

**STATUTORY BOARD ENGAGEMENT**

**Attachment 6**

<b>Question</b>	<b>Saskatoon Public Library – Candice Grant (Phone – February 9, 2018)</b>	<b>Board of Police – Darlene Brander (Phone – February 1, 2018)</b>
<p>1. Can you comment generally on the current membership structure of your Board?</p> <p>a. Size - Do you think there are too many Board members or not enough?</p>	<ul style="list-style-type: none"> <li>We are a good number (nine).</li> <li>Every once in a while there is discussion on more board members for more diversity but with too many people there isn't always opportunity.</li> </ul>	<ul style="list-style-type: none"> <li>2018 saw two additional members at large on the Board, bringing the Board to a total of seven.</li> <li>There are enough members. The size of the Board is appropriate to address the requirements of the board to ensure it achieves its mandate.</li> </ul>
<p>1 b. Adequate diversity in appointments? What sector underrepresented/overrepresented?</p>	<ul style="list-style-type: none"> <li>Diversity has been a struggle.</li> <li>This board attracts more female applicants typically. We tend to be heavy on the female side.</li> <li>Indigenous community underrepresented and have had no success is recruiting in that sector.</li> <li>New Canadians also underrepresented.</li> </ul>	<ul style="list-style-type: none"> <li>We have a diverse, robust representation on the Board.</li> <li>Gender representation, female/male.</li> <li>New Canadian representation.</li> <li>Mature adult (senior)</li> <li>Age range well represented, diversity across community represented well.</li> </ul>
<p>2. How did you find the recruitment process for 2018? What worked, what didn't?</p>	<ul style="list-style-type: none"> <li>The process was good.</li> <li>It provided for more thought on the side of the Board on specific qualifications or sectors we wanted on the board.</li> <li>Initial responses did not align with identified needs of the Board. Second call received a great slate of applicants. Board members had time to consider and contact some potential candidates, though a number of excellent submissions came from the community at large in the second round.</li> <li>This was the first time the Board interviewed applicants.</li> <li>A good way to ensure the Board is providing the requisite care for appointments.</li> <li>The timelines were very tight.</li> </ul>	<ul style="list-style-type: none"> <li>Process itself worked well with notice put in papers and online, we received a good number of applicants.</li> <li>What could be enhanced in the process is a longer notice period. Suggested posting a notice in August indicating that in September the Boards will be putting the notices up.</li> <li>Engage Social Media platform.</li> <li>Matrix was good and helped focus the search. Key in on the aspects the candidate needed, helped focus objectives.</li> </ul>
<p>3. In general, what comments can you provide regarding the term of appointment? Too short, too long, or just right?</p>	<ul style="list-style-type: none"> <li>Two year term (staggered) with six year maximum.</li> <li>Typically by end of first term a member has a good understanding of what is going on.</li> <li>One year terms would probably cause more turnover thereby losing some of the expertise.</li> <li>It usually takes at least 2 years to fully orient someone on library operations.</li> </ul>	<ul style="list-style-type: none"> <li>One-year appointments</li> <li>Board has had discussion about the term and believes its appropriate as if you're not doing the job or a good fit for the board, the one-year terms gives opportunity for continually reviewing members.</li> </ul>
<p>4. Do you have any other comments related to the Board's</p>	<p>None.</p>	<ul style="list-style-type: none"> <li>About half the people that ask what the term is and there is</li> </ul>

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<p><i>membership structure or term of appointment?</i></p>		<p>confusion around the six-year maximum. This needs to be communicated better to the public.</p> <ul style="list-style-type: none"> <li>• This can be done through Police Board website and recruitment.</li> </ul>
<p><i>5. Does your Board have any internal standing subcommittees? If so, what are the mandates? How are they established?</i></p>	<ul style="list-style-type: none"> <li>• Governance and Nominations Committee – deal with nominations and recruitment and provides recommendations to Board. Also tasked with reviewing and drafting bylaws. This committee proposes the composition of the subcommittees.</li> <li>• Personnel Committee – primarily tasked with evaluation and oversight of the CEO.</li> <li>• There is internal policy on how the committees are populated.</li> <li>• Chair is ex officio on both.</li> <li>• Years ago there was a number of subcommittees that was not particularly helpful.</li> </ul>	<ul style="list-style-type: none"> <li>• It depends on what is happening.</li> <li>• We did a subcommittee for the recruitment process, which ended up being entire board. Had we been a larger group at the time, we may have paired that down. With the importance of this recruitment, we felt imperative it be the entire board.</li> <li>• In the future I see with the composition there could be subcommittees created to address upcoming issues that are addressed in strategic planning.</li> </ul>
<p><i>6. In general, do you have any comments with respect to your Board's reporting structure to City Council? Currently controlled corps and statutory boards are to report through SPC on Finance however we understand financial reporting has gone direct to Council budget deliberations.</i></p>	<ul style="list-style-type: none"> <li>• The CEO, Carol Cooley, presents the Board's budget to City Council.</li> </ul>	<ul style="list-style-type: none"> <li>• The Board presents its budget directly to City Council.</li> </ul>
<p><i>6 a. Are there matters that you believe the Board should be reporting on that the Board does not currently report on?</i></p>	<p>None.</p>	<ul style="list-style-type: none"> <li>• We pledged with Council last year to meet with Council to provide an update on activities to increase communication.</li> <li>• We will want to do similar in 2018. This will also give Council a chance to meet the new board (members) and work together.</li> <li>• Meetings were initiated by City Council and came through the Board.</li> </ul>
<p><i>7. What internal policies does the Board have?</i></p>	<ul style="list-style-type: none"> <li>• Board Bylaw</li> <li>• Library Board Policy</li> <li>• Administrative Practices</li> <li>• Safe Use Bylaw</li> <li>• Personal Information Policy</li> <li>• Workplace Harassment Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Governance Policy</li> </ul>
<p><i>8. What City policies (for example Anti-Harassment Policy, Purchasing Policy, etc) have you adopted?</i></p>		<p>None.</p>

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<p>9. When your Board conducts its meetings, what comments can you provide as to the meeting process? With a view to possibly standardizing processes across all Boards, we are trying to get a sense of how your meetings work.</p> <p>a. Does it follow formal meeting procedures or is the meeting conducted in a more relaxed manner?</p>	<ul style="list-style-type: none"> <li>We have formal procedures and agendas that are distributed a week before.</li> <li>Follow Robert's Rules of Order, but also have a collegial board. We have a relaxed, formal meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Follow formal meeting procedures.</li> </ul>
<p>9 b. Do you have an agenda template(s)?</p>	<ul style="list-style-type: none"> <li>Yes.</li> </ul>	<ul style="list-style-type: none"> <li>Yes, and apply Robert's Rules of Order principles. If there are anomalies, we follow protocols.</li> <li>Templates have not been updated in quite some time, and doesn't feel anything needs to be improved.</li> </ul>
<p>9 c. How are any subcommittees governed?</p>	<ul style="list-style-type: none"> <li>Governance committee is more structured than Personnel committee.</li> <li>Minutes are prepared, etc and included at the full board meeting.</li> </ul>	<ul style="list-style-type: none"> <li>The subcommittees would mirror regular meeting in that there would be a Chair, minutes, and provision of documentation for public record, should they be public.</li> </ul>
<p>9 d. Frequency of meetings?</p>	<ul style="list-style-type: none"> <li>Board meets monthly, except for July/Aug/Dec.</li> <li>With lots going on in the past year, we have met more.</li> <li>Governance Committee has no set frequency. Items are delegated from the Board meeting and they are expected to meet before the next meeting.</li> <li>Personnel Committee meets twice a year.</li> </ul>	<ul style="list-style-type: none"> <li>Once per month is good, however there are special circumstances where special meetings are called.</li> <li>There isn't typically a problem getting the board together.</li> </ul>
<p>9 e. Time/day of meetings held?</p>	<ul style="list-style-type: none"> <li>4:00 p.m., third Wednesday of the month</li> </ul>	<ul style="list-style-type: none"> <li>Time was moved to 4:00 p.m. (worked well the one time it was done so far).</li> <li>Board of Police is a conduit for the public, in addition to allowing members who work full time.</li> <li>Allows public to come to meetings.</li> <li>Noon hour starts may have been challenging in both regards.</li> </ul>
<p>10. Do you think that members of your Board would benefit from training?</p> <p>a. What kind of training? - Governance</p>	<ul style="list-style-type: none"> <li>There is always room for growth on governance and specific in terms of how the library is governed and relationship with province and city.</li> </ul>	<ul style="list-style-type: none"> <li>Governance and meeting procedure'</li> <li>Media training would be required for new members although they are encouraged</li> </ul>

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<p>- Meeting procedure - Any other education or training</p> <p>b. Would it be valuable if the City provided standard orientation to new members? What should be covered in such orientation?</p> <p>c. Does your Board provide orientation to new members? What does this entail?</p>	<ul style="list-style-type: none"> <li>• An orientation with new board members is done, typically before first meeting.</li> <li>• Review of the Act, Bylaws, and issues currently being dealt with and provide opportunity for questions.</li> <li>• Don't provide any meeting type procedures. This could be a way to address some diversity issues we have, low income, new Canadians to have to come to a structure meeting. Don't know how best to deliver that message. Perhaps a blanket statement that orientation will be provided to new board members.</li> <li>• There would be value in the city providing standard orientation, but suggests it be optional. What is relevant to the Library Board isn't going to be relevant to the others.</li> <li>• General sitting on a board, reporting, etc. could be given by the City or directing the Boards to provide.</li> </ul>	<p>to speak to the chair or vice chair.</p> <ul style="list-style-type: none"> <li>• We do an orientation in that we meet with the board, there is specific training that's given by police commission.</li> <li>• Orientation to legislative and roles and responsibilities of member and what the Board does.</li> <li>• Overview from provincial point of view.</li> <li>• It would be beneficial to use the template from the Canadian Association of Police.</li> </ul>
	<p>Nothing.</p>	<ul style="list-style-type: none"> <li>• It might be beneficial to schedule a review in a couple of years, as boards change. Can provide update on subcommittees based on growth.</li> <li>• Interview Chair and Vice Chair.</li> </ul>