STAFF REPORT
ACTION REQUIRED

12.

Strategic Plan Performance Measures Committee: Terms of Reference

Date:	April 25, 2016
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to recommend terms of reference for the establishment of a committee to review strategic plan performance measures.

RECOMMENDATIONS:

The City Librarian recommends that the Toronto Public Library Board:

1. approves the Terms of Reference for the Strategic Plan Performance Measures Committee as outlined in Attachment 1.

FINANCIAL IMPACT

There is no financial impact beyond what has already been approved in the current year's budget.

The Director, Finance & Treasurer has reviewed this financial impact statement and is in agreement with it.

DECISION HISTORY

At its December 14, 2015 meeting, the Library Board approved *Expanding Access, Increasing Opportunity, Building Connections – Toronto Public Library's Strategic Plan 2016-2019*:
http://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2015/dec14/10c-spsc-strategic-plan-2016-2019.pdf

At its February 22, 2016 meeting, the Library Board approved the following report: *Strategic Planning Steering Committee: Strategic Plan 2016-2019: Key Messages and Communications Plan*, which recommended that the Board:

approves the public-facing key messages of the Strategic Plan 2016-2019; approves the communications plan for the Strategic Plan 2016-2019, and directs staff to implement the communications plan, report semi-annually on the status of strategic plan initiatives, and report annually on outcomes and achievements in the context of the Library's broad performance measures.
http://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2016/feb22/14c-spsc-strategic-plan-2016-2019.pdf

At its March 21, 2016 meeting, the Library Board received the following report: *Strategic Plan: Working Group* and recommended that the Board:

creates a Strategic Plan Committee instead of a Strategic Plan Working Group and appoints Ron Carinci, Lindsay Colley, Dianne LeBreton, Sue Graham-Nutter and Archana Shah to the Committee.
http://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2016/mar21/13-strategic-plan-working-group.pdf

COMMENTS

The purpose of this report is to recommend terms of reference for the establishment of a committee to review strategic plan performance measures.

The Terms of Reference for the Strategic Plan Performance Measures Committee are included in Attachment 1 for the Board's consideration.

The mandate of the Strategic Plan Performance Measures Committee is to:

- provide advice and recommendations to the Board for strengthening the Board's monitoring and assessment of the strategic plan's implementation for compliance and progress;
- This work will inform the development of two reports approved by the Board:
  a. the first semi-annual status report on strategic plan achievements, and
  b. the first annual report on outcomes and achievements in the context of the Library's broad performance measures.

The Terms of Reference for the Strategic Plan Performance Measures Committee have been updated to reflect the requirement for open meetings in the Public Libraries Act and the requirements for committees outlined in Section 31 of the Board's Procedural By-Law, including the procedures for electing a chair, the agenda deadline and minutes.

At its March meeting, the Board appointed the following members to the Strategic Plan Performance Measures Committee: Ron Carinci, Lindsay Colley, Dianne LeBreton, Sue Graham-Nutter and Archana Shah.

CONTACT

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SIGNATURE

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Vickery Bowles
City Librarian

ATTACHMENTS

Attachment 1: Terms of Reference Strategic Plan Performance Measures Committee