



Section of Policy Manual: Governance	Policy No. GOV-17
Subject: Terms of Reference – Policy Committee	Policy Approval Date: Sept. 12, 2019
Year of next review: September 2020	Last Review/Revision Date/Section: New Policy

**Section 1: POLICY**

Terms of Reference must be established to define the duties and responsibilities of the Policy Committee.

**Section 2: PURPOSE**

The purpose of this policy is to provide a framework for the Policy Committee’s activities. The Policy Committee is responsible to the Library Board for the development and/or review of the Board’s bylaws and policies on a regular and timely basis.

**Section 3: ACCOUNTABILITY**

The Policy Committee is a standing committee of the Library Board, reporting to the Board as necessary.

**Section 4: COMPOSITION AND TERM OF OFFICE**

1. The Policy Committee will consist of two Library Board members and the Chair of the Board (ex-officio). The CEO/Chief Librarian will be an advisor to the Committee and will also act as Secretary.
2. Policy development experience is preferred for at least one (1) member of the Committee.
3. Committee members will be appointed for a minimum period of four (4) years.

**Section 5: MEETINGS**

The Committee will meet at least once every quarter and as required.



## Section 6: DUTIES AND RESPONSIBILITIES

1. Establish and regularly revise the Committee's annual work plan to identify policies to be developed or reviewed for the year.
2. Use the annual work plan as a schedule to determine when policies will be developed or reviewed.
3. Annually review the Library Board's Procedural By-Law No. 2015-02.
4. Ensure policies comply with the **Public Libraries Act**, R.S.O. 1990 and any applicable municipal bylaws, provincial and federal legislation.
5. Review Terms of Reference developed by standing and ad hoc committees of the Library Board.
6. Develop new policies to meet changes/amendments to municipal, provincial or federal legislation.
7. Identify the need to develop new policies or revise existing policies based on feedback from the CEO/Chief Librarian, Library Board members, Council or members of the public.
8. Consult with other Library Board committees (ex. Finance) regarding policy development as it pertains to responsibilities outlined in each of the committee's terms of reference.
9. Where appropriate, delegate the development of operational policies to the Library's CEO/Chief Librarian.
10. Bring revised or newly developed policies forward to the Library Board for discussion, amendment and official approval at regularly held board meetings as part of the agenda package.



11. Ensure all policies are documented in a standard format, are numbered according to policy type, are cross referenced with related policies and are added to the policy manual.
12. Policies will be made available on the Library's website for access by the public and Library staff.
13. Undertake such duties as may be assigned by the Library Board from time to time.

#### **Section 7: REVIEW OF TERMS**

The Terms of Reference will be reviewed annually by the Policy Committee to ensure best practices are being incorporated.