

# Terms of Reference

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# Regional Municipality of Waterloo – Library Committee

## General

### The Board

The Council of the Regional Municipality of Waterloo shall be deemed to be a board of a county library for the purposes of the *Public Libraries Act* as set out in the *Municipal Act*, s. 474.16 (1) 2002, c. 17, Sched. A, s. 91, as amended.

### The Committee

The Library Committee, hereby referred to as ‘Committee’, is meant to advise the Regional Municipality of Waterloo Library Board on library operations, budgetary considerations, and overall governance of the library system.

The Committee’s purpose is to reflect Regional Strategic Priorities within which it can manage the provision of comprehensive and efficient public library services to participating municipalities.

Furthermore, the Committee will ensure that an ongoing collaborative relationship is maintained between the Region and the Townships in the provision of library services.

The Committee’s approach to undertaking this purpose will be in accordance with the *Public Libraries Act* and all applicable legislation and policies.

### The Commitment

The Committee will oversee library services in a manner that honours our collective responsibility toward reconciliation, equity, diversity, and inclusion. The Committee will support the public use of libraries as safe spaces that encourage innovation, community dialogue, and contribute to place-keeping within the Region of Waterloo.

## Governance

### Scope

Library services is an external citizen-facing service that the Regional Municipality of Waterloo provides to the local community in collaboration with the local Townships including the overlap of Township Staff and Regional Staff during the course of service delivery.

Townships are responsible for providing the library facilities in which the library services are delivered; and the Regional Municipality of Waterloo is responsible for delivery of library services and programs.

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## Collaboration

The Townships and the Region recognize the importance of library services which requires the continued collaboration and fluid communication between the two levels of municipal government to properly serve the community needs and expectations.

## Responsibilities

1. The Committee will:

- a) Provide guidance and advice to Regional Staff on library services, including but not limited to, branch facility operations, technological advancements, joint assessment processes utilizing patron data to improve service delivery, etc.
- b) Provide budgetary recommendations to the Board for the Regional Municipality of Waterloo annual budget.
- c) Ensure collaboration and communication between the Region and Townships.
- d) Assist with guiding projects with direction based on Township needs.
- e) Assist with identifying operational needs and opportunities for library service improvements.
- f) Endeavor to ensure that library services are meeting community needs.

## Composition

1. The Committee will be composed of nine (9) Members consisting of:

- a) The Regional Chair with one vote;
- b) The Mayor of each Township with one vote each; and
- c) One (1) non-voting community representative nominated by each Township Council, to be ratified by Regional Municipality of Waterloo Library Board, totaling four (4) community representatives.

2. Terms are four (4) years in order to coincide with the existing Term of Council. A person who is appointed to fill a partially completed term will be appointed to the end of Council's Term of Office. The term of office for the four (4) community representatives will continue until their successors are appointed, but shall not be later than April following a municipal election.

3. Community representatives should be recommended for appointment on the basis of

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experience, how their knowledge and skills complement the expertise of the Committee, and their availability to attend meetings.

4. Membership should reflect the diversity of the Townships to encourage broad community participation and ensure that all citizens have an equitable opportunity for democratic engagement. Membership shall, as much as possible, reflect the diversity and demographics of the Townships in such areas as age, gender, language, geographic representation, race, and abilities.
5. Community representative memberships will be advertised by the Region and each individual Township.
6. All community representative members will be nominated by their respective Council and appointed by Regional Council. As such, either Council retains the right to replace a community representative member at any time and for any reason, as determined by either Council. All Councils shall be notified if any Council removes a member, the member resigns or the member can no longer serve on the Committee.
7. All community representative members will be provided with, and are required to sign off on, the Region's Code of Conduct for Citizen Appointments to Local Boards, Foundations and Advisory Committee and are obligated to abide by the Code. Township Councils may put a similar requirement in place for their community representative member.

## Meetings

All Committee meetings shall be held in accordance with applicable legislation and by-laws, including but not limited to the *Municipal Act*, the *Public Libraries Act*, and the Region of Waterloo Procedural By-law 22-05, as amended.

### Meeting Participation

1. Meetings will be held on a quarterly basis in coordination with the Committee and Regional Staff with additional meetings held as needed at the discretion of the Committee Chair.
2. The Chair and Vice-Chair of the Committee will be selected from among the members at the first Library Committee meeting of a new Term of Council.
3. The quorum for a meeting will be 50 per cent of the appointed members plus one. Should there be any vacancies on the committee, the quorum for a meeting will be adjusted accordingly.
4. The Committee may, from time to time, invite other persons or groups to address the committee and participate (non-voting) in discussions on subjects before the committee.
5. Any member missing three consecutive meetings without reason will be requested to resign and the position will be deemed vacant, subject to an opportunity for the member

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to address the Committee in writing regarding their absenteeism.

6. The Commissioner of Planning, Development and Legislative Services or their designate shall be in attendance at all meetings.
7. The Regional Clerk, or their designate, shall serve as the Committee Clerk.

### **Meeting Management**

1. The Committee will be supported by Regional Clerk staff and Library staff in the preparation of agendas, minutes, distribution of information, facilitation of meetings, research and preparation of draft reports as appropriate.
2. Regional Staff will collaborate with Township Staff to provide support and information to the Committee.

### **Remuneration**

1. Committee Members will be reimbursed by the Region, if a submission is made, for mileage and incidentals for in-person meetings (parking, long distance telephone, transit fare, meals and snacks) as required.
2. Upon request and pending availability, Members will have access to secure bicycle parking during Committee meetings.

### **Conflict of Interest**

As per the 2019 Code of Conduct for Citizen Appointments to Local Boards, Foundations and Advisory Committees Policy, a Member shall immediately disclose a real or perceived conflict of interest as prohibited by the policy.

Where a Member believes or has been advised that they have or may have a conflict of interest in a particular matter they shall:

- a) prior to any consideration of the matter, disclose their interest and the general nature thereof;
- b) leave the room for the duration of time that the matter is being considered;
- c) not take part in the discussion of, or vote on any question or recommendation in respect to the matter, and;
- d) not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question or recommendation.

Members may seek advice with the Region of Waterloo Integrity Commissioner.