

MANAGEMENT REPORT

Date: March 18, 2025
Author: Dawn Ibey, Interim Chief Librarian & CEO
VanDOCS #: DOC/2025/102445
Meeting Date: March 26, 2025

TO: Library Board
FROM: Emily Lapper, Chair, CRPD Committee

SUBJECT: CRPD Committee Terms of Reference

SUMMARY

This report provides the current Community Relations, Planning & Development Committee Terms of Reference for review and the option of updating.

PURPOSE

This report is for information.

RECOMMENDATION

THAT the Library 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 in 2024 and the Committee did not identify any areas that required change or clarification.

Purpose of the Committee

This Committee acts as the advisory committee to the VPL Board and the Directors Group on communications, marketing and fundraising issues and initiatives, advocacy and community relations relating to the Library. The Committee discusses matters related to the VPL Foundation, VPL Trust and the Friends.

Terms of Reference

1. To review and advise on VPL communications strategies and initiatives – both internal and external.
2. To advise the Chief Librarian & CEO on communications and fundraising.
3. To encourage neighbourhood engagement in the development of local library service.
4. To set the direction for the Board's communications initiatives, both internal and external.
5. To develop the Library's response or suggest initiatives to other levels of government (e.g. Provincial and Federal).
6. To recommend response to governance issues referred to the Board from external library and community organizations as appropriate.
7. To take the lead in discussing public relation issues, as required.
8. To develop and recommend advocacy initiatives and strategies to the Board.
9. To support and advise the Foundation and the Friends Boards in their fundraising and advocacy efforts.
10. To review and provide oversight, as required, of VPL Board policies delegated to the Committee by the Board.