



July 30, 2021

Richmond Hill Public Library Board
c/o Darren Solomon, Chief Executive Officer
dsolomon@rhpl.ca

Dear Chair Beros and Library Board Members,

Re: Composition of Richmond Hill Library Board

I am writing to seek your feedback on the composition of Richmond Hill Library Board's beginning with the 2022 to 2026 Term of Council starting on November 15, 2022. Under the *Public Libraries Act* ("PLA") Richmond Hill Council is responsible for establishing the Library Board and appointing the Members.

On April 22, 2020, Council passed the following resolution:

"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."

In response to this direction, a Staff Report on the Library Board's composition will be included on a Council Agenda in the Fall of 2021. As key stakeholders familiar with the governance of the Library your input into the future composition of the Board would be invaluable.

The current composition of the Library Board was approved by Council on January 15, 2001. Under the 2001 rules the Board is comprised of between nine and ten members as follows:

- No more than four but not less than three Members of Council;
- Two residents of Richmond Hill qualified pursuant to the PLA and appointed by Council;
- Two residents of Richmond Hill qualified pursuant to the PLA recommended by the York Region District School Board and appointed by Council;
- One residents of Richmond Hill qualified pursuant to the PLA recommended by the York Region Catholic District School Board and appointed by Council.

Since 2001, the PLA has been updated to remove the requirement that a Library Board include representatives selected by the local education community. The York Region District School Board has requested Council update the Library Board rules to remove the requirement that they be required to recommend persons for appointment to the Board. As part of its report to Council, City Staff will make a recommendation to Council that the Board composition not include representatives recommended by the York Region District School Board and York Region Catholic District School Board.

The PLA has the following requirements:

- A public library board shall have at least five members appointed by the municipal council. [PLA, section 9(1)]
- The total Members of Council appointed to the Board shall be less than a majority of the total members of the board (e.g. a Board of nine members shall include no more than four Members of Council). [PLA, section 10(2)(a)]

- Other persons appointed the board shall be:
 - At least 18 years of age;
 - A Canadian Citizen or Permanent Resident of Canada
 - A resident of the Richmond Hill;
 - Not be employed by the Board or the municipality. [PLA, section 10(1)]

Any recommendations to Council will be based on the rules in the amended PLA. Additionally, to ensure that the role of the Council and Board are distinct and in compliance with provincial legislation staff will recommend that the total number of Members of Council that can be appointed to the Board be less than a majority of Council.

To assist City Staff in making recommendations to Council your consideration and response to the following questions would be appreciated:

1. To ensure good governance, community representation, effective decision making, and efficient meetings, what is an ideal Board size (e.g. total number of members)? In considering your response to Question 1, please note the following:
 - a. Boards are normally composed of an odd number of Members to ensure that decisions can be made by majority vote.
 - b. A larger board size requires more Members be present at each meeting to form a quorum. If the Board currently experiences challenges obtaining quorum, a larger size board may actually make this more
2. Should Council continue to have the option to set the size of the Board at the beginning of a Term of Council (e.g. the total size of the Board shall be either nine or ten members), or should the total size of the Board be a fixed number (e.g. the Board shall be comprised of nine members)?
3. Should Council consider appointing both Canadian Citizens and Permanent Residents of Canada to the Board, or keep the current requirement that only Canadian Citizens be appointed?

This and any other feedback provided will be taken into consideration when reporting to Council.

Thank you for taking the time to consider the future governance of the Richmond Hill Library Board. If the Board desires I would be pleased to attend a Board meeting to discuss this matter before reporting to Council.

Yours sincerely,



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