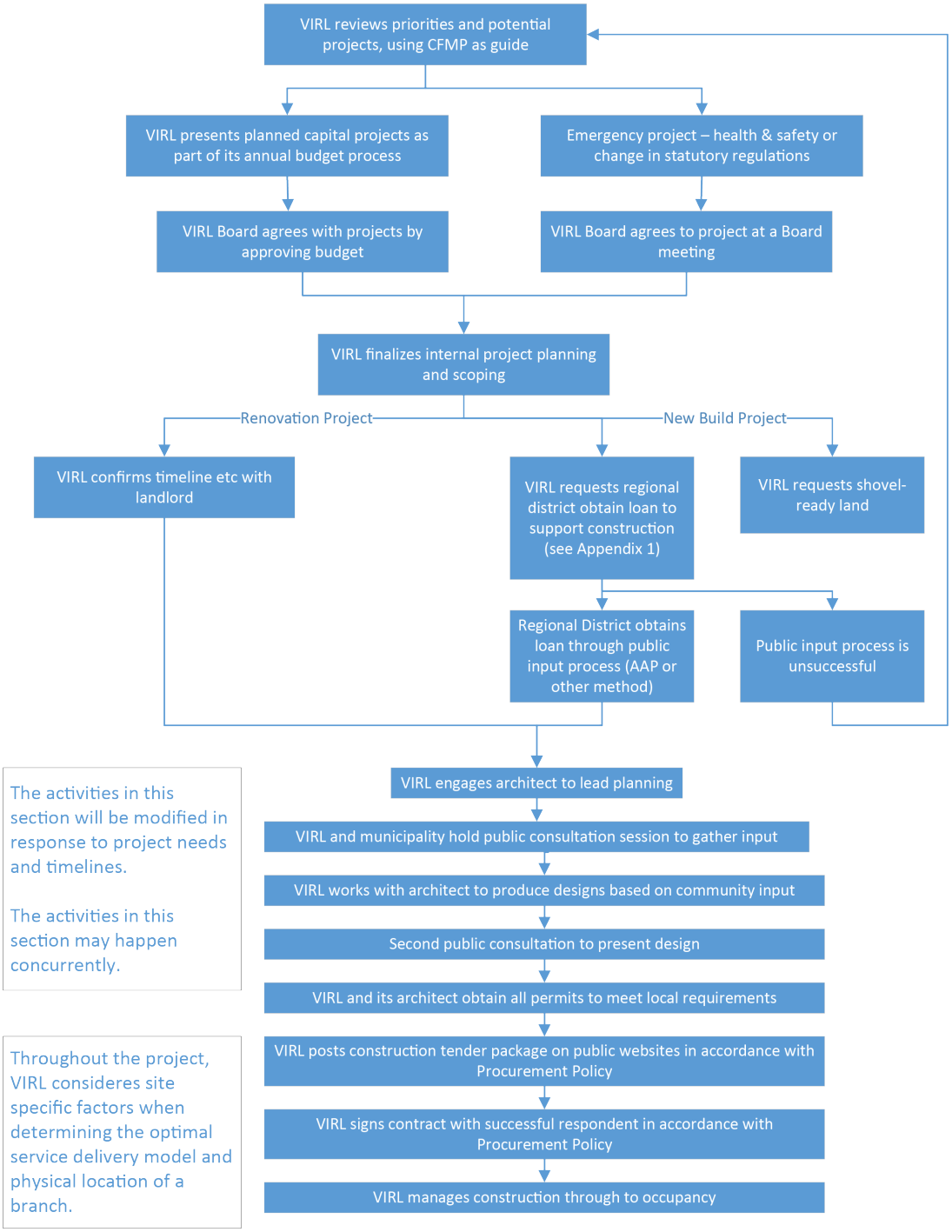
	Total Area (SF)	Description / Standard
Collection Space	1,000	15,000 books @ 15bk/sf
Circulation Desk	150	
Public Access Catalogues	40	
User Seating	240	8 seats x 30sf
Children's Area	300	12% of area
Teen Area	100	4% of area
Public Access Computer Space	100	4 users
Work / Storage Room	250	11% of library area
Washrooms	80	1 male 1 female
Circulation	490	19% of net area
Total	**2,750**	

Policy Approved: June 11, 2011
Revisions Approved: September 15, 2012

Site Selection Criteria		Site 1	Site 2	Site 3	Site 4	Site 5
Physical Site						
1	Site accommodates facility which meets area standard for catchment area					
2	Central to catchment area					
3	Site is in future growth area					
4	High visibility within community					
5	Close to commercial node / activity					
6	Close to other community facilities					
7	Site restrictions (i.e. flood plane or restrictive covenants)					
8	Library use permitted by existing zoning					
Site Access						
9	Accessible by public transit					
10	Vehicle parking is maximum permitted by zoning					
11	Bicycle parking is provided (as per zoning if applicable)					
12	Access for service and delivery vehicles					
Building						
13	Meets minimum area requirement (for branch size)					
14	Meets building code standards					
15	Barrier free access					
16	Access to telephone, Internet, cable, communication infrastructure					
17	Overall premises / building is in good condition					
18	Available for long term period (20 years)					
19	Affordable					
20	Separate entrance					
Total (maximum score = 100):						

Policy Approved: June 11, 2011
Revisions Approved: September 15, 2012

Facility Decision Process



Policy Approved: June 11, 2011
Revisions Approved: September 15, 2012

Consolidated Facilities Master Plan: Companion Report

Background

This report is a companion document to the *Consolidated Facility Master Plan* (CFMP) prepared in 2009 by DNA. The companion report was originally produced to winnow down the problems associated with interpreting the original report which was massive. Those two reports underpinned the new Facility Policy and it is important to keep the companion report and facility policy current. The companion report now serves as the base tool for setting priorities insofar as facilities are concerned.

Introduction

The evolving role of the library has created a set of new and complex challenges for those delivering library buildings and services. The libraries of the 21st century are no longer simply repositories for books. They have changed and expanded, been rethought and redesigned. Libraries now provide an increasing range of different services using a multitude of media, and reach a more diverse audience than ever before. It seems that the library is becoming a must-have element in the services sought after by a community. A familiar, if aging, institution in both the rural and urban townscape appears to be an essential to the delivery of an invigorated quality of life in today's community.

The Board of Trustees of the Vancouver Island Regional Library (VIRL) is committed to achieving its mission by maintaining and further developing an integrated network of service points, underpinned by designated resource hub libraries offering in-depth information and reader's advisory system wide. Together these approaches to the provision of library service are intended to enable access to library services by all VIRL customers, and provision of library services which are responsive to the needs of VIRL customers.

Facilities are designed to best meet community needs. Ideally, library facilities are flexible, functional, attractive and adaptable. Major service factors taken into consideration when developing a building program are collection size, deployment of technology, adult and children's programming, lounge seating, study space and multipurpose meeting space. The library must comply with federal, provincial and local building codes and safety regulations. Barrier free physical access for the disabled is required for all new buildings and desirable for existing structures. Architectural formulas for space allocation are used to determine actual facility size and design.

The Board debated at great length prior to commissioning this report the necessity of establishing a base line, a way forward, a new strategy. Preliminary investigations by staff indicated that the findings of the commissioned report would be eye opening if nothing else. Please remember that the organization is now 75 years old, and the state of facilities did not happen overnight. By developing a multi-pronged approach with achievable deliverables the situation can be remedied.

Consolidated Facilities Master Plan (CFMP)

The following recommendations are outlined in the Consolidated Facilities Master Plan (CFMP):

- PCensus software to update population and demographic information was deployed and as Census data becomes available every five years, the priorities should be reviewed on a similar cycle. The time to plan and develop a facility can be substantial and the five year timeframe is therefore reasonable.
- 0.6 square feet per capita, minimum service location 2750 s/f.
- Priorities based on greatest number of people benefiting, however must be flexible enough to take advantage of opportunities.
- To avoid a deferred maintenance situation maintenance of facilities is a budget priority.
- Develop appropriate budgets for furniture, fixtures and equipment.
- Site selection criteria.

Potential VIRL Response to Issues Arising from Consolidated Facilities Master Plan (CFMP) Report

Due to the nature and scope of the recommendations a process is needed to bridge the old to the new. That process should address how VIRL deals with:

- Priorities in the areas of health, safety, WCB and ergonomics
- Recognition of deferred projects and associated expectations
- Separation of deferred maintenance items from long term facility planning
- Ongoing management of maintenance items
- The unique urban / rural mix of the service locations
- Utilization and maximization of existing spaces – Harbourfront and Central Services
- Application of new criteria and guidelines

Going forward, it is imperative that funding for maintenance and repairs, furniture, fixtures and equipment be provided on a continual basis to maintain acceptable levels. Maintenance of facilities must be a financial priority now and in the future.

Transitional Funding Strategy

The Consolidated Facilities Master Plan (CFMP) outlines the need for two distinct and independent components that must be funded: maintenance and long term facility replacement.

Maintenance

Three components make up maintenance priorities. These items are generally operational issues which have been poorly addressed in the context of the VIRL budget.

They are as follows:

- **Deferred Maintenance** (items identified in the Consolidated Facilities Master Plan (CFMP) as needing urgent attention): Correcting deferred maintenance plan focuses first on Health & Safety and WCB compliance issues followed by routine maintenance and aesthetic issues.

- **Maintenance** (includes regular ongoing maintenance, typically items that are the responsibility of a tenant): Annually it would include servicing of significant mechanical and plumbing issues such as HVAC heater and hot water but not typically replacement of those items. This category would include regular significant updating of tenant improvements such as paint, carpets, and general appearance items inside the facility. It does not include structural or building envelope items.

- **Furniture, Fixtures and Equipment** (includes all of the movable items inside a branch such as computers, tables, chairs, printers, copiers and task lighting etc.): The consultants identified the need to budget $8.00 per square foot as a benchmark to support the deferred and ongoing maintenance requirements of VIRL service locations. (5/8ths for maintenance and 3/8ths for furniture, fixtures and equipment). Approximately $1.15M was required to address the outstanding issues. That must then be maintained on an annual basis.

VIRL management will be taking the position with landlords that it is the landlord's responsibility for all major systems, structural and building envelope issues. VIRL's responsibility for maintenance will be limited to the extent possible to routine maintenance items that typically fall to a tenant. Unusual or lifespan replacement issues are expected to be dealt with by the landlord.

In order to lessen the impact on member jurisdictions, an annual additional levy of 1% per year was approved to be added to the budget beginning in 2011, with the allocations split 5/8ths to facility maintenance and 3/8ths to furniture, fixtures and equipment, until such time as funding of $8.00 per square foot, indexed by CPI, is achieved. The required funding would be achieved in approximately 10 years.

In order to fast track outstanding deferred maintenance issues that pose safety or health concerns, funding should be allocated from the long term maintenance fund.

Funding will be used firstly to correct health & safety / WCB issues, secondly to correct deferred priority maintenance and deficiencies as identified in the annual Facility and Maintenance Repair Report and of course to regular scheduled maintenance as it becomes due.

Long Term Facility Planning, Replacement/Expansion

This is a singular planning issue, driven by space requirements and the need to provide library services for a designated number of people. When developing a new facility the building program should address current needs and expectations, plus future space requirements if a community is growing. The suitability of building use is expected to exceed 20 years. Facility planning, replacement and significant enhancement are driven by VIRL, and VIRL as the service provider consults with the local areas to ensure their concerns are heard. VIRL now has the ability to borrow and therefore is in a better position than in the past to bear the initial capital costs and costs association with future expansion to the physical space. However, where direct ownership is not an option, VIRL must seek member jurisdiction involvement and / or the private sector to source suitable space on a leased basis. VIRL's responsibility, whether as a tenant or owner, is the ongoing provision and maintenance of furniture, fixtures and equipment.

Priority List

It was recommended by the consultants that population be the only criteria by which the priority list be based. However, this approach does not recognize the unique urban / rural mix of the VIRL service area. Therefore, staff recommended that two priority lists be established: the urban priority list to be based on 100% population; and, the rural list to be based on the following criteria: 10% population, 30% date of most recent move/work, 30% compliance with minimum requirements, 30% physical condition (inspection reports).

VIRL Facility Priorities

Large / Urban Branches

Urban branches are dealt with based on the percentage of population served as the most relevant criteria that produces the greatest good for the greatest population for the money spent. Populations are based on catchment areas flowing from the 2011 census and have no specific relation to urban containment boundaries. The most recent catchment populations and resulting priorities for urban branches appears below.

Branch	2011 Catchment Area Population	Current Branch Size	% Population Served	Required Space for Library Service (Current Population)	Required Space for Library Service (Projected Population assuming 1.5% growth /20 year)	Percentage Change in Population 2006-2011
Sooke	14,699	3,696	42%	8,819	11,878	28.13%
South Cowichan	13,060	3,300	42%	7,836	10,554	7.02%
Parksville	24,779	6,269	42%	14,867	20,024	7.01%
Sidney/North Saanich	22,741	5,671	42%	13,645	18,377	0.58%
Campbell River	35,134	9,683	55%	21,080	28,392	8.06%
Courtenay	42,040	12,521	50%	25,224	33,973	7.91%
Port Alberni	24,088	7,500	52%	14,453	19,466	-0.22%
Comox	16,249	9,350	55%	9,749	13,131	9.46%
Cowichan	37,895	12,800	56%	22,737	30,623	5.31%
Ladysmith	12,815	4,310	56%	7,689	10,356	3.42%
Qualicum Beach	18,085	6,842	63%	10,851	14,615	1.85%
Nanaimo - North	39,637	17,600	74%	23,782	32,031	
Nanaimo - Harbourfront	39,637	25,000	105%	23,782	32,031	
Nanaimo - Wellington	19,819	4,800	40%	11,891	16,016	
Nanaimo Area*	99,093	47,400	80%	59,456	80,078	6.07%

*Nanaimo branch populations - 80% of Wellington population located within 2km radius of branch presume to stay at Wellington. Nanaimo North Branch presumed to exclude the 80% of Wellington noted above.

Note that the Nanaimo North branch currently under development was seen as the highest priority at the time and if not completed, would remain so. The high growth rate in Sooke places it as a very high priority following by several other communities some of which would prefer to advance while others have shown signs of wishing to defer change for at least a period.

Small / Rural Branches Priorities

Rural branches, on the other hand, are more numerous, smaller, and may present opportunities for correction of deficiencies quicker simply because they are not as expensive individually. **10/30/30/30**

Branch	% Pop Served 1	% Pop Served	Most Recent Reno/Move 2	Yrs since last Reno or Move	Most Recent Reno/Move	Compliance w/ Min. Req's.	Compliance with Minimum Req's 3	Phys Cond	Physical Condition 4	Score	Growing?
Union Bay	42	5.8	1995	18	5.4	21	6.3	26	7.8	25.30	Yes
Tofino	102	-0.2	2005	8	2.4	8	2.4	19	5.7	10.30	Yes
Port Hardy	103	-0.3	2003	10	3	4	1.2	5	1.5	5.40	Yes
Bowser	139	-3.9	2008	5	1.5	5	1.5	0	0	-0.90	Yes
Cumberland	140	-4	2013	0	0	1	0.3	0	0	-3.70	Yes
Ucluelet	164	-6.4	2010	3	0.9	1	0.3	0	0	-5.20	Yes
Chemainus	28	7.2	1990	23	6.9	12	3.6	39	11.7	29.40	No
Hornby Island	145	-4.5	1990	23	6.9	10	3	33	9.9	15.30	No
Port McNeill	89	1.1	2005	8	2.4	8	2.4	27	8.1	14.00	No
Masset	176	-7.6	1983	30	9	14	4.2	21	6.3	11.90	No
Queen Charlotte	121	-2.1	2007	6	1.8	12	3.6	26	7.8	11.10	No
Sayward	176	-7.6	1992	21	6.3	9	2.7	29	8.7	10.10	No
Gold River	202	-10.2	1992	21	6.3	8	2.4	22	6.6	5.10	No
Cortes	104	-0.4	2013	0	0	15	4.5	0	0	4.10	No
Port Alice	253	-15.3	1980	33	9.9	10	3	21	6.3	3.9	No
Woss	276	-17.6	2002	11	3.3	16	4.8	36	10.8	1.30	No
Sointula	255	-15.5	1990	23	6.9	11	3.3	18	5.4	0.10	No
Cowichan Lake	112	-1.2	2013	0	0	1	0.3	0	0	-0.90	No
Gabriola	130	-3	2012	1	0.3	1	0.3	0	0	-2.40	No
Sandspit	337	-23.7	1987	26	7.8	9	2.7	16	4.8	-8.40	No
Quadra Island	253	-15.3	2012	1	0.3	1	0.3	0	0	-14.70	No
Bella Coola	266	-17	2012	1	0.3	1	0.3	0	-	-16.00	No
Tahsis	475	-37.5	1983	30	9	11	3.3	26	7.8	-17.40	No
Port Renfrew	335	-23.5	2012	1	0.3	1	0.3		0	-22.90	No
Port Clements	479	-37.9	2008	5	1.5	2	0.6	0	0	-35.80	No

1. Dates are extracted from previous plans or known recent events
2. From 3.1 Compliance with Minimum Requirements, CFMP Building Assessment Report - no=1, yes=0 This section may not have been updated to reflect recent changes
3. From Inspection Report for each branch, CFMP Building Assessment Report - fair=1, poor=2 – May also require updating
4. From 3.0 Branch Description, CFMP Building Assessment Report
5. From Structural Condition Assessment, CFMP Building Assessment Report

Denman (an Electoral Area) and Lantzville (an incorporated Municipality) have both requested inclusion in the planning process.

Of note is the number of smaller municipalities that have changed their status since the last report was produced from growing to no longer growing. Fourteen branches in 2009/10 were located in areas that continued to see growth (albeit small in some cases). That number is now 6 (six).

Transitional Funding for Facility Provision/Expansion

Ongoing funding for planned facility replacements needs to be increased if VIRL is to adequately outfit spaces provided by communities. Conservatively, 1% per year will provide the funding over time, assuming there are occasional delays in providing new facilities. Each year an update on progress with regard to facility financing forms an integral part of the budget process.

Appendix B

Figure 3.1.4 2750 sf Prototype Library Program

	Total Area (SF)	Description/Standard
Collection Space	1000	15,000 books @ 15bk/sf
Circulation Desk	150	
Public Access Catalogues	40	
User Seating	240	8 seats x 30sf
Children's Area	300	12% of area
Teen Area	100	4% of area
Public Access Computer Space	100	4 users
Work / Storage Room	250	11% of library area
Washrooms	80	1 male 1 female
Multi-Purpose		
Circulation	490	19% of net area
Total	2,750	

Appendix C

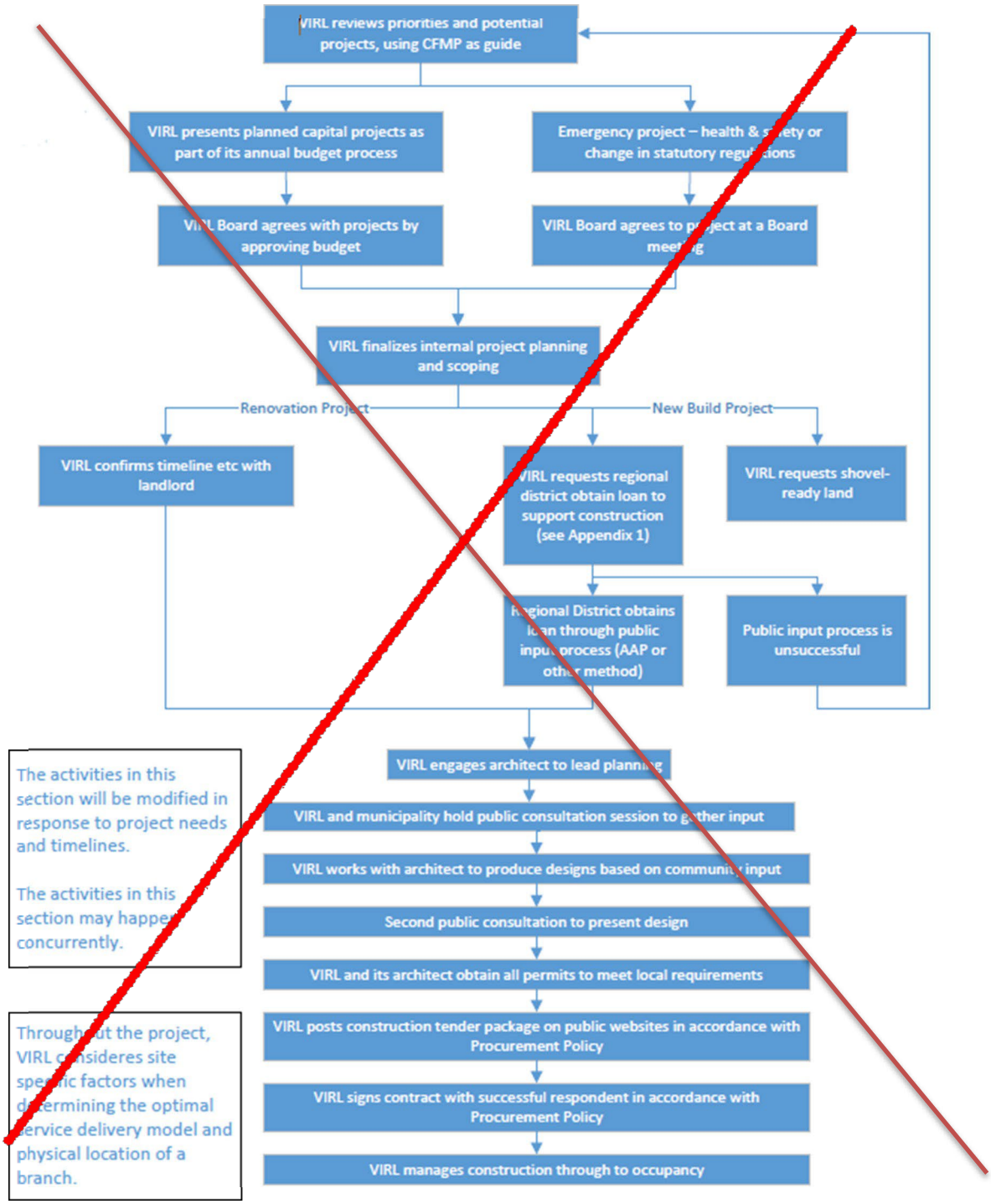
The following rules of thumb have been used to determine facility size by major components:

Collection space	1 square foot for every 10 volumes/items (111 volumes per sq m)
User space	30 square feet (2.7 sq m) per user space @ 5 user spaces per 1,000 population
Staff space	150 square feet (13.9 sq m) per staff member
Public-access computer work space	25 square feet (2.3 sq m) per workstation 10
Meeting room space	square feet (0.9 sq m) per seat
Programming space	10 square feet (0.9 sq m) per child
Washrooms, janitorial, mechanical, etc.	25% of net space
Multipurpose rooms	Based on community service and program objectives

1. That future development of library facilities include a target branch size of 2750 square feet or 0.6 square feet per capita, recognizing that this target may need to be adjusted for smaller rural communities;
2. That an annual additional maintenance, fixtures, furniture & equipment levy of 1% per year be added to the budget, with the allocations split 5/8ths to maintenance and 3/8ths to furniture, fixtures and equipment until such times as funding of $8.00/sf, indexed by CPI, is achieved;
3. That an additional facility reserve levy of 1.25% per year be added to the annual budget until such time that the pent up demand is satisfied;
4. That existing sites which are undersized be grandfathered in their present geographic location until such time as population increases warrant replacement, and that grandfathered branches be maintained with a focus on WCB and health & safety issues subject to funding provided by the additional maintenance levy above, and that priority maintenance be given to the rural branches as identified in the CFMP report;
5. That rural branches be prioritized on a weighted basis (10% population 30% date of most recent move/work, 30% compliance with minimum requirements, 30% physical condition) as outlined in this report;
6. That one or more as necessary rural and one urban branch per year be considered by the Board for expansion or replacement when requested by the local jurisdiction;
7. That local jurisdictions develop a joint VIRL/jurisdictional building committee for design of new or expanded space;
8. That urban branches be prioritized based on percentage of population served, and that the priority list, together with service model guidelines, be shared with the jurisdictions;
9. That new/expansion proposals be dealt with on a case by case basis and be initiated at the political level by the participating jurisdiction. Subject to VIRL board approval, and with VIRL staff involvement, jurisdictions may proceed with development and approval of plans;
10. That Wellington/North Nanaimo be considered as a unit in order to address the most chronically underserved population of the system;
11. That the Nanaimo North area be considered for a branch at Central Services, and that the Regional District of Nanaimo and City of Nanaimo be requested to source funding.

Recommendations as adopted at June 19, 2010 Vancouver Island Regional Library Board of Trustees meeting

~~Facility Decision Process~~



Background

Now in its 87th year, Vancouver Island regional Library (VIRL) presently operates 39 facilities in service to its 38 member jurisdictions, and across a service area of 42,000 km^2. These facilities are one of the important ways VIRL makes its *Collective Services* — our physical collections and digital content, events, classes, workshops, spaces, and specialized services — available to the region's population. Across VIRL's service area, between 27% and 40% of residents in participating communities are active library users. 70% of active users continue to favour on-premise library services, while 30% of active users in urban, rural and remote locations favour digital services, including access to VIRL's online programming, and access to BC's third largest public library collection.

VIRL's facilities inventory includes seven (7) sites owned and thirty-two (32) sites leased. These facilities are a tremendous asset for VIRL's local government membership. They are also, individually and collectively, a demonstrable commitment to regional priorities, serving as vital social infrastructure in communities large and small, and as critical venues for VIRL and its aligned partners to extend their reach and impact.

Twelve years ago, VIRL's first Facilities Master Plan (FMP) and associated Facilities Policy sought to chronicle the responsibilities and opportunities inherent to facilities operations at scale, and over time. Starting in 2010, additional member levies were introduced to develop and maintain VIRL's facilities inventory for the next decade. These levies and long-term borrowings enabled eleven (11) refurbishments (projects in excess of $250K) and seven (7) new buildings between 2010 and 2023.

In 2022, the VIRL Board initiated a process to renew its FMP and Facilities Policy. In 2023, the work was divided between staff and two consultancies, culminating in this FMP and the associated Facilities Policy.

Discussion

Public libraries have increasingly complex operating environments, owing to their unique mandate, shifting community needs, intersecting crises, the regulatory environment and the responsive *Collective Services* delivered. As a Regional Library District offering significant economies of scale and a shared ownership model, VIRL remains uniquely positioned to deliver a robust, vision, mission and value-aligned Capital program in partnership with member communities.

In Q1 2023, VIRL has seven (7) projects in its Capital Project queue in *(Appendix V):* VIRL's members clearly value their collectively owned facilities as tangible, cost effective investments in regional livability, affordability and literacy. Yet, key themes persist for the VIRL Board, in its oversight of VIRL facilities and finances. This 2023 revised FMP and the associated Facilities Policy seek to build on successes, and incorporate lessons learned, in each of the following areas:

Capital Funding
VIRL balances the costs and risks associated with deferred and regular maintenance, the costs of long-term borrowing, and the annual member levy. Funding for VIRL's Capital Projects comes from Facilities, Maintenance and Furniture and Equipment levies established by policy.

Modest levy increments are continued in the *Facilities Policy* to offset, e.g.: dramatically increased construction costs since 2010, climate change considerations, provision for accessibility enhancements, and to service long-term borrowing costs. The *Facilities Policy* also re-commits to the preferred facilities ownership model, insofar as experience and facilities assessments show that – as a tenant – it is significantly more difficult for VIRL to ensure its requirements are met. Finally, Capital project approval is more tightly integrated with the annual budget development cycle in *Appendix I* to increase transparency about approved projects, associated costs, budget and cash flow implications.

Catchment
Per legislation, VIRL relies on Third Party population data for member levies. The applicability of these funding data sets to catchment determinations for the purposes of building design has been historically challenging. Specifically, issues of catchment adjacency frequently arise in discussions about optimal square footage per population, at least as often as discussions about seasonal population fluctuations, and important opportunities to better serve remote First Nations communities and rural electoral areas within the service area. Going forward, for the purposes of building design, VIRL will continue to rely on the most recent Third Party (BC Stats or similar) population and demographic information and will, beginning in 2024, annually engage Geographic Information System (GIS) expertise, to determine catchment for potential Capital projects. *Appendix III* additionally incorporates Catchment and Site Selection considerations into Capital Project Prioritization Criteria.

In parallel with this FMP, VIRL's 2023 Strategic Plan sets forth a Goal to review, innovate and design equitable service models, including several actions specifically designed to increase rural and remote user engagement. Ongoing connectivity infrastructure developments throughout the region will only extend VIRL's value proposition, in that these developments will further enable cost-effective innovation in the provision of our *Collective Services* to rural and remote users.

Site Selection, Facility Sizing and Service Design
VIRL offers a significant array of *Collective Services* within and beyond its walls, and anticipates a more prevalent role for hub and spoke service delivery models in the years ahead, including alternate and even untraditional service delivery models. Hub and spoke service delivery may appear in urban, semi-urban, rural and remote contexts.

VIRL's recent Capital projects journey, and the diversity of branches and communities served have led CPG to suggest a shift away from a square foot/capita facility target, instead favouring a "right-sized" approach. This suggestion recognizes that – in practice - VIRL's facilities inventory can only be said to aspire to the existing target. There are valid reasons for this. Chiefly, VIRL presently leases 88% of its facilities, and in many communities, has few, if any alternative lease options.

For new construction, the square foot target has been most useful insofar as it contributed to the development of VIRL's cost-effective prototype branch design for smaller communities like Sayward, Woss and as proposed for Masset: there is certainly an ongoing role for VIRL's prototypes. The target also enabled preliminary costing estimates for the purposes of conceptual budgeting and planning.

However, the notion that the target could be consistently applied as a rule has proven impractical, undesirable, and even misleading, as CPG identified in its September 2022 interim presentation to the Board. In its place, the application of broader considerations outlined in *Appendices I, II and III* will serve to provide more granular, data informed, catchment-responsive, and cost-relative targets for current and future needs. Targets will be expressed as averages, relative to ideal facility or alternate designation types, as reflected in the table below. In multi-branch urban environments, the target is understood to include all contributing facility square footage.

Opportunities for mixed use Capital Project collaborations are increasingly recommended, where legacy approaches favoured standalone construction. Reconciliation, economic considerations, grant opportunities, regional housing shortages, aligned partnerships, and programming opportunities are all reasons for VIRL to remain open to collaborations that offer mutual benefit in service to communities.

Appendix II outlines the high-level Planning Framework and Design Considerations VIRL currently uses in its building program. These are aligned with our Foundational Documents, reflect our understanding of community needs, and aim to balance potential, flexibility and cost effectiveness.

Appendix I provides for an "alternate designation" in cases where Capital investments other than bricks and mortar may address an expressed need at scale in a community or in multiple communities. Mobile programming infrastructure is commonly utilized by Regional Libraries internationally, e.g., and this approach played a major role in VIRL's history of cost-effective, impactful service delivery. Such infrastructure can be deployed flexibly for regular and special programming, and in response to events of significance, offering real value to multiple communities concurrently. On a case-by-case basis, VIRL staff may recommend such an approach going forward, particularly where the criteria and appendices indicate a strong fit.

Type | Population Served		Average SF/pop.
Alternate designation		N/A: relevant options proposed on a case-by-case basis
Small/Rural	<1K	3.34
Small/Rural	1K-8K	0.88
Medium	8k-20k	0.27
Large	20k-40k	0.30
Urban	40K+	0.53

Appendix I – Capital Project Process

For new builds and refurbishments estimated in excess of $250K we use a Four-step process to ensure process transparency.

1. **Step 1, annually in Q2 (effective 2023)**
    a. Staff provide a summary report on each Capital project candidate.
    b. Each Capital project candidate will be assessed according to established **prioritization criteria** (2023; Reviewed by Board every 5 years)
    c. The established **prioritization criteria** will then be applied to Branch **physical assessments** (2023; Third Party assessment every 5 years)

2. **Step 2, annually in Q2**
    a. Projects emerging from Step 1 as a priority, are assigned a library branch type or alternate designation for the purposes of budgeting, using VIRL's target methodology (2023; Third Party update, periodically)

3. **Step 3, annually for June budget deliberations**
    a. VIRL's draft Capital Budget will reflect any residual Capital Project commitments from prior year projects
    b. VIRL's draft Capital Budget will reflect the outputs from Step 2, in-year

4. **Step 4, annually in September**
    a. The **approved Capital Budget** will be accompanied by a Capital Projects forecast
    b. If there is insufficient annual Capital budget or cashflow forecast to address all priority projects, the process resumes with Step 1 the next year
    c. If an approved project(s) is/are delayed for reasons beyond VIRL's control, the process resumes with Step 1 the next year
        i. VIRL may proceed in-year with the next highest priority Capital Project(s) assuming all other conditions are met

Appendix II - VIRL Capital Projects Planning Framework & Design Considerations

The Vancouver Island Regional Library (VIRL) building program is aligned with our Foundational Documents, and is developed by working towards the goals found within our Strategic Plan, understanding our community's needs, and maximizing our potential and flexibility. The building program defines the vision for the modern library space designed specifically for the community. The architectural design team uses these definitions to create a layout that supports library services, collections, and programming within the rebuilt space. A revitalized branch delivers a community destination that inspires, strengthens, and renews our communities.

Design Principles

- Anticipate a more prevalent role for hub and spoke service delivery models in the years ahead, including alternate and even untraditional service delivery models.
- Open, flexible, bright, and accessible spaces that are easily reconfigured to meet current and future needs. Stationary equipment, furnishings, and shelving are avoided wherever possible.
- Incorporate best practices of universal design to go beyond the building code to ensure our spaces can be accessed, understood, and used by the greatest number of users, regardless of ability. Particular attention will be paid to entrances, doors, access routes, check out areas, seating and seating spaces, counter and table heights, wayfinding, and visual displays.
- Service points are accessible and highly visible and central to the entire branch. The configuration of the service desk will offer superior sight lines throughout the library.
- A children's area is creative, fun, and playful with a focus on exploration and entices families to spend quality time in the library. It is a family-friendly space that considers practicalities such as space for stroller parking, cubby holes, and interactive play-based literacy activities.
- A teen area is clearly defined and easily identified, offering youth a safe, welcoming space that allows for both collaboration with others and individual use.
- Study and lounge spaces are comfortable and found throughout the space, offering a range of seating options. Effective acoustics help to transition from quiet to high noise areas. Spaces allow for special programs and events that involve community partners to utilize meeting rooms, etc.
- Warm, welcoming interiors are reflective and celebratory of the history and culture of our communities, incorporating natural light and wood finishes and textures as much as possible. Lighting and HVAC systems are effective and efficient.
- Exteriors are architecturally pleasing, with a west coast design that incorporates ecological, green, and sustainable features. Signage conforms to VIRL branding for high visibility and recognition, while lighting promotes visibility and security.

Consideration is given to outdoor spaces that can offer community gathering space and programming opportunities. Landscaping enhances the appearance of the building and is easy to maintain.

- Superior sight lines and lighting ensure safety and security. Touch points are reduced wherever possible, including public washrooms with labyrinth style entrances, touchless fixtures, and appliances. The building has superior maintenance features.

Meeting Spaces

VIRL spaces focus on knowledge creation and sharing, providing meeting spaces for library programs, community organizations, meetings, presentations, screenings, and more. Meeting spaces allow for maximum flexibility to allow for future needs and changing service priorities.

Design considerations:

- Spaces are designed to allow for popular collections and browsing capacity for 20 years, with load bearing floors to a capacity of 150 lbs./sq. ft.
- Larger multipurpose rooms maintain a visible connection to the library entryway. They are enhanced by screen and sound technology that can be connected to a presenter's devices. Easily accessible equipment storage and a functional kitchenette space offer maximum use.
- Smaller study rooms are equipped with technology and furniture that allows for both individual quiet study and collaborative group meetings.
- Spaces feature natural light with window coverings, signage outside the room indicating its use, and VIRL branding in key locations.
- Opportunities to explore colocation and partnership opportunities via VIRL meeting spaces are explored to connect communities with partner services.
- Opportunities to incorporate secure outdoor meeting spaces are explored to bring library events and activities into the open air to connect people with nature.

Staff Spaces

Staff spaces are efficient, functional, and flexible, accommodating the movement of materials in and out of the space. Focus is on best practice for ergonomics and staff safety. Included is a workroom and delivery area, offices, a staff meeting room, breakroom, and washroom(s).

Considerations include:

- Superior sight lines for staff, ease of movement, and security features.
- Space for totes, bins, and sorting equipment. Depending on project scope, consideration will be given to an Automated Materials Handler (AMH), including access to the loading bay with power, data, and space to support the unit and its totes, bins, and sorting equipment.

- Access to a loading bay with staff door to accommodate VIRL truck deliveries. Spaces are secure, well lit, and accessible by key fob.
- Where applicable, the Library Manager office located adjacent to main service point with sightlines and door out into the branch. Customer Service Librarians are accommodated at desks in shared workrooms, with easy connections and sightlines out onto the branch floor.
- Where applicable, effort is made to include end of commute amenities.

Technology

Technology, public computing, and internet access remain a priority of our service and our spaces will provide the infrastructure to support this service delivery. The approach is flexible, integrated, and with an emphasis on self-service and discovery, interaction with technology in the library offers our communities new and exciting learning experiences.

Design Elements:

- A flexible computer area for easy public access, with potential for doubling as a teaching lab. Seating is in pods, with the ability to be separated to meet future needs and to allow for flexible use of the space. Consideration is given for opportunities to lend in-branch devices to promote flexible usage. Branches are equipped with between 2-16 computers, serviced by a photocopier/print-release station.
- Where applicable, a purpose-built media creation studio space with appropriate sound proofing, hardware, and software. A flexible media space enables discovery and exploration, with a focus on community knowledge sharing and creation.
- Wi-Fi is available throughout the space, with power and data readily accessible in walls and floors for reconfiguration to meet future needs. Accessible electrical outlets interspersed throughout the space and charging stations promote individual laptop and device use.
- The children's area is equipped with early literacy tablet/computer stations to promote digital literacy skills. Space depending, a public computer station is included in the area for caregivers to access while remaining comfortably within sight of their children.
- Self-checkout machines located next to the holds shelf offer individuals the ability to check out their materials quickly and privately.
- Level 3 or Level 2 Electrical Vehicle Charging stations are available.

Shelving & Collections

Opening day physical collections are informed by community need, branch activity, and consider the current and future needs of a branch. Planning is based on the understanding that library collections are one, ever-changing piece of a library, rather than the static, primary driving force behind space planning and design.

The physical collection and design are adjusted as needed to optimize space function, customer usability, and services offered in the branch.

Design considerations:

- Spaces are designed to allow for popular collections and browsing capacity for 20 years, with load bearing floors to a capacity of 150 lbs./sq. ft.
- Opening physical collection size is determined utilizing an approach that combines branch type, existing usage, future growth projections, and responds to specific needs of our communities. It is created with the understanding that materials are shared amongst branches in the system, and that the physical collection housed on branch shelves is only one aspect of the overall library collections, which include electronic formats, online databases, and more. Branch collections will range from 1,500 to 70,000 items.
- Physical collection shelving layout standard allowing a maximum height of 78" for units along walls, 66" freestanding shelving in adult areas and 48" freestanding shelving in children areas. A single bay of shelving is 36" wide.
- Shelving is arranged to accommodate modern service concepts including lower shelving, modular units, and front-facing displays. Feature display units and children's shelving will be on casters and moveable to allow for maximum flexibility.

MEMO

PROCESS

1	2	3	4	5
RANK	WEIGHT 1	NORMALIZE	WEIGHT 2	FINAL
Each existing library branch will be scored on a number of ranked criteria.	Every criteria has been weighted as High, Medium, or Low by the Board of Trustees. High = x3, Medium = x2, and if Low =x1.	Weighted scores are added up by category, and averaged across the number of criteria in the category.	Category scores are then weighted against each other.	The final score ranks library branches for priority investment.

CRITERIA SUMMARY (Priority Level provided by Trustees)

CATEGORY	#	Criteria	Criteria Question	Score Methodology (5 to 1)	Priority
CATCHMENT	1	**Catchment Suitability to Library Branch Type, Now**	Is the current ft^2/capita less than average for a library branch of this type?	5 = undersized, 1 = right or oversized.	Medium
	2	**Catchment Suitability to Library Branch Type, Future**	With future projections, will the ft^2/capita be less than the current average for a library branch of this type?	5 = undersized, 1 = right or oversized.	Medium
	3	**Shift in Library Branch Type**	Is the library type shifting due to catchment changes?	5 = change, 1 = no change.	Medium
	4	**Regional Proximity**	Is the library located in close proximity to other branches?	5 = 1+ hours, 2.5 = 1 hour, 1 = 20 minutes	(TBC)
COMMUNITY	5	**Strategic Community Role**	Is the Library exceptionally/uniquely strategic to the community?	5 = Strategic, 1 = not Strategic	High
	6	**Geographic Location**	Is the library geographically isolated, relative to others?	5 = Isolated, 1 = Not Isolated.	Medium

CATEGORY	#	Criteria	Criteria Question	Score Methodology (5 to 1)	Priority
	7	**Utilization (Cardholders)**	What % of population are cardholders (2021)?	5 = 50% of pop'n., 1 = <10% of pop'n.	Low
	8	**Utilization (Physical Circulation)**	How many physical resources does the library lend annually, in circulation per SF?	5 = > 60, 1 = < 60	Medium
FACILITY	9	**Age of Facility**	How old is the library facility?	5 = 50+ years, 1 = 14 years or less.	Medium
	10	**Recent Investments: Short-Term**	Recent Investment: Are the 0-2 year recommended upgrades from 2009 Building Condition Assessment taken care of? (*Y/P/N*)	5 = No, 2.5 = Partial, 1 = Yes/NA	Medium
	11	**Recent Investments: Long-Term**	Recent Investment: Are the 10-year recommended upgrades from 2009 Building Condition Assessment taken care of? (*Y/P/N*)	5 = No, 2.5 = Partial, 1 = Yes/NA	Low
	12a	**Physical Condition**	What overall physical condition is the library facility in? (LEASED)	1 = Good, 2 = Satisfactory, 4 = Fair, 5 = Poor	High
	12b	**Physical Condition**	What overall physical condition is the library facility in? (OVERALL BLDG)	1 = Good, 2 = Satisfactory, 4 = Fair, 5 = Poor	High
	13	**Physical Accessibility**	Is the library physically accessible? (*Y/P/N*)	5 = Major, 2 = Minor, 0 = No Upgrades	High
	14	**Functionality**	Is the library space functionally suitable to your programming needs? (*Y/N, briefly describe suitability or non-suitability*)	1 = Yes, 2.5 = Partial, 5 = No	Medium
	15	**Adaptability**	Is the library space functional and able to adapt? Does it properly accommodate flows and functions? (Y/P/N)	1 = Yes, 2.5 = Partial, 5 = No	Medium
	16	**Configuration**	Is the library building configured appropriately? (Y/P/N)	1 = Yes, 2.5 = Partial, 5 = No	Low

CATEGORY	#	Criteria	Criteria Question	Score Methodology (5 to 1)	Priority
	17	**Health and Safety: Experience**	Do physical aspects of the library compromise patron and staff health and safety? (*Y/P/N, briefly describe if yes*)	1 = No, 2.5 = Partial, 5 = Yes	High
	18	**Health and Safety: Physical**	Does the facility meet safety standards?	1 = Good, 2 = Satisfactory, 4 = Fair, 5 = Poor	High
	19	**Information Technology and Communications**	Does the library have modern connection amenities such as WiFi, fibreoptics, and cell coverage? (*Y/P/N*)	1 = Yes, 2.5 = Partial, 5 = No	High
CLIMATE CHANGE RESILIENCY	20	**Sea Level Rise**	Is the library situated in a location that escapes any risk of sea level rise?	1 = Yes, 2.5 = Partial, 1 = Unknown/No	Medium
	21	**Resiliency**	Is this branch air conditioned?	1 = Yes, 5 = No	(TBC)
	22	**Warming/Cooling**	Can the library act as a warming/cooling centre?	1 = Yes: Mtg room + AC 2 = Partially: No Mtg room + AC 4 = Partially: Mtg room + no AC 5 = No: No Mtg room + no AC	(TBC)

NOTES SUPPORTING SCORING METHODOLOGY AND PRIORITIZATION

The criteria proposed to drive the facility rankings within the update to the VIRL Facility Master Plan are described below:

- Criteria category: many criteria are closely related and are indicators within the same "family". These currently grouped into four categories. These categories will all receive a score at the end and be weighted against each other.
- ID#: An easy way to reference a criteria; this does not indicate importance.
- Criteria Name: Criteria short name.
- Criteria Key Question: Another way of describing this criteria, asked in question format.
- Score Methodology: How the score is assigned. *Importantly*: within the current structure, a high score (5) indicates that the facility is more of a priority for investment because of this criteria, than one with a low score (1).
- Source: Where the information that is used to score the branch came from. There are five sources:
    1. Analysis: These data were created via consultant analysis, using VIRL branch profiles, BC Statistics projection data, and ratio work.
    2. VIRL Profiles: These data are unprocessed points from branch profiles provided by VIRL.

3. Questionnaire: These are qualitative data points provided by the Assistant Directors with oversight of the Library branches. The questionnaire was developed by Cornerstone and distributed to ADs in Fall 2022.
4. Continuum: These data are interpreted from the building condition assessments completed on many branches by Continuum Architecture and subconsultants in Winter 2023.

- Priority: The priority (High, Medium, or Low) assigned to this criteria by the Board of Trustees (via survey in Fall 2022). If a criteria does not have a priority, it is listed as TBC will be added in conversation with staff following further review from FCA's.

BRANCH SCENARIOS - CRITERIA SCORING EXAMPLES

The final score will depend on all of the contributing criteria. Below are some sample only scenarios:

- **CHERRY BLOSSOM BRANCH** is shifting in branch type from "Large" to "Urban" – even though its catchment population is growing, it will remain suitably sized in future (as an Urban branch has a lower ft^2/capita requirement than Large). The library is in reasonable condition and spaces are mostly functional. It is located in a centre about 30 mins from another library.

  SCORE: MEDIUM PRIORITY | Some recent investments in the building, though not fully addressing functional and health and safety concerns.

- **ARBUTUS BRANCH** is remotely located and occupies a very old heritage building with no recent investment in the building in many years, meaning some maintenance will be required in coming years.

  SCORE: LOW PRIORITY | The sea rise level in the area may cause problems in coming years, addressing some experiential health and safety issues will also be required.

- **SPRUCE BRANCH** is well sized now, but smaller than standard for its future population (which is growing quickly). It has high circulation and is in an old facility that is in poor condition overall (physically and functionally); it's also located on an island, more than 2 hours away from another branch.

  SCORE: HIGH PRIORITY | Old building, poor functional and physical condition, with growing demand for services given population growth in area.

CATEGORY	#	Criteria	Cherry Blossom Branch	Upside Down Branch	Laugh Out Loud Branch
CATCHMENT	1	Catchment Suitability to Library Branch Type, Now	1	3	1
	2	Catchment Suitability to Library Branch Type, Future	1	3	1
	3	Shift in Library Branch Type	1	1	1
	4	Regional Proximity	1	5	1
COMMUNITY	5	Strategic Community Role	1	1	1
	6	Geographic Location	1	5	1
	7	Utilization (Cardholders)	2	4	2
	8	Utilization (Physical Circulation)	2	5	1
FACILITY	9	Age of Facility	2	5	2
	10	Recent Investments: Short-Term	2.5	5	1
	11	Recent Investments: Long-Term	1	5	1
	12a	Physical Condition - Leased			
	12b	Physical Condition – Overall Building			
	13	Physical Accessibility			
	14	Functionality	5	5	1
	15	Adaptability	5	5	1
	16	Configuration	5	1	2.5
	17	Health and Safety: Experience	5	5	1
	18	Health and Safety: Physical	0	0	0
	19	Information Technology and Communications	2.5	2.5	1
CLIMATE CHANGE RESILIENCY	20	Sea Level Rise	1	5	1
	21	Resiliency			
	22	Warming/Cooling			

BRANCH TOTALS: (Unweighted Score)	40	67	22
Weighted Score / Ranking	*2.5/29*	*4.1/18*	*1.47/27*

* Final Ranking – Lowest ranking library is top priority investment.

Appendix IV: 2023 Condition Assessments and Scoring

This section intentionally blank

Appendix V: Draft Capital Projects - Member Request Letters - Summary

This section intentionally blank

Consolidated Facilities Master Plan: Companion Report

Background

This report is a companion document to the *Consolidated Facility Master Plan* (CFMP) prepared in 2009 by DNA. The companion report was originally produced to winnow down the problems associated with interpreting the original report which was massive. Those two reports underpinned the new Facility Policy and it is important to keep the companion report and facility policy current. The companion report now serves as the base tool for setting priorities insofar as facilities are concerned.

Introduction

The evolving role of the library has created a set of new and complex challenges for those delivering library buildings and services. The libraries of the 21st century are no longer simply repositories for books. They have changed and expanded, been rethought and redesigned. Libraries now provide an increasing range of different services using a multitude of media, and reach a more diverse audience than ever before. It seems that the library is becoming a must-have element in the services sought after by a community. A familiar, if aging, institution in both the rural and urban townscape appears to be an essential to the delivery of an invigorated quality of life in today's community.

The Board of Trustees of the Vancouver Island Regional Library (VIRL) is committed to achieving its mission by maintaining and further developing an integrated network of service points, underpinned by designated resource hub libraries offering in-depth information and reader's advisory system wide. Together these approaches to the provision of library service are intended to enable access to library services by all VIRL customers, and provision of library services which are responsive to the needs of VIRL customers.

Facilities are designed to best meet community needs. Ideally, library facilities are flexible, functional, attractive and adaptable. Major service factors taken into consideration when developing a building program are collection size, deployment of technology, adult and children's programming, lounge seating, study space and multipurpose meeting space. The library must comply with federal, provincial and local building codes and safety regulations. Barrier free physical access for the disabled is required for all new buildings and desirable for existing structures. Architectural formulas for space allocation are used to determine actual facility size and design.

The Board debated at great length prior to commissioning this report the necessity of establishing a base line, a way forward, a new strategy. Preliminary investigations by staff indicated that the findings of the commissioned report would be eye opening if nothing else. Please remember that the organization is now 75 years old, and the state of facilities did not happen overnight. By developing a multi-pronged approach with achievable deliverables the situation can be remedied.

Consolidated Facilities Master Plan (CFMP)

The following recommendations are outlined in the Consolidated Facilities Master Plan (CFMP):

- PCensus software to update population and demographic information was deployed and as Census data becomes available every five years, the priorities should be reviewed on a similar cycle. The time to plan and develop a facility can be substantial and the five year timeframe is therefore reasonable.
- 0.6 square feet per capita, minimum service location 2750 s/f.
- Priorities based on greatest number of people benefiting, however must be flexible enough to take advantage of opportunities.
- To avoid a deferred maintenance situation maintenance of facilities is a budget priority.
- Develop appropriate budgets for furniture, fixtures and equipment.
- Site selection criteria.

Potential VIRL Response to Issues Arising from Consolidated Facilities Master Plan (CFMP) Report

Due to the nature and scope of the recommendations a process is needed to bridge the old to the new. That process should address how VIRL deals with:

- Priorities in the areas of health, safety, WCB and ergonomics
- Recognition of deferred projects and associated expectations
- Separation of deferred maintenance items from long term facility planning
- Ongoing management of maintenance items
- The unique urban / rural mix of the service locations
- Utilization and maximization of existing spaces – Harbourfront and Central Services
- Application of new criteria and guidelines

Going forward, it is imperative that funding for maintenance and repairs, furniture, fixtures and equipment be provided on a continual basis to maintain acceptable levels. Maintenance of facilities must be a financial priority now and in the future.

Transitional Funding Strategy

The Consolidated Facilities Master Plan (CFMP) outlines the need for two distinct and independent components that must be funded: maintenance and long term facility replacement.

Maintenance

Three components make up maintenance priorities. These items are generally operational issues which have been poorly addressed in the context of the VIRL budget.

They are as follows:

- **Deferred Maintenance** (items identified in the Consolidated Facilities Master Plan (CFMP) as needing urgent attention): Correcting deferred maintenance plan focuses first on Health & Safety and WCB compliance issues followed by routine maintenance and aesthetic issues.

- **Maintenance** (includes regular ongoing maintenance, typically items that are the responsibility of a tenant): Annually it would include servicing of significant mechanical and plumbing issues such as HVAC heater and hot water but not typically replacement of those items. This category would include regular significant updating of tenant improvements such as paint, carpets, and general appearance items inside the facility. It does not include structural or building envelope items.

- **Furniture, Fixtures and Equipment** (includes all of the movable items inside a branch such as computers, tables, chairs, printers, copiers and task lighting etc.): The consultants identified the need to budget $8.00 per square foot as a benchmark to support the deferred and ongoing maintenance requirements of VIRL service locations. (5/8ths for maintenance and 3/8ths for furniture, fixtures and equipment). Approximately $1.15M was required to address the outstanding issues. That must then be maintained on an annual basis.

VIRL management will be taking the position with landlords that it is the landlord's responsibility for all major systems, structural and building envelope issues. VIRL's responsibility for maintenance will be limited to the extent possible to routine maintenance items that typically fall to a tenant. Unusual or lifespan replacement issues are expected to be dealt with by the landlord.

In order to lessen the impact on member jurisdictions, an annual additional levy of 1% per year was approved to be added to the budget beginning in 2011, with the allocations split 5/8ths to facility maintenance and 3/8ths to furniture, fixtures and equipment, until such time as funding of $8.00 per square foot, indexed by CPI, is achieved. The required funding would be achieved in approximately 10 years.

In order to fast track outstanding deferred maintenance issues that pose safety or health concerns, funding should be allocated from the long term maintenance fund.

Funding will be used firstly to correct health & safety / WCB issues, secondly to correct deferred priority maintenance and deficiencies as identified in the annual Facility and Maintenance Repair Report and of course to regular scheduled maintenance as it becomes due.

Long Term Facility Planning, Replacement/Expansion

This is a singular planning issue, driven by space requirements and the need to provide library services for a designated number of people. When developing a new facility the building program should address current needs and expectations, plus future space requirements if a community is growing. The suitability of building use is expected to exceed 20 years. Facility planning, replacement and significant enhancement are driven by VIRL, and VIRL as the service provider consults with the local areas to ensure their concerns are heard. VIRL now has the ability to borrow and therefore is in a better position than in the past to bear the initial capital costs and costs association with future expansion to the physical space. However, where direct ownership is not an option, VIRL must seek member jurisdiction involvement and / or the private sector to source suitable space on a leased basis. VIRL's responsibility, whether as a tenant or owner, is the ongoing provision and maintenance of furniture, fixtures and equipment.

Priority List

It was recommended by the consultants that population be the only criteria by which the priority list be based. However, this approach does not recognize the unique urban / rural mix of the VIRL service area. Therefore, staff recommended that two priority lists be established: the urban priority list to be based on 100% population; and, the rural list to be based on the following criteria: 10% population, 30% date of most recent move/work, 30% compliance with minimum requirements, 30% physical condition (inspection reports).

VIRL Facility Priorities

Large / Urban Branches

Urban branches are dealt with based on the percentage of population served as the most relevant criteria that produces the greatest good for the greatest population for the money spent. Populations are based on catchment areas flowing from the 2011 census and have no specific relation to urban containment boundaries. The most recent catchment populations and resulting priorities for urban branches appears below.

Branch	2011 Catchment Area Population	Current Branch Size	% Population Served	Required Space for Library Service (Current Population)	Required Space for Library Service (Projected Population assuming 1.5% growth /20 year)	Percentage Change in Population 2006-2011
Sooke	14,699	3,696	42%	8,819	11,878	28.13%
South Cowichan	13,060	3,300	42%	7,836	10,554	7.02%
Parksville	24,779	6,269	42%	14,867	20,024	7.01%
Sidney/North Saanich	22,741	5,671	42%	13,645	18,377	0.58%
Campbell River	35,134	9,683	46%	21,080	28,392	8.06%
Courtenay	42,040	12,521	50%	25,224	33,973	7.91%
Port Alberni	24,088	7,500	52%	14,453	19,466	-0.22%
Comox	16,249	5,350	55%	9,749	13,131	9.46%
Cowichan	37,895	12,800	56%	22,737	30,623	5.31%
Ladysmith	12,815	4,310	56%	7,689	10,356	3.42%
Qualicum Beach	18,085	6,842	63%	10,851	14,615	1.85%
Nanaimo - North	39,637	17,600	74%	23,782	32,031	
Nanaimo - Harbourfront	39,637	25,000	105%	23,782	32,031	
Nanaimo - Wellington	19,819	4,800	40%	11,891	16,016	
Nanaimo Area*	99,093	47,400	80%	59,456	80,078	6.07%

*Nanaimo branch populations - 80% of Wellington population located within 2km radius of branch presume to stay at Wellington. Nanaimo North Branch presumed to exclude the 80% of Wellington noted above.

Note that the Nanaimo North branch currently under development was seen as the highest priority at the time and if not completed, would remain so. The high growth rate in Sooke places it as a very high priority following by several other communities some of which would prefer to advance while others have shown signs of wishing to defer change for at least a period.

Small / Rural Branches Priorities

Rural branches, on the other hand, are more numerous, smaller, and may present opportunities for correction of deficiencies quicker simply because they are not as expensive individually. **10/30/30/30**

Branch	% Pop Served 1	% Pop Served	Most Recent Reno/Move 2	Yrs since last Reno or Move	Most Recent Reno/Move	Compliance w/ Min. Req's.	Compliance with Minimum Req's 3	Phys Cond	Physical Condition 4	Score	Growing?
Union Bay	42	5.8	1995	18	5.4	21	6.3	26	7.8	25.30	Yes
Tofino	102	-0.2	2005	8	2.4	8	2.4	19	5.7	10.30	Yes
Port Hardy	103	-0.3	2003	10	3	4	1.2	5	1.5	5.40	Yes
Bowser	139	-3.9	2008	5	1.5	5	1.5	0	0	-0.90	Yes
Cumberland	140	-4	2013	0	0	1	0.3	0	0	-3.70	Yes
Ucluelet	164	-6.4	2010	3	0.9	1	0.3	0	0	-5.20	Yes
Chemainus	28	7.2	1990	23	6.9	12	3.6	39	11.7	29.40	No
Hornby Island	145	-4.5	1990	23	6.9	10	3	33	9.9	15.30	No
Port McNeill	89	1.1	2005	8	2.4	8	2.4	27	8.1	14.00	No
Masset	176	-7.6	1983	30	9	14	4.2	21	6.3	11.90	No
Queen Charlotte	121	-2.1	2007	6	1.8	12	3.6	26	7.8	11.10	No
Sayward	176	-7.6	1992	21	6.3	9	2.7	29	8.7	10.10	No
Gold River	202	-10.2	1992	21	6.3	8	2.4	22	6.6	5.10	No
Cortes	104	-0.4	2013	0	0	15	4.5	0	0	4.10	No
Port Alice	253	-15.3	1980	33	9.9	10	3	21	6.3	3.9	No
Woss	276	-17.6	2002	11	3.3	16	4.8	36	10.8	1.30	No
Sointula	255	-15.5	1990	23	6.9	11	3.3	18	5.4	0.10	No
Cowichan Lake	112	-1.2	2013	0	0	1	0.3	0	0	-0.90	No
Gabriola	130	-3	2012	1	0.3	1	0.3	0	0	-2.40	No
Sandspit	337	-23.7	1987	26	7.8	9	2.7	16	4.8	-8.40	No
Quadra Island	253	-15.3	2012	1	0.3	1	0.3	0	0	-14.70	No
Bella Coola	266	-17	2012	1	0.3	1	0.3	0	-	-16.00	No
Tahsis	475	-37.5	1983	30	9	11	3.3	26	7.8	-17.40	No
Port Renfrew	335	-23.5	2012	1	0.3	1	0.3		0	-22.90	No
Port Clements	479	-37.9	2008	5	1.5	2	0.6	0	0	-35.80	No

1. Dates are extracted from previous plans or known recent events
2. From 3.1 Compliance with Minimum Requirements, CFMP Building Assessment Report - no=1, yes=0 This section may not have been updated to reflect recent changes
3. From Inspection Report for each branch, CFMP Building Assessment Report - fair=1, poor=2 – May also require updating
4. From 3.0 Branch Description, CFMP Building Assessment Report
5. From Structural Condition Assessment, CFMP Building Assessment Report

Denman (an Electoral Area) and Lantzville (an incorporated Municipality) have both requested inclusion in the planning process.

Of note is the number of smaller municipalities that have changed their status since the last report was produced from growing to no longer growing. Fourteen branches in 2009/10 were located in areas that continued to see growth (albeit small in some cases). That number is now 6 (six).

Transitional Funding for Facility Provision/Expansion

Ongoing funding for planned facility replacements needs to be increased if VIRL is to adequately outfit spaces provided by communities. Conservatively, 1% per year will provide the funding over time, assuming there are occasional delays in providing new facilities. Each year an update on progress with regard to facility financing forms an integral part of the budget process.

Appendix B

Figure 3.1.4 2750 sf Prototype Library Program

	Total Area (SF)	Description/Standard
Collection Space	1000	15,000 books @ 15bk/sf
Circulation Desk	150	
Public Access Catalogues	40	
User Seating	240	8 seats x 30sf
Children's Area	300	12% of area
Teen Area	100	4% of area
Public Access Computer Space	100	4 users
Work / Storage Room	250	11% of library area
Washrooms	80	1 male 1 female
Multi-Purpose		
Circulation	490	19% of net area
Total	2,750	

Appendix C

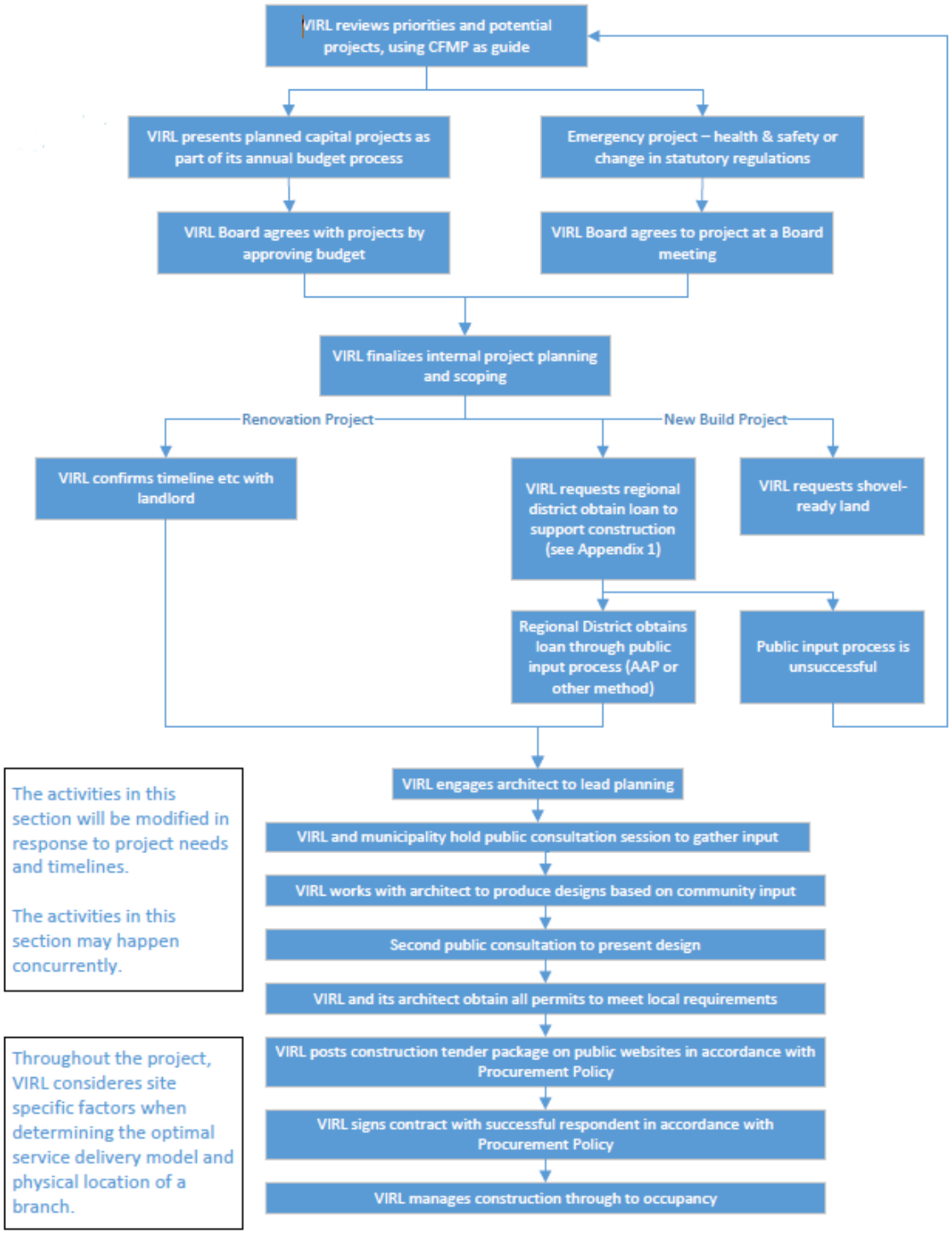
The following rules of thumb have been used to determine facility size by major components:

Collection space	1 square foot for every 10 volumes/items (111 volumes per sq m)
User space	30 square feet (2.7 sq m) per user space @ 5 user spaces per 1,000 population
Staff space	150 square feet (13.9 sq m) per staff member
Public-access computer work space	25 square feet (2.3 sq m) per workstation
Meeting room space	10 square feet (0.9 sq m) per seat
Programming space	10 square feet (0.9 sq m) per child
Washrooms, janitorial, mechanical, etc.	25% of net space
Multipurpose rooms	Based on community service and program objectives

1. That future development of library facilities include a target branch size of 2750 square feet or 0.6 square feet per capita, recognizing that this target may need to be adjusted for smaller rural communities;
2. That an annual additional maintenance, fixtures, furniture & equipment levy of 1% per year be added to the budget, with the allocations split 5/8ths to maintenance and 3/8ths to furniture, fixtures and equipment until such times as funding of $8.00/sf, indexed by CPI, is achieved;
3. That an additional facility reserve levy of 1.25% per year be added to the annual budget until such time that the pent up demand is satisfied;
4. That existing sites which are undersized be grandfathered in their present geographic location until such time as population increases warrant replacement, and that grandfathered branches be maintained with a focus on WCB and health & safety issues subject to funding provided by the additional maintenance levy above, and that priority maintenance be given to the rural branches as identified in the CFMP report;
5. That rural branches be prioritized on a weighted basis (10% population 30% date of most recent move/work, 30% compliance with minimum requirements, 30% physical condition) as outlined in this report;
6. That one or more as necessary rural and one urban branch per year be considered by the Board for expansion or replacement when requested by the local jurisdiction;
7. That local jurisdictions develop a joint VIRL/jurisdictional building committee for design of new or expanded space;
8. That urban branches be prioritized based on percentage of population served, and that the priority list, together with service model guidelines, be shared with the jurisdictions;
9. That new/expansion proposals be dealt with on a case by case basis and be initiated at the political level by the participating jurisdiction. Subject to VIRL board approval, and with VIRL staff involvement, jurisdictions may proceed with development and approval of plans;
10. That Wellington/North Nanaimo be considered as a unit in order to address the most chronically underserved population of the system;
11. That the Nanaimo North area be considered for a branch at Central Services, and that the Regional District of Nanaimo and City of Nanaimo be requested to source funding.

Recommendations as adopted at June 19, 2010 Vancouver Island Regional Library Board of Trustees meeting

Facility Decision Process



Audit Service Plan

Recommendation

The Executive Committee recommends:

That the *Audit Service Plan* be received by the Board of Trustees.

Executive Committee Feb. 24, 2023 Meeting

Motion: Moved by Jonathan Lerner / seconded by Richard Novek that staff prepare a recommendation for an RFP for auditors with a pricing program for 5 years at the May 5 Executive Committee meeting. Carried.

Background

Each year management prepare Consolidated Financial Statements which, under 26 (2) of the *Library Act* must be audited. Preparation of the Financial Statements is management's responsibility and includes the exercise of significant accounting judgments and estimates in accordance with Canadian Public Sector Accounting Standards. Financial Statements must represent fairly in all material respects the financial position of the Vancouver Island Regional Library (VIRL). In doing so management selects the appropriate accounting principles and methods, and makes decisions affecting the measurement of transactions in which objective judgment is required.

Auditors are engaged by and on behalf of the Board of Trustees to review management's work in this regard and to provide an opinion on the Consolidated Financial Statements based on their findings. The audit is conducted in accordance with Canadian generally accepted auditing standards to obtain reasonable assurance about whether the Consolidated Financial Statements are free from material misstatement. The Auditors report to the Board, not management, to provide the Board and specifically the Executive Committee with assurance that management is preparing statements in a fair manner.

The Audit Service Plan has been prepared by the engaged firm of MNP LLP and is attached hereto for review and receipt by the Board of Trustees. Cory Vanderhorst, the MNP partner in charge of the audit for VIRL will make himself available to answer questions on the process if required.

The unaudited financial statements were received by the Executive Committee at the February 24 meeting.

Changes to Current Accounting Standards

There are several new or amended accounting standards for the 2022 year-end, including:

- PS 3280 Asset Retirement Obligations (New)
- PS 3400 Revenue (New)
- PS 1201 Financial Statement Presentation (Amendments)
- PS 3450 Financial Instruments (Amendment)

Based on discussions to date with the auditors, these standards will have no effect on VIRL's financial statements other than some potential changes to disclosures. None of the standards above will impact how transactions or other items are measured or accounted for.

There is one amendment to assurance standards for the 2022 year-end:

- CAS 315 Identifying and Assessing the Risks of Material Misstatement (Amendment)

Key changes include:

- Re-analyse financial statement risks by component parts: complexity, subjectivity, etc.
- In depth understanding of the Library's use of information technology (IT)
- Additional requirements around management's control environment

Based on discussions with the auditors and the results of the planning work completed to date, there is additional staff time required for both VIRL and the auditors to address the changes. The amended CAS 315 results in additional planning work as part of all financial audits. The additional auditor time required for the 2022 audit leads to an increase in the audit fee of $1,500. Because this is the first year where the audit is impacted by this change in standards, the 2023 audit would not likely see a similar increase in fee.

Materiality

The Auditors propose to use a materiality level of $1,000,000 for audit planning purposes. The scope of audit work is tailored to reflect the relative size of operations of VIRL and the Auditors' assessment of the potential for material misstatements in VIRL's consolidated financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures). Materiality is also used to assess the significance of misstatements or omissions that may be identified during the audit and to determine the level of audit testing carried out. In determining the scope for the audit, the following factors are considered by the Auditors:

- The size, complexity and growth of VIRL,
- Changes within the organization, management or accounting systems, and
- Concerns expressed by management.

Materiality for the previous year was $1,000,000.

Relationship to the Strategic Plan

Stewardship & Accountability: VIRL is entrusted with public resources, and we optimize these resources through responsible and effective management and fiscal integrity.

January 2023 Finance Report

Recommendation

The Divisional Manager, Finance, and the Executive Director recommend:

That the *January 2023 Finance Report* be received by the Board of Trustees.

Background

Results to January 2023 are presented for information. These reports do not follow the same format as annual audited statements as the focus is more on day to day operations. Note that, starting in May, the presentation of financial statements will be adjusted per discussion at Executive Committee.

VIRL's revenues are predictable and therefore accurately represented. The January financial results reflect that operational revenues are in line with expectations and expenditures are reasonable based on activities to date.

VIRL's operating deficit to the end of January is $146,889. This is primarily due to:

- Timing differences between appropriations to reserves, and incurring project spending and the associated revenue being recognized. At the end of January, project spending totalled $401,985 with transfers from reserves of $400,718.
- The most significant non-levy revenue (funds from government) is below budget. In 2022, payment was not received until July, but is expected in late March 2023, and is expected to exceed forecast given a one-time Provincial funding announcement.
- Inflation and other market conditions has resulted in some expenses being higher than expected.

Statement 1 – Balance Sheet

The balance sheet shows cash and investments were approximately $0.4 million at the end of January. Refundable deposits relate primarily to deposits paid to local governments as part of construction projects, as well as security deposits included in rental agreements. Accounts Receivable, Other relates primarily to refundable GST and other non-levy receivables. VIRL continues to maintain a small inventory of promotional sale items, and prepaid expenses represent the portion of contracts and other items that have been paid but relate to services in future months and years.

Q4 and Q1 expenditures are the largest, annually, which means each year, cash flow must be managed carefully between Q4 and Q1. VIRL's cash position is forecasted to see continuing pressures, as the impacts of high inflation and other factors are impacting results.

The accounts payable balance at the end of January represents our current commitments at this date. Wages and deductions payable relate to accrued salaries and benefits. MFA Long Term Debt relates to borrowings incurred for capital projects at the Nanaimo North, Nanaimo Harbourfront, Lake Cowichan, Chemainus, Haida Gwaii, and Sooke branches.

The surplus/equity section reflects capital accounts in order to present amortization as required by Public Sector Accounting Standards. Currently, approximately $27.3M of our $66.4M in assets have been amortized. The cost to replace those assets would be significantly above the original cost due to inflation. Long term plans need to provide funding for these replacements. We are now in year thirteen of a fifteen-year funding requirement. Regular replacement of our base materials puts VIRL in a good position for the future.

Statements 2, 3, 4 – Revenue and Expenditures

Target expenditures to end of January is 8%. Significant items affecting the operating deficit at the end of January include:

- Levies to members are recognized monthly and represent 8% of the annual budget.
- Provincial operating grants for the year have not yet been received.
- Operating expenditures are on budget at 8% of total budget for the year. Total expenditures are slightly above budget at 9%.
- Wages, Postage, Utilities, Computer Costs, Training, Consulting, Insurance Costs, and Promotion are all on or below budget.
- Office, Building Maintenance, Travel, Branch Materials, Branch Costs, Library Materials, and Bank Charges are above budget, consistent with the market increases occurring in these areas.
- Appropriations are on budget at 8%.

Conclusion

VIRL's finances show revenues are in line with expectations for this point in the year, and expenses reflect the general operating conditions of the current economic climate.

Statement 1

CONSOLIDATED BALANCE SHEET (Unaudited)
January 31, 2023

ASSETS		
Cash and Investments		413,636
Refundable Deposits		37,501
Accounts Receivable Assessments		1,911,355
Accounts Receivable, Other		102,751
Inventory, Book Bags, Whale toys		5,207
Prepaid Expenses		868,208
Current Assets		**3,338,657**
Buildings	24,534,253	
Accumulated Amortization - Buildings	(5,230,268)	19,303,984
Furniture and Equipment	6,006,732	
Accumulated Amortization - Furniture and Equipment	(4,806,027)	1,200,705
Computer Equipment	5,048,204	
Accumulated Amortization - Computer Equipment	(4,833,846)	214,358
Vehicles	533,746	
Accumulated Amortization - Vehicles	(379,301)	154,445
Books	16,358,307	
Accumulated Amortization - Books	(9,137,997)	7,220,310
Leasehold Improvements	4,096,872	
Accumulated Amortization - Leasehold Improvements	(2,894,026)	1,202,846
Work in Progress		8,198,637
Land		1,575,831
Fixed Assets		**39,071,118**
Total Assets		**42,409,775**
LIABILITIES		
Accounts Payable		2,212,577
Reserves		7,611,172
Wages & Deductions Payable		1,855,104
Deferred Revenue		19,928
Friends Groups Fundraising		16,297
Deferred Revenue Fundraising		715,498
MFA Long Term Debt		22,513,058
Total Liabilities		**34,943,634**
SURPLUS / EQUITY		
Opening Surplus	(31,458,087)	(31,458,087)
Surplus (Deficit) Year to Date	-	(146,889)
Current Year excluding Amortization	(146,889)	
Total Surplus to Date		**(31,604,977)**
Equity in Assets		39,071,118
Total Surplus - Equity in Assets		**7,466,141**
TOTAL Liabilities Surplus Equity		**42,409,775**

Statement 2

STATEMENT OF REVENUE AND EXPENDITURE (Unaudited)

For The 1 Month Ending January 31, 2023

	ANNUAL BUDGET	ACTUAL YTD	YTD = 8%	Variance
	$	$		$
REVENUE				
Levies to Members	27,501,776	2,291,815	8%	(25,209,961)
Prov Rev Share and Per Capita	1,308,218	-	0%	(1,308,218)
General Revenue	50,000	13,101	26%	(36,899)
Library Generated Revenue	190,000	11,706	6%	(178,294)
	29,049,994	**2,316,622**	**8%**	**(26,733,372)**
Draws on Reserves	4,090,511	400,718	10%	(3,689,793)
Borrowed Funds	-	-	0%	-
	33,140,505	**2,717,340**	**8%**	**(30,423,166)**
EXPENDITURES				
Operating Expenditures	29,053,751	2,462,244	8%	26,591,507
Projects and Reserve Spending	4,086,754	401,985	10%	3,684,769
	33,140,505	**2,864,229**	**9%**	**30,276,276**
NET POSITION	**(0)**	**(146,889)**		**(146,889)**

Statement 3

EXPENDITURES BY NATURE OF EXPENSE (Unaudited)

For The 1 Month Ending January 31, 2023

	ANNUAL BUDGET	ACTUAL YTD	YTD = 8%	VARIANCE
Wages & Benefits	15,909,717	1,311,873	8%	14,597,843
Office, Photocopier & Supplies	169,893	22,845	13%	147,048
Postage, Mail & Courier	152,000	4,290	3%	147,710
Utilities and Telecommunications	123,250	10,211	8%	113,039
Computer Costs	1,101,150	75,267	7%	1,025,883
Building and Equipment Maint.	179,160	32,745	18%	146,415
Travel and Vehicle Operation	224,969	20,047	9%	204,922
Training and Workshops	141,550	4,050	3%	137,500
Consulting and Professional Fees	212,894	14,276	7%	198,619
Insurance	175,000	63	0%	174,937
Promotion and Advertising	149,251	2,941	2%	146,309
Branch Discretionary Material	31,250	3,858	12%	27,392
Appropriations	4,076,744	339,729	8%	3,737,015
Branch Costs	3,070,749	283,747	9%	2,787,002
Library Materials	3,242,555	326,311	10%	2,916,244
Bank and Service Charges	93,620	8,454	9%	85,166
Fundraising	-	1,246	0%	-1,246
Grants	-	294	0%	-294
	29,053,751	**2,462,244**	**8%**	**26,591,507**
Projects and Reserve Spending	4,086,754	401,985	10%	3,684,769
Total Expenditures	**33,140,505**	**2,864,229**	**9%**	**30,276,276**

Statement 4

EXPENDITURES BY DEPARTMENT (Unaudited)

For The 1 Month Ending January 31, 2023

	ANNUAL BUDGET	ACTUAL YTD	YTD = 8%	VARIANCE
Executive Director's Office	519,161	52,116	10%	467,045
Board Expenses	45,000	8,903	20%	36,097
Systems & Networks	1,949,203	102,869	5%	1,846,333
Communication Stategic Initiative	796,492	51,801	7%	744,691
Technical Services	776,590	52,856	7%	723,734
Finance Accounting	1,006,006	51,782	5%	954,224
Purchasing	279,474	34,288	12%	245,186
Branch Costs	4,992,777	508,267	10%	4,484,510
Shipping & Receiving	406,395	27,604	7%	378,790
Employee Benefits	4,025,492	292,244	7%	3,733,247
Human Resources	578,576	23,561	4%	555,015
Materials	3,244,380	326,293	10%	2,918,087
Library Branch Services	6,357,463	588,392	9%	5,769,070
Appropriations	4,076,744	339,729	8%	3,737,015
Fundraising	0	1,246	0%	-1,246
Grants	0	294	0%	-294
OPERATING BUDGET	**29,053,751**	**2,462,244**	9%	**26,591,507**
Projects and Reserve Spending	4,086,754	401,985	10%	3,684,769
Total Expenditures	**33,140,505**	**2,864,229**	**9%**	**30,276,276**

January 2023 Reserves Report

Recommendation

The Divisional Manager, Finance, and the Executive Director recommend:

That the *January 2023 Reserves Report* be received by the Board of Trustees.

Background

The Board is provided with updated Reserves information each meeting. The report shows all activity in the reserves for the year to the date of preparation. Interest earned is credited to each reserve as it is received. Appropriations to reserves are recognized on a monthly basis. Transfers from reserves are recorded when projects are substantially complete. Note that, starting in May, the presentation of financial statements will be adjusted per discussion at Executive Committee.

Economic Impact

The economic impact of this is in the ability of VIRL to meet its long term planning objectives.

Communication Plan

None required.

Related to the Strategic Plan

This report relates to our strategic priority on communication with stakeholders in general, and to the other priorities where financing to accomplish plans will affect our ability to deliver quality services, facilities and operations.

Reserve Balances as at January 31, 2023

Outfitting New/Expanded Facilities		
	2023 Budget	**Actual To January 31**
Previous Year Balance		**2,286,395**
Contributions into reserve	2,447,128	203,927
Interest earned		-
Drawdown for expenditures	(3,340,511)	(173,724)
January Balance		**2,316,599**

This reserve funds Consolidated Facilities Master Plan projects and repayment of MFA borrowings.

Long Term Maintenance		
	2023 Budget	**Actual To January 31**
Previous Year Balance		**3,216,622**
Contributions into reserve	1,124,616	93,718
Interest earned		-
Drawdown for expenditures	(150,000)	(10,164)
January Balance		**3,300,176**

This reserve is funded by the CFMP levies for facilities maintenance and smaller branch renovations.

Furnishings and Equipment		
	2023 Budget	**Actual To January 31**
Previous Year Balance		**406,933**
Contributions into reserve	150,000	12,500
Interest earned		-
Drawdown for expenditures	(200,000)	(12,504)
January Balance		**406,929**

This reserve funds replacement of furnishings and equipment.

Vehicle Replacement		
	2023 Budget	**Actual To January 31**
Previous Year Balance		**72,973**
Contributions into reserve	30,000	2,500
Interest earned		-
Drawdown for expenditures		(75,139)
January Balance		**333**

This reserve funds VIRL vehicle replacement at 10 years or 300,000 km, whichever occurs first.

Systems and Network Replacement		
	2023 Budget	**Actual To January 31**
Previous Year Balance		**1,203,714**
Contributions into reserve	250,000	20,833
Interest earned		-
Drawdown for expenditures	(400,000)	(129,067)
January Balance		**1,095,480**

This reserve funds replacing network infrastructure, computers, circulation, and electronic equipment.

Integrated Library System Replacement		
	2023 Budget	**Actual To January 31**
Previous Year Balance		**100,003**
Contributions into reserve	50,000	4,167
Interest earned		-
Drawdown for expenditures		-
January Balance		**104,170**

This reserve funds Integrated Library System replacement, that operates from the Library Lending System.

Human Resources		
	2023 Budget	**Actual To January 31**
Previous Year Balance		**36,171**
Interest earned		-
Drawdown for expenditures		-
January Balance		**36,171**

This reserve funds settlement of Human Resource issues.

Compensated Absences		
	2023 Budget	**Actual To January 31**
Previous Year Balance		**144,896**
Interest earned		-
Drawdown for expenditures		(119)
January Balance		**144,778**

This reserve, under public section accounting standards, only covers costs in the event of a widespread or catastrophic illness affecting VIRL staff, where a significant amount of accrued sick leave is used in a short amount of time. It does not cover normal use of accrued sick leave.

Salaries		
	2023 Budget	**Actual To January 31**
Previous Year Balance		**204,452**
Interest earned		-
Drawdown for expenditures		-
January Balance		**204,452**

This reserve funds future years' salary costs, including additional staff for expanding branch sizes.

Strategic Planning		
	2023 Budget	**Actual To January 31**
Previous Year Balance	**0**	**0**
Contributions into reserve	25,000	2,083
Interest earned		-
Drawdown for expenditures		-
January Balance		**2,083**

This reserve is intended to fund strategic planning costs.

TOTAL - Reserves as at January 31, 2023: **$7,611,172**

Briefing Notes for Information

Briefing Note for Information

Topic: 2022 Provincial Library Grants Report

Background

The Provincial Library Grants Report (PLGR) is a report provided to the Ministry of Municipal Affairs annually to showcase work supported by provincial funding. It presents the value, impact, and outcomes of grant-funded library projects, and how they align with the current Provincial Strategic Plan and our library priorities.

A template was provided by the Ministry for the 2022 submission.

Economic Impact

No impact.

Communication Plan

The Libraries Branch publishes all PLGR reports to the Ministry website.

2022 PROVINCIAL PUBLIC LIBRARY GRANT REPORT (PLGR)

LIBRARY NAME

Vancouver Island Regional Library

CHECKLIST

For the PLGR to be considered complete, please ensure you have provided information for each of the following sections. Suggested word counts have been included for each question, but feel free to include more or less text as needed – text boxes will expand as you type. Click on a title in the list below to jump to that section of the document.

- ☐ 1. INTRODUCTION - LIBRARY AND COMMUNITY PROFILE
- ☐ 2. MAJOR PROJECTS/PROGRAMS
- ☐ 3. CHALLENGES
- ☐ 4. COVID-19 RELIEF & RECOVERY – 2022 PROGRESS REPORT
- ☐ 5. BOARD APPROVAL

INTRODUCTION - LIBRARY AND COMMUNITY PROFILE

Provide a brief description of the community and library, focusing on what has changed in the past year. If provincial funding is primarily used to support your library's core operations, please include a general describe where it is applied (staffing, utilities, collections, etc.).

With great respect, Vancouver Island Regional Library (VIRL) acknowledges that the Coast Salish, Haida, Heiltsuk, Kwakwaka'wakw, Nuu Chah Nulth, and Nuxalk people have been the stewards of the lands within our service area since time immemorial. We are privileged and grateful to work within these territories, and in relationship with Inuit, Métis, and all other First Nations in the region. We are honoured by the teachings of knowledge keepers, who reinforce for us that Land is the first teacher and that we must proceed on our journey with Quum quum uy'kskuluwun (good heart, good mind).

VIRL is a Regional Library District — a public library serving some of the fastest growing urban areas and some of the most rural and remote communities in Canada. We provide library services to 38 member jurisdictions, across more than 42,000 km2 of islands, inlets, forests, and coastal areas, through 39 branch libraries, our eLibrary, and a Books-by-Mail service. Our 39 locations are important gathering places in our communities. VIRL provides library services on the territories of over 55 Indigenous Nations.

Our Collective Services — our physical collections and digital content, events, classes, workshops, spaces, and specialized services — are used by a third of the region's population. These services contribute significantly to livability, and we draw on economies of scale and administrative efficiency to maximize their value.

Our communities are in transition. Reconciliation is one of the region's greatest opportunities. Economic diversification, climate change, toxic drug and opioid crises, housing, and affordability challenges are among the greatest challenges, along with low literacy levels — 45% of British Columbians aged 16 – 65 have difficulty in accomplishing some daily living tasks due in part to limited literacy skills.

Within these contexts, VIRL continues to strive to provide information, vital resources for residents, families and newcomers, and safe ways to stay connected both in-person and virtually. While navigating these challenging conditions, VIRL has continued to find success: we opened our state-of-the-art new library in Sooke, hosted a hip hop workshop tailored to Indigenous youth with Snotty Nose Rez Kids, agreed to a new contract with our BCGEU librarians, partnered with Nanaimo Ladysmith Public Schools and UBC Press on an Indigenous speaker series called Learning with Syeyutsus, developed another wildly successful Summer Reading Club, and so much more.

The Provincial Public Libraries Grant continues to facilitate our ability to develop and roll out a wide variety of services across our region.

2. FEATURED PROJECTS/PROGRAMS

Please describe any featured projects/programs the library has delivered in the past year. To report on multiple projects/programs, "copy" the blank table below and insert additional tables as needed using the "paste" function. Use one table per project/program. You do not need to report on every project/program, only highlights/notable examples.

Project/Program Name
Public Computing & Infrastructure Improvements
Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.
In 2022, VIRL undertook work to improve and update our public computing services. Phase 1 saw 51 chromeboxes acquired and installed in branches as an interim offering, and during phase 2, staff have identified permanent public computing solution and are working to procure 206 new computers. Each branch will receive upgraded and standardized hardware and software. In addition to these efforts, in March our team completed a major network remediation project, and have continued to invest in the health of our network through regular upgrades.
How does this project/program support the library's strategic goals?
Public computing is one of our core services, enabling in-library access to our extensive collection of digital content, and providing internet access and computing tools to community members who do not have their own devices or home connectivity. Universal access is a key component of the library's mission.
How does this project/program support the B.C.'s strategic goal(s) for public library service from the strategic plan, which include: 1. Improving Access 2. Building Capacity 3. Advancing Citizen Engagement 4. Enhancing Governance
Upgrades to VIRL's public computing tie directly to goal 1 Improving Access.
What are the key outcomes of this project/program?
Our network is more stable as a result of the recent hardware upgrades and updates to our firewall rules, resulting in a more secure environment for both staff and the public, as well as better in-branch connectivity. New public computers will provide a better experience to the public, with modernized hardware and standard software offerings, while providing staff with better administrative controls to handle updates and troubleshooting.
Did provincial grants enable this project/program? If so, how?
Yes – the COVID-19 Relief & Recovery Grant supported our work on public computing.

Project/Program Name
Permanent elimination of late fees
Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.
At the September 2022 Board of Trustees meeting, Trustees approved a budget which included the permanent removal of late fines. This decision followed the elimination of children's late fees in 2019, and a 3-year suspension of all late fines during COVID. The Board removed teen late fees in January 2022, and have confirmed the elimination of adult fees in 2023. All updates required to support this decision were in place by the end of 2022.
How does this project/program support the library's strategic goals?
This ties directly to our mission to provide universal access to knowledge, lifelong learning and literacy. While late fines may be a minor inconvenience, for others they represented a real barrier. Often, these are people who need the library the most, many times because they are experiencing poverty, lack of stable housing, or rising household costs. An unpaid fine meant that they could no longer borrow materials, which limits access to information, the opportunity to build literacy skills, and prevented people from using this publicly funded service.
How does this project/program support the B.C.'s strategic goal(s) for public library service from the strategic plan, which include: 1. Improving Access 2. Building Capacity 3. Advancing Citizen Engagement 4. Enhancing Governance
This decision by the Board of Trustees support's BC's strategic goal of Improving Access for British Columbians.
What are the key outcomes of this project/program?
This decision followed a 3-year suspension of all late fines during COVID, a period in which we've had the opportunity to observe that our borrowers are very responsible. In fact, only 2% of items are charged back to our members, and that number also includes items which are damaged – so the actual number of items which are borrowed but never returned is even smaller.
Did provincial grants enable this project/program? If so, how?
Our annual operating grant helps offset the lost revenue from late fines.

Project/Program Name
Summer Reading Club
Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.

Each year, Vancouver Island Regional Library takes part in Summer Reading Club (SRC), a province-wide initiative sponsored by the British Columbia Library Association (BCLA) and local public libraries. The program encourages children to connect with the library to help build and maintain their reading skills during the summer months.

At Vancouver Island Regional Library, SRC is a system-wide program, and all children ages 0 – 12 years are encouraged to join in.

The theme this year is "Time Travel". The goal is to keep kids reading, engaging with the library and having fun all summer so that they maintain or improve their literacy skills. SRC programming took place across the system with a combination of both virtual and in-branch programs. Programs included a kick off event with First Nation Storyteller Kung Jaadee, drawing workshops with SRC artists, Elaine Chen, Drag Extravaganza and magic shows featuring Leif David. VIRL also created SRC Take and Make kits and scavenger hunts to encourage children to explore their communities and local library.

In 2023, SRC participants were encouraged to register online for the VIRL SRC Challenge using the BCLA registration. Customers registered themselves online using an email address or staff helped them with registration in-branch. Those who do not wish to engage with the online registration system registered onsite. VIRL distributed 5281 registration packages and 1037 medals were awarded.

How does this project/program support the library's strategic goals?

These initiatives succeeded in fulfilling VIRL mission "to enrich lives and communities through universal access to knowledge, lifelong learning and literacy place to connect, discover and imagine'' by providing library programming in support of the strategic goals of Community. Collect. Connect. Collaborate. Create in the communities we serve.

How does this project/program support the B.C.'s strategic goal(s) for public library service from the strategic plan, which include:

1. Improving Access
2. Building Capacity
3. Advancing Citizen Engagement
4. Enhancing Governance

VIRL Summer Reading Club supports B.C.'s strategic goal of Improving Access and Building Capacity by engaging school-aged children, ages 5-14, with their local library and reading throughout the summer. VIRL served to connect children and caregivers with a variety of engaging programming, and library resources that supports literacy and literate citizenship. VIRL also offered accessible hybrid registration model that offered registration onsite, as well as online registration that provided 24-7 access to SRC program.

What are the key outcomes of this project/program?
Outcomes were to engage children in fun, free summer programming that supports literacy and literate citizenship, and connect children with their local library and with a range of library resources best suited to their needs and interests.
Did provincial grants enable this project/program? If so, how?
The BC Summer Reading Club is funded by the Province of British Columbia, and VIRL's operating budget supports associated local programming.

Project/Program Name
Staff Summit
Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.
Our Staff Summit was an opportunity for VIRL librarians to come together with leadership and GLAM sector partners for two days of in-person workshops, presentations, and opportunities to reconnect with colleagues, many of whom had not been in the same space since the onset of the pandemic. Attendees participated in a Strategic Planning workshop and heard presentations on Trauma Informed Practices and from the Office of the BC Human Rights Commission. 50 attendees from across our service area and the GLAM sector participated in workshops, watched presentations, and build connections. We were able to use some of the COVID Relief funding to hold a *Trauma Informed Practices* (TIP) and *Best Practices in Violence Prevention and De-escalation in Community Spaces* workshop.
How does this project/program support the library's strategic goals?
This project relates to our values of Leadership & Innovation. Our branches are at the frontline of complex and corresponding challenges, including the opioid and toxic drug crisis, homelessness, mental health, and more. The Trauma Informed Practices workshop is part of our commitment to ensuring our staff have the tools, confidence, and resilience to effectively and safely support members of the public who are coming from places of trauma.
How does this project/program support the B.C.'s strategic goal(s) for public library service from the strategic plan, which include: 1. Improving Access 2. Building Capacity 3. Advancing Citizen Engagement 4. Enhancing Governance
VIRL's staff summit helps build capacity internally, regionally, and with our valued partners.

What are the key outcomes of this project/program?
Participants came away with a better understanding of what Trauma Informed Practices are and how they relate to their interactions with members of the public. The understanding that every choice we make, every interaction we have, every policy we create all have the potential to be retraumatizing or healing for our patrons and each other. Reframing thinking from thinking "What's wrong with you?" when we encounter a "difficult" patron or even, a difficult co-worker, to "What do you need?" or "what happened?"
Did provincial grants enable this project/program? If so, how?
Yes – the COVID-19 Relief & Recovery Grant supported this training.

Project/Program Name
Reconciliation
Provide a brief description. Please include details such as any partnerships or resources leveraged to accomplish this project/program.
In our continuing efforts at reconciliation, and within the context of DRIPA, VIRL undertook two initiatives this year. First, we engaged Toro Marketing, an Indigenous-led consultancy, to help us develop a path forward. VIRL operates within the territories of 55 First Nations, and we know that our work must be grounded in relationships and connectedness. Through Toro we have established an approach that links key staff to family groups to begin building and repairing relationships on a community level. Second, we were honoured to be invited as a partner in Syeyutsus - an established collaboration between Nanaimo Ladysmith School District and UBC Press in support of Truth & Reconciliation Call to Action #57, which calls on public institutions to provide education to public servants on the history of Indigenous peoples, including the history and legacy of residential schools the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This bi-weekly Indigenous learning speaker series features Canadian authors and thought leaders, and runs from January through June, and. VIRL is supporting the work by providing print and digital copies of all the works, hosting live viewing parties in our branches, and promoting the series to our members through our newsletters and social media accounts. More information on the series can be found here: https://trc57speakerseries.ca/
How does this project/program support the library's strategic goals?
This work aligns with our value of Collaboration & Partnership - We foster collaboration and partnerships in our communities to promote lifelong learning and universal access.

How does this project/program support the B.C.'s strategic goal(s) for public library service from the strategic plan, which include: 1. Improving Access 2. Building Capacity 3. Advancing Citizen Engagement 4. Enhancing Governance
This partnership aligns with goal 3 – Advancing Citizen Engagement - by engaging public sector employees and the public to build their knowledge of Indigenous history, the impacts of colonization, and Indigenous rights and law.
What are the key outcomes of this project/program?
VIRL's audience has a broader understanding of Indigenous rights, the legacy of colonization and residential schools, and greater awareness of Indigenous authors, scholars and thought leaders. 7 weeks into the series, the books have been borrowed more 268 times, and an additional 40 holds have been placed on these titles.
Did provincial grants enable this project/program? If so, how?
Core operating grants support services to Indigenous communities.

3. CHALLENGES

The following topics have been identified as recurring themes in previous years' PLGRs. The intent of this section is to collect detailed information in a structured, consistent format.

Please select the most significant challenges that the library has faced in the past year that you wish to comment on. Leave any other listed topics blank. Use the 'Other' row to include any ongoing or past challenges that not included in this list. If you have more than one 'Other' item to add, please insert additional rows into the table.

Challenge	Briefly describe how this challenge has impacted the library/community, and what steps the library took to address it in 2022. Please specify if any provincial funding was used, e.g., annual library funding, the technology grant, other non-PLB provincial grants (up to 250 words per topic).
COVID-19 (e.g., safety protocols, proof of vaccination)	VIRL has continued to maintain and reinforce its COVID-19 Safety Plans and associated Biohazard Exposure Control Plan (ECP). During this time VIRL opened a newly constructed branch which required additional resources to install workplace barriers, develop cleaning protocols and train brand new staff in existing health & safety processes. Within community, libraries were witnessing increased patron frustration from continued public health restrictions and limited access to community services. Security occurrence reports increased in frequency, however, severity remained low. VIRL developed a Communicable Disease Prevention Plan (CDPP), communication and training plans were in place and implemented April 8, 2022 when public health restrictions were eventually lifted. After restrictions were lifted VIRL expanded its community efforts and engaged the Red Cross to provide communities with free KN95 masks and COVID test kits. Workplace barriers were also reduced, and mask usage became voluntary.
Emergency response (e.g., fires, floods, extreme weather)	VIRL entered into agreements with the Sooke and Sidney local governments to be official cooling centres during extreme heat incidents. Through active social media campaigns, VIRL promoted branches as sanctuaries from the extreme temperatures of summer heat and winter cold. During periods of cold weather and heavy snowfall in our service area, and when we were able to safely open, VIRL branches were a refuge from the elements for community members.
Financial pressure (e.g., rising costs, reduced revenues)	VIRL was challenged by rising costs of inflation in 2022, with unprecedented increases in operating expense especially in the areas of delivery costs, physical and electronic security, and repairs & maintenance. VIRL's approved increase in levy funding was 3.84% including operating and capital, which was not sufficient to address these increases where inflation was in the 6-8% range. VIRL also stopped collecting fines for late fees on all borrowed materials, an initiate that was supported by the VIRL Board who approved additional funding to offset the reduced revenue. Additional revenue

	sources that usually account for approximately 2% of VIRL's revenue were also lower than anticipated, due to the unpredictability of customer behaviour which impacted revenues for room rental, photocopying, book sales, and other ancillary revenues. To manage these rising costs, VIRL worked with vendors where possible to manage costs through negotiated increases, and some initiatives were reduced in scope or delayed. VIRL continues to receive 92% of its funding through member levies, so the primary area to address the rising costs was through member levy funding. The annual Ministry operating grant was used to offset some of these increased costs.
Staffing (e.g., recruitment and retention, mental health, and wellness)	Like other public institutions, VIRL has faced challenges hiring and retaining staff over the past year. These challenges have been particularly acute in our Information Technology, Human Resources and casual employee pools. VIRL is taking steps to support the well-being of our staff through enhanced health and safety training, which has been supported through the Emergency Planning & Preparedness Grant.
Connectivity (e.g., low bandwidth, lack of home internet in the community)	Within VIRL's service area, 50% of rural, remote and First Nations experience internet speeds below the minimum standard set by the Canadian Radio-Television and Telecommunications Commission (CRTC). With the Connected Coast fibre initiative underway, we anticipate large-scale improvements in connectivity over the coming years, which will provide new opportunities for our services, especially for our more remote residents who do not have easy access to a physical branch. VIRL is supporting the Connected Coast initiative by offering our branches as potential access points on the network and we anticipate providing increased digital skills training in newly connected communities as the project moves forward.
Aging/damaged facilities (e.g., need for repairs, renovations, upgrades/expansions)	VIRL has made significant inroads over the past 10 years in addressing aging and or damaged facilities. However, many current branches within our system are in need of upgrades. The Masset branch, for example, located on Haida Gwaii, has recently had to close several times due to a leaking roof. Work is underway, in consultation with the Village of Masset, the Old Masset Council and other stakeholders, to replace the current facility with a new facility. VIRL is applying for granting programs aligned with this project as a next step.

Community access to the library (e.g., geographic isolation, lack of local public transit, building accessibility)	Our service area comprises more than 42,000 square kilometres of coastline, inlets and forest. 80% of our communities are considered rural or remote. While VIRL does offer branch level services in many of these communities and books-by-mail and eLibrary services for people without a physical branch, we know we can do more to better support those living in areas without access to library services. From partnerships to promotion, deepening our relationships with Indigenous communities to assessing how and what services we provide, we are committed to improving access for people living in rural and remote communities.
Vulnerable communities (e.g., people experiencing homelessness, addiction, mental health crisis)	The toxic drug and opioid crises, housing, and affordability challenges are among the greatest challenges we face, along with low literacy levels — 45% of British Columbians aged 16 – 65 have difficulty in accomplishing some daily living tasks due in part to limited literacy skills. As previously mentioned, VIRL is committed to providing our staff with the tools and resources, many of which are being funded through one-the provincial government grants, to assist and work with people experiencing these and other challenges. As expanded below in Section 4, we are leveraging the COVID-19 Relief and Recovery Grant to build internal capacity through train-the-trainer workshops, Crisis Trauma Research Institute (CTRI) Online Violence De-escalation Webinars, Mental Health and Wellness Workshops, and a Public Computer refresh — the latter will help some of our most vulnerable patrons access important health resources, maintain connections, find entertainment, and more.
Other (please specify)	

4. COVID-19 RELIEF & RECOVERY GRANT – 2022 PROGRESS REPORT

Summary and Overview

Please provide an executive summary (overview summary) on the library's use of the COVID-19 Relief and Recovery Grants. The purpose of this section is not to duplicate the individual projects details, instead provide a short analysis and summary of your overall approach and progress. Please limit to 2 paragraphs and feel free to use bullet points.

Summary and Overview
The combined impacts of COVID-19 and the housing, toxic drug, and opioid crises have exacerbated front line service provision challenges across our service area. In the face of these complex challenges, VIRL sought opportunities to expend our grant in the following ways: • Supporting staff with a blend of hands-on and virtual high -impact workshops • Meeting growing public need for computing resources and replacing aging machines • Improving our organizational safety management environment and our compliance with the changing regulatory environment As you will see below, VIRL has put the funding to good use in supporting these priorities.

	Grant budget	**Reallocated budget**
COVID-19 Relief & Recovery Grant Amount	$135,146.84	
Emergency Planning & Preparedness Grant Amount	$45,048.95	
Total Grant Amount	$180,195.79	

Project Progress Report

Please use this section for:

1. Report progress on projects included interim report **and/ or**
2. New projects developed since interim report (copy and paste tables as needed)

Project/Program/Activity	Develop Internal Train-The-Trainer Workshops
Rationale	Provide staff the necessary knowledge and skill sets to use a person-centred approach when de-escalating aggressive behavior.
Area of Need	Emergency Planning & Preparedness
Action/Output/Deliverable	To create sustainable and effective peer-to-peer training in non-violent crisis intervention with a trauma informed lens.
Outcome/Impact	Staff are better equipped with the skills and resilience to address issues around aggressive behaviour and violence de-escalation.
Metrics	Two staff have become VIRL internal CPI certified instructors and 30 staff have been registered for Verbal De-escalation certification in Q1. Courses are being scheduled throughout 2023, prioritizing high-risk branches for initial implementation.
Collaborative Links (if applicable)	Future course delivery can be customized to accommodate partnerships.
Expenditure	$20,000
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Select staff were certified to instruct the Crisis Prevention Institute (CPI)'s Non-violent Crisis Intervention certification course with additional credentials in Trauma Informed Practice (TIP). Broader staff training commenced February 2023 and will continue year-over-year.
Comments (optional)	With the initial training complete, this initiative is sustainable and will be delivered for initial staff certification and on-going skillset development. Instructors will require re-certification on two-year cycles.

Project/Program/Activity	Crisis Trauma Research Institute (CTRI) Online Violence De-escalation / Justice Institute of BC (JIBC) Trauma Informed Practice (TIP) sessions
Rationale	Provide staff additional knowledge and growth in de-escalating aggressive behaviour.
Area of Need	Emergency Planning & Preparedness
Action/Output/Deliverable	Provide additional training opportunities in violence de-escalation and TIP as requested.
Outcome/Impact	Staff are better equipped with the skills and resilience to address issues around trauma, aggressive behaviour and violence de-escalation.
Metrics	Numbers of staff completing requested training.
Collaborative Links (if applicable)	N/A
Expenditure	$1600
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	Eight staff have requested additional knowledge through online learning with CTRI and the JIBC.
Comments (optional)	N/A

Project/Program/Activity	Mental Health and Wellness Workshops
Rationale	Develop staff resilience and confidence in responding to and recovering from emergencies
Area of Need	COVID-19 Recovery
Action/Output/Deliverable	Staff are trained in how to properly defuse and debrief critical incidents. Additional training in Occupational First Aid level 1 (OFA1) was offered for staff who want to voluntarily administer naloxone during a patron opioid poisoning.
Outcome/Impact	Staff have more confidence and abilities to address compounding challenges of mental health and opioid poisonings.
Metrics	Certified Critical Incident Stress Management (CISM) personnel. Number of attendees at OFA1 courses.
Collaborative Links (if applicable)	St. John Ambulance – naloxone administration, Internal Critical Incident Stress Foundation (ICISF) membership
Expenditure	$11000
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	15 staff registered to complete CISM certification Feb 27, 28 and March 1. 22 staff were trained in OFA1

Comments (optional)	N/A

Project/Program/Activity	Public Computer Refresh
Rationale	New software and hardware will provide immense benefits to the public and staff's ability to support the public's diverse computing needs.
Area of Need	COVID-19 Recovery
Action/Output/Deliverable	Replace all public computers in two phases.
Outcome/Impact	By the end of this project, the public will have access to fully functional public computing solutions affording the same opportunities as people who have ready access through their homes or jobs. As of early 2023, all branches have improved access, which will be increased during phase 2.
Metrics	52 computers have been replaced. An additional 202 are being acquired through public procurement processes.
Collaborative Links (if applicable)	N/A
Expenditure	$131,095.79
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	VIRL purchased a fleet of Chromebox computers as an interim solution. These computers provide access to the library's digital tools, and when replaced in phase 2, will be redeployed as a cost-effective hardware solution to replace aging catalogue terminals. Phase 2, now underway, is to acquire over 200 units of a standardized computing solution which will be deployed to VIRL's 39 branches over the coming months. Detailed requirements have been developed and procurement is underway.
Comments (optional)	N/A

Project/Program/Activity	Incident Command System (ICS) Enhancements
Rationale	Improve internal capacity to respond to all hazard events using consistent practices.
Area of Need	Emergency Planning & Preparedness
Action/Output/Deliverable	An enhanced ICS will lead to improved communications and the effectiveness of organizational emergency response activities
Outcome/Impact	VIRL staff and branches are better prepared to properly issues around emergency and incident preparedness, relief, and real time operations.
Metrics	Inventory of adequate communication tools, incident command materials and emergency first aid supplies as required. Staff attendance at Incident Command System (ICS) and Emergency Operation Centre (EOC) training. Participation in practice and drills. Development of safe operating guidelines (SOGs) and evacuation protocols.
Collaborative Links (if applicable)	N/A
Expenditure	$16500
Detailed status update since the interim report (e.g., complete, in progress, pending, deferred, etc.).	We have procured ICS vests and ICS structure boards for EOC activities, as well as branch two-way radios to assist in emergency communications. Administration staff participated in a combined branch / administration evacuation drill. We procured 3 emergency AEDs to replace discontinued models.
Comments (optional)	N/A

5. BOARD APPROVAL

Electronic signatures are acceptable where physical signatures are not feasible.

Library Director Signature: _____ Date: March 6, 2023

Board Chair Signature: _____ Date: March 6, 2023

VIRL in the Media
Jan. 17 - March 9, 2023

Date	Media Links	Source	Reach	Sentiment
24-Jan-2023	Local filmmaker brings Canada's betrayal of Haiti to light	the Discourse	19,994	Neutral
31-Jan-2023	African Connections wants you to dance and connect with Black culture	the Discourse	19,994	Neutral
31-Jan-2023	Ladysmith's Pamela Anderson reveals traumatic past in new Netflix documentary: 'I don't care what people think'	CHEK-TV	424,266	Positive
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	Sooke News Mirror	12,403	Neutral
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	Victoria News	223,946	Neutral
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	The Westerly News	24,439	Neutral
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	Campbell River Mirror	70,432	Neutral
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	Ladysmith Chronicle	9,236	Neutral
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	Saanich News	51,571	Neutral
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	Oak Bay News	11,864	Neutral
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	Parksville Qualicum Beach News	49,449	Neutral
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	Lake Cowichan Gazette	7,616	Neutral
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	Nanaimo News Bulletin	188,086	Neutral
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	Peninsula News Review	14,302	Neutral
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	Comox Valley Record	67,140	Neutral
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	North Island Gazette	17,781	Neutral
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	Goldstream News Gazette	30,000	Neutral
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	Cowichan Valley Citizen	45,247	Neutral
01-Feb-2023	Nanaimo city councillor becomes chairperson of VIRL board	Alberni Valley News	46,945	Neutral
01-Feb-2023	Ladysmith's Pamela Anderson shares her own story in new Netflix doc	Canada Today	1,216,816	Neutral
01-Feb-2023	NANAIMOCity councillor becomes chairperson of Vancouver Island Regional Library board	Municipal Information Network	4,241	Neutral
04-Feb-2023	Oak Bay library to remain closed up to 12 more weeks for asbestos abatement	CTV News	13,081,670	Neutral
04-Feb-2023	Oak Bay library to remain closed up to 12 more weeks for asbestos abatement	CFAX-AM	11,549	Neutral
05-Feb-2023	Flashback: Groundbreaking for new library, CAO names of hospitals, Forrest taking shots at village operations	Canada Today	1,216,816	Neutral
05-Feb-2023	Flashback: New library breaks ground, hospital CAO names, Forrest takes shots at village operations	Cowichan Valley Citizen	45,247	Neutral
05-Feb-2023	Flashback: New library breaks ground, hospital CAO names, Forrest takes shots at village operations	Lake Cowichan Gazette	7,616	Neutral
05-Feb-2023	GERTIE and Gabriola chamber requests to be incorporated into 2023 budget	Canadian Press	16,327	Neutral
05-Feb-2023	GERTIE and Gabriola chamber requests to be incorporated into 2023 budget	Canadian Press - Broadcast News	283	Neutral
05-Feb-2023	GERTIE and Gabriola chamber requests to be incorporated into 2023 budget	The Penticton Herald	47,961	Neutral
05-Feb-2023	GERTIE and Gabriola chamber requests to be incorporated into 2023 budget	Yahoo! News Canada	1,814,860	Neutral
06-Feb-2023	Draft aquatic strategy available for public review	Comox Valley Record	67,140	Neutral
14-Feb-2023	PHOTOS: Sidney library offering plenty of special collections this month	Peninsula News Review	11,080	Neutral
15-Feb-2023	Getting a better look into the library	Comox Valley Record	64,696	Neutral
15-Feb-2023	There are some large trout to be caught at the end of a bumpy road	Campbell River Mirror	86,088	Neutral
19-Feb-2023	Library plans two free events at Parksville Civic and Technology Centre	Parksville Qualicum Beach News	34,841	Neutral
20-Feb-2023	RDN tax requisition up, but less than proposed after directors make changes	Canadian Press - Broadcast News	22,417	Neutral
20-Feb-2023	RDN tax requisition up, but less than proposed after directors make changes	Canadian Press (Print Edition)	22,417	Neutral
20-Feb-2023	RDN tax requisition up, but less than proposed after directors make changes	Yahoo! News Canada	1,866,913	Neutral
28-Feb-2023	Pamela Anderson in Victoria this March for 'Love, Pamela' book signing	CHEK-TV	545,117	Neutral
08-Mar-2023	Enjoying indoor fishing activity during the cold weather	Campbell River Mirror	64,860	Neutral

KEY
Source: Outlets that have published VIRL's media coverage.
Reach: Number of potential viewers exposed to VIRL stories.
Sentiment: Coverage is sorted by positive/negative tonality for a brand, event or topic.

Summary (Jan. 17 - March 9, 2023)

Total Media Exposure: 68 mentions
Top Sources: Campbell River Mirror, Lake Cowichan Gazette, Cowichan Valley Citizen, Comox Valley Record
Potential Reach: 24+ million
Top Stories: Announcement of the 2023 VIRL Chair and Board of Trustees

Sentiment Score	
Positive	1
Neutral	39
Negative	0
Positive	3%
Neutral	98%
Negative	0%

Correspondence

From: [redacted]
To: Board Communications
Subject: Fine Removal.
Date: January 17, 2023 5:55:22 PM

> Some people who received this message don't often get email from [redacted] Learn why this is important

I'd like to express my disappointment with the boards decision to remove fines. I'm someone who makes a point of returning books on time so all users can have equal access. Fines are there to encourage books to be returned on time so everyone can enjoy them, instead of having books sit in some dusty basement where no one can access them. This is just common sense, recognized practice, and how libraries work world wide. Now books at VIRL can be out of circulation for up to 3 months before action is taken, I feel this incentivizes bad behavior and vilifies personal responsibility. Part of civility is understanding that society grants rights but also expects responsibility of it's citizenry, library fines are lenient, reasonable reminders of ones 'responsibility: Return your books so others can enjoy them too! I find it annoying that you have implemented this ideologically driven decision. If 97% of books are returned on time as mentioned in the press release then clearly this is a "non issue" and looks like an opportunity for the board to implement some 'virtue signaling'. Self congratulations and hearty back slapping is due all around the table; Well done!

Is it correct that 97% of library users must now suffer by having their access limited due to books being out of circulation so that the 3% who might not return books aren't put in a position where they may be exposed to the reality that actions have consequences? Wow, you managed to turn a "non issue" into a real issue and managed a disservice to the majority of your users as well. Good Work! I think the board needs a reminder to focus on running the library and not trying to be a charity. We don't need policy decisions based on "virtue signaling". Maybe some of the board hasn't heard "If it aint broke don't fix it".

Thank you, [redacted] from Mail for Windows

From: Anne O"Shea
To: [redacted]
Cc: Board Communications
Subject: RE: Fine Removal.
Date: January 27, 2023 9:57:48 AM

Dear [redacted]

Thank you for your email, which was referred to me for response. I'm glad to hear that you return your books on time, and appreciate your desire for others to do so too. The recent confirmation that VIRL will not bring back adult fines followed a 3-year suspension of all late fines during COVID, a period in which we've had the opportunity to observe that our borrowers are very responsible. As cited in the press release, only 2% of items are charged back to our members, and that number also includes items which are damaged – so the actual number of items which are borrowed but never returned is even smaller.

While late fines may be a minor inconvenience for many, for others they represent a real barrier. Often, these are people who need the library the most, many times because they are experiencing poverty, lack of stable housing, or rising household costs. An unpaid fine means that they can no longer borrow materials, which limits access to information, the opportunity to build literacy skills, and prevents people from using this publicly funded service. In this context, the VIRL Board of Trustees voted to eliminate children's late fines in 2019, eliminate teen late fees in 2022, and have confirmed the elimination of adult fees in 2023.

I'd like to reassure you that it does not take 3 months for the library to follow up on late items, and that there are still incentives to return items to the library. Borrowers receive reminders before their books are due, and several notices after the due date, at 3 days / 7 days / 21 days and 35 days after the due date. And two weeks before they are charged for the cost of the item, they receive another notice. If the cost of the item is charged to their account, it prevents borrowing until that cost is addressed.

VIRL is not unique in this direction; libraries across Canada and internationally are moving in the direction of being fine free. Here is a summary of libraries in Canada: https://librarianship.ca/features/fine-free-libraries-in-canada/

Sincerely,
Anne

VIRL Logo

Anne O'Shea (she/her)
Deputy Executive Director & COO
Vancouver Island Regional Library
mobile: 778-268-0934
web: virl.bc.ca

WEI WAI KUM FIRST NATION
Campbell River Band

1650 Old Spit Road, Campbell River, BC, Canada V9W-3E8
Tel.: (250) 286-6949
Fax. :(250) 287-8838
TOLL FREE: 1-877-286-6949

January 27, 2023

Vancouver Island Regional Library Board of Directors

We the Wei Wai Kum First Nation are aware of the desperate need for a new Library Facility in Downtown Campbell River. We understand the boards decision to postpone the new Library for Campbell River due to high construction cost and soaring inflation in 2021. We also understand why a Library in the Downtown core is so important, a library is a gateway to knowledge and culture, libraries play a fundamental role in society. The resources they offer create opportunities for learning, support literacy and education and help shape the new ideas and perspectives that are central to a creative and innovative society.

The Wei Wai Kum First Nation has majority ownership of the Discovery Harbour Shopping Centre in downtown Campbell River. The Shopping Centre has land and space available that would be a great fit for a long-term arrangement for a new modern library facility. The Discovery Harbour Shopping Centre is in the “heart” of downtown Campbell River in an area that is poised for growth and cultural revitalization. Committing to a new facility in the Discovery Harbour Shopping Centre would be an instrumental move towards reconciliation and assist our membership with their literacy goals and development in mainstream language as well as our own traditional language.

We welcome and invite you to further discuss with us, the Wei Wai Kum First Nation and our partners the Northwest Properties Group around options available for a new library facility in downtown Campbell River.

Sincerely,

Chief Chris Roberts

Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
250.758.4697 | info@virl.bc.ca
www.virl.bc.ca

March 6, 2023

Chief Chris Roberts
Wei Wai Kum First Nation
Campbell River Band
1650 Old Spirit Road
Campbell River, BC V9W 3E8
Sent via: chrisroberts@weiwaikum.ca

Dear Chief Roberts,

Thank you for your letter dated January 27, 2023, and for your enthusiastic support of a new Vancouver Island Regional Library (VIRL) branch in downtown Campbell River. Thank you also for meeting with VIRL Executive Director Hyman on February 16, to explore siting opportunities that might advance both Reconciliation and library services in collaboration with VIRL and the City of Campbell River.

Your letter is timely. The VIRL Board is presently renewing its Facilities Master Plan (FMP) and Facilities policy, while VIRL staff keep a standing watch for opportunities to ensure library service continuity in the community. In this context, I understand that staff will be reconnecting with Northwest Properties Group to gather additional information shortly.

I will provide an update on the FMP review process in June. Pending completion of the Board's renewal process late this Spring, please be in touch with Executive Director Hyman or myself if questions or updates arise.

Gilakas'la

Erin Hemmens
Chair, VIRL Board of Trustees

cc: Ron Kerr, Trustee, VIRL Board
Kermit Dahl, Mayor, City of Campbell River
Ben Hyman, Executive Director, VIRL
Fred Robertson, Vice Chair, VIRL Board

From: [redacted]
To: Board Communications
Subject: Recent decision on VIRL fines
Date: February 8, 2023 3:42:09 PM

> Some people who received this message don't often get email from [redacted] Learn why this is important

Dear Board of Trustees, Vancouver Island Regional Library,

This is a late response to your announcement to eliminate all late fees on library items but I hope you will reconsider your decision.

Please clarify how eliminating all late fees can possibly "ensure equal access to [your] services"? I have understood all my life that that is precisely what a public library provides in its community: equal access to all.

I am now a senior and know many other seniors, none of whom believe that they are unable to connect with their libraries and take full advantage of the selection of books, DVDs, tapes, etc. because of possible fines. I would very much like to know how you came up with the facts upon which that statement was based.

When I was a very poor single mother, I took my son to the local library almost every day because we had access to excellent reading material, it was free, calm and welcoming. We took out books regularly, never once hesitating to do so because of the threat of a fine. He learned to return books on time, whether read or not, because we knew we could always borrow them again if needed. When we returned a book late and had to pay a fine, there was no indignity involved, embarrassment possibly but that was/is definitely not the library's responsibility, it is the borrower's.

"Punitive fines"? Punitive: "vindictive, revengeful, retaliatory, corrective, penal, disciplinary." The use of the word punitive is an exaggeration and not even sensible.

Library fines are simply consequences. They are meant to keep books in circulation. If a person keeps a book beyond their borrowing time then they're depriving others from accessing it. If they cannot finish it because of literacy or health issues then there is always the opportunity to request it again in order to finish it. It's about sharing and respect for others.

Borrowing has a time limit attached. There are always those borrowers who believe that borrowing (books, lawnmowers, scarves) means until the *borrowee* requests its return (causing a possible deep resentment between neighbours and friends). A fine is encouragement to return the item within that set time limit .

I have requested books and waited months, years for my turn to read. Those who return books at their leisure (late or not at all) are "restricting my ability to read".

And I understand that now if borrowers do not return a borrowed item within 120 days, they will be charged the replacement cost of the item. However, how do you

plan on enforcing this? Will the borrower be able to continue to take out library items and will you merely continue to send “several reminders”, indefinitely?

Thank you for reconsidering your stance on this very important issue which affects ***all*** library borrowers.

Sincerely,

[redacted]

From: Anne O"Shea
To: [redacted]
Cc: Board Communications
Subject: RE: Recent decision on VIRL fines
Date: February 9, 2023 3:30:39 PM

Dear [redacted],

Thank you for your email, which was referred to me for response. The recent confirmation that VIRL will not bring back adult fines followed a 3-year suspension of all late fines during COVID, a period in which we've had the opportunity to observe that our borrowers are very responsible. In fact, only 2% of items are charged back to our members, and that number also includes items which are damaged – so the actual number of items which are borrowed but never returned is even smaller.

While late fines may be a minor inconvenience or a small incentive for many, for others they represent a real barrier. Often, these are people who need the library the most, many times because they are experiencing poverty, lack of stable housing, or rising household costs. An unpaid fine means that they can no longer borrow materials, which limits access to information, the opportunity to build literacy skills, and prevents people from using this publicly funded service. In this context, the VIRL Board of Trustees voted to eliminate children's late fines in 2019, eliminate teen late fees in 2022, and have confirmed the elimination of adult fees in 2023.

I'd like to reassure you that there are still incentives to return items to the library. If an item is not returned after 120 days, the cost of that item is charged to their account. Borrowing privileges are suspended if the account owes more than $40, so there is a strong benefit to returning the book or paying the replacement cost. As well, we monitor titles with high numbers of holds and purchase additional copies to reduce the wait times and ensure that residents have access to the titles they desire.

You may be interested to know that this is a larger direction in public libraries and not unique to VIRL; libraries across Canada and internationally are moving in the direction of being fine free. Here is a summary of libraries in Canada who have undertaken similar efforts:
https://librarianship.ca/features/fine-free-libraries-in-canada/

Thank you for taking the time to write, and for your support of libraries and the benefits they bring to communities and residents.

Anne

From: [redacted]
To: Ben Hyman
Cc: Board Communications
Subject: Inserts in library books
Date: February 27, 2023 9:16:19 AM

> Some people who received this message don't often get email from [redacted] Learn why this is important

Good morning,

I'm reluctantly writing this email to Library Board Members and the Executive Director to inquire if the library has adopted a policy of inserting unsigned messages, not written on library letterhead, into controversial books?

It was a surprise to find such a missive paperclipped into the book *Irreversible Damage* which I'd put on hold after reading a review in Psychology Today.

I must emphasize that my reaction to this incident/policy would be the same no matter what the subject matter of the book.

The message appears to be somebody's misguided attempt to 'educate' the borrower about the book's contents. This condescension is barely covered with a flimsy veil of 'good intentions'. It is a list of 'resources' that the message writer deems anybody borrowing this book might need.

Patronizing people never leads to consensus.

We're exhorted to 'promote safe, compassionate, ethical and evidence-informed healthcare for children … '

Who doesn't want that for their children?

What is really being said here is that parents should adopt the writer's (impossible to say who it is – VIRL in general – speaking for all the staff?) definition of 'safe, compassionate,' etc. as the originator is in possession of the greater knowledge. They believe that their position entitles them to lecture library patrons.

It ends with more urgings about the positions we should take – even using the words 'it's

widely known'. Okay then, would not necessarily disagree on this point, so why do we have to be exhorted by some anonymous party - to do what any thoughtful person paying attention to the world today might well have already concluded. Or, for those who might disagree, that's a reader's right. Isn't it?

Are these messages attached in some way to e-books as well? If not, I suddenly see the appeal of the paperless product. Because this kind of thing might well make a patron feel somewhat self-conscious when they open the book, anticipating its contents, and instead find this presumptuous message as their new first page. It's hardly a 'welcome to VIRL' message.

The insert hi-jacks an author's prerogative. That is, the tone and mood and choice of the beginning of their book. The tone imposed by VIRL intrudes immediately on the private reading experience and is inappropriate.

If we ask for guidance from the staff that is a different thing.

But to assume, in this day and age, that any adult library patron is in need of this unsolicited advice is uncalled for.

So, who decides which books are flagged to include these messages?

Is there a committee designated to determine which are flag worthy?

Are there other books in the system that have these messages?

How many?

What subject matters? What authors?

Where exactly along the line between acquisition and landing on the shelf is this policy determined?

Before the book is purchased?

There's nothing on the library's website which indicates that this is a new policy. Maybe an old policy – and I missed it? Because if it is new or old – the public is entitled to know that the books they order are being noted and vetted by an anonymous party.

How ironic and sad it is that this should arise during Freedom to Read week.

It troubles me to say that this slippery slope to censorship – even if it's done with a concerned - *we know what's good for you* - pat on the head – is not a good look for Vancouver Island Regional Library.

I've attached a copy of the item in question.

[redacted]

From: Anne O"Shea
To: [redacted]
Cc: Board Communications; Executive Leadership Group
Subject: RE: Inserts in library books
Date: February 27, 2023 3:02:44 PM
Attachments: Trans Support Insert_9-28.pdf

Dear [redacted]

Thank you for your email, which was referred to me for response. It appears that you received a book with a handout clipped into it that was not produced by Vancouver Island Regional Library (VIRL).

VIRL is committed to providing a high standard of customer service and to upholding the principle of intellectual freedom. VIRL's overall collection is governed by our Collection Development Policy.

VIRL also endorses the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries, which states in part:

> *Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.*

When a library member has a concern about an item in our collection, we have a process in place called a Request for Reconsideration. VIRL received a Request for Reconsideration for *Irreversible Damage*, which raised concerns that this book contained transphobic content and provided parenting advice counter to medical and psychological best practices, and legislation banning conversion therapy. The request asked that *Irreversible Damage* be removed from our collection as it would cause harm.

We conducted a thorough review of the title and concluded that the content did not meet the threshold for removal from our collection. Our review did, however, highlight the trauma that is disproportionately experienced by members of the trans community and the need for evidence-based parenting books on this subject. VIRL staff regularly produce reading lists on a variety of topics for the public which are available online and in our branches. This review was the impetus for creating the Trans Affirming Resources reading list. For the reasons outlined above, the review committee recommended that this reading list be included in copies of *Irreversible Damage*, with the intention to offer materials and resources that may be of interest to people reading this title and seeking information on supporting a trans child.

I have attached VIRL's handout on Trans Affirming Resources here. As you will see, this is **not**

the same list of resources which were clipped into the copy you received. I apologize that you received this handout in your library book. The list you received was not produced by VIRL and references organizations which we did not recommend. We are reviewing our internal processes to understand how the list you received came to be in the copy you borrowed and will update our procedures to ensure that this does not happen again.

I would be happy to respond to any further questions or comments you have about our policy or the process for reviewing materials.

VIRL Logo

Anne O'Shea (she/her)
Deputy Executive Director & COO
Vancouver Island Regional Library
mobile: 778-268-0934
web: virl.bc.ca

Vancouver Island Regional Library provides library services on the territories of 55 Indigenous nations, who are members of the Coast Salish, Haida, Nuu-chah-nulth, Kwakwaka'wakh and Nuxalk peoples. I am grateful to live, work and play on the territories of the Snuneymuxw and Snaw-Naw-As people.

This email may contain confidential information intended only for the individual or entity named. If the reader is not the intended recipient, or the agent responsible to deliver it to the intended recipient, you are hereby notified that any review, dissemination, distribution or copying of this communication is prohibited. If this email was received in error, please immediately notify us by reply email and delete the original message.

Village of Masset

wings .waves . wilderness www.massetbc.com
PO Box 68 (1686 Main Street) Masset, BC V0T 1M0
Phone (250) 626-3995 Fax (250) 626-3968

February 28, 2023

Vancouver Island Regional Library
PO Box 3333, 6250 Hammond Bay
Nanaimo, BC
V9R 5N3

Re: New Masset Library

The Village of Masset Council met on February 27, 2023 and at that meeting addressed the issue of funding for the new library building in Masset.

This approximately 4,000 square foot building will serve as a much needed educational, social and cultural hub in the community serving residents of Masset and Old Massett and beyond that includes the library, office space, computer spaces and a separate area for the Haida Immersion Program.

The following motion was passed in that regard:

Moved by Councillor Carty, seconded by Councillor Johnston that the Village of Masset support Vancouver Island Regional Library's application to Gwaii Trust Major Contributions for grant funding in the amount of $250,000.00 toward the development of a new Masset Library.

CARRIED

The above motion is certified by the undersigned to be a true and correct copy excerpted from the minutes of the February 27, 2023 Council meeting.

Should you require any additional information please contact me directly.

Sincerely,

Joshua Humphries
Chief Administrative Officer

Media Releases

Media Release

FOR IMMEDIATE RELEASE

VIRL Board elects Chair, Vice Chair, and Executive Committee for 2023 and welcomes 21 new Trustees

Monday, January 30, 2023 – On January 28, 2023, the Vancouver Island Regional Library (VIRL) Board of Trustees held its Annual General Meeting and elected its officers and Executive Committee members for the year.

Erin Hemmens, Councillor for the City of Nanaimo, was elected as Board Chair by acclamation. Hemmens, who brings years of experience in library governance, served as Vice Chair in 2022 and sat on the Executive Committee in 2019 and 2021. She has been the Acting Chair since the municipal election in October.

"This is an exciting time of change and opportunity for our library system," Hemmens says. "Looking ahead, we are focused on meaningful and lasting Reconciliation, activating our new Strategic Plan, re-energizing our capital project processes, improving literacy levels, leveraging the power of partnerships to address regional challenges, and continuing to provide library services that lift our communities up and ensure an equity of services across our vast service area. Thank you to my fellow Trustees for entrusting me in this important role."

The role of Vice Chair was claimed by District of Port Hardy Councillor, Fred Robertson. Robertson is a long serving Trustee, first joining the Board in 2017 and sitting on the Executive Committee from 2018 - 2022.

The following nine members at large were elected to serve on the Executive Committee:

- Daniel Arbour (Comox Valley Regional District)
- Penny Cote (Alberni-Clayoquot Regional District)
- Vanessa Craig (Regional District of Nanaimo)
- Sheri Disney (Village of Masset)
- Jayme Kennedy (Central Coast Regional District)
- Jonathan Lerner (District of Lantzville)
- Cheryl Northcott (Village of Tahsis)
- Richard Novek (Town of Sidney)
- Evan Putterill (North Coast Regional District)

This was also a year of notable change in the Board's composition, with 21 Trustees either starting their first term or returning after years away. The new Trustees are:

- Carolyne Austin (Town of Cowichan Lake)
- Mary Beil (City of Parksville)
- Michelle Carson (Town of Port McNeill)
- Wil Cole-Hamilton (City of Courtenay)
- Karen Deck (Cowichan Valley Regional District)
- Ronald Deck (Village of Zeballos)
- Sheri Disney (Village of Masset)
- Kazamir Falconbridge (Village of Port Clements)
- Henry Fossen (Village of Gold River)
- Kohen Gilkin (Village of Sayward)
- Jennifer Hoar (Town of Ucluelet)
- Ron Kerr (City of Campbell River)
- Jonathan Lerner (Village of Lantzville)
- Tek Manhas (Municipality of North Cowichan)
- Russell Murray (Village of Port Alice)
- Richard Novek (Town of Sidney)
- Todd Patola (City of Port Alberni)
- John Rice (Strathcona Regional District)
- Troy Therrien (Village of Cumberland)
- Al Wickheim (Capital Regional District)
- Jean Young (Town of Qualicum Beach)

The Board of Trustees, comprised of elected representatives from 28 municipalities and 10 regional districts, administers a budget of over $33 million.

For more information about the 2023 Board of Trustees, including elected officers and the 2022 meeting schedule, please visit https://virl.bc.ca/about/library-board/.

#####

Media Contact
David Carson, Director of Communications
250.327.3651
dcarson@virl.bc.ca