MANAGEMENT REPORT

Date:	February 17, 2022
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Meeting Date:	February 23, 2022

TO:	Library Board
FROM:	Zahra Hussein, Chair, SFHR Committee
SUBJECT:	**Review of SFHR Committee Terms of Reference**

SUMMARY

This report provides the current Services, Finance & Human Resources Committee Terms of Reference for review and the option of updating.

PURPOSE

This report is for information.

RECOMMENDATION

THAT the Board receive the Terms of Reference for information.

BACKGROUND

Each year, Committees review their Terms of Reference and recommend changes if necessary. The Terms of Reference were last reviewed by the SFHR Committee in February 2021 and the Committee made a minor wording change for clarity and changed the financial reporting frequency to quarterly.

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 programs, collections, technology, and information services to the public.

- Significant financial matters and business affairs of the Library.

- Human resources and labour relations affairs of the Library.

Terms of Reference

1. To provide policy direction relating to public service delivery for programs, collections and information services.

2. To review the introduction of new services and significant changes in existing services.

3. To review the implications of significant changes to technology on services to the public.

4. To review quarterly 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 conduct any business referred by the Board and to liaise with them as appropriate.