

**Proposed Mandate, Membership and Terms of Reference for  
the Board/Staff Steering Committee for the Strategic Plan 2004 – 2006**

**Mandate**

Reporting to the Library Board the Board/Staff Steering Committee for the Strategic Plan will:

- provide leadership and direction in the strategic planning process;
- provide the Library Board with regular updates on the planning process;
- receive reports on the environmental scan and community consultation and ensure this information is integrated into the strategic planning process;
- review the public consultation plan, themes, and draft strategic plan prior to the Library Board approval.

**Membership**

Library Board Chair (Chair)

Library Board Vice Chair

One or more additional Board representatives

Representative of the Toronto Public Library Foundation

- City Librarian
- Director, Branches
- Director, North/East Region
- Director, South/West Region
- Director, Research and Reference Libraries
- Director, Policy, Planning & City-wide Services
- Director, Marketing & Communications
- Director, Finance & Treasurer
- Director, Human Resources
- Director, Information Technology & Bibliographic Services
- Director, Toronto Public Library Foundation
- Staff Support: Manager, Planning and Development

**Meeting Schedule**

Monthly meetings as per the attached schedule (Attachment 2).

## **Proposed Mandate, Membership and Terms of Reference for the Staff Working Group**

### **Mandate**

Reporting to the Board/Staff Steering Committee the Staff Working Group for the Strategic Plan will:

- provide input into the environmental scan and organizational assessment;
- provide existing service committees and departments with ongoing updates on the strategic planning process and facilitate committee and broader staff involvement in the process;
- assist with the implementation of the public consultation strategy;
- ensure integration of the strategic planning process with current and future workplans of the service committees/departments.

### **Membership**

- Manager, Planning & Development (Chair)
- Chairs of TPL Service Committees:
- French and Multicultural Service Committee
- Children and Youth Service Committee
- Electronic Services Committee
- DYNIX Users Group
- Information Services Committee
- Committee for Services to Persons with Disabilities and Older Adults
- User Education Committee
- Manager, Collection Development
- Manager, Marketing and Communications\*
- Manager, Special Collections\*
- Manager, Information Technology\*
- Manager, Virtual Reference Library\*
- Manager, Digitization and Preservation\*
- Manager, Bibliographic Services
- Manager, Public Service (2)
- Representation from Toronto Public Library Foundation

\* It may not be necessary to attend all meetings.

### **Meeting Schedule**

Bi-weekly meetings, beginning in September, to be established.