



## REPORT TO THE LIBRARY BOARD

**MEETING DATE: Wednesday, September 17, 2008**

Session:	Public Session
Subject:	Delegations and Public Participation Policy
Prepared By:	Ad Hoc Delegation Committee: Nancy Branscombe, Gina Barber, David Winninger, Michelle Baldwin (Pillar), Greg Thompson (Urban League), Susanna Hubbard Krimmer, Margaret Mitchell & Jan White
Presented By:	Gina Barber, Nancy Branscombe, Susanna Hubbard Krimmer and David Winninger
Purpose of Report:	For Decision: Approval <input checked="" type="checkbox"/>

---

### Recommendation

**It is recommended that the draft London Public Library Board (LPL) *Delegations and Public Participation Policy* (as found in Appendix 1 of this report) be approved in principle and that the LPL Ad Hoc Delegation Policy Committee seek broader community input for the policy upon this approval.**

### Issue / Opportunity

London Public Library is committed to listening to the needs, expectations and concerns of library users, members of the public and other stakeholders. LPL welcomes their input in shaping library policies, programs and services to ensure that these are relevant, accessible and high quality, meeting community needs and expectations. Public input to the Library Board can occur through letters, community forums, focus groups, advisory committees, action committees, public surveys, feedback forms, face-to-face meetings, and delegations.

The Library Board has an existing policy and process for delegations to be heard by the Library Board. This has been followed for a number of years. It was felt that this policy should be revised to provide more clarity for the public and staff. A best practices review of other public institutions was completed and a draft policy submitted to the Library Board for approval at its meeting of December 12, 2007. This report to the Board also provided additional information about concordance between the Municipal Act and the Public Libraries Act regarding closed meeting investigation.

At its meeting of December 12<sup>th</sup>, Library Board discussed the policy in terms of the public's ability to access the board in order to provide meaningful input, i.e. whether or not the proposed policy was welcoming, accessible and convenient. A new motion was tabled, moved and carried that an ad hoc committee of the Library Board with Board, Urban League and Community group representation be struck to review the Delegations Policy and report back to the Library Board and that a public meeting be held to solicit input (L07/62.1).

In July and August 2008, the Ad Hoc Delegation Policy Committee consisting of Controller Barber Councillor Branscombe, Councillor Winninger, Michelle Baldwin (Pillar), Greg Thompson (Urban League), Margaret Mitchell and Susanna Hubbard Krimmer reviewed best practices research considering also some additional libraries (see Appendix 2); set assumptions/guiding principles for the

policy and process; and created a draft policy. This policy is attached and is submitted to the Library Board for approval in principle.

The Committee discussed the timing of broader community input in terms of when it would be most effective. It was agreed that the first step would be that a draft policy be submitted to the Library Board for approval in principle to ensure board concurrence at the conceptual stage. It was also agreed that the public input process should follow the draft submission to the Library Board and would include input from community groups as well as previous delegations. This would provide both validation of the conceptual direction and input to the policy document.

## **ASSUMPTIONS AND GUIDING PRINCIPLES**

The Ad Hoc Committee developed assumptions and guiding principles to drive the development of the Delegations Policy. They are included below:

### **Assumptions**

The London Public Library Board is committed to listening to the needs, expectations and concerns of library users and other stakeholders.

As part of being a relevant and accessible community hub, London Public Library values input on its services, policies, practices, and issues. It encourages public participation in its decision making process.

Public participation includes the opportunity for an interested party to appear as a delegation at public meetings of the Library Board to provide input about agenda items and other matters of concern.

### **Guiding Principles**

Any member of the public may be a delegation, either on his or her own behalf or as a representative of an organization or group, at any regular public meeting of the Library Board.

Any member of the public may make a deputation to public participation meetings of the Library Board. Public participation meetings are usually devoted to a single issue of public interest.

When a member of the public makes a deputation to the Library Board, he or she is also welcome to make a written submission but it is not necessary. Written comments may also be sent without speaking to the Library Board.

Presentations and/or information provided to the Library Board will become public information and may be communicated by the library to others.

At the public meeting at which the person makes a deputation, Library Trustees may ask questions of the delegation in order to seek clarification and/or additional information. Staff may also be asked by Library Trustees to provide clarification or confirmation of information.

Delegations are expected to act with respect and consideration for others and to adhere to the LPL Charter of Rights and the rules of procedure of the Library Board. Likewise, Library Board Trustees and Staff will show respect.

## **DISTRIBUTION OF BOARD AGENDAS, MINUTES, REPORTS, ETC.**

The Ad Hoc Committee is also recommending that the time line for Board meeting agendas, minutes, reports, etc. be changed in order to enable the public to see reports and have an opportunity to request a delegation status to speak to the issues in the reports. It was recommended that

The Library Board will provide its meeting agendas, reports and other documents in a manner that is timely, open, visible and consistent to ensure opportunities for public participation. The Library Board will balance this with other timelines required to conduct its business.

The Library Board bylaw section 4.7, Notification of Meetings, will need to be revised from "72 hours prior to the meeting" to "7 days prior to the meeting" through notice of motion at the September 2008 meeting of the Library Board.

## **NEXT STEPS**

Upon approval in principle of the draft policy by the Library Board, the Ad Hoc Committee will:

- Seek input from community groups and previous delegations in order to validate the conceptual direction and to provide specific input on the draft policy;
- Revise the draft policy; and
- Create a draft companion Frequently Asked Questions (FAQ) document designed to support the public in the delegation process and that is available as a brochure and on the LPL website.

The Notice of Motion to change the bylaw is included in the current agenda and will require approval at the November, 2008 meeting of the Library Board.

Upon completion of the above steps the draft policy and FAQ document will be submitted to the Library Board for final approval. Following approval, the policy will be communicated to stakeholders.

## APPENDIX 1

### **Delegation Policy Review: Benchmarking Links**

London District Catholic School Board

<http://www.ldcsb.on.ca/boardroom/B-3-14-Public-Participation-Bd-Mtgs.pdf>

Thames Valley District School Board – review whole package ... procedures at the back of PDF.

<http://www.tvdsb.on.ca/public/PDFdocs/presenterspackage.pdf>

City of London

<http://www.london.ca/council/accesscc.htm>

Halifax Public Library

<http://www.halifaxpubliclibraries.ca/policies/del-pol.html>

Waterloo Public Library

[http://www.wpl.ca/site/about/expansion\\_be\\_heard.asp](http://www.wpl.ca/site/about/expansion_be_heard.asp)

Toronto Police Services Board

[http://www.tpsb.ca/V/Making\\_a\\_Deputation/](http://www.tpsb.ca/V/Making_a_Deputation/)

City of Toronto

[http://www.toronto.ca/city\\_council/deputation.htm](http://www.toronto.ca/city_council/deputation.htm)

