



2016 Board Services, Finance & Human Resources Committee Terms of Reference

Purpose of the Committee

The committee acts as the advisory committee to the Library Board and the Directors Group in the following areas:

- The delivery of library services.
- Significant financial matters and business affairs of the Library.
- Human resources and labour relations affairs of the Library.
- The policy, direction, implementation and impact of information technology.

Terms of Reference

1. To provide policy direction relating to public service delivery.
2. To review the introduction of new services and significant changes in existing services.
3. To review the implications of changes of new technologies on operations and services.
4. To review monthly operating budget summaries and other reports as requested to ensure the Library operates in a fiscally responsible manner with sound financial practices and appropriate risk management strategies.
5. To review operating budget submissions to the City.
6. To review the Library's Capital Plan submissions to the City
7. To review human resources policies of the Board.
8. To hear grievances which have not been resolved by the Chief Librarian.
9. To conduct any business referred by the Board and to liaise with them as appropriate.