GREATER VICTORIA PUBLIC LIBRARY

AGENDA

Greater Victoria Public Library Board
Board of Trustees Regular Meeting

Date: Tuesday, September 22, 2026
Time: 12:00-1:00 PM
Location: In Person: Community Room, Central Branch, 735 Broughton Street, Victoria, BC
Electronically: Microsoft Teams

1. **Call to Order**
2. **Territorial Acknowledgement**

Greater Victoria Public Library's service area is located on the unceded traditional territories of the Songhees and Xwseps'əm (Esquimalt) Nations, the WSÁNEĆ Nations of SȾÁUTW̱(Tsawout) and W̱JOŁEŁP (Tsartlip), and the Sc'ianew (Beecher Bay) Nation.
Colonization and systemic racism still impact the lives of Indigenous Peoples today. Their historical and cultural relationship with the land and sea continues as they steward these sacred lands as they have since time immemorial.

3. **Welcome and Introductions**

4. **Consent Agenda** — Motion to Approve
   - 4.1. Approval of Agenda
   - 4.2. Approval of Minutes
     - 4.2.1. June 23, 2026 Attachment 4.2.1
     - 4.2.2. July 7, 2026 Attachment 4.2.2
   - 4.3. Chair Report Attachment 4.3
   - 4.4. CEO Report Attachment 4.4
   - 4.5. Correspondence
     - 4.5.1. Email from Patron received July 5, 2026 Attachment 4.5.1
     - 4.5.2. Public Library Grant Award Letter June 22, 2026 Attachment 4.5.2
     - 4.5.3. Letter from Minister Boyle August 13, 2026 Attachment 4.5.3
     - 4.5.4. Supplemental Grant Award Letter September 1, 2026 Attachment 4.5.4
5. **Chair's Remarks** — For Information
6. **CEO Remarks** — For Information
7. **Committee Reports**
   - 7.1. Finance Committee- Oral Report — For Information
   - 7.2. Planning and Policy Committee- Oral Report
     - 7.2.1. Board Policy O.11 Security Video Attachment 7.2.2 — Motion to Approve
8. **New Business**
   - 8.1. Rise and Report:
     - 8.1.1. CEO Support and Evaluation Committee — For Information
       - 8.1.1.1. Appointments — Motion to Approve
   - 8.2. Chief Executive Officer/Chief Librarian Succession Planning Policy Attachment 8.2 — Motion to Approve
   - 8.3. GVPL.ca – Staff Presentation — For Information
9. **In-Camera** — Motion to Approve
10. **Next Meeting Date**
    October 27, 2026 12:00pm
11. **Adjournment**

GREATER VICTORIA PUBLIC LIBRARY

MINUTES
REGULAR BOARD MEETING
GVPL Central Branch, 735 Broughton Street
Community Meeting Room & MS Teams
June 23, 2026

A hybrid meeting of the Greater Victoria Public Library Board was held on the above date. The following individuals were in attendance:

Board Members:

Trustee A. Appleton
Trustee K. Boehnert
Trustee D. Cavens (Chair)
Trustee S. Donaldson
Trustee D. Grove
Trustee R. Henderson
Trustee S. Kim
Trustee S. Khair
Trustee S. Lansdowne
Trustee G. Lemon
Trustee R. McClure
Trustee M. Morley
Trustee G. Newton
Trustee T. Phelps Bondaroff
Trustee R. Ranjan
Trustee K. Roessingh
Trustee M. Wey
Trustee N. White (Vice- Chair)

Regrets — Trustee R. Stromberg

Staff:

M. Sawa, CEO/Board Secretary
M. Barnes, Director- Finance
M. Collyer, Director Marketing, Communications & Development
D. Fergusson-Hirmer, Executive Director, Corporate Services
J. Gingera, Executive Director, Systems Integration, Risk Management and IT
R. Hadziev, Acting Director, Special Projects
D. Joyce, Executive Director, Library Services
E. Russell, Recording Secretary
A. Shojaei, Director, Safety Security, Facilities, & Risk Management
R. Baugniet, President, CUPE 410

1. **CALL TO ORDER**

D. Cavens called the meeting to order at 12:02 pm.

2. **TERRITORIAL ACKNOWLEDGEMENT**

D. Cavens provided the Indigenous Acknowledgement.

DRAFT

3. WELCOME AND INTRODUCTIONS

4. APPROVAL OF CONSENT AGENDA

Moved by Trustee T. Phelps Bondaroff; Seconded by Trustee D. Grove

THAT Items 4.1-4.2 be approved; 4.3- 4.4 be received for information

4.1 Approval of Agenda
4.2 Approval of Minutes- May 26, 2026
4.3 Chair Report
4.4 CEO Report
4.5.1 Letter to the BC Select Standing committee on Finance and Government Services

MOTION CARRIED

5. CHAIR'S REMARKS

D. Cavens announced that the annual provincial public library award grant funding letter was released on June 22, the letter advised that the per-capita funding formula has been adjusted for large urban library systems, resulting in an unexpected budget shortfall for those impacted, including GVPL. Efforts are underway by library leaders to advocate the province for a reversal of this decision.

The Chair thanked Rina Hadziev for her support for the rollout and implementation of the 2026 Operations Plan, tied to the current strategic Plan. He also noted that the Planning and Policy Committee will be meeting over the summer to continue work on board policy updates.

6. COMMITTEE REPORTS

6.1. Planning and Policy Committee- Oral Report

S. Kim advised that the committee met most recently on June 9th, with the focus of the meeting being, approval of revisions to "Policy V.1 Intellectual Freedom Policy", and the introduction of the "Unattended Children in the Library" policy. The workplan for the summer includes reviews of the "Policy V.2 Freedom of Information Policy," and "Policy O.11 Security Video".

6.1.1. Equality, Diversity, Inclusion and Accessibility (EDIA) Statement

S. Kim provided context for the EDIA Statement that was reviewed at the last Planning and Policy Committee meeting.

Trustees reviewed the statement, with the following change proposed: from: "everyone who walks through the doors" to "everyone who comes through our doors."

Moved by Trustee G. Lemon; seconded by Trustee S. Kim

THAT the EDIA Statement be changed from "everyone who walks through the doors" TO "everyone who comes through our doors."

MOTION CARRIED

Moved by Trustee S. Kim ; seconded by Trustee T. Phelps Bondaroff

THAT the Greater Victoria Public Library approves the EDIA Statement as amended

MOTION CARRIED

DRAFT

6.1.2. Policy V.1 Intellectual Freedom Policy

Policy V.1 Intellectual Freedom, was updated to incorporate the recently released BC Library Association Intellectual Freedom statement. Trustees expressed interest in having the topic of Intellectual Freedom brought forward to a future meeting or included in a future board retreat.

Moved by Trustee S. Kim; seconded by Trustee D. Grove

THAT the Greater Victoria Public Library approve revised Policy V.1 Intellectual Freedom MOTION CARRIED

6.1.3. Unattended Children in the Library Policy

Staff were tasked by the committee to develop an "Unattended Children in the Library Policy." A communication plan in concert with an implementation plan is being developed, and "Policy 1.8 Responsibilities of Library Users" is being updated to provide more clarity in the application of the policy for staff.

Moved by Trustee S. Kim ; seconded by Trustee T. Phelps Bondaroff

THAT the Greater Victoria Public Library approve the "Unattended Children in the Library" Policy MOTION CARRIED With one opposition

Moved by Trustee S. Kim; seconded by Trustee T. Phelps Bondaroff

That an update on the rollout of the "Unattended Children in the Library" be provided to the board before the end of this board's term. MOTION CARRIED

7. NEW BUSINESS

7.1 IslandLink Library Federation – Oral Report

S. Donaldson provided an update from the Annual General Meeting that was hosted by the Powell River Library on May 30, 2026. S. Donaldson who served as chair of the IslandLink Library Federation Board is being succeeded by Tracy Watkins of the Salt Spring Island Library Board. GVPL will host the 2027 Annual General Meeting.

7.1. **PATRON APPEAL**

D. Cavens reviewed an appeal received in June 2026 appealing the decision to not include "Dead Wrong" (Champion and Flanagan) into the GVPL collection. The Board was advised that the Board's appeal process will be reviewed, recommendations will be made and presented to trustees at the October board meeting.

8. IN CAMERA MEETING

Moved by Trustee K. Roessingh; seconded by Trustee S. Khair

THAT the Board of Trustees move in-camera. MOTION CARRIED

DRAFT

9. NEXT MEETING DATE:

September 22, 2026; 12:00 pm – 1:00 pm

10. ADJOURNMENT

Moved by Trustee M. Wey; seconded by Trustee K. Roessingh.

THAT the June 23, 2026 Regular Board Meeting be adjourned. MOTION CARRIED

_____ _____

Board Chair Board Secretary

DRAFT

GREATER VICTORIA PUBLIC LIBRARY

MINUTES
Special Board of Trustees Meeting
GVPL Central Branch, 735 Broughton Street
Community Meeting Room & MS Teams
July 7, 2026

A hybrid meeting of the Greater Victoria Public Library Board was held on the above date. The following individuals were in attendance:

Board Members:

Trustee A. Appleton
Trustee K. Boehnert
Trustee D. Cavens (Chair)
Trustee S. Donaldson
Trustee D. Grove
Trustee R. Henderson
Trustee S. Kim
Trustee S. Khair
Trustee S. Lansdowne
Trustee G. Lemon
Trustee R. McClure
Trustee M. Morley
Trustee G. Newton
Trustee T. Phelps Bondaroff
Trustee R. Ranjan
Trustee K. Roessingh
Trustee R. Stromberg
Trustee M. Wey
Trustee N. White (Vice- Chair)

Staff:

M. Sawa, CEO/Board Secretary
D. Fergusson-Hirmer, Executive Director, Corporate Services
E. Russell, Recording Secretary

DRAFT

1. **CALL TO ORDER**
   D. Cavens called the meeting to order at 12:02 pm.
2. **TERRITORIAL ACKNOWLEDGEMENT**
   D. Cavens provided the Indigenous Acknowledgement.
3. **APPROVAL OF AGENDA**
4. Moved by Trustee Grove, Seconded by Trustee Roessingh

THAT the July 7, 2026 meeting agenda be approved as circulated. **MOTION CARRIED**

5. IN CAMERA MEETING

Moved by Trustee Grove; seconded by Trustee Khair

THAT the Board of Trustees move in camera. MOTION CARRIED

6. NEXT MEETING DATE:

September 22, 2026; 12:00 pm – 1:00 pm

7. ADJOURNMENT

Moved by Trustee M. Wey; seconded by Trustee K. Roessingh.

THAT the July 7, 2026 Special Board Meeting be adjourned. MOTION CARRIED

_____ _____

Board Chair Board Secretary

DRAFT

GREATER VICTORIA PUBLIC LIBRARY

4.3 Chair Report

September 22, 2026

I want to begin by recognizing our outgoing CEO, Maureen Sawa. It is a little strange, and a little sad, not to have her with us for this Board meeting.

Maureen leaves very big shoes to fill, and I am confident that she has left GVPL in an excellent position for the future. There have been many accomplishments during her time as CEO, including the opening of four new branches and the development of an exceptional level of support for the Library from the community and our municipal funders.

We had the opportunity to celebrate Maureen at a retirement reception in late August. The strong attendance and energy in the room reflected both the support GVPL enjoys in the community and the relationships Maureen has worked so hard to build over the years. On behalf of the Board, I want to thank Maureen again for her leadership and many years of service to GVPL.

I am also very pleased that, in July, the Board appointed Stephanie Hall as GVPL's new CEO and Chief Librarian. A great deal of work went into the recruitment process, and I want to thank the members of the Selection Committee and all Trustees who participated.

Stephanie is currently Director of Library Services at West Vancouver Memorial Library and previously served as CEO of the Okanagan Regional Library system. She also began her library career at GVPL, and it is wonderful to welcome her back. I was particularly pleased that her appointment received unanimous support from the Board, as well as such a positive response from staff.

This will be an important transition for GVPL, and the Board has a responsibility to support Stephanie as she takes on the role. In June, we established a new CEO Support and Evaluation Committee to help provide that support and contribute to a successful transition. I also want to thank staff for the considerable work they have undertaken through August and September to prepare for Stephanie's arrival.

It has also been a busy summer for provincial library funding advocacy. GVPL's original letter and two follow-up letters are included in this month's Board package under correspondence. We were very pleased to see GVPL's 2026 provincial grant restored to the expected level. This was welcome news, but we will need to continue making the case for sustainable provincial library funding as the Province develops its 2027 budget and future budgets.

At the Association of BC Public Library Directors reception during UBCM last week, I had the opportunity to thank the Minister personally for the restoration of this year's funding. It was also a valuable opportunity to speak with library directors, MLAs, ministers, and library board members from across the province. Libraries throughout British Columbia are facing many of the same pressures, and these conversations are helpful in sharing experiences and supporting one another where possible.

It has also been a busy summer for our Board committees, particularly Planning & Policy and Finance, with a number of items coming forward at this month's meeting. Thank you to all committee members for their continued time, preparation, and thoughtful participation.

Finally, congratulations to staff on the successful launch of the new **gvpl.ca** on September 2. I have had an opportunity to spend some time on the new site and have been very impressed, particularly with how much easier it is to use on a mobile device. I look forward to hearing more from staff later in today's meeting.

Duncan

GREATER VICTORIA PUBLIC LIBRARY

4.4 CEO Report
September 22, 2026

GVPL has had an exceptionally busy and rewarding summer with a resurgence of programming and outreach activities for all ages. I am delighted to report that over 10,100 children took part in this year's BC Summer Reading Club, surpassing last year's participation and creating a new record for participation. This is a terrific achievement and a credit to the staff who have promoted the program, welcomed families, and kept children engaged throughout the summer.

Community Outreach

The number of outreach events GVPL has participated in over the summer and into the Fall season is outstanding. Here is just some of what we have participated in outside of GVPL branches since May: Esquimalt Buccaneer Days, the Highlands Fling, Metchosin Days, Saanich Pride in the Park, UVic Thunderfest (Campus Kick-off week), Surrounded by Cedar/VNFC Back to School Picnic, Canada Day Picnic at the Gorge, Central Saanich Play in the Park, Beaveree, Central Saanich's 75th Anniversary Celebration in Centennial Park and more. Such outreach activities are great opportunities to connect with families outside our physical spaces and to introduce non-library users to the many programs, services and resources GVPL has to offer. My sincere thanks to staff who have worked so enthusiastically to expand the library's reach and building relationships and connections in the communities we serve.

gvpl.ca

Speaking of expanding our reach, GVPL's new website was launched successfully on September 2. As described in the media release: https://gvpl.ca/news/gvpl-introduces-new-website the new gvpl.ca was built using a mobile-first approach and features simpler navigation and clearer pathways to GVPL's most used services. Accessibility was a priority for us and response from users has been very positive. A brief staff demonstration of the new website is on the agenda for the September 22 Board meeting.

Accessibility Advisory Committee

Following the launch of gvpl.ca, we opened recruitment for GVPL's new Accessibility Advisory Committee. The committee will help us hear directly from people with lived experience of disability, as well as people with knowledge of accessibility, as we identify, remove, and prevent barriers in our branches, programs, services, technology, communications, and workplaces. Making GVPL more welcoming and accessible is a priority for everyone.

FVRL/ORL Partnership

Another example of how staff are expanding GVPL's reach as well as our offerings is our new partnership with Fraser Valley Regional Library (FVRL)and Okanagan Regional Library (ORL)

systems. Beginning September 23, GVPL patrons will be able to borrow ebooks and audiobooks from these partner libraries, giving them access to tens of thousands of additional titles and, importantly, more borrowing capacity beyond GVPL's limits. I know this will be a welcome addition for many library users.

CBC

We are pleased to continue our relationship with CBC's All Points West, a daily radio program which our librarians are regular contributors on, sharing thoughtful book recommendations and connecting readers across Vancouver Island with new stories to discover. These monthly segments are part of the program's mix of local voices, conversations, and cultural highlights, bringing library expertise to the Greater Victoria community. Our librarians' appearances highlight the library's role as a trusted source for great reads and lifelong learning.

Annual Report 2025

GVPL's 2025 Annual Report has been released highlighting the many milestones that marked the year. Hard copies will be available for distribution at the September 22 Board meeting.

UBCM Convention 2026

Once again, the Association of B.C. Public Libraries (ABCPLD) hosted a libraries reception for delegates attending the annual UBCM (Union of B.C. Municipalities) convention. This year's event took place at the Vancouver Public Library's Central Branch Rooftop on September 16 and was supported by several Association members, including GVPL. It was great to see so many GVPL board trustees and municipal colleagues there. The presence of Minister Christine Boyle was greatly appreciated and provided an excellent opportunity for so many representatives of B.C. public libraries to engage with her.

Provincial Grant Funding, 2026

In advance of the UBCM convention, we were pleased to receive notification from the Libraries Branch of the Ministry of Housing and Municipal Affairs that the unexpected provincial funding reduction had been reversed, as per the correspondence included in the September Board meeting package. Further to the ABCPLD reception at UBCM, the advocacy efforts for provincial funding increases will continue with vigour. We are hopeful that our collective efforts will achieve results.

Looking ahead:

Truth and Reconciliation

Library Services is moving forward with rolling out Indigenous Awareness training to all Library Services staff this Fall. This training will be on-demand, asynchronous training provided by an Indigenous-owned company that we and many BC Libraries have partnered with in the past: Indigenous Corporate Training (Bob Joseph). Our Truth and Reconciliation Working Group had their project kickoff meeting on September 18th, and the first phase of this project will focus on reviewing previous consultant recommendations, identifying short-term action items, as well as identifying further opportunities for staff training and learning with the goal of creating more inclusive and welcoming spaces and services. We anticipate this becoming a multi-year project that will continue to prepare GVPL for culturally safe engagement with Indigenous community.

Fall Programming

Our fall programs are now getting underway, with more than 300 individual programs scheduled for September and October across the system and staff are finalizing a further expansion of programs for all ages for the November-December programming period. There is a great deal to look forward to, and I want to thank the staff whose creativity, planning, and hard work make these opportunities possible.

Thank you!

As this is my final CEO report to the Board, I would like to take this opportunity to express my appreciation for your ongoing support and commitment to GVPL. I was fortunate to see so many of you at my retirement reception at the end of August. It was a wonderful event and it meant a great deal to have so many trustees, past and present, join the municipal and community representatives who came together for this celebration. Serving GVPL as your Chief Executive Officer (CEO) and Chief Librarian for the past 16 years has been the honour of my life. And while I may be stepping away from my role at GVPL, I will always remain an active advocate for libraries and the people who make them extraordinary.

Thank you,

Maureen

Attachment 4.5.1

[redacted]
Cc: [redacted] CEO Office
Subject: Re: Sundays at GVPL
Date: July 13, 2026 7:52:33 AM

*** [This message originated from outside GVPL. Do not click links or open attachments unless you recognize the sender and know the content is safe.] ***

Dear [redacted]

Thank you for taking the time to write and for sharing the examples from your travels. I appreciate you taking the time to compare what other library systems are doing.

Expanded library hours, including Sunday service, have been identified by Board members as a priority. Unfortunately, it is too late to make changes for this summer, but we will be asking staff to look at options for 2027 as part of the budget and service planning process.

I know I can speak for the Board in saying that we are avid library users ourselves, and we believe strongly in making library services as accessible as possible. This includes looking at opening hours to make sure we are serving as many citizens as possible.

At the same time, there are always tradeoffs when it comes to staffing levels and available funding. Hopefully we can find a way to return to Sunday openings year round.

Thank you again for taking the time to write.

Duncan Cavens
GVPL Board Chair

[redacted]
Sent: July 5, 2026 8:22 AM
To: CEO Office <ceooffice@gvpl.ca>
Subject: Sundays at GVPL

You don't often get email from [redacted] Learn why this is important

*** [This message originated from outside GVPL. Do not click links or open attachments unless you recognize the sender and know the content is safe.] ***

Dear Library Board Members,

I write on a summer Sunday when no libraries in the region are open. A relic of an era when perhaps the library's opening hours tried to reflect the school year.

But libraries today are year-round community fixtures that are about much more than a quiet place to study for an exam. The services offered and physical spaces provide opportunity in our communities to connect, to learn, to reset and this continues to be unavailable to greater Victoria residents every Sunday in the summer.

I had the opportunity this past month to visit Halifax, a similar metro size to greater Victoria, and their beautiful downtown library, including its two cafes and rooftop patio. Their Sunday hours are 12pm to 6pm year-round (https://www.halifaxpubliclibraries.ca/locations/halifax-central-public-library/)

I also visited Moncton's public library, a metro region with half the population of greater Victoria. Their public library is also open Sundays year-round from 12pm to 5pm (https://www1.gnb.ca/0003/Pages/en/biblio-e.asp?Code=am)

The only library I visited in eastern Canada that wasn't open Sundays was in Chester Nova Scotia, population around 2000 people. https://www.zoevalle.com/#our-library

Could we please reconsider tying library openings to the school year, and instead consider the vital role our libraries provide people of all ages would be better served with daily openings?

Please consider having at least the central library open Sundays year-round to better serve the wider community.

Libraries are more than just books and studies, they provide so much to the growing community around it, which we are being denied on Sundays while other similarly sized communities across Canada do provide Sunday library openings hours.

Thank you.
[redacted]
Victoria resident

Duncan Cavens
Councillor
Township of Esquimalt | Council
[redacted]

This message is intended only for the designated recipients and may contain information that is privileged, confidential, or exempt from disclosure under applicable law. If you are not the intended recipient or acting on their behalf, please notify the sender immediately and delete this e-mail from your system. Please consider the environment before printing this email.

Attachment 4.5.2

June 22, 2026

Duncan Cavens, Board Chair
Greater Victoria Public Library
735 Broughton St.
Victoria, BC
V8W 3H2

Dear Board Chair:

Re: Public Library Grant Award Letter June 2026

The Ministry of Housing and Municipal Affairs is pleased to inform you that the library will receive the following grants to support local public library services and participation in BC OneCard and interlibrary loan reciprocal borrowing programs.

The ministry will deposit the total amount of **$621,133.93** into your designated financial institution's account. An email will confirm once the transfer is complete.

The grants amounts are as follows:

- **Per Capita Operating Grant: $571,030.89**
- **Resource Sharing Grant: $4,303.04**
- **BC OneCard Grant: $24,000.00**
- **Literacy and Equity Grant: $21,800.00**

These funds are expected to complement local funding and enable participation in province-wide programs and services offered through library service partners. Public library grants are intended to support the overall extension and improvement of quality public library service in BC, enabling services beyond walls, offering resources that are accessible, in both physical and digital formats, and fostering literacy, arts and culture, reconciliation, and recreation.

The *Public Libraries Provincial Grants Allocations* document is available online and lists the funds allocated to each library for 2026 as well as the description of each grant. Please save a copy for your financial statements.

Conditions and Reporting

Public libraries must comply with the *Library Act*, other applicable legislation, and meet provincial grant reporting and accountability requirements. The library board is responsible for ensuring all conditions outlined in this letter are met annually.

Also, in accordance with conditions placed on all government grants, the ministry will reclaim any portion of the grant should the library not use the funds received for the purposes outlined in this letter. The library is required to engage the ministry on any change to the expected use of the funds as discussed.

To maintain ongoing provincial funding, your library must submit the following reports:

- 2026 Provincial Public Library Grants Report (PLGR) – **due March 1, 2027**
- 2026 Statement of Financial Information (SOFI) – **due May 14, 2027**
- 2026 Annual Survey of BC's Public Libraries – **due May 14, 2027**

Additional instructions, templates, and updates will be available from the Public Libraries Reporting and Accountability webpage. Instructions will include specific details on submissions and reporting details.

The Province is committed to transparency under the *Freedom of Information and Protection of Privacy Act (*FOIPPA). A ll submitted reports may be made available to the public in accordance with FOIPPA.

Grant Recognition

As a condition of assistance, recipients of this funding are asked to acknowledge the Province of British Columbia's support on written and digital materials related to this grant. The following acknowledgement may be used:

> *"We gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Housing and Municipal Affairs."*

Permission is required on the use of BC's Visual Identity. As a 3rd Party, your organization must review this guide on the use of logos.

Strategic Context

Provincial funding for library libraries aligns with the goals and actions outlined in *B.C.'s Strategic Plan for Public Library Service*, with an ongoing focus on increasing capacity, improving accessibility of library collections and strengthening governance. Public libraries are vital for healthy, connected communities, supporting diversity, learning, and digital access.

The provincial funding recognizes the strategic importance of libraries as community anchors that help eliminate barriers—social, financial, physical, and structural—by providing access to resources, information, people and technology. Investing in libraries through this framework fosters community resilience, equity, and collaboration.

Provincial grants remain at $14 million for our 2026/27 fiscal year. PLB remains committed to ensuring that libraries receive funds in a timely manner and that funding for key province-wide services continue to support libraries across the system.

Appreciation

We sincerely thank library boards and staff across the province for the care, effort, and passion you bring to your work every day.

Through your dedication and collaboration, people in your communities have meaningful access to knowledge, connection, and opportunity. Your contributions are vital as we continue building equitable and innovative library services for British Columbians.

If you have any questions about this letter or grant use, please do not hesitate to call 1-800-663-7051 or email publib@gov.bc.ca or reach out to me directly at mari.martin@gov.bc.ca.

Sincerely,



Mari Martin
Director, Public Libraries Branch

CC: Maureen Sawa, Library Director, Greater Victoria Public Library, msawa@gvpl.ca

BRITISH COLUMBIA

Attachment 4.5.3

August 13, 2026

Reference: 193164

Duncan Cavens
Board Chair
Greater Victoria Public Library
Email: c/o msawa@gvpl.ca

Dear Duncan Cavens:

I am writing to re-confirm our government's support for public library services and to recognize that challenges you are experiencing both locally and across the library system.

As you have already identified and acknowledged, it has become increasingly difficult for the Public Libraries Branch to sustain historical funding levels and calculations within the library grants budget while ensuring equitable allocations and sustaining established provincial services such as interlibrary loan that public libraries depend on.

Given the realities of the current fiscal environment, the Province is not in a position to meet all the funding pressures facing individual libraries and is faced with the difficult challenge of determining how limited provincial resources can continue to deliver the greatest possible benefit for British Columbians.

We have heard clearly that adjusting certain per-capita grant rates to balance the continued population growth without the benefit of extraordinary additional funding was a surprise to the affected public libraries. I recognize that an adjustment this far into your operating year adds challenges to the job of delivering library services to our communities when there may be limited room to adapt budgets and plans.

Working within the Ministry, we have identified one-time supplemental funding to help address the funding variance in the per capita grant experienced by 15 libraries in June 2026. As one of these libraries, you will be receiving more information shortly about a supplemental grant.

While I cannot commit to changes to the base budget for 2027, I do believe the supplemental funding provides us with an opportunity and a responsibility to have frank discussions about the future of provincial support for public libraries.

Office of the Minister of Housing and Municipal Affairs

Website:
www.gov.bc.ca/housing

Mailing Address:
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Phone: 236 478-3970

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HMA.Minister@gov.bc.ca

Throughout my conversations with library leaders, I have been encouraged by a consistent message: libraries do not view themselves as competing interests. Rather, they recognize that the strength of British Columbia's public library system lies in the contributions of libraries of all sizes and types working together in support of a common goal — serving the people of British Columbia.

Over the coming months, the Ministry will engage with library representatives to confirm our understanding of the key issues facing the sector and gather feedback on how the available provincial funding can best be used to support the goal of a strong, collaborative, and equitable public library system. These conversations will help inform future decisions about provincial funding priorities and ensure that government has a clear understanding of sector perspectives as it considers how best to allocate limited resources. There will be an opportunity as library boards to participate in this dialogue.

While these conversations will undoubtedly be challenging, I am confident that they can be grounded in the same principle that has guided public libraries in British Columbia for generations — libraries achieve their greatest success when they work together.

Sector partners have been calling for increased grant funding, and I recognize that this is not the response you had hoped to hear at this time. But it is a response that accurately reflects where we are today and provides an opportunity to shape changes to grant framework based on shared understanding and priorities.

As we face ongoing fiscal constraints, preserving that collaborative approach will be more important than ever. Provincial funding is one part of our strategic direction, and with it we must remain focused on ensuring its maximum impact to support individual libraries and the broader public library system that benefits all British Columbians.

By continuing to build on that foundation of partnership and shared purpose, we can help ensure that British Columbians continue to benefit from a strong, resilient, and equitable public library system for years to come.

Sincerely,



Christine Boyle
Minister of Housing and Municipal Affairs

cc: Teri Collins, Deputy Minister, Ministry of Housing and Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Local Government Division
Mari Martin, Director, Public Libraries Branch
Maureen Sawa, Director, Greater Victoria Public Library

Attachment 4.5.4

September 1, 2026

Duncan Cavens
Board Chair
Greater Victoria Public Library
735 Broughton St.
Victoria, V8W 3H2
C/O: msawa@gvpl.ca

Dear Board Chair Duncan Cavens,

Re: Supplemental Grant Award Letter July 2026

The Ministry of Housing and Municipal Affairs is writing to inform you that the library will receive a one-time supplemental per capita grant for 2026 calculated using the 2021 Census/Library Service Areas populations and the grant rate of $0.14. When combined with the per capita grant provided in June 2026, the total amount of these grants will provide the equivalent of $1.78 per capita.

The ministry will deposit the total amount of **$56,398** into your designated financial institution's account. An email will confirm once the transfer is complete.

These funds are expected to be used in conjunction with funds already received. Public library grants are intended to support the overall extension and improvement of quality public library service in BC, enabling services beyond walls, offering resources that are accessible, in both physical and digital formats, and fostering literacy, arts and culture, reconciliation, and recreation.

The *Public Libraries Provincial Grants Allocations* document is available online and lists the funds allocated to each library for 2026 as well as the description of each grant. Please save a copy for your financial statements.

Conditions and Reporting

Public libraries must comply with the *Library Act*, other applicable legislation, and meet provincial grant reporting and accountability requirements. The library board is responsible for ensuring all conditions outlined in this letter are met annually.

Also, in accordance with conditions placed on all government grants, the ministry will reclaim any portion of the grant should the library not use the funds received for the purposes outlined in this letter. The library is required to engage the ministry on any change to the expected use of the funds as discussed.

No additional reporting is required for this grant. Library boards are expected to submit the following annual reports:

- 2026 Provincial Public Library Grants Report (PLGR) – **due March 1, 2027**
- 2026 Statement of Financial Information (SOFI) – **due May 14, 2027**
- 2026 Annual Survey of BC's Public Libraries – **due May 14, 2027**

Additional instructions, templates, and updates will be available from the Public Libraries Reporting and Accountability webpage. Instructions will include specific details on submissions and reporting details.

If you have any questions about this letter or grant use, please do not hesitate to call 250-886-2584 or email at mari.martin@gov.bc.ca.

Sincerely,



Mari Martin
Director, Public Libraries Branch

CC: Maureen Sawa, Library Director Greater Victoria Public Library

GREATER VICTORIA PUBLIC LIBRARY

Attachment 7.2.2
Revised Policy

Board Policy O.11
Security Video

Purpose

The Greater Victoria Public Library (GVPL) is committed to protecting the privacy, confidentiality, integrity, and security of personal information in its custody or control.

GVPL recognizes that privacy is fundamental to intellectual freedom, equitable access to information, public trust, and effective library service.

GVPL shall collect, use, disclose, retain, access, and safeguard information obtained using security video systems in accordance with:

- The Freedom of Information and Protection of Privacy Act (British Columbia) ("FIPPA");
- The Freedom of Information and Protection of Privacy Regulation (British Columbia);
- Orders and guidance issued by the Office of the Information and Privacy Commissioner for British Columbia (OIPC);
- The Library Act; and
- Other applicable legislation, regulations and legal obligations.

This policy establishes the principles, responsibilities, and governance framework overseeing protection of privacy, information management, access to and responsible use of security video.

Definitions

The following definitions are used in this policy:

- **FOIPPA –** refers to the Freedom of Information and Protection of Privacy Act
- **"Privacy Officer"** – refers to the GVPL employee who is designated to manage the Public Library's compliance with FOIPPA.
- **"personal information"**- refers to recorded information about an identifiable individual including, but not limited to, information relating to an individual's inalienable characteristics that can be used to identify the person such as name, age, height, weight, and biometrics, including retinal, fingerprints and facial appearance.
- **"public event"** - refers to a presentation, ceremony, performance, program or similar event at which participants voluntarily appear and that is open to the public.
- **"security video"** - refers to any mechanical, electronic or digital system or device that:
  (i) enables continuous or periodic video capture, observing, monitoring or recording of individuals, assets and/or property; and
  (ii) is intended to be mounted or affixed to a structure, fixture or vehicle on library property. For greater clarity, "Security Video or CCTV system" does not include cell phones with video capability, hand-held video recorders or video conferencing systems.
- **security-video system -** Any fixed, temporary, mobile, vehicle-mounted, networked, cloud-connected, or third-party-operated camera, monitoring device, recording device, software, or

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service used by or on behalf of GVPL for safety or security purposes, including closed-circuit television and video-management systems.

- **"authorized user" –** refers to an employee, contractor, service provider, or other individual formally approved for a defined level of access to a security video system or recording based on assigned duties and a need-to-know requirement.
- **"video analytics or algorithmic analytics"** - refers to technology that analyzes images or recordings to classify, make inferences and/or support decision making based on the content of video.
- **field of view -** The area visible to a camera, including any area visible through zoom, pan, tilt, presets, digital enhancement, reflection, open doors, windows, or other means.
- **library user -** Anyone who uses, visits, works in, volunteers at, delivers services to, or otherwise attends a GVPL facility, property, vehicle, program, or service.
- **live monitoring -** Viewing a security-video feed at or near the time the images are captured, whether continuously or intermittently.
- **material change -** A change to a system's purpose, location, field of view, recording period, retention, access, storage, vendor, integration, audio capability, analytics, or external sharing that may alter privacy, ethical, labour, security, or operational risk.
- **personal information** - Recorded information that is identifiable to an employee or member of the public other than business contact information, such as: name, image, personal telephone number, home address, identification numbers, date of birth, amounts owing, opinions, materials borrowed, etc.
- **Privacy Impact Assessment ("PIA")** - An assessment that is conducted by a public body to determine if a current or proposed enactment, system, project, program or activity meets or will meet the requirements of Part 3 – 'Protection of Privacy' of FOIPPA. Public Libraries must conduct PIAs in accordance with the directions of the Minister of Citizens' Services.
- **recording or footage -** Images, video, associated metadata, snapshots, still images, exports, clips, or other records collected, created, stored, or generated by a security-video system.
- **service provider -** A sole proprietor, society or business retained under a contract to perform services for GVPL. It includes employees, subcontractors of service providers and other associates who have access to personal information and who may use and disclose this information on behalf of the Library.

Scope

This policy applies to:

- The Board of Trustees;
- The Chief Executive Officer ("CEO") and Chief Librarian
- All GVPL employees, volunteers, contractors and service providers;
- All GVPL-owned or GVPL-controlled facilities, leased spaces, vehicles, property, and operational areas; and

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- All security-video systems and recordings in GVPL's custody or control, regardless of format, location, ownership of the underlying infrastructure, or whether the service is hosted by a third party.

This policy does not apply to:

- Video conferencing and virtual meeting platforms used for communication;
- Library-authorized recording of programs, presentations, events, media, or communications activities, which is governed by other policies and consent requirements;
- Personal recording by members of the public or employees using personal devices, except where another GVPL policy, rule, or law applies; or
- Camera systems in co-located or shared facilities that are not under GVPL's custody or control. GVPL shall address privacy, access, retention, and sharing obligations through applicable agreements wherever GVPL receives or can access recordings from those systems.

Policy Statement & Details

1. Guiding Principles

GVPL's security video systems are a resource used by the Library to promote the safety of Library users while striving to minimize intrusion upon personal privacy. Where deployed for these purposes, security videos also help to protect Library property against theft or vandalism and can assist in the identification of individuals violating the Library's Rules of Conduct.

GVPL shall administer security video in accordance with the following principles:

- **Accountability -** GVPL is accountable for security-video information in its custody or control and shall be able to demonstrate compliance.
- **Lawful authority -** Video collection must be authorized by law and directly related to a defined GVPL security or safety use.
- **Necessity and proportionality -** Security video shall be used only where necessary to achieve an approved safety or security purpose and where the privacy impact is proportionate to the documented risk.
- **Least intrusive means -** Less privacy-intrusive alternatives shall be considered and documented before implementing or expanding use of security video.
- **Purpose limitation -** Recordings shall be used and disclosed only for the approved purpose, a purpose consistent with it, with valid consent, or as otherwise authorized by law.
- **Dignity and fairness -** Security video shall be operated in a manner that respects the dignity, autonomy, and equal treatment of library users. In the event of a reported or observed incident, the review of recorded information may be used to assist in a Library investigation of the incident or may be requested by law enforcement for the purpose of a law enforcement investigation.

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- **Intellectual freedom and confidentiality -** Security video shall not be designed or used to capture or identify personal information, which includes reading choices, research interests, reference inquiries, computer use or other indicators of intellectual activity except to the minimum extent unavoidable and directly relevant to an authorized safety or security incident.
- **Equity and non-discrimination -** Security video shall not be used to profile, target, track, or otherwise support security and safety operations based on race, colour, ancestry, place of origin, religion, disability, age, sex, sexual orientation, gender identity or expression, family or marital status, socioeconomic or housing status, or any other protected or perceived personal characteristic.
- **Accuracy and contextual review -** Where video may be used to support security and safety operations, GVPL shall verify the relevant date, time, location, system accuracy, completeness, and context and shall not rely on footage alone where additional information is reasonably available.
- **Transparency -** GVPL will use clear and prominent signage to provide appropriate notice of security video in use. Signage will be made visible to all Library patrons at all entrances to a Library facility where security video is in use and/or on the perimeter of the areas monitored by security video.
- **Privacy and security by design -** Privacy, cybersecurity, accessibility, equity, human-rights, records-management, and operational requirements shall be integrated into the planning, procurement, configuration, use, and review of all security video systems.

2. Authorized Purposes

The use of security video is limited to purposes directly related to safety and security purposes that are within the Library's public mandate. These uses include but are not limited to:

2.1. Supporting the safety and security of library staff and patrons. This includes the viewing of security video by authorized GVPL employees to ensure patron safety, security and well-being in public spaces and non-public areas not regularly frequented (e.g. stairwells, elevators, parking lots, loading docks);

2.2. Supporting timely response to reported incidents, threats, violence, harassment, medical emergencies, missing persons, or other safety and security-related concerns;

2.3. Preventing, detecting and investigating violations of GVPL's Responsibilities and Conduct of Library Users policy, other related GVPL Board policies or significant safety and security incidents;

2.4. Protecting GVPL facilities, collections, equipment, vehicles, information assets, and other property from theft, vandalism, damage, or unauthorized access;

2.5. Supporting legal proceedings, insurance, risk-management, and evidentiary requirements where authorized by law; and

2.6. Other purposes in accordance with the provisions of BC FOIPPA or specifically approved through a documented legal authority.

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LIMITATIONS:

2.7. Security Video systems are not intended or designated for monitoring employee attendance or performance. However, pursuant to section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA), recorded information that is relevant to an investigation or suspected misconduct may be reviewed and *used to the extent permitted by FIPPA* and the law. Such use may include, but is not limited to, investigations involving employee misconduct, security incidents, insurance or liability matters or safety concerns.

The collection of personal information through Security Video for these purposes is authorized under section 26(c) of FIPPA, where the information relates directly to and is necessary for a GVPL program or activity. Any review or use of Security Video footage in relation to an employee investigation will be limited to information that is reasonably necessary for the purpose of the investigation and will be undertaken only by authorized individuals. *Security Video may be viewed in real time only by authorized employees, as approved by the CEO and/or Executive Director, Systems Integration, Risk Management and IT (or their designate).*

2.8. Public sidewalks and roadways are beyond GVPL's operational responsibility, and any incidental recording of such areas do not fall under approved purposes;

2.9. Audio recording shall be disabled by default and shall not be used unless a specific legal authority and necessity has been established, a PIA has been completed, and appropriate review and approvals have been established.

2.10. Security video shall not be installed or configured in a manner that captures any Library area where there is a reasonable expectation of privacy (for example washrooms); an

2.11. Security Video systems will not be used for research.

3. Approval, Planning, and Privacy Impact Assessment

3.1 The use of security video shall be justified based on verifiable and consistent reports of safety and security concerns and will require an assessment of privacy implications with a view to minimizing privacy intrusion to the extent practicable. GVPL shall consult OIPC where appropriate and all changes or new systems are to be approved by CEO or designate.

3.2 GVPL shall augment security video with other measures of detection or deterrence where practicable.

4. Security Video Operations

4.1. Security Video systems may operate at any time in a 24-hour period, either continuously or with motion sensor activation;

4.2. Only authorized personnel may operate or adjust the positioning of Security Video;

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4.3. Security Video equipment shall be located in a controlled access area and accessed only by authorized personnel with required credentials. Access to security video and areas containing security video systems will be maintained in an immutable log;

4.4. The public shall be notified through clearly visible signage that security video is or may be in operation before entering any surveilled area.;

4.5. Signage shall provide a means of contact GVPL for public enquires regarding Security Video. Signage will be designed to protect GVPL from cyber security risk;

4.6. Temporary or mobile deployment of security video to ensure the security and safety of Library outreach employee shall be subject to all the same provisions in this policy;

4.7. The Library's use, retention, and disclosure of security video recordings and related equipment and software shall comply with GVPL's policies, OIPC guidance and all other relevant federal and provincial legislation related to personal privacy;

4.8. Recordings shall be retained on a temporary basis, typically 30 – 60 days, depending on the capabilities of the recording device and technology. GVPL may archive recordings beyond the temporary retention period, where there are reasonable grounds that the data will be required for a specific investigation and/or follow-up to corroborate a reported security or safety incident;

4.9. When recordings have been viewed for law enforcement, public security or safety purposes, or Library ban decisions, the recordings will be retained for twelve (12) months unless otherwise defined by law, or for the period of time necessary to satisfy a disclosure request.

4.10. GVPL will make all reasonable efforts to ensure the safe and secure disposal of security video recordings once retention period(s) have been reached; and

4.11. Any review of security video recordings shall be undertaken for Library-authorized purposes only and not on behalf of an inquiring member of the public or an employee.

5. Access Requests

5.1. Requests for access to security-video or records shall be directed to GVPL's Privacy Officer and processed in accordance with FOIPPA, GVPL's Information Governance - Freedom of Information and Privacy Policy, and approved procedures.

5.2. Law-enforcement requests must be in writing and approved by GVPL's Privacy Officer or CEO designate. Access to, and the release of, security video recordings will be in accordance with FOIPPA. GVPL reserves the right to refuse requests for access to security video recordings in appropriate circumstances. A warrant, production order, court order, consent, or other lawful authority shall be required where applicable.

5.3. When recordings are viewed for law enforcement or investigative reasons, it shall be undertaken by an authorized person, in a private, controlled area that is not accessible to other employees and/or Library patrons

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5.4. GVPL may disclose information without a formal access request only where the disclosure is authorized by law, including emergency health or safety circumstances. The legal basis and reasons for the disclosure shall be documented.

5.5. All disclosures shall be reviewed on a case-by-case basis, limited to the minimum information necessary, appropriately severed or redacted where required, and recorded in a disclosure log.

5.6. All requests from news media or media organizations concerning footage, still images, incidents captured by security video, or the operation of the system shall be referred immediately to GVPL Communications and GVPL's Privacy Officer. Media status does not create a separate or preferential right of access to security-video information. A request shall be assessed under FOIPPA and other applicable law in the same manner as any other request.

5.7. Any GVPL employee who becomes aware of any unauthorized access or disclosure of security video or unauthorized access to equipment maintain security video, in contravention of this Policy or FOIPPA, has a responsibility to ensure that the Privacy Officer is immediately informed of the suspected breach. Confirmed breaches are reported to OIPC and may result in disciplinary action up to and including dismissal.

Responsibility

The Board of Trustees is responsible for establishing this policy.

The Chief Executive Officer/Chief Librarian is responsible for implementing this policy, establishing supporting procedures, and ensuring organizational compliance.

All GVPL employees, contractors, volunteers, and authorized users are responsible for complying with this policy and associated procedures.

Review

This policy shall be reviewed at least every five years, or sooner if required due to legislative, regulatory, technological, or operational changes.

Related Polices, Agreements and Procedural Documents

- Board Policy V,1 Intellectual Freedom
- Board Policy V.2 Information Governance - Freedom of Information and Privacy
- Board Policy O.1.8 - Responsibilities and Conduct of Library Users
- Board Policy 4.4 – Confidentiality
- Board Policy 4.7 – Responsible Use of Technology

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Contact Information

For more information regarding the collection and use of security video, Library patrons may contact the GVPL Privacy Officer, at privacy@gvpl.ca or through the GVPL's customer service line 250-940-4875.

Policy Name	O.11 Security Video	Next Review Date:	September 2031
Date Approved	January 2016	Last Reviewed:	August 2026

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GREATER VICTORIA PUBLIC LIBRARY

Attachment 7.2.2
Current

Policy O.11

Security Video

Purpose/Background

The Greater Victoria Public Library (Library) is committed to providing a safe and secure environment for our community, library staff, patrons, visitors and property, while balancing the need to protect the individual's right to privacy. The use of security video, where deemed necessary, can be an effective tool in the Library's overall strategy to ensure safety and security of both people and property. The design, deployment and use of security video will be guided by the principle of minimal privacy intrusion, while meeting operational need.

Scope

This policy applies to library management, library staff and library patrons.

Policy Statement and Details

This policy and accompanying procedures will comply with the *BC Freedom of Information and Protection of Privacy Act* (FIPPA) as well as adhere to the Library's *Freedom of Information and Privacy Policy*.

This policy applies to all types of video cameras, monitoring and recording devices that are used for security purposes at library managed facilities. The policy does not address instances where library staff may record a specific event, such as a program or presentation.

To notify individuals that security video is in place, the Library will post prominently visible signs informing individuals of:

- the authority for the collection, use and disclose of personal information;
- the purpose(s) for which the personal information in intended to be used; and
- contact information for questions or concerns.

Standards

The following standards apply to the use of security video:

- only limited, authorized personnel shall be permitted access to video records, based on a need-to-know principle;
- all access requests will follow a formal process and any access, if granted, will be logged;
- the library will ensure appropriate safeguards are in place to ensure the security of video records in its custody and control and that storage devices are located in controlled-access areas;
- the retention of video records will be for the minimal time period allowable to meet operational need and will align with the Library's record retention and destruction procedures; and
- ongoing evaluation of the security video systems and procedures will take place regularly to access the effectiveness of security controls.

Document Control

Policy Name: O.11 Security Video	Next Review Date: January 26, 2016	Last Reviewed:
Policy Type: Operational	Date Amended:	First Approved: January 26, 2016

GREATER VICTORIA PUBLIC LIBRARY

Attachment 8.2.

Policy Title: Chief Executive Officer/Chief Librarian Succession Planning Policy
Policy Type: Governance
Policy Code:
Date Approved:

1. Statement of Purpose

The Greater Victoria Public Library (GVPL) Board is responsible for the appointment, evaluation, and succession of the Chief Executive Officer/Chief Librarian ("CEO") and for establishing the terms and conditions of employment in accordance with the *Library Act*.

Effective succession planning is a core governance responsibility that supports leadership continuity, organizational stability, and public confidence. This policy establishes a framework for CEO succession planning and leadership transition in the event of either an emergency or planned departure.

2. Scope

This policy applies to:

- The GVPL Board
- The Board Chair
- The CEO Support and Evaluation Committee
- The CEO
- The Executive Leadership Team
- Any individual appointed to an Acting CEO or Interim CEO role

3. Definitions

Acting CEO: An individual temporarily assigned CEO responsibilities during a short-term or temporary absence.
Interim CEO: An individual appointed by the Board to perform the duties of the CEO during an extended vacancy or while a permanent recruitment process is underway.
Emergency Succession Plan: The succession planning process used to address an unplanned absence or departure of the CEO.
Short-Term Temporary Absence: A CEO absence of less than 90 calendar days.
Long-Term Temporary Absence: A CEO absence of 90 calendar days or more.

4. Policy Statement

This policy outlines the necessary steps for the appointment of a CEO in the event of:

- An emergency or unplanned absence, or
- A planned departure.

CEO succession planning consists of two interconnected elements:

1. **Emergency Succession Plan** – addressing unplanned absences or departures
2. **Planned Departure Plan** – supporting orderly transition and recruitment

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4.1. Emergency Succession Plan

An emergency succession plan prepares the organization in the event of a short-term temporary absence, long-term temporary absence, or unplanned permanent departure. The CEO will annually identify and maintain a designated senior leader capable of serving in an Acting capacity in the event of an unplanned absence.

a) Short-Term Temporary Absence (less than 90 calendar days)

- The CEO will notify the Board Chair of the senior leader who will serve in an Acting capacity.
- If the CEO is unable to make a recommendation, the Board Chair will consult with the Executive Leadership Team.
- Final appointment authority rests with the CEO, or in their absence, the CEO Support and Evaluation Committee.

b) Long-Term Temporary Absence (90 calendar days or more)

In the case of a long-term temporary absence, the CEO will notify the Board Chair of the upcoming absence. At that time, the CEO may also recommend an internal senior leader to fill the role temporarily. The CEO Support and Evaluation Committee will consider the CEO's recommendation, along with any other appropriate candidates, and make a recommendation to the Board regarding the appointment of an Acting or Interim CEO. The final decision and authority to appoint the Acting or Interim CEO rests with the Board.

- The CEO will notify the Board Chair in advance, where possible.
- The CEO may recommend an Acting or Interim appointment.
- The CEO Support and Evaluation Committee will review the CEO's recommendation and make a recommendation to the Board.
- Final appointment authority for the Acting or Interim CEO rests with the Board.

c) Unplanned Permanent Departure

In the event of a sudden departure of the CEO, the Board will:

1. Appoint an Acting CEO as soon as possible and practical.
2. Appoint an Interim CEO as soon as possible, with appropriate compensation.
3. Communicate with senior staff and notify all staff as soon as possible, or as soon as practical.
4. Establish a Board operations oversight group to support continuity and decision-making during the interim period.
5. Communicate with the Municipalities, the Ministry responsible for public libraries, and key contacts throughout the transition.
6. Require any Board member appointed to an Acting or Interim CEO role to temporarily relinquish their Board member duties and authorities for the duration of the appointment. During this period, the individual will act solely in the capacity of Acting or Interim CEO and will be accountable to the Board.

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Timing of communications and actions will be guided by the circumstances of the situation, with a focus on timeliness, transparency, and operational continuity.

Business Continuity Measures

The CEO will ensure the following business continuity measures are maintained and reviewed annually with the Board Chair:

- Secure access to critical systems, records, and signing authorities
- A prioritized list of critical organizational functions
- Identification and preparation of at least one senior leader capable of serving as Acting CEO
- A written plan for transfer of financial signing authority

Authority and Compensation

When an individual serves as Acting CEO for more than 90 calendar days, additional compensation will be provided. Compensation for an Acting CEO will be determined by the CEO Support and Evaluation Committee.

4.2. Planned Departure Plan

In the event of an anticipated departure (e.g., retirement or resignation), the Board will work with the CEO to ensure sufficient notice and a structured transition.

Board Responsibilities

- The CEO Support and Evaluation Committee manages the succession process.
- The Board establishes a Search Committee.
- The CEO Support and Evaluation Committee recommends the final appointment; the Board approves the appointment.

Search Committee Composition

The Search Committee will:

- Include the Board Chair (or designate)
- Have a majority of the search committee made up of Board members
- Be supported by external advisors as required (e.g., search firm)

The Board may also establish additional processes to engage staff and stakeholders in a way that informs the selection process.

CEO Evaluation and Succession Linkage

- The Board Chair will lead the annual CEO performance evaluation, including:
    - Progress against approved annual goals, and
    - Discussion of anticipated tenure and succession readiness.
- CEO goals will explicitly include leadership development and succession planning.

Roles and Responsibilities (Summary)

Library Board

- Holds final authority for appointment and evaluation of the CEO.

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Board Chair

- Leads CEO evaluation and succession discussions.
- Chairs or appoints the Search Committee Chair.
- Ensures the Board retains accountability for the process.

CEO

- Leads internal leadership development.
- Advises on succession readiness.
- Supports transition and onboarding, as appropriate.

Executive Leadership Team

- Supports leadership continuity and organizational stability.
- One or more may serve on the Search Committee
- All will participate in an advisory capacity during recruitment.

5. Related Legislation

- *Library Act*, R.S.B.C. 1996, c. 264 (British Columbia)

6. Appendix

- CEO – Onboarding Checklist

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