



**CITY OF BROOKS**

**BYLAW NO. 09/02**

A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE ESTABLISHMENT OF THE BROOKS PUBLIC LIBRARY BOARD

**WHEREAS**, the Libraries Act, being R.S.A. 2000, c. L-11, and regulations made under the Libraries Act as amended;

**AND WHEREAS**, the said Act governs the provision of library services within a municipality;

**NOW THEREFORE**, the Council of the City of Brooks in the Province of Alberta, duly assembled, enacts as follows:

**TITLE**

1. This Bylaw may be cited as the "Brooks Public Library Board Bylaw".

**INTERPRETATION**

2. In this Bylaw, unless the content otherwise requires:
  - (a) "Act" means the Libraries Act, RSA 2000, c. L-11;
  - (b) "Board" means the Brooks Public Library Board;
  - (c) "Chief Administrative Officer" means the Person appointed to the position of Chief Administrative Officer by the Council of the City of Brooks and includes any Person that the Chief Administrative Officer may appoint as his designate for purposes of carrying out his responsibilities under this Bylaw and further includes any Person that may be appointed to act in the absence of the Chief Administrative Officer;
  - (d) "Council" means the Municipal Council of The City of Brooks;
  - (e) "Member" means an individual appointed as a member of the Board;
  - (f) "City" means the City of Brooks, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the City of Brooks, as the context may require.

**THE BROOKS PUBLIC LIBRARY BOARD**

3. The Brooks Public Library Board is hereby established as the municipal library board for the City of Brooks pursuant the *Act*. The Board so established is a continuation of the Board deemed to be continued by the *Act*.

## DUTIES

4. In accordance with the *Act*, the Board, subject to any enactment that limits its authority, has full management and control of the Brooks Public Library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the City of Brooks and may cooperate with other boards and libraries in the provision of those services.

## STRUCTURE

5. (a) Members of the Board will be appointed in accordance with Council policies and procedures.
  - (b) The Board shall consist of ten (10) members.
  - (c) No more than two (2) members of Council may be appointed to be members of the Board at any one time.
  - (d) No person shall be appointed as a member of the Board who is an employee of the Board.
  - (e) The Members will be appointed for a term up to three (3) years, to a maximum of three (3) consecutive terms.
  - (f) Notwithstanding subsection 5(e), a Member may be reappointed as a Member for more than three (3) consecutive terms if Council passes with a two-thirds majority a resolution to reappoint that member.
  - (g) Vacancies on the Board caused by retirement or resignation of a member of the Board may be filled by resolution of Council for the balance of that member's term only and the Board may continue to operate and conduct business until vacancies are filled provided that quorum requirements are met.

## PROCEDURES

6. The Board may, by resolution, establish and amend from time to time such procedures required by law, including for meetings, the election of Board Officers, committee structure, the creation and retention of minutes of meetings, the establishment and amendment of Board Bylaws and Policies, and rules of order.

## BUDGET

7. The Board shall, before December 1 in each year, prepare a budget and an estimate of the money required during the ensuing fiscal year to

operate and manage the Brooks Public Library, and submit the budget to the CAO.

LIMITATIONS

8. Unless authorized by Council, neither the Board nor any Member shall have the power to pledge the credit of the City in any manner whatsoever nor shall the Board or any member thereof have the power to authorize any expenditure nor appropriate or expend public monies of the Municipality in any manner whatsoever beyond those expenditures approved in the Library budget.

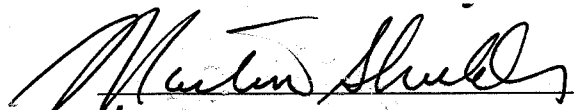
AUDITOR

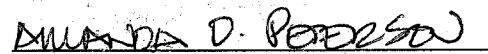
9. (a) The Board's financial accounts and processes will be audited annually by an independent external auditor.  
  
(b) The results and recommendations of the financial audit will be presented to the Board and forwarded to the Board for approval. Once approved by the Board, the audited financial statements will be submitted to Council and to all other authorities as required by law.

SEVERABILITY

10. It is the intention of Council that each separate provision of this Bylaw Shall be deemed independent of all other provisions herein and it is the
11. This Bylaw shall come into force and take effect upon final reading.

Read a first time this 19<sup>th</sup> day of January, 2009  
Read a second time this 19<sup>th</sup> day of January, 2009  
Read a third time and finally passed this 19<sup>th</sup> day of January, 2009

  
Mayor

  
City Clerk