



Consolidated Version  
of  
**the Library Board Bylaw**

(being Bylaw No. 8/2016 of the City of St. Albert, as amended by Bylaw No. 5/2019, and No. 23/2020 consolidated and printed under the authority of the Chief Administrative Officer of the City of St. Albert)

This is certified to be a true copy of consolidated  
Bylaw No. 8/2016 of the City of St. Albert.

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Director of Legal and Legislative Services  
Chief Legislative Officer

The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change. For example (BL 5/2019) refers to Bylaw No. 5/2019.

## CITY OF ST. ALBERT

### BYLAW 8/2016

Being a bylaw to establish the St. Albert Library Board and to set forth the duties and responsibilities thereof.

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WHEREAS, pursuant to the *Libraries Act*, R.S.A. 2000, Ch. L-11,

- Council may pass bylaws providing for the establishment of a municipal library board;
- the municipal library board is a corporation that shall be known, in St. Albert, as “The St. Albert Library Board”; and
- members of the municipal library board are appointed by Council;

AND WHEREAS, the *Libraries Act* and Regulations govern the provision of library services within a municipality;

NOW THEREFORE the Municipal Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

#### 1. DEFINITIONS

In this Bylaw,

- i. “Board” means the St. Albert Library Board;
- i.1 “Chief Administrative Officer” or “CAO” means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the *Municipal Government Act* and pursuant to the Chief Administrative Officer Bylaw; **(BL 5/2019)**
- ii. “City” means the City of St. Albert;
- iii. DELETED **(BL 5/2019)**
- iv. “Council” means the municipal council of the City of St. Albert;
- v. “Member” means an individual appointed as a member of the Board;

- vi. "Pecuniary Interest" is as described in Division 6, Part 5 of the *Municipal Government Act*, R.S.A. 2000, Ch. M-26, as if the provisions therein applied to Members rather than Council.

## 2. CONSTITUTION OF BOARD

- a) The Board shall consist of seven Members appointed by Council:
  - i. All of whom shall be residents of the City;
  - ii. Up to two of whom may be, pursuant to the *Libraries Act*, at Council's discretion, members of Council; and
  - iii. Of the seven, Council shall endeavour when possible to appoint one youth member between the age of 18 to 24 years at the time of appointment.;

**(BL 23/2020)**
- b) At the first Board meeting of each calendar year, the Members shall select:
  - i. A chairperson; and
  - ii. A vice-chairperson, who shall act in the chairperson's absence.
- c) If Council chooses to appoint any members of Council to the Board, then neither the chairperson nor the vice-chairperson referenced under subsection (b) shall be a member of Council during his or her term of appointment to the Board. **(BL 23/2020)**

## 3. SUBSEQUENT APPOINTMENTS

- a) Public Members shall be appointed for a term of three (3) years and the appointments shall take effect on January 1 of the effective year of appointment.
- b) If Council chooses to appoint any Council members to the Board, then each Council Member's term of appointment shall be up to two (2) years and the term and effective date of the appointment shall be designated by Council resolution. Council may appoint an alternate Council member through the annual appointment process.

**(BL 23/2020)**
- c) Council shall endeavour, at least thirty (30) days prior to the expiry of a Member's appointment, to appoint a successor whose appointment shall commence on the date following the expiry of the Member's term of office.

- d) Members may be appointed for consecutive terms, provided that no individual shall serve as a Member in excess of six (6) consecutive years.
- e) Notwithstanding the foregoing, a Member's term of office shall continue until a Member is appointed in that Member's place. However, a Member immediately ceases to be a Member if, prior to the expiry of his or her term of office:
  - i. Council in its reasonable discretion revokes the Member's appointment;
  - ii. the Member resigns from the Board (effective upon Council's receipt of notice of such resignation);
  - iii. the Member fails to attend three (3) consecutive regular meetings of the Board, unless authorized by the Board;
  - iv. the Member ceases to be a resident of the City;
  - v. the Member has a Pecuniary Interest in a particular matter before the Board, has not declared the same, and has not recused him or herself from voting on the matter; or
  - vi. in the case of a Member referenced under subsection 2(a)(ii), the Member ceases to be an elected member of Council.
- f) When a Member ceases to be a Member in accordance with subsection (e), Council shall, as soon as possible, appoint a successor to fill the vacancy for the remainder of the Member's term of office.

#### 4. MEETINGS

- a) The Board shall hold at least ten (10) regular meetings of the Board annually at a time and place so designated by the chairperson.
- b) With reasonable notice, a special meeting may be called by the chairperson of the Board at any time or by special request of any three Members.
- c) A majority of the Members at a meeting constitutes a quorum.

#### 5. POWERS AND DUTIES

The Board will perform all duties and exercise all powers imposed upon it by the *Libraries Act* and related Regulations, and any other applicable legislation or order.

6. BUDGET AND ACCOUNTS

- a) The Board shall submit a proposed budget to the CAO on an annual basis, and where applicable, shall align its budgeting processes and policies with that of the City. **(BL 5/2019)**
- b) The Board will retain a public accounting firm to conduct an audit of the Board's accounts in accordance with the Act.
- c) The appointed auditor must be independent from the Board and follow generally accepted auditing practices.

7. AGREEMENTS / UNDERSTANDINGS

In the event that the Board and the City wish to enter into mutual agreements or memoranda of understanding, the CAO may negotiate and execute said agreements and/or memoranda on the City's behalf, with the requirement that any resulting budget impacts must be approved by Council prior to implementation of the agreement. **(BL 5/2019)**

8. LIMITATIONS

- a) Unless otherwise authorized by Council, the Board may borrow money only under the following circumstances:
  - borrowed funds shall be used for library purposes;
  - the credit of the City may not be pledged as security; and
  - the Board shall not borrow in excess of three percent (3%) of the current year's operating grant from the City.
- b) A borrowing by the City pursuant to a funding request of the Board shall proceed in accordance with the *Libraries Act*.

9. REPEAL OF BYLAW 7/77

Upon this Bylaw taking effect, Bylaw 7/77, Library Board Bylaw, is repealed.