

(Insert Date)

(Insert Name of Individual)

(Insert Name & Address of Organization)

Dear (insert name):

**Re Lobbying Discussion Memorandum –
 Communication with Library Board Member Regarding (Insert Topic)**

Toronto Public Library is a publicly funded institution governed by a Board of citizen members and City of Toronto Council members. In order to fulfill their role in ensuring that the Library responds to the ever-changing needs of City residents, Board Members give careful consideration to communications they receive from members of the public, participate in community meetings and meet with those interested in influencing Library policies, practices and purchases.

As a public institution, the Toronto Public Library has a responsibility to ensure that no person or organization is given an unfair advantage with respect to access to Library Board Members, Library staff, Library contracts or Library property. The Toronto Public Library Board has adopted the Lobbying Disclosure for Board Members policy that defines lobbying as *oral or written communications by an individual, corporation or organization (including a business, trade union or non-profit organization) with a Member of the Library Board, in order to influence the member in the exercise of his or her powers and duties under the Public Libraries Act including, but not limited to the following subject matter:*

- a) the model and method of delivering a library service;*
- b) the procurement of goods, services;*
- c) negotiating or entering into an agreement, including collective agreements, with the Library;*
- d) altering, interpreting, applying existing agreements or;*
- e) Board resolutions and policies.*

You should also understand that any communication with a Library Board Member will not preclude or restrict the Library's ability to be in contact with other organizations or individuals to discuss similar matters.

Your scheduled and/or recent communication with a Library Board meets the definition of lobbying as it is described in the Lobbying Disclosure for Board Members policy. As such the Board Member is obligated to publicly disclose your name and contact information, the individual or organization that you may represent, and a general description of the discussion. This information will form part of the public record and will be made publicly available on the Library's website in both the Library Board Meetings and Lobbying Disclosure sections.

The Library Board believes it is appropriate to advise you of this in advance of any communication, or as soon as practicable following a communication, in case you have any concerns as to the scope or content of the discussions or the public disclosure of the details of this communication.

Please sign and return a copy of this letter to the Board Member prior to any further communication with the Member.

On behalf of (Insert Name) I have read, understood and acknowledge the Library's position as stated above _____ dated _____.
(Insert Name)