



## Toronto Public Library 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 the Committee 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 (ex-officio voting member)

#### **3. Chair**

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

## **6. Procedural Rules**

- Committee meetings may be held at any time at the call of the Chair of the Committee and are subject to the notice provisions under the procedural By-Law
- The Committee's rules are the same as the rules that apply to Board meetings, except that:
  - quorum is 3 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, before every other Committee member who wishes to speak has spoken

## **7. 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 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

Date: November 21, 2011