

BYLAW NO. 366-16

A BYLAW IN THE TOWN OF PONOKA AND IN THE PROVINCE OF ALBERTA TO ESTABLISH A MUNICIPAL LIBRARY BOARD

WHEREAS Council desires to establish a Municipal Library Board;

AND WHEREAS Council considers it expedient to establish a board to carry out this function;

AND WHEREAS the Libraries Act recognizes the unique role of public libraries as the key point of access to information for all Albertans;

NOW THEREFORE the Council of the Town of Ponoka, pursuant to the authority conferred upon it by the laws of the Province of Alberta, enacts as follows:

SHORT TITLE

This Bylaw shall be called the "*Ponoka Jubilee Library Board Bylaw.*"

1. DEFINITIONS

"*Council*" shall mean the Town of Ponoka Council.

"*Town*" shall mean the Town of Ponoka.

"*Board*" shall mean the Ponoka Jubilee Library Board.

"*Minister*" – shall mean the Minister of Municipal Affairs.

TERMS & APPOINTMENTS

2. That the Board consist of nine members, as follows:

- a. Seven members-at-large appointed by Council resolution; interviewed and recommended by the Library Board;
- b. One member representing the Town of Ponoka Council; and
- c. One member representing the Ponoka County Council.

3. That members of Councils shall be appointed annually at their respective Council Organizational Meetings.

4. That all other members shall be appointed for a three-year term, commencing November 1st, provided the first appointment shall designate members who shall serve on the Board as follows:

- i. For a one year period from date of appointment;
- ii. For a two year period from date of appointment;
- iii. For a three year period from date of appointment.

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5. All vacancies for a member at large shall be publicly advertised and all applications shall be considered before an appointment/reappointment is made.
6. Membership renewal shall be for not more than two additional twoyear terms, and further, that members not retain membership for more than three consecutive terms.
7. Members shall retain office until their respective successors are appointed.
8. If any member shall be absent for three consecutive regularly scheduled meetings, Council may, upon recommendation from the Board, declare the office of such member vacant.
9. Council may remove any member for misconduct in office, or any good and sufficient cause.
10. Board members must reside within corporate limits of the Town of Ponoka or Ponoka County.

PROCEEDINGS

11. Annually at the January meeting a Chairperson, Vice-chairperson, and Secretary shall be selected for the year. The Librarian shall not be appointed to these positions.
12. Regular meeting dates and times shall be set by resolution, annually at the January meeting, a minimum of once every month with the exception of the months of July and August, or as deemed necessary. Minutes shall be recorded by the secretary for each regular or special board meeting.
13. A quorum for all meetings shall be five voting members.
14. Special meetings may be called by the Chairperson or Vice-chairperson.
15. All meetings of the Board are open to the public, and include provision for In-Camera sessions in accordance with the Freedom of Information and Protection of Privacy Act.
16. The Board shall have the authority to establish any ad hoc or standing committee(s) it deems necessary. All committees will be responsible to the Board.
17. Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Roberts Rules of Order, newly revised.
18. Neither individual members nor the Board, as a whole, shall have the power to pledge the credit of the Town in connection with any matters whatsoever, or have any power to authorize any expenditure charged against the Town.
19. Council may by resolution establish the remuneration and expenses to be paid to Board members.

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DUTIES OF THE BOARD

20. The municipal board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of those services.
21. In accordance with the *Libraries Regulation*, within 3 years of being established, develop and file with the Minister a plan of service with a mission statement and goals and objectives based on a needs assessment of the municipality or municipalities served by the board. A current plan of service with goals and objectives is to be provided to the Minister at minimum of every five years thereafter.

REPEALED BYLAWS

22. That Bylaw No. 087-00 is hereby repealed.
23. This Bylaw shall come into effect upon the third and final reading thereof.

First Reading:	February 23, 2016
Second Reading:	February 23, 2016
Third & Final Reading:	February 23, 2016

TOWN OF PONOKA

MAYOR

CHIEF ADMINISTRATIVE OFFICER