



## Toronto Public Library Board Employee and Labour Relations Committee

### Terms of Reference

#### **1. Mandate**

The Mandate of the Committee is to:

- receive regular updates on labour relations and related human resources issues;
- review matters referred to it by the Library Board and make recommendations to the Board as required;
- provide guidance to staff on labour relations and related human resources matters;
- report its activities and recommendations to the Board. Committee decisions are not binding on the Board.

The Committee is not an alternative to established Union-Management Committees or to established dispute resolution mechanisms.

#### **2. Membership**

The Committee membership consists of five members:

- four (4) Board Members;
- 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 Timeframe**

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

## **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.

## **6. 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