



**Committee Terms of Reference:  
Community Hub Sub-Committee  
(Sub Committee of the Communications Committee)**

<b>Type of Policy</b>	<b>Governance</b>
<b>Policy #</b>	<b>GOV 3.5</b>

**General Sub-Committees of the Library Board**

- Sub-committees shall be established by the Library Board as required – either Standing Sub-Committees or Special Purpose Sub-Committees.
- Sub-Committees shall be composed of individuals with expertise or knowledge relevant to the Objectives of a particular committee. Criteria for each sub-committee shall be established by the Library Board. Sub-Committee members may be required to have a Criminal Records Check.
- Some Sub-Committees may require members sign a Confidentiality and/or Conflict of interest Agreement provided by the Library Board. Once it has been established that an Agreement must be signed, breach of that Agreement shall result in the removal of that member from the Sub-Committee.
- The term of the Sub-Committee shall be no longer than the term of the Board.
- The Board may decide that a Sub-Committee’s members shall be only Board members.
- A Sub-committee may be dissolved once its responsibilities have been completed.

**Role of the Hub Committee**

Definition - A community hub is a public space that brings several community agencies and neighbourhood groups together to offer a range of activities, programs and services. They were created to make better use of public spaces by offering multiple services under one roof that meet the needs of a specific community or neighbourhood. Community hubs could provide a central access point for a range of needed health and social services, along with cultural, recreational, and green spaces to nourish community life. (From *Community hubs in Ontario: A strategic framework and action plan*)



- To work with the Municipality and other community groups to research, evaluate and develop a framework with respect to the function of the Callander Public Library as a hub, to provide Community Services.
  - To keep the municipality aware of the community services currently offered by the Library
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### **Membership Criteria**

- Members should have knowledge of the general and specific needs of the community.
  - Committee members may include Board members and members of the general public who meet the criteria established for this Committee. The CEO may be an ex-officio member and may also act as advisor/secretary for the committee. (see attached reporting chart in APPENDIX I)
  - Members are volunteers without compensation, unless otherwise specified
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### **Responsibilities of the Hub Committee**

- Prepare a background summary on Community Hubs in Ontario.
  - Outline the services provided by the Callander Public Library that would be listed as Community Hub services.
  - Prepare a Report entitled: **The Services provided by the Callander Public Library.**
  - Advise the Board and Municipality on all aspects of the preparation of the Report.
  - Consult with the Board on regular intervals, regarding considerations of the functions of a Community Hub.
  - Report regularly to the Board.
  - Examine Terms of Reference on an annual basis and recommend-changes as required.
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### **Chair**

- The Chair, an appointed Member of the Library Board shall hold the position for a minimum of one full term.
  - The Chair will act as the liaison with the Municipality regarding matters related to the role and responsibilities of the Committee.
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## **Governance**

- The Committee shall report to the Library Board.
  - The Committee will abide by all Policies, Procedures and Rules of Order applicable to the Library Board.
  - The Library Board has authority over all Committees of the Library Board
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## **Communications and Reporting**

- The Committee shall follow a set agenda established by the Chair and minutes shall be recorded by the Secretary, if one is appointed.
  - Committee members will have an opportunity to add items to the agenda by contacting the chair or at the beginning of the meeting.  
Information shall be shared with the Library Board by way of Community Hub – Sub Committee minutes and the Committee Chair through a written report or oral summary at a regularly scheduled Library Board Meeting. If required, e-mail may be used to communicate with Board/Committee members, particularly when the time of Board meetings is untimely. Information shall be shared with the Municipality by way of a written report to the Municipal liaison person.
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## **Meetings**

- The frequency and duration of meetings shall be determined by the Committee members at the first meeting of the Hub Committee.

