



POLICY: Committees of the Board		POLICY NO: LB 07
POLICY LEVEL: Library Board	LAST REVIEW / REVISION DATE: OCTOBER 16, 2023	SCHEDULED REVIEW DATE: OCTOBER 2027

Committees of the Board

Ad Hoc committees will be created by Board motion as necessary to assist with the business of the Board. When used, they will be assigned so as to complement the Board's responsibilities and not interfere with delegation from Board to CEO.

Purpose

Board committees are created to help the Board do its job. Committees will assist the Board by preparing recommendations, policy alternatives and implications for Board deliberation. Board committees are not to be created by the Board to advise staff.

Committees report directly to the Board and have no authority other than to draft recommendations or prepare alternatives for the Board's consideration.

Structure

Committees will be created by Board motion, to include terms of reference, committee composition, reporting format and budget.

- The Board Chair will be an ex-officio member of all ad hoc committees.
- The CEO will be the Secretary of all ad hoc committees and will appoint a recording secretary as needed.

Authority

Board committees will not speak or act for the Board except when formally given authority for specific and time-limited purposes. Expectations and authority will be carefully stated in the terms of reference in order not to conflict with authority delegated to the CEO and/or the Board officers.

References:

- Public Libraries Act, RSO 1990
- LB 02 Governance By-laws

ORIGINAL DATE ADOPTED	March 20, 2007	Review Cycle	Four Years
APPROVAL HISTORY	December 9, 2014; November 6, 2018; October 16, 2023		

