



# The City of Kawartha Lakes Public Library

Policy Number: LIB2023-14

<b>Policy Name:</b> <b>LIBRARY BOARD COMMITTEES POLICY</b>
---

Resolution #:	LIB2023-14	Date:	30 Oct 2013
Review Cycle:	Once per Term	Adoption Date:	07 Nov 2013
		Effective:	07 Nov 2013
		Last Reviewed Date:	03 August 2023

## **POLICY STATEMENT AND RATIONALE:**

The purpose of this policy is to provide a statement of philosophy and identify key objectives respecting committees of the Board.

## **SCOPE:**

This policy shall apply to the City of Kawartha Lakes Public Library and the City of Kawartha Lakes Public Library Board.

## **DEFINITIONS:**

In reading and interpreting this policy, the following definitions shall apply:

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library.

“City” means the Corporation of the City of Kawartha Lakes.

“Library” means the City of Kawartha Lakes Public Library.

“Library Board” means the City of Kawartha Lakes Public Library Board.

## **POLICY, PROCEDURE AND IMPLEMENTATION:**

### **1.0 Responsibility**

- 1.1 The City of Kawartha Lakes Public Library Board may strike committees in areas of interest in order to further the work of the Board. This policy ensures that the Board establishes terms of reference and specific duties for each of these committees, as the need arises.

- 1.2 The CEO and the Board Chair will ensure that committees are established using the appropriate terms of reference which outline specific duties. The draft terms of reference will be amended/adopted by Board motion.

## **2.0 Duties of committees**

- 2.1 The purpose of committees is to facilitate the business of the Board.
- 2.2 Committees shall operate within Terms of Reference established and approved by the Board.

## **3.0 Types of Committees**

- 3.1 Standing Committees will be permanent committees that deal with a specific issue.
- 3.2 Ad Hoc Committees may be established by motion of the Board to deal with matters before the Board.
  - 3.2.1 Ad Hoc Committees shall operate for defined periods of time and have a specific purpose which must be defined in written terms of reference.
  - 3.2.2 Ad hoc Committees coordinate the work, do the research and draft the documents to be reviewed and adopted by the Board as a whole.
  - 3.2.3 An Ad Hoc Committee that is established by the Board may include non-board members.

## **4.0 Limitations**

- 4.1 Committees shall not supervise or direct staff.