1. Call to Order

2. Territorial Acknowledgement

   The GVPL Board recognizes and acknowledges the traditional territory of the Esquimalt and Songhees Nations on which the Central Branch is located, and Board Meetings are hosted.

3. Introductions

4. Consent Agenda
   4.1. Approval of Agenda
   4.2. Approval of Minutes – October 26, 2021 Attachment 4.2
   4.3. Chair Report Attachment 4.3
   4.4. CEO Report Attachment 4.4
   4.5. Board Liaison Updates Attachment 4.5
       4.5.1. Friends of the Library
       4.5.2. IslandLink Library Federation

5. Chair’s Remarks

6. Business Arising from Previous Meeting

7. Committee Reports
   7.1. Finance Committee- Oral Report For Information
       7.1.1. Finance Policies for Approval Attachment 7.1.1
           7.1.1.1. 3.6 Purchasing and Signing Authority Attachment 7.1.1.1
           7.1.1.2. 3.10 Travel, Education and Other Allowable expenses Attachment 7.1.1.2
       7.1.2. Recommendation for Approval of Expenditure of Reserve Funds Motion to Approve Attachment 7.1.2
   7.2. Policy and Planning Committee- Oral Report For Information

8. New Business
   8.1. Board Meeting Dates for 2022 Attachment 8.1 For Approval

9. In Camera Meeting

10. Next Meeting Date
    December 14, 2021 12:00pm – 1:00pm

11. Adjournment
An electronic meeting of the Greater Victoria Public Library Board was held on the above date. The following individuals were in attendance:

**Board Members:**
- Trustee M. Alto
- Trustee A. Appleton
- Trustee E. Beaton
- Trustee D. Begoray
- Trustee M. Boyd
- Trustee J. Davis
- Trustee E. Glover
- Trustee K. Harper
- Trustee A. Holthuis
- Trustee G. Lemon
- Trustee D. Kobayashi
- Trustee A. MacKinnon
- Trustee K. Roessingh
- Trustee M. Sahlstrom
- Trustee K. Santini
- Trustee D. Seaton
- Trustee B. Thompson

**Staff**
- M. Sawa, CEO/Board Secretary
- P. McKinnon, Director, Finance & Facilities
- J. Weissl, Director, People & Culture
- E. Gillette, Acting Director, Library Services, Innovation & Delivery
- Daphne Wood, Director, Planning and IT
- F. Ferreira, President CUPE 410
- E. Russell, Recording Secretary

**Regrets:**
- Trustee J. Vermeulen

1. **CALL TO ORDER**
   
   Trustee MacKinnon called the meeting to order at 12:02 pm

2. **TERRITORIAL ACKNOWLEDGEMENT**
   
   Trustee MacKinnon provided the Indigenous acknowledgement.

3. **INTRODUCTIONS**
   
   The Chair welcomed Fatima Ferreira, President of CUPE 410; and Eileen Gillette who is currently the Acting Director, Library Services, Innovation and Delivery.
4. **APPROVAL OF CONSENT AGENDA**  
   Moved by Trustee Alto, Seconded by Trustee Harper

   THAT Items 4.1 through 4.6 be approved  
   MOTION CARRIED

4.1 Approval of Agenda  
   THAT the Agenda be approved  
   MOTION CARRIED

4.2 Approval of Minutes- September 28, 2021 GVPL Board Meeting  
   THAT the minutes of the September 28, 2021 Meeting be approved  
   MOTION CARRIED

4.3 Chair Report  
   THAT the Chair’s Report be received for information  
   MOTION CARRIED

4.4 CEO’s Report  
   THAT the CEO’s Report be received for information  
   MOTION CARRIED

4.5 Board Liaison Update Report  
   THAT the Board Liaison Update Report be received for information  
   MOTION CARRIED

4.6 Correspondence  
   THAT the patron correspondence dated August 19, 2021 and September 29, 2021 be received for information  
   MOTION CARRIED

5. **Chair’s Remarks**  
The Chair recognized that October is B.C. Library Month. He also reminded the board that the Vice Chair’s term will finish at the end of the year and encouraged any members who might be interested in the role to connect with either the Chair or the Vice Chair.

6. **BUSINESS ARISING FROM PREVIOUS MEETING**  
None

7. **COMMITTEE REPORTS**

   7.1 **Finance Committee- Oral Report**
   
   Trustee Harper provided an update from the Finance Committee, noting that a special meeting of the committee is scheduled for Tuesday, November 9 and all trustees are welcome to attend.

   7.1.1 **Budget Fiscal 2022 and Five-Year Financial Plan**
   
   Trustee Harper presented the Draft Budget 2022 and Five-Year Financial Plan.

   Moved by Trustee Harper, Seconded by Trustee Boyd

   THAT the Board approve the 2022 Budget and Five-Year Financial Plan  
   MOTION CARRIED
7.2 Policy and Planning Committee -Oral Report

Trustee Kobayashi provided an update from the Policy and Planning committee advising that the committee’s next meeting is Tuesday, November 2 and all trustees are welcome to attend.

Trustee D. Seaton joined the meeting at 12:15

7.2.1 2021 Perception Survey discussion

D. Wood provided a brief recap of the presentation that took place for Trustees on October 21, 2021.

8. NEW BUSINESS

8.1 2020 Annual Report

Trustee MacKinnon introduced the 2020 GVPL Annual Report, noting that it will be released to the public this week.

8.2 2021-2023 Strategic Bridge Plan Launch

M. Sawa provided an update on the status of the 2021-2023 Strategic Bridge Plan launch. It will be launched to the public via a publication that will be posted on the GVPL website and linked from social media and other public forums.

9. NEXT MEETING DATE

November 23, 2021: 12:00 – 1:00 pm.

10. ADJOURNMENT

Moved by Trustee Kobayashi, Seconded by Trustee Begoray

THAT the October 26, 2021 Regular Board Meeting adjourn

Meeting Adjourned at 12:43 pm
I’d like to congratulate Elysia Glover on being reappointed to the BCLTA Board of Directors at the BCLTA AGM which took place on October 26. I am delighted that GVPL will continue to be so ably represented on the Board of this provincial association.

Both the Policy & Planning Committee and the Finance Committee met earlier this month. Thanks to all who participated. Committee Chairs Doug Kobayashi (Policy & Planning) and Karen Harper (Finance) will provide an update at our November 23 Board meeting.

Budget season has officially begun. The first of our 2022 budget presentations to municipal councils took place on Thursday, November 18th. I was pleased to introduce the budget to the City of Victoria’s Committee of the Whole and speak to the important role GVPL plays in our community. It was a pleasure to also express appreciation for the contributions of our municipal council representative to the board, Marianne Alto and our four Victoria citizen representatives: Deborah Begoray, Elysia Glover, Ramesh Ranjan and Kathy Santini.
The first in our annual series of budget presentations to municipal councils took place on November 18th when we presented our 2022 budget submission to the City of Victoria’s Committee of the Whole. Thanks to Board Chair Andy MacKinnon and Paul McKinnon, Director of Finance and Facilities who joined me in providing council with an overview of GVPL’s accomplishments and priorities for the coming year, including a look ahead at our 2021-2023 Strategic Bridging Plan. We look forward to further opportunities to meet with our municipal partners in the new year.

The Fall meeting of the Canadian Urban Libraries Council took place virtually on November 8 and 9. CEOs of all the large Canadian urban library systems convened for a series of stimulating and informative presentations and information sharing. Of particular relevance and very timely was a fabulous session on “Equity-based Placemaking”. In follow up, a CULC working group is being established to develop equity-based placemaking terms of reference for public libraries, which will be an invaluable resource to GVPL as we move forward on our E.D.I.A. planning.

In support of the 2021-2023 Strategic Bridging Plan, GVPL has engaged BC Stats in the administration of a Work Environment Survey (WES). This staff survey is currently underway and is intended to gather information with the goal of understanding our current work environment and identifying areas of employee engagement that may need enhanced focus. This will allow us to create a baseline from which to grow and improve over time. Included in the survey are questions about employees’ experiences with Equity, Diversity, Inclusion and Accessibility in the workplace.

This week is the second annual Rising Economy Week (ourrisingeconomy.com), organized by the South Island Prosperity Partnership (SIPP). I look forward to representing GVPL at various conference events to glean additional perspectives on how GVPL can help bridge gaps and contribute to the economic resilience of our communities.

Speaking of community building, for many years, GVPL has been looking at ways to offer programming and services that are sustainable and support our community in being environmentally proactive. GVPL’s Seed Library and Climate Action to Go Kits are just two of the services that are featured in a new book published by the American Library Association - Libraries & Sustainability: Programs and Practices for Community Impact. I am delighted to report that GVPL librarians Aiyang Ma, Jennifer Rowan, and former GVPL librarian Karen Sharkey contributed a chapter to this important new resource that covers these services as well as an introduction to the Community-Inspired Library Service Model and programs such as the Repair Café and Conversations for a One Planet.
Additional recognition of GVPL’s professional leadership was noted in this recent article on the efforts being made in B.C. to indigenize content. GVPL’s work on developing standardized alternatives to Library of Congress subject headings is referenced: [https://energeticcity.ca/2021/11/17/outdated-terms-being-removed-from-sd-60-indigenous-material/](https://energeticcity.ca/2021/11/17/outdated-terms-being-removed-from-sd-60-indigenous-material/)

I am pleased to conclude this report by providing you with another presentation from GVPL’s Library Services Portfolio Librarians. This month, we are focusing on GVPL’s Arts, Culture & Heritage Portfolio. This role plays a vital role in the coordination of arts, culture and local history services and plays an important role in GVPL’s celebration of the unique talents of our community. The scope of this portfolio includes the coordination of art and historical programs, film and musical events, pop culture programming, genealogical services, and art walls in the branches. This portfolio plays a key role in GVPL’s participation in GLAM (Galleries, Libraries, Archives & Museums) sector initiatives. Public Services Librarians Devon Tatton and Marguerite Thompson prepared a video overview of the work of the [GVPL’s Arts, Culture & Heritage Portfolio](https://energeticcity.ca/2021/11/17/outdated-terms-being-removed-from-sd-60-indigenous-material/).
4.5.1 Friends of the Library- Kathy Santini

Book sale scheduled for Langford in April 2022.

The Friends will be hosting their first major sale in Langford in April, thanks to the efforts of GVPL board member Dianna Seaton and Friends of the Library board member Gabrielle Goudy. The book sale will be held at the Eagle Ridge Arena from April 1-4, COVID permitting. The rental fees have been waived as a community benefit and the municipality is also helping with publicity and set up.

4.5.2 IslandLink Library Federation- Joy Davis

The IslandLink Library Federation, comprised of libraries from Powell River, Alert Bay, Salt Spring Island and GVPL, held its semi-annual Board Meeting on Friday, October 29, 2021 by Zoom. Judy Nurse, Chair and Trustee from Salt Spring Island Public Library led the two-hour meeting. The regular business of the Board emphasized the range of public programs, professional development, and library service activities that IslandLink supports with its annual provincial grant of approximately $94,500. A highlight of the agenda was a presentation from Adrienne Wass of the Libraries Branch. Her overview of the role and systems of the Branch was very informative. Subsequent discussion centered on the ways in which the library needs of First Nations communities are served.

IslandLink Trustees and affiliated staff look forward to the 2022 Vancouver Island Library Staff Conference that will be held in Victoria on May 6, 2022 along with a special IslandLink meeting the following day including a Board Meeting.
MEMORANDUM

Date: November 23, 2021

To: Greater Victoria Public Library Board

From: GVPL Planning and Policy Committee

C.C. Maureen Sawa, CEO
Paul McKinnon, Director, Finance & Facilities

Subject: Finance Policy Revisions

Background:
Upon completion of a full review of Policy 3.6 (Purchasing and Signing Authority) and Policy 3.10 (Travel, Education and Other Allowable Expenses), updated versions of both policies have been prepared for approval. Revisions made to these policies reflect the current best practices standards, language, current reporting structures within GVPL, and feedback received from KPMG as part of the Annual Audit Report. Both policies have were reviewed and recommended for approval by the Finance Committee at their September 17, 2021 meeting, and the Planning and Policy Committee at the November 2, 2021 meeting.

For reference, the current policy 3.6 is located here and was last updated in 2014. The current policy 3.10 is located here and was last updated in 2008.

Highlights of the changes made to the draft revised version of Policy 3.6 attached (attachment 5.2.1) include:
- Addition of Employee Purchase Cards: Point 14: “Loyalty and other associated points program related points whether personal or otherwise are not to be collected through the use of Employee Purchase Cards.”
- Updating Spending Authorities limits for contracts to include all of the Directors under Group B
- Updating of position titles to reflect current state for the Director of People and Culture

Highlights of the changes made to the draft revised version of Policy 3.10 attached (attachment 5.2.2) include:
- Updating gendered language to be more inclusive
- Updating section 10: Education, to reflect approval process and updating position titles to reflect the current organizational structure
- Updating Payment and Reimbursement, to reflect KPMG recommendations for year end timelines guidance and deadlines

Recommendation:
That the Greater Victoria Public Library Board accept the changes as presented and approve finance policies 3.6 (Purchasing and Signing Authority) AND 3.10 (Travel, Education and Other Allowable Expenses).

Motion:
THAT the GVPL Library Board approved the revised policies 3.6 (Purchasing and Signing Authority) AND 3.10 (Travel, Education and Other Allowable Expenses) as recommended
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Purpose

The purpose of this policy is to establish guiding principles and outline the approval of commitments and expenditures for goods and services made on behalf of the Greater Victoria Public Library Board by employees and volunteers. Commitments and expenditures should reflect sound business decisions and stewardship of resources and assets, ensure prudent use of library funds, and meet best purchasing practices, including competitive procurement by fair and open competition.

This policy extends authority to the Chief Executive Officer (CEO) and designates for the development of practices and procedures that are consistent with the intent of this policy. These practices and procedures will be supplemented and amended as required for the effective administration of this policy, to meet the current and future needs of the Library, and in accordance with strategic and business plans.

All relevant legislation and trade agreements take precedence over this policy and all library purchasing practices will adhere to the principles of such legislation and agreements.

Principles

This policy is guided by the following principles:

1. Fair value for money will be the basis of all commitments and expenditures and will include, where appropriate, the total cost of the product or service purchases:
   a. Total costs may include but are not limited to acquisition, disposal, training, maintenance costs, and residual value, performance and environmental impact;
   b. Other intangible values to be considered where practical may include but are not limited to quality assurance, capacity of supplier, and buying local.
2. Goods and services will be procured in an efficient, timely and cost effective manner and will reflect sound business decisions that are appropriately documented and approved.
3. Procurement processes will involve engagement in an open bidding process wherever practical.
4. Procurement processes will ensure fairness, objectivity and transparency.
5. Procurement processes will ensure that maximum value is realized when disposing of surplus goods, materials and equipment.
6. The procurement of goods and services will take into account, wherever practical, the commitment to the environment and energy savings.
7. Commitments and expenditures will meet the requirements of Greater Victoria Public Library’s Policies and the Supply Chain Management Association (SCMA, formerly PMAC) Code of Ethics.
8. Commitments and expenditures will meet the requirements of legislation, including but not limited to, the Agreement on Internal Trade (AIT), and the Trade, Investment and Labour Mobility Agreement (TILMA), the British Columbia Freedom of Information and Protection of Privacy Act (FIPPA), the British Columbia Library Act, the British Columbia Local Government Act, British Columbia Social Service Tax Act, the Federal Goods and Services Tax Act, and the Canada Customs and Revenue Agency Act.
9. Greater Victoria Public Library will participate in cooperative purchasing partnerships wherever quantifiable benefits exist.
10. Suppliers and vendors will not be excluded unless there is documented evidence to warrant exclusion.
Conflicts of Interest

This section relates to signing authority and purchasing and extends to Board members acting in a related capacity and in accordance with Board policy 5.10, Code of Ethics.

1. Designated individuals will not exercise their signing authority in circumstances where conflicts of interest exist or could be seen to exist.

2. A potential conflict of interest with a new vendor or supplier must be declared as part of the selection process. A conflict of interest may occur when the Library representative’s obligation towards the vendor could be influenced or compromised by the following:

   a. Personal relationships
   b. Business relationships
   c. Indirect person benefit
   d. Competing loyalties

Competitive Bidding

Request for Information (RFI), also sometimes referred to as a RFEOI (Request for Expression of Interest) – A non-binding, open enquiry that spans the market seeking broad data and understanding on products or services that the Library is interested in procuring. An RFI is an initial procedure used to gather information and determine the next step in the process, often used in conjunction with an RFP, RFQ or RFT. Opportunities are given public notification by way of advertisement and/or concurrently on the Greater Victoria Public Library web page and the BC Bid web site.

Request for Quotation (RFQ) – A request for a written quotation for pricing of products and/or services that are already defined by the Library. An RFQ is best suited for solutions, products and services that are "standardized" and/or widely available, that do not have extensive terms and conditions and specifications, and when cost is the determining factor of award.

Request for Proposal (RFP) – A solicitation of written, competitive proposals or offers sent to potential suppliers where greater input from the proponents may be required. Typically, an RFP leaves part of the precise structure and format of the response to the discretion of the suppliers but should seek specific data, offers and quotations (i.e. the requirements are defined, the solution is not). Opportunities are given public notification by way of advertisement and/or concurrently on the Greater Victoria Public Library web page and the BC Bid web site.

Request for Tender (RFT) – A more formal request involving an open invitation to suppliers that can meet clearly defined and specific needs, usually based on information obtained earlier from an RFI. An RFT involves an invitation to bid, which solicits competitive, written, signed, and sealed offers which must conform to the requirements of the invitation. Opportunities are given public notification by way of advertisement and/or concurrently on the Greater Victoria Public Library web page and the BC Bid web site.
<table>
<thead>
<tr>
<th>Purchase Threshold</th>
<th>Context</th>
<th>Method</th>
<th>Requirements</th>
<th>Contract requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $5,000</td>
<td>Requirements are defined, product or service widely available</td>
<td>RFQ</td>
<td>A minimum of one (1) written quotation</td>
<td>Purchase Order, Contract or General Service Agreement</td>
</tr>
<tr>
<td>Between $5,000 and $50,000</td>
<td></td>
<td></td>
<td>A minimum of three (3) written quotations</td>
<td></td>
</tr>
<tr>
<td>Between $5,000 and $50,000</td>
<td>Requirements are reasonably well-defined, greater input from proponents is required</td>
<td>RFP</td>
<td>A minimum of three (3) requests for proposals and advertising</td>
<td>Contract or General Service Agreement</td>
</tr>
<tr>
<td>Greater than $50,000</td>
<td>Requirements are clearly defined and specific, proponents must meet the specifications</td>
<td>RFT</td>
<td>A minimum of three (3) requests for tenders and advertising</td>
<td>Contract or General Service Agreement</td>
</tr>
</tbody>
</table>

**Tenders**

1. The CEO, at their discretion, may call for tenders for individual items costing less than $50,000.

2. Bid opening – Sealed tenders will be accepted in accordance with the closing time and date stipulated in the Request for Tender.

3. Advertising - Requests for Tenders will be publicly advertised on the Greater Victoria Public Library web page and on the BC Bid web site.

4. Evaluation - All bid submissions are subject to evaluation after opening and before award of contract. The Request for Tender documents must clearly identify the requirements of the procurement, the evaluation method, evaluation criteria based on the guiding principles as outlined in this policy, and the weights assigned to each criterion.

5. Award – After contracts have been awarded, access to tender documents is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FIPPA).

6. Vendor Complaint Process – A method to handle formal supplier complaints is an integral part of fair and open procurement policy. Formal complaints should be directed to the Director of Finance at the Greater Victoria Public Library.
Exceptions to Competitive Bid Process

1. A Competitive Exception Request form is necessary, other than for Standing Exceptions described in this section under item 3, whenever a request is made to waive the requirement for a competitive bidding process in accordance to this policy. The form requires approval by the Director of Finance, who will also forward a copy to the CEO.

2. The Competitive Exception Request form should be submitted if an exception to the competitive bidding process is deemed necessary, while ensuring compliance with any applicable procurement industry standards and/or regulations, due to:

   a. A sole source situation, where there is a single supplier that is exclusively capable of meeting Library requirements within the time available, including emergency and other situations, which preclude conventional planning and processing. These situations include:
      i. One-of-a-Kind – the item or service has no competitive product and is available from only one supplier; this includes used, reconditioned or demonstration equipment available at a lower-than-new cost.
      ii. Compatibility – the item or service must match an existing brand of equipment for compatibility or is manufactured or available from only one vendor.
      iii. Replacement Part – the item is a replacement part for a specific brand of existing equipment and is available from only one supplier.
      iv. Proprietary – the item or service is an add-on or component of a proprietary system (e.g. software) and/or is covered by an exclusive right such as a patent, copyright or exclusive license.
      v. Delivery Date – only one supplier can meet necessary delivery requirements.
      vi. Unique Design – the item or service must meet physical design or quality requirements and is available from only one supplier.
      vii. Emergency – Urgent need for the item or service does not permit soliciting competitive bids; including purchases needed to address major facility failures, damages due to disasters, or purchases necessary to address immediate safety and security issues.

   b. A statutory requirement for procurement, such as a statutory order issued by a government authority related to environmental, public health, or workplace safety compliance.

   c. A market-based condition, such as a monopoly or a product that is in short supply due to market conditions.

   d. Allow for the purchase of goods and services using co-operative consortium buying procedures with other municipal or government bodies and agencies as may be deemed advantageous to the Board.

   e. A donor-specified purchase.

3. Other Standing Exceptions to the competitive bidding process will be documented in a Standard Item List and allowed, as follows:

   a. Standard items, which have been proven to be both supportable as well as cost-effective. A Standard Items List is required which contains pre-approved vendors and products upon which
the Library has standardized. These items are most commonly related to computer hardware, software, subscriptions and some furnishings.

b. Professional Services. Contracting of personal or consultant services involving technical, professional or specialized skills, qualification or expertise (e.g. consultants, speakers and lecturers, legal, architectural, accounting, auditing, banking, investment or insurance services, or other services that require the giving of an opinion, creativity, the preparation of a design, or technical expertise).

c. Preferred vendor arrangements. The primary example of such an arrangement in the Library is in the acquisition of library collection materials, recognized as a vital and specialized activity, and which by its inherent nature requires the establishment of relationships with vendors and suppliers and agencies on an ongoing basis similar to a Standing Purchase Order (e.g. Automated Release Plans or ARPs).

d. Recurring or Non-Competitive Expenditures. Expenditures that tend to be lower-value and regularly occurring, such as utilities, telecommunication services, professional development workshops and seminars, permits, fees, licenses, postage, advertisement, vehicle fuel, repairs and rental, supplies, travel expenses and computer peripherals.

4. The Competitive Exception Request must contain the following elements as they apply to the specific request:
   a. The intended purpose or use of the product and/or service;
   b. A description and/or explanation of the unique feature(s) or characteristic(s) /specification(s) of the requested product or service that will serve as the basis for a sole source justification;
   c. List of sources investigated to determine that no other source exists for similar products/services capable of meeting requirements;
   d. If the product/service must be compatible with other equipment manufactures or services performed by the same vendor, reference to the previous order should be provided;
   e. A description of the situation or requirement that applies if the exception is not based on a sole source situation.

5. The waiving of formal bidding requirements does not mitigate the need to ensure purchases are competitively priced and the terms and conditions of the purchase are in the best interest of the Library.

Employee Purchase Cards

1. The Library offers an Employee Purchase Card program. Employees must complete an Employee Purchase Card Application, which is approved by the Director of Finance or CEO in their absence. An application submitted by the CEO requires approval by the Library Board Chair or designate.

2. Cardholders must sign an Employee Purchase Card Agreement, which states card limits, procedures and responsibilities to ensure a high standard of care is achieved. Agreements are renewed annually to remind cardholders of expectations.

3. The purchase cards are the property of the Greater Victoria Public Library Board and will be issued jointly in the name of the cardholder and the Library.
4. The cardholder is responsible for all expenses charged to the cards and transactions should be for library business purposes only. Any non-reimbursable charges (e.g. meal cost exceeds allowable meal per diem) will be paid to the Library immediately or deducted from the cardholder’s next pay.

5. Purchase card expenditures will comply with established spending limits and authorities, approved budgets, and in accordance with Board policies. Any transactions allocated to expenses for which the cardholder does not have budget authority over, will require pre-approval by the appropriate budget authority.

6. Employee cardholders will undertake to protect the card and the card account number and realize that it is for their use only.

7. When using the card for making purchases on the Internet, the cardholder will take every reasonable precaution to ensure that they are transacting on a reputable and secure website and will refer to security guidelines for Internet purchases provided on the Employee Purchase Card Agreement.

8. Lost or stolen cards are to be reported immediately according to the procedure in the Employee Purchase Card Agreement.

9. When a card is surrendered (e.g. upon retirement or termination of employment) any outstanding personal transactions charged to the card will be deducted from the cardholder’s next (or final) pay.

10. Transaction approval will involve the submission of a Purchase Card Statement by the cardholder every month. All purchases will be verified and matched with supporting receipts and documentation and assigned to an expense account.

11. The Purchase Card Statement will be signed and dated by the cardholder, confirming that all charges are correct and incurred for business purposes. The cardholder’s supervisor (or in the case of the CEO, the Board Chair or designate) will sign and date the statement confirming that all purchases are appropriate, business related charges.

12. The Director of Finance or designate(s) will perform random and spot audits of transactions and credit card activities, at least on a quarterly basis, to ensure compliance with stated policies and procedures.

13. The Employee Purchase Card Program will be independently audited, with a scope and frequency commensurate with the risks posed by the program, and upon recommendation from the auditor.

14. Loyalty and other associated points program related points whether personal or otherwise are not to be collected through the use of Employee Purchase Cards.
Authorizations

Budgeted Expenditures

1. Established Annual Operating Budgets, approved by the member municipalities by May 1st, and reserve fund budgets approved by the Library Board are the source of authority for all expenditures. The Library Operating Agreement sets out parameters for the Annual Operating Budget, including approval and appropriate use.

2. Budget Amendments – Individual lines within the budget may be amended (i.e. reallocated) within the following limits:

<table>
<thead>
<tr>
<th>Approval requirement</th>
<th>Criteria</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEO and Director, Finance</td>
<td>Within same budget category ¹</td>
<td>Up to $100,000</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>From one budget category to another</td>
<td>Up to $100,000</td>
</tr>
<tr>
<td>Finance Committee</td>
<td></td>
<td>$100,000 up to 2% of operating budget</td>
</tr>
<tr>
<td>Board and Councils</td>
<td></td>
<td>Greater than 2% of operating budget ²</td>
</tr>
</tbody>
</table>

3. The CEO authorizes certain staff members, as Budget Authorities, to make commitments and approve expenditures in accordance with approved budgets, this policy and other Board policies.

4. Budget Authority responsibilities and conditions for delegation of authority are outlined in the Budget Authority Guidelines.

Contracts

1. Contracts are formal, legally binding and enforceable agreements between the Greater Victoria Public Library (legal name “Greater Victoria Public Library Board”) and a third party.

2. Contracts will be in one of three formats:
   a. *Purchase Order* detailing the requirements of goods and/or services;
   b. *General Service Agreement* (standardized GSA), if for services only;
   c. *Contract* detailing the requirements of goods and/or services. This can be in any format (e.g. letter, Memo of Understanding) as long as both parties sign and date the document indicating agreement. Invoices are not considered to be a contract as defined in this section.

3. This policy does not apply to any contracts or agreements between member municipalities, such as the Library Operating Agreement, or other similar or related agreements that may involve library services, deeds, conveyances, mortgages, and other documents for the transfer or assignment of real and personal property, major long-term contracts or agreements including debentures.

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¹ There are six budget categories: Library materials, Salaries and benefits, Supplies and services, Building occupancy, Other expenses and Assets.

² In accordance with the Library Operating Agreement. 2% of operating budget represents approximately $413,000 at time of policy revision in 2021.
4. If and RFP or RFT process was conducted, the contract will be based on the standard terms and conditions as set out in the RFP or RFT documents. These documents, any subsequent written amendment(s), the offer and the notice in writing of acceptance of the offer will constitute the agreement and form the basis of the final contract between the Library and the successful supplier.

5. A General Service Agreement is recommended for all services, as it includes standard clauses on terms and conditions, insurance, privacy and intellectual property.

6. Where applicable, the contractor’s health and safety policy will also form part of the contract.

7. Contract signing authorities, limits are summarized as follows:

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<thead>
<tr>
<th>Groups</th>
<th>Authorities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A</td>
<td>Library Board, documented in meeting minutes</td>
</tr>
<tr>
<td>Group B</td>
<td>CEO, Director, Finance and Facilities, Director, Library Services, Innovation and Delivery, Director, Technology and Risk Management, Director, People and Culture, Director, Library Services, Planning and Engagement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of contract</th>
<th>Limit</th>
<th>Authorized by</th>
<th>Contract Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any</td>
<td>Greater than $250,000</td>
<td>Group A</td>
<td>Contract or General Service Agreement (GSA)</td>
</tr>
<tr>
<td>Any contract meeting one or more of the criteria under Contracts, section 8</td>
<td>n/a</td>
<td>Group A</td>
<td>Contract or General Service Agreement (GSA)</td>
</tr>
<tr>
<td>Employment offers and agreements for exempt employees, other than CEO</td>
<td>n/a</td>
<td>CEO (or designate) and Director, People and Culture (or designate)</td>
<td>Standard formats approved by CEO and Director, People and Culture</td>
</tr>
<tr>
<td>Employment offers and agreements for CUPE 410 employees</td>
<td>n/a</td>
<td>CEO, delegated to Director, People and Culture **</td>
<td>Standard formats approved by CEO and Director, People and Culture in accordance with CUPE 410 requirements</td>
</tr>
<tr>
<td>Goods and/or services other than above</td>
<td>Less than $5,000</td>
<td>Any 2 of Group B</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td>$5,000 to $100,000</td>
<td>Any 1 of Group B and Director, Finance (or designate)</td>
<td>Purchase Order, contract or General Service Agreement</td>
</tr>
<tr>
<td></td>
<td>$100,000 to $250,000</td>
<td>Any 1 of Group B and Director, Finance (or designate); reviewed by CEO (or designate)</td>
<td>Purchase Order, contract or General Service Agreement</td>
</tr>
</tbody>
</table>

** Where the CEO delegates to a Director, the CEO or designate will authorize in the Director’s absence.

8. Contracts will be authorized by the Library Board (Group A) if one or more of the following criteria applies:

   a. Any contract or agreement which in the opinion of the CEO or designate exposes the Library to an uncertain and potentially significant liability;
   b. Any contract or agreement which in the opinion of the CEO or designate is precedent-setting or involves sensitive issues;
   c. Any lease, license or other agreement for the use or occupation of Library or member municipality real property by third parties or the real property of third parties by the Library.
or member municipality where the term is or may be in excess of five years (including therein any periods of renewal or extension provided for in the lease, license, or agreement) or the annual rental or other annual payment related thereto exceeds $250,000;

d. Any actions which under the Library Act require the prior approval of a government legislated body (e.g. Minister of Education, Minister of Finance);

e. Any contract or agreement which a Board Committee requests be brought before the Board for approval.

9. Contracts exceeding $50,000, excluding employment contracts, will be considered for review by legal counsel, based on the recommendation of the CEO.

10. Purchase orders may be issued in other situations in order to document specific details and specifications of purchases.

11. Where the ongoing regular supply of goods and services from a single source are deemed necessary, a Standing Purchase Order may be issued. Standing Purchase Orders will be established in accordance with the “Principles” of this policy and reviewed every five (5) years, to ensure compliance with this policy and to ensure that the Library is receiving the best value.

12. Designated individuals have the responsibility to exercise their signing authority in a prudent manner. Depending on the nature of the agreement to be signed, this responsibility will include an assessment of some or all of the following:

   a. The ability to meet the terms specified in the agreement;
   b. Compliance with all related legislation, regulatory requirements and Library policies that may be impacted by the agreement (e.g. labour legislation, intellectual property requirements, approvals or waivers that may be required from individuals other than those signing the agreement);
   c. The financial impact of the agreement on the Library, considering the total cost of the product or service purchased, including tangible and intangible costs as outlined in this policy under Principles, item 1, such as acquisition, disposal, training, maintenance, residual value, and capacity of vendor;
   d. Whether legal advice should be obtained prior to signing the agreement;
   e. The need to consult with key internal stakeholders on other considerations including, but not limited to, technology infrastructure and support, privacy, staff resourcing, public services, insurance, communications, and facilities.

13. The CEO may remove a vendor’s name from consideration for contracts under this policy on the basis of poor performance or non-performance on a Library contract. The basis of such decisions will be fully documented.

14. Contract process will be reviewed once every three (3) years.
## Bank Signatories - Disbursements (e.g. Cheques, electronic fund transfers)

<table>
<thead>
<tr>
<th>Groups</th>
<th>Authorities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In accordance with banking agreement.</td>
</tr>
<tr>
<td>Group A</td>
<td>Board Chair</td>
</tr>
<tr>
<td></td>
<td>Board Vice-Chair</td>
</tr>
<tr>
<td>Group B</td>
<td>CEO or Director, Finance and Facilities</td>
</tr>
<tr>
<td>Group C</td>
<td>Director’s aside from Director, Finance and Facilities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of disbursement</th>
<th>Limit per disbursement</th>
<th>Authorized by</th>
<th>Under authority of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheques and eTransfer (EFT)</td>
<td>Up to $250,000</td>
<td>Any 2 from Group B, or Any 1 from Group B and Any 1 from Group C</td>
<td></td>
</tr>
<tr>
<td>Cheques and eTransfer (EFT)</td>
<td>Greater than $250,000</td>
<td>Any 1 from Group A and Any 1 from Group B</td>
<td></td>
</tr>
<tr>
<td>Employee Purchase Cards</td>
<td>Card limits</td>
<td>Transactions: Cardholder and Budget Authority or Supervisor Payments: CEO, delegated to Director, Finance</td>
<td>Umbrella agreement with financial institution and provincial government</td>
</tr>
<tr>
<td>Direct deposit of routine salary/wages and payroll withholding taxes</td>
<td>n/a</td>
<td>CEO, delegated to Director, Finance**</td>
<td>Standing agreements between the Library Board, CUPE 410 and employment contracts with exempt employees</td>
</tr>
<tr>
<td>Non-routine payroll payments to employees other than exempt employees</td>
<td>n/a</td>
<td>CEO, delegated jointly to Director, Finance and Director, People and Culture**</td>
<td>Standing agreements between the Library Board, CUPE 410</td>
</tr>
<tr>
<td>Non-routine payroll payments to exempt employees</td>
<td>n/a</td>
<td>Any 2 from Group A</td>
<td>Subject to terms of employment contracts</td>
</tr>
<tr>
<td>Pre-authorized electronic fund transfers (e.g. tax remittances, lease payments)</td>
<td>n/a</td>
<td>CEO, delegated to Director, Finance **</td>
<td></td>
</tr>
<tr>
<td>Fund transfers between Library bank accounts</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund transfers between Library bank and investment accounts</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Where the CEO delegates to a Director, the CEO or designate will authorize in the Director’s absence.
Procedures

- Budget Authority Guidelines
- Tendering Procedures

Forms and templates

- Competitive Exception Request form
- Standing Items List
- Employee Purchase Card Application
- Employee Purchase Card Agreement
- General Service Agreement
Policy 3.10 Travel, Education & Other Allowable Expenses

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Purpose/Rationale

The purpose of this policy is to establish and define the limits and the conditions related to travel; to guide the selection of the most cost effective means of travel; to identify allowable expenses for travel and education and to define other allowable expenses; and to establish authority and criteria for pre-approval of travel requests.

Scope/Limits

- This policy applies to all Library employees, volunteers and Board and committee members.
- For the purposes of this policy, “allowable expenses” mean Library-related expenses that have been paid directly by or on behalf of employees, board members, volunteers and visitors.
- For the purposes of this policy, “performance of their duties” shall refer to those duties performed by an employee, board member and volunteer related to Library business and as expected by their assigned role. Such duties shall include attendance at events related to professional development or training that has been approved or acting as a Library representative.
- It shall be confirmed by the appropriate budget authority that expenditures incurred in relation to this policy have sufficient funds in place in the budget.

Principles

- The Chief Executive Officer (CEO) shall incur travel, education and other allowable expenses as required and will submit an expense report and receipts for such expenses at the next scheduled board meeting for review and approval by the Chair of the Board or designate.
- All other employees must receive the prior approval of their supervisor and the Director, People and Culture or designate for all travel and education expenses using the Approval/Claim Form for Travel and Education Expenses.
- Travel, education and other allowable expenses shall only be reimbursed upon the submission of a properly completed and approved expense report (refer to Forms section below). The expense report must be accompanied by original vouchers and invoices (excluding per diem and mileage rates) and should be submitted to accounts payable.
- Standing approval may be granted in circumstances where employees have approval for sitting on provincial or national committees or in situations where a series of trips can be scheduled, it can be granted for the duration of the commitment.
- Travel on Library business should be conducted in the most cost-effective manner that is feasible for the circumstances. Groups travelling together should consciously attempt to pool resources wherever possible, i.e. carpooling for on-island or lower mainland travelling or sharing transport to and from airport.
- The greatest possible flexibility in arranging for the least expensive fares will be a chief consideration when entering into an arrangement with a travel agent or consultant.
- Travel discounts, such as airline frequent flyer, hotel and automobile rental bonus points which are accumulated by employees while travelling, must not be used for personal benefit. Such discounts must only be applied against future Library travel.
• Allowable distance and per diem rates will be aligned with other government agencies and will be reviewed annually.
• All protocol related expenses require the prior approval of the CEO. Claims for alcohol will only be considered in circumstances where protocol dictates that alcohol be provided.

**Travel, Education & Other Allowable Expenses**

1. Air Travel  
   a. Economy class of air travel is to be used in all cases.  
   b. Necessary layovers to achieve savings can be booked. However, accommodation and meal costs for the additional layover days will be reimbursed to an amount not to exceed the original savings.  
   c. Flights should be booked as far in advance as possible to obtain the best rate.  
   d. Flight (life) insurance will not be reimbursed. If purchased, it is deemed the responsibility of the employee.  
   e. Flight cancellation insurance will not be reimbursed.

2. Meals  
   a. During the course of travel during the performance of their duties, employees and board members may be reimbursed for the cost of meals up to the maximum per diem rates allowable for breakfast, lunch and dinner.  
   b. Receipts for actual costs may be submitted (which are less than the per diem rate) or the per diem rate may be claimed without receipts.  
   c. Gratuities are allowable expenses (up to the per diem maximum) and, as a rule, should not exceed 15% of the total bill.  
   d. Per diem rates, forms and procedures are available online through the Finance Department.

3. Incidental Expenses  
   a. Upon submission of receipts, costs for entry visas and airport taxes will be reimbursed.  
   b. No reimbursement will be made for parking tickets, traffic fines, tow charges, repairs or insurance deductions related to an accident.  
   c. Exceptions may be made for parking tickets incurred by a Library shuttle vehicle incurred as a result of a condition or circumstance outside of the shuttle driver’s control. Exceptions will be approved on a case-by-case basis by the appropriate supervisor.
4. Mileage Rate
   a. Mileage rates and procedures are available online through the Finance Department. The rate will be automatically aligned with the CRA (Canada Revenue Agency) automobile allowance rate for the province of British Columbia.
   b. This allowance is intended to cover gas, maintenance and any insurance costs associated with operating a personal vehicle.
   c. Reimbursement for distance travelled on Library business shall be paid to employees and volunteers who are required to use their own vehicles in the performance of their duties. Board members may be reimbursed for travel expenses related to specific trips made on behalf of the Library Board. The Library does not reimburse for distance travelled from an employee’s residence to assigned place of work or return, nor does the Library reimburse for distance travelled from a Board member’s place of work to the assigned Board meeting location or return.
   d. Mileage shall be reimbursed when an employee or volunteer is required to travel to another Library location other than their normal work location for Library business or other location in the performance of their duties. They will be reimbursed for two-way travel expenses to and from the second location.
   e. Where carpooling has occurred, only the owner of the vehicle may submit distance claims.

5. Taxi Fares
   a. Taxi fares shall be reimbursed during the course of travel for Board members and employees travelling out-of-town during the performance of their duties.
   b. Taxi fares shall be reimbursed when an employee or volunteer is required to travel to another Library location other than their normal work location for Library business or other location in the performance of their duties and when no other travel arrangement is available.
   c. Where required, with approval of the Chair, taxi fares can be reimbursed for board members to attend Board, Committee and other meetings related to the performance of their duties

6. Parking
   a. Parking shall be reimbursed during the course of travel for Board members and employees travelling out-of-town during the performance of their duties.
   b. Parking shall be reimbursed when an employee or volunteer is required to travel to another Library location other than their normal work location for Library business or other location in the performance of their duties.
   c. The Library will pay for parking expenses of Board members while attending Board, committee and other meetings related to the performance of their duties.

7. Accommodations
   a. Accommodations will be reimbursed for single occupancy. Original receipts must be submitted. Where one or more employees have shared accommodation, receipts should be clearly denoted for shared costs.
8. Insurances
   a. Coverage of up to $1,000,000 is currently part of the extended health care plan the Library provides. Reimbursement for out of province medical insurance would be made only if the individual is not enrolled in this plan.

9. Alcohol
   a. No claim for alcoholic beverages will be accepted with the exception of special protocol functions that have prior approval of the CEO.

10. Education
    a. Education expenses refer to all professional development expenses, other than travel costs incurred concurrently, including, but not limited to conference registration, courses and workshops.
    b. All employees must receive the prior approval of their supervisor and the Director, People and Culture or designate for all education expenses using the Approval/Claim Form for Travel and Education Expenses.

11. Hospitality Expenditures
    a. Meal costs incurred during the course of travel are included in this policy under Section A. Travel and Other Allowable Expenses, part a. and are considered separate from this section of the policy.
    b. Reasonable hospitality expenses for food, beverages, gifts, and social or recreational activities may be reimbursed if such expenses are deemed to contribute to the efficiency and effectiveness in achieving the Library’s activities and strategic goals.
    c. Gratuities are allowable expenses when appropriate (e.g. for food that is delivered) and, as a general rule, should not exceed 15% of the total bill.
    d. To incur hospitality costs on behalf of the Library, employees must have advance authority which is either a clear condition of the position held or is given by the appropriate authority (minimally, senior management level).
    e. Alcohol is not normally considered an allowance expense, with the exception of special situations that have the prior approval of the CEO.
    f. All persons incurring a hospitality expense on behalf of the Library are expected to exercise reasonable care and judgment.
    g. Costs related to department social entertainment (e.g. employee birthday) are normally the responsibility of the employees attending the event.

Payment and Reimbursement

1. Receipts
   a. Receipts are required for all expense items unless claiming an advance, per diem, mileage allowance, parking meters, cash gratuities or if it has been otherwise noted in this policy that no receipt is required.
   b. Original receipts are required for paper expense claims, however photocopies are
acceptable for submission of expenses electronically credit card sales slips, credit card statements, cancelled cheques, airline itinerary confirmations or fare quotes are not acceptable.

2. Employee Purchase Card
   c. Travel and education expenditures may be paid using an Employee Purchase Card issued by the Library. Such expenditures shall be recorded on the Approval/Claim Form for Travel and Education Expenses.
   d. Other allowable expenditures may be paid using an Employee Purchase Card issued by the Library. All receipts should be submitted in accordance with established procedures for the Employee Purchase Card (refer to Policy 3.6 – Purchasing, Appendix A).

3. Year End Submission – Employee Expenses
   e. In order to ensure that expenses are captured in the year they occurred it is required that all employee expenses incurred for a particular fiscal year are submitted prior to the communicated year end deadline.
   f. This deadline is communicated by the Finance department each year as part of the year end instructions to staff and budget holders and is specific and may change annually.

Expenditure Audits

In order to ensure that controls are in place and properly executed, the Finance department or the Library’s external auditors will periodically perform unannounced audits of selected expenditures.

Forms

- Approval/Claim form for Travel and Education Expenses
- Mileage Reimbursement Form
- Cheque Requisition Form
- Board member Expense Claim Form
- Volunteer Expense Claim Form

Policy Name: 3.10 Travel Education & Other Allowable Expenses  Next Review Date:  September 2026
First Approved:  November 2008  Last Reviewed:  September 2021
Date: November 23, 2021

To: Greater Victoria Public Library Board

From: GVPL Finance Committee

C.C. Maureen Sawa, CEO
    Paul McKinnon, Director, Finance & Facilities

Subject: Recommendation for Approval of Expenditure of Reserve Funds

Background:

The purpose of this memo is to bring forward staff recommendations for expenditures of reserve funds and surplus from 2021 fiscal year. Approval of these expenditures will enable funding of short-term resourcing (e.g. temporary contract positions) necessary to support the successful implementation of the Board’s 2021-2023 Strategic Bridging Plan.

Summaries of the temporary positions recommended are noted below. These temporary positions will support the senior leadership team in directing and managing the execution of operational deliverables required to achieve the goals of the two-year strategic bridging plan, thus positioning the organization for transformational change. The short-term contract positions would be funded for a maximum of 24 months, with total funds allocated from reserves capped at $1M. This allocation would be done in phases over the term of the positions, to allow for a gradual draw down of the reserves instead of one allocation, i.e. monthly or semi-annually.

Reserve funds are currently available from the Personnel Contingency Reserve Fund (balance of $929,462 - currently unallocated). The current year end forecast is indicating sufficient surplus from unspent labour in 2021 to allocate $500,000 to the Personnel Contingency Reserve Fund which allows for this fund to be maintained at approximately $500,000 balance for future allocations.

This additional allocation to top up the Personnel Contingency Reserve with the required approval for transfer of surplus will occur as a separate recommendation as part of the normal year end processes in May 2022.

Approval is being sought to:

- Allocate $1,000,000 from the Personnel Contingency Reserve for the purposes of funding the following positions for 24 months:
Memo: Recommendation for Approval of Expenditure of Reserve Funds

November 23, 2021

Position Scope and Strategic Alignment

<table>
<thead>
<tr>
<th>Building A Bridge to a Better Future</th>
<th>Initiatives</th>
<th>Position Scope *</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Digital Literacy and Access</td>
<td>1.1 Transform our Digital Infrastructure</td>
<td>RM, VBDI</td>
</tr>
<tr>
<td></td>
<td>1.2 Deliver Essential Services</td>
<td>RM, SEC, VBDI</td>
</tr>
<tr>
<td></td>
<td>1.3 Create more connections between information experts and community members</td>
<td>SEC, PD</td>
</tr>
<tr>
<td>2. Focused Community Building</td>
<td>2.1 Create equity-building services and programs.</td>
<td>SEC, PD, OD</td>
</tr>
<tr>
<td></td>
<td>2.2 Refine our strengths and identify unmet community needs and service gaps.</td>
<td>SEC, RM, PM</td>
</tr>
<tr>
<td></td>
<td>2.3 Harness learnings to create stronger bridges between our resources and the community.</td>
<td>SEC, RM, PD, OD</td>
</tr>
<tr>
<td>3. Making a Difference, Showing our Impact</td>
<td>3.1 Initiate staff training</td>
<td>OD, RM</td>
</tr>
<tr>
<td></td>
<td>3.2 Track more meaningful key performance indicators (KPI).</td>
<td>PM, RM, OD, SEC</td>
</tr>
<tr>
<td></td>
<td>3.3 Transform our operations.</td>
<td>OD, PD</td>
</tr>
<tr>
<td>4. Making Space for Everyone to be Safe, Respected, and Valued</td>
<td>4.1 Learn and live our values in the community and the workplace.</td>
<td>SEC, OD</td>
</tr>
<tr>
<td></td>
<td>4.2 Create a culture of equity, diversity, inclusivity, and accessibility</td>
<td>SEC, OD</td>
</tr>
<tr>
<td></td>
<td>4.3 Engage with the community.</td>
<td>SEC</td>
</tr>
</tbody>
</table>

* Position Scope:
(PD) Project Management and Strategic Initiatives
(OD) Organizational Development
(RM) Resource Management
(SEC) Stakeholder Engagement and Collaboration
(VBDI) Virtual Branch and Digital Initiatives

Risk

There is minor risk that additional surplus resulting from unspent labour in fiscal 2021 will not be available. Risk mitigation is projecting an accurate forecast, including recruitment lag savings, in advance of requirement of the funds and identifying funding alternatives should this occur. Funding alternatives include utilization of unrestricted donations, or decision to use other types of reserve funds for this purpose.

Recommendation:

That the Greater Victoria Public Library Board approve the reserve transfers as noted above at their November 23, 2021 meeting.

Motion:

That the Greater Victoria Public Library Board approve these expenditures of reserve funds and surplus from 2021 fiscal year as recommended.
Proposed 2022 Greater Victoria Public Library Board Meeting Dates

January 25
February 22
March 22
April 26
May 24
June 28
September 27
October 25
November 22
December 13*

*All Board meetings are held on the fourth Tuesday of the month except for December