



Guelph Public Library
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Policy Type: **Governance**

Policy Number: **G - 03**

Committees of the Board

The library board may use committees to further its work. This policy ensures that the library board establishes terms of reference and specific duties for each of these committees, as the need arises.

1. Committees report directly to the library board and have no authority other than to draft recommendations or prepare alternatives for the library board's consideration.
2. Committees operate for defined periods of time and have a specific purpose, which must be described in written terms of reference.
3. Committees coordinate the work, do the research and draft the documents to be reviewed and adopted by the library board as a whole.
4. A committee that is established by the library board may invite non-board members to participate. Such invitation will include an appropriate vetting process by the relevant committee and will be offered with the prior approval of the board.
5. Meetings of committees may be called by the chair of the committee or by a majority of the members of a committee.
6. Committees shall not supervise or direct employees of the Guelph Public Library.
7. As per the Public Libraries Act, R.S.O.1990, c. P44, City Council shall not appoint more of its members to the board than the number that is one less than a majority of the board. Any member of the library board, including Councillors/Mayors appointed to the board, are eligible to serve on any library board committee, including the Executive Committee. In addition, they are eligible to be elected chair/vice-chair of the board or any committee of the board.

Notes:

11/2020: GPL deviates from OLS Trillium Sample Policies by dropping the mention of ad hoc committees in this section.

11/2020: In Point 4, GPL specifies that non-members invited to participate on committees must first be vetted by the committee and approved by the board.

11/2020: GPL removes the OLS Trillium Sample Policies clause that stipulates that a member who introduces a motion that is referred to a special committee shall be the convener of that committee.

06/2025: GPL added in the clarification about number of Councillors/Mayors serving on board committees.

Appendix A:

1 Board Committee Principles

Committees are created by the board and are responsible to the board as a whole. The board will create special committees as needed.

- 1.1 Board committees are created to help the board do its job, not to help employees do their job nor to interfere in employee functions.
- 1.2 Board committees are comprised of members who have volunteered for the role.
- 1.3 Committees report directly to the board and have no authority other than to draft recommendations or prepare alternatives for the board's consideration.
- 1.4 A Committee may include non-Board members. Such participants will be vetted by the committee and receive the approval of the board prior to being invited to join the committee.
- 1.5 Board Committees may call upon employees for support and information, through the CEO. Staff may be invited to participate on the committee to provide operational perspective. Staff may act as secretary for the committee.
- 1.6 Board Committees may not speak for the Board except when formally given such authority for specific and time-limited purposes.

Notes:

11/2020: OLS Trillium Sample Policies Appendix A refers to Ad Hoc Committees. GPL deviates and includes here its previous policy, BC-G-7 Board Committee Principles.

11/2020: Text is included to indicate that committee participants who are not board members must be vetted by the committee and receive prior approval from the board.

11/2020: Text is included describe the role that staff may play on a committee, reflecting current practice.