

LONDON PUBLIC LIBRARY POLICY



Title: Delegations and Public Participation Policy

Policy Board Governance Policy

Policy No.:

Review Date:

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

SCOPE: The policy governs the status of delegations in writing or in person at regular meetings of the Board or at specially organized public participation meetings, including delegation and Board responsibilities.

DEFINITIONS:

“Board” means London Public Library Board.

A “delegation” means any member of the public who makes a presentation to the Board, either on his or her own behalf or as a representative of an organization or group.

A “regular meeting” means the public session of the regular meeting of the Library Board as defined in the Library by-law.

A “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 identifiable individual as defined under MFIPPA.

POLICY STATEMENT:

The London Public Library values input from the public into the development of its services, policies, practices and issues and encourages public participation in its decision-making process. The London Public Library recognizes the importance of members of the public to be able to present their viewpoints on library issues.

It is the policy of the London Public Library Board to encourage members of the public to express their ideas about and viewpoints on the services that the Board provides and on issues related to library services. The Board provides opportunities for members of the public to be delegations at regular meetings and at public participation meetings.

- 1.1 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, for the purposes of presenting

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information, a viewpoint or concern regarding services and operations or other 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 Depending on the nature of the concern, the Board may refer delegations to the CEO for a resolution of the issue or further review.

Delegation Responsibilities

- 1.4 When a delegation makes a presentation to the Board, the delegation is also welcome to make a written submission but it is not necessary. Written comments may also be sent without speaking to the Board.
- 1.5 In accordance with the MFIPPA, the delegation must acknowledge that notes taken by the Board of any presentation and/or written submissions that are presented to the Library Board, along with the delegation's name, will become part of the public record and may be published as part of the agenda and/or minutes of the meeting, posted to the Board's website and made available to the media.
- 1.6 Delegations are expected to act with respect and consideration for others and to adhere to the London Public Library Charter of Rights and the rules of procedure of the Board. The Chair will take appropriate action to maintain proper etiquette during the meeting.
- 1.7 Delegations are encouraged not to provide personal information (including views or opinions) about another person, as defined in MFIPPA as "personal information", without acknowledging in the presentation that prior agreement of that individual has been given. This personal information will not be published by the Board without written permission of the identified individual, according to the requirements of MFIPPA.
- 1.8 Delegations may address the Board for a maximum of five minutes. The Chair, with the concurrence of the Board through simple majority vote, may reduce or increase the time available

Board Responsibilities

- 1.9 The Board will provide its meeting agendas, reports and other documents in a manner that is timely to enable opportunities for public participation. The Library

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Board will balance this deadline with other timelines required to conduct its business.

- 1.10 The Board reserves the right to request any additional information regarding a particular application, before granting delegation status.
- 1.11 If issues or concerns are raised about an LPL employee's performance (other than that of the CEO) as part of a delegation request, the Chair, after consultation with the Executive Committee, will direct the delegation first to the CEO's office for resolution.
- 1.12 Board trustees may ask questions of the delegation in order to seek clarification and/or additional information only. Staff may also be asked by Board trustees to provide clarification or confirmation of information.
- 1.13 If the number of delegations exceeds what can be reasonably scheduled at any particular, at the discretion of the Chair, after consultation with the Executive Committee, may:
 - (a) defer a decision about a report to a time to 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.
- 1.14 Unscheduled delegations at a regular meeting, will require a simple majority vote of the members of the Library Board present in order to proceed with the delegation.
- 1.15 A delegation's written submission and/or notes taken by the Board of a verbal presentation, along with the name of the delegation may be published as part of the agenda and/or minutes of the meeting.

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BACKGROUND:

INQUIRIES:

Direct inquiries to the CEO's office
jan.white@lpl.london.on.ca

KEYWORDS:

Delegate, representative, lobby

RELATED DOCUMENTS:

DOCUMENT CONTROL:

Approved: December 12, 1984
Revised: November 16, 1994
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