



**Minutes of Community Engagement Committee**  
**Meeting held Wednesday, November 30, 2016 – 5:00 PM**  
**Loyalist Room, Kingston City Hall**

Committee Members Present: Annie Peace-Fast (Chair), Julia Bryan, Jane Neil, Councillor Jim Neill, Claudette Richardson, Somnath Sinha, Monica Stewart; Patricia Enright (Chief Librarian/Chief Executive Officer, ex-officio, non-voting member

Others Present: Mary Glenn (Recording Secretary); Emma Sobel (Queen's) by invitation; one member of the public

**1. Welcome**

A. Peace-Fast welcomed all to the meeting.

**2. Approval of Agenda**

The meeting was called to order at 5:00 PM. The agenda was approved as distributed.

**3. Approval of Minutes of Meeting held November 2, 2016**

It was moved by Jim Neill, seconded by C. Richardson and carried that the minutes of the November 2, 2016 meeting be approved with a few minor corrections. The corrected version will be posted on the library website and board portal.

**4. Report on meeting with CEO**

A. Peace-Fast met with P. Enright to discuss ways to make this process fit the library and has made a few revisions. She reported that there is still more work to be done on the impact and complexity matrices. She and P. Enright talked about going forward and the kinds of difficulties that could be encountered. She will be meeting with senior staff in mid-December to discuss this with them and ask for suggestions. This ties into agenda item #6 because staff will be impacted.

## 5. Board-Community linkages

Excerpts from the document *Connect! A Guide to Ownership Linkage* was sent to the Committee prior to the meeting to help the Committee understand how to make a connection between the Board's Carver Policy Model and Community Engagement.

M. Stewart explained that essentially under Carver Governance community engagement is called Ownership Linkage and is one of the three key jobs of the Board and seen as a vital part of the Board's responsibility. The document talks about ownership linkage techniques and explains that it is an ongoing process and is circuitous (page 41). The author of the document pointed out that it is not a fast process but something that you need to start and as you go around you will get better at it.

One of the key things is to relate back to the Ends that the Board has identified, and include regular feedback on the Ends from the ownership which M. Stewart understands to be the public at large. The library board has a responsibility to be accountable to the public at large and needs a public process for input. The process needs to be balanced and we have to make an effort to hear from all sides which is not always easy. The article talks about the "unheard voice" and it is important to hear from all sides of the spectrum.

The Board's role is to focus on the Ends and to bring balanced feedback from the public at large on the Ends. The article also says that the Board has be careful not to be caught in a situation of board decision-making that is already delegated to the CEO. M. Stewart said that after reading the article, it changes the perspective. The Board needs to set up a process and take a more active role.

Jim Neill reiterated that it is the Board who is responsible for ownership linkages. He reported that staff have brought this up to the Board; however, the Board has not been as active as it should have been.

There was discussion regarding who the owners are. This is stated in the KFPL Ends statement (which is included in the Committee's Values and Principles statement) and goes beyond stakeholders. *KFPL Ends Statement: The Kingston Frontenac Public Library exists to offer **all people throughout our service area** access to broadly based resources in support of personal enrichment, lifelong learning, and community interaction, in person or in virtual space. These services are provided by expending revenues in a fiscally responsible manner.*

**It was moved by Jim Neill, seconded by M. Stewart and carried that:**

That the Community Engagement policy and process (once developed) be included in the Board Orientation package and become a part of Board orientation, and that the policy and process also be included in the Legacy Document.

A. Peace-Fast reported that currently, board policies are reviewed at least once per 4-year term with some policies scheduled for review more frequently. Because this is a new process, she would like to see it reviewed yearly for the first three years. It may not need yearly review once the process has been in place and the next Board can then make a decision on the frequency.

**It was moved by C. Richardson, seconded by J. Neill and carried that:**

That the Community Engagement policy and process (once developed) be scheduled for yearly review during the first 3 years.

## **6. Planning stakeholder engagement for this policy**

A. Peace-Fast reported that she combined the first two pieces of the engagement assessment tool and has come up with a draft. She combined some things, moved some sections, and removed duplication to make it easier to use. She asked committee members to let her know if anything seems to be missing. The draft *Overview of the KFPL Consultation Toolkit process for determining level of public consultation* document was also discussed. There was discussion regarding the five different steps and who would be responsible for them.

There was discussion regarding the draft *Public Engagement Spectrum Chart* which won't be part of the tool kit but would be part of the presentation to the Board. A. Peace-Fast said that we will also need to include in the package the structure of the library and the Board and responsibilities. Some activities would go to senior staff, some to the CEO, and some to the Board. We are not losing that step; it will be in a different place. The cost is something else that will need to be considered when deciding who does what. The Board also needs to be mindful not to make a decision on something delegated to the CEO.

The Board Governance process was discussed. It is the Board's responsibility to broadly consult with the ownership. Jim Neill said that the Board has one employee which is the CEO and when the Board sets up policy expectations for staff, it is delegated to the CEO. When the CEO reports on a policy, it comes back to the Board as a report.

A. Peace-Fast believes there has to be responsibility for staff as well. From this document, Jane Neil sees it as board responsibility only which becomes of value to the whole system. Once you have public engagement and people give feedback, some become operational, some the CEO will take on, and some the Board will take on. J. Bryan believes that there is still a gap in the language. She believes that the CEO's job is to interpret what the best practices for policies are and to execute that based on the board policy framework.

Jim Neill reported that at City Hall, when a policy goes to council there is a checklist to indicate which departments have looked at it. M. Stewart felt that this would give the Board a better sense of whether it fits with the Board perspective on the Ends. What she hopes to

get out of this is that the Board will become more aware of the ownership on an ongoing basis. It will take a little time.

The Committee liked the idea of having a checklist to indicate who has looked at the policy before the policy goes to the Board.

P. Enright said that she is glad to see the Board commit to work on ownership linkages and that it would be good to codify for staff the procedure and protocols.

Jim Neill said that he feels confident in the process, and others on the committee said that they felt that the Committee is on track.

J. Bryan would like to see the commitment to consultation embedded in the Board statements (Values, Ends, governance documents). C. Richardson suggested this could go to the Board as a recommendation from this Committee.

S. Sinha said that there will be a culture change and that the Board has to make a commitment to be more visible – meet at different branches, get out into the community and attend library and community events – become more engaged. Jim Neill reported that the Board Chair already does this but that more board members need to be engaged.

## **7. Business Arising from the Minutes**

### **7.1. Reports on revisions to toolkit**

This was discussed earlier.

## **8. Next Steps**

A. Peace-Fast asked the Committee to go through the exercise using the new draft document for the Community Engagement policy and bring the results to the meeting for discussion next week so the Committee can see how the tool works.

## **9. Other Business**

There was no other business.

## **10. Adjournment**

It was moved by S. Sinha to adjourn at 6:02 PM.

## **11. Next Meetings**

Wednesday, December 5, 2017 at 5 PM, Loyalist Room, City Hall

Wednesday, January 18, 2017 at 5 PM, location to be determined