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Minutes of the VPL Board Services, Finance & Human Resources Committee Regular Meeting at 5:30 p.m. on Wednesday, October 18, 2023 via Zoom.

**Present:** Tim Bottomer — Chair  
Victor Huang  
Kevin Lowe  
Melody Ma  
Ziming Yang

**Management**

**Present:** Christina de Castell — Chief Librarian & CEO  
Maryn Ashdown — Director, Neighbourhood & Youth Services  
Julia Morrison — Director, Corporate Services & CFO  
Carol Nelson — Director, Planning & Communications  
Balwinder Rai — Director, Human Resources

**Recording**

**Secretary:** Chrysalyn Tolentino — Executive Assistant

**INTRODUCTORY REMARKS**

Committee Chair Bottomer acknowledged that our work takes place on the traditional and unceded homelands of the Musqueam, Squamish and Tsleil-Waututh Nations. He noted that Wab Kinew was sworn in as the Premier of Manitoba today, and he is the first First Nations premier in Canada.

**ADMINISTRATION:**

**1. Approval and Additions to the Agenda**

Moved by Victor Huang

*THAT the Committee approve the regular meeting agenda as received.*

**CARRIED UNANIMOUSLY**

**2. Minutes**

The Chief Librarian & CEO presented the draft minutes of the Regular Meeting held September 20, 2023 for approval by the Committee.

Moved by Kevin Lowe

*THAT the draft minutes of the Regular Meeting held September 20, 2023 be approved as received.*

**CARRIED UNANIMOUSLY**

## **SERVICES**

### **3. Risk Management Framework**

Julia Morrison, Director of Corporate Services & CFO, presented a report providing an update on work to develop a risk management framework and policy, as directed by the Board. This work includes a risk management handbook, a risk assessment tool, and a risk register. Staff are seeking the Committee's feedback on the Board's role in governance of the framework prior to bringing forward a Risk Management Framework Policy.

Trustees discussed the frequency of reporting and concluded that annual reporting was appropriate at a governance level. They discussed how risks will be categorized and sought further information on the considerations for the categorization. They also considered how to establish risk thresholds for the organization, and how to create a mechanism for the Board to provide feedback on the risks and their ratings. They suggested considering providing the SFHR Committee with the risk register and ratings in advance of the annual reporting, to allow for feedback. They also inquired about practices in other library systems, such as external assessment and comparable risks, and if the risk identification was independent or aligned with the City of Vancouver, and about risk processes for specific projects. Board Chair Lowe noted that the SFHR Committee is responsible for risk governance, however, CRPD and Governance committees are responsible for the governance of risks associated with their responsibilities.

Chief Librarian & CEO de Castell noted that staff will proceed to drafting the policy statement and this will be presented to the Board in late Q1 or early Q2 2024.

At the conclusion of the discussion, the following motion was raised:

Moved by Victor Huang

*That the Committee recommend that the Board receive the report for information.*

**CARRIED UNANIMOUSLY**

#### 4. Accessible BC Act

Christina de Castell, Chief Librarian & CEO, provided an update on VPL's progress towards compliance with the Accessible BC Act. She noted that the Accessible BC Regulation requires an accessibility committee, an accessibility plan, and a feedback mechanism, originally by September 1, 2023, and that this timeline has been extended. Staff considered working with the City of Vancouver but saw value in a library-specific approach, which has led to the formation of an InterLINK Accessibility Steering Committee (IASC). This will enable addressing the full scope of services provided by libraries, including collections and technology access. That Committee is now working together on the requirements as noted in the report.

Trustees sought clarification around ramifications if we are not compliant with the Act and Chief Librarian & CEO de Castell identify this at a future meeting, and inquired about accessibility of branches. Chief Librarian & CEO de Castell clarified that all branches except for Collingwood have been certified by the Rick Hansen Foundation as accessible. Collingwood Branch is identified as high priority for replacement. Trustees also inquired about accessibility of other services, such as the website and digital collections, and Chief Librarian de Castell provided additional information.

Board Chair Lowe asked about the Union's response to this approach and staff noted that the Union's role is accessibility for staff. This would be handled through accommodation processes.

Moved by Melody Ma

*THAT the Services, Finance, and Human Resources Committee recommend that the Board receive the report for information.*

**CARRIED UNANIMOUSLY**

#### 5. Missing and Murdered Indigenous Women, Girls, and Two Spirit Response

Maryn Ashdown, Director of Neighbourhood & Youth Services provided a verbal update on VPL's continued involvement on the city-wide implementation of recommendations from the Calls for Justice outlined in the National Inquiry to Missing and Murdered Indigenous Women and Girls and the Red Women Rising report. She shared that she and Indigenous Planner Rick Ouellet attended the joint MMIWG2S Advisory Group meeting with all City directors to build relationships that will support action on the recommendations from the MMIWG2S Response Report. VPL participated in the work towards this response and identified ways the library could support the report recommendations. We have received a gift to be hung in a highly visible space to remind staff of our commitment to the safety

and wellbeing of Indigenous women, girls and Two Spirit people. She will bring the gift to the October Library Board meeting.

Board Chair Lowe asked if this work is in alignment with the VPL Indigenous Rights & Reconciliation Strategy. Director Ashdown responded that the work is in alignment with the Strategy and considered a complement to work related to UNDRIP.

## FINANCIALS

### 6. September 30, 2023 (Q3) Financial Operating Results

Julia Morrison, Director of Corporate Services & CFO summarized and gave an overview of the financial statement for the quarter ending September 30, 2023 noting that the library is under budget for the year by \$272K due to expenditures that are lower than budget by \$718K (primarily in salaries and benefits), combined with revenues which are higher than budget by \$2.17M, offset by transfers to reserves that are higher than budget by \$2.61M. At the end of Q3, the library has spent 73.1% of its 2023 annual operating budget. Committee Chair Bottomer asked if there will be ramifications if we are under budget at the end of the year and Director Morrison noted that we are deemed on budget at this level.

Moved by Victor Huang

*THAT the Committee recommend that the Board receive the unaudited Statement of Revenues and Expenditures for the quarter ended September 30, 2023 for information.*

**CARRIED UNANIMOUSLY**

## ADJOURN

Moved by Victor Huang

There being no further business, the Chair declared the meeting adjourned at 6:28 p.m.

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Tim Bottomer, Chair

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Christina de Castell, Secretary