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## **PURPOSE**

The Milton Public Library Board uses committees to further the work of the Board. This policy ensures that the Board establishes terms of reference and specific duties for each of these committees, as the need arises.

## **SCOPE**

### **Section 1: Committees and Representations**

Library Board members are expected to serve on committees. The Chair attends all committee meetings in an ex-officio capacity. Councillors are excused from mandatory participation but are encouraged to participate on Committees. All other Board members sit on one of three standing committees - Advocacy, Finance, and Human Resources – and any ad hoc committees that may be formed in response to issues arising. The Board shall nominate and appoint the Chairs of all Committees and appoint Board members to these committees.

The Public Libraries Act defines “Committee” as *means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of the board; and states that all meetings must adhere to the conditions of open and closed meetings under the act*

*“meeting” means any regular, special, committee or other meeting of the board. (“réunion”) 2002, c. 17, Sched. C, s. 24 (5).*

### **Finance Committee**

The Finance Chair works closely with CEO & Chief Librarian in reviewing the budget, chairs the Finance Committee meetings, (which are held based on recommendation from the CEO), presents the Operating and Capital Budget to the Board, and is prepared to speak to it at Council.

The CEO attends all Finance Committee Meetings. The CEO is responsible to prepare all materials for the committee as requested.

### **Human Resources Committee**

The Human Resources Chair calls and presides over the Human Resources Committee meetings, as per HR-37 CEO Performance Evaluation Policy.

The CEO attends the Human Resources Committee meeting as required. The Director, Human Resources, Town of Milton is a resource to the Human Resources Committee and may attend meetings as requested by the Human Resources Chair.

### **Advocacy Committee**

The Milton Public Library Board Advocacy Committee will recommend to the Library board, an effective and appropriate Advocacy Plan for MPL, and will assist with the implementation of this plan.

The CEO attends all Advocacy Committee Meetings. The CEO is responsible to prepare all materials for the committee as requested.

## **Section 2: Procedures for Committees**

- Committees report directly to the Board and have no authority other than to draft recommendations or prepare alternatives for the Board's consideration.
- Committees operate for defined periods of time and have a specific purpose which must be defined in written terms of reference.
- Ad hoc committees coordinate the work, do the research and draft the documents to be reviewed and adopted by the Board as a whole.
- An ad hoc committee that is established by the Board may include non-Board members.
- Meetings of committees may be called by the CEO, the chair of the committee or by a majority of the members of a committee.
- Requests to call a Committee Meeting shall be circulated to all Committee Members and the CEO in writing at least three (3) Business Days in advance of the Meeting. In the event that a Confidential HR Committee Meeting needs to be called dealing with Confidential Human Resource matters the HR Committee Chair shall circulate the request to all Committee Members and the Director, Human Resources, Town of Milton.
- Committees shall not supervise or direct staff.
- All Committee Meeting Agendas shall be published on the MPL website a minimum of two (2) days in advance of the meeting.
- Committees may meet in person or virtually. The meeting location or link to virtual meeting participation shall be included on the Committee Meeting Agenda.
- Committees should endeavor to provide written reports to the Board when possible.

- Verbal reports may be provided if written reports are not available.

**Related Documents:**

Milton Public Library ***Finance Committee Terms of Reference (Appendix A)***

Milton Public Library ***Human Resources Committee Terms of Reference (Appendix B)***

Milton Public Library ***Advocacy Committee Terms of Reference (Appendix C)***

Milton Public Library HR-37 CEO Performance Evaluation Policy

Milton Public Library *GOV – 08 Board Advocacy*

**Appendix A**  
**Milton Public Library Board Finance Committee**  
**Terms of Reference**

1. Purpose

As a standing committee, the Milton Public Library Board Finance Committee is responsible to the Board for interpreting the goals and objectives of the Board in financial terms as outlined by staff.

The Milton Public Library Board Finance Committee will fulfill the following objectives:

- review and provide guidance in the annual Operating and Capital Budget requests prepared by staff before they are presented to the full Board,
- amend the budget directions as necessary to ensure library operations are sufficiently funded, that established MPL Goals and Objectives are supported, and that Council Guidelines and fiscal realities are considered
- present the amended budgets to the Library Board
- review the Annual Audit Statement before it is presented to the full Board
- perform other tasks as requested by the MPL Board

2. Composition

The Milton Public Library Board Finance Committee includes:

- Two members of the Milton Public Library Board, one of whom is recognized as the Chair of the Committee
- The Board Chair (ex officio)
- The CEO/Chief Librarian, along with other Management and Administration staff as required (non-voting)

The term of membership will be established at a Board meeting early in the new Board cycle, following a Municipal Election, and will remain in place until the next Election cycle.

A Chair will be elected/appointed by the Board

Meetings will be held upon the advice of the CEO/Chief Librarian.

3. Structure

Whenever possible, the Committee will seek to make its decisions by consensus but, when consensus is not possible, the majority will rule.

4. Meetings

Budgets: Regular meetings of the Finance Committee will begin upon the advice of the CEO/Chief Librarian and to coincide with the Town's Budget processes and the MPL Board schedule, and will continue as required.

Operating and Capital Budget related decisions and directions will be tracked by the CEO/Chief Librarian, summarized, and provided to the Committee for the Chair of the Finance Committee to present to the Board.

The Audit meeting will be held in the spring, as per the completion of the Audit document.

5. Reporting

Reports will be prepared and provided to the Board as necessary. Motions will be presented where there are specific recommendations related to its mandate.

6. Member Roles

The Milton Public Library Board Finance Committee members are responsible for:

- Listening with respect and understanding
- Actively participating in the discussion
- Maintaining a positive and constructive tone when presenting concerns
- Helping to move to a healthy consensus and to define and commit to next steps

**Appendix B**  
**Milton Public Library Board Human Resources Committee**  
**Terms of Reference**

1. Purpose

As a standing committee, the Milton Public Library Board Human Resources Committee will fulfill the following objectives:

- Conduct, on behalf of the Board, the annual performance review of the CEO/Chief Librarian as per HR-37 CEO Performance Evaluation Policy.
- Facilitate the Board's Self-Evaluation process
- Ensure consultation with the appropriate Town of Milton Human Resources staff on all HR matters as per the Human Resources Service Level Agreement

2. Composition

The Milton Public Library Board Human Resources Committee includes:

- Two (2) members of the Milton Public Library Board, one of whom is recognized as the Chair of the Committee
- The Board Chair (ex officio)

The term of membership will be established at a Board meeting early in the new Board cycle, following a Municipal Election, and will remain in place until the next Election cycle.

A Chair will be elected/appointed by the Board

3. Structure

Whenever possible, the Committee will seek to make its decisions by consensus but, when consensus is not possible, the majority will rule.

4. Meetings

Meetings of the Human Resources Committee may be called by the chair of the committee or by a majority of the members of a committee.

The Director, Human Resources, Town of Milton is a resource to the Human Resources Committee and may attend meetings as requested by the Human Resources Chair.

CEO Evaluation: Meetings will be scheduled to coincide with timelines described in HR-37 CEO Evaluation Policy

Board Self-Evaluation: Meetings will be scheduled to coincide with timelines described in GOV-02 Board Self-Evaluation Policy

The following workplan is informed by GOV-02 Board Self-Evaluation Policy and HR-37 CEO Performance Evaluation Policy.

January	<p>Set the CEO Goals for the upcoming calendar year. This may also be done as part of previous years CEO Evaluation.</p> <p>A Confidential Report should be brought to the Board for approval in January.</p>
March	<p>Initiate the Board Self-Evaluation Process</p> <p>Quarterly informal meeting with the CEO as per the CEO Performance Evaluation Policy to monitor progress of the established Performance Objectives</p>
April	<p>Board Member Self-Evaluation takes place.</p>
May	<p>Board Self evaluation analyzed and next steps determined.</p> <p>A Report on findings and any recommendations should be brought to the Board in June.</p>
June	<p>Board Self-Evaluation report brought forward to Board.</p> <p>Quarterly informal meeting with the CEO as per the CEO Performance Evaluation Policy to monitor progress of the established Performance Objectives.</p> <p>HR Committee to provide direction to CEO on any requested feedback from employees or external stakeholders that is desired by the Committee to complete the CEO April Performance Evaluation</p>

September	Quarterly informal meeting with the CEO as per the CEO Performance Evaluation Policy to monitor progress of the established Performance Objectives.
November	CEO Performance Evaluation Conducted as per the CEO Performance Evaluation Policy .  A Confidential report should be brought to the November Board Meeting

#### 5. Reporting

Reports will be prepared and provided to the Board as necessary. The Committee should endeavor to provide written reports to the Board when possible however verbal reports may be provided.

Motions will be presented where there are specific recommendations related to its mandate.

#### 7. Member Roles

The Milton Public Library Board HR Committee members are responsible for:

- Listening with respect and understanding
- Actively participating in the discussion
- Maintaining a positive and constructive tone when presenting concerns
- Helping to move to a healthy consensus and to define and commit to next steps

## Appendix C

### Milton Public Library Board Advocacy Committee

#### Terms of Reference

##### 1. Purpose

As a standing Committee the Milton Public Library Board Advocacy Committee will fulfill the following objectives;

- recommend to the Library board, an effective and appropriate Advocacy Plan for MPL, and will assist with the implementation of this plan.
- to build and nurture relationships with community influencers in order to increase their understanding of the role, relevance and value of the Milton Public Library; and
- to position MPL positively, in order to secure sufficient and stable support for its core services and strategic objectives.

##### 2. Composition

The Milton Public Library Board Advocacy Committee includes;

- Two (2) members of the Milton Public Library Board
- The Board Chair (ex officio)
- The CEO/Chief Librarian, along with other Management and Administration staff as required (non-voting)

The term of membership will be established at a Board meeting early in the new Board cycle, following a Municipal Election, and will remain in place until the next Election cycle.

A Chair will be elected/appointed by the Board.

Meetings will be at the call of the Chair.

##### 3. Structure

Whenever possible, the Chair will seek to make their decisions by consensus but, when consensus is not possible, the majority will rule.

##### 4. Meetings

Meetings of the Advocacy Committee may be called by the chair of the committee or by a majority of the members of a committee.

##### 5. Duties and Responsibilities

The specific objectives of the Milton Public Library Board Advocacy Committee are:

- Develop Terms of Reference for the committee

- Develop short and long term action plans on an annual basis to support the MPL Strategic and Master Plans.
- Provide an Annual Report to the Board no later than April of each calendar year that outlines the previous years accomplishments as well as an action plan for the upcoming year.

#### 6. Reporting

Reports will be prepared and provided to the Board as necessary. Motions will be presented where there are specific recommendations related to its mandate.

#### 7. Member Roles

The Milton Public Library Board Advocacy Committee members are responsible for:

- Listening with respect and understanding
- Actively participating in the discussion
- Maintaining a positive and constructive tone when presenting concerns
- Helping to move to a healthy consensus and to define and commit to next steps