



BRACEBRIDGE LIBRARY POLICIES AND PROCEDURES

Policy Number: GOV-14
Title: Board Succession Planning
Board Approval Date: February 2026

Category: Governance
Policy Replacing: Board Succession Planning (2022)
Year of next review: 2030

PURPOSE

The Board is committed to continuity, effective governance, and leadership development, recognizing that planned transitions strengthen the Board and protect the Library. An effective Board is comprised of people who collectively have the knowledge, the skills and background necessary to govern with excellence, and to lead the library in the realization of its vision.

POLICY STATEMENT

Municipal Council appoints members to the Library Board. As advocates for the library and to assist Council and the Town, the Library Board supports processes that promote identifying qualified individuals to provide a balanced and effective mix of skills and experience among prospective board members. This policy sets out the requirements for recruiting prospective board members and planning for board succession.

1. The library board recognizes that the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 10(4) requires that Council appoint library board members. To support the appointment process, the library board will collaborate with Council on a preliminary selection process.
2. In the fourth year of the current term, the library board will:
 - 2.1. undertake a review of the board's effectiveness in governing and in accomplishing the strategic plan goals
 - 2.2. solicit input from the Chief Executive Officer (CEO) regarding the Library's needs in relation to board succession planning
 - 2.3. match the board's needs with the expertise and interests of the current members who intend to reapply, and identify any gaps that will need to be filled
 - 2.4. develop a board member's position description to highlight skills and qualifications desired
 - 2.5. update the skills matrix regarding required and valuable/critical skills for prospective board members.
3. Six months before the end of the current term, the library board will:
 - 3.1. identify prospective applicants, based solely on the skills matrix, and determine their willingness to serve on the Board
 - 3.2. inform the prospective applicants of the appointment process and timing
 - 3.3. provide the current skills matrix to the CEO and the Town Clerk so as to highlight the desired skills and qualifications sought in prospective Library Board applicants

4. The Library CEO will work with the Town Clerk on the posting for the Library Board vacancies and in making recommendations to Council for appointment, solely utilizing the skills matrix prepared and approved by the Library Board.
5. Through the Library website, open house events, and advocacy, prospective applicants will be provided with briefing materials and information about library governance and services,, including, but not limited to:
 - 5.1. information on the library's vision, mission and values
 - 5.2. information on the role, structure, code of conduct and function of the library board
 - 5.3. an introduction to the **Public Libraries Act**.
 - 5.4. a link to the current strategic planning document
 - 5.5. information about time commitments, specific qualifications and skills individual candidates will be asked to contribute
6. In the event of an unplanned Board member vacancy, the Library Board and Library CEO will work with the Town Clerk to find a replacement, in accordance with all required legislation, including, but not limited to the Public Libraries Act.

PREVIOUS REVISIONS: GOV-14: Board Succession Planning (2022)

RELATED DOCUMENTS: Public Libraries Act, R.S.O. 1990, c. P.44, GOV-04: Purpose and Duties of the Board, GOV-07:Board Orientation, Training & Development, GOV-12: Board-CEO Partnership