



Toronto Public Library Naming Committee

Terms of Reference

1. Mandate

The Naming Committee is identified in the Naming Policy and its role is to assist with the preliminary stages of fundraising opportunities. The mandate of the 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.
- Recommendations regarding approval of naming opportunities to the Library Board.

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

2. Membership

The 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 Committee.

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

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