

## **BYLAW #3228**

### **County of Grande Prairie No. 1 Library Board Bylaw**

**A bylaw of the County of Grande Prairie No. 1 in the Province of Alberta to provide for the establishment of a Municipal Library Board.**

**WHEREAS**, pursuant to the *Libraries Act*, RSA 2000, c. L-11 and amendments thereto, a Council may pass bylaws for the establishment of a Municipal Library Board; and

**WHEREAS**, the Libraries Act governs the provision of library services within a municipality; and

**WHEREAS**, pursuant to the Libraries Act, members of the Municipal Library Board are appointed by Council;

**WHEREAS**, the County of Grande Prairie wishes to establish a Municipal Library Board;

**NOW THEREFORE**, under the authority of the Libraries Act, the Council of the County of Grande Prairie No. 1, in the Province of Alberta, hereby enacts as follows:

#### **INTERPRETATION**

1. This Bylaw shall be cited as the "County of Grande Prairie No.1 Library Board Bylaw".

#### **DEFINITIONS**

2. In this Bylaw:

- 2.1. "Act" means the Libraries Act, RSA 2000, c. L-11 and amendments thereto.
- 2.2. "Board" means the County of Grande Prairie Library Board established by Council.
- 2.3. "Council" means the Reeve and Council Members duly elected in the County of Grande Prairie No. 1 and who continue to hold office.
- 2.4. "Council Member" means a person who is currently a member of the County of Grande Prairie No. 1 Council.
- 2.5. "County" means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.
- 2.6. "Good Standing" means a Member that has not been sanctioned under the Council Code of Conduct.
- 2.7. "Municipal Library Board" means the County of Grande Prairie No. 1 Library Board, which is defined as a corporation by the Libraries Act.

#### **ESTABLISHMENT AND DUTIES**

3. There shall be established a Municipal Library Board for the County of Grande Prairie No. 1.
4. The Board will perform all duties and exercise all powers imposed upon it by the Act.

5. The Board and the County shall enter into a Letter of Understanding to further clarify roles and responsibilities, hereby attached as Schedule A. The Letter of Understanding may be amended from time to time by motion of Council.

#### **BOARD COMPOSITION AND TERM**

6. The Board shall be comprised of seven (7) members appointed by Council at the County's Organizational meeting.
  - 6.1. Two (2) members shall be Council Members in Good Standing.
  - 6.2. Five (5) members shall be Members at Large.
7. Members at Large shall be residents of the County.
8. All appointments shall be made for three (3) year terms.
9. Members may not serve more than three (3) consecutive terms unless two-thirds of Council votes to extend the number of consecutive terms to more than three (3) terms.
10. The Chair shall serve a one (1) year term.
11. A member of the Board continues to hold office until their successor is appointed.

#### **SEVERABILITY**

12. Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

#### **REPEAL**

13. Bylaws #1452 and #1497A and amendments thereto are hereby rescinded.

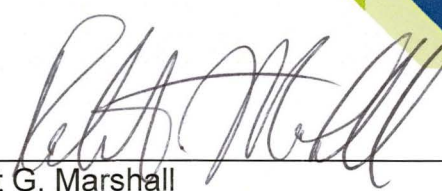
#### **EFFECTIVE DATE**

14. This Bylaw shall come into force and effect on the third and final reading thereof.

Read a FIRST time this 13<sup>th</sup> day of May, 2024.

Read a SECOND time this 13<sup>th</sup> day of May, 2024.

Read a THIRD time and finally passed this 13<sup>th</sup> day of May, 2024.



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Robert G. Marshall  
Reeve



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Joulia Whittleton  
Chief Administrative Officer

**ATTACHMENTS**

Schedule A – County of Grande Prairie No. 1 and County of Grande Prairie No. 1 Library Board  
Letter of Understanding

## **LETTER OF UNDERSTANDING**

This Agreement made in duplicate

The 17<sup>th</sup> day of May A.D. 2022

BETWEEN:

**THE COUNTY OF GRANDE PRAIRIE NO. 1**

In the Province of Alberta

(hereinafter referred to as the "County")

And

**THE COUNTY OF GRANDE PRAIRIE NO. 1 LIBRARY BOARD**

(hereinafter referred to as the "Board")

The County of Grande Prairie (the "County") and the County of Grande Prairie Library Board (the "Board") seek to clarify and formalize their relationship. To this end, the County and the Board associate in a spirit of cooperation and open communication while preserving their individual corporate identities, in order to provide maximum benefit to ratepayers and library patrons.

The County and the Board understand that:

- The County Library Board has been established by County Council through Bylaw 1452, in accordance with the *Libraries Act*.
- County libraries (the "Libraries") provide a community service on behalf of the County.
- Benefits to ratepayers and library patrons are greatest when the County and the Board work cooperatively to maximize the use of available resources.
- The County and the Board intend for the delivery of the most effective library service possible, while recognizing the dependence of quality service upon financial, physical and human resources.
- The Board deposits library grants and other revenues in accounts managed by the County, resulting in benefit accruing to the County.
- The County provides services to the Board which include but not limited to accounting services such as record keeping, accounts payable and payroll services; insurance; human resources; and consulting services.
- There are areas which require flexibility and cooperation from the County and the Board.

Therefore, the County and the Board agree as follows:

1. That their relationship will be governed by the *Libraries Act* and *Libraries Regulation* of the province of Alberta.
2. That the Board will annually present their budget to County Council, following consultation with the County during their annual budget process, to ensure adequate funding is identified and approved to provide a level of library service expected by the community.
3. That all Library staff members are employees of the Board, and function under the Board's policies. The Board has chosen to mirror relevant County personnel policies and apply these policies to all the Board's employees, in order to ensure smooth administrative operations between County and Library staff. However, the Board retains full management control over the Libraries as defined in the *Libraries Act*.

As per Board policy, the Board alone is responsible for the employment (including hiring, supervising, evaluation, termination, and the like) of the 0.1 FTE Library Manager and



0.5 FTE Library Services Team Lead. The Board delegates responsibility for the annual review of these positions to the County's Community Services Director.

The County provides administrative support through the Family and Community Support Services (FCSS) department, including office space for the Library Manager and Library Services Team Lead.

4. That the Board determines salaries and benefits paid to its employees. The Board has chosen to follow the County's Salary Grid. Library staff wages will be comparable to libraries of similar size.

The Board also uses County benefits packages and pays costs incurred therein. Library staff members are expected to participate in the County's Safety Program.

5. That accounting services required by the Board, including but not limited to record keeping, accounts payable and receivable, payroll services, and the like, are provided to the Board by the County. The Board agrees to abide by County accounting practices and procedures.

The Board may maintain a library reserve fund to be allocated according to Board policies. The Board determines use of funds in the Library Reserve. If in a given year a surplus accrues in the Board's budget, that amount is deposited into the reserve account as designated by the Board.

6. That the County provides the Board with a facility, the former Hythe Municipal Building, in which library business may be conducted for the provision of library services and programs to the Hamlet of Hythe and West County residents. The Building is wholly owned by the County.

The County ensures that costs associated with operating the facility, such as maintenance, utilities, and insurance premiums, are included in the County's annual budget. Costs for any building enhancements intended to improve library service are included as expenditures in the Board's budget.

The County in consideration of the sum of One Dollar (\$1.00) per annum, the receipt of which is hereby acknowledged, does hereby lease to the Board the facilities as described in Schedule A attached hereto.

7. That all Library facilities, furnishings, capital equipment, and other holdings are adequately insured under the County's insurance policies. The Board shall purchase a comprehensive general liability insurance of not less than two (2) million dollars per occurrence. Costs of such insurances are included as expenditures in the Library budget.
8. That the Library may participate in County functions (e.g. County Christmas Party), County meetings (e.g. Community Services Managers' Meetings), County programs (e.g. County Safety Program), special committees, special functions, and the like. The

Library may also choose to participate in joint advertising, public relations, and promotional efforts with the County.

9. That the terms of this Letter of Understanding are subject to review every three (3) years, at a time mutually agreeable to the County and the Board. Either party to the agreement may notify the other in writing of proposed amendments prior to the three-year review. This agreement remains in effect unless the review deems any amendments appropriate.

Either party may terminate this agreement at any time without cause by providing notice in writing to the other party of not less than one (1) year.

In witness whereof the parties have hereunto executed this document on the date first written.


**THE COUNTY OF GRANDE PRAIRIE NO. 1**



Reeve

Leanne Beaupre

Print Name

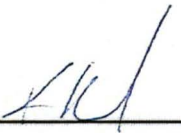


County CAO

Joulia Whittleton

Print Name

**THE COUNTY OF GRANDE PRAIRIE NO. 1 LIBRARY BOARD**



Chair

Karen Rosvold

Print Name



Library Manager

Kathleen Turner

Print Name