

NOTICE OF AMENDMENT

Toronto Public Library Board Procedural By-law

Introduction

An amended Toronto Public Library Board Procedural By-law (By-law) will be presented to the Board at its April 4, 2011 meeting.

Pursuant to section 46 of the By-law, notice of an amendment must be given to the Board in writing one regular or special meeting in advance.

The proposed changes to the By-law relate to communications from the public to the Board (see amendments to sections 20.4 to 20.6 and 42). These changes are being introduced to be consistent with the current practice at the City. The other revisions to the By-law are considered minor housekeeping amendments.

Amendments

The proposed amendments are:

Section (page)	Amendment	Comment
10.10 - Procedures for Electing the Vice Chair (page 10)	Add: “except that the Chair will conduct the election of the Vice Chair.”	Clarifies that the election of the Vice Chair is overseen by the Chair and not the Secretary. This is consistent with the current Board practice.
15.2 - Scheduled Meetings (pages 11-12)	Delete: “In accordance with the <i>Public Libraries Act</i> ”	The Act no longer mandates that meetings be held in January to June and September to December. However, in keeping with previous Board practice, these months will continue to be used for scheduled meetings.
20.4 - Communications (page 15)	New subsection: Communications must not contain derogatory or offensive language.	Gives the Board discretion not to include in the Board meeting materials communications that are derogatory in nature and do not contribute to decision-making.

<p>20.5 and 20.6 – Communications (pages 15-16)</p>	<p>New subsections:</p> <p>5 All communications about a matter on a meeting agenda that the Board receives becomes part of the public record.</p> <p>6 Personal information and opinions in communications are part of the public record, unless the author of the communication requests the removal of his or her personal information when submitting it, or the Secretary determines the personal information contravenes the <i>Municipal Freedom of Information and Protection of Privacy Act</i>.</p>	<p>Personal contact information of individuals that write to the Board will now be made public as part of the Board meeting package, unless the individual requests otherwise. This is consistent with City Council practices. The current Board practice is to redact the contact information of individuals who write to the Board.</p>
<p>42 - Names and addresses of speakers (page 26)</p>	<p>This information and the opinions contained in the presentation to the Board are part of the public record, unless the speaker requests the removal of his or her personal information, or the Secretary determines the personal information contravenes the <i>Municipal Freedom of Information and Protection of Privacy Act</i>.</p>	<p>Personal contact information of individuals that address the Board will now be public, unless the individual requests otherwise. This is consistent with City Council practices. The current Board practice is not to make contact information of individuals who address the Board part of the public record.</p>

IMPLEMENTATION POINTS

A notice advising the public that communications to the Board will be part of the public record – unless requested otherwise – will be placed on the covering page of all future Board meeting materials and on relevant sections of the Library’s website.

FINANCIAL IMPACT

These amendments to the By-law will have **no** financial impact beyond what has already been approved in the current year’s budget.

CONTACT

Katherine Palmer; Director, Planning, Policy & E-Service Delivery; Tel: 416-395-5602;
Fax: 416-393-7083; Email: kpalmer@torontopubliclibrary.ca

SIGNATURE

Jane Pyper
City Librarian

ATTACHMENT

Attachment 1: Revised Procedural By-law