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To: Toronto Public Library Board – December 15, 2003  
From: City Librarian  
Subject: **Governance Issues for Agencies, Boards and Commissions – City of Toronto Council Reports**

Purpose:

To provide the Toronto Public Library Board with reports approved by Council covering various governance issues for Agencies, Boards and Commissions (ABCs).

Funding Implications and Impact Statement:

There are no financial implications arising from the recommendations in this report.

Recommendation:

It is recommended that the Toronto Public Library Board receive for information the *Governance Issues for Agencies, Boards and Commissions – City of Toronto Council Reports*.

Background:

At the September 15, 2003 meeting, the Library Board was advised of several reports, which included implications for the Toronto Public Library Board, that were expected to go to City of Toronto Council for consideration in September 2003. City Council adopted all of the reports without amendment at its meeting of September 22, 23, 24 and 25, 2003. Outlined below are the reports with information of any implications for the Library Board.

- Development of City Directives to the Boards of City of Toronto Agencies, Boards and Commissions (Attachment 1)
  - The Library Board, working with City Staff, will be required to develop a directive which articulates the relationship between the City and the Library Board. It is expected to summarize the legislative authority, operating and governance principles, rights, responsibilities, obligations and reporting requirements for the Library Board, contain a description of City policies that apply to the Library Board and set out certain administrative requirements. Completion of a directive has been identified in the ABC Work Program Plan for 2004 – 2006. No specific time has been assigned for completion of the Library's Directive.

- Public Access and Involvement for City of Toronto Agencies, Boards and Commissions – Recommended Policy (Attachment 2)
  - The report recommends adoption of the Public Access and Involvement Policy by City ABCs. However, it is noted in the report adopted by Council that Boards require flexibility and that ABCs may adopt the policy “or prepare policies consistent with this policy”. The development of separate policies on public consultation and privacy issues may be beneficial from the Library Board’s perspective as it differentiates between public involvement and the public’s right to access information. Library staff will develop policies for the Board’s consideration in connection with these two important subjects as part of a general governance review. Once the policies have been finalized, they will be brought to the Board for consideration.
- Policy on Remuneration and Expense Reimbursement for City of Toronto Agencies, Boards, Commissions and Corporations (Attachment 3)
  - In January 2003, the Library Board recommended to the ABC Ad Hoc Committee that citizen appointees of the Library Board be reimbursed a reasonable estimate of expenses incurred in performance of their duties. This recommendation is reflected in the approved policy which states “receipts must be provided, except where the Board has a policy that determines a reasonable estimate of actual expenses that would be incurred”. Under this provision and effective with the date of appointment of a new Board in 2004, the amounts of \$1000 for the Chair, \$750 for the Vice Chair, and \$500 for all other Library Board members will be paid annually.
- ABC Ad Hoc Committee Progress Report and Future Strategy (Attachment 4)
  - The ABC work program for 2004 – 2006 which includes the preparation of an Operating Directive for the Library Board, will be forwarded to the Policy and Finance Committee in the new term of Council to determine whether any special Council committee or reference group should be established to deal with ABC governance issues.

Comments:

In response to the City’s review of governance issues for ABCs and arising out of the Library Board’s strategic planning process, Library staff are developing a workplan on governance. It is expected that the workplan will be brought to the Board for consideration in January 2004.

Conclusion:

The Library Board will continue to be advised of the progress of the City’s review of governance issues for ABCs and the implications for the Library Board. As well, a workplan for Library Board governance issues will be brought to the Board for consideration in January 2004.

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City Librarian

List of Attachments:

- Attachment 1: Development of City Directives to the Boards of City of Toronto Agencies, Boards and Commissions – adopted by the Council of the City of Toronto at its meeting held on September 22, 23, 24 and 25, 2003
- Attachment 2: Public Access and Involvement for City of Toronto Agencies, Boards and Commissions – Recommended Policy – adopted by the Council of the City of Toronto at its meeting held on September 22, 23, 24 and 25, 2003
- Attachment 3: Policy on Remuneration and Expense Reimbursement for City of Toronto Agencies, Boards, Commissions and Corporations – adopted by the Council of the City of Toronto at its meeting held on September 22, 23, 24 and 25, 2003
- Attachment 4: ABC Ad Hoc Committee Progress Report and Future Strategy (Attachment 5) – adopted by the Council of the City of Toronto at its meeting held on September 22, 23, 24 and 25, 2003