



# Terms of Reference

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## The Blue Mountains Public Library Board

**1. Name: Communications and Strategic Planning Committee**

**2. Duration of Committee: Standing**

The Standing Committee will continue to meet for the duration of The Blue Mountains Public Library existence, or until such time as the Board amends or rescinds this Standing Committee.

**3. Membership**

The Board will appoint no less than two (2) and no more than three (3) members of the Board to sit as active members of this committee. The Board Secretary shall act as Committee Secretary and hold no vote. At no time may membership consist of what would be considered quorum for a Board meeting. As the Board may consist of a minimum of five (5) members, membership in this Committee should always be considered accordingly.

**4. Quorum**

Quorum is 50% of the committee. When a committee is comprised of only two (2) members, the quorum is two (2). If quorum cannot be reached at three (3) duly scheduled Committee meetings, the Committee Chair should correspond this matter to the Board for reassessment of membership.

**5. Term of Appointment**

The Term of Appointment begins when the committee is formed; and re-appointment of members occurs at the November Board Meeting, or in an election year, upon appointment of the new Board.

**6. Reports To**

As a Committee of the Board, this committee reports directly to the Board.

**7. Purpose**

The Town of The Blue Mountains Public Library Board recognizes that the Strategic Plan establishes the priorities for action by the Board, CEO, and staff, informs budget and fundraising activities and communicates same to the public. At the **November 16, 2017** meeting, the Library Board designated a committee to be known as the Strategic Planning Committee with responsibility for the development and drafting of a plan every four years and revision of the plan in other years as necessary.

At the October 25, 2018 meeting of the Board, the name of the Committee was adjusted to the Communications and Strategic Planning Committee and the role of the Committee was expanded to include responsibility for the successful implementation of the Communications goals of the Strategic Plan 2018-2022.

## **8. Mandate**

The BMPL Strategic Planning Committee will develop a Strategic Plan every four years which includes goals and measurable objectives. This plan will include recommendations for Mission, Vision, and Value statements; investigation of needs including space and capital needs; defining measurable goals and objectives; and assigning roles and functions within the plan.

The Committee will also work with the CEO (and make recommendations to the Board as appropriate) to ensure the development of plans for, and implementation of, the Communications goals of the Strategic Plan 2018-2022.

## **9. Resources and/or Budget**

This committee has access to funds which are defined in the Board approved annual budget. All financial management will be conducted for the Committee by the CEO. Should a need arise, the Committee Chair may provide a request for staff support to the CEO. The Committee Chair may present said requests forward to the Board if the need surpasses availability funds or budget lines.

## **10. Duties of Members**

In performing their duties as a committee member, each appointee will

- Provide knowledge and expertise;
- Work as a committee member to achieve the Board designated mandate;
- Conduct work, deliberations, and discussions only in duly scheduled meetings where quorum is present;
- Not work beyond the mandate of the Committee and if unclear, seek the advice of the CEO and/or Chair of the Board;
- Attend all scheduled meetings and when unavailable give notice for purposes of meeting quorum and/or rescheduling;
- Complete all Action List tasks by the dates and deadlines agreed to in order to maximize the time of all members and the productivity of the Committee;
- Respect each member and the purpose of the Committee;
- Adhere to the Oath of Confidentiality;
- Speak with one voice by supporting the Committee's decision; and
- Hold all actions, deliberations, and recommendations of the Committee as internal discussions until the Board has received such recommendations and reports.

## **11. Non-Member Attendance**

The Committee may choose, within their mandate, to bring on consultants or outside resources. In these cases the non-member resource will participate only in discussions relevant to their advisory role.

## **12. Removal and Vacancies**

It is the right of the Board to remove any member and reappoint any member sitting at this Committee. The Committee Chair may send requests to the Board Chair and request a reappointment if a member does not participate regularly or is unwilling to participate as an active team member. Any two (2) members may also send a request to the Board Chair if the any member is not working as part of the team.

A Committee member ceases to be a member when: (a) the member's term expires; (b) the member is unable to act due to non-temporary incapacity or illness; (c) or the member is no longer a member of the Board. In this case, the member remains bound by their Oath of Confidentiality and may not discuss the work of the Committee or the Board when no longer a member.

## **13. Meetings**

Meetings will be called as required by the Committee Chair or by a majority of the members of the Committee, and arranged by the Board Secretary. As a Committee of the Board, the Board Chair may also call a committee meeting to address pressing business to the Board. As often as possible, meetings are held onsite at BMPL available meeting rooms or by electronic means such as teleconference or other appropriate technology to connect members.

## **14. Voting**

The Committee shall aim for consensus, but take actions and make recommendations based on majority vote. The Committee Chair shall vote on all matters. A tie is a vote in the negative. When an issue requires resolution which the Committee is unable to reach on their own, the matter can be referred back to the Board for additional feedback and direction.

## **15. Committee Chair**

The Board may appoint a Committee Chair. Should one not be appointed at the time of appointment of members, the Committee shall select a Chair from among its Committee members who shall serve for the one-year term beginning in November or at the time of election and may sit for more than one term. The Committee Chair shall preside at all meetings of the Committee, sign correspondence on behalf of the Committee and otherwise carry out such duties as are customary in such positions. When a Committee Chair is not available for a meeting, the members of the Committee will select from the attendees a Meeting Chair to coordinate and facilitate the meeting. The Committee Chair, with the members, will pre-select the agenda items for any given meeting, which will become a task specific agenda.

**16. Special Responsibilities of the Committee Chair**

No special responsibilities are assigned to this Committee Chair.

**17. Committee Secretary**

The CEO/Board Secretary shall be the Committee Secretary. If the Board Secretary is not available, a member will be designated to take meeting notes which will be sent to the Board Secretary for inclusion in the official records of BMPL.

**18. Administration**

The Board Secretary will ensure that appropriate records are maintained in order to conduct regular Committee and Board business, and to maintain both current and historical record of all matters relating to the Committee.

**19. Review of Terms of Reference**

The Board will review, amend, and approve the Terms of Reference annually according to the Board’s Policy Review Schedule. The Committee will review and accept the Terms of Reference as Information at the first meeting of the cycle.

**20. Related Documents**

- Schedule A: Appointed Members
- Policy Review Schedule: POL-BLG.2018.99 Agenda & Multi-Year Agendas

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**Communications and Strategic Planning Committee – Terms of Reference**

Approved by the Board December 21, 2017.

Accepted by the Strategic Plan Committee on January 16, 2018.

Approved by the Board October 25, 2018. BMPL-Resolution 2018-197