

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2014-24

BEING A BY-LAW TO ESTABLISH A PUBLIC LIBRARY BOARD FOR THE CORPORATION OF THE TOWNSHIP OF SEVERN

WHEREAS the *Public Libraries Act*, R.S.O. 1990, Chapter P.44, Section 3.(1), provides that the Council of a Municipality may enact a By-law to establish a Public Library;

AND WHEREAS the Corporation of the Township of Severn finds it desirable and in the interest of the public to establish a Library Board for the Township of Severn and provide for Terms of Reference for said Board;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. Establishment of a Public Library Board

- 1.1 That pursuant to the *Public Libraries Act*, R.S.O. 1990, Chapter P.44, Section 3.(1), a Public Library Board is hereby established to serve the Township of Severn and said Library Board shall be named the "**Township of Severn Public Library Board**".
- 1.2 That the Township of Severn Public Library Board shall be composed of a total of five (5) members, of which four (4) members shall be eligible electors of the Municipality and one (1) member of which shall be an elected member of the Council.
- 1.3 That during the first meeting of any given term of the Council of the Township of Severn, or as soon as conveniently possible, the Council shall by By-law appoint the requisite number of individuals to the Library Board. A member may be reappointed for one or more further terms.
- 1.4 Should for whatsoever reason a vacancy arise on the Library Board, the Council of the Township of Severn shall take immediate action to fill the vacancy with a qualified person, and said person shall hold office for the remainder of the unexpired term of the Board.

2. Meetings of the Board

- 2.1 The first meeting of the Township of Severn Public Library Board shall be called by the Chief Executive Officer of the Board, pursuant to the *Public Libraries Act*, R.S.O. 1990, Chapter P.44, Section 14(2).
- 2.2 The Board shall during the first meeting of each term elect a Chairperson as well as a Deputy Chairperson, who shall be empowered to assume the duties of the Chairperson in their absence.
- 2.3 The Board may from time to time adopt rules of procedure for its meetings as are deemed to be expedient and in conformity with general democratic principles.

- 2.4 The Board shall hold regular meetings at least once a month from January to June and from September to December of any given year and at such other times as are deemed necessary.
- 2.5 All meetings of the Board shall be open to the general public, unless required to be closed to deal with matters involving the acquisition or disposal of property, personnel or litigation.
- 2.6 A copy of the minutes of the Board meetings shall be forwarded to the Township Municipal Office for distribution to Severn Township Council and interested parties.
3. Jurisdiction of the Board
  - 3.1 The Board shall be vested with all of the powers and duties of such Boards as provided for in the *Public Libraries Act, R.S.O. 1990, Chapter P.44, Section 20.*
  - 3.3 The Board shall, in addition to the duties specified in Section 3.1 of this By-law, have care and control of the structure known as the Coldwater Memorial Public Library, situated on Part of Lot 6, Registered Plan 61, 31 Coldwater Road, in the former Village of Coldwater, municipally known as 31 Coldwater Road.
  - 3.4 In carrying out its duties as prescribed herein, the Board shall ensure that all residents of the Township of Severn are provided with equal access to quality library service, and in doing so the Board may consider the advisability of recommending to Council the establishment of new Library Facilities and/or the negotiation of one or more service contracts with Library Boards established in adjacent Municipalities.
  - 3.5 The Board is hereby empowered to enter into negotiations with the Municipal Councils or Library Boards (if one has been established) of adjacent Municipalities who utilize the services of the Township of Severn Library Board, in order to establish an appropriate Fee for Service Agreement.
  - 3.6 The Board is hereby empowered to enter into negotiations with the Library Board of the City of Orillia to establish an appropriate Fee for Service Agreement which will permit the said Board to provide library service to the residents of the Township of Severn.
  - 3.7 That the Board shall on or before the 1<sup>st</sup> day of March in any given year submit to the Council of the Township of Severn estimates of current and capital expenditures for the said year, a five (5) year forecast of the Board's proposed capital expenditures and a formal request for Municipal funding for a portion of the current year's estimates.
  - 3.8 That pursuant to the *Public Libraries Act, R.S.O. 1990, Chapter P.44, Section 24.(2)*, the Council of the Township of Severn may consider and approve or amend and approve the estimates as submitted by the Board.
4. Employment of Officers
  - 4.1 The Board shall, as required, appoint an individual to act as Chief Executive Officer and Secretary to the Board, and the position's description for said position shall reflect the duties for said positions outlined in the *Public Libraries Act, R.S.O. 1990, Chapter P.44, Sections 15.(2) and 15.(3)*.
  - 4.2 The Board shall, as required, appoint the Municipal Treasurer as the Treasurer of the Board as contemplated in the *Public Libraries Act, R.S.O. 1990, Chapter P.44, Section 15.(4)*.

4.3 The Board may appoint and remove such additional staff members as it considers necessary and determine the terms of their employment, and fix their remuneration, provided that a job description for the position and a salary range has been established. However, under no circumstances shall the Board approve a wage which exceeds the range and/or salary which has been established for the subject position.

4.4 Prior to establishing any positions which have no previous job description, the Board shall be required to consult with the Chief Administrative Officer to develop a job description and wage range which is consistent with the Township of Severn's overall pay policy.

5. Effect of this By-law

5.1 That this By-law shall come into force and effect on date of passing thereof.

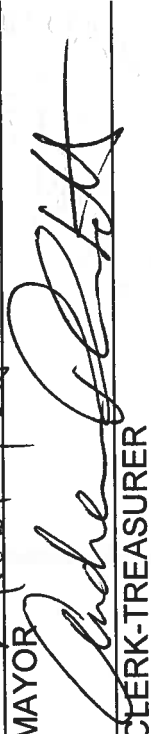
5.2 That By-law No. 2004-10 be and it is hereby repealed.

By-law read a first and second time this 6<sup>th</sup> day of March, 2014.

By-law read a third time and finally passed this 6<sup>th</sup> day of March, 2014.

CORPORATION OF THE TOWNSHIP OF SEVERN

  
MAYOR

  
CLERK-TREASURER