



TOWN OF
HALTON HILLS
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REPORT

TO: Mayor Lawlor and Members of Council

FROM: Beverley King, Chief Librarian and CEO

DATE: May 26, 2025

REPORT NO.: LIB-2025-001

SUBJECT: Halton Hills Public Library Board By-law Update

RECOMMENDATION:

THAT Report No. LIB-2025-001 dated May 26, 2025, regarding Halton Hills Library Board By-law Update be received;

AND FURTHER THAT Council approve a By-law to Establish and Define the Structure of the Halton Hills Public Library Board and to Repeal By-laws 2003-0116, 2005-0131, and 2019-0012 as outlined in Appendix A.

KEY POINTS:

The following are key points for consideration with respect to this report:

- The existing municipal by-laws establishing and defining the structure of the Halton Hills Public Library Board are being repealed and replaced with a simplified by-law to ensure alignment with the *Public Libraries Act, R.S.O. 1990, c. P.44* and current best practices in library governance.
- Procedural components have been removed and incorporated into a new Procedural By-law governed by the Library Board and available on the Halton Hills Public Library website.
- The new by-law (Appendix A) focuses on foundational elements such as Board composition, term of office, and legislative authority.

BACKGROUND AND DISCUSSION:

Under the *Public Libraries Act, R.S.O. 1990, c. P.44*, municipalities are required to establish a public library board by by-law. The Halton Hills Public Library Board was established through By-law 2003-0116 and updated through By-laws 2005-0131 and 2019-0012. As part of a broader governance review, the Halton Hills Public Library worked in consultation with the Ontario Library Service and Town Clerk's Office to modernize the by-law, clarify responsibilities, and reduce administrative complexity. Key updates include:

- Reaffirmation of the Town's authority to establish and appoint members to the Library Board.
- Clearer definitions for term lengths, reappointment eligibility, and Board composition.
- A recommended limit of two consecutive terms for citizen appointments, with flexibility for continuity where needed.
- Removal of operational and procedural content that is now covered in a separate Procedural By-law governed directly by the Library Board. A draft of the new Procedural By-law is available on the Library's website for reference.

This new by-law repeals earlier versions and replaces them with a simplified governance framework. This two-part framework reflects best practices in library governance across Ontario and ensures transparency, legislative compliance and operational efficiency.

STRATEGIC PLAN ALIGNMENT:

This report identifies a safe and welcoming community as one of the Town's Strategic priorities.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

This report was prepared in consultation with the Town Clerk & Director of Legislative Services, Halton Hills Public Library Board and Ontario Library Service.

FINANCIAL IMPLICATIONS:

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Chris Mills, Chief Administrative Officer