JOINT SUBCOMMITTEE FOR THE RELOCATION OF THE EMBRUN BRANCH LIBRARY

SPECIAL COMMITTEE
Ad Hoc Non-Mandatory

LEGISLATED BY: *The Municipal Act, 2001*
General Municipal Power Sections 10 and 11

TERMS OF REFERENCE: Appointed by the Council of the Township of Russell, the Joint Subcommittee's main mandate shall be to submit recommendations to the Municipal Council and the Public Library Board regarding options for the relocation of the Embrun Branch Library. The Committee shall favour options and projects that will enable the Branch's relocation before 2020.

COMMITTEE NAME: Joint Subcommittee for the Relocation of the Embrun Branch Library

REPORTS TO: Council

MEMBERS: The Subcommittee shall be composed of four (4) Members as follows:

1. One (1) member representing the Municipal Council;
2. One (1) member representing the municipal administration;
3. One (1) member representing the Public Library Board;
4. One (1) member representing the Library's Chief Executive Officer;
5. Members representing the Municipal Council and the municipal administration shall be appointed by the Municipal Council;
6. Members representing the Public Library Board and the Library's Chief Executive Officer shall be appointed by the Library Board.

TERM OF APPOINTMENT:

The Subcommittee shall submit a report to the Municipal Council and the Public Library Board prior to February 28, 2018. Should it require an extension of its mandate, the Subcommittee shall submit a report to the Municipal Council requesting such extension prior to December 31, 2017.

RULES OF PROCEDURE: Meetings shall be conducted in accordance with the rules of procedure approved by the Municipal Council and the Committee By-law.

MEETING SCHEDULE: The first meeting of the Subcommittee shall be held before the end of September 2017. Afterwards, the Subcommittee shall hold at least one (1) meeting every two (2) months or more frequently as required and subject to member availability. The member representing the municipal administration shall coordinate the organisation and logistics of Subcommittee meetings. This representative shall also serve as meeting chair. Furthermore, the Township's Chief Administrative Officer and the Library's Chief Executive Officer shall work on a daily basis to move the issue forward.

COMPENSATION: Not applicable.

DETAILED TERMS OF REFERENCE and GUIDELINES:

1. Establish a list of priority criteria and guidelines for the Branch's new location;
2. Examine possible relocation options (construction, rental, purchase, partnerships), analyse the feasibility of these options, and develop a list of options in order of priority with accompanying budget estimates for every identified option;
3. Consult residents on identified priority options (before submitting the final report to the Municipal Council) and on all proposed relocation projects (prior to initiating work);
4. Present a report to the Municipal Council and to the Public Library Board on recommended options for Branch relocation (before February 28, 2018);
5. Review and recommend any required amendment to the current partnership agreement with the CSDCEO on the Embrun Branch.