



Toronto Public Library Board Budget Committee

Terms of Reference

1. **Mandate**

The Mandate of the Committee is to:

- provide advice and make recommendations to the Board on budget matters related to the development and approval of the Library's operating and capital budgets;
- report its activities and recommendations to the Board. Committee decisions are not binding on the Board.

2. **Membership**

The Committee membership consists of:

- three (3) Board Members;
- Board Vice Chair; and
- Board Chair.

3. **Chair**

- The Committee will elect the Chair at its first meeting.

4. **Agenda and Minutes**

- Notice of meetings will be forwarded at least three (3) clear days in advance of the meeting;
- The agenda and minutes of Committee meetings will be kept in accordance with the Board Procedural By-law;
- Minutes of meetings will be approved at the subsequent meeting of the Committee;
- Minutes of the last meeting of the Committee as constituted will be approved at the first meeting of the new committee once the new membership is confirmed.

5. **Schedule of Meetings and Time frame**

- The Committee will meet on an as-needed basis during the City's budget process;
- All members of the Library Board will be notified of, and may attend, all Committee meetings;

6. Procedural Rules

- The Committee's rules are the same as the rules that apply to Board meetings, except that:
 - quorum is three members;
 - there is no time limit for meetings; and
 - the rules for Informal Consideration will apply, that is:
 - a motion does not need to be seconded;
 - the number of times a Committee Member may speak is not limited;
 - no Member may speak more than once until every member who wishes to speak has spoken.

7. Public and Closed Sessions

- All meetings of the Committee are open to the public. A meeting or part of a meeting may be closed to the public if the subject is a confidential matter in accordance with Section 24 of the Library Board Procedural By-law;
- Before holding a meeting or part of a meeting that is closed to the public, the Chair shall state by resolution the fact of the holding of the closed meeting; and the general nature of the matter to be considered at the closed meeting;
- No person will disclose the deliberations or discussions that occurred at a closed meeting unless the Board has authorized that disclosure.

Date: January 20, 2014