



Procedure for hearing an Appeal to the Toronto Public Library Board

An excluded customer denied his/her appeal by the Rules of Conduct Working Group may further appeal to the Toronto Public Library Board.

Procedure:

1. On receipt of application or letter the Board Secretary will schedule appeal in a timely manner.
2. The Board will meet in a closed session with all staff asked to leave with the exception of the City Librarian, Director responsible for the exclusion, members of the Rules of Conduct Appeals Working Group and the Board Secretary.
3. All documentation prepared for the Board Members will be made available in email and hardcopy to the appellant three clear days ahead of the meeting as set out in the Toronto Public Library Board Procedural By-law.
4. All documentation submitted by the appellant will be made available to the Toronto Public Library Board.
5. If present the appellant or representative will be given an opportunity to address the Board or present a written submission. The appellant will be limited to up to 15 minutes to address the Board.
6. The Board, excluding Board members on the Rules of Conduct Appeals Working Group, will have the opportunity to ask questions of the appellant.
7. The Board will ask the Chair of the Rules of Conduct Appeals Working Group to present the decision of the Rules of Conduct Appeals Working Group.
8. The Board will ask Staff to present their findings.
9. The Board will ask questions of Chair of the Rules of Conduct Appeals Working Group and of the Staff.
10. The appellant will be afforded the opportunity to reply to the Chair of the Rules of Conduct Working Group and Staff.
11. The appellant will be informed that he/she will be advised of the Board's decision in writing.

12. The appellant, Staff and all members of the Rules of Conduct Appeals Working Group will be excused from the meeting.
13. If Board members of the Rules of Conduct Appeals Working Group are required to remain in the meeting in order to maintain quorum, they should not participate in the discussion or decision.
14. The Board will make a decision and the Secretary of the Board will record the decision and any conditions that may apply.
15. The appellant will be informed in writing, signed by the Board Chair, of the Board's decision.
16. If there are conditions associated with the reinstatement as outlined by the Board, the City Librarian will develop an implementation plan in consultation with the Public Service Director to determine feasibility.

The decision of the Library Board is final and there are no further steps in the appeals process.