

# TERMS OF REFERENCE

## Creation & Innovation Advisory Committee

### Saskatoon Central Library

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## Mandate

The Creation & Innovation Advisory Committee mandate is to provide input and feedback to the New Central Library Project Team to support the vision for the central library to be a welcoming, inclusive and barrier-free place for everyone who calls Saskatoon home.

The Project Team will consult the Creation & Innovation Advisory Committee at critical stages in designing the new central library. In addition to providing input into the overall new central library project, the Creation & Innovation Advisory Committee will provide specific feedback from the perspective of writers and artists, and people involved in audio & visual production, computers & coding and maker spaces.

## Principles

To ensure the Committee operates effectively and fulfills its role in supporting the Project Team, the following set of principles will govern the meetings:

**Respect:** Committee Members will engage with each other in the spirit of working together and respect and honour each Member's unique contributions and perspectives.

**Timeliness:** the Committee will provide its input within the timeframes requested.

## Activities

The Committee will:

- Provide ideas and insight from a patron perspective to the Project Team through the lens of their lived experiences.
- Review concepts, ideas, and plans and provide feedback as requested.
- Propose solutions to design challenges as requested.
- Share available public opportunities to contribute to the new central library through personal and professional networks.
- Provide feedback on the engagement opportunities and provide feedback for future improvements to the consultation process.

The Committee acts in a consultative capacity only. The Committee will not be required to achieve consensus on feedback provided or make recommendations on behalf of the Committee to the Project Team. Evidence-informed decisions about the design of the new central library will reside with the Project Team.

## Composition & Membership

Members will serve on the Committee for a term from Jan 2021 – Feb 2022.

The membership of the Committee consists of community leaders, advocates, experts and community members with lived experience as follows:

- Up to 10 members representing relevant organizations;
- Up to 10 members of the community;
- A representative from Saskatoon Public Library will act as Chair.

Members who are contributing their own time will receive an honorarium of \$50 per meeting. Attendance is required to receive compensation. The Library will not compensate members paid by another organization to participate.

Past and present Saskatoon Public Library employees, board members, and their immediate family members are ineligible to participate on the Committee.

## Recruitment Process

The Saskatoon Public Library will identify and invite Organizational members.

Community members will volunteer to participate through a self-nomination process. Saskatoon Public Library will select members at random from all those who respond to the call for interest and meet the posted eligibility criteria. Organizational Members will make nominations if the membership quota is not met.

Participation on the Committee does not require knowledge of architecture, building design or construction.

Eligibility Criteria:

- Persons involved in:
  - Writing
  - Art
  - Audio & video production
  - Maker space
  - Computers & coding
- The ability to offer a unique and constructive perspective that contributes to the diversity of views of Committee members.
- The ability to work constructively as a member of a team.
- Familiarity with Saskatoon Public Library programs and services.
- The availability to participate in meetings on the posted dates and times.
- Be a resident of Saskatoon.
- 18 years or older.

Expressions of interest are due by 8 pm, Wed, Jan 6, 2021, at [saskatoonlibrary.ca/about/careers](https://saskatoonlibrary.ca/about/careers).

## **Roles & Responsibilities**

The Project Team will prepare the agenda and consultation materials. Representatives from the Project Team will participate in all meetings.

The Committee Chair will lead and facilitate the meetings.

Members will participate in Committee meetings and meaningfully contribute to the Committee's work.

Alternates and designates are not permitted.

## **Advisory Committee operations and support**

The Creation & Innovation Advisory Committee will meet on the following dates:

- **Thu, Feb 04, 2021 / 10-11:30 am** - Thinking Big / Concept Design
- **Tue, Jun 15, 2021 / 10-11:30 am** - Digging Deeper / Schematic Design
- **Wed, Sep 01, 2021 / 1-2:30 pm** - Digging Deeper / Schematic Design Check-In
- **Thu, Jan 27, 2022 / 10-11:30 am** - Finishing Touches / Design Development

The Chair will notify the committee of changes to the posted meeting schedule a minimum of 14 days in advance of the meeting.

The Project Team may schedule up to three additional meetings, as required.

Due to COVID-19, meetings will be virtual, using Zoom. Where possible, Saskatoon Public Library can assist Committee Members in accessing the technology required to participate in virtual meetings if lack of access presents a barrier to participation. Once pandemic-related restrictions are lifted, meetings will transition to in person.

## **Transparency**

Recognizing the importance of keeping the public informed concerning the Committee's purpose, membership composition, and activities, these terms of reference are public.

Names of individuals contributing as Community Members will not be public. Names of Organization Members, but not the names of the individuals representing the organizations, will be available to the public.

A summary of the Advisory Committee meetings' outcomes will be included as part of the Community Engagement report at the end of the new central library design phase. Contributions, comments and input will not be attributed to individuals.

## **Confidentiality & Privacy**

The Committee must maintain the privacy of Members. Members are not allowed to discuss or share the names of individuals or the input they provide due to the personal and sensitive nature of their lived experience.

Members cannot share or make use of the information or documentation provided to members in their capacity as a Committee member. Refer inquiries from third parties regarding the Committee's activities to the Chair.

## **Conflict of Interest**

Members acknowledge the importance of offering advice and recommendations that are independent and made in good faith. In cases where Committee Members feel they cannot provide an objective opinion, they should excuse themselves from the discussion.

Members must advise the Chair if they provide input or advice, which, if adopted and implemented, could result in direct or immediate financial gain to the Member, either professionally or personally, or to any of the Member's family members or to any organization with which the Member is affiliated.

## **Changes to the Terms of Reference**

Saskatoon Public Library may amend these Terms of Reference at any time. Members will be notified of any changes.

## **Accepting to Serve**

By accepting to serve on the Committee, Members agree to follow the Terms of Reference.

## **End of Service**

Either the Member or Saskatoon Public Library may end a Member's service on 10 days' written notice.