

THE CORPORATION OF THE TOWN OF FORT SMITH

BY-LAW NUMBER 233

A BY-LAW OF THE CORPORATION OF THE TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT OF A LIBRARY ADVISORY BOARD, PASSED PURSUANT TO SECTION 126 OF THE MUNICIPAL ACT, BEING CHAPTER M-15 OF THE REVISED ACTS OF THE NORTHWEST TERRITORIES, 1974 AS AMENDED.

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WHEREAS, the Council of the Corporation of the Town of Fort Smith deems it to be in the public interest to establish a Library Advisory Board;

NOW THEREFORE, the Council of the Town of Fort Smith, in the Northwest Territories, at a duly assembled meeting enacts as follows:

1. Board Composition and Terms of Office
  - a. The Board shall consist of not more than seven members of the general public, serving without pay and who shall be appointed by resolution of Council. Council may appoint members representing interest organizations or other interested members from the community at large.
  - b. Board appointments may occur throughout the year and all applications shall be submitted to the Board who shall forward their recommendations to Council.
  - c. Of the seven members of the Board, one shall be a Councillor from the current Town Council appointed by Council resolution.
  - d. Board appointments shall be for a period of two years, and board members may apply for continuance at the conclusion of their term.
  - e. Any member of the Board who is absent from three consecutive regular meetings of the Board shall forfeit his/her position on the board unless such absence is caused through illness or unless he/she is authorized by resolution of the board to be absent. Any member forfeiting his/her position on the Board due to absence, shall not be eligible for re-appointment for a period of two years.
  - f. The Public Library Board shall hold an annual general meeting once per year, on a date established by the Board.
2. Conduct of meetings
  - a. The Chairman and Secretary shall be elected at the first meeting of the Board in each calendar year, from among the members of the appointed Board.
  - b. Should the Chairman be absent from a regular or special meeting of the Board, the members may appoint a member to preside at that meeting. Should the Chairman arrive, that member so appointed to act as Chairman shall vacate the chair.

- c. Regular meetings of the Board shall be held at least once per month or more often at the discretion of the Chairman, the time and place of such meetings to be determined by the Board at its first meeting. The time and place of meetings may be changed by the Board from time to time as the Board may deem adviseable.
- d. A Special Meeting may be called on forty-eight hour notice by the Chairman or at the written request of any three Members.
- e. Minutes shall be kept of all regular and special meetings and shall be recorded by the Secretary.
- f. The Chairman of the Library Board shall submit minutes to the next regular meeting of council for acceptance and approval. These minutes shall include all recommendations made by the Library Board and the vote thereon.
- g. The Chairman may vote on any matter brought before the Board.
- h. A quorum of the Board shall be considered a majority of the members presently appointed.
- i. The Board may appoint Committees to review matters brought before it.
- j. The Chief Librarian shall be an ex-officio member of the Library Board, act as the technical resource person and follow through the Board's recommendations.

3. Powers and Duties of the Board

The Library Board shall act as an advisory body to the Council of the Corporation of the Town of Fort Smith and shall advise Council with regards to matters affecting the Library and Library services offered by the Mary Kaeser Library. More specifically the Board shall have the following rights and responsibilities:

- a. The Board shall be responsible for recruiting, interviewing and making recommendations to Town Council regarding the hiring of the Chief Librarian. The Chief Librarian, shall be responsible, in consultation with the Board, for the hiring of subordinate staff, but cannot be overruled by the Board in the matter of staff selection. Selection of staff shall be based solely on merit; consideration given to education, skill, experience and general qualifications necessary to fulfill the position.
- b. The Board shall be consulted on all matters of policy affecting the development, maintenance and use of library facilities.
- c. The Board shall be concerned with the development of a broad range of library program services that will provide opportunities for all segments of the population.

- d. The Board shall actively encourage the use of volunteers for library services and support.
- e. The Board shall hear and consider written representation by organizations or delegations of Citizens with respect to library services and shall make such recommendations arising therefrom as the Board shall deem to be in the general interest of all Citizens.

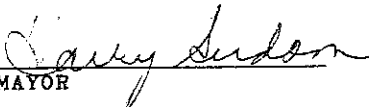
4. Budget and Finance

- a. That the Library budget shall be prepared by the Chief Librarian in cooperation with the Library Board in compliance with current Town policies and procedures. The library budget may be referred to the Library Board for comment before final approval by the Council.
  - b. The Board may request monthly or annual financial statements from the Town, concerning the expenditure of funds allocated to the Library.
  - c. The Board and/or any member thereof, shall not have the power to pledge the credit of the Town in connection with any matter whatever, nor shall the Board or any member thereof have any power to authorize any expenditure to be charged against the Town.
  - d. The Chairman and the Secretary shall have signing authority with regard to the Board bank account.
5. That this By-Law shall come into full force and take effect upon third reading thereof.

READ A FIRST TIME THIS 05 DAY OF NOVEMBER 1985, A.D.

READ A SECOND TIME THIS 05 DAY OF NOVEMBER 1985, A.D.

READ A THIRD TIME THIS 05 DAY OF NOVEMBER 1985, A.D.

  
MAYOR

  
SECRETARY-TREASURER