Terms of Reference

1. Name: Organizational Excellence Committee

2. Duration of Committee: Standing

The Standing Committee will continue to meet for the duration of The Blue Mountains Public Library Strategic Plan 2022-2026, or until such time as the Board amends or rescinds this Standing Committee.

3. Membership

The Board will appoint no less than two (2) and no more than three (3) members of the Board to sit as active members of this committee. The Board Secretary shall act as Committee Secretary and hold no vote. At no time may membership consist of what would be considered quorum for a Board meeting. As the Board may consist of a minimum of five (5) members, membership in this Committee should always be considered accordingly.

4. Quorum

Quorum is 50% of the committee. When a committee is comprised of only two (2) members, the quorum is two (2). If quorum cannot be reached at three (3) duly scheduled Committee meetings, the Committee Chair should correspond this matter to the Board for reassessment of membership.

5. Term of Appointment

The Term of Appointment begins when the committee is formed; and re-appointment of members occurs at the November Board Meeting, or in an election year, upon appointment of the new Board.

6. Reports To

As a Committee of the Board, this committee reports directly to the Board.

7. Purpose

The Town of The Blue Mountains Public Library Board recognizes that the Strategic Plan establishes the priorities for action by the Board, CEO, and staff, informs budget and fundraising activities and communicates same to the public. At the **May 19, 2022** meeting, the Library Board designated a committee to be established for the Strategic Plan Pillars to focus on governance matters. At the **June 16, 2022** meeting of the Board, the Organizational Excellence Committee was established.

8. Mandate

The BMPL Organizational Excellence Committee works towards the Strategic Plan Pillar to *Grown BMPL as a key partner and community resource*, as well as fulfil the five (5) goals to:

- Retain and recruit personnel as an employer of choice;
- Demonstrate stewardship through transparency and accountability;
- Increase BMPL financial opportunities;
- Be a Key Partner within the municipality; and
- Provide inclusive and engaging communications with and to the community.

The Committee will develop action items for the Annual Action Plan each year and be responsible for the annual review and recommendation of by-law and policy changes.

9. Resources and/or Budget

This committee has access to funds which are defined in the Board approved annual budget. All financial management will be conducted for the Committee by the CEO. Should a need arise, the Committee Chair may provide a request for staff support to the CEO. The Committee Chair may present said requests forward to the Board if the need surpasses availability funds or budget lines.

10. Duties of Members

In performing their duties as a committee member, each appointee will

- Provide knowledge and expertise;
- Work as a committee member to achieve the Board designated mandate;
- Conduct work, deliberations, and discussions only in duly scheduled meetings where quorum is present;
- Not work beyond the mandate of the Committee and if unclear, seek the advice of the CEO and/or Chair of the Board;
- Attend all scheduled meetings and when unavailable give notice for purposes of meeting quorum and/or rescheduling;
- Complete all Action List tasks by the dates and deadlines agreed to in order to maximize the time of all members and the productivity of the Committee;
- Respect each member and the purpose of the Committee;
- Adhere to the Agreement to Comply with Code of Ethics;
- Speak with one voice by supporting the Committee's decision; and
- Hold all actions, deliberations, and recommendations of the Committee as internal discussions until the Board has received such recommendations and reports.

11. Non-Member Attendance

The Committee may choose, within their mandate, to bring on consultants or outside resources. In these cases, the non-member may participate in discussions relevant to their advisory role.

12. Removal and Vacancies

It is the right of the Board to remove any member and reappoint any member sitting at this Committee. The Committee Chair may send requests to the Board Chair and request a reappointment if a member does not participate regularly or is unwilling to participate as an active team member. Any two (2) members may also send a request to the Board Chair if the any member is not working as part of the team.

A Committee member ceases to be a member when: (a) the member's term expires; (b) the member is unable to act due to non-temporary incapacity or illness; (c) or the member is no longer a member of the Board. In this case, the member remains bound by their Agreement to Comply with Code of Ethics and may not discuss the work of the Committee or the Board when no longer a member.

13. Meetings

Meetings will be called as required by the Committee Chair or by a majority of the members of the Committee, and arranged by the Board Secretary. The Committee may meet as Committee of the Whole from time to time at the request of the Committee Chair or Board Chair. As a Committee of the Board, the Board Chair may also call a committee meeting to address pressing business to the Board. As often as possible, meetings are held onsite at BMPL available meeting rooms or by electronic means such as teleconference or other appropriate technology to connect members.

14. Voting

The Committee shall aim for consensus, but take actions and make recommendations based on majority vote. The Committee Chair shall vote on all matters. Non-member participants may not vote. A tie is a vote in the negative. When an issue requires resolution which the Committee is unable to reach on their own, the matter can be referred back to the Board for additional feedback and direction.

15. Committee Chair

The Board may appoint a Committee Chair. Should one not be appointed at the time of appointment of members, the Committee shall select a Chair from among its Committee members who shall serve for the one-year term beginning in November or at the time of election and may sit for more than one term. The Committee Chair shall preside at all meetings of the Committee, including when meeting as Committee of the Whole, sign correspondence on behalf of the Committee and otherwise carry out such duties as are customary in such positions. When a Committee Chair is not available for a meeting, the members of the Committee will select from the attendees a Meeting Chair to coordinate and facilitate the meeting. The Committee Chair, with the members, will pre-select the agenda items for any given meeting, which will become a task specific agenda.

16. Special Responsibilities of the Committee Chair

No special responsibilities are assigned to this Committee Chair.

17. Committee Secretary

The CEO/Board Secretary shall be the Committee Secretary. If the Board Secretary is not available, a member will be designated to take meeting notes which will be sent to the Board Secretary for inclusion in the official records of BMPL. In the event of a committee meeting being called as a Committee of the Whole, the Board Secretary will notify all members of the Board.

18. Administration

The Board Secretary will ensure that appropriate records are maintained in order to conduct regular Committee and Board business, and to maintain both current and historical record of all matters relating to the Committee.

19. Review of Terms of Reference

The Board will review, amend, and approve the Terms of Reference annually according to the Board's Policy Review Schedule. The Committee will review and accept the Terms of Reference as Information at the first meeting of the cycle.

20. Related Documents

- Schedule A: Appointed Members
- Policy Review Schedule: POL-BLG.2018.99 Agenda & Multi-Year Agendas

---

Organizational Excellence Committee – Terms of Reference
Approved by the Board June 16, 2022.