

# **CITY OF YORKTON BYLAW NO. 13/2015**

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**City of Yorkton  
Saskatchewan**

**Bylaw No. 13/2015**

**A Bylaw of the City of Yorkton in the Province of Saskatchewan to Provide for the  
Establishment of a Local Library.**

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Whereas, Yorkton City Council desires to provide a local library service, in order to increase the well-being of the community;

And Whereas, pursuant to Section 39 of *The Public Libraries Act, 1996*, Yorkton City Council shall for the purposes of establishing a local library, appoint a local library board within the Municipality for the provision of library services;

Therefore, Yorkton City Council assembled enacts that a local library service, to be known as the “Yorkton Public Library” be established, and a Yorkton Public Library Board be appointed as follows:

**1. Purpose of the Yorkton Public Library Board**

The purpose of the Yorkton Public Library Board is to provide advice and guidance to Yorkton City Council, the Board and Director of the Parkland Regional Library as well as the Chief Librarian for the Yorkton Public Library on maintaining and enhancing library services in the City of Yorkton. This includes but may not be limited to the following:

- a) to interpret and implement the Parkland Regional Library Board policy in the Yorkton Public Library;
- b) to formulate policy respecting the development and operation of the Yorkton Public Library in cooperation with the Parkland Regional Library Board;
- c) to advise Yorkton City Council concerning the provision and maintenance of adequate accommodation for the Yorkton Public Library;
- d) to provide planning and training for the Yorkton Public Library Board;
- e) to undertake Yorkton Public Library promotion and public relations campaigns in the community;
- f) to take responsibility for special library programming;
- g) in conjunction with the Parkland Regional Library Board, provide recommendations for the establishment and maintenance of standards for hours of service and types of local service;
- h) to recommend to the Parkland Regional Library Board and Director, programs and materials relevant to the interests and requirements of the community;
- i) to consult with and report on a regular basis to Yorkton City Council;
- j) to advise the Parkland Regional Library Board respecting the appointment and terms of employment of the staff for the Yorkton Public Library;
- k) to hold an annual meeting prior to the annual meeting of the Parkland Regional Library Board;
- l) to perform those other duties delegated by the Parkland Regional Library Board; and
- m) to perform those other functions in accordance with *The Public Libraries Act, 1996*; and *The Public Libraries Regulations, 1996*, for the provision of adequate library services at the local level.

## **2. Regional Reference Centre**

Pursuant to Section 42 of *The Public Libraries Act, 1996*, Yorkton City Council agree to cooperate with the Parkland Regional Library Board to have the Yorkton Public Library be designated as a Regional Reference Centre in order to provide information and reference services to the region, and so being designated:

- a) the Yorkton Public Library Board will also be known as the Regional Reference Centre Board, and shall:
  - i) administer those funds that may be received from the Parkland Regional Library Board, the municipality or from local contributions for the purpose of developing the collection and providing library reference services;
  - ii) formulate collection development policies in conjunction with the Parkland Regional Library Board;
  - iii) advise the Parkland Regional Library Board with respect to the appointment of staff required by the Regional Reference Centre Library; and
  - iv) perform any additional duties delegated to it by the Parkland Regional Library Board that are consistent with *The Public Libraries Act, 1996* and *The Public Libraries Regulations, 1996*.
- b) the Yorkton Public Library Board may develop special collections that respond to the specific needs of the region.

## **3. Yorkton Public Library Board Appointments**

Yorkton City Council shall appoint a local library board that shall consist of:

- a) the City of Yorkton representative(s) on the Parkland Regional Library Board; and
- b) individuals that qualify as electors, defined as:
  - i) a Canadian citizen;
  - ii) minimum 18 years old;
  - iii) reside in the municipality for at least three (3) months; or
  - iv) own assessable land situated in the municipality, for at least three (3) months; and
  - v) reside in Saskatchewan for at least six (6) months;
- c) Yorkton City Council may exempt an individual from the eligibility requirements by Council resolution.

## **4. Yorkton Public Library Board Terms of Reference**

- a) The City of Yorkton Public Library Board shall consist of a minimum of five (5) and a maximum of nine (9) members appointed through Yorkton City Council resolution as specified herein, in their sole discretion and as follows:
  - i) community members who must have the best interest of the community at the forefront of their decision making;
  - ii) a board member may be a municipal employee provided that:
    - the employee has relevant expertise to contribute;
    - the appointment is necessary by virtue of the employee's office; and
    - the appointment does not negatively affect the employee's work responsibilities;

- iii) Yorkton Public Library Board members shall be appointed annually at a City of Yorkton Regular Council Meeting and according to the City of Yorkton - Procedure Bylaw, as follows:
- board members shall hold office for one (1) calendar year unless Yorkton City Council reappoints them or until their successors are appointed;
  - prior to December 1<sup>st</sup>, each board member shall advise the Chairperson of their intention for reappointment;
  - prior to December 15<sup>th</sup>, the Chairperson shall notify the Mayor of the City of Yorkton of the board member's intention to let their name stand for reappointment;
  - board members cannot serve on the Yorkton Public Library Board for longer than six (6) consecutive years unless authorized by Yorkton City Council resolution;
- b) Board members shall elect a Chairperson and Vice-Chairperson as soon as possible after the Yorkton Public Library Board is appointed.
- c) Board members shall not serve as Chairperson of the Yorkton Public Library Board for more than three (3) years.
- d) Board members are required to abide by the Yorkton Public Library Board Bylaw.
- e) Board members are responsible for following the City of Yorkton - Code of Ethics Policy No. 10.30 and are required to review this policy and sign the acknowledgement form annually.
- f) Yorkton Public Library Board meetings are open to the public and held quarterly, at a minimum, and as determined by the Chairperson; excluding the months of July and August.
- g) Board members shall receive a minimum of one (1) week written notice for a Yorkton Public Library Board Meeting with the meeting packages being sent out in advance of the meeting by the Chief Librarian.
- h) It is the responsibility of each board member to review the meeting package in advance of the meeting and be prepared to discuss issues and ask questions in a respectful and constructive manner.
- i) Board members not able to attend a meeting must give advance notice to the Chairperson, and any board member absent from three (3) consecutive, regularly scheduled meetings, without Yorkton Public Library Board authorization made by resolution, forfeits his or her membership; and the Chairperson shall advise the Mayor of the City of Yorkton of the resulting vacancy.
- j) Any board member may resign by sending written notice to the Chairperson, who advises the Mayor of the City of Yorkton.
- k) Subject to Section 3(c) above, a board member ceases to be a board member if he or she no longer meets the eligibility requirements for the Yorkton Public Library Board.
- l) Yorkton City Council may revoke the board membership of any individual appointed to the Yorkton Public Library Board, at their sole discretion through Yorkton City Council resolution.
- m) Any board member vacancies that occur will be filled by Yorkton City Council resolution.
- n) The Chairperson is responsible to summon a Special Yorkton Public Library Board Meeting, whenever requested by written notice to do so, by a majority of the board members.
- o) Board members shall receive twenty-four (24) hours written notice of a Special Yorkton Public Library Board Meeting.
- p) Quorum for meetings is a majority of board members.
- q) Meetings shall be adjourned when the quorum is lost, and once adjourned the meeting can continue for discussion purposes only and meeting notes are recorded but no resolutions may be made.
- r) The Yorkton Public Library Board adheres to the general rules of procedure as established by Yorkton City Council.

- s) Where a board member has an interest in the matter before the Yorkton Public Library Board, whether directly or indirectly, he or she shall declare his or her interest, remove themselves from the meeting, exclude themselves from discussions and are not entitled to vote thereon.
- t) The Yorkton Public Library Board shall record its decisions in writing and submit all signed meeting minutes to Yorkton City Council, to be received and filed.
- u) The Chief Librarian, or their designate, shall be the Recording Secretary for the Yorkton Public Library Board meetings.
- v) The Recording Secretary and Chairperson who are presiding at the board meeting that the minutes are approved at, shall sign the minutes and forward them to the City of Yorkton - City Clerk's Office.
- w) The Yorkton Public Library Board may establish and appoint members to any Ad Hoc Committee that it believes will assist in maintaining the board's mandate.
- x) The Director of Community Development, Parks & Recreation shall be the City of Yorkton administrative representative to the Yorkton Public Library Board, and;
  - i) the Director's role is to provide guidance and clarification to the Yorkton Public Library Board on matters relating to its mandate and is responsible for implementing policy and direction approved by Yorkton City Council;
  - ii) the Director is an ex-officio board member and does not have a vote.

## **5. Administration and Finance**

- a) Administration for the Yorkton Public Library shall be through the Chief Librarian who takes direction from the Director of the Parkland Regional Library on all matters relating to library operations.
- b) The Chairperson for the Yorkton Public Library Board shall act as the spokesperson for the board and speak on behalf of the board when authorized to do so by the board.
- c) The Chairperson shall represent the Yorkton Public Library Board as one of the representatives to the Parkland Regional Library Board.
- d) The Yorkton Public Library Board is required to establish the annual operating budget for the Yorkton Public Library, with the exceptions of staffing and levy, which is a Parkland Regional Library Board responsibility and the facility, which is a City of Yorkton responsibility.
- e) The Chief Librarian is required to submit the annual operating budget request, excluding the staff and facility components, to the City of Yorkton - Director of Finance at a time defined by the City of Yorkton.
- f) Once the annual operating budget is approved, the Yorkton Public Library Board is authorized to administer the budget according to the City of Yorkton - Purchasing of Goods and Services and Contract Renewals Policy No.10.110, as follows:
  - i) the Chief Librarian shall have authority to spend up to a limit of \$5,000.00 and in accordance to the purchasing processes outlined in the City of Yorkton - Purchasing of Goods and Services and Contract Renewals Policy No. 10.110;
    - three (3) telephone quotations are required for purchases under \$5,000.00;
    - the Yorkton Public Library Board approval shall be required in cases where three (3) telephone quotes cannot be obtained.
  - ii) the Yorkton Public Library Board shall be required to approve all purchases above \$5,000.00 and in accordance to the purchasing processes outlined in the City of Yorkton - Purchasing of Goods and Services and Contract Renewals Policy No. 10.110;
    - three (3) written quotations are required for any purchases with a value exceeding \$5,000.00.

- g) The Yorkton Public Library Board may establish any other policies and procedures required for the effective and efficient operation of the Yorkton Public Library.

**6. Repealing Bylaws**

Bylaw No. 1279 providing for the establishment of a Public Library passed on the 14<sup>th</sup> day of November A.D., 1955 is hereby repealed.

**7. Effective Date**

This Bylaw shall come into force and take effect on the date of final passing thereof.

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MAYOR

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CITY CLERK

Introduced and read a first time this 24<sup>th</sup> day of August, A.D., 2015.

Read a second time this 24<sup>th</sup> day of August, A.D., 2015.

Read a third time and adopted this 24<sup>th</sup> day of August, A.D., 2015.