

Board Ad Hoc Committee	West Harbour Site (WHS) Vision Committee
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Board Committee Setup Protocol	<ol style="list-style-type: none"> 1. Ad Hoc Committees may be appointed by the Board to deal with special issues assigned by the Board. Such committees report to the Board and shall be dissolved immediately upon making their final report to the Board. 2. A committee may have any number of members. The Board shall name a chair for each Ad Hoc committee. <p>A quorum for all committees shall be the majority of members. Committees meet when required at the call of the committee chair.</p> <p>The Chair of the Board shall be a member of all Committees of the Board ex officio.</p> <p>The Secretary of the Board (or designate) shall attend all committee meetings and shall be the Secretary of all committees.</p> <p>The composition of the WHS Vision Board Committee will consist of:</p> <ul style="list-style-type: none"> • Board Meeting Board Chair and Board Secretary (Non-voting) participate as per Bylaws • Three additional Board Members
Board Committee Purpose	To support the successful re-development of the West Harbour Site through the program development and design study of the Former Marine Discovery Centre.
Scope and Responsibilities	<p>The Board Committee will</p> <ol style="list-style-type: none"> 1. Oversee the development of a project governance model that supports an enduring partnership between HPL and Indigenous

	<p>communities</p> <ol style="list-style-type: none"> 2. Oversee the community engagement process for the project, ensuring key stakeholders are engaged in meaningful ways 3. Ensure the business plan is consistent with commitments made to Council, the community and key stakeholders. Identify where constraints may limit or delay realizing established goals.
Communication	<p>The WHS Vision Board Committee will review the project's progress through scheduled meetings as first review and will report to the Library Board on progress of work during scheduled Library Board meetings (2nd Review).</p> <p>The Board Committee will maintain its records such as agendas, minutes and reports on appropriate communication channels as decided by the Committee and will be documented through Board Meetings as 2nd Review items under the WHS Vision Committee work.</p>
Meetings	<p>The Board Committee will meet quarterly or more frequently when necessary.</p> <p>Length of meetings: up to 2 hours</p> <p>Format: virtual and/or hybrid. In person meetings will be held at Central Library</p> <p>Library staff will set a standard agenda and document meeting minutes, actions and next steps.</p>
Board Committee Members	<p>The WHS Vision Committee will consist of:</p> <ul style="list-style-type: none"> • TBD (Board Chair) • Paul Takala (Board Secretary) • Kojo Dampsey (Board Member) • Dayna Firth (Board Member) • Lynne Serviss (Board Member) • Nick van Velzen (Board Member) • Cindy Poggiaroni (HPL, Senior Leadership Team) <p>Committee members are expected to take a system wide perspective while leveraging their specific experience and knowledge. They are expected to provide their best advice to the work of the Board Committee, identify opportunities and potential challenges, best practices and advocate for the progress of the project.</p>

The Board Committee will disband when the project work is completed and the study is submitted to the City Council for review and decision (scheduled Q1, 2027). Any changes to committee staffing during the project's duration will be addressed through the expression of interest process for selecting replacements.