

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: April 26, 2023
Report #: 23-06
Subject: Procedural Bylaw Review

Recommendation:

That report 23-06, dated April 26, 2023, with respect to the Procedure Bylaw Review, be received;

And that the Procedure Bylaw dated May 26, 2021 be repealed;

And that the Procedure By-law dated April 26, 2023 attached to the report as Appendix A, be adopted.

And that the 2023-2024 regular board meeting schedule be implemented as follows:

| 2023 Meeting Schedule | | | | 2024 Meeting Schedule | | |
|-----------------------|-----|----|--|-----------------------|-----|----|
| 1 | Mar | 22 | | 1 | Feb | 28 |
| 2 | Apr | 26 | | 2 | Apr | 24 |
| 3 | May | 24 | | 3 | May | 22 |
| 4 | Jun | 28 | | 4 | Jun | 26 |
| 5 | Sep | 27 | | 5 | Sep | 25 |
| 6 | Oct | 25 | | 6 | Oct | 23 |
| 7 | Nov | 22 | | 7 | Nov | 27 |

Purpose:

Section 238 of the Municipal Act, 2001 stipulates that every municipality and local board is required to pass a procedure by-law governing the calling, place, and proceedings of meetings. The procedure by-law must also provide for public notice of meetings.

The procedure by-law was last revised May 2021.

Approvals to proposed revisions are a two-step process – sometimes three – depending on debate.

Section 14 Amendment of By-law dictates that the motion to add, amend or remove a bylaw of the Orangeville Public Library Board must be presented as a “notice of motion” at least one meeting prior to being voted on. A notice of motion was presented at the March 22, 2023, meeting of the board.

Background:

Last revised in 2021, current review to include:

Cosmetic changes required (add new branding, and page numbers) and in keeping with the goals of the strategic plan, I offer the following for the board’s consideration:

Section 4: Size, Composition and Term of the Board

Recommend adding a line clarifying the process during years of municipal elections.

| Section 4 - Last paragraph | Size, Composition and Term of the Board |
|---|--|
| May 2021 version | Proposed revision |
| The term of the board is concurrent with that of council, the Act, s. 10 (3). | The term of the board is concurrent with that of council, the Act, s. 10 (3) or until such time that a new board is appointed by council following a municipal election. |

Meetings of the Board – Based on responses collected there is no change to the formula for date, time and location for board meetings, however, there is a change to the minimum number of meetings according to the PLA and section 11 will need to reflect this change.

Section 11 of the by-law outlines process for meetings of the board.

| Section 11 Paragraph 4 | Meetings of the Board |
|---|---|
| May 2021 version | Proposed revision |
| Regular meetings of the Orangeville Public Library Board shall be held at 5:00 p.m. on the fourth Wednesday of each month from January to June and September to December (both inclusive) unless such day shall be a legal, public or civic holiday, in which case the board shall meet at the same hour on a date agreed upon at a preceding meeting of the board. | Regular meetings of the Orangeville Public Library Board shall be held at 5:00 p.m. on the fourth Wednesday of the month for a minimum of seven meetings annually. Months for meeting to be held will be determined in advance, ensuring appropriate public notification is provided. |

Regular meetings ... based on the results of the survey (table 1) Regular Meetings of the board shall be held at **5 pm** on the **fourth Wednesday** of the **months determined in advance ensuring a minimum of seven meetings annually**. Additional meetings can be called as a special meeting (see section 11.6).

11.6 Special Meetings

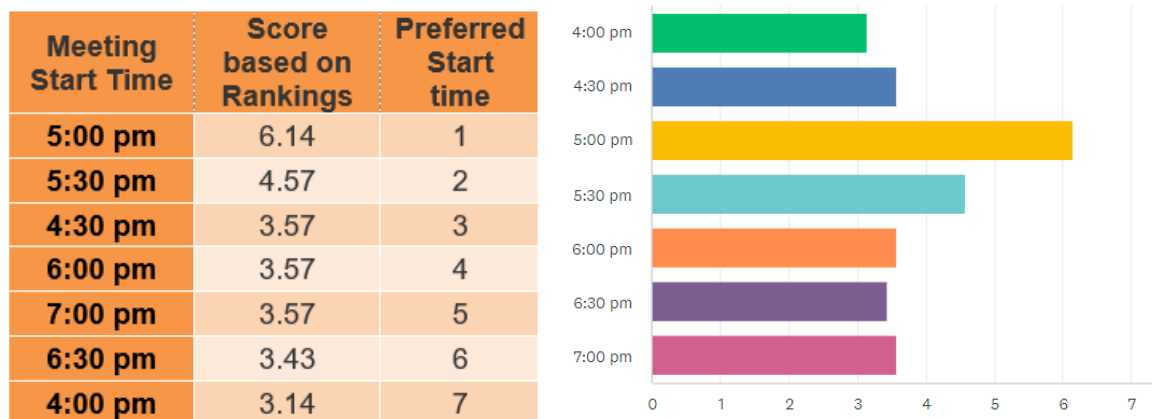
The chair or two members of the board may summon a special meeting of the board by giving each member reasonable notice in writing (email accepted), specifying the purpose for which the meeting is called which shall be the sole business transacted at the meeting.

Survey Results Start Time for Regular Meetings

Staff were directed to survey the board to determine consensus on the start times for regular meeting throughout the next term. A short survey was distributed on March 30th date and 100% response rate was achieved April 11th. Results are summarized below – further details are available from the CEO.

The survey asked respondents to “... rank the following meeting start times, from 1 (preferred at the top) to 7 (least preferred at the bottom) – results are presented below:

Table 1: Survey results



Members were also asked to review the proposed schedule for regular meeting dates for the next two years. Known conflicts are identified below:

| 2023 | 2024 |
|--|--|
| March 22 | February 28 |
| April 26 – J. Demczur (possible late arrival; must leave by 7:20 pm) | April 24 |
| May 24 | May 22 |
| June 28 – T. Prendergast and J. Demczur (absent with notice) | June 26– T. Prendergast (absent with notice) |
| September 27 | September 25 |
| October 25 | October 23 |
| November 22 | November 27 |

Addition – Section 11.7 Order of Proceedings – add land acknowledgement

| 11.7 Order of Proceedings | |
|---|---|
| May 2021 version | Proposed change |
| <ol style="list-style-type: none"> 1. Call to order 2. Disclosures of (Direct or Indirect) Pecuniary Interest 3. Adoption of Minutes of Previous Meeting 4. Presentations 5. Information items (when available) <ol style="list-style-type: none"> a. Consisting of, but not limited to: <ol style="list-style-type: none"> i. Financial Report ii. Incident Reports iii. Statistical/Operational Reports iv. Sub-Committee Minutes (including Friends of the Library) 6. Staff Reports 7. Correspondence 8. New business 9. Closed meeting (Direction from closed meeting) 10. (incorporate into new business) 11. Date of Next Meeting 12. Adjournment | <ol style="list-style-type: none"> 1. Call to order 2. Disclosures of (Direct or Indirect) Pecuniary Interest 3. Land Acknowledgement 4. Adoption of Minutes of Previous Meeting 5. Presentations 6. Information items (when available) <ol style="list-style-type: none"> a. Consisting of, but not limited to: <ol style="list-style-type: none"> i. Financial Report ii. Incident Reports iii. Statistical/Operational Reports iv. Sub-Committee Minutes (including Friends of the Library) 7. Staff Reports 8. Correspondence 9. New business 10. Closed meeting (Direction from closed meeting) 11. (incorporate into new business) 12. Date of Next Meeting 13. Adjournment |

A land acknowledgement is a single act of reconciliation. Recent version of land acknowledgements have been inspired by the 94 Calls-to-Action published in the Truth and Reconciliation Commission of Canada report.

Acknowledging the land is an Indigenous protocol used to express gratitude to those who reside here, and to honour the Indigenous people who have lived and worked on this land historically and presently.

Current Town Version - Land Acknowledgement

“We would like to acknowledge the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. We also recognize that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee and is home to many Indigenous people today”.

In keeping with our commitment to continuous improvement the following enhancements and topics have been identified for future discussion:

Term limits – currently no limit on the number of terms a member can seek appointment to the library board – some library systems set a limit on the number of terms to ensure equitable access to the volunteer opportunity for community members – hasn’t be an issue in Orangeville.

Job Description for board members – one approach to ensuring clarity of responsibility and diversity of skills

Representative of the community – difficult to control or ensure, however, there are other systems exploring strategies

Accreditation - accreditation is a process for boards, CEOs, and library staff to assess their governance, management, and services against best practices. Libraries can work with the guidelines to develop a comprehensive process and plan for improvement.

Financial Impact:

There is no specific financial impact to adopting this procedure by-law.

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer