

## **Naming Sub-Committee Terms of Reference**

### **Mandate**

The Naming Sub-Committee is identified in the Naming Policy and its role is to assist with the preliminary stages of fundraising opportunities. The mandate of the Sub-Committee is to provide concept approval of:

- The naming component for library branches, rooms, programs, or collections in whole or in part.
- The prospect list of potential donors/sponsors which consists of categories of donors/sponsors that the Foundation may approach about naming opportunities, e.g., individual donors, financial institutions, service clubs, etc.

The Sub-Committee's decisions are not binding on the Board. The Sub-Committee will report its activities and recommendations to the Board.

### **Membership**

The Sub-Committee will be comprised of five (5) members from the Library Board, one of whom will be the Library representative on the Foundation Board.

The Library Board will appoint the members of the Sub-Committee.

The Chair of the Board is an ex officio voting member of the Sub-Committee. The City Librarian and the President of the Toronto Public Library Foundation are ex officio non voting members of the Sub-Committee.

### **Chair**

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

### **Quorum**

The Sub-Committee will have a quorum of at least three (3) members.

### **Preparation of Agenda**

The Chair, with support from staff, will prepare an agenda and forward a copy of the agenda to all Sub-Committee members at least one (1) week in advance of the meeting.

## **Minutes**

Staff will be responsible for the minutes and having draft minutes typed and forwarded to the Sub-Committee members at least two (2) weeks following the meeting. Draft minutes will be reviewed and edited where necessary at the next regular meeting.

## **Schedule of Meetings**

The Sub-Committee will meet at the Call of the Chair on an as required basis.

All members of the Library Board will be notified of, and may attend, all Sub-Committee meetings.

## **Public and Closed sessions**

All meetings of the Sub-Committee are open to the Public. A meeting or part of a meeting may be closed to the public if the subject matter is:

- The security of the property of the Board
- Personal matters about an identifiable individual
- A proposed or pending acquisition or disposition of land by the Board
- Labour relations or employee negotiations
- Litigation or potential litigation, including matters before administrative tribunals affecting the Board
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- A matter in respect of which a board or committee of a board may hold a closed meeting under another act.
- Relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.

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.