

Employee and Labour Relations Committee

Date:	March 26, 2007
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to propose terms of reference for a new committee of the Toronto Public Library Board to deal with labour relations and related human resources issues.

The proposed terms of reference is in response to a direction from the Board to prepare a report that outlines the membership, terms of reference and mandate for such a committee of the Board.

The proposed terms of reference have been drafted in accordance with the Library Board Procedural By-law for appointing committees, task forces and working groups.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. Receive the *Employee and Labour Relations Committee* report; and
2. Approve the terms of reference for the Employee and Labour Relations Committee.

FINANCIAL IMPACT

There is no financial impact associated with this report.

DECISION HISTORY

At its meeting on January 29, 2007, the Library Board directed staff to prepare a report with options on how the Board may receive ongoing updates about labour relations and related matters. A report on this subject was prepared and discussed at the February 26, 2007, meeting of the Library Board. The title of the report was *Options for Communicating to the Board about Labour Relations Issues*.

At the Library Board meeting in February 2007, a motion was approved to adopt in principle Option #3, as outlined in the above referenced Board report, conditionally upon receipt of a report from the City Librarian outlining a mandate and terms of reference for a Committee of the Board to deal with labour relations and related human resources issues.

The ‘Comments’ section of this report outlines a proposed terms of reference for a Board committee to deal with labour relations and related issues.

COMMENTS

Below is a proposed mandate and terms of reference for a Board committee to deal with labour relations and related issues. The proposed Terms of Reference are in accordance with the Library Board Procedural By-law for establishing committees, task forces and working groups.

Employee and Labour Relations Committee

Terms of Reference

1. Mandate

1.1 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
- Provide guidance to staff on labour relations and related human resources matters

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

1.3 The Committee is not an alternative to established Union-Management Committees or to established dispute resolution mechanisms.

2. Membership

- 2.1 The Committee will be comprised of five (5) members from the Library Board. The Library Board will appoint the members to the Committee. The Chair of the Board is an ex officio voting member of the Committee.

3. Chair

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

4. Quorum

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

5. Preparation of Agenda

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

6. Minutes

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

7. Schedule of Meetings

- 7.1 The Committee will meet at least four (4) times per year, in January, April, September and November. The meetings will take place at 4:30 p.m. on the date of the Library Board meeting.

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

8. Public and Closed Sessions

- 8.1 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 25 of the Library Board Procedural By-law

- 8.2 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.
- 8.3 No person will disclose the deliberations or discussions that occurred at a closed meeting unless the Board has authorized that disclosure.

Costs of the Committee:

It is not anticipated that there will be significant costs associated with this Committee. The costs of operating the Committee will be reviewed at the end of one year of meetings, and will be reported to the Library Board.

CONTACT

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SIGNATURE

Josephine Bryant
City Librarian

ATTACHMENTS

- Attachment 1: Toronto Public Library Board Procedural By-law, Sections 24 and 25
Attachment 2: Toronto Public Library Board Procedural By-law, Sections 44 and 45