



**Strategic Plan Performance Measures Committee  
Terms of Reference**

**1. Mandate**

- The mandate of the Committee is to provide advice and recommendations to the Board for strengthening the Board's monitoring and assessment of the strategic plan's implementation for compliance and progress;
- This work will inform the development of two reports approved by the Board:
  - a. the first semi-annual status report on strategic plan achievements, and
  - b. the first annual report on outcomes and achievements in the context of the Library's broad performance measures.

**2. Membership**

The Committee membership be open to all Board members interested in joining the committee:

- A minimum of three (3) Board members;
- Board Chair (ex-officio voting member); and
- Board Vice Chair.

**3. Chair**

- The Committee will elect a Chair at its first meeting.

**4. Agenda and Minutes**

- Notice of meetings will be forwarded at least five (5) business days in advance of the meeting;
- The agenda and minutes of committee meetings will be kept in accordance with the Board Procedural By-law;
- Minutes of meetings will be approved at the subsequent meeting of the committee;
- Minutes of the last meeting of the committee as constituted will be approved by the Board.

**5. Schedule of Meetings and Timeframe**

- The Committee to meet in May 2016 and monthly thereafter excluding July and August, and will report in whole or in part to the Board by October 2016 to inform the annual report on the strategic plan;
- All members of the Library Board will be notified of, and may attend, all committee meetings;
- The Committee will fulfill its mandate by December 2016.

**6. Procedural Rules**

- The rules applicable to Board meetings in this By-law apply to Committee meetings, except that:
  - the quorum for a Committee will be set by the Board;
  - there is no time limit for meetings;
  - the rules of procedure for Committee of the Whole will apply, that is:
    - the Chair may participate in debate from the Chair;
    - the number of times a member may speak on any matter is not limited;
    - a Motion does not need to be seconded.

**7. Public and Closed Sessions**

- 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 a confidential matter in accordance with Appendix A 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.

**8. Support for the Strategic Plan Performance Measures Committee**

Lead staff support for the process will be provided by:

- City Librarian;
- Director, Planning, Policy and E-Service Delivery;
- Manager, Planning and Development;
- Policy Analyst and planning staff.