

LONDON PUBLIC LIBRARY POLICY

Title: Delegations and Public Participation
Policy Type: Means
Policy No.: M-100

Effective Date: March 22, 2018

Review Date: March, 2022

PURPOSE:

The purpose of this policy is to describe how the London Public Library Board (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:

- Delegations in person or in writing at regular meetings of the Board or at specially-organized public participation meetings and
- Correspondence directed to the Board.

DEFINITIONS:

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

“**Correspondence**” includes letters, e-mails or written or audio/video (transcribed) correspondence in any form directed to the London Public Library Board or to the CEO & Chief Librarian (CEO), 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/video 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 Library Board to hear from the public on a specific issue.

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“**Personal information**” means recorded information about an individual as defined under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) of Ontario.

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 the person’s 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 This policy meets the requirements of the Accessibility for Ontarians with Disabilities Act (2005), the Integrated Accessibility Standards Regulation and Library Policy. Any member of the public with a disability may provide information in a manner that takes into account that person’s disability. [moved from below] Accommodations will be made available, upon request.
- 1.4 Information disclosed as part of the delegation and public participation process will be in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) of Ontario and Library policy.

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- 1.5 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

- 1.6 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.
- 1.7 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 Board Chair will maintain proper order during the meeting, as necessary.
- 1.8 In accordance with MFIPPA, the delegation understands that notes taken of any presentation and/or written/transcribed 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 Library website where they are publicly available.-
- 1.9 Delegations may not provide personal information (including views or opinions) about someone else, defined in the MFIPPA as "personal information", without **prior agreement** by that individual and shall advise the Board that permission has been given.
- 1.10 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.
- 1.11 Delegations may address the Board for a maximum of five minutes. The Board Chair, by a majority vote, may change the time limit given.

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Board Responsibilities

- 1.12 The Board will provide its meeting agendas, reports and other documents in enough time to enable the public to participate. The Board will balance this deadline with other timelines in conducting its business.
- 1.13 The Board reserves the right to request additional information before granting delegation status.
- 1.14 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.
- 1.15 Board members may ask questions of the delegation in order to seek clarification or ask for additional information. Staff may also be asked to provide clarification or to confirm information.
- 1.16 If the number of delegations exceeds what can reasonably be scheduled at any particular meeting, the Board Chair, after consulting with the Board Executive Committee, may move to:
- Defer a decision to a time at a regular meeting at which all the delegations can be heard, or
 - Decide to hold a public participation meeting, rather than hear from delegations at a regular meeting.
- 1.17 Unscheduled delegations at a regular meeting will require a majority vote of the Library Board in order to proceed.

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- 1.18 After the delegation(s) have been heard, the Board will move to take the appropriate action.

Correspondence

- 1.19 Correspondence related to Board matters may be sent to the London Public Library Board or the CEO, as the Secretary-Treasurer of the Board, regarding matters of Board interest.
- 1.20 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.
- 1.21 In order to be compliant with the MFIPPA, personal information about the author of the correspondence will become part of the public record.
- 1.22 Personal information about someone else who is 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 MFIPPA.

BACKGROUND:

INQUIRIES:

CEO & Chief Librarian
Director, Financial Services

KEYWORDS:

Delegation, representative, personal information

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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

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)

March 22, 2018 (Board Motion L18/16.2)