

Delegations to the Library Board Policy

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Policy Category:	Governance
Approved by:	OPL Board
Accountability:	CEO or Designate
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Purpose:

This policy describes the formal process for individuals and groups seeking to provide feedback to the Oakville Public Library Board regarding matters related to library services, policies, programs, or any other relevant concerns. The purpose of this policy is to ensure an organized and respectful process for delegations to present viewpoints and engage positively with the Board of Directors.

Scope:

This policy applies to all individuals and groups who wish to delegate at OPL Board meetings.

Policy Statement:

The OPL Board recognizes the importance of having members of the public present their viewpoints on library matters and encourages public participation in its decision-making processes. The Board provides opportunities for members of the public to delegate at regular meetings as per the guidelines below:

Request for Delegation: Individuals or groups seeking to address the OPL Board must pre-register with the Clerk, townclerk@oakville.ca or phone 905-815-6015, no later than noon on the day of a meeting commencing after 6 p.m. and by noon on the last business day before a meeting held prior to 6 p.m. All requests to delegate shall be

permitted for business matters on the agenda only. Any information provided by the public regarding matters outside of Board business will be forwarded to Members separately. The Clerk will provide each delegate with confirmation of their registration.

Delegations must provide:

- name
- contact information.
- association with any organization, if applicable
- the agenda item to be addressed.

All PowerPoint presentations must be emailed to the Clerk by noon on the day of the meeting or by noon on the last business day before a meeting held prior to 6 p.m.

Guidelines for Delegates

- Delegations may only speak to matters listed on the agenda for that particular meeting. OPL Board agendas are posted on OPL.ca the Friday before a regular meeting.
- Delegations appearing before the OPL Board on the same subject matter, shall be limited to providing only new information in their second and any subsequent appearances.
- Any person wishing to present materials either in hard copy or electronically shall submit a copy of the material to the Clerk no later than noon on the day of the meeting, or alternatively provide 20 hard copies to the Clerk at the meeting for distribution. No person other than the Clerk or designate shall be permitted to distribute materials at a meeting.
- Unless otherwise authorized by resolution, or by a majority vote of the OPL Board, a delegation shall be permitted to speak for a maximum of 10 minutes per agenda item, excluding replies to questions from the OPL Board members.
- Questions of staff by any delegate shall be received by the Chair and addressed when practical prior to the consideration of the subject item and after the conclusion of all delegations.
- Groups are encouraged to select a spokesperson to present their views, however, if a delegation involves two or more people, the total presentation time is still limited to 10 minutes.

Public delegations may be permitted by electronic means subject to the following:

- a) Electronic means of participating in a meeting are available.

- b) Electronic participation must be clear and uninterrupted and allow for two way communication. Should the electronic participation result in any unreasonable delay or interference with the meeting, the connection will be discontinued.
- c) Requests to participate electronically in a OPL Board meeting must be received by the Town Clerk no later than noon on the day of a meeting commencing after six p.m. and by noon on the last business day before a meeting held prior to six p.m.

Following the delegation presentation, the Board may:

- decide to discuss the matter further and arrive at a resolution
- defer the matter for discussion at another meeting
- receive the presentation for information only

The Board reserves the right to limit the number of delegations per meeting.

Related Documents:

OPL Board Procedural By-Laws