

**TOWN OF REDCLIFF
BYLAW NO 1680/2011**

A Bylaw of the Town of Redcliff in the Province of Alberta to establish and provide for effective library services in and for the Town of Redcliff.

Under the provisions of the Libraries Act, the **Council** of the Town of Redcliff in the Province of Alberta duly assembled hereby establishes a **Board** to be known as **The Redcliff Library Board**.

1. SHORT TITLE

- 1.1 This Bylaw shall be known as "**The Redcliff Library Board Bylaw**".

2. ENACTMENT

- 2.1 THE COUNCIL OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA DULY ASSEMBLED HEREBY ENACTS AS FOLLOWS:

3. INTERPRETATION

- 3.1 In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings.
- 3.1.1 "**Board**" shall mean the Redcliff Library Board.
 - 3.1.2 "**Board Member**" shall mean a duly appointed member of the Redcliff Library Board.
 - 3.1.3 "**C.E.O.**" shall mean the Chief Elected Official and shall commonly refer to the Mayor of the Town of Redcliff.
 - 3.1.4 "**Community at large**" shall mean the persons residing within the corporate boundaries of the Town of Redcliff.
 - 3.1.5 "**Council**" shall mean the Municipal Council of the Town of Redcliff.
 - 3.1.6 "**Council Member**" shall refer to a Board member who is a Councillor, and is appointed by Council to the Board.
 - 3.1.7 "**Librarian**" means the Librarian appointed by the Redcliff Library Board.
 - 3.1.8 "**Town**" shall mean the Municipal Corporation of the Town of Redcliff.
- 3.2 In this Bylaw all references to gender will remain unbiased and generic (where applicable read female for male and vice versa as deemed necessary).

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4. BOARD RESPONSIBILITIES

- 4.1 The **Board** shall have 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 **Town**.
- 4.2 The **Board** may co-operate with other boards and libraries in the provision of services
- 4.3 The **Board** shall develop and maintain a **Board** policy and procedural manual which shall be kept and maintained in duplicate, one copy to be maintained in the office of the Municipal Secretary of the **Town**, the other in the office of the **Librarian**. This manual shall be available to all **Board Members**, **Council**, and **Town Administration**. Any policy or procedure of the **Board** shall be confirmed by motion of the **Board** and any such approved policy shall not add to the powers, nor retract from the limitations of the **Board** as stated herein. Topics of **Board** policy and procedure may include, however are not restricted to mission statements, organizational meeting procedure, **Board** priorities and a variety of other policy and procedural matters.
- 4.4 The **Board** shall have power to make any purchases on behalf of the library.
- 4.5 The **Board** shall before December 1 of each year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library.
- 4.6 The **Board** shall:
 - .1 keep accounts of its receipts, payments, credits and liabilities,
 - .2 have the accounts audited by a person approved by **Council**, and
 - .3 have the audit submitted to **Council** immediately after its completion.

5. COMMUNICATIONS

- 5.1 The **Board** shall provide a copy of meeting minutes to the **Council** on a regular basis.
- 5.2 The **Board** shall be accountable to the **Council**, and if requested by **Council** shall make presentations to **Council** regarding important issues and/or a year end report of the years activities.
- 5.3 The **Board** shall ensure that original minutes and correspondence of **Board** and sub-committee meetings are kept safe at the **Library**.

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6. CONFIDENTIALITY

- 6.1 The **Board** shall withhold the following information, within the possession of the **Town** unless its disclosure is required by this or any other enactment or by an order of the court or its disclosure is consented to by the person to whom the information relates:
- 6.1.1 commercial information, the disclosure of which would:
 - i) likely prejudice the commercial position of the person who supplied it,
 - ii) reveal a trade secret
 - iii) likely prejudice the **Town's** ability to carry out its activities or negotiations, or
 - iv) allow the information to be used for improper gain or advantage;
 - 6.1.2 information that is subject to obligations of confidence, the disclosure of which would:
 - i) likely prejudice the future supply of similar information or advice,
 - ii) likely prejudice the **Town's** ability to carry out its activities or negotiations,
 - iii) place **Board members**, Councillors, or employees of the **Town** at risk of improper pressure or harassment,
 - iv) breach legal professional privilege, or
 - v) prejudice measures protecting health and safety;
 - 6.1.3 personal information, including personnel information, unless its disclosure:
 - i) is for the purpose for which the information was obtained or for a consistent purpose,
 - ii) is required so that the **Town** can carry out its duties and functions, or
 - iii) is in a statistical or other form so that the name of persons are not revealed or made identifiable;
 - 6.1.4 information of a deliberative kind and draft reports that are likely to be released to the public in a final form in due course except when the information or draft report is placed before a meeting held in public;
 - 6.1.5 information the disclosure of which could prejudice security and the maintenance of the law;
 - 6.1.6 information placed before a meeting that is closed to the public, except when the information is later placed before a meeting held public;
 - 6.1.7 information that is prohibited from being released by this or any other enactment.

7. ESTABLISHMENT AND COMPOSITION

- 7.1 The **Board** shall consist of a minimum of 5 members and a maximum of 10 members comprised of 1 **Council** member and the balance from the **Community at large** (which may include residents employed by the **Town of Redcliff**),
- 7.2 Applicants selected for appointment to the **Board** shall be appointed by resolution of **Council**.

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- 7.3 A person who is an employee of the municipal board is not eligible to be a member of the board.
- 7.4 Appointments shall be for a specified term, not exceeding three (3) years.
- 7.5 A member of the municipal board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council passes a resolution stating that the member may be reappointed as a member for more than three consecutive terms.

8. REMUNERATION

- 8.1 Members of the **Board** shall hold office without remuneration.

9. TERMINATION OF APPOINTMENTS

- 9.1 Subject to Section (ii) below, the rules of conduct relating pecuniary interest contained in the Municipal Government Act, as amended from time to time, shall be deemed to apply mutatis mutandis to members of the **Board**.
- 9.2 **Council** may by resolution terminate the appointment of any member of the **Board** if:
- (i) the member is absent from more than three (3) consecutive meetings of the **Board**;
 - (ii) the member violates the rules of conduct referred to in Section 10(1) above;
 - (iii) the member uses information gained through his position as a member of the **Board** to gain a pecuniary benefit in respect of any matter in which he has a pecuniary interest, or;
 - (iv) the member otherwise conducts himself in a manner that **Council** considers to be improper.
- 9.3 A member of the **Board's** appointment shall automatically terminate if the member ceases to be a member of the **Community at large**.
- 9.4 The appointment of a member of the **Board** may at any time be revoked by resolution of **Council**.

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10. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

- 10.1 The **Board** shall at its first regular meeting held in the month of January in each year, elect, by a majority vote of the members present, one member for the office of Chairman and one member for the office Vice-Chairman.
- 10.2 The Vice-Chairman shall preside over any business before the **Board** in the event of the absence or inability to act of the Chairman.
- 10.3 In the event of the absence or inability to act of the Chairman and Vice- Chairman at a meeting of the **Board**, the members present shall elect, by a majority vote, a member to act as Chairman at that meeting.
- 10.4 A Chairman or Vice-Chairman may be re-elected for successive terms of office.

11. QUORUM

- 11.1 A majority of the appointed members (which excludes the ex-officio members) shall constitute a quorum at any meeting of the **Board**.

12. MEETINGS

- 12.1 The **Board** shall meet at least once every 3 months and at another times it considers necessary.
- 12.2 The **Board** may, at any meeting which all members are present decide by motion to hold regular meetings. That motion shall state the day, hour and place of every such meeting and no notice of any such meeting is necessary.
- 12.3 Special meetings of the **Board** may be called by the Chairman any time if:
 - (i) The Chairman gives notice in writing that state the day, hour and place of the special meeting. The notice must state clearly the business that is to be transacted.
 - (ii) At least 2/3 of the members of the **Board** give written consent to holding the special meeting.
 - (iii) No business other than that stated in the notice shall be transacted at any special meeting.
- 12.4 The conduct of the meetings shall be determined by the Chairman who may:
 - (i) set procedural rules from time to time;
 - (ii) permit delegations to appear before the **Board**;
 - (iii) rule on any other matter as deemed fit.In every case the Chairman shall first obtain a majority vote from the members present.

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- 12.5 The **Board** may consult or obtain information from any person, advisor or consultant who is not a member thereof. It may request such person, advisor or consultant to attend its meeting or meetings.
- 12.6 The meetings of the **Board** shall be held in public. The **Board** may, when discussing issues involving matters it deems confidential as outlined in this Bylaw, hold a meeting of the Committee of the whole Board to discuss such matters.
- 12.7 The **Board** shall consider and decide upon all matters in public.

13. DECISIONS

- 13.1 The **Board** may make its decisions, recommendations and issue notices with or without conditions in accordance with this Bylaw.
- 13.2 The Chairman when present, and every **Board Member** present shall vote on every matter.
- (i) Unless, in a specific case the Chairman or **Board Member** is excused by resolution of the **Board** from voting, or
- (ii) Unless disqualified from voting by reason of pecuniary interest.
- 13.3 The decisions of the **Board** shall be by simple majority vote of the members present. No seconder is required to make a motion of the **Board**.
- 13.4 Any resolution in which there is an equality of votes shall be deemed to be decided in the negative.
- 13.5 The secretary shall, whenever a recorded vote is demanded (in advance of the vote) by a member of the **Board**, record in the minutes the name of each **Board Member** present and whether the member voted for or against the matter.
- 13.6 Minutes of each meeting shall be confirmed at each subsequent meeting of the **Board**. The last page of the minutes of each meeting shall be signed by the Chairman or presiding **Board Member** and the Secretary.
- 13.7 The Chairman or such other person authorized by the **Board** for the purpose shall sign all notices of decisions, correspondence on recommendations and other documents on behalf of the **Board** relating to any responsibilities of the **Board**.
- 13.8 Any document that has been signed by the Chairman or the authorized person shall be deemed to have been signed on behalf of and with the approval of the **Board**.

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14. SECRETARY

- 14.1 The office of the **Librarian** shall provide the services of a secretary to the **Board**.
- 14.2 The **Librarian** shall attend all meetings of the **Board** and shall keep all minutes, documents and records of the **Board** in his/her custody and control.
- 14.3 The **Librarian** shall prepare an agenda for each meeting of the **Board in consultation with the Board Chairman** and at least two (2) calendar days prior to each meeting, shall arrange to deliver a copy of the agenda to each member of the **Board**.
- 14.4 The **Librarian** shall conduct the correspondence of the **Board** and provide it with such secretarial services as the Board may require.
- 14.5

15. REPEAL

15.1 Town of Redcliff Bylaw No. 1373/2003, is hereby repealed.

Read a first time this 10th day of January, 2011.

Read a second time this 10th day of January, 2011.

Read a third time this 10th day of January, 2011.

Signed and passed this 18 day of January, 2011



MAYOR



MUNICIPAL SECRETARY