



Toronto Public Library Strategic Planning Steering Committee

Terms of Reference

1. Mandate

Reporting to the Library Board the Strategic Planning Steering Committee will:

- provide leadership and oversight of the strategic plan;
- provide input into the environmental scan, receive reports and ensure this information is reflected in the draft priority areas;
- review and provide input into the consultation and engagement strategy;
- receive the results of public consultation and ensure the findings are reflected in the draft strategic plan;
- review, provide input and recommend to the Board the draft strategic plan prior to it being presented to the Library Board for approval.

2. Membership

The Committee membership consists of six members:

- Three (3) Board members;
- Board chair (ex-officio voting member);
- Board Vice-Chair;
- Toronto Public Library Foundation representative.

3. Chair

- The Committee will elect the Chair of the Steering Committee.

4. Agenda and Minutes

- Notice of meetings will be forwarded at least four (4) 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.

5. Schedule of Meetings and Timeframe

- The Steering Committee will meet on an as-needed basis;
- All members of the Library Board will be notified of, and may attend, all Committee meetings;
- The Steering Committee will function until the completion of the Strategic Plan is approved by the Board.

6. Public and Closed Sessions

- All meetings of the Steering Committee are open to the public. A meeting or part of a meeting may be closed to the public if the subject matter is:
 - personal matters about an identifiable individual;
 - labour relations or employee negotiations;
 - another 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.

7. Support for the Steering Committee

Lead staff support for the process will be provided by:

- City Librarian;
- Director, Corporate and Service Planning, Policy Projects and City Wide Services;
- Manager, Planning and Development;
- Policy Analyst and planning staff.

Date: November 21, 2011