

---

## Regular Open Council Meeting Agenda

**Monday, February 24<sup>TH</sup>, 2025, at 7:00 p.m.**

in the Council Chambers, Town Hall, 10203-105<sup>th</sup> Avenue, High Level, AB

Electronic Participation via YouTube. The YouTube link for this meeting is:

<https://youtube.com/live/8XueCD03wcg?feature=share>

*The Town of High Level Mayor and Council acknowledge Treaty 8 Territory - the traditional and ancestral territory of the Cree and Dene. We acknowledge that this territory is home to the Métis Settlements and the Métis Nation of Alberta, Regions 1, 4, 5 and 6 within the historical Northwest Métis Homeland.*

*We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.*

1. **CALL TO ORDER**
2. **ADOPTION OF MEETING AGENDA**
  - 2.1. Adoption of Meeting Agenda

**THAT the Regular Open Council meeting agenda for February 24<sup>TH</sup>, 2025 be adopted.**

**3. DELEGATIONS**

3.1 Staff Sergeant Devron Dittmer – RCMP High Level Detachment Verbal/Handout

3.2 Forest Products Association – Trade Barriers and Alberta's Forest Industry

**4. ADOPTION OF MINUTES**

4.1 Minutes of the Regular Open Council Meeting held February 10<sup>th</sup>, 2025, for adoption.

**THAT the Minutes of Regular Open Council meeting held February 10<sup>th</sup>, 2025, BE ADOPTED.**

**5. DELEGATION BUSINESS**

**6. MAYOR'S REPORT**

6.1 Mayor McAteer's Report February 11<sup>th</sup>, 2025 – February 24<sup>th</sup>, 2025

**THAT Council RECEIVE Mayor McAteer's report for the period of February 11<sup>th</sup>, 2025, to February 24<sup>TH</sup>, 2025, for information.**

**7. COUNCIL COMMITTEE REPORTS**

7.1 Council Committee Reports

**THAT Council receive the Council Committee Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Jessiman, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of February 11<sup>th</sup>, 2025, to February 24<sup>TH</sup>, 2025, for information.**

Deputy Mayor Langford:

Councillor Anderson:

Councillor Jessiman:

Councillor Lambert:

Councillor Liboiron:

Councillor Welke



**8. ADMINISTRATIVE REPORTS**

**8.1. CAO Report – Verbal**

**THAT Council RECEIVE CAO Thoss' report for the period of February 11<sup>th</sup>, 2025, to February 24<sup>TH</sup>, 2025, for information.**

**9. ADMINISTRATIVE ENQUIRIES**

**9.1. Town of High Level Branding Options**

**THAT Council consider one of the proposed options.**

**9.2 2025 Operating Budget**

**THAT Council adopts the 2025 Operating budget as presented;**

**AND THAT Council receives the 3-year Operating Budget for information.**

**9.2 High Level Municipal Library Board Appointments**

**THAT Council appoint Jane Robichaud to the Town of High Level Municipal Library Board for a term starting February 25, 2025, and ending February 24, 2026 and this being her second consecutive term;**

**AND THAT Council extend the terms of current appointees Lydia Watters and Taryn McAskile on the Town of High Level Municipal Library Board from two years to three years to comply with provincial legislation.**

**10. OLD BUSINESS**

**11. NEW BUSINESS**

**12. CORRESPONDENCE FOR ACTION**

**12.1. Correspondence for Action**

**THAT the items of correspondence for action be received.**

- Mackenzie Regional Waste Management Commission - Request for Letter Support

**13. CORRESPONDENCE FOR INFORMATION**

**13.1. External Correspondence for Information**

**THAT the items of external correspondence for information be received.**

- 2025 Minister's Awards for Municipal and Public Library Excellence Program
- Alberta Municipalities – Learn How Alberta's 2025 Budget supports Municipalities
- Alberta Municipalities – Member Survey for Election 2025
- Minister Ric McIver Signed Letter
- Ministerial Order No. MSD:004/25
- Municipal Affairs – Meeting Confirmation
- Dane Wade, Manager, Community Recovery Services – Northwest Territories Cost Recovery PTS

**13.2. Internal Correspondence for Information**

**THAT the items of internal correspondence for information be received.**

- Emergency Services - Departmental Monthly Report / January 2025
- Planning and Development - Departmental Monthly Report / January 2025
- Community Services - Departmental Monthly Report / January 2025
- Operations - Departmental Monthly Report / January 2025

**14. NOTICES OF MOTION**

**15. QUESTION PERIOD**

**16. RECESS TO IN-CAMERA MEETING**

**16.1. Recess to In-Camera Meeting**

**THAT pursuant to *the Freedom of Information and Protection of Privacy Act*, the meeting be closed to the public on the basis that the subject matter of all agenda items to be considered related to matters listed under Part 1, Division 2, sections 24(1)(a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or a member of the Executive Council and (d) plans relating to the management of personnel or the administration of a public body that have not yet been implemented.**

**17.     RECONVENE OPEN MEETING**

**17.1.   Reconvene Open Meeting**

**THAT the Regular Open Council meeting be reconvened.**

**18.     IN-CAMERA ITEMS**

**19.     ADJOURNMENT**

**THAT there being no further business of the Regular Open Council meeting,  
it BE ADJOURNED.**

**CALL TO ORDER**

## ADOPTION OF AGENDA

# DELEGATIONS

**Subject:** FW: Delegate Presentation to High Level Council  
**Attachments:** Alberta Forestry & Trade Challenges Presentation\_Brock-compressed.pdf

---

**From:** Yvette McWatt <[Ymcwatt@albertaforestproducts.ca](mailto:Ymcwatt@albertaforestproducts.ca)>

**Sent:** Thursday, February 6, 2025 11:35 AM

**To:** Aya Balmores <[municlerk@highlevel.ca](mailto:municlerk@highlevel.ca)>

**Subject:** Delegate Presentation to High Level Council

Good morning Aya,

It was lovely to speak with you on the phone earlier. As I mentioned I am reaching out on behalf of Brock Mulligan Senior Vice President of Alberta Forest Products Association. He would like to present to Council on the **Trade Barriers and Alberta's Forest Industry**. As this is an urgent matter hitting Alberta, he would like to present at the meeting next week on February 24<sup>th</sup>. Please see below for relevant details. I am also attaching a copy of the presentation.

Name of Delegate: Brock Mulligan

Representing: Alberta Forest Products Association (AFPA) Suite 1300, 10707 100 Avenue NW, Edmonton, AB T5J 3M1

Phone Number: (780) 239-6890

Email: [bmulligan@albertaforestproducts.ca](mailto:bmulligan@albertaforestproducts.ca)

Topic: Trade Barriers and Alberta's Forest Industry

Forestry producers in Alberta are facing incredibly difficult trade circumstances. In addition to President Trump's tariffs, softwood lumber duties are projected to increase to approximately 30% beginning in the fall of 2025. The industry is looking for support from communities to enhance competitiveness, improve supply chains, and promote the use of Alberta forest products at home. The presentation will walk through factors affecting the sector and discuss potential avenues of support.

Please let me know if anything else is required. If there is any further information you can provide regarding meeting logistics, that would be great. Thank you!

Regards,

*Yvette McWatt*

Executive Assistant

780-452-2841

1300 – 10707 100 Ave

Edmonton AB T5J 3M1

[Alberta Forest Products Association](#)







# Trade Barriers and Alberta's Forest Industry







Our sector drives jobs, investment,  
and economic growth



30,000

Albertans rely on a strong  
forest industry







**Roughly 50% of all Alberta forest products are exported to the U.S.**



- Softwood lumber duties are **14.54% now** projected to **exceed 30%** by summer 2025
- Trump **25% tariffs** could push trade barriers **past 50%**







# Steps The Government of Alberta Can Take to Support the Forest Industry



# 1

## Advocate for Alberta Forest Products in the U.S

---

- U.S. lumber duties are a tax on American homebuyers.
- The U.S. can't produce enough lumber domestically.
- Higher costs benefit European competitors, not Canadians or Americans.
- Alberta pulp supports thousands of U.S. manufacturing jobs.





# 2

## Keep Alberta's Regulatory Costs Low

---

- High costs have led to mill closures in BC.
- Keeping Alberta competitive requires streamlined permitting and fair timber dues.
- Cost control protects jobs and ensures mills remain operational.



# 3

## Build with Alberta Wood

---

- Using more local wood reduces reliance on exports.
- A “Build with Alberta Wood” act can drive demand.
- BC and Quebec have already implemented similar policies.









# 4

## Advocate for Federal Financial Assistance

---

- \$10B in duty deposits held by U.S. Treasury since 2016.
- A financial backstop would help mills survive this crisis.
- Alberta's support for federal action is crucial.





# 5

## Continue to Support Market Diversification

---

- New markets reduce reliance on the U.S.
- Growth potential in India, the Philippines, China, Japan, and Korea.
- Alberta must actively promote its products abroad.









# 6

## Implement a Forestry Manufacturing Tax Credit

---

- Innovation is key to long-term success.
- A tax credit would encourage investment in new products and technologies.
- The initiative has already been proposed—timely action is needed.







Alberta  
Forest  
Products  
Association

**Brock Mulligan**

Senior Vice President

[bmulligan@albertaforestproducts.ca](mailto:bmulligan@albertaforestproducts.ca)

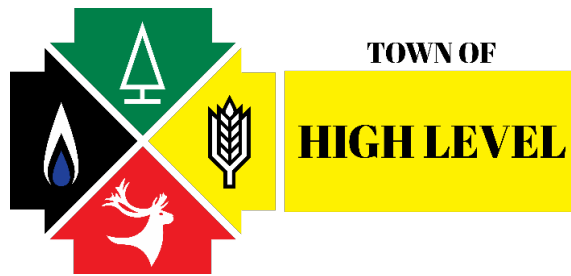
780.239.6890



@albertaforests



## **APPROVAL OF MINUTES**



---

Minutes of the Regular Open Council Meeting held **February 10<sup>th</sup>, 2025, at 7:00 p.m.**  
in the Council Chambers, Town Hall, 10203-105<sup>th</sup> Avenue, High Level, AB

**In Attendance:**

**Council:** Mayor Crystal McAteer  
Deputy Mayor Boyd Langford  
Councillor Brent Anderson  
Councillor Terry Jessiman  
Councillor Josh Lambert  
Councillor Mark Liboiron  
Councillor Jan Welke

**Staff:** Viv Thoss, Chief Administrative Officer  
Logan Bartholow, Director of Planning & Development  
Bill Schnarr, Communications Coordinator  
Aya Balmores, Relief Legislative & Executive Assistant

**Regrets:** Rodney Schmidt, Director of Emergency Services  
Jena-Raye Clarke, Director of Community Services  
Keith Straub, Director of Operations

**1. CALL TO ORDER**

Mayor McAteer called the meeting to order at 7:00 p.m.

**2. ADOPTION OF MEETING AGENDA**

**2.1. Adoption of Meeting Agenda**

Moved by Councillor Liboiron

**032-25 THAT the Regular Open Council meeting agenda for February 10<sup>TH</sup>, 2025,  
BE ADOPTED.**

Carried

**3. DELEGATIONS**

There were no delegations scheduled for this meeting.

**4. ADOPTION OF MINUTES**

- 4.1. Minutes of the Regular Open Council Meeting held January 27<sup>th</sup>, 2025, for adoption.

Moved by Councillor Welke

- 033-25 THAT the Minutes of Regular Open Council meeting held January 27<sup>th</sup>, 2025, BE ADOPTED.**

Carried

**5. MAYOR'S REPORT**

- 5.1. Mayor McAteer's Report January 28<sup>th</sup>, 2025 - February 10<sup>th</sup>, 2025

Moved by Councillor Welke

- 034-25 THAT Council RECEIVE Mayor McAteer's report for the period of January 28<sup>th</sup>, 2025, to February 10<sup>TH</sup>, 2025, for information.**

Carried

**6. COUNCIL COMMITTEE REPORTS**

- 6.1. Council Committee Reports

Moved by Deputy Mayor Langford

- 035-25 THAT Council RECEIVE the Council Committee Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Jessiman, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of January 28<sup>th</sup>, 2025, to February 10<sup>TH</sup>, 2025, for information.**

Carried

**Deputy Mayor Langford:**

Jan. 28 – Upper Hay Regional Forests Public Advisory Committee

Feb. 10 – Alberta Northwest Species at Risk Committee

**Councillor Anderson:**

Jan. 30 – High Level Library Board

Feb. 4 – Golden Range Society

**Councillor Jessiman:**

Nothing to Report

**Councillor Lambert:**

**Feb. 4 – High Level Chamber of Commerce**

**Councillor Liboiron:**

**Jan. 30 – High Level Library Board**

**Councillor Welke:**

**Jan. 28 – Northwest Regional FASD Society**

**7. ADMINISTRATIVE REPORTS**

**7.1. CAO Report – Verbal**

Moved by Councillor Liboiron

- 036-25 THAT Council RECEIVE CAO Thoss' report for the period of January 28<sup>th</sup>, 2025, to February 10<sup>TH</sup>, 2025, for information.**

Carried

**8. ADMINISTRATIVE ENQUIRIES**

**8.1. Pension Plan Enrollment**

Moved by Deputy Mayor Langford

- 037-25 THAT Council DIRECT Administration to enter into the Pension Plans as outlined in the request, with the following motions;**

**AND THAT Council DIRECT Administration to enroll the Town into the Local Authorities Pension Plan (LAPP);**

**AND FURTHER THAT Council DIRECT Administration to enroll the Town into the APEX Supplementary pension plan.**

Carried

**9. OLD BUSINESS**

There were no old business items brought forward.



10. NEW BUSINESS

10.1 Industrial Inquiry Commission Reviewing Canada Post

Moved by Mayor McAteer

038-25 WHEREAS the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven Mac Kinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

WHEREAS the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

WHEREAS Canada Post is, first and foremost, a public service.

Whereas the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

WHEREAS the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

WHEREAS while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

WHEREAS it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible - and at the same time, helping to ensure Canada Post's financial self-sustainability.

THEREFORE, BE IT RESOLVED THAT Town of High Level provides input to the *Commission* in the form of a written submission.

**THEREFORE, BE IT RESOLVED THAT** Town of High Level will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

Carried

10.2 Municipal Affairs Letter to Reeve Joshua Knelsen

Moved by Councillor Liboiron

**039-25 THAT Council RECEIVE Municipal Affairs Letter to Reeve Joshua Knelsen, for information.**

Carried

**11. CORRESPONDENCE FOR ACTION**

11.1. Correspondence for Action

**The Council RECEIVE the items of correspondence for action.**

- Honourable Rajan Sawhney, Minister of Advance Education - Rural Engagement Tour Letter

**12. CORRESPONDENCE FOR INFORMATION**

12.1. Correspondence for Information

Moved by Councillor Anderson

**040-25 THAT the items of correspondence for information BE RECEIVED.**

- High Level Transportation Society Handi-Van Annual Report 2024

Carried

**13. NOTICES OF MOTION**

There were no notices of motion brought forward.

**14. QUESTION PERIOD**

One member in gallery attendance spoke on issues of importance to him.

**15. RECESS TO IN-CAMERA MEETING**

**15.1. Recess to In-Camera Meeting**

Moved by Councillor Anderson

- 041-25 THAT pursuant to *the Freedom of Information and Protection of Privacy Act*, the meeting BE CLOSED to the public on the basis that the subject matter of all agenda items to be considered related to matters listed under Part 1, Division 2, sections 24(1)(a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or a member of the Executive Council and (d) plans relating to the management of personnel or the administration of a public body that have not yet been implemented.**

Council recessed into an In-Camera meeting at 7:50 p.m.

Carried

**16. RECONVENE OPEN MEETING**

**16.1. Reconvene Open Meeting**

Moved by Councillor Welke

- 042-25 THAT the Regular Open Council meeting BE RECONVENED.**

The Regular Open Council Meeting reconvened at 9:14 p.m.

Carried

**18. IN-CAMERA ITEMS**

There were no in-camera items brought forward.

**19. ADJOURNMENT**

Moved by Councillor Jessiman

- 043-25 THAT the being no further business of the Regular Open Council meeting, it BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 9:15 P.M.

---

MAYOR

---

CHIEF ADMINISTRATIVE OFFICER

DRAFT

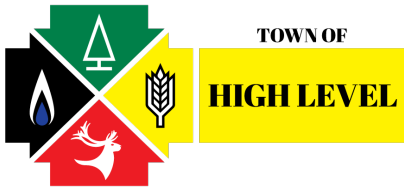
# DELEGATION BUSINESS

# MAYOR'S REPORT

# **COUNCIL COMMITTEE REPORTS**

# **ADMINISTRATIVE ENQUIRIES**





**Town of High Level  
Regular Council Meeting  
Request for Decision**

**Meeting Date:** February 24, 2025  
**Prepared By:** Logan Bartholow, Director of Planning & Development  
**Subject:** Town of High Level Branding Options

**Recommendation:**

That Council consider one of the proposed options.

**CAO Comments:**

I support the recommendation.

**Background:**

On October 28, 2024, Council directed the Administration to procure a consultant to create a new logo and brand design for the Town of High Level for Council's consideration.

North 43 Design was contracted in November to complete the project and has since developed four separate branding options for Council to consider, complete with logos, colour palettes, and main branding elements.

## **Discussion:**

Administration is requesting that Council review the five options for branding which include:

- Option 1:** Maintain the Town's current branding.
- Option 2:** Revisioning of the Town's current branding.
- Option 3:** A new option with ties back to the Town's current branding.
- Option 4:** A new option focusing on High Level's adventurous side.
- Option 5:** A new option focusing on Northern Lights and other nature elements.

If Council decides to choose Option 1 and maintain the Town's current branding, the consultant will move on to creating a suite of new templates and digital materials, including new letterheads, business cards, report templates, etc. to support the Town's current branding and improve standardization within the organization.

If Council decides to choose one of the other options, the consultant will move on to creating a new suite of templates and digital materials. Additionally, Administration will begin working to replace vehicle decals, uniforms with the current branding, community signage, and more to fully transition Town operations to the new branding. This new branding will also be used in the design of wayfinding signs throughout the community.

## **Financial:**

Administration has proposed a \$110,500 capital project in the 2025 Capital Budget to complete a potential branding change as outlined in the discussion. Any future funding needed to fully complete the transition will be brought forward for Council's consideration at the 2026 Capital Budget deliberations.

Administration will also work to ensure that one-use items, like printed letterheads with the Town's current branding, are only replaced once the current items are used. This will minimize the need for additional funding.

If Council chooses to maintain the Town's current branding then the proposed capital project will be cancelled.

### **Council Options:**

1. That Council choose one of the presented options and direct Administration to begin transitioning the Town's branding to that option.
2. That Council direct Administration to bring some or all of the options back to the next scheduled Regular Council meeting with alterations.
3. That the Council direct Administration to maintain the Town's current branding.

### **Attachments:**


#### **Town of High Level Branding Options**

#### **Approvals:**



---

**CAO, Viv Thoss**



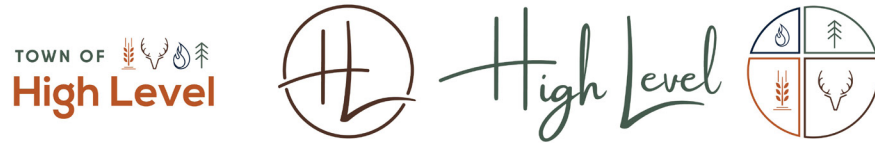
---

**Author: Logan Bartholow,  
Director of Planning &  
Development**

1



2



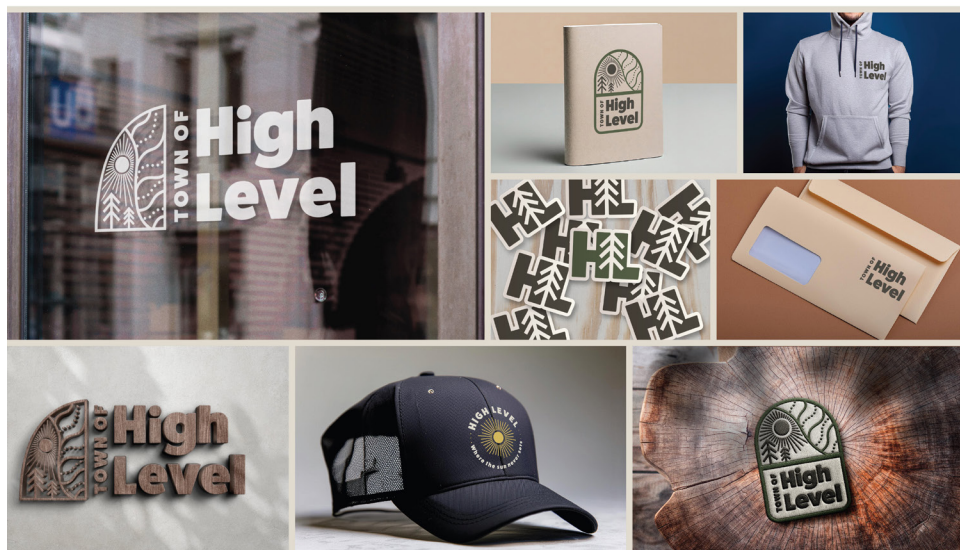


3

TOWN OF  
HIGH LEVEL



4



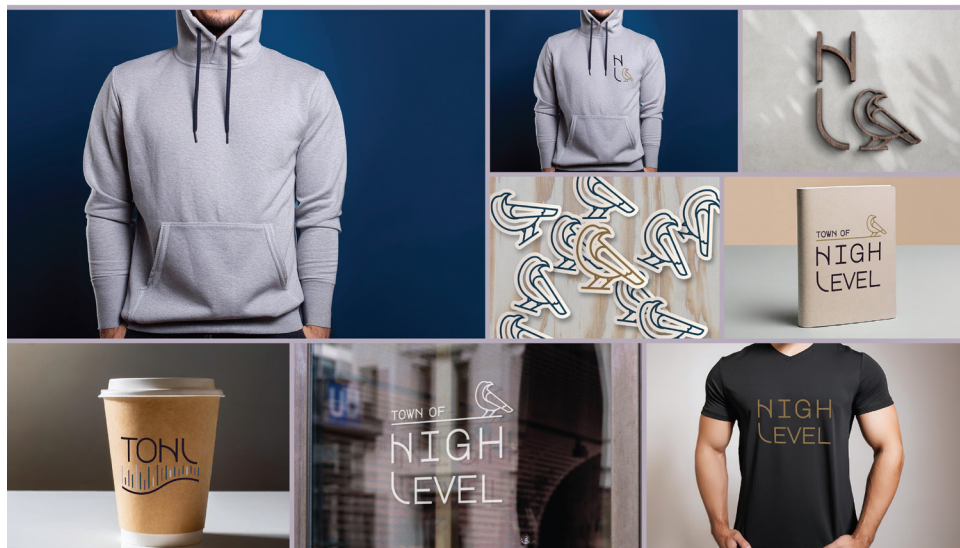


5

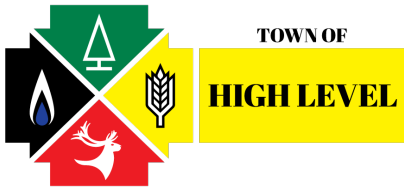
TOWN OF  
HIGH  
LEVEL



HIGH  
LEVEL







**Town of High Level  
Regular Council Meeting  
Request for Decision**

**Meeting Date: February 24, 2025**  
**Prepared By: Viv Thoss, Chief Administrative Officer**  
**Subject: 2025 Operating Budget**

**Recommendation:**

THAT Council adopts the 2025 Operating budget as presented;  
  
AND THAT Council receives the 3-year Operating Budget for information.

**CAO Comments:**

**Background:**

At the December 9<sup>th</sup>, 2024 Regular Open Council Meeting, Administration presented an Interim Operating Budget. This budget ensures the interim supply of funds until the final budget is approved.

In accordance with Section 242 of the *Municipal Government Act* (MGA), municipalities must adopt an Operating Budget for each calendar year. At this meeting, Administration seeks approval of the Final Operating Budget for 2025, which includes the changes identified during the Budget Workshop held on January 24<sup>th</sup> and 25<sup>th</sup>, 2025.

### **Discussion:**

Over the past two months, the Administration has been working hard to craft the current budget. This included a day-and-a-half Council budget workshop with Administration on January 24<sup>th</sup> and 25<sup>th</sup>. These discussions helped pave the way for the current budget as presented.

Over the day and a half, Administration walked Council through each department, fielding comments and questions and making any necessary changes. Changes have been noted in Appendix A and Administration made further refinements to the budget. These are also listed in Appendix A.

Appendix B has been attached to show the Operating budget per Division. This gives an overview of the allocated funds for the upcoming year for each division and subsequent lower department.

As required by the MGA, the Town must forecast operations for the next three years. The budget indicates slight increases for similar services over this period. Future years will be revisited and adjusted during the next budget process. Attached as Appendix C is the Three-year Forecast for 2025-2027. Proposed tax increases are currently budgeted at 3% for 2026 and 4.39% for 2027. Please note that future years are placeholders, and the actual tax increase may differ based on Council's strategic direction.

### **Salaries and Wages**

As part of the budget package, Administration has included a 2% cost of living adjustment for all staff. This adjustment has been applied to the 2024 pay grids and increased accordingly. Additionally, the budget allows for step increases for those who have had a successful performance review but did not receive salary increases.

**Financial:**

The Current 2025 Operating Budget has been prepared with a 2.95% tax increase. A 1% tax increase yields approximately \$71,000 of new revenue for the Town. The table below shows the impact on both residential and Highway commercial properties.

Assessment	% Increase	2024 Muni Property Tax	2025 Muni Property Tax	Annual Increase
<b>Residential \$317,000</b>	2.95%	\$3,458	\$3,562	\$104
<b>Commercial \$872,000</b>	2.95%	\$11,778	\$12,132	\$353

The Province of Alberta has yet to release the 2025-2026 Budget, so the Alberta School Foundation Fund (ASFF) requisition is unknown. A budget adjustment will be brought forward with the Tax Rate Bylaw to account for the increase/decrease of the ASFF requisitions.

**Alternatives:**

- Option 1: THAT Council refers this back to Administration.
- Option 2: THAT Council provides alternative direction.
- Option 3: THAT Council direct Administration to take any other action deemed appropriate by Council.

Respectfully submitted,



---

**CAO Viv Thoss**

**Attachments:**

- Appendix A - Budget Workshop Changes**
- Appendix B - Operating Budget by Division**
- Appendix C - 3 Year Operating Budget**

## Appendix A - Budget Workshop Changes

Costing Center	GL	Comments	Revenue	Expense	
Council and Leg	2-110	Reallocated wages to Admin		-\$ 184,750	
General Admin	2-110	Reallocated wages to Admin		\$ 184,750	
General Admin	2-229	Increase Professional Development for Staff		\$ 10,000	
Non-Functional	2-764	Reduction to Transfer to Reserve		-\$ 10,000	
RCMP	2-330	Remove the enhanced Policing cost		-\$ 100,000	
Wildland Urban Interface	2-764	Remove Surplus from WUI \$16K		\$ 16,334	
Economic Development	2-110	Remove hardcoded Wages and benefits		-\$ 40,359	
Economic Development	2-110	Extend EDO position to December 2025		\$ 55,893	
Water	2-764	Water Reserve Transfer adjustment is out		\$ 19,566	
Wastewater	2-764	Increased Transfer to Reserve due to surplus		\$ 18,266	
Museum Building	930R	Remove transfer from Reserve	-\$ 30,300		
			-\$ 30,300	-\$ 30,300	\$ -
<b>Admin Changes</b>					
Planning	2-110	Moved Employee Grid Level		\$ 2,126	
Airport Building	2-252	Airport Rental Repairs		\$ 21,500	
Police	2-330	2025 Policing Cost		\$ 56,084	
Land & Lease	2-230	Ground Water Monitoring increase		\$ 2,000	
Non-Functional	2-764	Transfer to Reserve	-\$ 81,710		
			-\$ 81,710	\$ 81,710	

## Appendix B - Operating Budget By Division

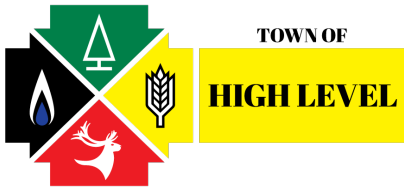
Revenues		2024		2025		Change	% Change
Administration	\$	12,314,082	\$	12,591,042	\$	276,960	2%
Development Services	\$	1,485,552	\$	1,660,792	\$	175,240	12%
Operations & Public Works	\$	3,894,468	\$	4,136,101	\$	241,633	6%
Protective Services	\$	1,197,000	\$	1,356,200	\$	159,200	13%
Recreation and Culture Services	\$	760,891	\$	758,457	-\$	2,434	0%
<b>Total Revenues</b>	<b>\$</b>	<b>19,651,993</b>	<b>\$</b>	<b>20,502,593</b>	<b>\$</b>	<b>850,600</b>	<b>4%</b>

Expenses		2024		2025		Change	% Change
Administration	\$	5,216,429	\$	5,300,611	\$	84,182	2%
Development Services	\$	1,467,666	\$	2,497,266	\$	1,029,600	70%
Operations & Public Works	\$	6,979,518	\$	7,113,843	\$	134,325	2%
Protective Services	\$	3,272,474	\$	2,703,373	-\$	569,101	-17%
Recreation and Culture Services	\$	2,715,906	\$	2,887,499	\$	171,593	6%
<b>Total Expenses</b>	<b>\$</b>	<b>19,651,993</b>	<b>\$</b>	<b>20,502,592</b>	<b>\$</b>	<b>850,599</b>	<b>4%</b>

## Appendix C - 3 Year Operating Budget

Revenues		2025		2026		2027
Administration	\$	12,591,042	\$	12,750,458	\$	13,064,593
Development Services	\$	1,660,792	\$	1,660,834	\$	1,660,878
Operations & Public Works	\$	4,136,101	\$	4,319,381	\$	4,402,467
Protective Services	\$	1,356,200	\$	1,138,220	\$	1,155,990
Recreation and Culture Services	\$	758,457	\$	718,766	\$	718,766
<b>Total Revenues</b>	<b>\$</b>	<b>20,502,593</b>	<b>\$</b>	<b>20,587,659</b>	<b>\$</b>	<b>21,002,694</b>

Expenses		2025		2026		2027
Administration	\$	5,300,611	\$	5,490,762	\$	5,558,165
Development Services	\$	2,497,266	\$	2,386,869	\$	2,401,417
Operations & Public Works	\$	7,113,843	\$	7,202,570	\$	7,373,285
Protective Services	\$	2,703,373	\$	2,610,558	\$	2,684,465
Recreation and Culture Services	\$	2,887,499	\$	2,896,900	\$	2,985,363
<b>Total Expenses</b>	<b>\$</b>	<b>20,502,592</b>	<b>\$</b>	<b>20,587,659</b>	<b>\$</b>	<b>21,002,695</b>



**Town of High Level  
Regular Council Meeting  
Request for Decision**

**Meeting Date: February 24, 2025**

**Prepared By:** Viv Thoss, Chief Administrative Officer

**Subject: High Level Municipal Library Board Appointments**

**Recommendation:**

THAT Council appoint Jane Robichaud to the Town of High Level Municipal Library Board for a term starting February 25, 2025 and ending February 24, 2026 and this being her second consecutive term;

AND THAT Council extend the terms of current appointees Lydia Watters and Taryn McAskile on the Town of High Level Municipal Library Board from two years to three years to comply with provincial legislation.

**CAO Comments:**

**Background:**

On May 24, 1979 the Town of High Level adopted *Town of High Level Bylaw No. 369, 1979* establishing the Town of High Level Municipal Library.

Municipal library boards are corporations, established and governed under the *Libraries Act*, with a mandate to provide comprehensive and efficient public library service. Although library boards have full management and control of public library service in their jurisdiction and conduct their business independently of the municipalities that establish them, municipal councils still play an important role in enabling these boards to function.

One of council's most important responsibilities in relation to public library service is the appointment of library board members. In order for a library board to carry out its business legally, and uphold its responsibilities as a corporation, it is crucial that all board members are appointed by council in accordance with legislation. Improper appointments pose a significant legal risk to the library board, the individuals serving on the board, as well as the municipality and its council.

Individuals who have not been appointed by council but conduct themselves as board members - whether knowingly or unknowingly - may be personally at risk of liability that would otherwise be borne by the board as a corporate body.

### **Legislative Requirements**

The requirements around appointments to library boards are defined solely by the *Libraries Act*, not the *Municipal Government Act* or any other piece of legislation. This section summarizes the appointment requirements from the *Libraries Act* and provides some additional information and context.

### **Board size and composition**

As per the *Libraries Act*, a municipal library board shall consist of 5 to 10 members appointed by municipal council. Of those members, a maximum of 2 may be members of the municipal council that established the board; however, there is no legislative requirement to appoint any members of council to the municipal library board. Furthermore, an employee of a municipal library board is not eligible to be appointed as a member of that board.

Council must appoint all members of the board, not just those members who are also elected officials.

Council appoints individuals only, not officer (e.g., chair or treasurer) or representative positions (e.g., council or school representative). The *Libraries Act* requires a board to elect a chair from amongst its members and allows for the election of any other officer positions as deemed necessary by the board.



## **Board member term length and limits**

All members (including those who are also elected officials) are appointed for a term of up to 3 years and an individual may be reappointed for up to 2 additional consecutive terms.

Should council wish to reappoint an individual beyond 3 consecutive terms, a special resolution passed by 2/3 of council is required to authorize the reappointment. The special resolution must state that the individual may be appointed as a member for more than 3 consecutive terms. Finally, the special resolution must be passed each time the individual is reappointed.

The *Libraries Act* does not include any provision for the extension of board member appointments. Each term has a fixed start and end date that cannot be extended. If council wishes to have an individual continue serving on the board after their current term expires, they must be reappointed to a new term.

## **Authority to appoint**

While recruitment of board members can happen in several ways the authority to appoint members to a municipal library board rests solely with the council of the municipality that established the board.

The council of a neighbouring municipality cannot appoint to a library board they did not have a formal legislated role in establishing, regardless of any agreements that may be in place. Similarly, a library board cannot appoint members on its own. Recommendations can be put forward - and councils may establish processes for receiving and acting on such recommendations - but appointments must ultimately be made by the council of the establishing municipality.

The minimum required components of an appointment motion apply to all individuals appointed to the municipal library board, including those individuals who are also members of municipal council. While members of municipal council are often appointed to a library board at council's annual organizational meeting, it is important to note that the library boards are not committees of council and have their own appointment requirements as defined by the *Libraries Act*.

When expressing the appointment term length, it is recommended to indicate a start and end date using exact dates (e.g., a term beginning November 1, 2024 and ending October 31, 2027) rather than a simple term length (e.g., a 3 year term). Being specific with dates removes any room for interpretation and provides certainty.

Councils should avoid making appointments retroactively (i.e., with a term start date before the date the motion is passed). There is no provision for retroactive appointments in the *Libraries Act* and such appointments may not hold up to legal scrutiny.

### **Board turnover and renewal**

When making decisions around appointments, councils should aim to achieve ongoing and controlled renewal. Boards operate most effectively when there is a regular (but gradual) infusion of new perspectives and ideas.

Councils should be careful not to overuse the provision to exceed consecutive term limits with a special resolution. While there are instances where use of this provision is necessary or even beneficial, it should be used sparingly in an effort to promote turnover. Although it may be easier in the short term to keep experienced and long-serving members, this approach can have negative long term affects as a sense of ownership can arise. Every Albertan should have an opportunity to serve on a library board and councils should strive to make this option available to all interested individuals.

In order to mitigate the challenges that come with mass turnover, councils should stagger appointment term expiry dates as much as possible. While the *Libraries Act* allows for terms up to 3 years in length, shorter terms are also appropriate and term lengths can be varied to support the gradual turnover of board membership.

### **Record keeping**

Municipalities and library boards should maintain up-to-date information about current board members, including names, contact information, appointment motion, and term expiry date. Keeping accurate and complete records helps to proactively identify when appointments will need to be made, reduce the amount of work required to respond to information requests, and avoid situations where terms may unintentionally lapse.

It is also recommended that municipalities provide written notice when an appointment to the library board is made. Notice should be provided to the individual appointed, the board (or board chair), and the library manager where applicable.

## **Library Board Member Appointment Termination**

Every appointment to a municipal library board must eventually end and it's important for municipal councils and administration to understand the various ways this can happen.

### **Board member term expiry**

The most common way an individual's appointment to a library board comes to an end is through term expiry. Each appointment has a term with a fixed end date, after which appointment to a new term is required if there is a desire to have the individual continue serving on the board.

While the *Libraries Act* allows for an individual to be reappointed for 2 additional consecutive terms, reappointment does not happen automatically nor is it guaranteed. Every appointment, whether the first appointment or a reappointment, requires a decision and it is the sole authority of council to make that decision.

When an appointment term expires, council is under no obligation to reappoint even in cases where the board and/or individual have requested reappointment.

### **Board member resignation**

An individual's time on a library board may also come to an end by way of resignation. There are a variety of reasons why resignation may be necessary; ultimately, no board member is obligated to serve the full term of their appointment and may resign at any time and for any reason.

Notice of resignation must be provided in writing. Resignation is considered effective as of the date the written notice is provided unless another date is specified. Notice is ideally provided to both the library board and municipal council but in some cases will only be provided to one or the other. Library boards and councils should follow their established communication procedures to ensure both parties are informed of the resignation.

It is recommended that written notices of resignation be maintained for record keeping purposes and to ensure accurate tracking of current board members. While no council motion is required to accept the resignation, it may be desirable to acknowledge resignations in council meeting minutes for increased transparency.

Finally, the *Libraries Act* does include provision for the automatic resignation of any board member who misses 3 consecutive meetings of the board without approval of the board. No written notice is required when resignation occurs in this way; however, library boards should communicate to council when an individual's appointment to the board is terminated in this manner.

### **Board member removal**

While not as common as term expiry or resignation, an individual's term on a library board may also come to an end by way of removal. With the authority to appoint also comes the authority to unappoint (or remove) and this power rests solely with the council of the municipality that established the library board.

Council can remove a board member at any time and for any reason. Removal of a board member is done only by council motion. Such a motion should indicate that the individual is being removed from the board and include the individual's full name and the legal name of the board. Removal is deemed to be effective immediately unless a future date is specified.

### **Discussion:**

Lydia Watters, Chair of the Town of High Level Municipal Library Board, has requested that Council consider appointing Jane Robichaud to the Town of High Level Municipal Library Board for a second consecutive term, starting February 25, 2025, and ending February 24, 2026.

Additionally, Lydia Watters has requested that Council extend both her term and Taryn McAskile's term on the Board from two years to three years to comply with provincial legislation.

The Town of High Level Municipal Board convenes on the last Thursday of each month, with additional special meetings scheduled as necessary. Some board meetings will include an in-camera session to discuss security, legal matters, personal issues, labor relations, or other topics pertinent to the Board's operations, as permitted under the *Freedom of Information and Protection of Privacy Act*. Meeting dates will remain unchanged unless a quorum cannot be achieved on the scheduled date. Summer meetings in July and August will be arranged as needed by the Board.

New Board members will receive an orientation, along with an orientation package containing resources and materials related to their roles and responsibilities on the Board.

Administration has presented Lydia Watters' requests to Council for consideration, along with pertinent information regarding municipal library appointments.

**Alternatives:**

- Option 1: THAT Council direct Administration to refer this matter back to the High Level Municipal Library Board and request additional information for Council's consideration.
- Option 2: THAT Council direct Administration to refer this matter back to the High Level Municipal Library Board for further consideration and input.
- Option 3: THAT Council direct Administration to take any other action deemed appropriate by Council.

Respectfully submitted,



---

**CAO Viv Thoss**

**Attachments:**

- Attachment 1 - Town of High Level Municipal Library Appointment Request*
- Attachment 2 - Town of High Level Bylaw No. 369, 1979 Library Establishment*
- Attachment 3 - Province of Alberta Municipal Councils and Library Boards*
- Attachment 4 - Libraries Act*
- Attachment 5 - Libraries Regulations*
- Attachment 6 - Town of High Level Municipal Library Policies*



**Subject:** FW: Library Board Appointments

---

**From:** Lydia G. M. Watters <lgmwatters@outlook.com>  
**Sent:** Thursday, February 13, 2025 4:27 PM  
**To:** Viv Thoss <cao@highlevel.ca>  
**Cc:** clark.mcaskile@telus.net; librarian@highlevellibrary.ab.ca; Mark Liboiron <mark.liboiron@telus.com>  
**Subject:** Re: Library Board Appointments

Hi Viv,

The Board is asking to re-appoint one person, for another term. This is Jane Robichaud.  
The appointments made for myself and Taryn McAskile need to be amended to state for a 3-year term, with the commencement date (upon appointment) included.

As per Section 1 of the Libraries Act:  
Members 4

(1) A municipal library board shall consist of not fewer than 5 and not more than 10 members appointed by the council of the municipality. (2) A person who is an employee of a municipal library board is not eligible to be a member of that board. (3) Not more than 2 members of the council of the municipality may be members of the municipal library board at the same time. (4) A member of a municipal library board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council of the municipality passes a resolution stating that the member may be appointed as a member for more than 3 consecutive terms. RSA 2000 Section 5 Chapter L-11 LIBRARIES ACT 5 (5) Appointments to a municipal library board shall be for a term of up to 3 years. (6) Notwithstanding subsection (5), the term of office of a member continues until a successor is appointed or the member is reappointed in accordance with subsection (4). (7) Any vacancy on a municipal library board that reduces or will reduce the number of members of the board to a number less than 5 shall be filled by the council of the municipality as soon as reasonably possible. RSA 2000 cL-11 s4;2024 c7 s7

For the duties and roles, they are in the policy manual on page 44: [Microsoft Word - high level library board policies feb 2021 .docx](#), this can also be found on the library's website. Please note that any changes to the Libraries Act or Regulation supersedes this policy. For example, Section 12.4 of the Act defines duties as such:

#### Board duties 12.4

A municipal library board or an intermunicipal library board, subject to any enactment that limits its authority, has full management and control of the municipal library established by the board and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality or municipalities it serves and may cooperate with other boards and libraries in the provision of those services. 2006 c5 s9;2024 c7 s

The Libraries Act also defines the board's record-keeping responsibilities and reporting requirements.

You will find the trustee orientation on page 50 of the library's policy manual.

The Board meets once a month, here the policy is incorrect and will need to be revised as it was passed by the Board to change the monthly meetings from the last Wednesday of the month to the last Thursday.

As mentioned, governance is dictated by the Act and the Regulation, but I hope the policy manual will suit the needs of council for the purpose of re-appointing Jane Robichaud and amending the 2 two appointments that have already been made.

Please let me know if there is anything that is unclear or unanswered, I will do my best to provide all the necessary information.

Thank you,

Lydie Watters

BY-LAW NO. 369  
of the  
NEW TOWN OF HIGH LEVEL

A BY-LAW OF THE NEW TOWN OF HIGH LEVEL IN THE PROVINCE OF ALBERTA TO  
PROVIDE FOR THE ESTABLISHMENT OF A MUNICIPAL LIBRARY

WHEREAS the Board of Administrators of the New Town of High Level deems it expedient to propose the establishment of a municipal library.

NOW THEREFORE with the authority and under the provisions of Part III of "The Libraries Act" and Amendments thereto, being Chapter 206 of the Revised Statutes of Alberta, 1970, the Board of Administrators of the New Town of High Level, duly assembled, enacts as follows:

THAT there shall be established a municipal library for the New Town of High Level;

THAT the Municipal Library shall be managed, regulated and controlled by a Library Board;

THAT the policies of the Municipal Library Board shall be governed by Parts III and VII of "The Libraries Act" and Amendments and Regulations pertaining thereto;

THAT this By-law shall take effect on the date of the final passing thereof.

READ a first time this 24th. day of May, A.D., 1979

READ a second time this 24th. day of May, A.D., 1979

  
CHAIRMAN

  
MUNICIPAL ADMINISTRATOR

READ a third time and finally passed this 24 day of MAY, A.D., 1979

  
CHAIRMAN

  
MUNICIPAL ADMINISTRATOR

# Municipal Councils and Library Boards

## Roles and Responsibilities

### Public Library Service in Alberta: An Overview

In Alberta, public library service is municipally based. A municipality may choose to provide public library service at a local level by having a library board in the community, and/or having library service at a regional level by joining a library system.

A municipality makes the decision to have public library service in their community. One way to do this would be to have council pass an establishment bylaw under the *Libraries Act* (Part 1, section 3) to create a municipal library board for the provision of public library service. Upon its creation, the library board is a governing board and is a corporation with full management and control of the public library and public library service delivery in the community (section 12.4).

Alternately, up to four municipalities (or up to all municipalities in the same municipal district / county) may decide to partner by entering into an intermunicipal agreement and requesting that the Minister of Municipal Affairs form an intermunicipal library board on their behalf (section 10 of the *Libraries Act*). Upon its creation, an intermunicipal library board is a governing board and is a corporation with full management and control of the public library and public library service delivery in the municipalities that are parties to the intermunicipal agreement.

Municipalities may also join a regional library system. A library system is made up of jurisdictions working in partnership to provide regionally based centralized library system service which enhances and supports local library service. Also, residents benefit from system membership by having access to public libraries at a regional and provincial level.

### Legislation: The *Libraries Act* and Libraries Regulation

In Alberta, public library service is governed by the *Libraries Act* and Libraries Regulation.

The *Libraries Act* sets the legal framework for public library service through the establishment of library boards, who manage public library service on behalf of the municipality.

The Libraries Regulation sets out sound management practices for library boards.

The *Municipal Government Act* (MGA) and the *Libraries Act* are two distinct pieces of legislation. Neither is superior to the other because the MGA and the *Libraries Act* do two separate things:

- The MGA is the law under which municipalities in Alberta operate, govern and are governed.
- The *Libraries Act* and Libraries Regulation form the legal basis for public library service in Alberta.

Public library boards in Alberta are not subject to the MGA (e.g. library board members are appointed by the terms outlined in the *Libraries Act*, not the MGA).

The Public Library Services Branch (PLSB) of Alberta Municipal Affairs is the provincial body that administers public library legislation and the provincial Public Library Network. PLSB staff are responsible for the administration of the *Libraries Act* and Libraries Regulation, delivering operating grants to municipal and system library boards, plus building and maintaining the provincial Public Library Network. PLSB staff members are available to consult with library boards, library staff and municipal councils. For more information about PLSB, visit [albertalibraries.ca](https://albertalibraries.ca).



The Public Library Network links public libraries at a provincial level and enables sharing, primarily by two means: a provincial policy framework and a technological infrastructure. The purpose of the Public Library Network is to support equitable and seamless access to public library resources and services for Albertans. This is done through things such as interlibrary loan brokering and delivery, the centralized acquisition of electronic content, and SuperNet connectivity.

## The Roles and Responsibilities of Municipal and Intermunicipal Library Boards

Municipal and intermunicipal library boards are the legal entities that manage and control the library and public library service delivery. The formation of these boards is defined by the *Libraries Act*.

The library board is a governing board, not an advisory board – it has full management and control of the library and public library service delivery in the municipality. This is defined in legislation (*Libraries Act*, section 12.4).

Upon establishment, the library board is a corporation administered under the *Libraries Act* with full management and control of library service. It is a legal entity able to sue or be sued, enter into contracts, employ staff and regulate its own procedure and business. The library manager is employed by the board and reports directly to the board, while any additional library staff members are employees of the board but report to the library manager.

The library board is accountable not only to council, but to all citizens of the municipality and to the provincial government.

A library board:

- passes policies and may pass safety and use bylaws to enable the provision of public library service delivery.
- determines library service priorities and creates a plan of service based on community needs assessments.
- is responsible for acquiring sufficient library funding, requesting funds from council and applying for provincial grants.

- keeps financial records and bank accounts, undergoes an annual financial review and prepares and manages its own budget.
- can have reserve accounts and investments.
- chooses its own officers (e.g. chair, treasurer).
- may operate one or more public library service points and through regional initiatives participates in providing services beyond its local community.

## The 9 Roles and Responsibilities of Municipal Councils

Unlike boards established under the *Municipal Government Act*, the *Libraries Act* sets out a specific relationship between council and the municipal/intermunicipal library board and system library board. Council's role in public library service delivery is limited to the following nine responsibilities.

### ESTABLISHMENT OF A MUNICIPAL OR INTERMUNICIPAL LIBRARY BOARD

The decision of whether to have public library service in the community is made by the municipal council. If council decides that it would be beneficial to have public library service in the community, they may either pass a bylaw to establish a municipal library board or partner with up to two neighbouring municipalities to form an intermunicipal library board.

### Forming a Municipal Library Board

Council must pass a bylaw under the *Libraries Act* section 3(1) to establish a municipal library board. Once established, the library board can only be dissolved by order of the Court of Queen's Bench, or if the municipality itself dissolves.

Establishment bylaws should only state that the library board is being created as per the *Libraries Act*. It should not be worded as establishing "the library" and extra information, such as how appointments are and how often the board meets, should not be included as the *Libraries Act* already sets those parameters. Sample establishment bylaws are available from PLSB.

Upon establishment, the library board has full management and control of the public library and public library service in the community. It is a corporation with all the rights and responsibilities that comes with that designation. Library boards may operate one or more public library service points (libraries) and may enter into agreements with other library boards. An agreement of this type allows the residents of each board to use library facilities and services in both communities.

Section 3(3) of the *Libraries Act* states that, on being established, the municipal library board's legal name is "(Name of municipality) Library Board". This name should be used on all legal and formal documents.

### **Forming an Intermunicipal Library Board**

Instead of forming a municipal board, a municipality may alternatively pass a bylaw to enter into an agreement with up to three additional municipalities (or up to all municipalities in the same municipal district / county) to apply to have the Minister of Municipal Affairs form an intermunicipal library board.

Forming an intermunicipal library board is a formalized, legislated process whereby municipalities come together under a single library board to deliver public library services to residents of all the municipalities that are party to the agreement. This library board serves as the governing board for these municipalities.

Before this board can be established, the municipalities must enter into a formal agreement (the content of which is outlined in section 17.1 of the *Libraries Regulation*), which is then approved by the Minister of Municipal Affairs.

Once formed, the intermunicipal library board is also a corporation with full management and control of public library service in the municipalities, the same as a municipal library board.

The legal name of the intermunicipal library board is set out in the ministerial order that establishes the board. This name should be used on all legal and formal documents.

## **APPOINTMENTS TO MUNICIPAL AND INTERMUNICIPAL LIBRARY BOARDS**

Council appoints and unappoints library board members to municipal and intermunicipal library boards under the terms set out in the *Libraries Act* (sections 4, 12 and 31), and the *Libraries Regulation* (section 17.1(e)(e.1)).

A municipal library board must have a minimum of 5 and a maximum of 10 board members. Intermunicipal library boards must have a minimum of 7 and a maximum of 15 board members.

Upon appointment, a board member becomes part of a legal entity (the library board) responsible for governing the delivery of public library service in the community and receiving local and provincial tax dollars to provide quality library service. Board members have a fiduciary responsibility to employ the duty of care - acting with competence and diligence - as well as the duty of loyalty - acting in the best interest of library service in the community.

Only the council of the municipality that established the board or signed the intermunicipal agreement can appoint to a library board. The council of a neighbouring municipality cannot appoint board members to a board that they did not have a role in establishing.

However, the council of the establishing municipality(ies) can appoint individuals from neighbouring municipalities to the library board, as there are no residency requirements imposed by the legislation. Having individuals from neighboring municipalities can help to strengthen relationships and bring a broader perspective to the table.

For municipal library boards, council may appoint up to two board members who are also councillors on their council (i.e. councillors of the municipality that established the library board). For intermunicipal boards, no more than 40% can be municipal councillors.

- If a councillor is appointed to the library board, they have the same role and responsibilities as the other board members and should not be referred to as a "Council Rep" or something similar.

There is no designated role for a municipal councillor on a municipal or intermunicipal library board.

- Councillors from neighbouring municipalities may be appointed to the library board and do not count against the limit of councillors as they are not from the establishing municipality(ies).
- Council may also choose to not appoint any councillors to the library board.

An employee of the library board cannot be appointed to the library board.

All appointments to the municipal or intermunicipal library board shall be for a term of up to three years.

A library board member is eligible to be reappointed for up to two additional consecutive terms. If council wishes to appoint a board member for more than three terms, at least 2/3 of the whole council must pass a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms. This must be done for each time the member is reappointed beyond three consecutive terms.

A library board member is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, three consecutive regular meetings of the board.

The term of office of a board member continues until a new board member is appointed by council in that member's place.

Any vacancy arising from any cause that puts the board below the minimum threshold of members must be filled by council as soon as reasonably possible.

### Best Practices for Appointments

When appointing board members, make sure the motion lists the full name of the individual(s) and includes the day/month/year of when the term expires.

- Send the library board a list of appointments including the length of terms.
- Send a letter to each appointee with their term length and expiry date.

- Collaborate with the library board to develop a recruitment strategy that meets the needs of the council, the library board, and the community.

### FUNDING LOCAL LIBRARY SERVICE

The *Libraries Act* (section 5) states that municipal library boards must prepare and submit their budget, along with an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library, to municipal council by the date specified by council.

This estimate is formally known as "local appropriation," and is operational funding provided from local tax dollars to the library board for the delivery of public library service.

It is the responsibility of council to approve, in whole or in part, the estimate of local appropriation requested by the library board. Council **does not** have the authority to approve the library board's budget. If council is unable or unwilling to provide the requested amount in full, it is the responsibility of the library board to adjust their budget to reflect their funding situation.

For intermunicipal library boards, the process is very similar. The board must submit to each municipality that is party to the intermunicipal agreement a budget and estimate of the money required (local appropriation) from each municipality for the following fiscal year for operations (*Libraries Act* 12.1). The terms specifying when the budget and estimate must be submitted and how the intermunicipal library board calculates the estimate and each municipality's share of the funding, etc. are set out in the intermunicipal agreement that the municipalities sign for the library board to be established by the Minister (*Libraries Regulation* 17.1(f)(g)).

### Cost Share Agreements

Sometimes a municipality may enter into a cost-share agreement with another municipality to fund local library services. This is most often the case when a municipality without a library board recognizes that their residents use the services provided by a library in a neighbouring municipality.

When a cost-share is in place, it is best practice for the library board to receive the funding directly from each of the municipalities involved, rather than from one municipality to another municipality, which then forwards it to the board. It is important that municipal funding for library boards is transparent and captured accurately.

Ideally, public library services would not be included in municipal cost-share agreements. The library board, as an autonomous corporation, has the responsibility to acquire sufficient funding for library services, and is consequently directly accountable to its funding providers. If the library board is not involved in the cost-share transaction, there is no opportunity for the board to build a relationship with the municipality that is providing funding through the cost-share agreement. This prevents the library board from being able to demonstrate value, return on investment and negotiate future funding levels.

## **PROVIDING FOR LIBRARY BUILDING AND EQUIPMENT**

The *Libraries Act* (Section 7) states that municipal library boards may request funding from council for acquiring property for a library building, or for erecting, repairing, furnishing, and equipping a building to be used as a municipal library. The council may provide the funds, or a portion of the funds, as council considers expedient.

These capital funds may be borrowed by council under the authority of a borrowing bylaw, as outlined in the terms of the MGA.

## **DETERMINING THE FINANCIAL REVIEW**

Section 6 of the *Libraries Act* states that the municipal library board must have a person who is not a member of the library board, and whose qualifications are satisfactory to council, review the library board's accounts each calendar year, and the financial report shall be in a form satisfactory to council. Upon completion, the library board must submit the financial report to council.

For intermunicipal library boards, the requirements are similar (*Libraries Act* 12.2). However, the terms specifying the form of the financial review and the process for the approval of the financial reviewer is set out in the

intermunicipal agreement (Libraries Regulation 17.1(h)).

Because local library service is a municipal service funded in large part by local tax dollars, the library board is accountable to council for that funding. Therefore, it is up to council to decide the level of financial review (e.g. a full audit, a notice to reader) and to approve the person or company the library board wishes to have review their accounts.

If or when financial reviewers change, council must pass a motion approving the new reviewer. Councils should take care not to embed a specific term length for the reviewer in their motion. Doing so may result in council having to re-approve the reviewer repeatedly or unnecessarily.

## **RECEIVING LIBRARY BOARD BYLAWS**

Council receives the library board's bylaws for the safety and use of the library after they have been passed by the library board. Best practice is to have council make a motion noting receipt and acceptance of the library board's bylaws.

If council feels that the library board's bylaw is not in keeping with comparable municipal bylaws, council may disallow it. Council cannot make changes to the library board's bylaws, however; the library board is responsible for amending or replacing the bylaw, taking into consideration council's feedback. Once revised, the board provides the new version to council for acceptance.

## **RECEIVING LIBRARY BOARD REPORTS**

Required management practices under the Libraries Regulation state that library boards must have certain policies, including confidentiality of user records, finance, and personnel policies. Municipal and intermunicipal library boards must also develop a Plan of Service based on a community needs assessment, and submit an annual report to the province. Council may receive these reports and policies, as well as meeting minutes, from the library board for information purposes.

A recommended practice is to have the Chair of the library board (or a delegation) present to council about the library board's activities, instead



of relying upon a member of council appointed to the library board to provide information. This helps keep the roles of being a councillor and a library board member separate.

## **PARTICIPATING IN A REGIONAL LIBRARY SYSTEM**

Being part of a library system means that all residents will have access to library service even if there is not a library in the municipality. It allows residents to access digital resources provided through the library system and visit public libraries located elsewhere in the system's region to access their services.

Library systems also provide professional and technical support to staff in public libraries within the system area so that even the smallest library has access to advice and assistance, along with the cost effectiveness and cooperation made possible by working through a larger unit. They also manage library resource development and sharing at the regional level. As well, library systems function as nodes within the provincial Public Library Network, connecting resources available provincewide to residents using municipal libraries in small rural communities.

Library system boards are created under the *Libraries Act* (section 13) and library systems were established by the Minister responsible for public libraries when municipalities in an area agreed to jointly provide library system services. Upon establishment, library system boards are corporations with all the rights and responsibilities that comes with that designation.

The system that a municipality is eligible to join is determined by the prescribed boundaries in section 34(1) of the Libraries Regulation. All municipalities, except for Edmonton and Calgary due to their size, are eligible to join a library system.

Municipalities that are part of a library system are required to pay an annual per capita levy. This levy is independent of any funding that goes to a local municipal or intermunicipal library board. The library system per capita levy is similar to a membership fee and supports library system operations.

## **APPOINTMENTS TO THE LIBRARY SYSTEM BOARD**

When a municipality becomes party to the system agreement and is approved by the Minister to join the system, council may appoint an individual to the library system board. This individual is not required by legislation to be a municipal councillor.

Participating in a library system is more than just being a "member" of the system. The municipalities that sign the system agreement **are** the library system, with their appointed board member providing input and making governance decisions at board meetings about the direction of the system and its services.

Appointments to a library system board are different than appointments to a municipal or intermunicipal library board. When appointing to a library system board, council must adhere to the following, as set out in the Libraries Regulation (Section 32):

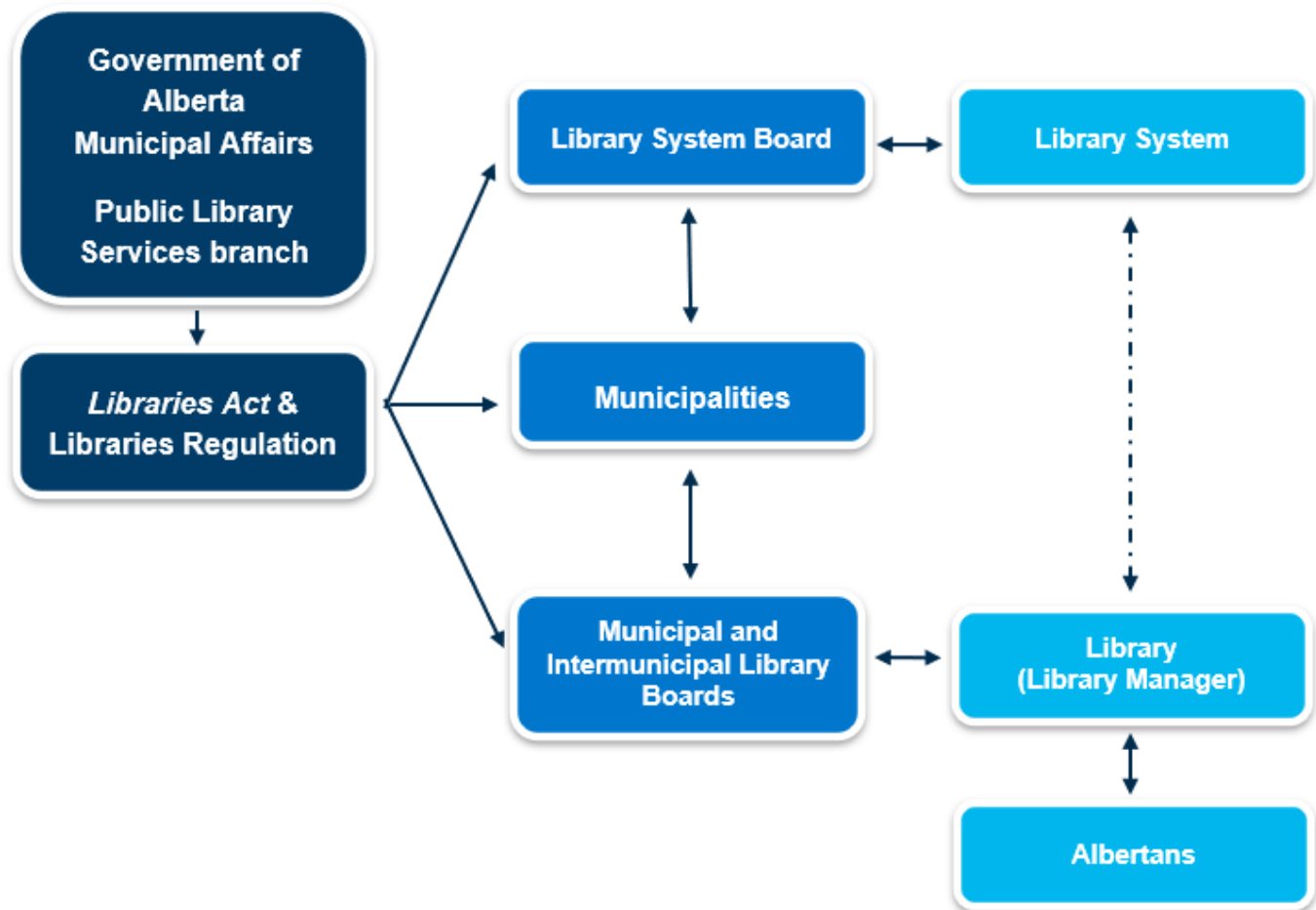
- A single term cannot exceed three years.
- Council shall not appoint a library system board member to serve for more than 9 consecutive years without the approval of 2/3rds of all the members of that council.
- Council may appoint an alternate to a library system board if the library system board member is unable to attend a library system board meeting and has given notice to the library system board that an alternate member will attend. (This is not allowed for municipal or intermunicipal library boards).

The alternate member shall not act in place of the library system board member at more than two consecutive meetings except by resolution of the library system board.

## **Support and Resources**

If you have any questions, please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca). Information is also available on the PLSB website at [www.albertalibraries.ca](http://www.albertalibraries.ca).

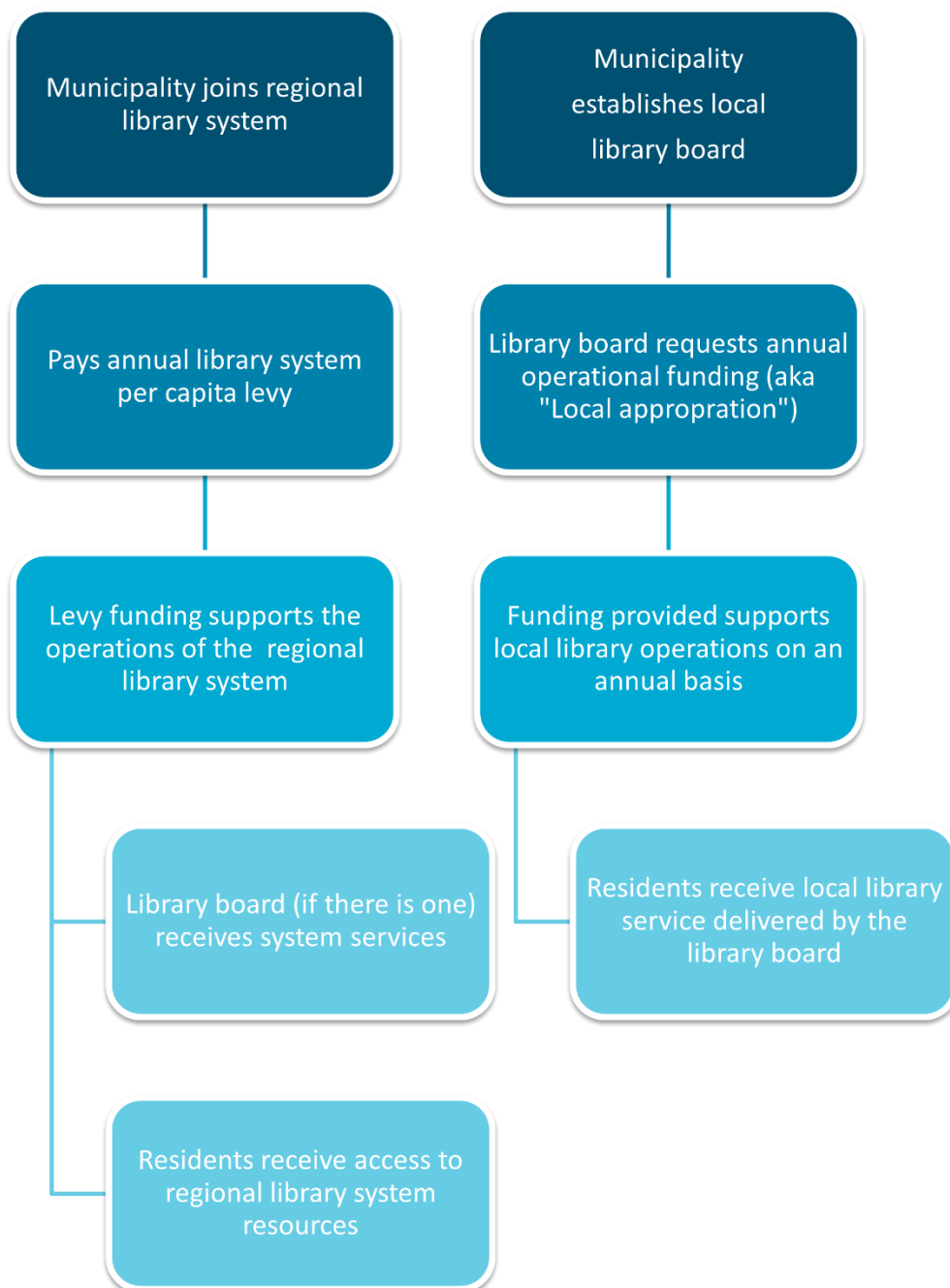
## Structure of Public Library Service in Alberta



### Infographic Long Description: Structure of Public Library Service in Alberta:

Public Library Services Branch, which is part of Municipal Affairs in the Government of Alberta, administers the *Libraries Act* and Libraries Regulation. The *Libraries Act* and Libraries Regulation guide the library system board and the municipal library board. Both the system and library board are in direct relationship with municipal council. The system board works in direct relationship with the library system and the municipal board works directly with the library service point. The library system works with the library service point. And the library service point is the direct point of contact for Albertans.

## Municipal Funding Streams for Public Library Service



### Infographic Long Description: Municipal Funding Streams for Public Library Service:

When a municipality joins a regional library system, it pays an annual system per capita levy. This levy funding supports the operations of the regional library system, including system services for the local library board (if there is one), and access to regional library system services for residents.

When a municipality establishes a local library board, that board requests annual operational funding (aka "local appropriation"). This funding supports local library operations on an annual basis, and residents receive local library service delivered by the library board.



Province of Alberta

## **LIBRARIES ACT**

Revised Statutes of Alberta 2000  
Chapter L-11

Current as of May 16, 2024

Office Consolidation

© Published by Alberta King's Printer

Alberta King's Printer  
Suite 700, Park Plaza  
10611 - 98 Avenue  
Edmonton, AB T5K 2P7  
Phone: 780-427-4952

E-mail: [kings-printer@gov.ab.ca](mailto:kings-printer@gov.ab.ca)  
Shop on-line at [kings-printer.alberta.ca](http://kings-printer.alberta.ca)

### Copyright and Permission Statement

The Government of Alberta, through the Alberta King's Printer, holds copyright for all Alberta legislation. Alberta King's Printer permits any person to reproduce Alberta's statutes and regulations without seeking permission and without charge, provided due diligence is exercised to ensure the accuracy of the materials produced, and copyright is acknowledged in the following format:

© Alberta King's Printer, 20\_\_.\*

\*The year of first publication of the legal materials is to be completed.

### Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

### Regulations

The following is a list of the regulations made under the *Libraries Act* that are filed as Alberta Regulations under the Regulations Act

	<b>Alta. Reg.</b>	<i>Amendments</i>
<b>Libraries Act</b>		
Libraries .....	141/98 .....	282/99, 251/2001, 193/2003, 172/2007, 68/2008, 180/2013, 134/2018, 90/2024



# **LIBRARIES ACT**

## **Chapter L-11**

### *Table of Contents*

#### **1** Definitions

#### **Part 1**

#### **Municipal and Intermunicipal Library Boards**

##### **Division 1**

##### **Municipal Library Boards**

- 2** Application
- 3** Establishment and name
- 4** Members
- 5** Budget
- 6** Financial records
- 7** Library building and equipment
- 8** Dissolution

##### **Division 2**

##### **Intermunicipal Library Boards**

- 9** Application
- 10** Establishment
- 11** Joining and withdrawing from intermunicipal agreements
- 12** Members
- 12.1** Budget
- 12.2** Financial records

##### **Division 3**

##### **General**

- 12.3** Validity of proceedings
- 12.4** Board duties
- 12.5** Dissolution, amalgamation or annexation of municipality

## **Part 2 Library Systems**

- 13** Library system
- 14** Library system board
- 15** Joining an existing library system
- 16** Appointment
- 17** System board duties
- 18** Budget
- 19** Restriction of authority
- 21** Annual grants
- 22** Withdrawal from library system agreements
- 23** Dissolution of a library system board
- 24** Borrowing for library system boards

## **Part 5 General**

- 31** Board member disqualification
- 32** Chair of board
- 33** Meetings
- 34** Record of meetings
- 36** Safety and use of library facilities
- 37** Bylaw transmission
- 38** Bylaw invalidated
- 39** Authorization to inspect
- 40** Regulations
- 41** Offence
- 42** Disposition of fines

HER MAJESTY, by and with the advice and consent of the  
Legislative Assembly of Alberta, enacts as follows:

### **Definitions**

**1** In this Act,

- (a) “basic information service” means basic information service as defined in the regulations for the purposes of this Act;
- (b) “board” means a municipal library board, intermunicipal library board or library system board;
- (c), (d) repealed 2024 c7 s7;
- (e) “council” means

- (i) in the case of a city, town, municipal district, village, summer village or specialized municipality, the council;
  - (ii) in the case of a school authority, the board of trustees of school divisions under the *Education Act*,
  - (iii) in the case of a Metis settlement, the settlement council,
  - (iv) in the case of an improvement district, the Minister responsible for the *Municipal Government Act*, or
  - (v) in the case of a special area, the Minister responsible for the *Special Areas Act*;
- (e.1) “intermunicipal agreement” means an agreement described in section 10;
- (f) repealed 2024 c7 s7;
- (f.1) “intermunicipal library board” means an intermunicipal library board established or continued under Part 1, Division 2;
- (g) “library system” means a library system established, or a regional library continued, as a library system under Part 2;
- (h) “library system board” means a library system board established or continued under Part 2;
- (i) “Minister” means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (j) repealed 2024 c7 s7;
- (k) “municipal library” means a library that provides public library services under the control and management of a municipal library board or an intermunicipal library board;
- (k.1) “municipal library board” means a municipal library board established or continued under Part 1, Division 1;
- (l) “municipality” means municipality as defined in the *Municipal Government Act*;
- (m) “public library” means a municipal library or library system;
- (n) repealed 2024 c7 s7;
- (o) “school authority” means a school division.

RSA 2000 cL-11 s1;2006 c5 s2;2012 cE-0.3 s275;2024 c7 s7

## **Part 1 Municipal and Intermunicipal Library Boards**

### **Division 1 Municipal Library Boards**

#### **Application**

**2** This Division applies to every municipal library board maintained in whole or in part by property taxes and

- (a) established under this Division, or
- (b) established or continued under section 3 as it read before the coming into force of this Division.

RSA 2000 cL-11 s2;2006 c5 s3;2024 c7 s7

#### **Establishment and name**

**3(1)** The council of a municipality may, by bylaw, establish a municipal library board.

**(2)** The council shall forward a copy of a bylaw made under subsection (1) to the Minister.

**(3)** On being established, the municipal library board is a corporation and shall be known as the “(Name of municipality) Library Board”.

**(4)** A municipal library board established under this Act prior to the coming into force of this section is continued with the name “(Name of municipality) Library Board”.

RSA 2000 cL-11 s3;2006 c5 s4;2024 c7 s7

#### **Members**

**4(1)** A municipal library board shall consist of not fewer than 5 and not more than 10 members appointed by the council of the municipality.

**(2)** A person who is an employee of a municipal library board is not eligible to be a member of that board.

**(3)** Not more than 2 members of the council of the municipality may be members of the municipal library board at the same time.

**(4)** A member of a municipal library board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council of the municipality passes a resolution stating that the member may be appointed as a member for more than 3 consecutive terms.

(5) Appointments to a municipal library board shall be for a term of up to 3 years.

(6) Notwithstanding subsection (5), the term of office of a member continues until a successor is appointed or the member is reappointed in accordance with subsection (4).

(7) Any vacancy on a municipal library board that reduces or will reduce the number of members of the board to a number less than 5 shall be filled by the council of the municipality as soon as reasonably possible.

RSA 2000 cL-11 s4;2024 c7 s7

### **Budget**

**5(1)** Each year a municipal library board shall prepare a budget and an estimate of the money required during the next fiscal year to provide library services to the public.

(2) The budget and estimate shall be submitted to the council of the municipality by the date specified by the council.

(3) The council of the municipality may approve the estimate under subsection (1) in whole or in part.

RSA 2000 cL-11 s8;2006 c5 s5;2024 c7 s7

### **Financial records**

**6** A municipal library board shall

- (a) create and maintain complete and accurate financial records of the board's operations,
- (b) have a person who is not a member of the board and whose qualifications are satisfactory to the council of the municipality review the financial records each calendar year and prepare a financial report in a form satisfactory to the council, and
- (c) submit the financial report to the council of the municipality immediately after the report is completed.

RSA 2000 cL-11 s9;2006 c5 s6;2024 c7 s7

### **Library building and equipment**

**7(1)** When money is required for the purpose of acquiring real property for the purposes of a building to be used for the provision of public library services or for erecting, repairing, furnishing or equipping a building to be used for the provision of public library services, the council of the municipality may, at the request of the municipal library board, take all necessary steps to furnish the money requested or the portion of it that the council considers expedient.



(2) Money approved by the council under subsection (1) may be borrowed by the council under the authority of a bylaw and on the security of debentures.

(3) The provisions of the *Municipal Government Act* or the *Education Act*, as the case may be, governing

- (a) the passing of bylaws for borrowing money,
- (b) the issue and form of debentures, and
- (c) the assessment, levy and collection of money necessary to meet the indebtedness incurred by the issue of debentures

apply to the borrowing of money under subsection (2).

RSA 2000 cL-11 s10;2012 cE-0.3 s275;2024 c7 s7

#### **Dissolution**

**8(1)** If a municipal library board fails to provide library services in accordance with the regulations for a period of 2 years, the council of the municipality may make an ex parte application to the Court of King's Bench for an order declaring the municipal library board dissolved.

(2) An order dissolving a municipal library board vests in the municipality all the property of the municipal library board, and the council through its proper officers may take possession of the vested property and dispose of it in any manner the council considers advisable.

RSA 2000 cL-11 s12;AR 217/2022;2024 c7 s7

### **Division 2 Intermunicipal Library Boards**

#### **Application**

**9** This Division applies to every intermunicipal library board maintained in whole or in part by property taxes and

- (a) established under this Division, or
- (b) continued under this Division.

2024 c7 s7

#### **Establishment**

**10(1)** The council of a municipality may, by bylaw, authorize the municipality to enter into an agreement that meets the requirements of the regulations with up to 3 other municipalities respecting the establishment of an intermunicipal library board to provide library services to the residents of the municipalities.

(2) Notwithstanding subsection (1), the number of municipalities with which a municipality may enter into an agreement may exceed 3 where each of the municipalities is located within the existing boundaries of the same municipal district.

(3) The council of each municipality that is a party to the agreement shall forward a copy of the bylaw passed by that council and the agreement described in subsection (1) to the Minister.

(4) On receipt of the bylaws and the agreement under subsection (3), the Minister may, by order, establish an intermunicipal library board.

(5) An intermunicipal library board established under subsection (4) is a corporation with the name set out in the ministerial order.

(6) An intermunicipal library board established under this Act before the coming into force of this section is continued as an intermunicipal library board under this Division.

2006 c5 s9;2024 c7 s7

#### **Joining and withdrawing from intermunicipal agreements**

**11(1)** After an intermunicipal library board has been established under section 10, the council of a municipality may, by bylaw, subject to the regulations and the terms of the intermunicipal agreement in respect of that board, authorize the municipality to be

- (a) added as a party to the intermunicipal agreement if the agreement is between
  - (i) no more than 3 municipalities, or
  - (ii) any number of municipalities located within the existing boundaries of the same municipal district as the municipality,

or

- (b) removed as a party to the intermunicipal agreement.

(2) If the Minister is satisfied that the council of a municipality has met the requirements of the regulations and the agreement, the Minister may, by order, add or remove the municipality as a party to the intermunicipal agreement.

RSA 2000 cL-11 s35;2006 c5 s12;2024 c7 s7

#### **Members**

**12(1)** An intermunicipal library board consists of the members appointed to the board by the council of each municipality that is a

party to the intermunicipal agreement respecting that board in accordance with the intermunicipal agreement.

(2) A person who is an employee of an intermunicipal library board is not eligible to be a member of that board.

(3) A member of the intermunicipal library board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council that appointed the member passes a resolution stating that the member may be appointed as a member for more than 3 consecutive terms.

(4) Appointments to an intermunicipal library board shall be for a term of up to 3 years.

(5) Notwithstanding subsection (4), the term of office of a member continues until a successor is appointed or the member is reappointed in accordance with subsection (3).

(6) Any vacancy on an intermunicipal library board that reduces or will reduce the number of members of the board to a number less than 7 shall be filled in accordance with the intermunicipal agreement as soon as reasonably possible.

2006 c5 s9;2024 c7 s7

### **Budget**

**12.1** Each year an intermunicipal library board shall, before the date specified in the intermunicipal agreement respecting that board, submit to each municipality that is a party to the agreement a budget and an estimate of the money required during the next fiscal year to provide library services to the public, including the amounts to be paid by each municipality in accordance with the agreement.

2006 c5 s9;2024 c7 s7

### **Financial records**

**12.2** An intermunicipal library board shall

- (a) create and maintain complete and accurate financial records of the board's operations,
- (b) have a person who is not a member of the intermunicipal library board and whose qualifications are approved in accordance with the intermunicipal agreement review the financial records each calendar year and prepare a financial report in the form required by the intermunicipal agreement, and
- (c) submit the financial report to the council of each municipality that is a party to the intermunicipal agreement immediately after the report is completed.

2006 c5 s9;2024 c7 s7



### Division 3 General

#### Validity of proceedings

**12.3** No resolution, bylaw, proceeding or action of any kind of a municipal library board or intermunicipal library board may be held invalid or set aside for the reason that any person whose election to council has been judged invalid acted as a member of the board.

2006 c5 s9;2024 c7 s7

#### Board duties

**12.4** A municipal library board or an intermunicipal library board, subject to any enactment that limits its authority, has full management and control of the municipal library established by the board and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality or municipalities it serves and may cooperate with other boards and libraries in the provision of those services.

2006 c5 s9;2024 c7 s7

#### Dissolution, amalgamation or annexation of municipality

**12.5(1)** If the Lieutenant Governor in Council makes an order under the *Municipal Government Act* dissolving a municipality, that order is deemed to dissolve any municipal library board established by that municipality and to pass to the municipality, immediately prior to the dissolution of the municipality, all the rights, assets and liabilities of the municipal library board.

**(2)** If the Lieutenant Governor in Council makes an order under the *Municipal Government Act* dissolving a municipality that is a party to an intermunicipal agreement respecting an intermunicipal library board, that order is deemed to remove the municipality from the agreement and, where no agreement regarding the rights, assets and liabilities of the board can be reached among the municipalities remaining party to the intermunicipal agreement, the Lieutenant Governor in Council may make any order the Lieutenant Governor in Council considers appropriate in respect of the disposition of the rights, assets and liabilities of the board.

**(3)** When under subsection (2) a municipality is removed from an intermunicipal agreement respecting an intermunicipal library board that is between no more than 2 municipalities, the Lieutenant Governor in Council may, by order, dissolve the board and may make any order the Lieutenant Governor in Council considers appropriate in respect of the disposition of the rights, assets and liabilities of the board.

**(4)** When an amalgamation of municipal authorities has been initiated under Part 4 of the *Municipal Government Act* and no

agreement can be reached among those municipal authorities regarding the rights, assets and liabilities of a municipal library board or an intermunicipal library board, the Lieutenant Governor in Council may, by order, dissolve the municipal library board or intermunicipal library board and may make any order the Lieutenant Governor in Council considers appropriate in respect of the disposition of the rights, assets and liabilities of the municipal library board or intermunicipal library board.

(5) When an annexation of land from one municipal authority to another municipal authority has been initiated under Part 4 of the *Municipal Government Act* and no agreement can be reached between the municipal authorities regarding the rights, assets and liabilities of

- (a) a municipal library board established by the municipal authority from which the land is to be annexed, or
- (b) an intermunicipal library board that is the subject of an intermunicipal agreement to which the municipal authority from which the land is to be annexed is a party,

the Lieutenant Governor in Council may, by order, dissolve the municipal library board or intermunicipal library board and may make any order the Lieutenant Governor in Council considers appropriate in respect of the disposition of the rights, assets and liabilities of the municipal library board or intermunicipal library board.

2006 c5 s7;2024 c7 s7

## Part 2 Library Systems

### Library system

**13** Subject to this Act and the regulations, a municipality, improvement district, special area, Metis settlement or school authority,

- (a) on entering into and becoming a party to an agreement that contains provisions on terms required by regulations, with one or more municipalities, improvement districts, special areas, Metis settlements or school authorities, and
- (b) on complying with the regulations,

may request the Minister to establish a library system.

1983 cL-12.1 s19;1998 c19 s7

**Library system board**

**14(1)** On receipt of a request referred to in section 13, the Minister may

- (a) establish a library system board, and
- (b) prescribe the boundaries of the library system,

and when the Minister does so the parties to the agreement described in section 13 become members of the library system.

**(2)** On being established, the library system board is a corporation and shall be known as the “(Name of region) Library Board”.

**(2.1)** A library system board established or continued under this section prior to the coming into force of this subsection is continued with the name “(Name of region) Library Board”.

**(3)** Repealed 2024 c7 s7.

**(4)** The agreements referred to in section 13 that have been entered into under the *Libraries Act*, RSA 1980 cL-12, are continued under this Act, as modified by this Act.

RSA 2000 cL-11 s14;2024 c7 s7

**Joining an existing library system**

**15** A municipality, improvement district, special area, Metis settlement or school authority may, in accordance with the regulations, become a member of a library system by complying with the terms of the agreement referred to in section 13, becoming a party to the agreement and receiving the approval of the Minister.

1983 cL-12.1 s21;1998 c19 s8

**Appointment**

**16** A library system board consists of

- (a) one member for each municipality, Metis settlement and school authority that is a member of the library system who is appointed by the council of the municipality, Metis settlement or school authority,
- (b) one member for each improvement district that is a member of the library system, who is appointed by the Minister responsible for the *Municipal Government Act*,
- (c) one member for each special area that is a member of the library system, who is appointed by the Minister responsible for the *Special Areas Act*, and
- (d) any additional members appointed in accordance with the regulations.

RSA 2000 cL-11 s16;2024 c7 s7



**System board duties**

**17** The library system board, subject to any enactment that limits its authority and the agreement described in section 13, has full management and control of the library system and shall, in accordance with the regulations and in cooperation with other boards, organize, promote and maintain comprehensive and efficient library services and may

- (a) borrow from time to time for the purpose of defraying its operating expenses an amount not exceeding 50% of the amount expended by it during its immediately preceding fiscal year;
- (b) fix fees for the use of library services by residents of a municipality within the boundaries of the library system that does not receive library services from the library system board.

RSA 2000 cL-11 s17;2024 c7 s7

**Budget**

**18(1)** The library system board shall, on or before a date specified by each municipality, improvement district, special area and school authority that is a party to the agreement described in section 13, submit to each of them a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the library system, including the amounts to be paid by each of them.

**(2)** Budget approval and compliance with the amounts to be paid by each party to the agreement described in section 13 shall be in accordance with the terms of that agreement.

1983 cL-12.1 s24

**Restriction of authority**

**19** Notwithstanding this Part, if a municipal library has been established in a municipality and is receiving library services from the library system board, the authority of the library system board and the municipal library board or intermunicipal library board is limited by the terms of any agreement described in section 10 or 13.

RSA 2000 cL-11 s19;2006 c5 s10;2024 c7 s7

**20** Repealed 2024 c7 s7.

**Annual grants**

**21(1)** If an improvement district or a special area is a party to an agreement described in section 13,

- (a) the Minister responsible for the *Municipal Government Act*, in the case of an improvement district, or

- (b) the Minister responsible for the *Special Areas Act*, in the case of a special area,

may, in addition to all other rates and assessments assessed and levied for the purposes of an improvement district or special area, assess and levy from year to year a special annual rate on the assessed value of all property liable to taxation in the improvement district or special area for the purposes of the library system board and shall, on behalf of the improvement district or special area, make an annual grant, from the money derived from the special annual rate, to the library system board with respect to its budget under section 18.

- (2) If a school authority is a party to an agreement described in section 13, the school authority may make an annual grant to the library system board with respect to its budget under section 18.

1983 cL-12.1 s27

#### **Withdrawal from the library system agreements**

**22** At any time after the expiration of 3 years from the date that the party entered into the agreement, a party to an agreement described in section 13 may, by giving 12 months' notice, withdraw from the agreement.

1983 cL-12.1 s28

#### **Dissolution of a library system board**

**23(1)** If a library system board fails to provide library services in accordance with the regulations for 2 years, the majority of the parties to the agreement described in section 13 may join in making an application to the Court of King's Bench for an order declaring the library system board dissolved.

(2) The Court, in the order dissolving the board, shall vest the property of the library system board in the Minister or in the councils of the parties to the agreement described in section 13 severally or in common as it considers just, or make any other disposition of the property that it considers just in the circumstances and the Minister and the councils may then take possession of the property and dispose of it as considered advisable by them, in accordance with any terms or conditions in the order.

RSA 2000 cL-11 s23;AR 217/2022

#### **Borrowing for library system boards**

**24** A municipality or a school authority that is a party to an agreement described in section 13 may, with the approval of the Minister, borrow money to acquire real property for the purposes of a building to be used as the headquarters of a library system or for erecting, repairing, furnishing and equipping a building to be used

as the headquarters of a library system, and section 7(2) and (3) apply to the borrowing of the money.

RSA 2000 cL-11 s24;2024 c7 s7

**Parts 3 and 4** Repealed 2024 c7 s7.

## **Part 5 General**

### **Board member disqualification**

**31(1)** A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board.

**(2)** If a member of a board is disqualified from remaining a member under subsection (1), the person is deemed to have resigned the person's seat on the board.

1983 cL-12.1 s35

### **Chair of board**

**32** A board shall elect a chair and any other officers it considers necessary from among its members.

1983 cL-12.1 s36

### **Meetings**

**33(1)** A board shall meet at least once every 4 months and at any other times it considers necessary.

**(2)** If the regulations require a library system board to have an executive, that executive must meet at least once every 3 months and at any other times it considers necessary.

1983 cL-12.1 s37;1998 c19 s13

### **Record of meetings**

**34(1)** All minutes, resolutions and bylaws of a board shall be signed by the chair or a person acting for the chair.

**(2)** Minutes, resolutions and bylaws signed under subsection (1) shall be admitted in evidence as proof, in the absence of evidence to the contrary, of their contents without proof of the signature or official character of the person appearing to have signed them.

**(3)** A board shall store all minutes, resolutions and bylaws of the board in a secure physical or electronic location.

RSA 2000 cL-11 s34;2024 c7 s7

**35** Repealed 2024 c7 s7.

**Safety and use of library facilities**

**36(1)** A board may pass bylaws for the safety and use of the library, including

- (a) the terms and conditions under which
  - (i) the public may be admitted to the building,
  - (ii) public library property may be used or borrowed by members of the public, and
  - (iii) borrowing privileges may be suspended or forfeited;
- (b) notwithstanding subsection (3), fees to be paid by members of the public for
  - (i) the issuance of library borrowing cards,
  - (ii) the use of those parts of the building not used for the purposes of the public library,
  - (iii) photocopying and printing services,
  - (iv) receiving information in a printed, electronic, magnetic or other format, and
  - (v) receiving, on request, a library service not normally provided by a public library;
- (c) penalties to be paid by members of the public for abuse of borrowing privileges.

**(2)** The *Regulations Act* does not apply to bylaws passed under subsection (1).

**(3)** A bylaw or part of a bylaw that requires a member of the public to pay a fee or charge for any of the following is invalid:

- (a) admittance to any portion of a building used for public library purposes;
- (b) using library resources on library premises;
- (c) borrowing library resources, in any format, normally lent by the library;
- (d) acquiring library resources through inter-library loan;
- (e) consultation with members of the library staff;



- (f) receiving basic information service.

RSA 2000 cL-11 s36;2024 c7 s7

#### **Bylaw transmission**

**37(1)** A municipal library board, on passing a bylaw under section 36, shall forthwith forward a copy of the bylaw to the council of the municipality.

**(2)** An intermunicipal library board, on passing a bylaw under section 36, shall forthwith forward a copy of the bylaw to the council of each municipality that is a party to the intermunicipal agreement respecting that board.

RSA 2000 cL-11 s37;2006 c5 s13

#### **Bylaw invalidated**

**38** The council of a municipality may disallow a bylaw passed by a municipal library board it has appointed.

RSA 2000 cL-11 s38;2024 c7 s7

#### **Authorization to inspect**

**39(1)** The Minister or a person authorized in writing by the Minister may, during regular business hours, inspect the records of a board.

**(2)** A person authorized under subsection (1) shall, while inspecting the records of a board, carry identification in the prescribed form and present it on request.

RSA 2000 cL-11 s39;2024 c7 s7

#### **Regulations**

**40** The Minister may make regulations

- (a) respecting the establishment, maintenance, operation and management of public libraries;
- (b) respecting the acquisition, provision, management, maintenance and disposition of library materials and facilities by public libraries;
- (c) respecting the planning for, and provision and management of, library services;
- (d) governing the filing, by boards, of returns and reports, and their contents;
- (e) respecting the inspection of public libraries;
- (f) prescribing the form of identification for persons authorized to inspect public libraries;

- (g) providing for the making of any surveys by boards that the Minister considers necessary or advisable for the purpose of obtaining information to assist in the formulation of policies respecting matters to which this Act relates;
- (g.1) governing the matters required to be dealt with in agreements described in section 10;
- (h) prescribing conditions to be complied with by any municipality, Metis settlement or school authority prior to its association with a library system;
- (i) governing the matters required to be dealt with in agreements described in section 13 and the requirements and procedure to establish or expand a library system;
- (j) respecting the disposition and transfer of library assets by municipal library boards desirous of disposing of them to library system boards on entering into agreements described in section 13;
- (j.1) respecting the dissolution of intermunicipal library boards;
- (k) subject to section 16, governing appointments to library system boards and the terms of office of their members;
- (l) repealed 2024 c7 s7;
- (m) defining basic information service for the purposes of this Act.

RSA 2000 cL-11 s40;2006 c5 s14;2024 c7 s7

#### Offence

**41(1)** Any person who wilfully contravenes any bylaw under section 36 is guilty of an offence.

**(2)** A person who wilfully retains any book, record, film or other library property from any public library established and conducted under the authority of this Act is guilty of an offence.

**(3)** A person who obstructs the Minister or a person authorized in writing by the Minister to act on the Minister's behalf in the inspection of the records of a public library is guilty of an offence.

1983 cL-12.1 s45

#### Disposition of fines

**42(1)** Any fine or penalty imposed pursuant to an offence under section 41(1) inures to the benefit of the board whose bylaw was contravened.

**(2)** Any fine or penalty imposed pursuant to an offence under section 41(2) inures to the board having the management or control of the property in respect of which the offence was committed.

1983 cL-12.1 s46












Printed on Recycled Paper 



Province of Alberta

## LIBRARIES ACT

# LIBRARIES REGULATION

### **Alberta Regulation 141/1998**

With amendments up to and including Alberta Regulation 90/2024

Current as of May 17, 2024

### Office Consolidation

© Published by Alberta King's Printer

Alberta King's Printer  
Suite 700, Park Plaza  
10611 - 98 Avenue  
Edmonton, AB T5K 2P7  
Phone: 780-427-4952

E-mail: [kings-printer@gov.ab.ca](mailto:kings-printer@gov.ab.ca)  
Shop on-line at [kings-printer.alberta.ca](http://kings-printer.alberta.ca)



### **Copyright and Permission Statement**

The Government of Alberta, through the Alberta King's Printer, holds copyright for all Alberta legislation. Alberta King's Printer permits any person to reproduce Alberta's statutes and regulations without seeking permission and without charge, provided due diligence is exercised to ensure the accuracy of the materials produced, and copyright is acknowledged in the following format:

© Alberta King's Printer, 20\_\_.\*

\*The year of first publication of the legal materials is to be completed.

### **Note**

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 90/2024)

**ALBERTA REGULATION 141/98**

**Libraries Act**

**LIBRARIES REGULATION**

*Table of Contents*

- 1 Definitions
- 2 Definition for Act

**Part 1  
Boards Generally**

- 3 Reports of bylaws
- 4 Reports of policies
- 5 Meetings open to public
- 6 Public inspection of minutes, resolutions and bylaws
- 7 Policies
- 8 Some types of inspections
- 9 Identification of inspector
- 9.1 When library service point may be in a school

**Part 3  
Municipal and Intermunicipal  
Library Boards**

- 13 Plan of service
- 14 Employment of professional librarian
- 15 Report to Minister
- 16 Requests by Minister
- 17.1 Contents of intermunicipal agreement
- 17.2 Dissolution of intermunicipal library board

**Part 4  
Library System Boards**

- 18 Plan of service
- 19 Employment of professional librarians
- 20 Reports to Minister
- 21 Requests by Minister

## **Part 5 Completion of Library Systems**

- 22** Definitions
- 23** Library system membership
- 24** Resolutions before membership
- 25** Contents of agreement
- 26** Notice of withdrawal
- 27** Request to Minister
- 29** Personal property of municipal and intermunicipal library boards
- 30** Real property of library system board
- 31** Advisory committee
- 32** Library system board members
- 33** Appointment of additional members
- 34** Library system boundaries
- 35** Public library network

## **Part 7 Repeal**

- 47** Repeal

### Schedule

### **Definitions**

- 1** In this Regulation,

- (a) “Act” means the *Libraries Act*;
- (b), (b.1) repealed AR 90/2024 s2;
  - (b.1) “intermunicipal agreement” means an intermunicipal agreement under section 12.2 of the Act;
- (c) “library resources” means any material, regardless of format, that is held in a library’s collection and includes books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, micromaterials, toys and games, kits, CD-ROMs and electronic databases;
- (d) “library service point” means a facility that provides public library services under the control and management of a board;
  - (d.1) “Public Library Network” means the provincial resource sharing network administered by the Public Library Services Branch;

- (e) “resource sharing” means making available to other libraries the library resources owned by a board, the information contained in those resources and the staff expertise required to locate and make available the information or the library resources.

AR 141/98 s1;172/2007;68/2008;90/2024

#### **Definition for Act**

**2** For the purposes of the Act, “basic information service” means public access to current and accurate information and assistance with making use of information, communication technology and library resources.

## **Part 1 Boards Generally**

#### **Reports of bylaws**

**3(1)** Every board shall file with the Minister a report that contains a copy of any bylaw passed by the board under section 36 of the Act.

**(2)** A report under subsection (1) shall be filed

- (a) within one year of the board’s establishment, and
- (b) after the passage of any bylaw passed by the board one year or more after the board’s establishment.

AR 141/98 s3;251/2001;90/2024

#### **Reports of policies**

**4(1)** Every board shall file with the Minister a report that contains a copy of any policy established by the board under section 7.

**(2)** A report under subsection (1) shall be filed

- (a) by a municipal library board or intermunicipal library board within 2 years of the board’s establishment, and
- (b) by a library system board within 3 years of the board’s establishment.

**(3)** When a board revises a policy established by the board under section 7, the board shall file with the Minister a report that contains a copy of the revision.

AR 141/98 s4;172/2007;90/2024



**Meetings open to public**

**5(1)** Every meeting of a board is open to the public.

**(2)** A person or group may make representations to a board at its meeting if the representations relate to the board and its programs.

**Public inspection of minutes, resolutions and bylaws**

**6(1)** Every board shall make its minutes, resolutions and bylaws available for inspection by any person

- (a) during the hours that the library service point is open to the public, if the board operates a library service point, or
- (b) during regular business hours or on request, if the board does not operate a library service point.

**(2)** A person who inspects minutes or a resolution or bylaw under subsection (1) may copy the minutes, resolution or bylaw according to the conditions and procedures established by the board.

AR 141/98 s6;90/2024

**Policies**

**7(1)** Subject to section 36 of the Act, every board shall establish policies with respect to the following:

- (a) confidentiality of user records, except where disclosure is required by law;
- (b) orientation and continuing education of board members and staff, including expenses for such orientation and continuing education;
- (c) finance, including designation of expenses for which board members and staff will be reimbursed, the form and manner in which those expenses shall be claimed and the appointment of signing officers for the board.

**(2)** Every board that operates a library service point shall, in addition to establishing policies under subsection (1), establish policies with respect to the following:

- (a) personnel, including job descriptions and performance appraisals for employees, qualifications for staff positions, working hours, conditions of employment and a grievance procedure;

- (b) selection, acquisition, purchase and disposition of library resources, including a policy respecting gifts and donations;
- (c) resource sharing, including participation in the Public Library Network and the conditions that apply to the acquisition of library resources and information from other sources, including inter-library loans and information in electronic databases;
- (d) provision of library resources to persons unable to use conventional print resources, including provision in co-operation with community agencies;
- (e) the terms and conditions under which library resources will be loaned to members of the public for use in a location other than the library;
- (f) hours of service at each library service point;
- (g) the terms and conditions for use of any areas of a building managed by the board that are not normally used for library purposes, including who may use those areas.

**(3)** A library system board shall also establish a policy with respect to the provision of municipal library services to any member municipality that does not have a municipal library board and shall ensure that bylaws under section 3 and policies under subsections (1) and (2) apply to those library services.

AR 141/98 s7;251/2001;90/2024

#### **Some types of inspections**

**8** Without limiting the generality of section 39 of the Act, the Minister or a person authorized by the Minister may inspect the records of a board

- (a) to determine the extent to which a board is meeting the requirement to provide comprehensive and efficient service as defined by that board,
- (b) to determine compliance with the Act and the regulations under the Act,
- (c) to determine the adequacy of accounting practices and financial controls,
- (d) to determine the use to which provincial grants are put, and

- (e) to assist a board in periodic reviews of its administrative practices, policies, library collections and any other matters on which a board may request advice.

AR 141/98 s8;251/2001;90/2024

#### **Identification of inspector**

**9** The identification that a person authorized under section 39 of the Act must carry is an identification card that bears the person's photograph, name and position and is

- (a) signed by the Minister, or
- (b) accompanied by the Minister's authorization, in writing, to do the inspection.

AR 141/98 s9;251/2001;90/2024

#### **When library service point may be in a school**

**9.1** A board shall not operate a library service point in a school unless

- (a) the board enters into an agreement with the school authority that sets out the responsibilities of the board and the school authority for the operation of the library service point, including the responsibilities of employees of the board and the school authority,
- (b) the board has its own bank account and signing officers, none of whom are employees of the school authority, and
- (c) in addition to any other hours that the library service point may be open to the public, the library service point is open to the public outside of the hours during which the school is in operation for regular classes, including being open during evenings or weekends, or both, and during the summer.

AR 90/2024 s8

**Part 2** repealed AR 90/2024 s9

### **Part 3**

## **Municipal and Intermunicipal Library Boards**

#### **Plan of service**

**13(1)** A municipal library board or intermunicipal library board shall, within 3 years of being established, develop and file with the Minister a plan of service with a mission statement and goals and

objectives based on a needs assessment of the municipality or municipalities served by the board.

**(2)** A municipal library board or intermunicipal library board shall, at least every 5 years following the date on which the plan was previously filed, file a current plan of service with the Minister.

AR 141/98 s13;193/2003;172/2007;90/2024

#### **Employment of professional librarian**

**14(1)** Subject to subsection (3), the following shall, within 2 years of completing a plan of service under section 13(1), employ a graduate of a postgraduate library program in Canada or a person with equivalent qualifications from another country:

- (a) a municipal library board of any municipality with a population of 10 000 or more;
- (b) an intermunicipal library board that serves municipalities with a total population of 10 000 or more.

**(2)** Repealed AR 193/2003 s3.

**(3)** This section does not apply to any municipal library board or intermunicipal library board that does not operate a library service point.

AR 141/98 s14;251/2001;193/2003;172/2007;90/2024

#### **Report to Minister**

**15** A municipal library board or intermunicipal library board shall annually complete and file with the Minister a report in a form and containing the information required by the Minister.

AR 141/98 s15;172/2007;90/2024

#### **Requests by Minister**

**16(1)** For the purpose of determining if a municipal library board or intermunicipal library board is complying with the Act and this Regulation, the Minister may, by written request, require a municipal library board or intermunicipal library board to file with the Minister

- (a) copies of the minutes of any meeting of the board, and
- (b) copies of any agreement entered into by the board.

**(2)** For the purpose of obtaining information to assist in the formulation of policies respecting matters to which the Act and this Regulation relate, the Minister may, by written request, require a

municipal library board or intermunicipal library board to make any survey that the Minister considers necessary or advisable.

AR 141/98 s16;172/2007;90/2024

**17** Repealed AR 90/2024 s15.

**Contents of intermunicipal agreement**

**17.1** An intermunicipal agreement shall, at a minimum, contain the following:

- (a) a formal indication of each municipality's desire to enter into the intermunicipal agreement;
- (b) a starting date for the intermunicipal agreement;
- (c) provision for a municipality to become a party to the intermunicipal agreement after the starting date for the agreement if
  - (i) no more than 3 municipalities enter into the agreement initially, or
  - (ii) the agreement is between any number of municipalities located within the existing boundaries of the same municipal district as the municipality;
- (d) provision for a municipality to be removed as a party to the intermunicipal agreement after the starting date for the agreement;
- (e) terms specifying the number of members of the intermunicipal library board each municipality that is a party to the intermunicipal library agreement may appoint, including the number of members of council of each of the municipalities that may be appointed;
- (e.1) provision for the appointment of a total number of members to the intermunicipal library board of not fewer than 7 and not more than 15, of whom no more than 40% may be members of council of any municipality that is a party to the intermunicipal agreement;
- (f) the annual date by which the intermunicipal library board must submit a budget and an estimate of the money required during the next fiscal year to each municipality that is a party to the intermunicipal agreement;
- (g) terms specifying how the intermunicipal library board must calculate the estimate of the money required during the next fiscal year and each municipality's share of that



money, the date on which payment of the money becomes due from each municipality, and how the money is to be paid;

- (h) terms specifying the form of the financial report to be prepared under section 12.1 of the Act and setting out a process for the approval of the qualifications of the person who will review the financial records of the intermunicipal library board and prepare the financial report;
- (i) terms governing the process for amending and terminating the intermunicipal agreement;
- (j) details of the rights, assets and liabilities that each municipality that is a party to the intermunicipal agreement will transfer to the intermunicipal library board on the formation of the board;
- (j.1) details of the rights, assets and liabilities that a municipality that becomes a party to the intermunicipal agreement after the starting date of the agreement will transfer to the intermunicipal library board;
- (k) where the intermunicipal agreement is an agreement between 3 or more municipalities, terms respecting the transfer of the rights, assets and liabilities of the intermunicipal library board in the event that one of the municipalities withdraws from the agreement;
- (l) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that are parties to the intermunicipal agreement;
- (m) terms respecting the notice that a municipality must give to the intermunicipal library board and to the other municipalities that are parties to the intermunicipal agreement before making an application under section 17.2.
- (n) terms governing the process by which a bylaw passed by the intermunicipal library board may be disallowed.

AR 172/2007 s10;90/2024

#### **Dissolution of intermunicipal library board**

**17.2(1)** The council of a municipality that is a party to an intermunicipal agreement may, by bylaw, authorize the municipality to apply to the Minister to dissolve the intermunicipal library board.

(2) An application to the Minister to dissolve an intermunicipal library board must contain a proposed winding-up plan that addresses the transfer of all of the rights, assets and liabilities of the intermunicipal library board.

(3) If complete applications to dissolve an intermunicipal library board are received

- (a) from one or both municipalities that are parties to an intermunicipal agreement that is between 2 municipalities, or
- (b) from a majority of the parties to an intermunicipal agreement that is between 3 or more municipalities,

the Minister may, by order, dissolve the intermunicipal library board and transfer the rights, assets and liabilities of the intermunicipal library board in accordance with the proposed winding-up plan or in any other manner the Minister considers appropriate if the municipalities cannot agree as to how the rights, assets and liabilities should be distributed.

AR 172/2007 s10;90/2024

## **Part 4**

### **Library System Boards**

#### **Plan of service**

**18(1)** In managing and controlling a library system, a library system board shall, within 4 years of being established, develop and file with the Minister a plan of service with a mission statement and goals and objectives based on an assessment of

- (a) the needs of the municipal library boards and intermunicipal library boards within the library system,
- (b) the library needs of those school authorities that are parties to an agreement referred to in section 13 of the Act, and
- (c) the need for public library service generally.

(2) A library system board shall, at least every 5 years following the date on which the plan was previously filed, file a current plan of service with the Minister.

(3) Repealed AR 90/2024 s18.

AR 141/98 s18;251/2001;193/2003;172/2007;90/2024

**Employment of professional librarians**

**19(1)** A library system board shall employ, for every 25 000 persons that it serves, a graduate of a postgraduate library program in Canada or a person with equivalent qualifications from another country.

**(2)** A calculation under subsection (1) of the number of persons that a library system board serves shall exclude the population of any municipality in which a municipal library board or intermunicipal library board employs a person under section 14.

AR 141/98 s19;172/2007;90/2024

**Reports to Minister**

**20(1)** A library system board shall annually complete and file with the Minister a report in a form and containing the information required by the Minister with respect to

- (a) the library system board, and
- (b) each library service point as specified by the Minister.

**(2)** Repealed AR 90/2024 s20.

AR 141/98 s20;90/2024

**Requests by Minister**

**21(1)** For the purpose of obtaining information to assist in the formulation of policies respecting matters to which the Act and this Regulation relate, the Minister may, by written request, require a library system board to make any survey that the Minister considers necessary or advisable.

**(2)** The Minister may, by written request, require a library system board to provide any information that the Minister considers necessary to undertake a systematic review of library services within the library system.

AR 141/98 s21;90/2024

## **Part 5**

### **Completion of Library Systems**

**Definitions**

**22** In this Part,

- (a) “agreement” means an agreement referred to in section 13 of the Act;
- (b) “jurisdiction” means a municipality, an improvement district, a special area or a Metis settlement;

- (c) “resource centre” means a municipal library within a library system that the library system board designates as a resource centre.

AR 141/98 s22;251/2001

#### **Library system membership**

**23** A jurisdiction or school authority shall not request the Minister to establish a library system under section 13 of the Act unless a minimum of 75% of the parties to the agreement are jurisdictions.

AR 141/98 s23;251/2001

#### **Resolutions before membership**

**24(1)** Before a jurisdiction that is not a party to an intermunicipal agreement becomes a member of a library system,

- (a) the municipal library board in the jurisdiction shall pass a resolution accepting service from the library system board and providing its recommendations to the jurisdiction’s council with respect to the agreement, and
- (b) the jurisdiction’s council shall pass a resolution assenting to the agreement.

**(1.1)** Before a jurisdiction that is a party to an intermunicipal agreement becomes a member of a library system,

- (a) the intermunicipal library board established by the intermunicipal agreement shall pass a resolution accepting service from the library system board for that jurisdiction and providing its recommendations to the council of each jurisdiction that is a party to the intermunicipal agreement with respect to the agreement, and
- (b) the jurisdiction’s council shall pass a resolution assenting to the agreement.

**(2)** Before a school authority becomes a member of a library system, it shall pass a resolution accepting service from the library system board on the terms and conditions prescribed by that board.

AR 141/98 s24;172/2007;90/2024

#### **Contents of agreement**

**25(1)** An agreement shall at a minimum contain the following terms:

- (a) a formal indication of the parties’ desire to enter into an agreement;

- (b) a starting date for the agreement;
  - (c) provision for parties to become members of the library system after the starting date;
  - (d) terms setting out the powers and duties of the library system board;
  - (e) provision for the establishment of an executive committee of not more than 10 persons when the number of members of the library system board is more than 20, and a statement of the powers and duties of that committee;
  - (f) terms specifying how to calculate the estimate of the money required under section 18 of the Act, the date on which payment of the money becomes due and how the money is to be paid;
  - (g) an explanation of the financial relationship between the library system board and the parties to the agreement;
  - (h) an explanation of the financial relationship between the library system board and the municipal library boards and intermunicipal library boards;
  - (i) terms setting out the services that the library system board will provide, including a commitment to make all library resources acquired by the board available to all residents served by the library system;
  - (j) an explanation of the relationship between the library system board, the municipal library boards, the intermunicipal library boards and the board of the resource centre respecting the provision of library services, subject to section 19 of the Act;
  - (k) provision for expansion of the library system to all jurisdictions within the prescribed boundaries;
  - (l) repealed AR 90/2024 s23;
  - (m) terms governing the method for amendment, extension and renewal of the agreement;
  - (n) terms governing the notification municipal library boards and intermunicipal library boards are to receive of any amendment, extension or renewal of the agreement.
- (2) An agreement shall be signed by the persons authorized by the councils to enter into the agreement and by the chairs of municipal library boards and intermunicipal library boards where they exist.



**(3) to (5)** Repealed AR 180/2013 s2.

AR 141/98 s25;251/2001;193/2003;172/2007;180/2013;  
90/2024

#### **Notice of withdrawal**

**26** If a party to an agreement gives notice of withdrawal under section 22 of the Act, the library system board

- (a) shall, not later than 90 days prior to the effective date of withdrawal, provide to that party's council and municipal library board or intermunicipal library board, if any, a written appraisal of the expected effects of that withdrawal on the provision of library services to the residents of that jurisdiction or school authority, and
- (b) may request a review by that party's council and municipal library board or intermunicipal library board, if any, of the notice of withdrawal.

AR 141/98 s26;251/2001;172/2007;90/2024

#### **Request to Minister**

**27(1)** A jurisdiction or school authority that wants to become a member of an existing library system shall forward to the Minister a request to that effect.

**(2)** Section 23 applies to an application under this section.

**(3)** The Minister shall not approve an application to join an existing library system unless a minimum of 75% of the parties to the agreement are jurisdictions.

**28** Repealed AR 90/2024 s25.

#### **Personal property of municipal and intermunicipal library boards**

**29** All personal property of a municipal library board or intermunicipal library board on the date on which a council signs an agreement affecting the board remains the property of the municipal library board or intermunicipal library board.

AR 141/98 s29;172/2007;90/2024

#### **Real property of library system board**

**30** A library system board may not hold or own real property unless it is required for the purposes of administering the library system or for distribution of library resources.

**Advisory committee**

**31(1)** A member of a library system board who is appointed by the council of a jurisdiction that does not have a municipal library board or intermunicipal library board may receive any concerns respecting library service to that jurisdiction's residents from an advisory committee appointed by the council to transmit those concerns.

**(2)** If a council does not appoint an advisory committee, the library system board may appoint an advisory committee to act under subsection (1).

AR 141/98 s31;172/2007;90/2024

**Library system board members**

**32(1)** Repealed AR 90/2024 s28.

**(2)** An appointment under section 16(a) of the Act shall not exceed a term of 3 years.

**(3)** A council of a municipality, Metis settlement or school authority shall not appoint a member under section 16(a) of the Act to serve for more than 9 consecutive years without the approval of 2/3 of all the members of that council.

**(4)** Repealed AR 90/2024 s28.

**(5)** Subject to subsection (6), a council may, with respect to appointments under section 16(a) of the Act, appoint an alternate member to the library system board if its library system board member

- (a) is unable to attend a meeting of the library system board, and
- (b) has given notice to the library system board that an alternate member will attend.

**(6)** The alternate member shall not act in place of the library system board member at more than 2 consecutive meetings except by resolution of the library system board.

AR 141/98 s32;251/2001;90/2024

**Appointment of additional members**

**33(1)** Repealed AR 90/2024 s29.

**(2)** The board of a resource centre may, pursuant to section 16(d) of the Act, appoint one additional member to the library system board for a term not exceeding 3 years.

AR 141/98 s33;251/2001;90/2024

**Library system boundaries**

**34(1)** For the purposes of section 14(1)(b) of the Act, the boundaries of each library system are as set out in the Schedule to this Regulation.

**(2)** Notwithstanding the Schedule, the municipality of Swan Hills may join either the Peace or Yellowhead library systems.

AR 141/98 s34;282/99;251/2001;90/2024

**Public Library Network**

**35** Every jurisdiction and school authority that is a member of a library system shall, for the purpose of managing its library services or public libraries, meet the requirements of the Public Library Network.

AR 141/98 s35;90/2024

**Part 6** repealed AR 90/2024 s32

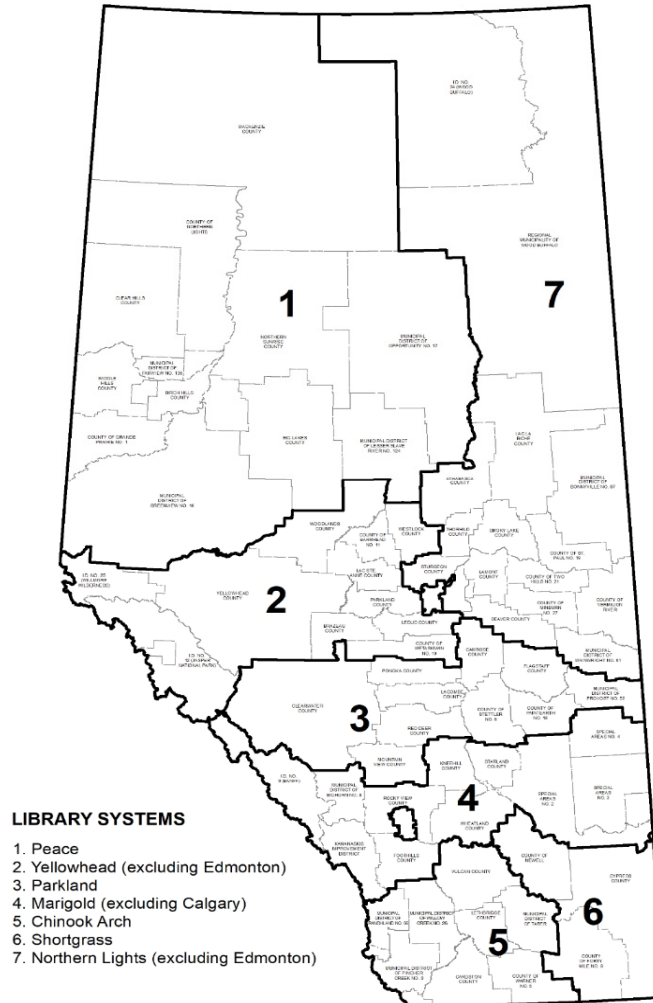
**Part 7  
Repeal****Repeal**

**47** The *Libraries Regulation* (AR 342/84) is repealed.

**48** Repealed AR 134/2018 s3.


## Schedule

## BOUNDARIES OF LIBRARY SYSTEMS IN ALBERTA



AR 141/98 Sched;90/2024



Printed on Recycled Paper 



# Town of High Level Library Board

## POLICY MANUAL





## Table of Contents

<b>SECTION 1 – GENERAL</b>	<b>5</b>
1.1 Mission, Vision, and Values	5
<b>SECTION 2 – LIBRARY CARDHOLDERS</b>	<b>6</b>
2.1 Library Cardholders and Library Card Fees	6
2.2 Overdue Items	7
2.3 Complaints or Appeals by Patrons	8
2.4 Confidentiality of Patron Records	9
<b>SECTION 3 - ADMINISTRATIVE</b>	<b>10</b>
3.1 Personal Information Bank	10
3.2 Record Keeping, Storing, and Purging	12
<i>Town of High Level Bylaw No. 708-99</i>	14
3.3 Risk Management	16
3.4 Freedom of Information and Protection of Privacy	18
<b>SECTION 4 - FACILITIES</b>	<b>19</b>
4.1 Library Facilities	19
4.2 Display and Distribution of Materials	20
4.3 Hours of Service	21
4.4 Library Use	22
4.5 Rules of Conduct for Library Users	23
<b>SECTION 5 - FINANCIAL</b>	<b>25</b>
5.1 Finance Policy	25
5.2 Library Credit Card	28
5.3 Staff and Board Reimbursement	29
5.4 Investments	31
5.5 Reserves	32
<b>SECTION 6 – HEALTH AND SAFETY</b>	<b>33</b>
6.1 Safety	33
6.2 Health and Safety Orientation/Training	35
6.3 Emergency Preparedness	36
6.4 Violence	37
6.5 Workplace Harassment / Abuse	38
6.6 Working Alone	39
<b>SECTION 7 – LIBRARY BOARD</b>	<b>40</b>
7.1 Board Appointment Recommendations and Elected Positions	40
7.2 Trustee Code of Ethics	41
7.3 Board Structure	42
7.4 Duties of Library Board Members	44
7.5 Duties of Chairperson and Vice-Chairperson	45
7.6 Duties of Treasurer and Secretary	46
7.7 Board Meetings	47
7.8 Electronic Motions and Voting	49



7.9 Trustee Orientation and Continuing Education.....	50
7.10 Policy Making .....	52

## **SECTION 8 – LIBRARY MATERIALS..... 53**

8.1 Collection Management.....	53
8.2 Donations .....	56
8.3 Resource Sharing and Interlibrary Loan.....	57
8.4 Lost and Damaged Items .....	59
8.5 Circulation of Materials.....	60
8.6 Statement of Intellectual Freedom.....	61
8.7 Censorship and Complaints .....	63
<i>Citizen's Request for Reconsideration of Material.....</i>	<i>64</i>

## **SECTION 9 – LIBRARY SERVICES ..... 65**

9.1 Library Services .....	65
9.2 Provision of Service to those with Unable to Use Conventional Print.....	66
9.3 Provision of Library Materials in Languages other than English.....	67
9.4 Home Service for Those Physically Unable to Pick Up Library Materials.....	68
9.5 Internet and Computer Use .....	70
9.6 Programs.....	72
9.7 Social Media.....	73

## **SECTION 10 – PERSONNEL ..... 75**

10.1 Definition of Employment Status .....	75
10.2 Pre-requisites for Employment .....	76
10.3 Employee Code of Ethics .....	77
10.4 Probationary Period.....	79
10.5 Staff Orientation and Continuing Education .....	80
10.6 Hours of Work .....	82
10.7 Employee Compensation .....	83
10.8 Paid Holidays .....	84
10.9 Vacation .....	85
10.10 Paid Leaves .....	86
10.11 Unpaid Leaves .....	87
10.12 Timekeeping.....	88
10.13 Pension .....	89
10.14 Health Spending Account.....	90
10.15 Alberta Employment Standards Code .....	91
10.16 Employee and Volunteer Grievances .....	92
10.17 Political Activities.....	93
10.18 Performance Evaluation .....	94
<i>Performance Evaluation Form.....</i>	<i>95</i>
10.19 Personnel Records.....	101
<i>Schedule A.....</i>	<i>102</i>
10.20 Progressive Discipline .....	103
<i>Step 1: Verbal Warning.....</i>	<i>104</i>
<i>Step 2: Written Warning.....</i>	<i>105</i>
10.21 Termination and Resignation .....	106
<i>Termination of Employment .....</i>	<i>106</i>



	<i>Resignation of Employment .....</i>	<i>106</i>
10.22	Library Volunteers .....	108
10.23	Job Descriptions.....	110
	<i>Library Manager.....</i>	<i>110</i>
	<i>Library Assistant.....</i>	<i>115</i>
	<i>Library Aide.....</i>	<i>117</i>



## SECTION 1 – GENERAL

---

### 1.1 Mission, Vision, and Values

---

#### **Our Mission**

Through fostering community partnerships, the High Level Municipal Library will provide library and information services for the educational, cultural, and leisure needs of the Community.

#### **Our Vision**

The High Level Municipal Library is a comfortable space for learning, creativity, entertainment, and intellectual activity open to all.

#### **Our Values**

The High Level Municipal Library values collaboration, creativity, and advocacy.





## SECTION 2 – LIBRARY CARDHOLDERS

---

### 2.1 Library Cardholders and Library Card Fees

---

The patron should make all efforts to ensure that the information held by the Library is current.

#### **Library Cards**

Any person may apply for a Library card.

**Juvenile** library cards are set at 0-15 years of age. A parent/guardian must sign juvenile cardholder registrations and the parent/guardian will be held responsible for items borrowed on juvenile library cards.

**Special group** cardholders are considered individually. Cost will be based on the demand for resources. These library cards will be valid for one year from the time of issue.

#### **Transient residents**

- may be issued a library card valid for six months from date of issue, plus a non-refundable deposit,
- are defined as short term residents, persons passing through or persons with a general delivery address and no telephone, and
- will be asked to provide valid government identification as per provincial legislation.

Library cards are not transferable and may not be used by others.

A patron may not be allowed to borrow after the one-month grace period without renewal of their library card.

#### **Cardholder Fees**

Library cardholder fees shall be reviewed and set annually with the Budget.

No person shall be denied a library card if the sole reason is a lack of ability to pay the fee.

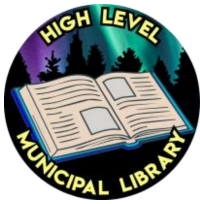
#### **Suspension**

Borrowing privileges will be suspended when late fees and/or replacement charges for lost items exceed \$10.00

#### **Replacement Charges**

Library cardholders are responsible for the loss and damage to any items borrowed on their card, as well as the payment of any outstanding fines.

Lost cards must be reported immediately. A fee may be charged for replacement of the card.



---

## 2.2 Overdue Items

---

Library cardholders are responsible for returning library materials to the library on or before the due date.

Any items not returned by the due date are considered overdue.

The Library shall attempt to notify patrons two times before library cards are suspended.

Two lending cycles after the items are due, they shall be considered lost and an email shall be sent informing patron of replacement costs and penalties. If there is no response, the matter may be forwarded to a collection agency.

If all attempts to regain overdue items should fail, the Library reserves the right to charge the patron under the *Libraries Act*.



---

## 2.3 Complaints or Appeals by Patrons

---

If a patron wishes to lodge a complaint/appeal to the Town of High Level Library Board, they must follow the protocols laid out within this policy.

- Complaint/Appeal should be first addressed to the Library Manager in writing for possible resolution.
- If the resolution is not satisfactory to the patron, they can write an additional letter to the Board also forwarding the original letter that was sent to the Library Manager.

The Board's decision in such matters will be final.



---

## 2.4 Confidentiality of Patron Records

---

All records held by the High Level Municipal Library relating to user registration and the borrowing of library materials are confidential in nature, regardless of the source of inquiry.

Access to patron records is provided to library staff and volunteers as required to carry out the business of the library, including recovering library property and collecting late fees. Records of library members are stored in a single database for all TRAC consortium member libraries.

The contents of registration and borrowing records shall not be made available to anyone with the following exceptions:

- Under the written order of the Library Manager, such order having been issued pursuant to a proper legal process, order or subpoena under the law and/or in accordance with the *Freedom of Information and Protection of Privacy Act of Alberta (FOIP)*.  
**Any individual in receipt of such process, order or subpoena, should forward it to the Library Manager. The Manager will consult with the Legal Counsel of the Town of High Level to determine if such process, order or subpoena is in good form and if there is just cause for its issuance. If the process, order or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released.**
- At the request of a parent or guardian for access to the record of a library user under 15 years of age, provided the parent or guardian has authorized and accepted responsibility for borrowing privileges.
- In the case of a library user over 16 years of age, access is provided to the parent only with the permission of the child.



## SECTION 3 - ADMINISTRATIVE

---

### 3.1 Personal Information Bank

---

The Town of High Level Library Board (THLLB) and High Level Municipal Library (HLML) keep the following banks of information, based upon the legal authority stated in each section:

#### **Personnel Records**

Information contained supports administration and payroll functions.

Information contained: Employee name, address, phone number, birth date, Social Insurance Number, benefits information, employment commencement date, salary grid placement, employment contracts, performance reviews

Individuals: all THLLB staff.

Legal Authority: *Freedom of Information and Protection of Privacy Act*, section 32(c)  
*Alberta Labour Code, Canada Tax Act, Libraries Act*

#### **User Database**

Information contained supports the lending and use of library materials to the public.

Information contained: User name, address, telephone number and email address.

Individuals: all users registered with HLML.

Legal Authority: *Libraries Act, Freedom of Information and Protection of Privacy Act*, section 32(c).

#### **Home Service User Database**

Information contained supports the home service to these users.

Information contained: User name, address, phone number, email address and reading history.

Legal Authority: *Libraries Act, Freedom of Information and Protection of Privacy Act*, section 32(c).

#### **Staff Directory**

Information contained: Employee name, address, home and cell phone numbers, emergency contact.

Individuals: all THLLB staff.

Legal Authority: *Freedom of Information and Protection of Privacy Act*, section 32(c).

#### **Volunteer Database**

Information contained: Volunteer name, address, phone number, email address, emergency contact, criminal record check forms, volunteer hours.

Individuals: volunteers at HLML.

Legal Authority: *Freedom of Information and Protection of Privacy Act*, section 32(c).





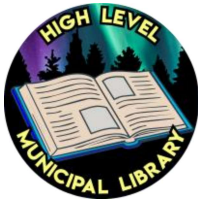
Created: June 2020  
Revised: Sept 2022  
Next rev: Sept 2025

## **Room Booking Database**

Information contained: name and type of organization; date, time, and location of meeting; contact name, telephone number, mailing and email addresses.

Individuals: persons booking HLML public rooms

Legal Authority: *Freedom of Information and Protection of Privacy Act*, section 32(c).



---

## 3.2 Record Keeping, Storing, and Purging

---

### Record Keeping

The Library Manager will maintain adequate records to compile monthly and annual activity reports. The storage of files is to be kept to the legal minimum consistent with the efficient operation of the organization and the preservation of a meaningful historical record of High Level Municipal Library. Where records are deemed to be vital, the confidentiality or security of the files and the implications of their possible loss or destruction should be considered when making decisions as to where to store them.

Apart from those materials obtained or documented for the express purpose of public use, the records of the Library are confidential and may be accessed only with the permission of the Board under the guidelines set out by the *Freedom of Information and Protection of Privacy Act* and Regulation. User records are confidential unless subpoenaed by law.

The Library Manager will present all requests for access to the Library's confidential records to the Board together with any comments or recommendations.

### Computer Backup

There shall be a backup process in place for every computer in the office. Staff adherence to backup procedures is the responsibility of the Library Manager.

### Retaining of Records

The Library Manager shall follow the schedule set by the *Town of High Level Bylaw No. 708-99*. [Schedule attached]. P= permanent on schedule.

The following items are not covered under this schedule:

Daybook	One year
Inactive Patron cardholder forms (with no fees attached to the account)	Two years

### Destruction of Records

Administrative files shall be purged annually, and records moved, archived, or destroyed as appropriate.

- regular garbage disposal (wastebasket) for documents that do not contain personal or sensitive information and
- shredding all personal and sensitive documents that are no longer deemed "Necessary Records".

Destruction of records shall follow the schedule set out by the Town of High Level where applicable.



Created: Sept 2000  
Revised: Sept 2022  
Next rev: Sept 2025

Staff is responsible for maintenance of their own current and working files. Any significant documents received by any member of the staff shall be retained as administrative or essential files and as such fall under the purview of this policy.

RETENTION AND DESTRUCTION OF RECORDS

SCHEDULE "A"

Subject	Description	Retention Period in Years
Accounting	Monthly reconciliation & receipts	2
Accounting	Year-end general ledgers	P
Accounts Payable	General administration of accounting	7
Accounts Revenue	The control and operation of receivable accounts	7
Acquisition	Orders for goods which do not require requisitions	1
Acts and Legislation	Controlling the Town	P
Administration	General Correspondence	1
Administration	General subjects relating to administrative function and activities from the time the decision was made.	1
	Organizational chart	C
Agreements/Contracts	Agreements and contracts	7- after expiry date
Associations & Societies	Participation in the functions of mutual professional interest	3
Audits	Financial auditing methods and reports	1
Banking	Administration and establishment of bank accounts	P
Budgets-General	Final Budgeting Information	P
Capital Projects	Project lists, reports, and statistics	P
Cheque Administration	Administration of issuance, replacement, and distribution of cheques	7 from date of completion of contract
Committees	Interaction with other bodies structures for specific tasks	7
Committees	Reports on the establishment & organization of	7
Communities	Correspondence relating to administration, funding, planning, etc.	7
Contracts	Financial agreements and contracts	11 years after expiry date
Consulting Services	Contracting of consulting firms (after completion of project)	3
Equipment Operation	Operating standards, manuals, warranties, etc.	P or until item is disposed of
Finance - General	Financial administration functions	7
Funds (Debentures)	Administration of trust funds & revolving funds	P
Grants	Administration of financial assistance programs	P
Incorporation Studies	Reports & future studies	p
Information – General	Material relating to information services	2
Inventories	Recording, storage & distribution of equipment	7
Legislative & Cabinet Activities	Actions of Provincial Legislation	3

Meetings, Symposiums, Conferences	Correspondence on the establishment & participation in meetings, etc.	1
Minutes	Council and Council appointed Committees	P
Office Services	General office services administration	1
Office Equipment or Machinery	General	7
Personnel – General	Confidential files	7- After termination
Personnel	General administration of personnel management	7- After termination
Personnel- Payroll	Payroll information	7- After termination
Plans/ Studies	General plans and studies	P
Policy and Procedures	Policy Documents	7
Public Relations General	Communications with the general public	1
Public Relations	Press Releases, Declarations	1
Public Relations Publicity	Advertising posters, displays, etc.	1
Records Management-General	Correspondence relating to Records Management Program	2
Reports & Statistic Financial	Reports to maintain an ongoing record within the financial system	7
Risk Management & Insurance	Administration of insurance programs	7
Safety	Correspondence relating to the establishment and operation of a safety program	7
Statistics General Reports	Administrative reports & statistics	P
Telecommunications	Administration, installation & maintenance of telecommunications equipment	3
Training & Development	Training & development plans	2





---

## 3.3 Risk Management

---

### **Purpose**

Risk management is an integral part of sound management practice and an essential element of good corporate governance. The purpose of this policy is to ensure consistency in consideration of risks and advantages in the decisions made by the Town of High Level Library Board (THLLB) and High Level Municipal Library (HLML) with respect to both policies and operations.

### **Definition**

To THLLB, risk management means the forecasting and evaluation of risks together with the identification of procedures to avoid or minimize their impact.

### **Guiding Principles**

- THLLB will maintain a risk intelligent culture that is innovative and proactive in identifying, assessing, and managing risk.
- Risk management will be incorporated into the strategic and operational planning processes at all levels within THLLB.
- Risk will be imbedded into THLLB's decision-making processes to allow a balanced decision making approach that considers all aspects while allowing for advancement and innovation.
- Risk management will be considered in the context of alignment with THLLB's mission, vision, and values.

### **Risk Categories**

In order to build a cohesive risk intelligent culture, it is important to identify the numerous risks faced by HLML. THLLB maintains a schedule of risk categories that is reviewed by the Library Manager on a regular basis.

### **Decision Making Process**

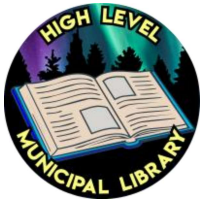
All THLLB members and HLML employees use several considerations when making risk management decisions. The consistent application of these considerations will help THLLB develop a risk informed response that uses limited resources most effectively.

### **Roles and Responsibilities**

THLLB and HLML employees all have roles and responsibilities in contributing to THLLB's management of risk:

#### Front-line employees

- Are responsible for following prescribed risk management practices in the context of their daily tasks



#### Library Manager

- Will ensure all employees understand their responsibilities with respect to operational risk
- Are responsible for implementing good risk management practices
- Will assist in fostering a risk aware culture within HLML
- Will consider risk and the affect it has on HLML as a whole
- Will bring any risk management concerns to the attention of the Board

#### Library Board

- Ensures THLLB's risk management policy is in place and reviewed regularly
- Ensures risk is being continually managed with the Library Manager



---

## 3.4 Freedom of Information and Protection of Privacy

---

The *Freedom of Information and Protection of Privacy Act* (FOIP), in Alberta, aims to strike a balance between the public's right to know and the individual's right to privacy, as those rights relate to information held by public bodies

This law was proclaimed October 1, 1995, and now affects all provincial government departments, agencies, boards and commissions, school boards, health care boards, post-secondary educational institutions, and local government.

The Alberta legislation can be found at *Freedom of Information and Protection of Privacy Act*.  
<http://www.servicealberta.ca/foip/>

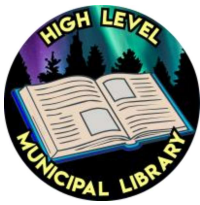
The FOIP Act provides that Albertans have

- the right to request access to information held by the Library,
- the right to access personal information about themselves held by the Library,
- the right to request correction to their personal information held by the Library,
- controls on the collection, use and disclosure of personal information by the Library, and
- the right to request independent review of decisions made under FOIP.

Charges for records retrieval services can be found in Schedule A (\*\*\*)

The FOIP Coordinator of the High Level Municipal Library can be contacted at:

High Level Municipal Library  
10601 – 103 Street  
High Level, AB  
T0H 1Z0



## SECTION 4 - FACILITIES

---

### 4.1 Library Facilities

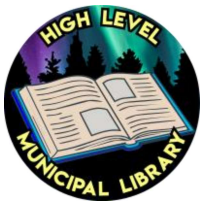
---

A library building should be designed as a community's information and cultural center, a stimulator of new ideas and a center for continuing education for people of all ages.

The Library should have a pleasant atmosphere. It should offer to the community a compelling invitation to enter, read, look, listen, and learn.

The Town of High Level Library Board accepts the responsibility to make recommendations that the facilities remain current with changing technology and community needs.

The Board accepts the responsibility for securing funds for needed facilities.



---

## 4.2 Display and Distribution of Materials

---

As a community service, the High Level Municipal Library provides a variety of areas for the posting, display and distribution of information of importance and interest to the community.

- Materials to be considered for posting, display or distribution in public areas will be subject to established criteria and guidelines and must be approved by the Library Manager. Final authority rests with the Town of High Level Library Board.
- Displays, exhibits, handouts and all posted materials are in conformation with the Canadian Library Association's Statement on Intellectual Freedom.
- The display or distribution of any material does not constitute endorsement of its content by the Library.



---

### 4.3 Hours of Service

---

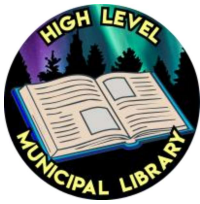
The Library encourages library use by all residents of the community served, by providing suitable hours of service, as determined by the Board. The hours of service are found in Schedule A (bylaw\*\*) and will be posted on the Library door.

The Library will be closed on statutory holidays. The Library may close during civic holidays, community celebrations, such as parades, and in cases of unforeseen extreme conditions. Some areas of the Library may be restricted to staff use, i.e., administrative offices, workroom, etc.

In the event of a power failure lasting longer than 15 minutes, all patrons will be asked to leave, and the Library will close until such time as power resumes. Staff will stay on duty. The Library Manager has the discretion to send staff home if the power failure is longer than ½ hour. Staff will return to work upon resumption of power unless otherwise instructed. If power is off for a long period, a staff member shall be designated to return to the Library for a spot check of the facility.

If staff is not available to operate the Library, the Library Manager will be contacted, and every attempt will be made to find someone to work. If there is nobody available, the Library will be closed and notice of the closure will be posted on all entrances to the Library and on social media.





---

## 4.4 Library Use

---

The Library will serve all residents of the community and surrounding area as per Public Library Services Branch regulations.

The Library Manager may limit the use of the Library space or its services when excessive demands of groups or individuals are curtailing services to the general public.

No meetings or programs shall be held in the Library except library-related activities without prior approval of the Library Manager. A “Use of Facilities Agreement” shall be completed and kept on file. The organization using shall be responsible for returning the Library to its original condition.



---

## 4.5 Rules of Conduct for Library Users

---

For the comfort and safety of all user and safety of all users and staff of the High Level Library, the following rules must be respected. Violation of any of these rules may result in suspension or restriction of library privileges, including banning from library premises. Criminal offences may result in prosecution.

### **Animals**

Only registered assistance service animals and approved Library pets are allowed in the library.

### **Cell phones and other devices**

Cell phones, tablets, laptop computers, or other devices must be used in a manner that does not disturb others.

### **Disruptive behaviour and language**

Behaviour that interferes with any person's comfort and use of the library is not allowed.

Threatening, abusive, harassing language or behaviour toward staff or other users is not allowed.

No person shall beg or sell services, goods, or merchandise.

No person shall distribute or post materials without permission from library staff.

No person shall traffic in, consume, or appear to be under the influence of alcohol or illegal drugs and substances.

### **Food and drink**

Only beverages with a lid are permitted.

No food or drink is permitted when operating the library's computer equipment.

### **Furniture use**

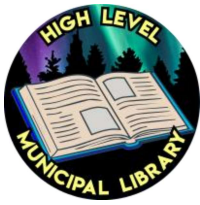
Sleeping is not allowed.

Feet must not be placed on the furniture.

### **Public Internet use**

Use of the Internet for criminal activity is not allowed.

**Smoking** is not allowed.



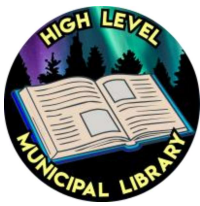
### **Sports equipment**

Bicycles are not allowed in the library.

Other sports equipment (skateboards, inline skates etc.) must not be used inside the library.

### **Theft / Damage to property**

Stealing, damaging, or vandalizing property of the library is prohibited by law. Cutting or removing pages or articles from books or magazines, hacking into, or altering computer settings, and writing in library materials or on furniture or walls is not allowed.



## SECTION 5 - FINANCIAL

---

### 5.1 Finance Policy

---

The Town of High Level Library Board is accountable for the effective management of the Board's financial resources. While the day-to-day administration of finances will be delegated to the Library Manager, the Board will continuously monitor the financial status and ensure compliance with legislation by requiring regular and timely financial reports. The Board Treasurer will review all financial reports and statements and report to the Board at the regularly scheduled Board meetings.

#### **FINANCE POLICY GUIDELINES**

##### **Banking**

The Library Board tenders bank accounts at the financial institution best able to meet the financial needs of the board. The Board shall consider interest rates, loaning policies, financial products, and banking fees as it makes its decision on where to tender its accounts. From time to time, the Town of High Level Library Board may review the banking services provided to the Library and make recommendations for change. Any change in banking services shall be by a motion of the Board.

##### **Signing Authority for Cheques**

Signing authority shall rest with any two of the following positions: Chairperson, Vice Chairperson, Secretary, and Treasurer for the High Level Library. Signatories cannot sign off on funds being issued to themselves. The Library Manager shall also have signing authority in case of need.

##### **Electronic Transfer of Funds (ETF)**

The library has the ability to receive and send funds electronically. When this money is accepted or sent by the Library Manager, the email and receipt of the transfer will be printed off and filed with the financial paperwork. This will be reviewed the Treasurer.

The Library Manager shall also retain the ability to deposit monies, to check balances, to transfer funds, and to obtain international money orders for the payment of Library accounts.

##### **Fiscal Year**

The fiscal year of High Level Municipal Library shall be January 1, to December 31, inclusive.

##### **Budget**

An operating budget shall be prepared annually. The Budget Committee prepares a draft budget for presentation to the Board by early September. The approved budget will be presented to Town Council by mid-September.



The Library Manager and the Board shall develop a long-term financial strategy for the High Level Municipal Library that includes planning for capital replacement, for financial emergencies, and for the long-term stability of the Library that will be linked to the Plan of Service.

The Library Manager shall report any financial anomalies to the Chairperson of the Board as soon as is reasonably possible.

### **Audit**

The auditor shall be selected by the Board and then accepted by High Level Town Council. Town Council sets the level of financial review

Library financial records are prepared for audit by the Library Manager and the Director of Finance from the Town of High Level as soon as reasonably possible after year-end. The audited financial statement shall be received and approved by the Treasurer and Board.

A copy of the audited financial statement shall be forwarded to each trustee and the Public Library Services Branch. The audited financial statement is a public document and is available on request.

### **Capital Equipment Purchase, Cost Sourcing and Purchasing Procedures**

The Board must approve the purchase of capital equipment not specifically approved in the budget.

Authorized staff based on catalogue selection or best buy may make purchases up to \$1,500 provided that funds are available. Amounts over \$1,500 should be submitted for two or more written quotes. The Board must approve purchases over \$1,500.00

When a higher priced item is selected, a written explanation shall be left on the filled quote explaining the reasons for the purchase. A margin of five percent over lowest bid shall be given to local companies in recognition of the community support given to the Library.

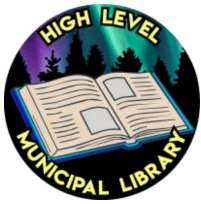
The Library Manager has the authority to decide on sourcing of library materials and to negotiate terms with vendors.

### **Conferences and Meetings**

Trustees or staff delegated to attend conferences or authorized meetings shall be paid reasonable expenses in accordance with budget provisions and as per Town of High Level expense policies

### **Financial Statements**

Regular financial statements shall be obtained from the appointed bookkeeper or Treasurer outlining the current year budget, year-to-date expenses, budget variances, and percentage expanded. The latest financial statements shall be available at regular board meetings or when requested. The statement shall be examined and approved by the Board, although such accounts will already have been paid.



### **Grant Applications**

The Library Manager is authorized to apply for grants to fund High Level Municipal Library's operations and programs. If said application requires matching dollars that are unbudgeted, Board approval is required.

### **Maintenance of Financial Records**

High Level Municipal Library's financial records shall be maintained at the Library.





---

## 5.2 Library Credit Card

---

The objective of having a credit card is to provide a more efficient and effective way to purchase low value goods and services and expedite purchases.

A credit card shall be issued for the use of the Library Manager upon recommendation and approval by the Library Board.

The card may be used only for purchase made on behalf of the Library or for expenses incurred for pre-authorized business trips including airline tickets, gasoline, hotel accommodations, receipted travel expenses (such as meals, taxi fares, parking), and conference registration.

The card may not be used for personal use or cash advances.

All expenditures are to be appropriate and in accordance with the Financial Policy of the Board. Supporting receipts and a Log of Charges incurred shall be maintained and must be acknowledged by the Treasurer of the Board. Travel expenses paid through the card must be acknowledged as such on the expense claim.

The statement must be paid in full each month and be reconciled with receipts and supporting documentation.

The Library Manager must sign an acknowledgement of Responsibility, which shall include the cardholder agreement as required by the issuing financial institution



---

## 5.3 Staff and Board Reimbursement

---

Board members take their trusteeship as volunteers and the Library will pay no honorariums to them. A retiring Board member who has served on the Board for three or more years shall receive a gold membership card which will entitle him/her to a free lifetime library card for the Town of High Level Library.

The Board will reimburse staff and board members for library expenses incurred using a personal method of payment that are related to:

- Professional development, including courses, workshops, and conferences
- Attending meetings on behalf of the library board
- Materials purchased for the library (e.g., books purchased at a local bookstore, materials purchased for library programs, etc.)
- Other library-related activities approved in advance

Expenses that may be claimed include:

- Travel-related expenses, including
  - Mileage for work-related travel in the claimant's personal vehicle. Mileage shall be paid at the current rate set by the Alberta Government Expense Policy for use of a private vehicle (\$0.505 per kilometre). Gasoline for the claimant's personal vehicle is not eligible for reimbursement.
  - Fares for other methods of transportation (e.g., bus fare, taxi fare)
  - Vehicle rental charges, including fuel charges
  - Parking charges
  - Hotel charges
  - Restaurant meal charges. Unlike other expenses, meals are reimbursed at a set rate and do not require receipts. These rates are:
    - Breakfast: \$9.20
    - Lunch: \$11.60
    - Supper: \$20.75
- Registration, tuition, and other similar charges incurred while attending approved library-related professional development.
- Charges for collection items and other materials purchased for the library.
- Other library expenses not listed above that are approved in advance.

All staff reimbursements must be approved in advance by the library manager. All reimbursements of the library manager must be approved in advance by the board chair. All board member reimbursements must be approved by board motion. The approver may set limits on how much may be spent on a given expense for reimbursement.



Reimbursement shall require original receipts and a completed Expense Claim Form submitted to the appropriate approver as described in point 8. Note that restaurant meal reimbursements do not require receipts, as described in point 7.



---

## 5.4 Investments

---

The Town of High Level Library Board (the Board) recognizes the need for sound and prudent investment practices. The Board will adopt policies and establish procedures to ensure that investment earnings are maximized through investment activities which at the same time minimize exposure and risk.

### **Authorization**

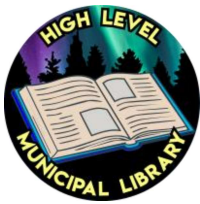
The Board authorizes the Library Manager to invest capital and operating funds not required for immediate disbursement according to the guidelines outlined below, and to dispose of any investment when necessary to meet expenditures or as prudent from an investment management point of view.

### **Guidelines**

All investments will be with recognized financial institutions with a financial rating of AA (minimum). These investments will be government/bank guaranteed at a minimum of 75% in the following:

- Securities issued or guaranteed by the Crown in right of Canada or an agent of the Crown or the Crown in right of a province or agent of a province.
- Securities that are issued or guaranteed by a bank, treasury branch, credit union or trust corporation.

Investments shall be awarded to the financial institution with the most competitive offering after taking into consideration the administrative costs involved and all the financial needs of the Library.



---

## 5.5 Reserves

---

The Town of High Level Library Board (THLLB) may establish, maintain, and manage reserve funds to maintain a prudent level of available financial resources to offset unpredicted one-time expenditures. Reserve funds also provide resources for repairs/replacement/upgrading or construction of new capital assets/infrastructure.

- All requests to use reserve funds or to re-designate reserves must be approved by means of a Board motion. Requests to use reserve funds may also be submitted as part of the annual budget process.
- Interest on reserve accounts shall be included in general revenue.
- Any surplus funds in High Level Municipal Library's operating budget at year-end will be allocated to reserves as specified by the Board during the financial audit process.
- Reports on the status of reserves will be provided to the Board during the audit process and upon request throughout the year.

### **Capital Reserves**

- To fund capital projects according to the Strategic Plan of Service. The funds are earmarked for the following purposes:

#### **Facilities Upgrade and Future Sites**

- To provide for upgrade, replacement, additions, and repairs of a capital nature to the physical building and property and for future sites.

#### **Technology and Innovation**

- To acquire or upgrade technologies to meet changing organizational or community needs and/or to pursue innovation.

#### **Furnishings and Equipment**

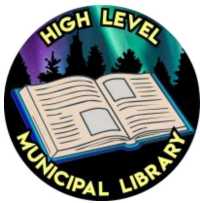
- To acquire or replace furniture/fixtures and equipment (other than computer equipment).

#### **Collection Development**

- To replace and enhance existing collections and/or introduce new collections.

#### **Human Resources**

- To support recruitment, terminations, legal fees, and special leave.
- The funds in these reserves may be separated into laddered terms for maximum return on investment.



## SECTION 6 – HEALTH AND SAFETY

---

### 6.1 Safety

---

#### **Purpose**

The Town of High Level Board Library Board shall provide a safe and healthy environment for its employees, volunteers, customers, and visitors. This policy is intended to allow employees, volunteers, customers, and visitors to work for and spend time in the library with minimum personal risk, and with the confidence that the organization has taken full precautions to ensure his/her physical safety and health. For the purpose of this policy, the employer is the High Level Municipal Library.

The employer, supervisors and workers at every level are responsible and accountable for HLML's health and safety performance. Our goal is a healthy, injury-free workplace for all workers. By working together, we can achieve this goal.

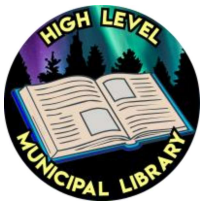
#### **High Level Municipal Library will ensure:**

- the health, safety, and welfare of workers at the work site,
- the health, safety, and welfare of other persons at or near the work site who may be affected by hazards originating from the work site,
- that workers are aware of their Occupational Health and Safety (OHS) rights and duties,
- that workers are not subjected to or participate in harassment or violence at the work site,
- that workers are supervised by a person who is competent and familiar with the OHS Act, Regulations, and Code,
- they consult and cooperate with the Health and Safety Committee (HSC),
- that health and safety concerns are resolved in a timely manner,
- that supervisors and workers are adequately trained for the protection of health and safety at the work site.

#### **Supervisors will:**

- Ensure
  - they are competent to supervise the workers under their supervision,
  - the workers under their supervision work in accordance with procedures and measures required by the OHS Act, Regulations, and Code,
  - the workers under their supervision use all hazard controls and properly uses or wears the personal protective equipment required by the employer or under the OHS Act, Regulation or Code, and
  - that workers are not subjected to or participate in harassment or violence at the work site.
- Take all precautions necessary to protect the health and safety of every worker under their supervision.





- Advise every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work.
- Report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer.

**Workers will:**

- Protect the health and safety of themselves and other people at or near the worksite.
- Cooperate with their supervisors and employers to protect the health and safety of themselves and others.
- Use and wear devices and personal protective equipment required by the employer or the OHS Act, Regulation or Code.
- Refrain from causing or participating in harassment or violence.
- Report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer or supervisor.

In addition, the employer, supervisors, and workers will:

- Cooperate with any person exercising a duty imposed by the OHS Act, Regulations, or Code, and
- Comply with the OHS Act, Regulation, and Code and any site policies, procedures, and codes of practice.

The Library is a safe and healthy environment for employees and patrons.

Safety is a shared responsibility. Success depends on the alertness and personal commitment of all.

All employees are expected to obey safety rules, the working alone rules, and to exercise caution as well as common sense in all work activities.

All injuries, accidents, near missies and safety concerns must be reported to the Library Manager soon as possible after the incident occurring and documented in the injury book.

The Library Manager will report to the Library Board all accidents, injuries, near misses and safety concerns as soon as possible after the incident occurring.



---

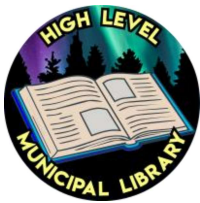
## 6.2 Health and Safety Orientation/Training

---

*Legislation: The Occupational Health and Safety Act, Ch. 0-2.1, Part 5*

### **Employee Orientation**

Library employees and volunteers will be oriented to the High Level Municipal Library's health and safety policies and procedures when they initially start working at the Library.



---

## 6.3 Emergency Preparedness

---

*Legislation: The Occupational Health and Safety Code, Part 7*

The High Level Municipal Library will ensure that all staff are familiar with the Town of High Level Emergency Response Policy (Policy 219-07) and related documents, along with the Emergency Evacuation Procedures specific to the Library.

These procedures comply with Occupational Health and Safety Legislation and include the following:

- identification of various potential and specific emergencies (e.g., fire, tornado, violence, etc.);
- procedures for dealing with identified emergencies;
- emergency response training requirements;
- location and use of emergency facilities;
- emergency locators (e.g., exit doors, first aid kits, flashlights); and
- alarm and emergency communication requirements.

The Library Manager is responsible for implementing and monitoring this policy.



---

## 6.4 Violence

---

*Legislation: The Occupational Health and Safety Code, Part 27*

### **Commitment**

The Town of High Level Library Board, in its efforts to provide a positive, comfortable, and professional environment, will not tolerate any form of workplace violence or harassment directed by, or at, any Library employee by another employee, Board member, or member of the public.

The Board is committed to:

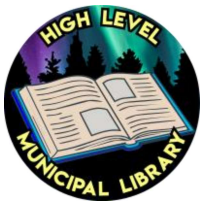
- investigating reported incidents of workplace violence or harassment in an objective and timely manner
- taking necessary action
- providing appropriate support

The Board is further committed to preventing acts of workplace violence or harassment on its premises

Violence in the workplace will not be tolerated. Incidents of violence will be reported to the RCMP immediately. The Library Manager will advise the Library Board in writing within 24 hours.

If the individual accused of violence is an employee of the High Level Municipal Library, the Library Manager and/or the Library Board may suspend that individual with or without pay until the initial investigation has been completed. The Board will decide on an individual basis on each case.

An employee found guilty of violence in the workplace by a Court of Law or the Human Rights Commission, will be terminated immediately.



---

## 6.5 Workplace Harassment / Abuse

---

*Legislation: The Occupational Health and Safety Code, Part 27*

Harassment in the workplace will not be tolerated. Incidents of harassment will be brought to the attention of the Library Manager as soon as possible after the incident. For more information on workplace harassment please refer to the Occupational workplace binder.

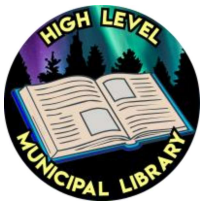
The Library Manager and/or the Library Board will investigate the incident in an expedient fashion.

If the employee alleging harassment believes the incident will be repeated, proper legal channels should be pursued.

If the individual accused of harassment is an employee of the High Level Municipal Library, the Library Manager and/or the Library Board may suspend that individual with pay until the initial investigation has been completed.

An employee found guilty of harassment in the workplace, by a Court of Law or the Human Rights Commission, will be subject to progressive discipline or may be terminated immediately.

The griever, Library Manager, and a Board representative must sign all documentation.



---

## 6.6 Working Alone

---

*Legislation: The Occupational Health and Safety Code, Part 28*

The Town of High Level Library Board (THLLB) and High Level Municipal Library are committed to the safety of its employees and volunteers. The Library considers an employee or volunteer to be working alone if they work by themselves at a work site in circumstances where assistance is not readily available when needed.

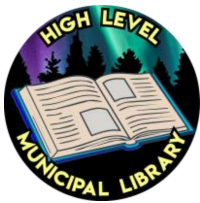
Examples of employees or volunteers who could be at risk from working alone include those who work in sites isolated from public view or who work by themselves without close or direct contact with fellow employees.

THLLB complies with provincial Occupational Health and Safety legislation regarding working alone.

THLLB will:

- identify the potential hazards of working alone and will take practical steps to eliminate or control the hazards,
- establish procedures including effective means of communication appropriate to the hazards involved for employees and volunteers to contact other people who can respond in the case of emergency, and
- ensure employees and volunteers are trained and made aware of the hazards of working alone and the preventative steps to be taken to reduce potential risks.





## SECTION 7 – LIBRARY BOARD

---

### 7.1 Board Appointment Recommendations and Elected Positions

---

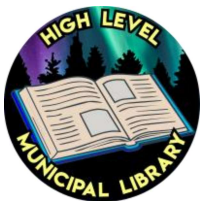
*Legislation: The Alberta Libraries Act, Part 1*

This policy describes the normal process that the Board follows to recommend potential board appointments to Town Council. The Board recognizes that the power to appoint and remove members of the Board rests exclusively with the Town Council.

Vacant board positions shall be advertised in the event of an opening. Prospective new board members and board members whose terms have expired (providing that they have not already served three consecutive terms on the Board) may apply in writing to the Board indicating their willingness to let their names stand for appointment or re-appointment.

The Board will consider and submit all applications to Town Council for possible board appointment. All recommendations for re-appointment shall be submitted to Town Council in the form of motions by the Board recorded in the Board meeting minutes.

Elected positions of the Board shall be renewed annually during the November board meeting.



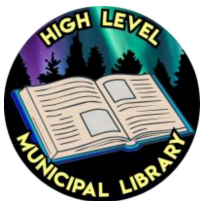
---

## 7.2 Trustee Code of Ethics

---

Library boards exist to develop, promote, and monitor library services, as a public trust. To this end, Library Trustees are committed to the following principles:

1. The primary goal of public Library Trustees is to ensure that the public has access to the highest quality library services possible.
2. Trustees ensure that each person has equitable access to the most complete library service possible. Where limitations in service are unavoidable, any inherent inequality of service should favour those residents least able to obtain alternate service.
  - Trustees support intellectual freedom in the selection of library material.
  - Trustees will respect the confidential nature of library records within the framework, which allows for the monitor of material usage and the need for public accounting.
3. Library Trustees observe ethical standards with truth, integrity, and honour.
  - Trustees avoid situations where personal advantage or financial benefits may be gained.
  - Trustees distinguish between their personal views and those of the institution by respecting the position of the board, even though they may disagree.
4. Trustees respect the established structure of the Library.
  - Trustees will work harmoniously with the board and ultimately accept its will.
  - A Trustee's primary role is policy governance and advocacy.
5. Trustees are expected to take responsibility for their personal development through continuing education opportunities and participation in provincial and national library organizations.
6. Trustees must maintain confidentiality.
  - Board members shall not communicate, either directly or indirectly, information designated confidential to anyone not entitled to receive the same.
  - Board members shall not use information which has been designated as confidential by the Board for personal profit or use by themselves or any other person.
  - Board members shall respect confidential information in perpetuity.
7. All material is considered the property of the THLML and shall be returned at the expiration of the board member's term.



---

## 7.3 Board Structure

---

The Town of High Level Library Board operates under a “Board of the whole” structure, and as such maintains no standing committees. In operating under this structure, the Board recognizes its ongoing responsibilities in the area of Personnel, Finance, Advocacy and Program Planning, and will strike ad hoc committees as necessary.

Ad hoc committees shall consist of at least two, but not more than four members of the Board. Preference will be given to members with professional expertise in the committee’s realm of interest.

The Chairperson and the Library Manager are ex-officio members of all committees.

There are many Board responsibilities that may require an ad hoc committee to be formed.

### **Finance**

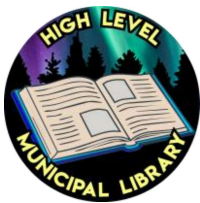
- establish an annual budget in cooperation with the Library Manager
- responsible for major capital purchases, and ensuring tenders, leases, and contracts follow legal criteria
- management of assets of the Library
- plan for long term financial needs
- review and approve fundraising strategies
- review insurance needs

### **Personnel**

- ensure job descriptions exist for all positions at the Library (job descriptions will include qualifications required)
- policy development and/or revision for the above
- hire and evaluation of Library Manager
- provide recommendations regarding termination of Library Manager employment
- recruit potential Board members for approval by council
- orient and train new Board members

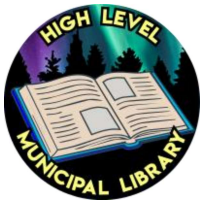
### **Programs**

- promote programs and services to the community
- establish the plan of service to ensure the provision of library services continue to meet the needs of the community
- develop policies and/or revisions to policies that pertain to library programs and service



### **Advocacy**

- represent the Library to government, foundations, and corporations
- monitor government legislation and advise elected officials on the impact of current and proposed legislation
- advocate the Library and its services to local politicians
- participate in issue clarification and resolution between the Library and outside organizations



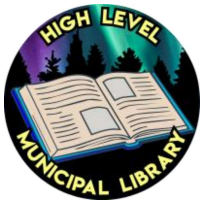
---

## 7.4 Duties of Library Board Members

---

It is the responsibility of every Board Member to:

- make governing leaders, civic officials, funding bodies, and the general public aware of the Library's objectives and services,
- work together with other Board Members to meet the objectives of the Library,
- be prepared for meetings, including reading minutes and other pertinent materials,
- participate in ad hoc committees as necessary. These ad hoc committees may address the following:
  - Finance
  - Personnel
  - Programs
  - Advocacy
- maintain a familiarity with the Alberta Library Trustees Handbook and the Town of High Level Library Board Policy Manual,
- review all the materials in the Trustee Learning section on the Alberta Library Trustees' Association website,
- act in accordance with the Alberta Libraries Act and to follow current Board policies and regulations,
- promote a favourable image of the Board and the Library to the public,
- maintain confidentiality,
- support special and fundraising events held by, or on behalf of the Library, and
- encourage active use of the Library by patrons of all ages and cultures.



---

## 7.5 Duties of Chairperson and Vice-Chairperson

---

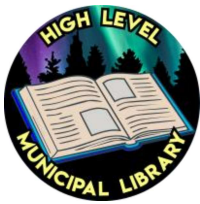
The Chairperson shall:

- ensure that Board affairs are conducted according to the policies of the Board and the Alberta Libraries Act,
- preside at all Board meetings, preserve order, and enforce the bylaws and policies of the Board,
- be authorized to call special meetings of the Board,
- be ex-officio member of all sub-committees, giving assistance as required,
- represent the Board in official capacities,
- approve agenda and ensure all members receive copies of the agenda and other pertinent information in due time for meetings,
- provides leadership and oversight to the Board,
- serve as liaison between Town Council and Board; Library Manager and Board; and Library Manager and Town Council, and
- shall hold signing authority on library accounts.

The Vice-Chairperson shall:

- in the absence of the Chairperson, act in the capacity of Chair,
- assist the Chairperson in duties as required, and
- shall hold signing authority on library accounts.





---

## 7.6 Duties of Treasurer and Secretary

---

The Treasurer of the Board shall, with the assistance of the accountant and the Library Manager

- ensure that financial accounts, contracts, and agreements are conducted according to standards set by the Town of High Level,
- ensure proper authorization of accounts payable,
- shall hold signing authority on library accounts,
- ensure a monthly financial report is provided at the regular meetings of the Board,
- work with a budget committee and the Library Manager to draft an annual budget for adoption by the Board, and
- ensure that copies of all year-end financial records are sent to the Library Service Branch as required by law.

The Secretary of the Board shall, with the assistance of the Chairperson and the Library Manager

- record the minutes of the board meetings
- Submit signed Board minutes to the Town of High Level and MCLB and
- send Board package to the Board prior to meetings.



---

## 7.7 Board Meetings

---

All meetings will be open to the public.

### **Agenda Format and Preparation**

- The agenda orders the business for a Library Board meeting and will include the Consent Agenda model as set out in the attached Schedule "A".
- The Library Manager will prepare a draft agenda seven days prior to the meeting and submit this to the Board Chair. The Board Chair will review this draft agenda and make any changes considered necessary.

### **Agenda Distribution**

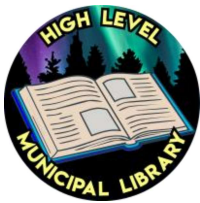
- Full board packages (including copies of the agenda and any attachments or reports) will be provided to Board members electronically a week prior to any regularly scheduled meeting.
- The Library Manager will make copies of the agenda available to Library staff and the general public, upon request, but only after it has been delivered to Board members as noted above.

### **Adoption of Agenda**

- The Board must vote to adopt the agenda prior to transacting other business at a meeting and may:
  - Resolve to add new items to the agenda.
  - Delete any item from the agenda by majority vote.

### **Preparation and Adoption of Minutes**

- The Library Manager will ensure all Board meeting minutes are prepared. Board meeting minutes will include:
  - All decisions and other proceedings;
  - the names of all Board members present and absent from the meeting;
  - the signature of the Chair for the meeting and the date of signing.
- The minutes of each meeting must be circulated to each member prior to the meeting at which they are to be adopted. If there are errors or omissions, the Board must:
  - Pass a motion to amend the minutes;
  - adopt the minutes as amended, and if there are no errors or omissions, the Board must adopt the minutes as circulated.
- The minutes adopted by the Board will be made available to Library staff and the general public. A copy of the signed minutes will be forwarded to the Town of High Level.



### **Frequency and Date of Meetings**

The Board shall meet monthly with special meetings being called as required. Board meetings will be set for the last Wednesday of every month. Meeting dates will not be changed unless there will not be quorum on the normal meeting date. Meetings in the summer months, July and August, will be determined as needed by the Board.

### **Quorum**

The quorum for Library Board meetings shall be at least half of the members of the Library Board, one of who will be on the executive.

### **Conduct of Meetings**

Board meetings shall be held in accordance with Robert's Rules of Order as acceptable with the Board.

### **In Camera Sessions**

The board meetings will include an in camera session as an agenda item to allow the Board to discuss security, legal matters, personal matters, labour relations or topics related to the functioning of the Board, as outlined in the *Freedom of Information and Protection of Privacy Act* (FOIP) as needed.



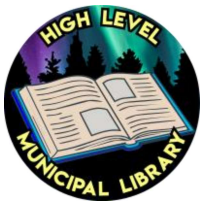
---

## 7.8 Electronic Motions and Voting

---

At the discretion, or with the consent, of the Board Chair, and for matters of an urgent nature, OR time-sensitive matters OR where it would be more expeditious to do so OR when it is not feasible for the Board to meet in person, email polling and/or electronic voting may be used to help facilitate decisions of the Library Board in accordance with the following:

- In recognition that decisions are being made using email communication in lieu of a face-to-face meeting, extra effort will be made to ensure that members are provided with sufficient background materials and adequate documentation to support the request for a decision.
- All communication will be shared as a group email with all members copied on correspondence including questions, responses, and general commentary. All members will select “reply all” when providing comments so that these will be shared simultaneously with all members and a record will be kept of the email exchange.
- If a resolution is required, the Board Chair may authorize the Library Manager to conduct an electronic vote of the members. A clear rationale will be given to the members to explain why a motion is necessary. The question to be answered will be stated clearly in the form of a specific resolution provided for members’ consideration. Respondents will be asked to vote upon the resolution.
- In the event of an electronic vote, a reasonable and adequate time will be determined for members to respond to the request for a decision. Members will have the opportunity to declare a conflict and not participate in the vote. Every effort will be made to obtain a response from each member (i.e., allow each person to register their vote). The resolution shall be deemed to have been approved only if, by the end of the time period specified, the Library Manager has received approval responses from a majority of the voting members.
- Non-response to an electronic vote will be considered an abstention.
- Voting records will be kept and included as minutes in the agenda of the next face-to-face meeting of the Board.
- A resolution approved by email polling and electronic voting, permitted by the Board Chair, and passed by a majority of voting members, shall have the same force and effect as a resolution passed at a regularly constituted meeting of the Library Board.
- The Library Manager shall prepare a summary document noting the purpose of, and any decisions resulting from, the electronic exchange including any subsequent resolutions.



---

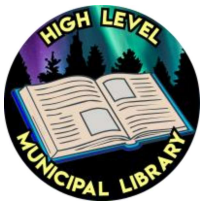
## 7.9 Trustee Orientation and Continuing Education

---

The Board recognizes the need for orientation of new Board members and the need to acquire skills and knowledge relating to their roles as Board Trustees. The Board is prepared to provide resources and materials for orientation of new Trustees.

### **New Board Member Package**

1. The Board will provide an orientation package to each new Trustee. This package shall consist of:
  - Introduction to the local library system and the services it provides
  - Map of area served by Library
  - Library's current plan of service
  - List of Trustees and committees
  - Names and positions of staff, including an organizational chart and job descriptions
  - Municipal bylaw establishing the library board
  - The library board's bylaws and policy manual
  - The library board's rules of order for board meetings
  - Introduction to the Provincial library network and the services it provides
  - Financial statements and budget
  - Annual report
  - Alberta Libraries Act and Regulations
  - Information about the legal and ethical responsibilities of board trustees, including the responsibility to "speak with one voice" and maintain confidentiality
  - Information about the relationship between the library board and staff, especially between the library board and the library manager
  - Trustee job description
  - Sources of Library funding, including information about the fiduciary responsibilities of library boards
2. A Trustee's orientation package will be distributed to each new Board member at their first Board meeting or shortly thereafter. The Library Manager and members of the Board delegated by the Board Chair shall be responsible for the orientation package preparation and distribution.
3. The Trustee should keep his or her orientation manual for ongoing reference. The Library Manager will distribute updates to the manual when required. The Trustee should return the



manual to the Library Manager when the Trustee leaves the board. Trustees are required to keep their manual up to date.

### **Trustee Orientation**

The orientation process will be the responsibility of the Vice Chair, Treasurer, and the Library Manager. This process will include an explanation of the materials in the new trustee's orientation package and a tour of the library.

The Library Trustee will, with the Library Manager, acquaint him-or herself with procedures and programs at the Library.

### **Continuing Education of Trustees**

The Board recognizes the importance of having informed Trustees. To ensure this, the Board provides, within the limits of its budget, financial support for attendance at library conferences and relevant workshops and membership in library organizations.

Trustees are expected to regularly attend library or trustee courses, conferences, or workshops in the area, as time and budget guidelines permit.

Within budget guidelines, expenses incurred by individual Trustees for travel, subsistence, lodging, and registration fees will be reimbursed, as per established procedure.

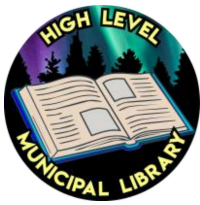
Trustees are expected to provide a verbal report on conference attendance to the Board.

### **Trustees Association Memberships**

The Board purchases an annual institutional membership in the Alberta Library Trustees Association (ALTA). The Board Chair is the voting representative.

Expenses incurred by individual Trustees for association memberships may be reimbursed, with prior approval by board motion.





---

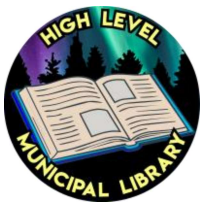
## 7.10 Policy Making

---

The Town of High Level Library Board (THLLB) has the authority under the Libraries Act of Alberta for the governance of the High Level Municipal Library (HLML) and for ensuring that policies for framework, board self- governance and operations are developed.

In fulfilling its responsibility for policy-making, the Board will:

- Define the functions of the Board, and approve framework, board self-governance and operational policies.
- Work from the broadest, most general statement of policy when setting operational policy, developing more specific policies as necessary.
- Ensure its policies:
  - comply with relevant legislation, with THLLB's by-laws, with THLLB's Plan of Service and with existing Board policies or agreements, before approving new policies.
  - are available to Board members, THLLB's employees and the public.
  - are reviewed regularly.
- Ensure the Library Manager:
  - obtains all THLLB employee and public input as is needed and then provides the Board with such information, advice and documentation as is required for the development of policies.
  - is responsible for implementing Board policy, apart from policies dealing with Board process and self-governance. The Board Chair has the responsibility to implement policies dealing with board process and self-governance.
  - identifies and recommends areas for policy development to the Board. The Library Manager has the responsibility and authority to provide direction in areas not covered by policy, until given direction by the Board.



## SECTION 8 – LIBRARY MATERIALS

---

### 8.1 Collection Management

---

#### **Definitions**

“Collection” refers to a grouping of library materials.

The words ‘books’, ‘library materials’, ‘materials’, or other synonyms as they may occur in this policy have the widest possible meaning; hence, it is implicit that every form of permanent record is to be included (e.g., audio materials, tapes, CDs, audio visual materials, computer programs, bound and unbound manuscripts, photographs, drawings, and paintings).

“Selection” refers to the decision that must be made to either add a given item to the collection or to retain one already in the collection. It does not refer to reader guidance.

#### **Purpose of the Collection Management Policy**

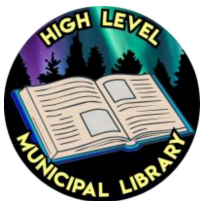
The purpose of the Town of High Level Library Board’s (THLLB) Material Selection Policy is to guide staff and to inform the public about the principles upon which collection development, maintenance, and reconsideration decisions are made. The following principles have as their basis the Canadian Federation of Library Association’s Statement on Intellectual Freedom, which the Town of High Level Library Board accepts as policy. (See Policy Statement on Intellectual Freedom).

A policy cannot replace the judgment of the Library Manager but stating goals and indicating boundaries will assist in choosing from a vast array of available materials.

The Library sets as its major goals in material selection: the advancement of knowledge, the education and enlightenment of the people of the community and the provision of recreational reading.

As a responsibility of library service, books and other materials selected should be chosen for values of interest, information, and enlightenment for all the people of the community. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times – international, national, and local; and books or other material of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.

High Level Municipal Library does not attempt to promote any beliefs or points of view, nor does it endorse the opinions expressed in the materials held in the collection.



## **Responsibility for Material Selection**

The responsibility for selection lies with the Library Manager. However, the Library Manager may delegate to staff members authority to interpret and guide the application of the policy in making selections.

## **Objectives**

The primary objective of selection shall be to collect materials of contemporary significance and of permanent value. The Library will always be guided by a sense of responsibility to both present and future in adding materials, which will enrich the collection and maintain an overall balance. The Library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value. If public demand warrants it, the library will provide a representative sampling of experimental and ephemeral material but will not attempt to be exhaustive.

## **Use of Library Materials**

The Library recognizes that many items are controversial and that any given item may offend some patrons. Selection will not be made based on any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interest of readers.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft.

## **Guidelines for Selection**

The Library takes cognizance of the purpose and resources of other libraries in the area and shall not needlessly duplicate functions and materials.

The Library does not attempt to acquire textbooks or other curriculum-oriented materials except as such materials also serve the general public.

Legal and medical works will be acquired only to the extent that they are useful to the general public.

Because the Library serves a public embracing a wide range of ages, educational backgrounds and reading skills it will always seek to select materials of varying complexity.

In selecting material, the Library will also consider the following criteria:

- an item's contribution to the balance of the total collection,
- an item's recommendation or notation by reviewers, critics, or general public,
- an item's present and potential value to the community needs and interests
- cost and format (e.g., paperback, hardcover, audio, software, etc.),
- the number and nature of requests for an item
- the suitability and style for an item's intended audience and
- representative of a challenging, though extreme or minority, point of view.



The Library will attempt to acquire history of the local area.

### **Acquisition and Purchase of Materials**

The library encourages and invites suggestions from the public for the addition of specific items to the collection. These suggestions will be referred to the selector responsible for that collection area. Suggested items will then be considered according to selection criteria. Receipt of suggestions does not imply automatic acceptance of the item for the library collection.

If a suggested item is not purchased, HLML may be able to obtain it through interlibrary loan for the person who suggested the item for purchase if that person is interested in borrowing the item.

### **Maintaining the Collection**

The Library staff will use good judgment in removing from the collection any materials which no longer serve a need, and to keep the collection in good repair.

The following criteria will be used when considering material for removal from the collection:

- The worth of the item in comparison to new works in the same subject areas
- The usefulness of the item to the public
- The amount of available space
- The item's currency and accuracy
- The physical condition of the item
- The availability of funds for purchasing replacement material

Discarded items will be handled through such means as sale, donation, or recycling.

### **Library Material Vendors**

The Library will acquire its materials through the Peace Library System, but should the situation arise where an independent vendor is required, the following criteria will be used by Library staff to select a vendor:

- positive relationship with a vendor;
- price, including shipping, handling and invoicing charges;
- availability (fill rate);
- turnaround time from order to delivery;
- returns policies;
- availability of required cataloguing and processing services; and,
- Canadian and local vendors, all other things being equal



---

## 8.2 Donations

---

### **Monetary Donations**

Tax receipts are issued by the High Level Municipal Library for all monetary donations of ten dollars (\$10.00) or greater.

Monetary donations can be allocated to specific areas of the library collection, to equipment or to facility enhancement. The THLML reserves the right, however, not to accept a monetary donation if the request is for items or facility enhancement deemed unsuitable or inappropriate for the library.

### **Donation of Library Materials**

The Library reserves the right to accept or reject any donation of new or used books and other library materials.

All donations become the property of the Library and are subject to normal acquisition and disposal criteria applied to purchased materials.

Tax receipts are not issued for donated library materials.

### **Other Materials**

The Library will accept donations of non-collection items, including artwork, equipment, or other tangible property only if the items satisfy a definite need.

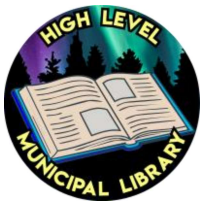
All property donated becomes the exclusive property of the Library. The Library may use or at any time dispose of the property in any way it sees fit.

Tangible capital assets received as donations are recorded at fair market value at the date of receipt and are also recorded as revenue.

### **Library Values:**

Donations must not undermine the integrity of the non-commercial public space that the Library provides. In developing sponsorship arrangements, the Library will:

- Safeguard the equity of access to library services and not allow sponsorship agreements to give an unfair advantage to, or cause discrimination against, any sectors of the community.
- Protect its principle of intellectual freedom and equity of access to its programs, services, and collections.
- Protect the confidentiality of user records.
- Not permit sponsors to have an undue impact on the policies and practices of the Library or information provided by the Library (e.g., materials selection, purchasing, or web content) or to influence or alter the basic goals and objectives of Library programs.



---

## 8.3 Resource Sharing and Interlibrary Loan

---

### Resource Sharing

The Town of High Level Library Board supports and participates in resource sharing among libraries within Alberta, working toward the vision of The Alberta Library: “empowering Albertans through equitable access to library and information resources.”

The Library participates in the Alberta Public Library Network, which includes Supernet access and online resources in addition to resource sharing.

The Library will participate in intra-library loan of all library resources within The Regional Automation Consortium (TRAC).

Material in a variety of formats may be lent at no charge to libraries throughout Alberta and Canada; loans of some library resources may be restricted, as per provincial resource-sharing guidelines.

In accordance with the *Libraries Act*, the Library will not charge a fee to its users for acquiring items from other libraries.

The Library will participate in The Alberta Library (TAL) card program and ME Libraries initiative by making its resources available to all library users who hold a valid TAL card or ME Libraries membership and ensuring that items belonging to other libraries are returned efficiently.

The Library will work with other libraries in Alberta, and with TAL, to access electronic resources through subscriptions, licensing, or direct purchasing.

### Interlibrary Loans

When TAL (The Alberta Library) cardholders require material or service outside of those available from the High Level Municipal Library, the staff will attempt to meet those needs by utilizing the following:

- Provincial resources sharing agreements
- Reference service of Peace Library System and
- Networking with other libraries, such as academies, school, or special libraries.

The following materials may not be provided through Interlibrary Loan:

- Basic reference material
- Genealogical books (i.e., detailed books providing details of family history as opposed to booked which assist in locating such material, identify persons and/or provide brief biographical information)

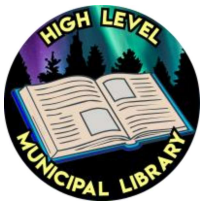




- Full issues of periodicals (usually photocopies of articles will be supplied free of charge if found in Alberta)
- Specific texts for schools, college, or university courses, and
- Rare books.

A maximum of five interlibrary loan requests can be made at one time.

There may be a charge levy from the lending library.



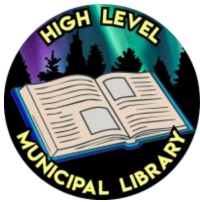
---

## 8.4 Lost and Damaged Items

---

Members are responsible for returning library materials to the library in good condition by the due date.

- An item that is two lending cycles overdue is considered to be lost.
- Library materials that are unreasonably soiled or damaged beyond repair will be treated the same as lost items.
- The patron shall be informed in writing that the Library considers the item to be damaged beyond repair and that the Library considers such items to be treated as if lost.
- The Library Manager decides as to what constitutes unreasonably soiled or damaged beyond repair.
- The Library Manager reserves the right to charge the patron under the Alberta Libraries Act for all lost items.



---

## 8.5 Circulation of Materials

---

All materials shall be loaned to patrons within the rules and regulations as established in the Library Board Policies and By-laws, as well as provincial legislation with the following exceptions:

- any materials designated “Reference”,
- the current issue of periodicals,
- talking Books, on loan from the Provincial Consortium, will only be available to an applicant who has been medically certified with an inability to read or handle conventional print material, and
- archived items of historical value.

The Library Manager may set limits from time to time on the number of items that may be in the possession of any one patron.

The Library Manager has the right to limit the number of items on a particular topic that may be borrowed at any one time in recognition that library resources are limited.

Any person who so desires may freely use any materials on library premises.



---

## 8.6 Statement of Intellectual Freedom

---

The Town of High Level Library Board endorses the statement from the Canadian Federation of Library Associations on Intellectual Freedom and Libraries.

The Canadian Federation of Library Associations recognizes and values the *Canadian Charter of Rights and Freedoms* as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the *Universal Declaration of Human Rights*, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

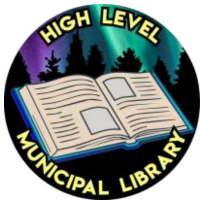
The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular, or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend, and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

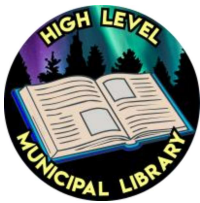


Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers, and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

**Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries**

Approved by CLA: June 27, 1974; Amended November 17, 1983; November 18, 1985; September 27, 2015. CFLA-FCAB: Adopted August 26, 2016; Reviewed April 12, 2019.



---

## 8.7 Censorship and Complaints

---

The Library recognizes that many books and materials are controversial and that any given item may offend some patrons.

Selection will not be made based on any anticipated approval or disapproval, but solely on its merits in relation to collection development and relevancy to the interests of readers.

Books and materials selected are available to any library patron, regardless of age. The board believes in the freedom of individuals and the right and obligation of parents and legal guardians to develop, interpret, and enforce their own code of values upon their own household.

The Board will review complaints concerning the selection of a specific title only if the complainant has completed the Citizen's Request for Reconsideration of Material form.



TOWN OF HIGH LEVEL LIBRARY

Citizen's Request for Reconsideration of Material

Author\_\_\_\_\_Hardcover\_\_\_\_\_Paperback\_\_\_\_\_

Title\_\_\_\_\_

Publisher (if known)\_\_\_\_\_

Request initiated by\_\_\_\_\_

Telephone\_\_\_\_\_Address\_\_\_\_\_

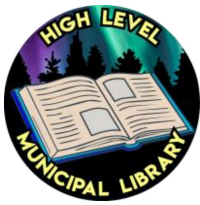
City\_\_\_\_\_Postal code\_\_\_\_\_

Complainant represents

\_\_\_\_\_Him/Herself  
\_\_\_\_\_Name of organization\_\_\_\_\_  
\_\_\_\_\_Identify other group\_\_\_\_\_

1. To what in the book do you object? (Please be specific; cite pages)
2. What do you feel might be the result of reading this book?
3. For what age group would you recommend this book?
4. Is there anything good about this book?
5. Did you read the entire book?\_\_\_\_\_What parts?\_\_\_\_\_
6. Are you aware of the judgment of this book by literary critics?
7. What would you believe is the theme of this book?
8. What would you like your library to do about this book?  
\_\_\_\_\_Do not assign it to my child  
\_\_\_\_\_Withdraw it from all users  
\_\_\_\_\_Send it back to the Library Manager for re-evaluation.
9. In its place, what book would you recommend?

Date\_\_\_\_\_Signature of complainant\_\_\_\_\_



## SECTION 9 – LIBRARY SERVICES

---

### 9.1 Library Services

---

The Library will select from the range of available materials and will organize for ease of access those books and materials, which best meet the needs of the community.

The Library staff will provide guidance and assistance to enable patrons to find the information they seek.

The Library will initiate programs to stimulate the use of the Library for the enlightenment of patrons of all ages. This may be done through publicity, displays and exhibits, story hours, book talks, summer programs, special programs, films, and other appropriate means, either in the Library, or in conjunction with other community groups.

The Library will cooperate with other community groups to determine and meet the needs of the community and to assist them in their programs.

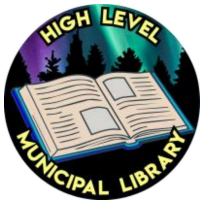
The Library accepts responsibility for securing information beyond its own resources by borrowing materials which it does not own, and which cannot be purchased, or for which demand does not justify purchase.

The Library may loan material, but not equipment, to other libraries as requested.

The Board recognizes that no single library can meet all the demands of its community. The Board and the Library Manager will be alert to opportunities for cooperating with other libraries to strengthen the services and resources of the Library.

The Library will attempt to provide services during the hours that best meet the needs of the community.

Periodic reviews will be made of library services to determine whether the needs of the community indicate services should be modified or new services added.



---

## 9.2 Provision of Service to those with Unable to Use Conventional Print

---

### Definition

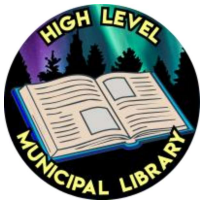
A library user unable to use conventional print may also be known as a print-disabled user. Print-disabled users include any user who has a perceptual disability, defined in the federal *Copyright Act* as “a disability that prevents or inhibits a person from reading or hearing a literary, musical, dramatic or artistic work in its original format, and includes such a disability resulting from:

- (a) severe or total impairment of sight or hearing or the inability to focus or move one’s eyes,
- (b) the inability to hold or manipulate a book, or
- (c) an impairment relating to comprehension.”

### Commitment

The Town of High Level Library Board (THLLB) believes those unable to use conventional print materials should have full access to library services and will endeavor to incorporate appropriate services and materials for print-disabled users.

- These materials will be provided in a format appropriate to the user, subject to user needs and preferences, availability of materials, and within appropriate financial limits.
- THLLB will cooperate with national, provincial, and local community agencies in this effort.
- Library materials may be delivered to those print-disabled users who qualify for this service, as per THLLB’s policy *Home Service for Those Physically Unable to Pick Up Library Materials*.



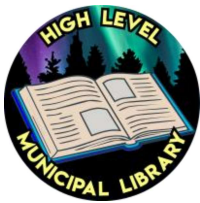
---

### 9.3 Provision of Library Materials in Languages other than English

---

The Library Board recognizes the importance of multiculturalism and the diversity of ethno-cultural groups in the province.

The Library will provide books in other languages for patrons, upon request, through Provincial resources.



---

## 9.4 Home Service for Those Physically Unable to Pick Up Library Materials

---

### **Purpose**

Through Home Service delivery, the High Level Municipal Library (HLML) will provide free home delivery of library materials to eligible participants by approved and assigned volunteers.

This delivery service for people unable to physically visit the library aligns with Town of High Level Library Board (THLLB) Mission Statement and Plan of Service.

### **Eligibility**

Home Service is available to any person within the Town of High Level who is confined to home due to temporary or chronic illness or disability.

Participants will be required to have an active HLML membership to qualify for this service. A Home Service delivery application form must be completed requesting access to this service.

### **Service**

All circulating materials may be borrowed through Home Service; subject to the conditions of HLML's borrowing policy.

Types of service available:

- Home delivery: Library items delivered once per month by a library volunteer
- Branch pick-up: An individual may designate a family member, friend, or caregiver to pick up library materials on his/her behalf
- Extended Care Home delivery: Library items delivered every six weeks by a library volunteer

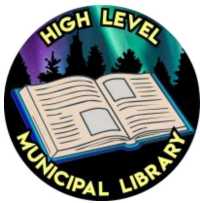
### **Delivery**

Library materials will be delivered and retrieved by designate volunteers on a schedule to be determined between HLML, the participant, and the volunteer. If conditions in the home or approach to the home are deemed to be unsafe or unhealthy, HLML may discontinue or refuse service.

### **Volunteers**

Volunteers will be required to provide a vulnerable sector police record check prior to working with this program, and on an annual basis. Any costs associated with such checks will be reimbursed by HLML. Prior to beginning their work, volunteers must attend an orientation session.

Volunteers are always required to carry a cell phone for emergency purposes.



## **Staff**

The Library Manager will assist volunteers with the selection of materials from HLML's collection based on the reading profile created for the participant. Home Service participants may also request specific titles.

## **Fees**

Home Service participants have extended borrowing privileges, including longer loan periods and exemptions from late fees. Regular replacement fees will be charged for lost or damaged materials. Repeated loss or damage of materials will result in discontinuation of service.





---

## 9.5 Internet and Computer Use

---

### **Internet Access Policy**

In response to advances in technology and the changing needs of the community, the High Level Municipal Library endeavours to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the community. It is within this context that the High Level Municipal Library offers access to the Internet.

The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and library patrons use it at their own risk.

All Internet resources accessible through the Library are provided equally to all library users. Parents or guardians, NOT the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents are requested to supervise their children's use of the public access computers and the Internet. Unsupervised children 15 years and under are not permitted on the computer without specific parental permission. Staff may request proof of age.

To be more specific:

The High Level Municipal Library does not censor your access to materials or protect you from information you find offensive. There is material and information, which you may personally find controversial or inappropriate. Not all sources on the Internet provide accurate, complete, or current information. You need to be a good information consumer, questioning the validity of the information you find.

### **Staff Assistance**

Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use. We may, however, be able to offer searching suggestions and answer questions. Because of the library scheduling, Internet- trained staff may not always be available.

### **Guidelines for Accessing the Internet at the Library**

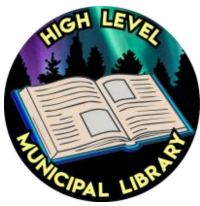
1. The Internet Access computer is normally available, subject to periodic maintenance during the scheduled library hours.
2. Use of the Internet Access computer is on a first-come first-served basis. Users must sign in at the front desk prior to using any of the public access computers, providing your correct name. No user may remain on the Internet for longer than one hour unless prior arrangement has been made with library staff.
3. Although the Library does not censor access to the Internet, you are required to respect the other users of the Library when accessing information. In this context, if the materials you are accessing are inappropriate, illegal, or offensive, you may be asked to leave. Repeat offensives, as deemed by staff, will result in total loss of Internet privileges.



4. You **may not** use your own software programs on the Internet Access computer. This will help prevent computer viruses that are common on public computers.
5. A maximum of TWO patrons are allowed at the terminal at any one time.
6. You must ask the Library Manager or Assistant for permission if you wish to use a personal storage device.

**WARNING: Although we use a virus-checker on the Internet Access computer, this will not completely protect you from the chance of getting a virus. Software downloaded from the Internet may contain a virus, and you need to have virus-checking software on your computer. The High Level Municipal Library is not responsible for damage to a patron's disk or computer, or for any loss, damage, or liability that may occur from patron use of the Library's computers.**

7. Printing is available. The user will be responsible for all printing generated because of their activities.
8. You may not be able to always go to the places on the Internet you may want to visit. There are many reasons, among them:
  - There are too many Internet visitors, and the host computer has closed or limited access from the "outside world"
  - The database or resource is licensed to a particular institution, in which case you need to be affiliated with the institution to get access
  - The host computer has changed its address or has closed down
  - The Library's internet connection may be periodically and temporarily inoperable due to technical difficulties
9. If any user abuses, misuses, or engages in any use of the computer equipment or software not authorized by the site, or introduces a virus, will be prohibited from using this service. **Misuse will result in loss of your computer privileges.**
10. Illegal activity is prohibited.



---

## 9.6 Programs

---

### **Purpose**

Programs are activities that will support the strategic service priorities of the Town of High Level Library Board's (THLLB) Plan of Service and will respond to community needs and interests.

In the provision of its programs, the THLLB abides by the Canadian Federation of Library Associations' 201 Statement on Intellectual Freedom and Libraries, specifically:

that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly.

THLLB does not warrant or assume any legal liability or responsibility for the currency, relevance, accuracy or completeness of any information, apparatus, product, or process disclosed in the programs presented.

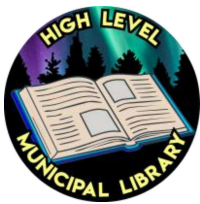
### **THLLB programs**

- These programs may be presented by THLLB staff or by a THLLB -approved provider
- Program proposals by community members are welcome; however, THLLB will not be obligated to offer such programs
- THLLB staff are responsible for completing all necessary program planning documentation, to maximize programming efficiency and accountability

### **Other programs**

- THLLB may collaborate with other organizations to plan and offer programs and events, to maximize community impact

THLLB staff will follow established procedures when responding to concerns, questions, or complaints about programs.



---

## 9.7 Social Media

---

### Purpose

The Town of High Level Library Board (THLLB) supports open dialogue and the exchange of ideas and endorses the use of social media tools to enhance communication, collaboration, and information exchange. The Social Media Policy provides a framework for staff to engage our customers in an ongoing conversation regarding the High Level Municipal Library (HLML).

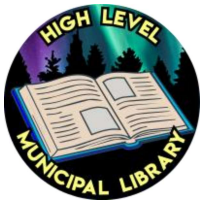
The policy covers all social media platforms maintained by HLML staff and the monitoring and responding to social media sites maintained by other individuals or organizations.

### Definition

For the purpose of policy, social media is defined as an interactive online media that allow parties to communicate instantly with each other or to share data in a public forum.

### HLML Social Media

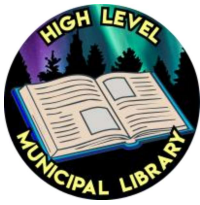
- HLML's website is the official channel of digital communication for the Library. Social media spaces established by HLML should supplement the website and be collaborative, interactive, and engaging to the wider community.
- The establishment of all new social media platforms are approved on a case by case basis by the Library Manager. Approval is based on suitability, audience fit, and long-term sustainability.
- The Library Manager will provide direction of HLML's social media platforms. Staff will monitor all social media channels in order to quickly engage with the community.
- All staff involved with social media have responsibility for authoring, editing, and monitoring the space. They will be guided as necessary by the Library Manager and Assistant as to the nature and content of material posted on the site.
- HLML recognizes and respects differences in opinion. All interactions are regularly monitored and reviewed for content and relevancy. Postings which contain the following will be removed:
  - Obscenity
  - Discriminatory content, harassment, or bullying
  - Inflammatory or demeaning content (personal attacks, threatening language)
  - Potentially libelous statements
  - Plagiarized material
  - Content which is out of context or not related to the discussion
  - Personal information published without consent
  - Commercial promotion, self-promotion, or spam
  - External hyperlinks not related to the discussion
- Abuse may result in the poster being barred from posting any subsequent messages.



- Participation in HLML social networking sites implies agreement with all Library policies including the Social Media Policy, Rules of Conduct Policy, and Public Computers and Wireless Network Policy.

### **Monitoring Social Media**

- HLML routinely monitors social media to know what others are posting about the organization. Staff is encouraged to post content on existing social media within their scope of authority and area of expertise using the Library's social media accounts. Staff will use posted content as a means of delivering key messages and leveraging the Library's position.
- Staff content is the voice of HLML and therefore staff will:
  - identify themselves as an employee of HLML and their role
  - be respectful and post meaningful content
  - protect HLML's proprietary information & confidentiality
  - build opportunities to create connections within the broader community
  - post content that is consistent with HLML's values and standards
  - follow the Procedures for Posting on Social Media Sites



## SECTION 10 – PERSONNEL

---

### 10.1 Definition of Employment Status

---

#### **Salaried**

A salaried employee is a full-time employee who is paid a monthly wage. These employees are eligible for the benefit program. Over thirty hours a week is considered full-time

#### **Part-time**

A part-time employee is an employee who is paid an hourly wage. These employees are eligible for the benefit program with Board approval.

#### **Permanent**

A permanent employee, either salaried or hourly, is an employee who occupies an established position and who has successfully completed the probationary period for the position.

#### **Probationary**

A probationary employee, either salaried or hourly, is an employee who occupies an established position and who has not completed the probationary period for the position.

#### **Temporary**

A temporary employee, either salaried or hourly, is an employee who occupies an established position on a temporary basis. This employee is hired as an interim replacement, to temporarily supplement the workforce, or to assist in completing a specific project. Employment assignments in this category are of a limited duration. These employees are not eligible for the benefit program.

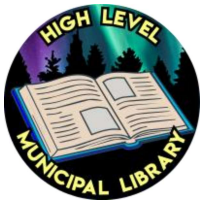
#### **Casual**

A casual employee is employed in a position where the hours worked are on an as-required basis. The casual employee has an established employment relationship with the High Level Municipal Library but are assigned to work on an intermittent and/or unpredictable basis.

#### **Contractor**

Those individuals who work for the High Level Municipal Library and who are not deemed to have an employee/employer relationship with the organization. Typically, these individuals operate their own business, supply their own tools and equipment, and bills the High Level Municipal Library for services performed. These individuals are not eligible for the benefit program.





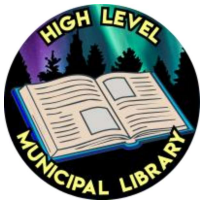
---

## 10.2 Pre-requisites for Employment

---

In addition to other requirements for being accepted, specific positions may include:

- A medical examination may be required on application for designated positions, or if required for benefit plans, or where chronic health problem may have an impact on the ability of the candidate to complete the duties of the job.
- Driver's License may be required as a condition of employment, and where it is required, loss of a driver's license may be cause for termination.
- Criminal record checks and SIN will be required for all employees.



---

## 10.3 Employee Code of Ethics

---

The Board requires High Level Municipal Library (HLML) employees to be independent, and impartial, and that their positions not be used for personal advantage. To this end, the following is a code of ethics to be followed by all HLML employees:

### **Provision of Information**

A HLML employee must provide information impartially and non-judgmentally, regardless of belief or personal philosophy.

### **Acceptance of Gifts / Financial Gain**

A HLML employee shall not accept any gifts or rewards which may appear intended to influence them in the discharge of his/her duties.

No personal financial gain by a Library employee should result from his/her role in providing information to a Library user.

### **Outside Employment**

A HLML employee may engage in outside work or a business, or undertake supplementary employment, including self-employment, provided such work does not:

- interfere, compromise, or present an ethical or legal conflict of interest with his/her duties as a HLML employee, and/or
- represent a HLML opinion.

A HLML employee shall not utilize HLML assets and/or work time for outside employment or personal use.

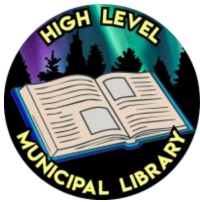
### **Political Office**

A HLML employee may request a leave of absence without pay to run for office.

A HLML employee elected to a public office may continue to be employed, provided there is no conflict of interest between his/her duties with HLML, his/her duties as a public official, and the *Libraries Act* of Alberta.

### **Violation of the Code of Ethics**

All staff are required to sign a Code of Conduct yearly. A HLML employee violating any provisions of this policy will be subject to disciplinary action and possible dismissal.



## **Use of Social Media**

When engaging in personal social media, HLML employees are expected to act responsibly and respectfully. In particular, we advise employees to:

- Make it clear that the views expressed are personal and do not represent HLML. Using a disclaimer such as “opinions are my own” will avoid misunderstandings.
- Avoid any defamatory, offensive, or derogatory content, which may be a violation of HLML Violence and Harassment Policy if directed toward colleagues, customers, partners, or THLL Board members.



---

## 10.4 Probationary Period

---

The normal probationary period for employees is ninety (90) calendar days from the date of hiring. During this period the employee will become accustomed to the work required and the Library Manager will evaluate whether the individual's skills will be adequate for the full range of responsibilities. The employee will be informed in writing of his/her employment status at the end of the probationary period.

Probationary periods may be extended in 90-day increments upon the recommendation of the Library Manager.

Library Manager has a probationary period of one hundred and eighty (180) days.

Probationary period for the Library Manager may be extended in 90-day increments upon the recommendation of the Library Board.



---

## 10.5 Staff Orientation and Continuing Education

---

The Town of High Level Library Board recognizes the importance of informed and well-trained staff. It supports this policy by providing, within the limits of its budget, orientation programs; encouragement and support for attendance at library conference, workshops, and library-related courses within and outside the Town; and institutional membership in library organizations.

### **Orientation**

New employees are given orientation and training that will prepare them to best provide service to the public.

Orientation and training are the responsibility of the Library Manager and includes an understanding of:

- the role of the Library in the community
- the role of the Library in the larger library community, including participation in both the local library system and the Provincial Library network
- the responsibilities and duties of the Board and staff
- the Library's policies, services, goals, and objectives,
- the job description, and
- specific training for the employee's position.

Each new employee is given a Staff Handbook for personal use and study along with job-specific material provided by the employee's supervisor.

### **Education**

The Library Manager may, within the limits of the budget, approve staff attendance at library-related meetings, workshops, and conferences without prior Board approval.

Within budget guidelines and with prior approval of Library Management, expenses incurred by individual staff members for travel, subsistence, lodging, and registration fees will be reimbursed, as per established procedure.

The Library Board supports and encourages the ongoing training of library staff through staff development workshops and regular system training sessions. With the authorization of the Board, the Library Manager may occasionally close the library to allow staff the opportunity to attend these training opportunities.

The Board supports and encourages informal, ongoing sharing of information among library staff as part of their continuing education.



### **Formal Further Education**

The Board supports staff attending formal education programs related to their work at the library to further their education.

Employees wishing to take an unpaid leave of absence for the purpose of further education must apply to do so as per established policy for leave without pay policy.

For an absence for the purpose of further education, the Board may hold an employee's position for a maximum of two (2) years.

### **Library Association Memberships**

The Board purchases an annual institutional membership in the Library Association of Alberta (LAA). The Library Manager is the voting representative.

Within budget guidelines and with prior approval of the Library Manager, other association institutional memberships may be purchased.

Expenses incurred by individual library staff members for association memberships may be reimbursed, with prior management approval. The Library Manager will approve individual memberships for library staff members. The Library Board will approve individual memberships for the Library Manager by board motion.





---

## 10.6 Hours of Work

---

### **Work Week**

Salaried employees shall work a regular week consisting of thirty-seven and a half hours. Employees are scheduled for an eight and a half hour workday, which includes a one-hour unpaid lunch break.

### **Banked Time / Overtime**

A salaried employee who has approval to work outside normally scheduled hours shall be entitled to take the equivalent time off at a time mutually agreed to between the employee and his/her supervisor, based upon operational requirements.

Hours worked in excess of an employee's normally scheduled hours, but less than the weekly threshold of 44 hours, will be banked at a rate of 1:1.

Hours worked in excess of 44 hours will be banked at a rate of 1:1.5, in compliance with provincial *Employment Standards*.

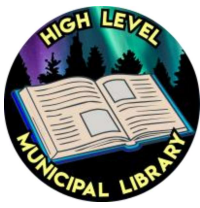
All banked time and overtime must be used within six months of accrual. All opportunities to use this time within this period must be exhausted. However, if extenuating circumstances arise that prevent the employee from using banked time and overtime within six months, it will be paid out.

### **Rest periods**

All salaried employees are permitted two rest breaks, one in the first half and one in the second half of each shift. The maximum duration of each break shall be fifteen minutes, to be taken at times appropriate for the smooth operation of the library.

Hourly employees are entitled to one fifteen- minute rest period after two hours of work.

Rest period entitlements may not be used to arrive late, leave early, extend lunch breaks, and may not be banked.



---

## 10.7 Employee Compensation

---

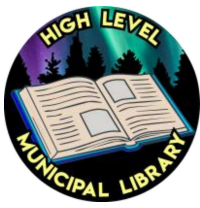
The Wage and Salary Grid as reviewed and approved by the Library Board shall determine employee compensation.

Each employee shall be eligible for an incremental increase, budget permitting.

Increase will be effective upon individual employment anniversary date, budget permitting and at the discretion of the Library board.

Increase will not be retroactive, without prior approval of the Library Board.

Employees will be entitled to paid and unpaid breaks in accordance with Alberta Employment Standards.



---

## 10.8 Paid Holidays

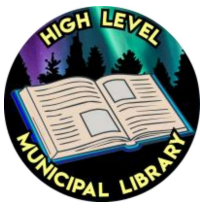
---

Employees will receive the following twelve paid holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- August Civic Holiday
- Labour Day
- Thanksgiving Monday
- Remembrance Day
- Christmas Day
- Boxing Day

Salaried employees will receive a floater day between December 23<sup>rd</sup> and January 2<sup>nd</sup>, as determined by the Library Manager. Employees will receive additional statutory holidays as defined by Federal, Provincial or Municipal legislation.

Statutory holidays falling on a weekend will be granted on a proceeding or subsequent weekday. Statutory holidays for wage employees will be paid providing they meet the requirements of the current Alberta Statute.



---

## 10.9 Vacation

---

An employee is normally authorized to take vacation only after it has been earned. If paid vacation is taken prior to such time being earned and the employee leaves High Level Municipal Library for any reason before such time is earned, vacation overpayment will be deducted from wages paid to the employee on his/her final pay until the overpayment has been reimbursed.

For the first calendar year of employment, vacation entitlement will be ten (10) working days for non-supervisory staff and fifteen (15) working days for supervisory staff.

One (1) additional day per year of employment, as of the employee's anniversary date, will be added to the vacation entitlement to a maximum total vacation of twenty five (25) working days.

Vacation earned must be taken by the anniversary date of the following year.

Vacation cannot be taken in cash equivalent except upon retirement, resignation, or termination.

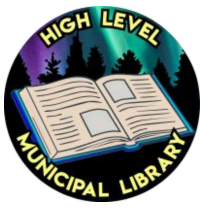
The Library Board, in exceptional circumstances, may approve variations to this policy.

This policy applies to all Regular and Temporary Staff.

The Library Manager approval must be given prior to scheduling holidays.

Part time employees will be paid vacation pay in each pay period.

The Board or Chairperson will approve the Library Manager's vacation.



---

## 10.10 Paid Leaves

---

The Library Board recognizes the need for time off for special circumstances. Salaried employees may take eighteen (18) days off with pay each year. Any additional time will require prior approval of the Library Manager and in the case of the Library Manager, the Library Board. A Request/Notice of Leave form must be filled out by staff and supervisor. A copy of the Request/Notice of Leave form will be saved in the staff member's file. See staff policy manual for copy of Request/ Notice of Leave form. In cases of sudden illness staff members will fill out the Request/Notice of Leave form will be filled upon return to work.

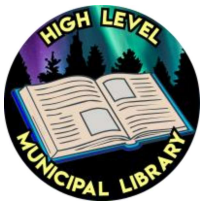
Time off with pay will include time for casual illness not compensated for under the benefit plan, bereavement, healthcare appointments, or family illness/ healthcare appointments. It will also include travel time necessary for the above.

The definition of "Family" shall include blended families, grandparents, parents, siblings, children, other dependents, regardless of residence, or any relation living within the household of the employee. The definition of "family" may be extended at the discretion of the Library Manager and/or in the case of the Library Manager the Library Board.

Time off must be earned before it is used.

Staff may use vacation/banked time if they don't have enough leave earned.

Leave must be taken by the anniversary date of the following year.



---

## 10.11 Unpaid Leaves

---

An employee may request a leave of absence without pay as per the Alberta Employment Standards Code.

Where leave does not fall under the Alberta Employment Standards job protected leave, each request will be determined by the Library Manager or Library Board. Nonjob-protected leave may be denied.

All requests and responses must be in writing. If the leave request is denied an explanation will be provided to the staff member.



---

## 10.12 Timekeeping

---

All staff is required to keep accurate records of time worked to calculate pay and benefits. All employees are required to clock in at the beginning of their shift and clock out at then end of their shift; any discrepancies must be reported to the Library Manager.





---

## 10.13 Pension

---

The Library Board does not belong to a pension plan or fund.

In lieu of a pension plan, the Library Board will pay to each salaried employee an amount set by the Library Board subject to final approval of the annual budget.

The pension contribution will be deposited monthly as a contribution to an RRSP.



---

## 10.14 Health Spending Account

---

The Town of High Level Library Board does not belong to a medical plan. In lieu of a medical plan, eligible employees may have access to a Health Spending Account. Each employee will be granted a starting amount of \$ 120.00 with an increase of \$ 10.00 per year budget permitting.

Allotment must be accrued before it is spent. Monies must be spent by the year end. Monies can be spent on the staff member, staff member's spouse/partner, and/or dependents.

Allotments may be spent on the following:

- Medical premiums
- Dental coverage
- Dental care
- Massage therapy
- Chiropractor
- Physiotherapy
- Speech language pathology services
- Counselling
- Reflexology
- Vision care
- Hospital costs
- Health support (e.g., smoking cessation, weight management, etc.)
- Prescription drug reimbursement
- Life insurance fees
- Disability coverage fees
- Fitness services (e.g., gym pass, fitness lessons, pool pass, etc.)
- Reimbursement of post-secondary courses after successful completion and there is Board approval prior to commencement of the course
- Physical fitness equipment (after one month has passed since purchase).

The Board may approve additional requests as it sees fit.



---

## 10.15 Alberta Employment Standards Code

---

The Library Board, Library Manager, staff, and all volunteers must abide by the Alberta Employment Standards Code.



---

## 10.16 Employee and Volunteer Grievances

---

A grievance is defined as any disagreement arising from the interpretation, application, operation, or alleged violation of the Personnel policies of High Level Municipal Library or of the *Employment Standards Code* of Alberta.

An employee or library volunteer who has a grievance related to their employment in the Library should present a written statement and discuss the concern with the Library Manager. If the Library Manager has a grievance, the Manager should bring all written correspondence to discuss the matter with the Library Board Chair.

If the griever and the Library Manager or the Library Manager and the Board Chairperson cannot resolve the issue, a full written record of the concern and all documentation should be provided to the Library Board within 15 days of the discussion.

The Library Board will then refer this matter to the Personnel Committee of the board. This committee shall review the matter and make a recommendation to the Board.

There should be three Personnel Committee members reviewing the grievance, including one officer of the board.

After receiving and considering the recommendation of the Personnel Committee, the Board should make a decision regarding the grievance. A written record of this decision should be forwarded to the griever within 30 days of the original written concern being received.

If the response or decision of the Library Board is unsatisfactory to the griever, the griever has the right to appeal to other organizations as applicable:

- Alberta Employment Standards: Contact for issues related to hours of work, holiday pay, days off, maternity and parental leave, overtime hours, vacations, wage payment, and employee termination.
- Occupational Health & Safety: Contact for issues related to workplace safety, including working alone.
- Office of the Information and Privacy Commissioner of Alberta: Contact to make a request for your personal information under the FOIP act. For more information about the FOIP act, contact Service Canada.
- Alberta Human Rights Commission: Contact for questions regarding discrimination in the workplace.

The griever, Library Manager, and a Board representative must sign all documentation.



---

## 10.17 Political Activities

---

The High Level Municipal Library and the Library Board are neutral in their support of any organization.

Political activities of employees shall not interfere with the ability of the employee or their co-workers to perform their duties.

If the activity will interfere with the employee's duties, the employee may request a leave of absence (or use vacation time) as outlined in the Alberta Employment Standards Code.

Political activities shall not be conducted on the Library premises.



---

## 10.18 Performance Evaluation

---

The primary purpose of a performance evaluation is to compare actual results with desired results and to design action plans for the future. The essence is guidance, mentoring, and development for continuing improvement. It is also an opportunity to thank employees for their efforts on behalf of the library. The library board is an employer, and so it must take steps to evaluate its employees on a regular basis.

All employees, including the manger, should be evaluated at the end of their probationary period (three months for staff members and six months for Library Manager). They should complete the Performance Evaluation Form with their supervisor annually. However, performance conversations should also be taking place throughout the year, as described in Section C of the Performance Evaluation Form.

The Personnel Committee of the Board shall evaluate the Library Manager. The Personnel Committee will consist of three Board members. The Board Chair should be one of the Board members who sits on this committee, because the Board Chair is the primary contact person between the library board and the Library Manager.

The Library Manager will meet with the Personnel Committee, and they shall complete the evaluation form together. The completed evaluation form shall then be placed in the Library Manager's personnel file.

The Chair of the Personnel Committee shall make a report to the Board.

The Library Manager is responsible for evaluating the other library staff. All staff will interview with the Library Manager, and they will complete the evaluation form together. The completed evaluation form shall then be placed in the staff member's personnel file.

The Library Manager is responsible for evaluating the library volunteers. All volunteers will interview with the Library Manager, and they will complete the evaluation form together. The completed evaluation form shall then be placed in the volunteer's personnel file.

## High Level Library Board

### Performance Evaluation Form

Assessment Period: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Reviewer's Name(s): \_\_\_\_\_

#### **PART A: Employee Self-Reflection**

The employee should complete this section once a year. Use this section to reflect on your own performance as you complete this form. Your conversations recorded in Section C do not have to use these questions.

1. Has the past year in your position been good, bad, or satisfactory to you? Why?
2. What do you consider to be your most important achievements of the past year? Why?
3. What do you like and dislike most about working for this organization?
4. What elements of your job do you find the easiest and the most difficult?
5. What elements of your job interest you the most and the least?
6. Are there any modifications or changes that you feel should be made to your job description? (If changes are made, an amended job description will be attached to this document after the appraisal is completed.)
7. What actions could be taken to improve your performance in your current position by:  You:  Your supervisor:  Your board:



## PART B: Performance Objectives and Accountability

<b><u>Quality and Quantity of Work Performed</u></b> <i>Displays accuracy and attention to detail in completing tasks. Completes all required tasks as outlined in job description.</i>
Employee's Comments:
Supervisor's Comments:
<b><u>Communication Skills</u></b> <i>Conveys and receives information accurately and appropriately. Consider listening, speaking and writing skills.</i>
Employee's Comments:
Supervisor's Comments:
<b><u>Attendance and Punctuality</u></b> <i>Is available at the office/work area on a regular basis.</i>
Employee's Comments:
Supervisor's Comments:
<b><u>Reliability/Dependability</u></b> <i>Takes on and follows through on assignments and instructions. Completes assignments on time.</i>
Employee's Comments:
Supervisor's Comments:
<b><u>Initiative/Motivation</u></b> <i>Assesses a situation accurately and responds appropriately. Anticipates and confronts <del>problems</del> problems. Thinks constructively and originates action.</i>
Employee's Comments:
Supervisor's Comments:
<b><u>Cooperation and Interpersonal Skills</u></b> <i>Seeks to assist and co-operate with others in completing assignments or tasks on a consistent basis. Works as a team member; discusses problems with team before taking action. Accepts guidance provided by supervisory staff; readily seeks out answers/information from supervisor or co-workers to undertake responsibilities.</i>
Employee's Comments:

Supervisor's Comments:
<b><u>Customer Service</u></b> <i>Provides appropriate and polite responses to internal and external customer requests in a timely manner.</i>
Employee's Comments:
Supervisor's Comments:
<b><u>Coaching and Training Skills</u></b> <i>Discusses expectations and priorities with staff on a regular basis; orients and trains staff in new and changing job functions; works with staff to set goals and objectives; communicates System policies and procedures; is readily available for consultation and direction; encourages ongoing development of staff.</i>
Employee's Comments:
Supervisor's Comments:
<b><u>Organizational Abilities</u></b> <i>Manages staff work activities through appropriate planning, prioritization, use of time management, and the effective use of resources within the approved budget; delegates appropriate responsibility and authority to staff.</i>
Employee's Comments:
Supervisor's Comments:
<b><u>Building Commitment</u></b> <i>Guides others to work towards common objectives; develops cooperation and teamwork; motivates staff to complete tasks while instilling a feeling of self-worth and accomplishment.</i>
Employee's Comments:
Supervisor's Comments:
<b><u>Decision-making</u></b> <i>Identifies/evaluates issues; uses good judgment to reach sound conclusions; generates alternatives; understands consequences; makes accurate and timely decisions; attends to details.</i>
Employee's Comments:

Supervisor's Comments:

The employee and the reviewer(s) should complete the first three columns at the beginning of the assessment period. The employee and the reviewer(s) should work together to describe the employee's individual performance objectives for the next year, including measures and targets. Complete the last column at the end of the performance period.

<b><u>OBJECTIVES</u></b> (What do you and your supervisor agree you should achieve?)	<b><u>PLAN OF SERVICE</u></b> (How does this objective tie into your library's Plan of Service?)	<b><u>MEASURES</u></b> (How will you know you've achieved your goals?)	<b><u>RESULTS</u></b> (What did you achieve?)
E.g., I want more children to come to story time.	E.g., One of our library's objectives is to improve children's attendance at library programs.	E.g., Story time attendance will improve by 10% by this time next year.	E.g., Story time attendance improved by 12%.

## PART C: Conversations Throughout The Year

The employee and his supervisor should complete this section throughout the year. Performance management is an ongoing conversation between the employee (you), and your supervisor. Use this section to record ongoing discussions with your supervisor throughout the year, whether they are informal and spontaneous or scheduled and focused.

Conversation topics normally include:

- Your progress in fulfilling your objectives.
- Problems you've encountered, how you dealt with them, and what you learned from the experience.
- Issues you're dealing with and how your supervisor can provide support.
- Constructive feedback on your performance and how your supervisor can provide support.
- Your learning and career goals and how your supervisor can provide support.

This section is for the benefit of you and your supervisor. You can record as many or as few conversations as you like. You can write as much or as little as you like. Review these conversations with your reviewer(s) at the end of the performance period.

Conversation Date	Key Discussion Points

## PART D: Professional Development

Identify any courses, workshops, or other training taken by the employee over the past year:
Identify any training or development activities that the employee wants to take or that the reviewer recommends that he take:

## PART E: General Comments

Reviewer Comments:
Employee Comments:

*The employee and the reviewer(s) acknowledge that this assessment has been reviewed and discussed by signing and dating below. I have been made aware of my Supervisor's comments and recommendations. My signature on this document does not mean that I agree or disagree with the information but appears as a matter of record that I have been made aware of this information. I have the right to add any additional information I wish to this document. A copy of this report is available to me upon request.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewer Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewer Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



---

## 10.19 Personnel Records

---

The Town of High Level Municipal Library maintains two separate types of personnel records. The first is the employee's electronic file, which is managed by the Library Manager and is accessible by only the Library Manager. The second is a physical file that is also kept by the Library Manager.

The types of documents included in each file are listed in Schedule A.

All reasonable steps will be taken to ensure the confidentiality of both electronic and physical personnel records. Only the Library Manager and the concerned employee shall have direct access to the physical personnel records. The Board Chair will have access to both the electronic and physical records of the Library Manager.

Should access to an employee's personnel record be requested by their supervisor, it will be provided at the discretion of the Library Manager.

The concerned employee will be informed of documents added to or deleted from their physical personnel file.

The Library Manager or designate must be present when any employee's physical file is accessed.

An employee may access their files (both electronic and physical) at any time.

### Personnel Records

The Town of High Level Municipal Library has personnel records including employee's electronic file, which is managed by the Library Manager. The second part is a physical file that is kept by the Library Manager.

The employee file includes:

- Personal information (address, SIN, emergency contacts)
- Tax forms (TD1 and TD1AB)
- Void cheque or direct deposit information
- Enrolment information for benefits and pension plans if applicable
- Offer letters including changes in position or hours
- Employee requests for additional shifts/hours
- Interview documents and references
- Notice of resignation
- Records of Employment
- Notice of maternity or parental leave
- Consent form for photo release
- Employee resumes and applications
- Performance appraisals
- Professional Development Request Forms
- Records of disciplinary actions
- Requests for leave not maternity or parental related (e.g., sick leave)
- Information concerning employee health (e.g., Doctor's notes)
- All other information determined by the Library Manager to be kept confidential from the electronic employee files.
-





---

## 10.20 Progressive Discipline

---

### **Policy Intent**

The Board has adopted a policy of Progressive Discipline to ensure that Town of High Level Library Board (THLLB) employees have the opportunity to correct any performance or behavioral problems that may arise. To this end, the Board has established a set of reasonable rules and guidelines for employees to follow.

### **Progressive Discipline**

- If an employee violates THLLB policy or exhibits problematic behavior, a system of progressive discipline shall be utilized where possible.
- With each infraction or apparent problem, these steps will be followed as required:
  - Step 1 Verbal warning
  - Step 2 Written warning
  - Step 3 Termination of employment
- In either of the first two steps, the employee will be:
  - alerted to the problem
  - provided with a review of the correct THLLB policy regarding the violation
  - advised of the consequences associated further infractions
  - provided with a suggestion towards a method of improvement
- If no further infractions of the policy in question occur after the initial verbal or subsequent written warning, no further disciplinary action shall follow.
- Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, THLLB reserves the right to skip the three step disciplinary process and move straight to termination where necessary.

### **Investigation and Documentation**

- Problematic behavior or violations of THLLB policy shall be properly investigated and documented by the employee's supervisor and / or the Library Manager.
- All measures taken in the progressive disciplinary process shall be documented, including verbal warnings.
- THLLB shall retain the documentation in the employee's personnel file for a period of twelve months.



## Progressive Discipline Policy

### Step 1: Verbal Warning

Name of Employee: \_\_\_\_\_

1. On \_\_\_\_\_ we met to discuss your behavior / performance:

---

---

---

2. To improve your future performance, the following recommendation was made:

---

---

---

Your Supervisor will provide assistance and supervision to ensure that the problem is rectified.

This is your first warning. In the event that this behavior is not corrected, , you will receive a written warning, the second of three steps in THLLB progressive discipline system.

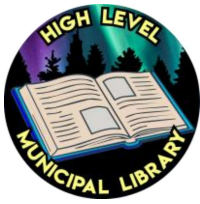
Please keep this.for your records.

Name of Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Signature: \_\_\_\_\_



## Progressive Discipline Policy

### Step 2: Written Warning

Name of Employee: \_\_\_\_\_

1. On \_\_\_\_\_ we met to discuss your behavior / performance:

---

---

---

2. To improve your future performance, the following recommendation was made:

---

---

---

Your Supervisor will provide assistance and supervision to ensure that the problem is rectified.

As this is your second warning, you should be aware of the serious nature of this offence.

This written warning will be regarded as your final warning. In the event that this behavior is not corrected, your employment with THLLB will be terminated.

Please keep this for your records..

Name of Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Signature: \_\_\_\_\_



---

## 10.21 Termination and Resignation

---

### Termination of Employment

- As per the *Employment Standards Code* of Alberta, employees are entitled to notice of termination of employment in writing, except for the exclusions noted herein, with the length of such notice normally dependent on the employment with the employer:
  - One week for employment of more than 3 months, but less than 2 years;
  - two weeks for employment of 2 years or more, but less than 4 years;
  - four weeks for employment of 4 years or more, but less than 6 years;
  - five weeks for employment of 6 years or more, but less than 8 years;
  - six weeks for employment of 8 years or more, but less than 10 years; and
  - eight weeks for employment of 10 years or more.
- Termination notice is not required:
  - for employees who have been employed for 90 days or less;
  - when the Library Manager and/or the Board considers that the employee's conduct warrants immediate dismissal for just cause.
- The Library Manager may choose to provide termination pay instead of notice to the employee to be terminated, or a combination of both, in accordance with the *Employment Standards Code* of Alberta
- Full years of service will be calculated from the date an employee completes their probationary period. Once an employee is off probation you can't put them back on.
- Payment of all wages and vacation pay owing to the date of termination is due within three days.
- Where an employee is dismissed for just cause or for any other reason specified by the *Employment Standards Code* as not requiring notice, the employer must pay all wages and vacation pay due to the employee with 10 days of the date of termination.

### Resignation of Employment

- The employee must give one week's written notice if they have been employee for more than 90 days, but less than two years and two weeks written notice if the employee has been employed for 2 years or more.
- An employee does not have to give notice if they have been employed for 90 days or less.
- All wages and vacation pay due to the employee must be paid within three days following termination of employment.



- When notice is not required, all wages and vacation pay due to the employee must be paid not later than 10 days after the last day of employment.



---

## 10.22 Library Volunteers

---

### **Purpose**

The Town of High Level Library Board believes in the valuable contribution volunteers can bring to library service. The Library's volunteer program enhances and enriches library services and the work of paid Library staff. The Board enhances the involvement of volunteers in all appropriate programs and activities.

### **Definitions**

- Board means the Town of High Level Library Board.
- Volunteer means a person who performs tasks that contribute to the operation of the Library or the provision of any library service and is not paid a wage or salary by the Library for performing these tasks.

The work of volunteers shall complement, but not replace, the work of paid Library staff. All volunteer tasks must aid the Library in achieving its goals and objectives. Volunteers may share the work of a paid job description or do work not listed in a paid job description.

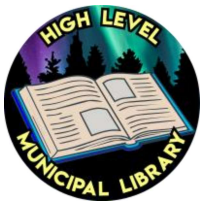
### **Recruitment**

- All individuals interested in becoming volunteers must complete a volunteer application form and agree to a police check. The Library shall reimburse any costs associated with satisfactory police checks.
- Completion of an application form may be forgone for specific volunteer projects at the discretion of the Library Manager.
- Application forms shall be kept on file for a period of one year; subject to review should a suitable volunteer position become available during that time.
- Volunteers may not work directly under or be supervised by an immediate family member.
- Volunteers are selected based on their qualifications and the needs of the Library at any given time.

All volunteers shall immediately disclose any business, commercial, or financial interest where such interest may be construed as being in real, potential, or apparent conflict with their volunteer assignment.

Volunteers may not use their library affiliation in connection with partisan politics, religious matters, or community issues.

The Library reserves the right to limit the number of volunteers in the Library at one time.



## **Orientation and Training**

- Each volunteer shall receive a general orientation to the Library and be made aware of the Library's rules and expectations by the Library Manager or designate.
- Volunteers shall receive a current volunteer job description and training for the volunteer tasks they are expected to accomplish.

## **Access to Information and Confidentiality**

- Volunteers have the right to access all information relevant to and necessary for the satisfactory performance of their assignment. Volunteers shall have access to specific patron records only when it is necessary for the performance of their assignment.
- Volunteers are responsible for maintaining confidentiality of all propriety or privileged information whether this information involves an individual staff member, volunteer, patron, or other person, or involves overall library business.
- Volunteers are required to abide by all Board Policies and Bylaws.

## **Evaluation**

- The services of a volunteer may be terminated by Library or by the volunteer.
- Volunteers wishing to terminate their service to HLML shall provide notice to the Library Manager as far in advance as possible.
- The Library reserves the right to evaluate the placement and performance of a volunteer. This may lead to the reassignment of the volunteer or the termination of the relationship between the volunteer and Library.

While on assignment for the Library, volunteers shall not represent themselves as other than a volunteer with the Library.

Work schedules and specific time commitments will be arranged between each volunteer and the Library Manager.

All volunteers are considered to be representatives of the Library and shall conduct themselves in an appropriate manner when carrying out assignments for the Library.

The Board shall set aside funds in each budget year to recognize the valuable contributions made by the volunteers





---

## 10.23 Job Descriptions

---

### Library Manager

<b>Job title</b>	<i>Library Manager</i>
<b>Reports to</b>	<i>Town of High Level Library Board</i>

#### General Description

The Library Manager is accountable to the Library Board through the Chair of the Board. The Library Manager is responsible for implementing the library's Plan of Service through the operations of the Library.

The Board Chair shall serve as the liaison between the Board and the Library Manager in between Board meetings.

#### Duties and Responsibilities

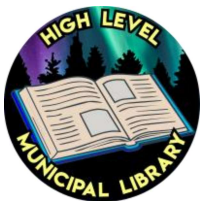
The Library Manager has responsibilities in the following areas:

##### 1) The Library Board

- Provides regular reports to the Board on all matters essential to the effective functioning of the Library and the Board as in Appendix A.
- Provides professional expertise, prompt and accurate Library information and opinions to the Board.
- Assists Board Chair in identifying assignments to working Committees of the Board and developing Board leadership.
- Recommends policy for consideration by the Board.
- Carries out all approved policies of the Board.
- Maintains a good working relationship with the Library Board.
- Participates in Board and committee activities as required.
- Orients new Board members to Library operations.
- Attends Board meetings.

##### 2) Personnel Administration

- Accepts responsibility for hiring, training, supervising, coaching, evaluating, and dismissing staff.
- Provides annual performance evaluation for all employees and reports results to the Board.
- Determines appropriate hours of work.



- Arranges staff work schedules for the purpose of providing fair and adequate staff coverage during the hours of Library operation.
- Recruits and trains library volunteers

- **3) Planning**

- Leads the execution of the Library's Plan of Service.
- Establishes ongoing plans for library activities in consultation with the Board, staff, volunteers, and other community organizations
- Leads evaluation of existing library programs.
- Compiles necessary statistics based on input from all other staff members.

#### **4) Financial Control**

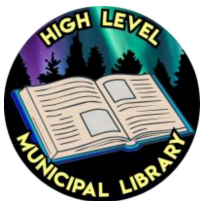
- Oversees expenditures according to approved budget and ensures that all debts incurred by the Library are paid in a timely manner.
- Provides documents for monthly financial records including all revenue and expenditures to bookkeeper and Board representative.
- Oversees bookkeeping and data entry into library's accounting software.
- Provides monthly financial reports to the Board.
- Sits as a member of the Board Finance Committee, which prepares the annual budget.
- Completes applications for grants with the help of the Board or designated committee.
- Initiates and prepares applications for funding for projects and programs, and follows through on reports of expenditures, as required.

#### **5) General Administration**

- Provides friendly, helpful, and efficient library service to patrons.
- Develops library collections and access, which responds to the evolving needs of all library patrons as identified in Plan of Service.
- Assists other staff members with program delivery.
- Directs policy implementation and administers the organization.
- Manages the day-to-day operations of the Library.
- Oversees property maintenance.

#### **6) Promotion**

- Ensures effective representation of the Library to the community.
- Promotes increased public awareness of the Library.
- Represents the Library at community functions.



## 7) Other Professional Responsibilities

- Builds strategic partnerships with the municipality and other community organizations.
- Participates in the activities of the library system, attends library system meetings.
- Participates in the activities of relevant professional library organizations.
- Keeps abreast of current developments in library services and programs through attendance at training workshops, seminars and conferences as budget allows.
- Assumes other duties as required.

## Skills Required

Effective interpersonal skills are required in order to work effectively with the Board, staff, volunteers, and the community. Specific qualities include the following:

- Ability to act as a liaison between Board and staff.
- Ability to interpret Board policy decisions to staff.
- Demonstrated ability to think creatively, develop plans of action, adapts to change, and carry plans through to successful completion.
- Demonstrated leadership ability.
- Demonstrated ability to recognize and set priorities and to use initiative and independent judgment in a wide variety of situations.
- Demonstrated ability to select, develop, motivate, and evaluate staff.
- Demonstrated ability to build strategic partnerships and community coalitions, and to foster positive relationships.
- Excellent verbal and written communication skills.

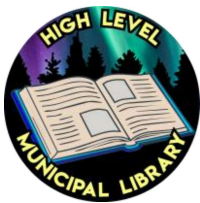
## Qualifications

- A post-secondary degree in library & information studies, a library technician diploma, or related training or experience.
- At least three years' experience in a supervisory role.
- Canadian citizen or able to work in Canada.
- Ability to work evening and weekend shifts as required.
- Valid driver's license.

## Working conditions

This position involves lifting, bending, reaching, standing, seeing, and hearing. This job also involves frequent exposure to dust.

Requires a mature adult, comfortable working within a loose team framework, able to plan, organize and complete tasks without supervision.



This position will be evaluated after a 180 day probation period and thereafter formally on a yearly basis.

#### **Direct reports**

- All other library employees and
- Volunteers

Date Revised: March 28, 2018

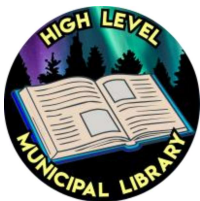


## Appendix A

### Reports to Board

The following information will be provided to the board one week before the regular scheduled board meeting:

- 1) Agenda for Meeting
  - 2) Minutes of Last Meeting
  - 3) Financial Reports
    - 1) Balance sheet
    - 2) Budget versus actuals comparative statement for end of previous month
  - 4) Library Manager Report
    - a) Information related to work completed around:
      - i) Board
      - ii) Personnel
      - iii) Planning and Programming
        - 5) Program Information to be itemized and detailed.
        - 6) Program Evaluations including: name of program, frequency, # of sessions, # of staff hours, # of volunteer hours, # of participants (any new participants), cost, revenue, and partnerships
        - 7) New Ideas for programming- include supporting documentation
    - iv) Finances
    - v) Library promotion
    - vi) Other comments
  - b) Library stats
    - i) Collection
    - ii) Circulation
    - iii) TRAC
    - iv) Cardholders
    - v) Exams invigilated
    - vi) Footfall
- 3) Retail book sales
- 4) Update on action plan



## Library Assistant

<b>Job title</b>	<i>Assistant Manager</i>
<b>Reports to</b>	<i>Library Manager</i>

### Job purpose

To assist in the smooth and efficient running of the High Level Municipal Library and its programs as per policies and procedures.

### Duties and responsibilities

#### 1) General Administration

- Use of cash register for retail sales and Library fees
- Provide information resources both in book form and through the internet to assist the public
- Maintain statistics and records of library usage, reference questions, programs, and computer usage
- Maintain a detailed journal of daily activities
- Keep Library Manager apprised of what is happening in the Library

#### 2) Personnel Administration

- Provide guidance in the Library Manager's absence
- Assist with training of new staff and continuing training of existing staff in a supportive manner.

#### 3) Planning

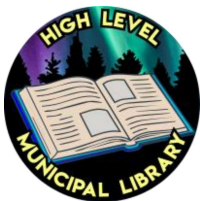
- Joint planning and implementation of Library programs and program presentations.

#### 4) Library Duties

- Responsible for closing Library during evening shifts and covering off other shifts.
- Assist and/or train public members in Library use and computer use.
- Facilitate both incoming and outgoing interlibrary loans.
- Check and fulfill requests on VDX daily
- Pick up and deliver courier mail
- Cataloguing, processing, and repair of the Library collection
- Shelving of materials, shelf reading and organizing of materials

#### 5) Promotion

- Maintain the Library's Facebook account with information relevant to Library activities.
- Participate in fund-raising activities of the Board and the Friends



## 6) Financial

- Reconcile weekly deposits and take to the bank

## 7) Other Responsibilities

- Keep Library, work areas, and storage areas tidy and organized
- Perform other duties and/or functions as assigned by Library Manager.
- Maintain /update skills by attending the RLC and taking other training such as webinars or courses as directed by the Library Manager

## Qualifications

- Completion of grade 12
- Customer service experience
- Organizational and communication skills
- Minimal supervision required
- Attentiveness to detail
- Knowledge of, experience with, or willingness to learn Library practices and procedures
- A sense of humor and a love of books

## Working conditions

This position involves lifting, bending, reaching, standing, seeing, and hearing. This job also involves frequent exposure to dust.

Requires a mature adult, comfortable working within a loose team framework, able to plan, organize and complete tasks without supervision.

This position will be evaluated after a three month probation period and thereafter formally on a yearly basis.

## Direct reports

Library Aide

Volunteers

---

<b>Approved by:</b>	
<b>Date approved:</b>	March 22 2018
<b>Reviewed:</b>	

*Ideally, a job description should be reviewed annually and updated as often as necessary.*





## Library Aide

<b>Job title</b>	<i>Library Aide</i>
<b>Reports to</b>	<i>Library Manager and Library Assistant</i>

### Job purpose

To assist in the smooth and efficient running of the High Level Municipal Library and its programs as per policies and procedures under the direction of the Library Manager and his/her designate.

### Duties and responsibilities

#### 1) General Administration

- Use of cash register for retail sales and Library fees
- Provide information resources both in book form and through the internet to assist the public
- Maintain statistics and records of library usage, reference questions, programs, and computer usage
- Keep Library Manager and Library Assistant apprised of what is happening in the Library

#### 2) Planning

- Implementation of Library programs and program presentations.

#### 3) Library Duties

- Responsible for closing Library during evening shifts and covering off other shifts.
- Assist and/or train public members in Library use and computer use.
- Facilitate both incoming and outgoing interlibrary loans.
- Shelving of materials, shelf reading and organizing of materials

#### 4) Promotion

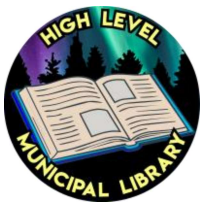
- Participate in fund-raising activities of the Board and the Friends

#### 5) Other Responsibilities

- Keep Library, work areas, and storage areas tidy and organized
- Perform other duties and/or functions as assigned by Library Manager or Library Assistant.
- Janitorial duties as per schedule

### Qualifications

- Customer service experience
- Organizational and communication skills
- Minimal supervision required
- Attentiveness to detail



- Knowledge of, experience with, or willingness to learn Library practices and procedures
- A sense of humor and a love of books

### Working conditions

This position involves lifting, bending, reaching, standing, seeing, and hearing. This job also involves frequent exposure to dust.

Requires a mature adult, comfortable working within a loose team framework, able to plan, organize and complete tasks without supervision.

This position will be evaluated after a three-month probation period and thereafter formally on a yearly basis.

### Direct reports

None

<b>Approved by:</b>	
<b>Date approved:</b>	October 24, 2018
<b>Reviewed:</b>	

*Ideally, a job description should be reviewed annually and updated as often as necessary.*

A national organization agreed to post this policy on [www.hrcouncil.ca](http://www.hrcouncil.ca) as part of the HR Toolkit. Sample policies are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization

## OLD BUSINESS

# NEW BUSINESS

# CORRESPONDENCE FOR ACTION

## Viv Thoss

---

**Subject:** FW: FW: Future Plans  
**Attachments:** Combined Town Hall Figures.pdf

----- Forwarded message -----

From: **Boyd Langford** <[BLangford@mhlhp.ca](mailto:BLangford@mhlhp.ca)>  
Date: Wed, Feb 19, 2025 at 5:35 PM  
Subject: FW: Future Plans  
To: Viv Thoss <[cao@highlevel.ca](mailto:cao@highlevel.ca)>  
CC: Crystal McAteer <[cmcateer@highlevel.ca](mailto:cmcateer@highlevel.ca)>, Mark Liboiron <[mliboiron@highlevel.ca](mailto:mliboiron@highlevel.ca)>

Good Afternoon Viv,

Could you please add this to the February 24, 2025 Council Meeting Agenda.

The Mackenzie Regional Waste Management Commission is planning for an expansion and we would like a letter of support from the Town to the Ministers of Alberta Forestry and Parks, Municipal Affairs and Infrastructure. Time is of the essence and we need approval from the Province and to acquire the additional land from them in order to move forward. Of special importance at the moment is the need to add an additional industrial cell, and we would like to be in a position to undertake that project during the upcoming construction season.

If you have any questions please let me know.

Thanks



Boyd E. Langford | Partner | Phone 780-926-3373 | Fax 780-926-4750

Mathieu Hryniuk LLP | Barristers & Solicitors

High Level | 9802-100 Street, Box 1168 | High Level, AB T0H 1Z0

[Peace River | 10012-101 Street](#), Box 6210 | Peace River, AB T8S 1S2 | Toll Free 1-800-661-1962

This email may contain confidential information and be subject to solicitor-client privilege. If received in error, please delete and advise sender.

---

**From:** Jennifer Feenstra <[managemrl@telus.net](mailto:managemrl@telus.net)>

**Sent:** 15 February 2025 14:22

**To:** Boyd Langford <[blangford@highlevel.ca](mailto:blangford@highlevel.ca)>; mfarris Farris <[mfarris@rainbowlake.ca](mailto:mfarris@rainbowlake.ca)>; Chris Mitchell <[cmitchell@rainbowlake.ca](mailto:cmitchell@rainbowlake.ca)>; Knelsen, Josh <[josh@mackenziecounty.com](mailto:josh@mackenziecounty.com)>; Peter F. Braun <[peter@mackenziecounty.com](mailto:peter@mackenziecounty.com)>; Mark Liboiron <[mliboiron@highlevel.ca](mailto:mliboiron@highlevel.ca)>

**Subject:** Future Plans

Good Day,

I just received all the figures for our future expansion plans and wanted to share with everyone.

Have a great Weekend!

--

Jennifer Feenstra

Manager

Mackenzie Regional Waste Management Commission

Box 235

High Level, AB T0H 1Z0

Phone: 780-926-2958

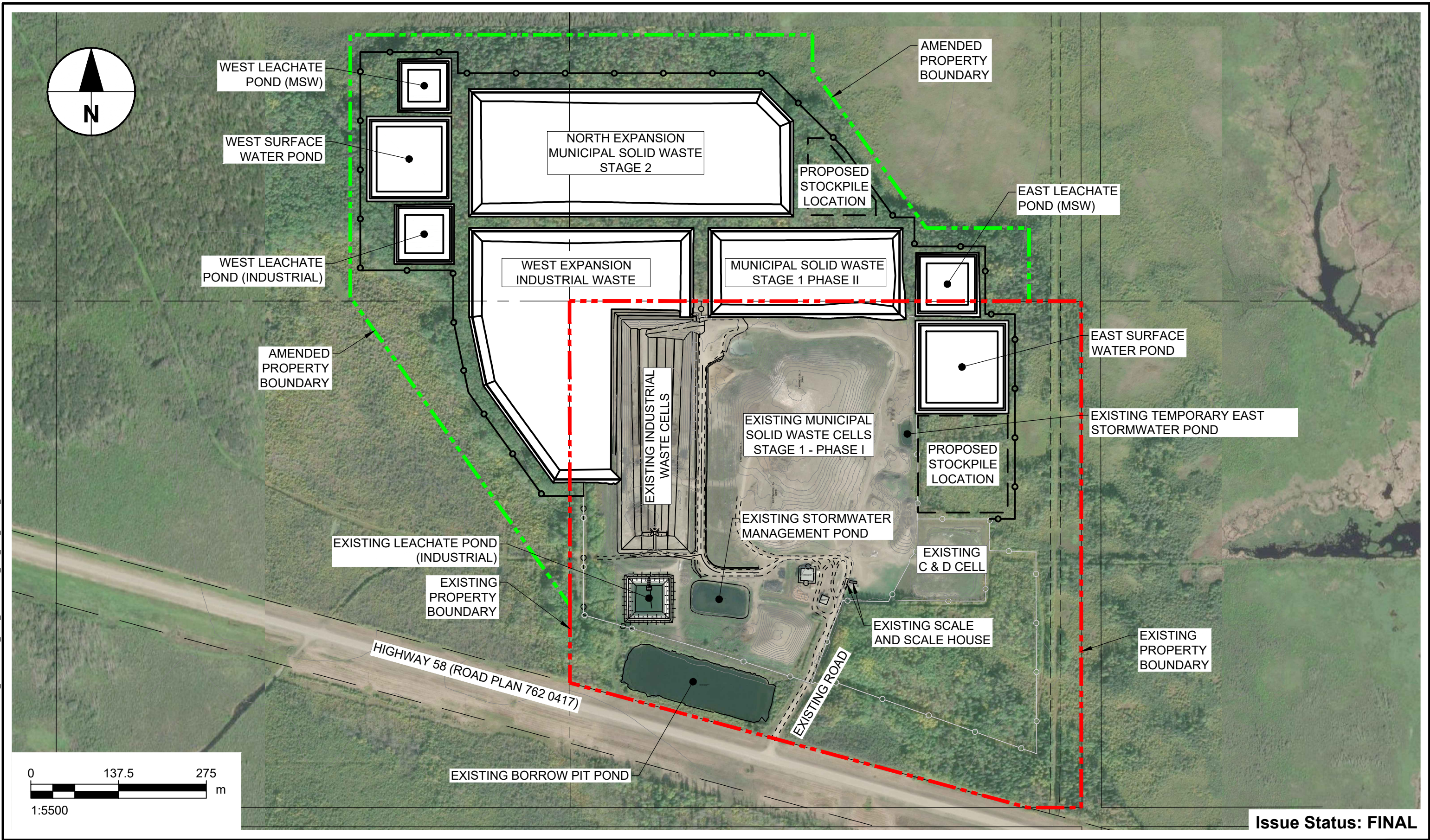
Fax: 780-841-0152

E-mail: [Managemrl@telus.net](mailto:Managemrl@telus.net)

Web: [www.mrwmc.com](http://www.mrwmc.com)

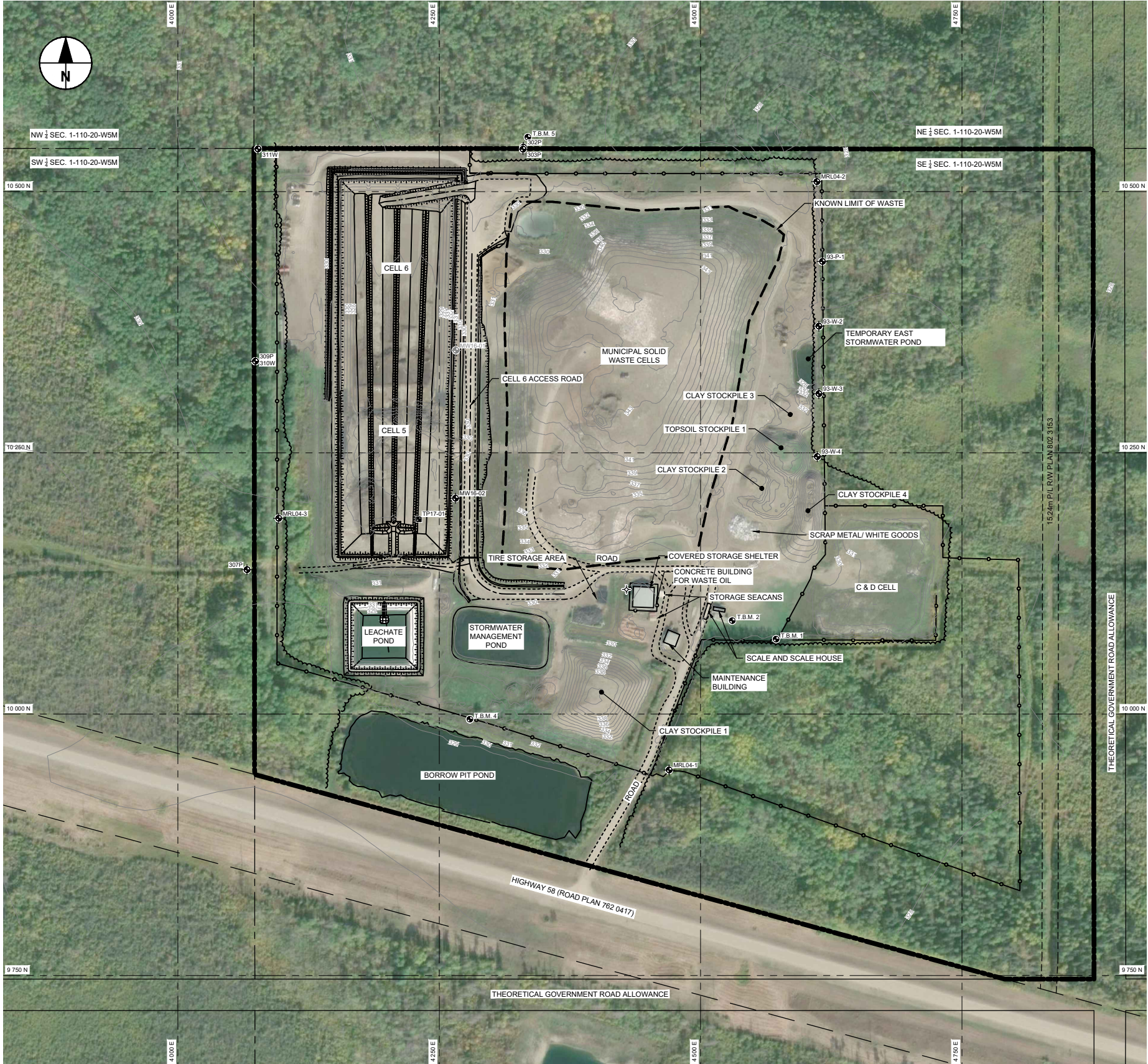


Last saved by: EROSC(2025-02-12) Last Plotted: 2025-02-12  
Filename: L:\DCS\PROJECTS\ENV\60728738\_MACKENZIE\_LDFL\_EXPANSION\_1900\_CAD\_GIS\910\_CAD\25-FIGURES\G00160728738-FIG-00-0000-C-0001.DWG  
Project Management Initials: Designer: Checked: Approved: ANSIB 279.4mm x 431.8mm





Last saved by: EROSC(2025-02-13), Last Plotted: 2025-02-13  
Filename: L:\DCS\PROJECTS\ENV\60728738\_MACKENZIE\_LDFL\_EXPANSION\_1900\_CAD\_GIS\910\_CAD\25-FIGURES\G00160728738-FIG-00-0000-G-0002.DWG  
Project Management Initials: \_\_\_\_\_ Designer: \_\_\_\_\_ Checked: \_\_\_\_\_ Approved: \_\_\_\_\_  
ANSI B 279.4mm x 431.8mm



**NOTES:**

1. COORDINATES ARE BASED ON LOCAL SITE GRID.
2. ELEVATIONS ARE BASED ON GEODETIC DATUM.
3. ALL DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE.

**LEGEND:**

- EXISTING TREES
- EXISTING GROUND CONTOUR (1.0 m INTERVAL)
- SITE GRID
- EXISTING FENCE
- EXISTING ROAD
- EXISTING PROPERTY LINE
- EXISTING CULVERT
- EXISTING MONITORING WELL
- DECOMMISSIONED MONITORING WELL
- PIEZOMETER
- TEST PIT
- CONTROL POINTS

CONTROL POINTS			
POINT	NORTHING	EASTING	ELEVATION
T.B.M. 1	10071.773	4572.175	329.210
T.B.M. 2	10089.434	4530.176	329.229
T.B.M. 4	9995.064	4279.240	330.721
T.B.M. 5	10552.012	4334.670	330.295

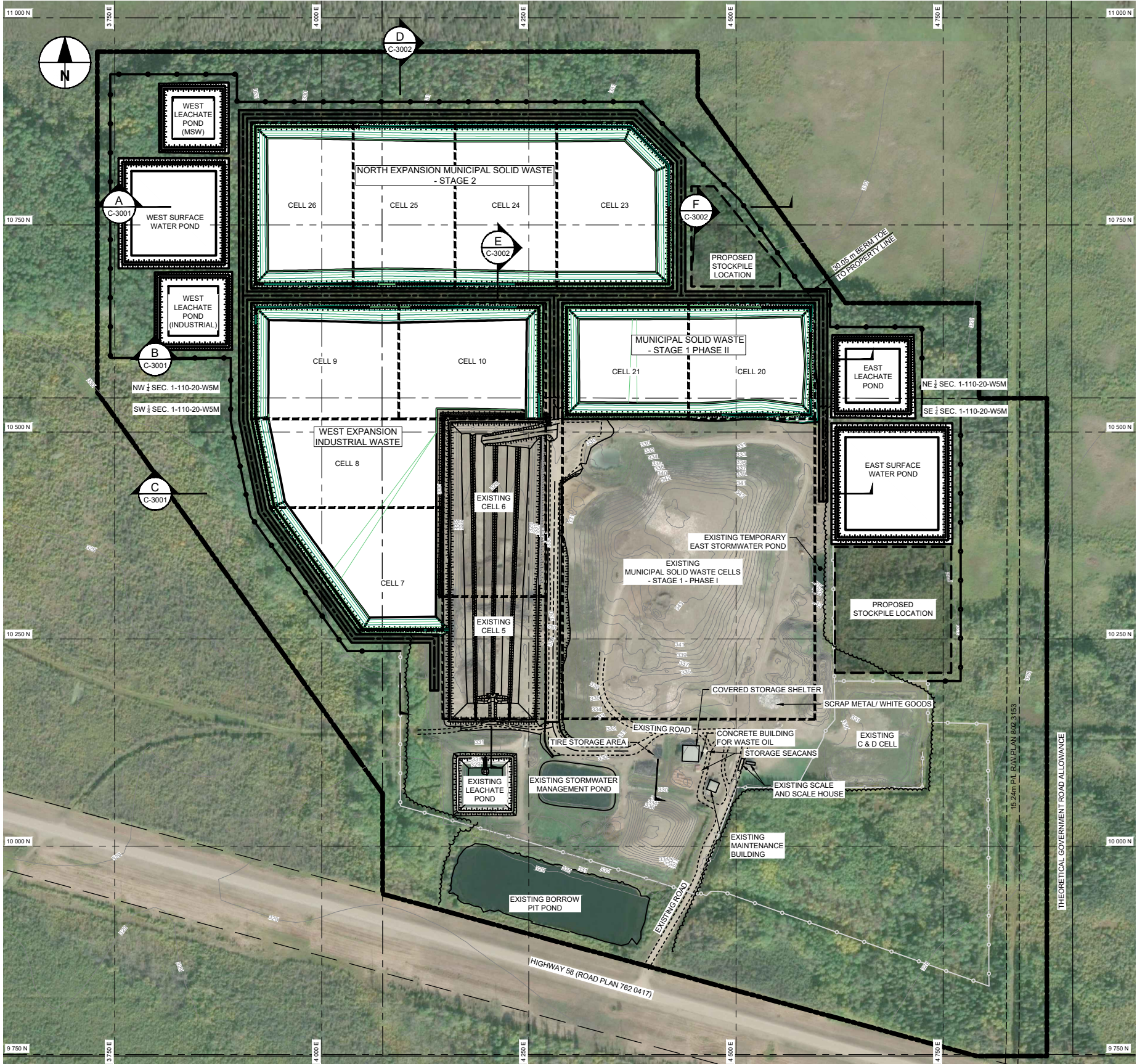
ESTABLISHED BY DECHANT CONSTRUCTION LIMITED, SEPTEMBER 2017

Issue Status: FINAL

Existing Conditions Plan



Last saved by: EROSC(2025-02-13) | Last Plotted: 2025-02-13  
 Filename: L:\DCS\PROJECTS\ENV\60728738\_MACKENZIE\_LDFL\_EXPANSION\_1900\_CAD\_GIS\910\_CAD\25-FIGURES\G00160728738-FIG-00-0000-C-0003.DWG  
 Project Management Initials: \_\_\_\_\_ Designer: \_\_\_\_\_ Checked: \_\_\_\_\_ Approved: \_\_\_\_\_  
 ANSI B 279.4mm x 431.8mm



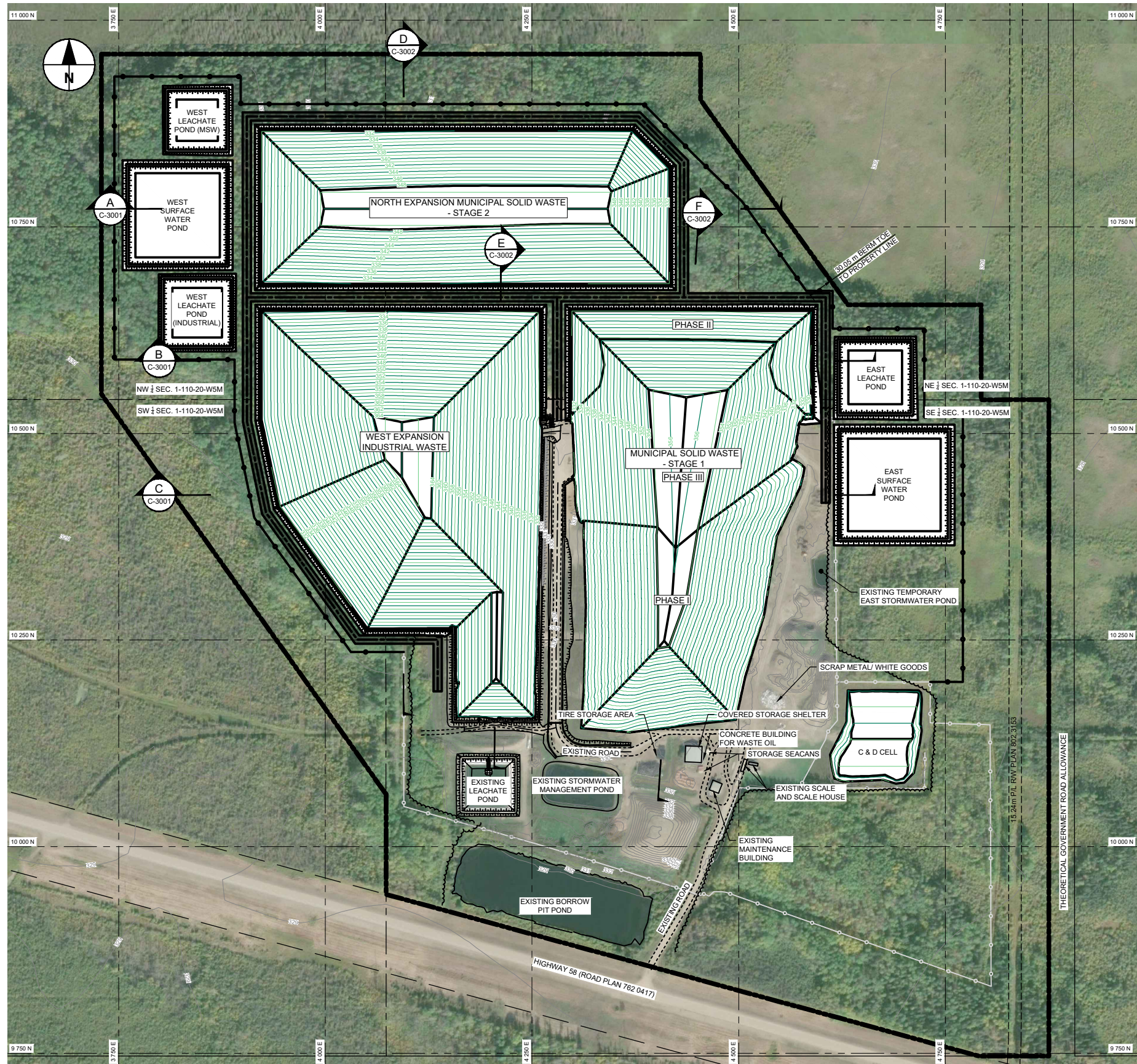
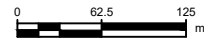
- NOTES:**
1. COORDINATES ARE BASED ON LOCAL SITE GRID.
  2. ELEVATIONS ARE BASED ON GEODETIC DATUM.
  3. ALL DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE.
  4. EXISTING GROUND CONTOURS FOR LANDFILL SITE ARE FROM OCTOBER 2023 SURVEY. SURROUNDING GROUND IS FROM ALTALIS GIS DATA.

- LEGEND:**
- EXISTING TREES
  - EXISTING GROUND CONTOUR (1.0 m INTERVAL)
  - PROPOSED GROUND CONTOUR (1.0 m INTERVAL)
  - SITE GRID
  - EXISTING FENCE
  - PROPOSED FENCE
  - EXISTING ROAD
  - PROPOSED PROPERTY LINE
  - PROPOSED ACCESS ROAD AND DITCHING
  - LANDFILL CELL FOOTPRINT
  - EXISTING CULVERT

Issue Status: FINAL



Last saved by: EROSC(2025-02-13), Last Plotted: 2025-02-13  
Filename: L:\DCS\PROJECTS\ENV\60728738\_MACKENZIE\_LDFL\_EXPANSION\_1900\_CAD\_GIS\910\_CAD\_GIS\910\_CAD\25-FIGURES\G00\60728738-FIG-00-0000-C-0004.DWG  
Project Management Initials: Designer: Checked: Approved: ANSI B 279.4mm x 431.8mm



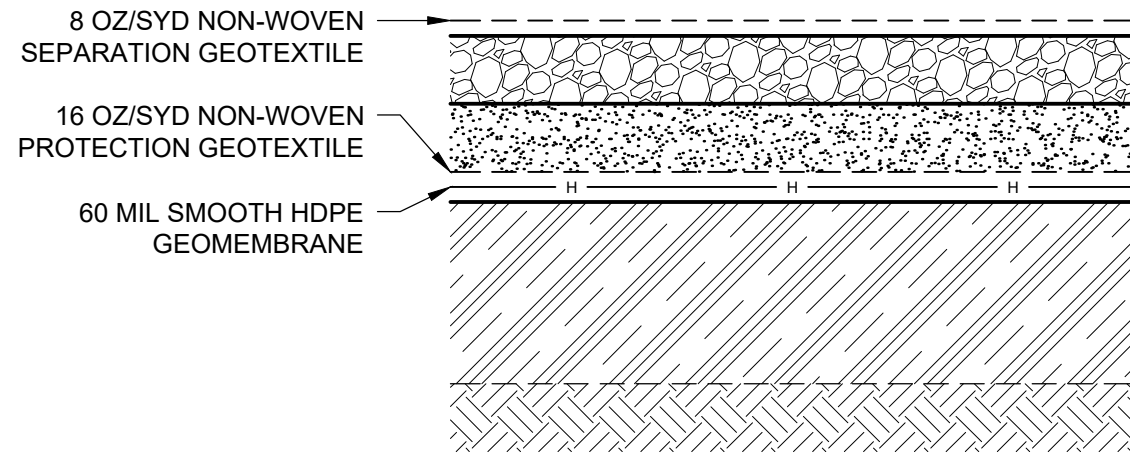
- NOTES:**
1. COORDINATES ARE BASED ON LOCAL SITE GRID.
  2. ELEVATIONS ARE BASED ON GEODETIC DATUM.
  3. ALL DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE.
  4. EXISTING GROUND CONTOURS FOR LANDFILL SITE ARE FROM OCTOBER 2023 SURVEY. SURROUNDING GROUND IS FROM ALTALIS GIS DATA.
- LEGEND:**
- EXISTING GROUND CONTOUR (1.0 m INTERVAL)
  - PROPOSED GROUND CONTOUR (1.0 m INTERVAL)
  - SITE GRID
  - EXISTING FENCE
  - PROPOSED FENCE
  - EXISTING ROAD
  - PROPOSED PROPERTY LINE
  - PROPOSED ACCESS ROAD AND DITCHING
  - LANDFILL CELL FOOTPRINT
  - EXISTING CULVERT

Issue Status: FINAL

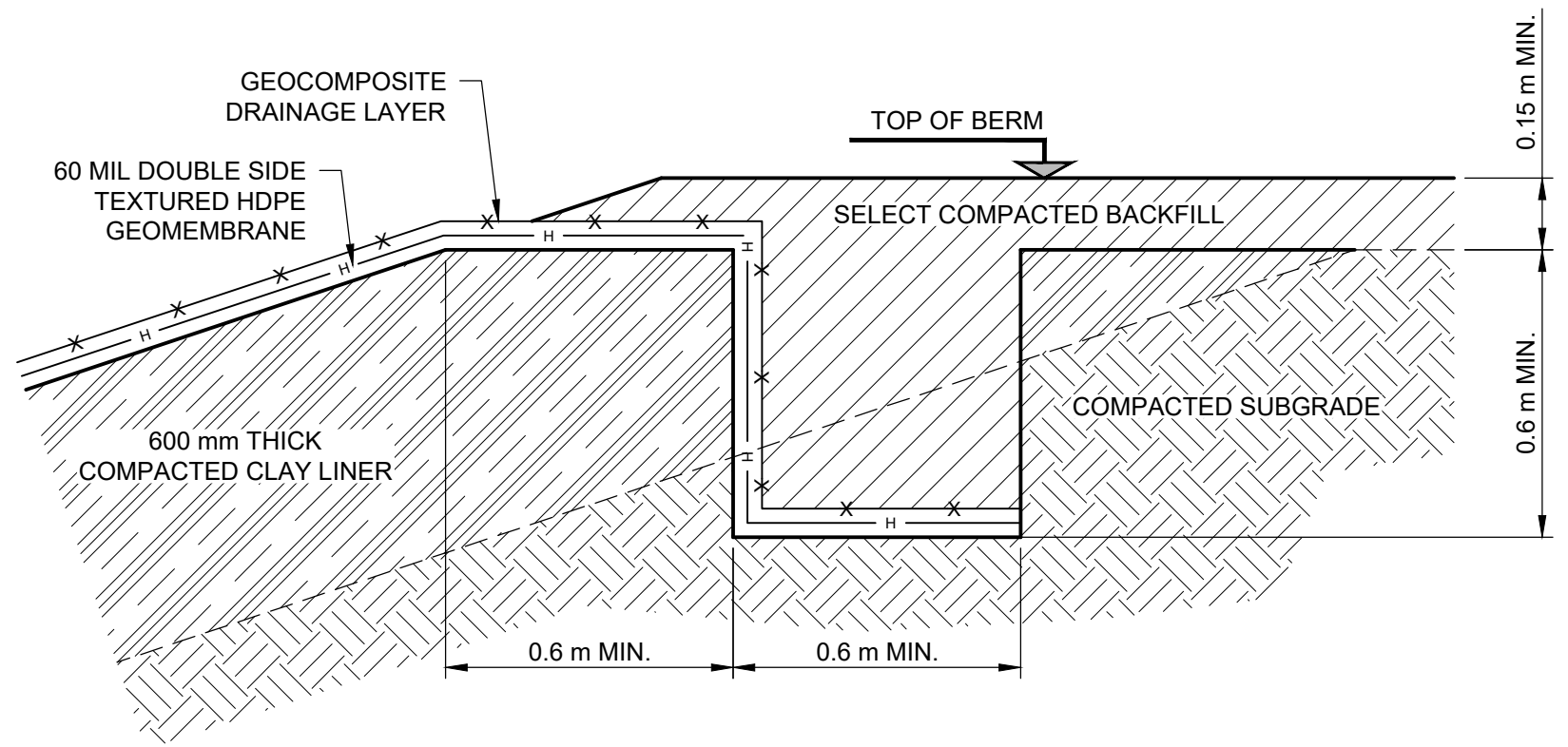
Top of Waste Contours Plan



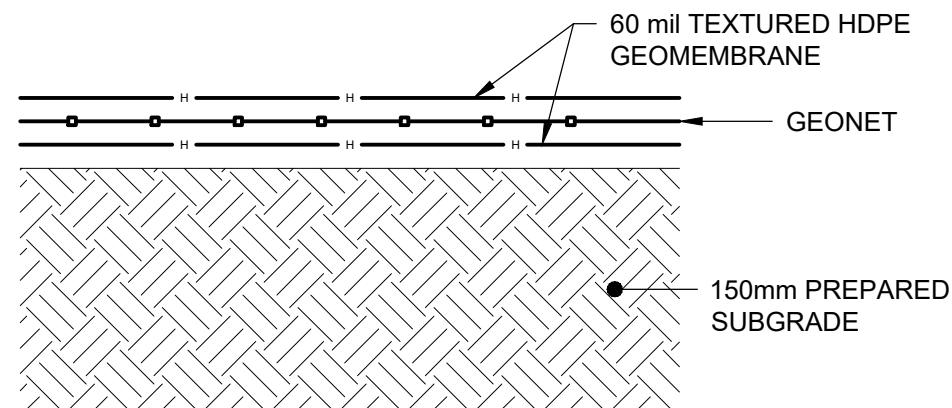
Last saved by: EROSC(2025-02-12). Last Plotted: 2025-02-12  
Filename: L:\DCS\PROJECTS\ENV\60728738\_MACKENZIE\_LDFL\_EXPANSION\_1900\_CAD\_GIS\910\_CAD\25-FIGURES\G00160728738-FIG-00-0000-G-0005.DWG  
Project Management Initials: Designer: Checked: Approved: ANSIB 279.4mm x 431.8mm



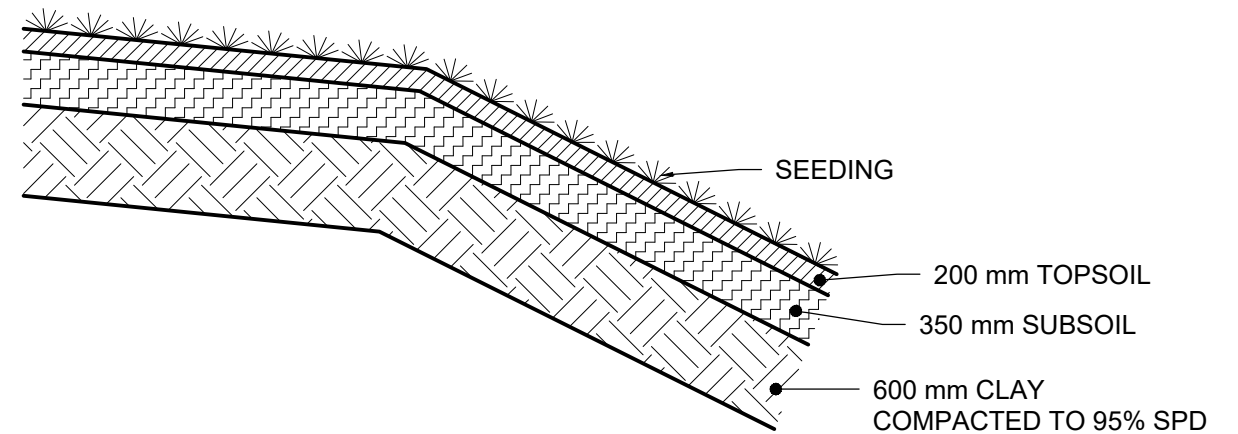
**TYPICAL CELL BASE SURFACING**  
SCALE: NTS



**TYPICAL ANCHOR TRENCH DETAIL**  
SCALE: NTS



**LEACHATE POND LINER DETAIL**  
N.T.S.



**TYPICAL FINAL COVER DETAIL**  
SCALE: NTS

Issue Status: FINAL

# The Approval Amendment Process

The Environmental Protection and Enhancement Act (the Act) and the accompanying regulations detail what activities require approval and the process for obtaining approval. The Approval Process consists of five stages:

## 1.Preparation of a Disclosure Plan (DP)

The DP describes (for the public and the regulator) the process and technical work that will be undertaken to support an application for approval to operate a landfill, including a description of the public consultation process.

## 2.Filing an Application

The Approvals and Registrations Procedure Regulation identifies what information is required in the application.

**Notice requirements for a complete application** - the Act directs that the public be notified of all applications for approval. When an applicant notifies the public, those persons directly affected by the application may submit a written statement to the Director outlining their concerns.

## 3.Review of the Application

The Director reviews the application, including the public's statements of concern, to determine whether or not the impact of the activity on the environment is in accordance with the Act and the regulations.

## 4.Decision to issue or refuse to issue approval

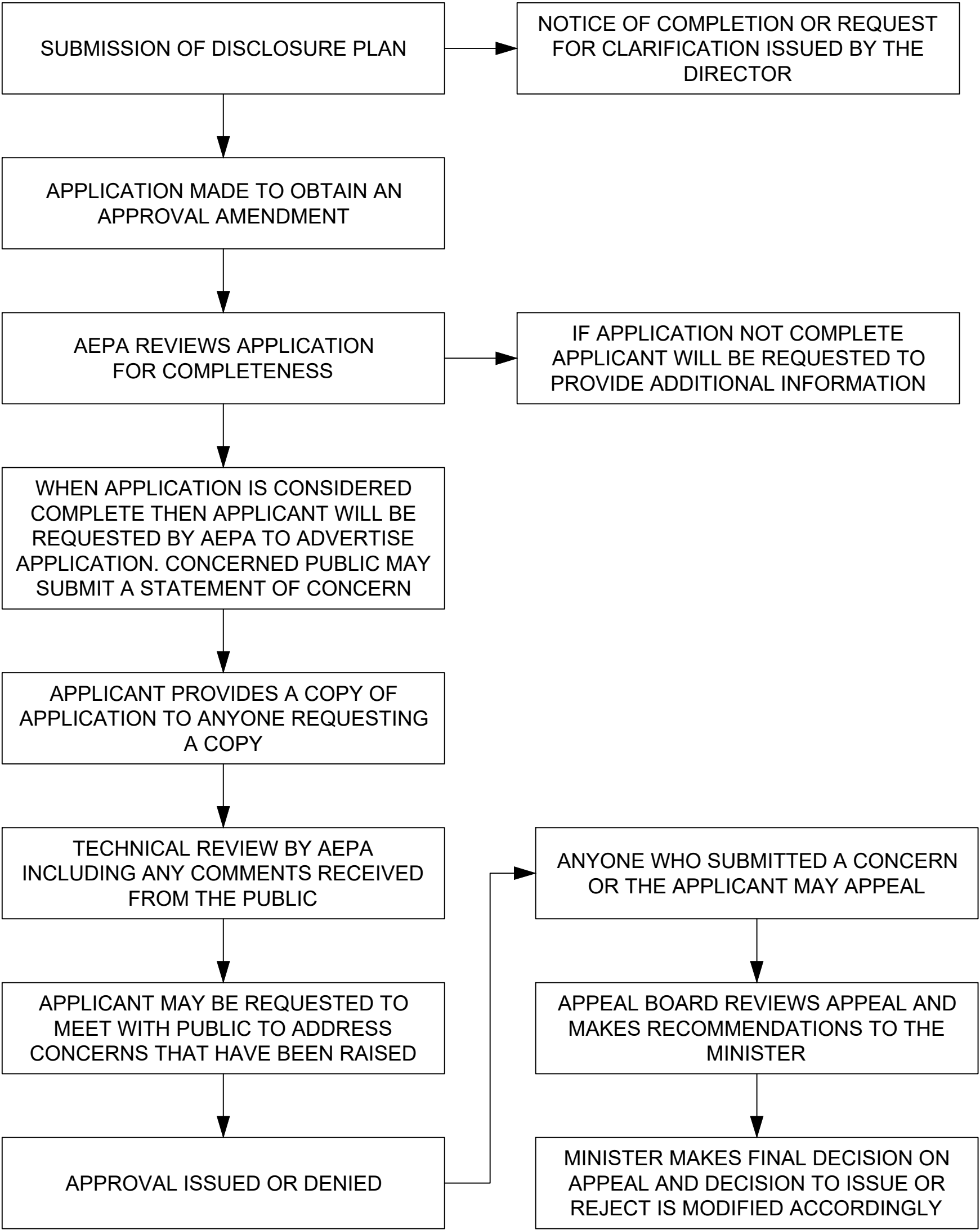
The Director decides whether or not an approval will be issue and what conditions will be required. If the Director decides to issue an approval, it will contain the requirements or terms and condition that must be followed. The public may appeal the decision to issue an approval.

## 5.Provisions for Appeal

The Act sets out the conditions under which a decision to issue or not to issue an approval can be appealed. Requests for appeals are submitted the the Environmental Appeal Board, an administrative tribunal established under the Act.

Issue Status: FINAL

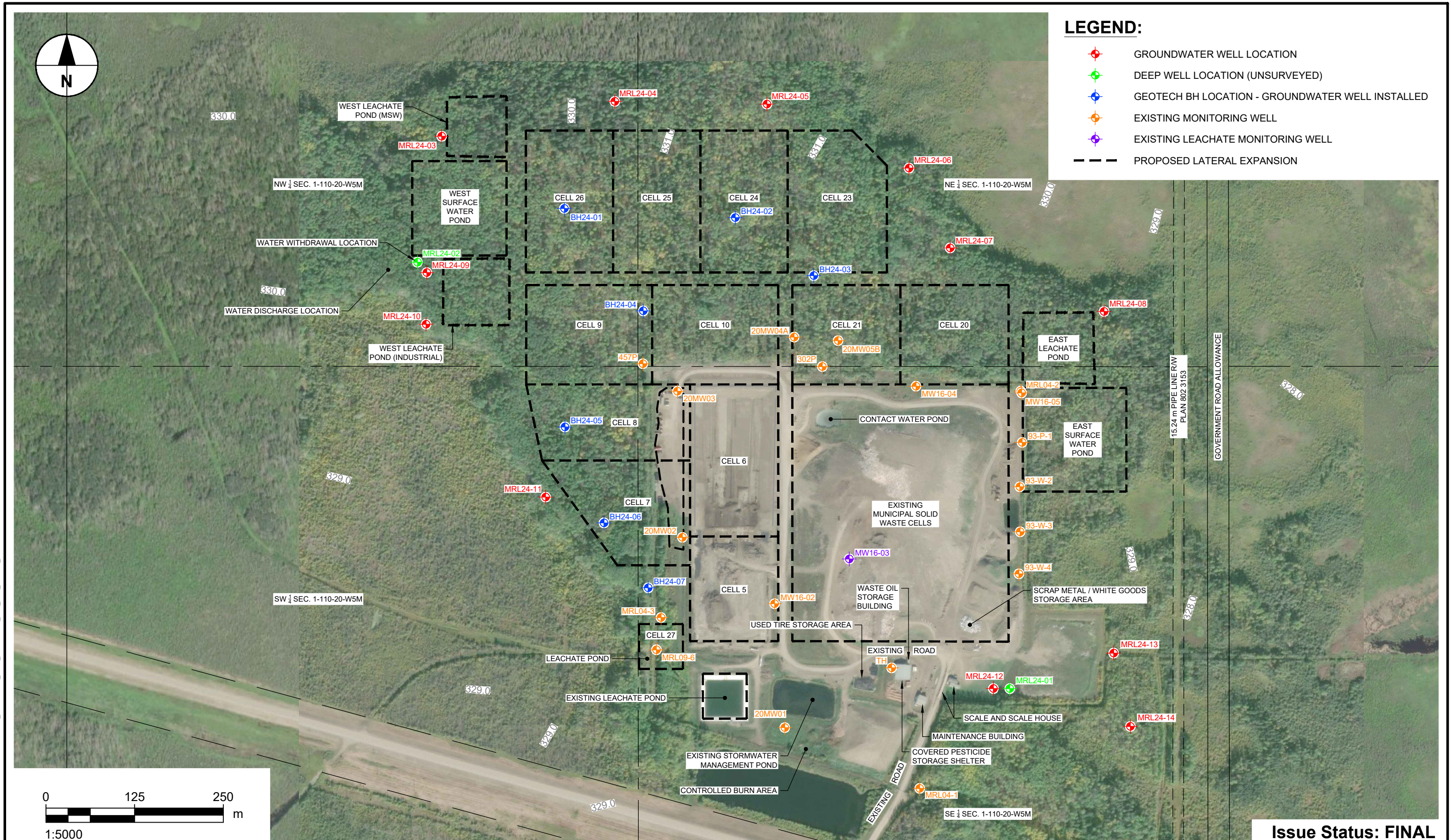
# ALBERTA ENVIRONMENT AND PROTECTED AREAS (AEPA) LANDFILL APPROVAL PROCESS (FLOW CHART)



Issue Status: FINAL



Project Management Initials: Designer: Checked: Approved: ANS I D 558.8mm x 863.6mm  
Last saved by: FROSC(2025-02-12) Last Plotted: 2025-02-12  
Filename: L:\DCS\PROJECTS\ENV\60728738\_MACKENZIE\_LDFL\_EXPANSION\_1900\_CAD\_GIS\910\_CAD\25-FIGURES\G00\60728738-FIG-00-0000-G-0008.DWG





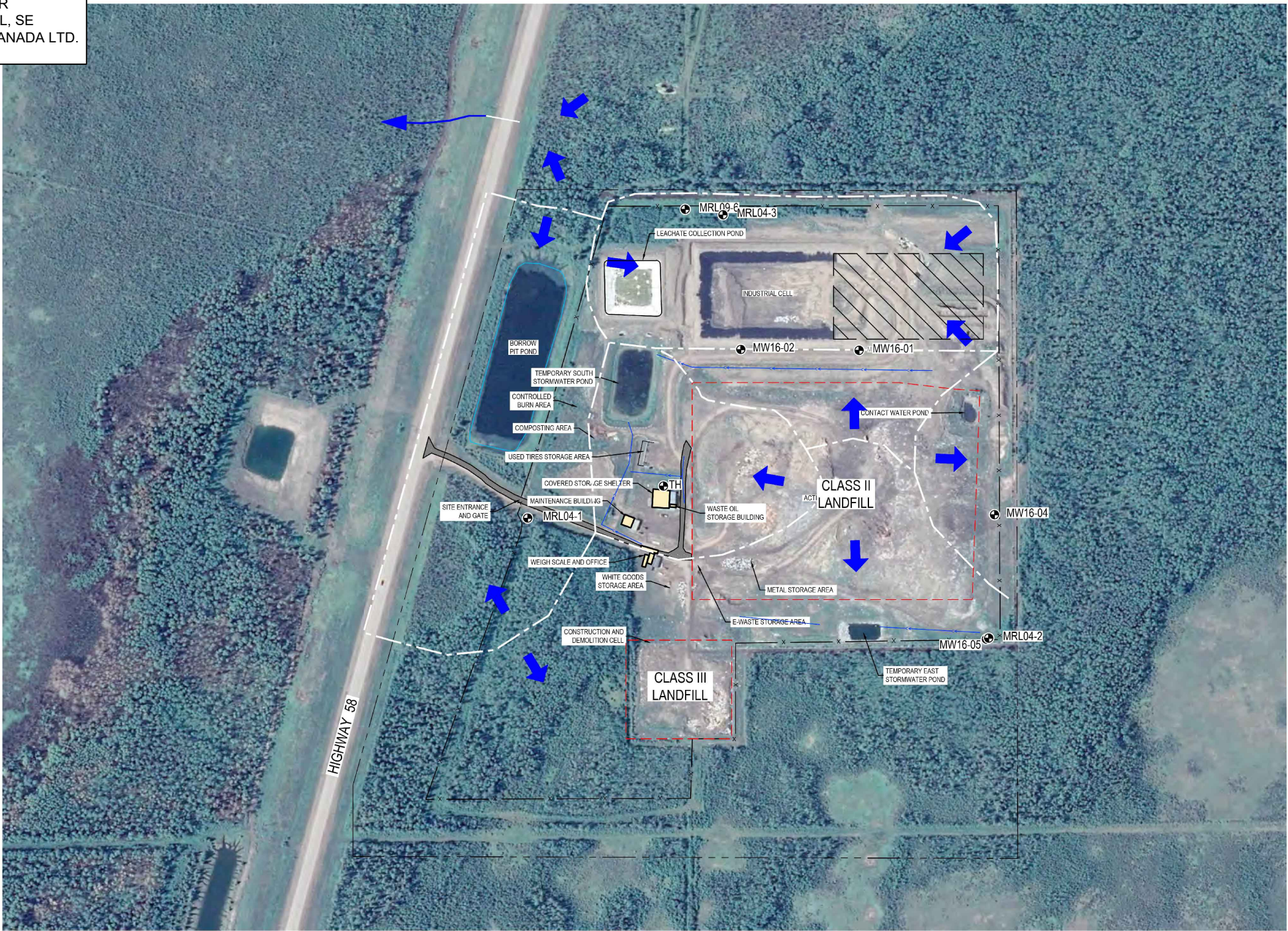
Last saved by: EROSC(2025-02-12) Last Plotted: 2025-02-12  
 File Name: L:\DCS\PROJECTS\ENV\60728738\_MACKENZIE\_LDFL\_EXPANSION\_1900\_CAD\_GIS\910\_CAD\25-FIGURES\G00160728738-FIG-00-0000-G-0009.DWG  
 Project Management Initials: Designer: Checked: Approved: ANSIB 279.4mm x 431.8mm

SOURCE:  
 FIGURE 3 FROM REPORT "2023 ANNUAL GROUNDWATER  
 MONITORING REPORT. MACKENZIE REGIONAL LANDFILL, SE  
 01-110-20 W5M, HIGH LEVEL, ALBERTA." TETRA TECH CANADA LTD.  
 2024.

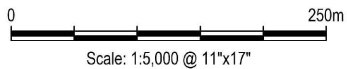
Q:\Riverland\Drafting\SWM\SWOP\SWOP03484\009\SWM\SWOP03484-009 Figures.dwg [FIGURE 3] February 28, 2024 - 10:11:15 am (BY: MURPHY, MIKE)

- LEGEND
- SITE BOUNDARY
  - - - - - APPROXIMATE LIMIT OF WASTE
  - x - FENCE
  - ▨ POND
  - ▨▨▨▨ APPROXIMATE INDUSTRIAL CELL EXPANSION AREA (2023)

- DRAINAGE DIVIDE
- EXISTING STORMWATER
- ➡ DRAINAGE DIRECTION



SOURCE:  
 IMAGE DATE CIRCA2020  
 NOTE:  
 TOPOGRAPHIC CONTOURS DERIVED FROM AN AERIAL  
 TOPOGRAPHICAL SURVEY COMPLETED BY CHARTIS  
 REMOTE SENSING SOLUTIONS ON NOVEMBER 5, 2013.



CLIENT  
 Mackenzie Regional  
 Waste Management  
 Commission



ANNUAL GROUNDWATER MONITORING REPORT  
 MACKENZIE REGIONAL LANDFILL 7-1-110-20 W5M

SITE PLAN SHOWING  
 SURFACE DRAINAGE

PROJECT NO. SWM.SWOP03484.009	DWN AF	CKD JL	REV 0
OFFICE CGY	DATE February 2024		

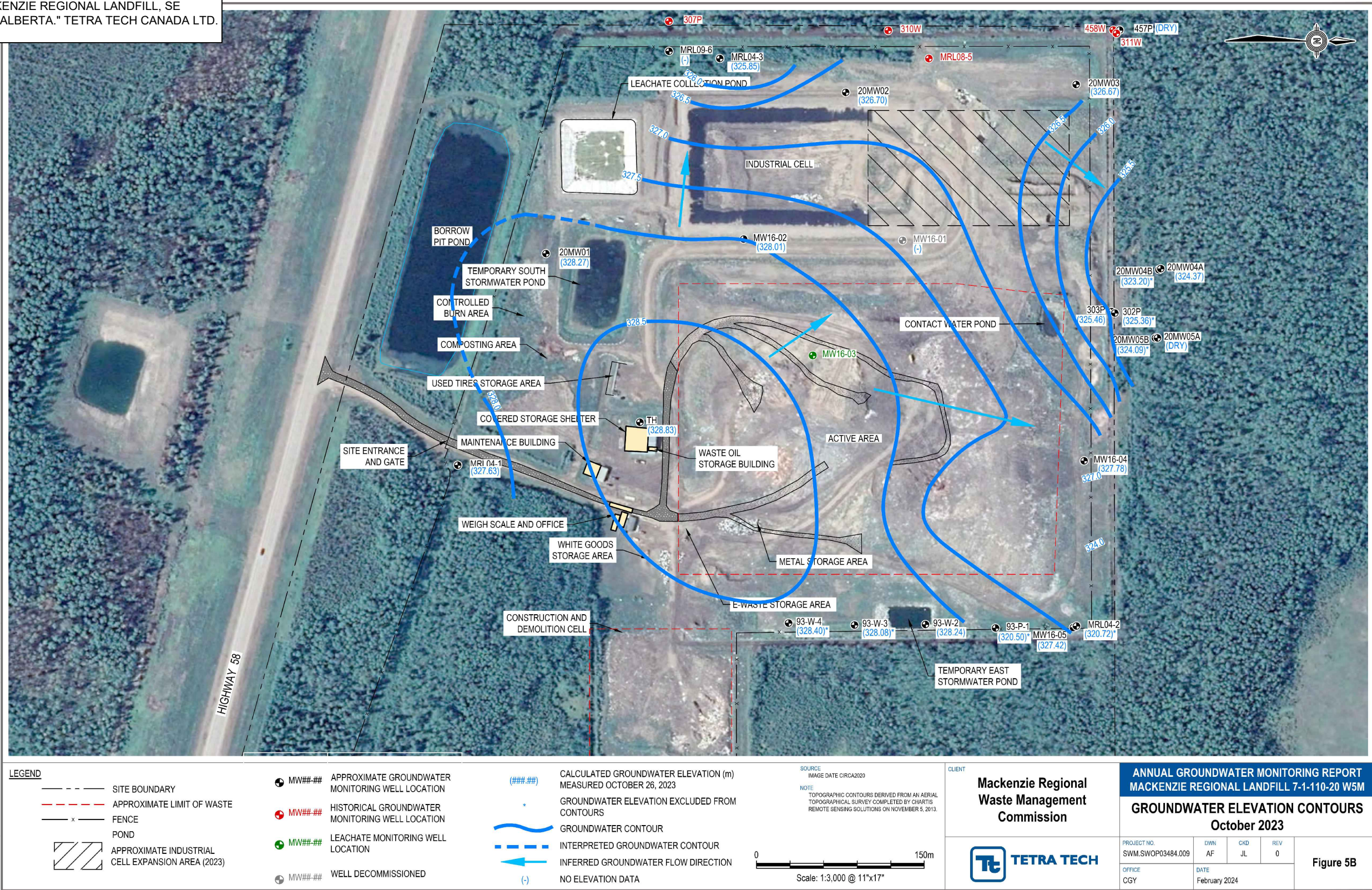
Figure 3

Issue Status: FINAL



ANSI B 279.4mm x 431.8mm  
Project Management Initials: Designer: Checked: Approved:  
Last saved by: EROSC (2025-02-12) Last Plotted: 2025-02-12  
Filename: L:\DCS\PROJECTS\ENV\60728738\_MACKENZIE\_LDFL\_EXPANSION\_1900\_CAD\_CIS\910\_CAD\_CIS\910\_CAD\25-FIGURES\FIGURE 5B-FIG-00-0000-G-0010.DWG

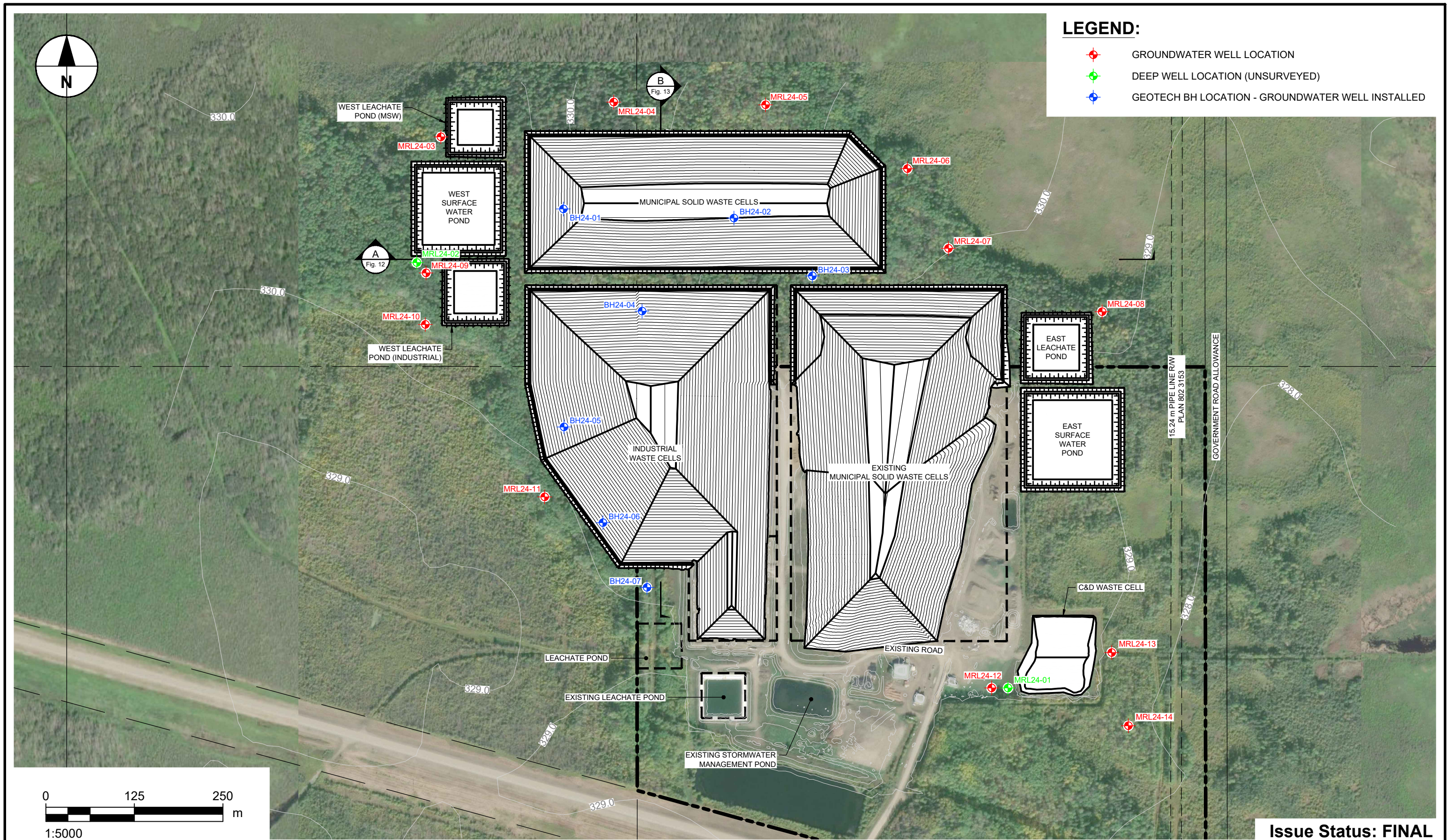
SOURCE:  
FIGURE 5B FROM REPORT "2023 ANNUAL GROUNDWATER MONITORING REPORT. MACKENZIE REGIONAL LANDFILL, SE 01-110-20 W5M, HIGH LEVEL, ALBERTA." TETRA TECH CANADA LTD. 2024.



Issue Status: FINAL

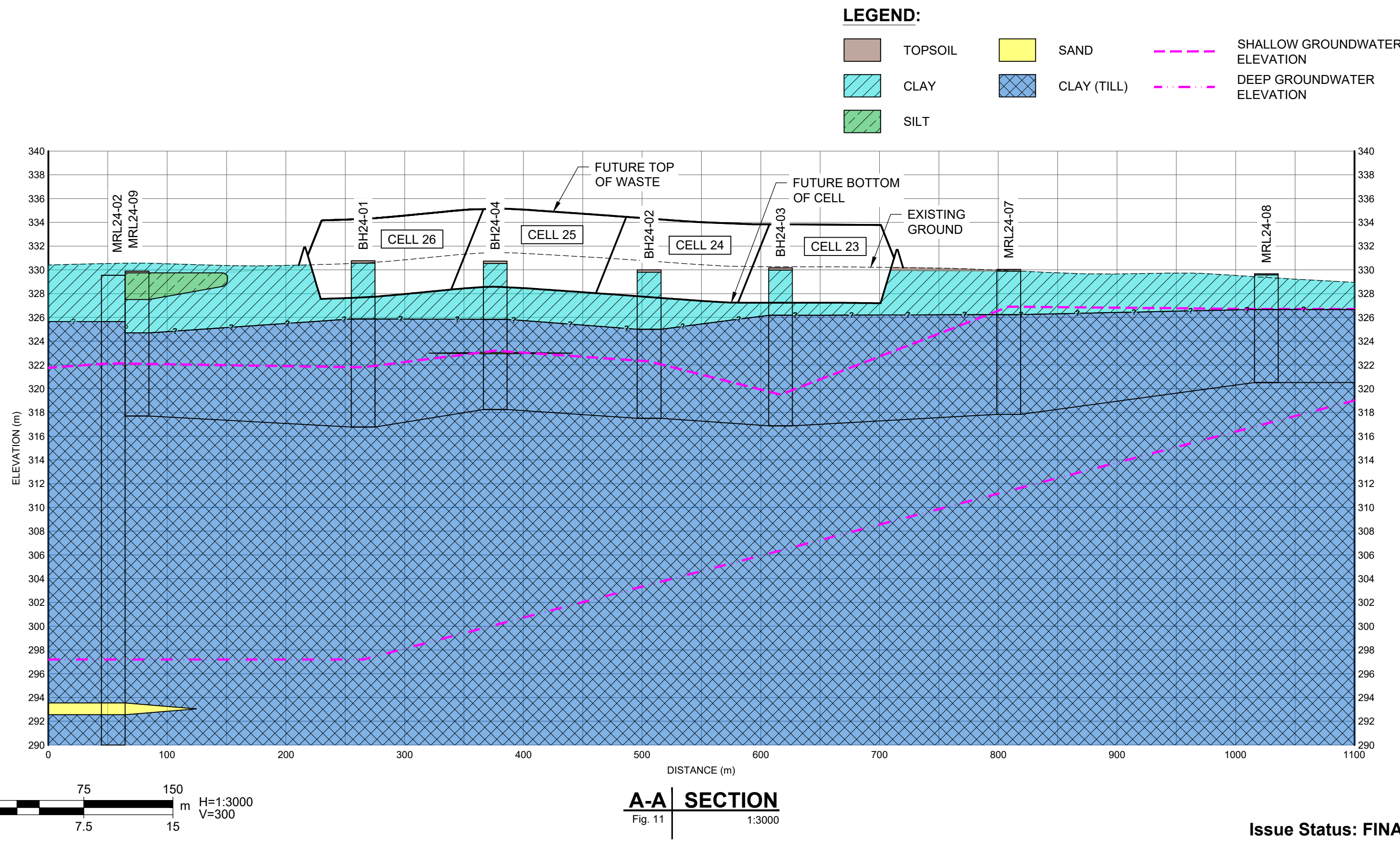


Project Management Initials: Designer: Checked: Approved: ANS/D 558.8mm x 863.6mm  
Last saved by: EROSC(2025-02-13) Last Plotted: 2025-02-13  
Filename: L:\DCS\PROJECTS\ENV\60728738\_MACKENZIE\_LDFL\_EXPANSION\_1900\_CAD\_GIS\910\_CAD\25-FIGURES\G00\60728738-FIG-00-0000-G-0011.DWG



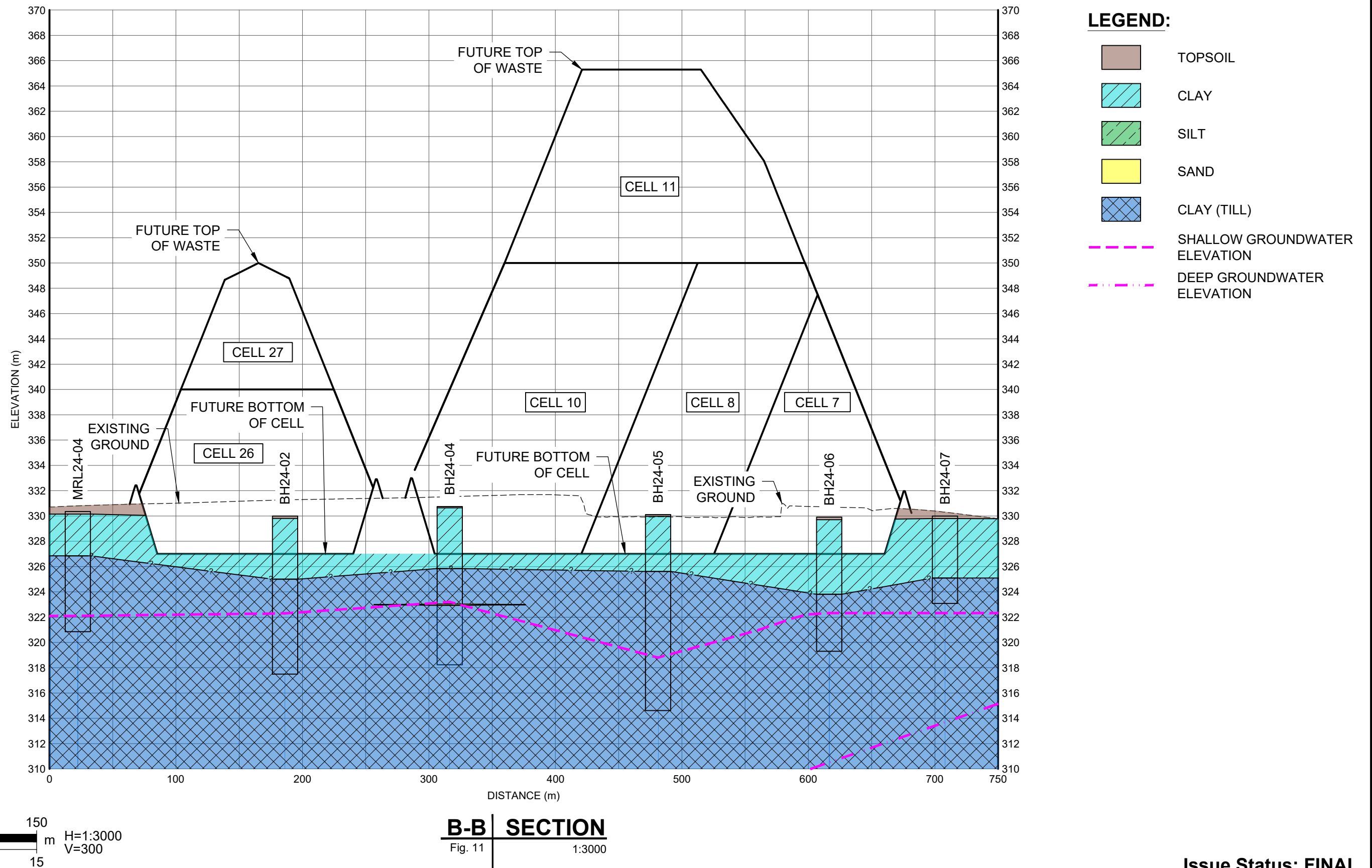


Project Management Initials: Designer: Checked: Approved: ANS I D 558.8mm x 863.6mm  
Last saved by: EROSC(2025-02-12) Last Plotted: 2025-02-12  
Filename: L:\DCS\PROJECTS\ENV\60728738\_MACKENZIE\_LDFL\_EXPANSION\_1900\_CAD\_GIS\910\_CADD\25-FIGURES\G00\60728738-FIG-00-0000-G-001-2-0013.DWG



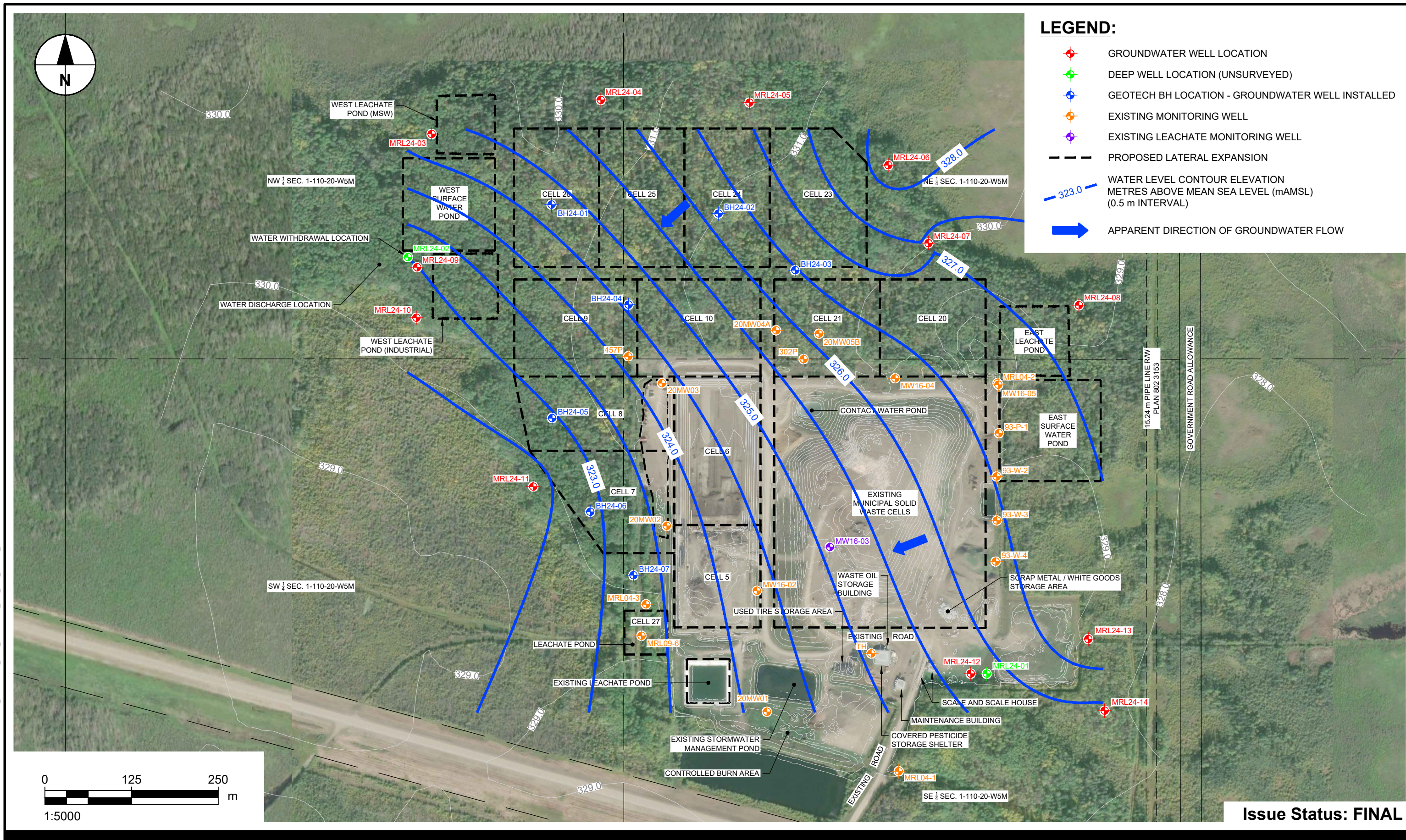
Geological Cross Section A-A

Last saved by: EROSC(2025-02-12) Last Plotted: 2025-02-12  
Filename: L:\DCS\PROJECTS\ENV\60728738\_MACKENZIE\_LDFL\_EXPANSION\_1900\_CAD\_GIS\910\_CAD\25-FIGURES\G00\60728738-FIG-00-0000-G-001-2-0013.DWG  
Project Management Initials: \_\_\_\_\_ Designer: \_\_\_\_\_ Checked: \_\_\_\_\_ Approved: \_\_\_\_\_  
ANSI D 558.8mm x 863.6mm





Project Management Initials: Designer: Checked: Approved: ANS I D 558.8mm x 863.6mm  
Last saved by: FROSC(2025-02-13) Last Plotted: 2025-02-13  
Filename: L:\DCS\PROJECTS\ENV\60728738\_MACKENZIE\_LDFL\_EXPANSION\_1900\_CAD\_GIS\910\_CAD\25-FIGURES\G00\60728738-FIG-00-0000-G-001.4.DWG





# CORRESPONDENCE FOR INFORMATION



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*MLA, Calgary-Hays*

AR117411

February 4, 2025

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2025 Minister's Awards for Municipal and Public Library Excellence (MAMPLE). This program recognizes excellence in municipal government initiatives and provision of library services and promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

For the 2025 program, we have introduced modest changes to align with current priorities and enhance the recognition of successful initiatives that can be shared across the province. The updated program now features four municipal and two library award categories. For each municipal category, one award will be given for municipalities with populations under 10,000, and one for municipalities with populations over 10,000. For each library category, two awards will be given to library boards serving populations under 10,000, and two for library boards serving populations over 10,000.

Submissions will be accepted in the following categories:

○ ***Building Economic Strength (open to all municipalities)***

Awarded for an initiative that exemplifies:

- building the economic capacity and/or resiliency of the community; and/or
- improving the attractiveness of the community to businesses, investors, and visitors.

○ ***Enhancing Community Engagement or Livability (open to all municipalities)***

Awarded for an initiative that exemplifies:

- increasing accessibility of community services;
- fostering inclusive and welcoming communities;
- improving engagement opportunities for community members; and/or
- strengthening wellness and safety responsiveness.

○ ***Partnership (open to all municipalities)***

Awarded for an initiative that exemplifies:

- enabling a local or regional partnership\* that achieves results that could not have been accomplished by the municipality alone;
- generating lasting relationships between partners; and/or
- leveraging unique skill sets or resources of each partner.
- \*Partners may include municipalities, businesses, First Nations, non-profit organizations, community groups, and other orders of government.

.../2

○ **Red Tape Reduction or Service Delivery Enhancement (open to all municipalities)**

Awarded for an initiative that exemplifies:

- improving upon or presenting a new approach to how a municipality can deliver a program or service;
- streamlining processes and reducing administrative requirements, leading to more efficient service delivery;
- saving time, money, and/or resources by implementing practices that enhance operational effectiveness;
- reducing regulatory, policy, or procedural requirements to simplify access to municipal services for residents and businesses; and/or
- promoting transparency and accountability in municipal operations, fostering trust within the community.

○ **Public Library Services (open to all library boards, serving a population of under 10,000)**

Awarded for an initiative that exemplifies:

- demonstrating responsiveness to community need(s); and
- providing direct benefit to the public.

○ **Public Library Services (open to all library boards, serving a population of over 10,000)**

Awarded for an initiative that exemplifies:

- demonstrating responsiveness to community need(s); and
- providing direct benefit to the public.

Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at [www.alberta.ca/ministers-awards-for-municipal-excellence.aspx](http://www.alberta.ca/ministers-awards-for-municipal-excellence.aspx) or on the submission form. **The deadline for submissions is March 31, 2025.**

Questions about the program from municipalities can be sent to [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca) or program advisors may be reached at 780-427-2225 (toll-free by first dialing 310-0000).

Questions about the program from library boards can be sent to [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca) or program advisors can be reached at 780-427-4871 (toll-free by first dialing 310-0000).

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities.

Sincerely,



Ric McIver  
Minister

## Viv Thoss

---

**From:** Tyler Gandam <president@abmunis.ca>  
**Sent:** Thursday, February 13, 2025 9:52 AM  
**To:** Viv Thoss  
**Subject:** Learn how Alberta's 2025 budget supports municipalities

Dear Mayors, Councillors, and CAOs,

The Government of Alberta will release its 2025 budget on February 27. As usual, Alberta Municipalities will analyze the numbers and publish a comprehensive report. To learn how the 2025 budget supports municipalities, we invite you to attend our free webinar where we will walk you through our findings and answer your questions.

When: Friday, February 28, 2025

Time: 3:00 – 4:30 p.m.

Register now at [https://abmunis-ca.zoom.us/webinar/register/WN\\_sVCxChPjQEmM7Canq4wxdw#/registration](https://abmunis-ca.zoom.us/webinar/register/WN_sVCxChPjQEmM7Canq4wxdw#/registration)

### Who should attend?

The webinar is designed for elected officials, CAOs, and senior finance staff but is open to any representative of a municipality in Alberta.

### What if I am not available during that time?

Don't worry, we will be recording the webinar and sharing the link in our [weekly newsletter](#) the week after so you can watch it along with [other ABmunis videos](#) at anytime. Plus, we will email you a copy of our report by end of day on February 28.

### Join us for other upcoming events

If you haven't registered yet, I encourage you to join other members in Edmonton for our President's Summit on Civility on March 5 and our annual Spring Municipal Leaders' Caucus on March 6-7. The agendas are available on our [events page](#).

Thank you,

**Tyler Gandam | President**

---

E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-  
6644 | [www.abmunis.ca](http://www.abmunis.ca)



---

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*



## Viv Thoss

---

**From:** Tyler Gandam <president@abmunis.ca>  
**Sent:** Wednesday, February 12, 2025 4:20 PM  
**To:** Viv Thoss  
**Subject:** Member Survey for Election 2025

Dear Mayors and Councillors,

Your experience as a municipal elected leader is invaluable. As someone who has navigated the challenges (and rewards!) of local governance, we are looking for your unique insights through a [brief survey](#) to help shape the next generation of municipal councils across Alberta.

ABmunis and RMA are partnering to develop a series of educational webinars to help prepare and attract candidates for the 2025 municipal election. Your responses to this [brief survey](#) will directly inform the content of these sessions, ensuring we address the real-world experiences, challenges, and opportunities that new councillors need to understand when putting their names forward.

This webinar content is being designed to:

- Build stronger Councils across Alberta
- Give potential candidates a clear understanding of municipal roles
- Ensure new Councillors are better prepared for their responsibilities
- Strengthen the relationship between Councils and Administration
- Support more informed decision-making about running for office

*\*Your responses will be kept confidential and will only be used to develop educational content. The [survey](#) should take approximately 15-20 minutes to complete. Feel free to provide bullet points and short notes. We would appreciate receiving your response by February 28th.*

Thank you for taking the time to help strengthen local democracy in Alberta. Your insights will make a meaningful difference in preparing the next generation of municipal leaders.

If you have any questions, please contact policy analyst, Karrina Jung at [karrina@abmunis.ca](mailto:karrina@abmunis.ca).

**Tyler Gandam | President**

---

E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



---

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*MLA, Calgary-Hays*

AR117690

February 13, 2025

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards to June 10, 2023. A two-year extension was granted to June 10, 2025, via Ministerial Order No. MSD:013/23.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this year's deadline. My colleague, the Honourable Demetrios Nicolaides, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards by one year, to June 10, 2026, to provide sufficient time to complete these agreements. As a result, Ministerial Order MSD:013/23 is rescinded and Ministerial Order No. MSD:004/25 is now in effect. Please find attached a copy of the new Ministerial Order.

Municipal Affairs advisory staff can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca), or call toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email [municipalcollaboration@gov.ab.ca](mailto:municipalcollaboration@gov.ab.ca), or call the number above for more information.

Sincerely,

Ric McIver  
Minister

Attachment: Ministerial Order No. MSD:004/25

cc: Honourable Demetrios Nicolaides, Minister of Education



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:004/25

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *Municipal Government Act*, is extended to June 10, 2026.

Ministerial Order No. MSD:013/23 is hereby rescinded.

Dated at Edmonton, Alberta, this 29 day of January, 2025.

Ric McIver  
Minister of Municipal Affairs

**Viv Thoss**

---

**Subject:** RE: Meeting with the Honourable Ric McIver at ABmunis Spring 2025 MLC

---

**From:** MA Engagement Team <ma.engagement@gov.ab.ca>  
**Sent:** Friday, February 14, 2025 1:59 PM  
**To:** Viv Thoss <cao@highlevel.ca>  
**Cc:** Aya Balmores <municlerk@highlevel.ca>  
**Subject:** RE: Meeting with the Honourable Ric McIver at ABmunis Spring 2025 MLC

Good afternoon Viv,

We are pleased to inform you that the Honourable Ric McIver, Minister of Municipal Affairs, can confirm a meeting with your Mayor and Council during the ABmunis Spring 2025 Municipal Leaders Caucus.

The meeting will be scheduled on **Thursday, March 6, at 1:25 p.m.** for fifteen minutes and will take place in Consulate Room at the Westin Edmonton Hotel (10135 100 Street, Edmonton, Alberta, T5J 0N7).

If you have any questions, please feel free to email the Engagement Team at [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

Cheers,

Engagement Team  
Municipal Services Division  
Municipal Affairs

---

January 2, 2025

Ms. Viv Thoss  
Chief Administrative Officer  
Town of High Level  
10511 103 St  
High Level, AB T0H 1Z0

**RE: Northwest Territories Cost Recovery PTS – High Level - Final Payment Summary**

Dear: Ms. Viv Thoss

We have received your request for reimbursement of costs for the project in the table below. The total eligible cost of this project \$250,451.78.

You will receive \$250,451.78, which will be provided via electronic funds transfer. You will find a payment summary, including the amount submitted, eligible costs, and payable amount per project below. A final detailed listing of eligible costs is attached for your reference.

Project Number	Project Description	Amount Submitted	Eligible Costs (not including GST)
1.0	Labour	78,938.79	121,690.60
1.2	Fuel	128,761.18	128,761.18
<b>Total</b>		<b>\$ 207,699.97</b>	<b>\$250,451.78</b>

This project is now closed, and no additional claims will be accepted for this project.

If you have any questions or concerns, contact your Case Manager for this program, Lisa Potter at 780 638 4554 or lisa.potter@gov.ab.ca. Thank you for your cooperation.

Sincerely,



Dane Wade  
Manager, Community Recovery Services

Attachment



# Departmental Monthly Report



**Department:** Emergency Services

**Month/Year:** January 2025

## Monthly Activity Summary

### Fire Services

Nature of Calls	Number of Calls	Nature of Calls	Number of Calls
First Response Medical	18	Gas/Smoke Odour	1
Assist EMS	27	False Alarms	4
Cancelled Medical	8	Downed Powerline	2
MVC	2	Fire inspections	2
<b>Total Calls January 2025</b>	<b>62</b>		
<b>Total Calls January 2024</b>	<b>42</b>		
<b>Call volume for 2025</b>	<b>62</b>		

The Fire Department weekly training concentrated on Critical Incident Stress Management, Bluecard Command refresher, Building construction and Structure Collapse. Medical Training concentrated on airway skills and working with advanced techniques.

### WUI Team

The WUI Team along with Chief Schmidt attended a curriculum alignment workshop at the Hinton Training Centre in January. This session involved all of the curriculum developers for the WUI program along with specialists, AEMA and Wildfire Trainers to align all of the WUI course drafts for the upcoming training season. Plans were also built for training the incoming WUI Teams as part of the Team Expansion program.

### Emergency Management

There were no activations in January 2025.

### Enforcement

No Municipal Orders were issued in January 2025. Met with the Humane Society to strategize handling of the influx of stray dogs in the community.

Nature of Calls	Number of Calls
Animal Complaints	7
Municipal Tickets	0
Bylaw Complaints	32
Noise Complaints	3
Public Complaints	2
Provincial Files	9
Traffic (Snow Removal)	3
Assist External Agency	2
<b>Total Calls January 2025</b>	<b>59</b>

# Departmental Monthly Report

---



## Safety

The Audit Action Plan was reviewed by the Joint Worksite Health and Safety Committee. The Safety Coordinator met with the Air and Watershed Stewardship Branch regarding air monitoring in High Level. The Branch is looking at establishing a permanent air monitoring station in High Level.

## Ongoing Projects

- Assisting CAO with reconciliation and recovery for 2023 and 2024 Evacuation Response costs
- 2025 Budget and Departmental Workplan Preparations

## Upcoming Initiatives

- 2025 Formal Fire Department Training Plan
- Work Experience Program Planning for Spring 2025

## Approvals

---

CAO – Viv Thoss

---

Author – Rodney Schmidt  
Director of Emergency Services

# Departmental Monthly Report



**Department:** Planning & Development + Communications

**Month/Year:** January 2025

## Monthly Activity Summary – Planning & Development

- Three development permits were approved in January.
- As January is typically a slower month for development services, the department has been focusing on cleaning up physical and digital files and folders, improving application forms and processes, and generally streamlining departmental operations for a smoother busy period anticipated for the spring and summer.

## Monthly Activity Summary – Communications

January Social Media Stats	
Platform	Views
Facebook	320,000
LinkedIn	625
Instagram	2,500
Website	29,000

- Consistent posting contributed to a huge uptick in Facebook views in January. This marks a substantial increase, as our viewership totals for 2025 were 1.1 million. The majority of our website visitors remain international workers seeking employment on our job board.

## Ongoing Projects

- Implementation of CityWide asset management, e-permitting, e-licencing, and GIS systems.
- Town of High Level Residential, Commercial, and Industrial Needs Assessment.

## Upcoming Initiatives

- A consultant will be procured in February to complete a technical desktop geotechnical, hydrology, and flood risk assessment aimed at analyzing development risks across the Town associated with soil composition and other environmental factors.
- A land use bylaw amendment will be brought forward for Council's consideration in the spring aimed at reducing barriers to different types of housing development across the community.

# Departmental Monthly Report

---



## Approvals

A handwritten signature in blue ink, appearing to read "V. Thoss".

---

CAO - Viv Thoss

A handwritten signature in black ink, appearing to read "Logan Bartholow".

---

Author - Logan Bartholow, Director  
of Planning & Development

# Departmental Monthly Report



**Department:** Community Services

**Month/Year:** January 2025

## Monthly Activity Summary

- **Arena** - Administration identified two deficiencies with the municipal arena equipment and worked closely with the supplier to diagnose and address the issues, ensuring minimal disruption to facility users and programming.
- **Pool** - Our pool has seen strong usage recently. We were able to offer seven free swims to the public, thanks to the generous support of our sponsors. These swims and regular programs were well received with 1378 people utilizing the facility this month.
- **FCSS & Recreation** - Family and Community Support Services continue to offer the snow angels program, currently we offer this program to 16 seniors and peoples who are limited in their ability to clean their driveway. We have had great success with our family and adult gym nights with 142 people attending classes this month.
- **Museum & Tourism** - This position is currently vacant. As we work to restructure this position we are looking at hiring a 6 month term staff to fill in for the summer.

## Ongoing Projects

- Updating and revising all contracts with our legal team.
- Working with the CAO and staff on ongoing HR issues.

## Upcoming Initiatives

- Finalizing work with Soul Entertainment to confirm a performer for the 60<sup>th</sup> Anniversary Concert on June 7<sup>th</sup>. The artist will be announced the first week in March.
- Meet with Alberta Emergency Management Agencies Northwest representative to go over our procedures and prepare for 2025 wildfire season.



# Departmental Monthly Report

---



## Approvals

A handwritten signature in blue ink, appearing to read "V Thoss".

---

CAO - Viv Thoss

A handwritten signature in black ink, appearing to read "Jena Clarke".

---

Author - Jena Clarke,  
Director of Community Services

# Departmental Monthly Report



**Department:** Operations  
**Month/Year:** January 2025

## Monthly Activity Summary

### Airport

The airport team completed routine inspections, adhered to all regulatory requirements set by Transport Canada, and ensured the runway remained clear of snow and ice during adverse weather conditions.

An upgrade to the facility's cell booster system was completed which has enhanced cellular coverage in the terminal, resulting in fewer connection issues for travelers.

The Airport Manager has prepared a detailed report for the Airport Accountable Executive (CAO), which highlights both the challenges and successes of the airport's operations over the past year. This report provides a thorough assessment of the airport's performance, focusing on areas that require improvement and those that have demonstrated exceptional results.

#### Airport Statistics January 2025

Airport Movements	278
Passengers Enplaned	100
Passengers Deplaned	119
Complaints	0

### Public Works

Heavy snowfall prompted the public works team to quickly clear a lane to reopen the primary roads, after which they proceeded with the standard curb-to-curb snow removal of packed snow.

In addition, the crew removed the Town's Christmas tree and decorations downtown.

Our mechanic conducted scheduled maintenance, servicing, and inspections on fleet vehicles and equipment to ensure safe and reliable operations.

#### Public Works Statistics January 2025

Task	Frequency	Distance
Snow Removal - Roads	twice a month	44 km
Snow Removal - Sidewalks	twice a month	8 km
Snow Removal - Trails	twice a month	5 km
Roadway Intersection Sanding	daily	17 km

# Departmental Monthly Report



## Utility Operations

Our utility crew, committed to upholding regulatory standards and ensuring the safety and reliability of our water systems, completed the annual maintenance of the water treatment plant. This included inspecting and servicing key equipment to maintain efficiency. Additionally, the crew carried out daily testing of water quality, ensuring compliance with safety regulations and optimal performance of the facility.

### Utility Operations Statistics - December 2024

Bacteriological Samples Collected	12
Fleet Maintenance and Repairs	9
Sewage System Service Calls	2
Utility Locate Request	5
Wastewater Samples Collected	2
Water Leaks	1
Water Meter Replacement	7
Water Turn Ons / Offs	3
Treated Water Produced	48,010 m3

## Ongoing Projects

- Operations collaborated with contractors and engineering firms to update work plans and set project completion timelines. Operations continued to provide essential data and review designs and specifications for new capital projects to ensure they align with established goals.
- Operations worked closely with the CAO to finalize the 2025 departmental budget, while also developing comprehensive project and work plans for the upcoming year.

## Upcoming Initiatives

- Continue to develop and refine plans for upcoming capital projects and studies, ensuring that each has clear objectives, timelines, and resource allocations.
- Align departmental work plans with the overall strategy for the year, prioritizing key initiatives and ensuring that necessary resources are in place.
- Complete the Solid Waste Agreement negotiations and finalize the five-year contract for solid waste collection services, ensuring that the terms are fair and meet all required standards. Ensuring the agreement includes clear expectations for service levels, pricing, and performance monitoring over the contract period.
- Review the current Utility By-law to ensure it continues to align with current legal requirements and the industry's best practices. Make necessary updates to reflect any changes in service delivery or regulations. Assess the operational costs, capital costs and tax payer needs to determine any necessary adjustments to the fee schedule for 2025, ensuring it is both fair and sustainable.

# Departmental Monthly Report



---

## Approvals

---

CAO - Viv Thoss

---

Author - Keith Straub, Director of Operations

## NOTICE OF MOTIONS



## QUESTION PERIOD

**CLOSED SESSION**