

## LONDON PUBLIC LIBRARY POLICY

**Title of Policy:** Delegations and Public Participation

**Policy Type:** Means

**Policy No.:** M-100

**Effective Date:** May 22, 2014

**Review:** May 2018

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**PURPOSE:** The purpose of this policy is to describe how the London Public Library Board provides opportunities for members of the public to provide input into and comment on the policies, services and practices of the London Public Library.

**SCOPE:** The policy covers both delegations in writing or in person at regular meetings of the Board or at specially-organized public participation meetings and correspondence directed to the Board.

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### **DEFINITIONS:**

“*Board*” means London Public Library Board.

“*Delegation*” means any member of the public making a presentation to the Board, either on his or her own behalf or as a representative of an organization or group.

“*Correspondence*” includes letters, e-mails or written or audio (transcribed) correspondence in any form directed to the London Public Library Board or to the CEO & Chief Librarian, as the Secretary-Treasurer of the Board, regarding matters of Board interest; a written brief presented at a regular meeting of the Board, along with an oral presentation; a Braille submission, transcribed; or a brief or audio file (transcribed) submitted at a regular or public participation meeting.

“*Regular meeting*” means the public part of the regular meeting of the Board as defined in the Library Board by-law.

“*Public participation meeting*” means a publicly-advertised special meeting called by the Board to hear from the public on a specific issue.

“*MFIPPA*” means *Municipal Freedom of Information and Protection of Privacy Act* (RSO 1990, M56, and amendments)

“*Personal information*” means recorded information about an individual as defined under MFIPPA.

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### **POLICY STATEMENT:**

The London Public Library Board values input from the public and encourages public participation in its decision-making. The Board recognizes the importance of having members of the public present their viewpoints on library matters.

It is the policy of the Board to encourage members of the public to express their ideas about library services. The Board provides opportunities for members of the public to participate at regular meetings or public participation meetings or to send correspondence to the Board.

- 1.1 Any member of the public may be a delegation or send correspondence, either on his or her own behalf or as a representative of an organization or group, to present information, a viewpoint or a concern regarding matters that are the responsibility of the Board.
- 1.2 A delegation may be made at any regular public meeting of the Board or at a public participation meeting, in accordance with the by-laws of the Board.
- 1.3 Any member of the public with a disability may provide information in a manner that takes into account that person's disability.
- 1.4 Depending on the nature of the concern, the Board may refer delegations or correspondence to the CEO for further review or a resolution.

### **Delegation Responsibilities for Presentations**

- 1.5 When a delegation (person) makes a presentation to the Board, the delegation is also welcome to provide a written submission but it is not necessary. Conversely, written comments may also be sent without presenting to the Board.
- 1.6 In accordance with the MFIPPA, the delegation understands that notes taken of any presentation and/or written submission at the meeting, along with the delegation's name, will become part of the public record and will be published as part of the agenda and/or minutes of the meeting. These documents will also be posted to the Board's website and made available to the media.

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- 1.7 Delegations are expected to act with respect and consideration for others. They are to follow the London Public Library *Charter of Library Use* and the procedures of the Board. The Chair will take action to maintain proper order during the meeting, if necessary.
- 1.8 Delegations may not provide personal information (including views or opinions) about someone else, defined in the MFIPPA as “personal information”, without confirming in the presentation that prior agreement of that individual has been given.
- 1.9 Personal information about someone else, received in delegations, will not be published by the Board without written permission of the identified individual, according to the requirements of MFIPPA.
- 1.10 Delegations may address the Board for a maximum of five minutes. The Chair, by a majority vote, may change the time limit given.

### **Board Responsibilities**

- 1.11 The Board will provide its meeting agendas, reports and other documents in enough time to enable the public to participate. The Library Board will balance this deadline with other timelines in conducting its business.
- 1.12 The Board reserves the right to request additional information before granting delegation status.
- 1.13 If issues or concerns are raised about an LPL employee’s performance (other than that of the CEO) as part of a delegation, the Chair, after consultation with the Executive Committee, will direct the delegation first to the CEO’s office for resolution. Should an issue or concern be raised about the CEO’s performance as part of the delegation, the Chair and the Executive Committee of the Board will review the matter.
- 1.14 Board trustees may ask questions of the delegation in order to seek clarification or ask for additional information only. Staff may also be asked to provide clarification or to confirm information.

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- 1.15 If the number of delegations exceeds what can reasonably be scheduled at any particular meeting, the Chair, after consulting with the Executive Committee, may move to:
- (a) defer a decision to a time at a regular meeting at which all the delegations can be heard, or
  - (b) decide to hold a public participation meeting, rather than hear from delegations at a regular meeting.
- 1.16 Unscheduled delegations at a regular meeting will require a majority vote in order to proceed.
- 1.17 After the delegation(s) have been heard at a regular meeting, the Board will move to take the appropriate action.

### ***Correspondence***

- 1.18 Correspondence related to Board matters may be sent to the London Public Library Board or the CEO & Chief Librarian, as the Secretary-Treasurer of the Board regarding matters of Board interest.
- 1.19 Correspondence is formally received at the Board meeting and becomes part of the record of the public Board meeting as required under the Ontario Public Libraries Act (1990).
- 1.20 In order to be compliant with the MFIPPA, personal information about the author of the correspondence will become part of the public record.
- 1.21 Personal information about someone else, not the author of the correspondence, will not be published by the Board without written permission of the identified individual, according to the requirements of the MFIPPA.

### **Compliance**

- 1.22 This policy meets the requirements of the Accessibility for Ontarians with Disabilities Act (2005) and the Integrated Accessibility Standards Regulation.

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**BACKGROUND:**

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**INQUIRIES:**

**CEO & Chief Librarian**

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**KEYWORDS:**

Delegate, representative, lobby

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**RELATED DOCUMENTS:**

Accessibility for Users with Disabilities (Customer Service Standards) Policy (M-04)

Accessibility for Users with Disabilities (Integrated Accessibility Standards) Policy (M-04)

Accessibility for Ontarians with Disabilities Act (2005), Ontario Regulation 429/07

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**DOCUMENT CONTROL:**

Approved: December 12, 1984

Reviewed: November 16, 1994

February 21, 2007 (Board Motion L07/12.4)

November 19, 2008 (Board Motion L08/57.2)

April 28, 2011 (Board Motion L11/29)

May 22, 2014 (Board Motion L14/26)