

|                       |                                                |                              |
|-----------------------|------------------------------------------------|------------------------------|
| <b>Title:</b>         | Delegation and Public Participation Policy     | <b>Policy Number:</b> 100-05 |
| <b>Policy Type:</b>   | Governance                                     |                              |
| <b>Approval By:</b>   | Resolution Number RB1997-02-17                 |                              |
| <b>Approval Date:</b> | February 17, 1997                              |                              |
| <b>Revised Dates:</b> | June 20, 2016; June 24 2019; February 28, 2022 |                              |
| <b>Review Date:</b>   | February 2025                                  |                              |

## **PURPOSE:**

This policy outlines how the Library Board enables members of the public to provide input, and comment on the policies, practices, services and operations of the Library.

## **SCOPE:**

This policy governs the status of 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.

## **DEFINITIONS:**

**Delegations** – any member of the public making a presentation to the Board, either on their own behalf or as a representative of an organization or group.

**Correspondence** – includes letters, emails or written or audio (transcribed) correspondence in any form directed to the Library Board or through the CEO.

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

**Meeting** - any regular, special and committee meetings of the Board which are required to be open to the public (Municipal Act, 2001, S.O. 2001, c. 25).

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

**Personal information** – recorded information about an identifiable individual as defined under MFIPPA.

## **POLICY STATEMENT:**

The Board encourages 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 or to send correspondence to the Board.

## **DELEGATION RESPONSIBILITIES FOR PRESENTATIONS**

Delegations or individuals wishing to make an in-person presentation to the Board must notify the CEO as Secretary-Treasurer two weeks prior to the Board meeting, and inform them with notice of:



- the issue(s) that the presentation will address;
- whether or not the presentation is being made on behalf of the individual or a group and if the latter, the name of the group;
- the name of the person who will be making the presentation, and
- the number of representatives that will be in attendance. (Due to space limitations the Library Board reserves the right to limit the number of representatives attending any one meeting).

A delegation making a presentation must provide a written copy or summary to the Secretary-Treasurer of the Board, no later than 10 days prior to the Board meeting.

Delegations may submit written comments to the Board without making a presentation. Such written comments must be provided to the Board Secretary/Treasurer, no later than 10 days prior to the Board meeting.

Delegations may address the Board for a maximum of ten minutes. The Chair, with the concurrence of the Board through simple majority vote, may reduce or increase the time available to a delegation.

## **PUBLIC RECORD**

All correspondence, minutes, and video recordings of Board meetings will become a matter of public record, including delegation presentations. 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 Board, along with the delegation's names, will be part of the public record and may be published as part of the agenda and/or minutes of the meeting, in the media and other public documents either in hard copy or electronically.

Delegations are expected to act with respect and consideration for others and to adhere to the Board's by-laws and policies. The Chair will take appropriate action to maintain proper order and decorum during the meeting.

Delegations may not 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.

Personal information of a third party received in delegations will not be published by the Board without written permission of the identified individual, according to the requirements of MFIPPA.

## **Board Responsibilities**

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

The Board reserves the right to request any additional information regarding a particular



application, before granting delegation status. The Board reserves the right to refuse a delegation status.

Board members may ask questions of the delegation in order to seek clarification and/or additional information only. Staff may also be asked by Board members to provide clarification or confirmation of information. However, there should be no presumption on the part of the delegation or individual that a discussion or debate will take place.

If the number of delegations exceeds what can be reasonably scheduled at any particular meeting, at the discretion of the Chair in consultation with the Board, the Board may, through motion:

- defer a decision about a report 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.

After the delegation(s) have been heard at a regular meeting, the Board will, through motion, decide the appropriate action (if any) to be taken.

#### **RELATED POLICIES**

300-02 Access to Information and Protection of Privacy Policy

300-09 Rules of Conduct