



Toronto Public Library Strategic Planning Steering Committee

Terms of Reference

1. Mandate

Committees:

- Review the Board Committee structure, including the mandate, membership and value of committees and make recommendations to the Board;

Strategic Plan:

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 be open to all Board members interested in joining the committee, consists of six members:

- A minimum of 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~~ 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 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. Procedural Rules

- The Committee's rules are the same as the rules that apply to Board meetings, except that:
 - quorum is the majority of the members~~four 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

6.7. 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~~ 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.

7.8. 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;~~ Planning, Policy and E-Service Delivery
- Manager, Planning and Development;
- Policy Analyst and planning staff.