



## City Librarian's Performance Review Committee

### Terms of Reference

#### 1. Mandate

The mandate of the City Librarian's Performance Review Committee is to review the City Librarian's performance for the year under review as well as the objectives set by the City Librarian for the following year. The Committee will then submit a recommendation to the Board for approval.

#### 2. Membership

- Membership is selected a full year in advance of the performance review;
- The Committee consists of one Board member in addition to the Board Chair and Vice Chair;
- Other Board members wishing to provide an input may do so in writing ahead of the Committee meeting.

#### 3. Chair

- The Committee will elect the Chair at its meeting.

#### 4. Agenda and Minutes

- Notice of the meeting will be forwarded at least three (3) clear days in advance of the meeting;
- The agenda and minutes of the committee meetings will be kept in accordance with the Board Procedural By-law.

#### 5. Schedule of Meetings and Timeframe

- The Committee will meet at least once (1) every year;
- The Committee will meet during the first quarter of every year with the exception of a transition year (municipal election year) when the meeting will take place before the end of the Board term (November 30).

#### 6. Procedural Rules

- The Director of Human Resources will act as Secretary to the Committee and will not be present during the discussion of the performance review;
- All members are required to be in attendance;
- There is no time limit for meetings;
- Decisions are made by consensus;
- The City Librarian will be present to discuss goals and achievements with the Committee; however, the Committee may also meet in private to discuss the evaluation of the City Librarian's performance;
- The City Librarian will be informed of the outcome of the review after the Board meeting where the Committee's recommendation(s) are considered.

## **7. Public and Closed Sessions**

- All meetings of the Committee are held in closed session as it involves personal information about an identifiable individual.

Date: December 15, 2014