



Subject: Port Colborne Library – Memorandum of Understanding

To: Council

From: Corporate Services Department

Report Number: 2025-23

Meeting Date: January 28, 2025

Recommendation:

That Corporate Services Department Report 2025-23 be received; and

That Council approve and direct the Mayor and Clerk to execute the Memorandum of Understanding between the City and the Port Colborne Public Library attached as Appendix A to this report.

Purpose:

This report seeks approval for a Memorandum of Understanding (MOU) between the Port Colborne Public Library and the City.

Background:

It is common practice for Library's and City's to have an MOU that outlines roles and responsibilities of each entity and how each entity can work together.

Staff at the Library and the City were directed by their respective governing bodies (Library Board and Council) to develop an MOU.

Staff at both the Library and City have worked closely together in the development of this MOU. Where appropriate, best practices were sought from other communities. Rachel Tkachuk, Library CEO, has been a tremendous advocate for the Library and working partner throughout this process. The support and diligence of Bryan Ingram, Library Chair, has been invaluable.

This MOU has already been approved by the Library Board. As the Council representative on the Library Board, Councillor Bagu's co-operative leadership helped guide the MOU's path.

Discussion:

The MOU has been developed to establish and acknowledge the following:

- The Corporation of the City of Port Colborne, incorporated pursuant to the provisions of the *Municipal Act, 2001, S.O., 2002, c.25* as amended;
- The Library is The Port Colborne Public Library that has been established pursuant to the provisions of the *Public Libraries Act, R.S.O., 1990, c. P-44* as amended;
- The elected Council of the City appoints the members of the Library Board and funds the Library through the City budget process in accordance with Section 24 of the Public Libraries Act;
- The City is the owner of the facility at 310 King Street in the City of Port Colborne, including land and building;
- The Library is a separate independent corporate board of the municipality with independent corporate status from the City, subject to the provisions of the Public Libraries Act, and has been established to provide public library services to the residents of the City of Port Colborne;
- The City employs staff who have expertise in certain support service function and it is important to the Library that such expertise is utilized to the benefit of the Library;
- The City and Library are committed to cost-effective delivery of services, avoiding unnecessary duplication and costs, and minimizing the impact of support services on property taxpayers; and
- The City and Library wish to enter into a Memorandum of Understanding (MOU) to outline the shared support services provided by the City to the Library and other operational processes.

A strong working relationship, built on common purpose for the community, supported by a partnership based on strong core values, makes for a strong and productive MOU. The City's core values are integrity, respect, inclusion, responsibility and collaboration. The City and Library staff have that relationship and look forward to continuing to grow together.

Internal Consultations:

Staff have developed this MOU in partnership with the Library using leading practices from multiple other communities.

Financial Implications:

There are no changes in the current financial model between the Library and City.

Public Engagement:

Engagement to date has been internal. This MOU is a public document.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Environment and Climate Change
 - Welcoming, Livable, Healthy Community
 - Economic Prosperity
 - Sustainable and Resilient Infrastructure
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Conclusion:

That the MOU presented in this report be approved.

Appendices:

- a. Memorandum of Understanding between The Port Colborne Public Library and
The Corporation of the City of Port Colborne

Respectfully submitted,

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Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.