

To: Corporate Services Committee

From: Tracy Adams, Commissioner, Corporate Services,
Corporate Services Department

Report Number: CORP-22-22

Date of Report: April 6, 2022

Date of Meeting: April 11, 2022

Subject: Vacancy on the Oshawa Public Library Board

Ward: All Wards

File: 03-05

1.0 Purpose

The purpose of this report is to recommend one applicant to fill one vacancy on the Oshawa Public Library Board.

Confidential Attachment 1 contains the individual and their respective application recommended for appointment to the Oshawa Public Library Board.

2.0 Recommendation

That the Corporate Services Committee recommend to City Council:

That in accordance with Report CORP-22-22 dated April 6, 2022 concerning the one vacancy on the Oshawa Public Library Board, the applicant listed in Confidential Attachment 1 be appointed to the respective Board for the term ending November 14, 2022 or until a successor is appointed.

3.0 Executive Summary

Not applicable

4.0 Input From Other Sources

- City Clerk Services
- Council Member representative
- Chair of the Oshawa Public Library Board
- Section 12 of the Public Libraries Act, R.S.O. 1990, c. P.44

5.0 Analysis

In accordance with Section 12 of the Public Libraries Act, R.S.O. 1990, c. P.44, Council shall appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days.

City Clerk Services received a resignation from a member of the Oshawa Public Library Board and initiated a recruitment process to appoint a member. Advertisements were placed in the local newspapers, on the City's website and the City's social media accounts in December 2021.

One application was received for the vacancy and due to the legislative requirements to fill the vacancy, interviews were conducted in February 2022. The interview panel consisted of the Council member representative, the Chair of the Oshawa Public Library Board and staff from City Clerk Services.

The following interview questions were asked of the applicant:

- Why would you like to be a member of this Committee?
- What skills, interests, experience or expertise do you have that would assist the committee in meeting its responsibilities?
- In addition to attending regular meetings of the Committee, are you willing to participate in working groups/subcommittees and organize or attend special events in the community?
- How do you see the Committee's role in relation to the role of Council?
- Have you served on a municipal Committee or board before?
- Tell us about your relationship with the library over the last few years.
- What do you think are major issues facing libraries today?

In addition to the questions above, members of the interview panel were able to ask the applicant any additional or follow up questions. At the end of the interview, each member of the interview panel scored the applicant. The interview panel discussed the interview and put forward the recommendation based on the score provided by each panel member and the applicant's experience, skills and availability based on the Committee's mandate.

The applicant as set out in Confidential Attachment 1 is recommended for appointment to the Oshawa Public Library Board for the term ending November 14, 2022.

6.0 Financial Implications

There are no financial implications from the recommendation contained in this Report.

7.0 Relationship to the Oshawa Strategic Plan

This report supports the Oshawa Strategic Goal of Accountable Leadership.



Mary Medeiros, City Clerk,



Tracy Adams, Commissioner, Corporate Services,
Corporate Services Department