



Staff Report for Council Meeting

Date of Meeting: April 22, 2020

Report Number: SRCM.20.02

Department: Office of the City Manager

Division: Office of the Clerk

Subject: **SRCM.20.02 - Richmond Hill Public Library
Board Vacancy**

Purpose:

To obtain approval for the City Clerk to take the steps required to fill a vacancy on the Richmond Hill Public Library Board that would normally be filled on the recommendation of the York Region District School Board.

Recommendation(s):

- a) That staff report SRCM.20.02 be received.
- b) That the City Clerk be directed to seek applications to fill the current vacancy on the Richmond Hill Public Library Board with a citizen member, notwithstanding that the vacancy would normally be filled on the recommendation of the York Region District School Board.
- c) That staff report back on recommendations to update the City's composition requirements for the Richmond Hill Public Library Board that are consistent with the *Public Libraries Act, R.S.O. 1990, c.P.44*, as amended.

Contact Person:

Stephen M.A. Huycke, Director, Legislative Services/City Clerk, extension 2529.

Report Approval:

Submitted by: Stephen M.A. Huycke, City Clerk

Approved by: Mary-Anne Dempster, Interim City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

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Background:

On October 16, 2019, on the recommendation of the York Region District School Board, Council appointed Corrie McBain as a member of the Richmond Hill Public Library Board (“Library Board”). By letter dated January 23, 2020, Corrie McBain resigned as a member of the Library Board. On January 31, 2020, the City Clerk wrote the School Board requesting that they recommend a person to fill the vacancy. By letter dated March 4, 2020, the York Region District School Board notified the City Clerk of a resolution passed at its March 3, 2020 meeting requesting that the City of Richmond Hill no longer require the York Region District School Board to recommend a representative for appointment to the Richmond Hill Public Library Board and to amend its by-laws accordingly. A copy of the York Region District School Board’s letter is attached as Attachment A.

Filling the current vacancy

Under Section 12 of the *Public Libraries Act, R.S.O. 1990 c. P.44* (“Libraries Act”), Council is required to promptly fill all vacancies unless the new term of Council will begin in less than 45 days. Given that the York Region District School Board has not recommended any person for appointment to the Library Board, staff recommend that the City Clerk be required to take steps set-out in the Libraries Act to fill the current vacancy with a citizen member to ensure compliance with the legislation. Under the Libraries Act, the City Clerk is required to give public notice of all vacancies on the Library Board in a newspaper of general circulation in the municipality. If approved, the City Clerk will promptly advertise to fill the current vacancy and report back at a future Closed Session Council Meeting.

Updates to the City’s Rules on the Composition of the Library Board

Historically, the Libraries Act required library boards to include representation from the local school boards. This requirement no longer exists in the legislation. The only requirements for the composition of the board are that:

1. The Library Board shall be composed of at least 5 members;
2. The total number of Members of Council appointed to the Library Board must be one less than the majority of the Board; and,
3. The other persons appointed to the Library Board must be at least 18 years old, a Canadian Citizen or Permanent Resident of Canada, a resident of Richmond Hill and not be employed by the Library or the City of Richmond Hill.

To simplify the appointment process, staff recommend that the City’s rules related to the Library Board composition be reviewed and updated to remove the requirement for appointments based on the recommendations of the School Boards. Due to the Libraries Act rules, any such changes will not come into effect until the start of the new Term of Council in 2022. As such, staff will complete a more comprehensive review to

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ensure compliance with current Libraries Act, and report back to Council on any other recommended changes.

Financial/Staffing/Other Implications:

None

Relationship to the Strategic Plan:

The appointment of citizen members to the City of Richmond Hill committees and boards aligns with Goal One of the Strategic Plan: Stronger Connections in Richmond Hill.

Conclusion:

Council is required to fill a vacancy on the Library Board as a result of the resignation of Corrie McBain. Normally this would be filled based on the recommendation of the York Region District School Board. The York Region District School Board has requested that Council not require them to fill the vacancy and to amend the City's related rules. Staff recommend that the City Clerk be directed to take the steps required by the Libraries Act to fill the current vacancy with a citizen member. It is also recommended that staff report back on recommended updates to the Library Board composition rules, including the removal of the requirement to appoint based on the recommendations of the public and catholic school boards.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call the contact person listed in this document.

- Attachment A – York Region District School Board letter dated March 4, 2020.

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Report Approval Details

Document Title:	SRCM.20.02 - Richmond Hill Public Library Board Vacancy.docx
Attachments:	- SRCM.20.02 - Attachment A.pdf
Final Approval Date:	Apr 7, 2020

This report and all of its attachments were approved and signed as outlined below:

MaryAnne Dempster - Apr 7, 2020 - 11:20 AM