



## **Community Engagement Committee (ad hoc) Terms of Reference**

### **Purpose:**

The Committee will plan and recommend a model for community engagement.

The first application for the model for community engagement will be to provide feedback to assist in the development of the Patron Code of Conduct for our libraries. The Committee will work with the Board to move forward with this.

The Committee will ensure an appropriate flow of information and will develop a protocol for dealing with media inquiries.

### **Composition of the Committee:**

Members: A total of seven (7) members including:

Five (5) Appointed Members of the Library Board (including the Chair and Vice-Chair of the Committee)

Annie Peace-Fast (Chair to January 2017) (resigned January 2017)

Jim Neill (Vice-Chair)

Claudette Richardson

Somnath Sinha

Monica Stewart (Chair from January 2017)

Two members of the Public

Julia Bryan

Jane Neil

Chief Librarian or designate (ex-officio, non-voting member)

### **Meetings:**

The chair of the Committee shall set the agenda prior to each meeting, and shall circulate the agenda to the Committee members three (3) days prior to the meeting.

The Committee meetings are subject to the provisions of the Kingston Frontenac Public Library Board's by-laws and Public Libraries Act, R.S.O. 1990, c. P.44 and Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.

Meetings will be scheduled no less than monthly and as frequently as necessary. The Committee will develop concrete plans for public engagement as expeditiously as possible, to be presented to the Board.

The Kingston Frontenac Public Library will provide clerical support to the Committee.

Meeting dates, times and agendas will be posted on the library website.

## **Governance**

The committee will follow the City of Kingston committee bylaw:

### 2.15 Public Participation at Committee Meetings

At Committee meetings that are open to the public, following the introduction of an agenda item and receiving comments from staff with questions from committee members and members of the public, as appropriate, the Chair will ask if a motion is forthcoming. Once a motion has been introduced members of the committee may speak to the motion. Following the members' discussion, the Chair may invite members of the public to share their comments, views, suggestions and opinions. Prior to calling the question the Chair has discretion to give the public another opportunity to speak. The Committee will then conclude its deliberations and decide on the motion.

## **Quorum**

Quorum shall consist of a majority. With seven members on the Committee, four members would constitute quorum.

## **Transparency and Accountability**

The Kingston Frontenac Public Library Board is committed to ongoing transparency and accountability. Information on the project will be provided on the Kingston Frontenac Public Library website.

## **Rules of Order**

The Kingston Frontenac Public Library board meetings are conducted according to the Rules of Order as per Kerr and King's Procedures for Meetings and Organizations.

## **Sunset Clause**

Once the public engagement process leading to feedback for the development of a revised Code of Conduct has been completed and presented to the Board, the committee will be dissolved.