

**THE CITY OF WINNIPEG**

**THE LIBRARY BOARD BY-LAW**  
**NO. 119/2004**

**A By-law of THE CITY OF WINNIPEG in  
respect of the Winnipeg Public Library Board  
and Library Advisory Committees of The City  
of Winnipeg.**

THE CITY OF WINNIPEG, in Council assembled, enacts as follows:

1. This By-law may be cited as **"The Library Board By-law"**.

2. In this By-law:

**"Board"** means the Library Board of The City of Winnipeg established by this By-law;

**"Citizen"** means a person, other than a Councillor, who is an inhabitant of and is entitled to vote in the municipal elections of The City of Winnipeg;

**"Citizen Member"** means those members of the Board appointed under Section 4(1) hereof;

**"Community"** means a community identified by City Organization By-law No. 7100/97, as amended;

**"Community Committee"** means the Community Committee established by City Organization By-law No. 7100/97, as amended;

**"Council"** means the council of The City of Winnipeg;

**"Councillor Member"** means a member of the Board appointed under Section 4(2) hereof;

**"Library Administrative Liaison"** means a Library administrator designated by the Manager of Library Services;

**"Library System"** means the Library System established by Council of The City of Winnipeg to provide library services.

**"Manager of Library Services"** means the person holding the office of Manager of Library Services for The City of Winnipeg or his or her designate;

**“Organizational Meeting of Council”** means that meeting of Council held in November each year as set out by Procedure By-law No. 5400/90, as amended.

### **ESTABLISHMENT OF THE LIBRARY BOARD AND ITS DUTIES**

3. (1) There is hereby established a Library Board for the City to be known as **The Winnipeg Public Library Board** which shall have such duties as hereinafter provided.
- (2) The Board in consultation with the Manager of Library Services shall make recommendations and report from time to time and issue an annual report to the Committee on:
  - (a) Library policy and budgets;
  - (b) Administrative matters to the extent that they have significant policy or service implications on the Library System;
  - (c) Development of long range plans for the Library System;
  - (d) Public involvement in the Library System.
- (3) The Board shall establish, organize or participate in coordinating donations and fund raising programs for the benefit of the Library System.
- (4) The Board shall be represented in the City’s process to hire the Manager of Library Services.

### **COMPOSITION OF THE BOARD**

4. (1) The Board shall be composed of sixteen (16) members and consist of two (2) Councillor Members and twelve (12) Citizen Members, the Manager of Library Services and one (1) representative of the Province of Manitoba, all to be appointed by Council.
- (2) The Councillor Members shall be appointed for one (1) year at the Organizational Meeting of Council as follows:
  - (a) One (1) Councillor Member from the City at large; and
  - (b) One Councillor from the Standing Policy Committee on Protection and Community Services.

- (3) Twelve (12) Citizen Members and one (1) representative of the Province of Manitoba shall be nominated by the Board which Citizen Member nominations shall be representative of a wide variety of groups from within each Community.
- (4) The Citizen Members shall be appointed for two (2) year terms at the first meeting of Council in January.
- (5) After the office of a member of the Board becomes vacant by reason of death or resignation, or in the case of a member being unable to act for any reason whatsoever, Council shall, at the next regular meeting, or subsequent meeting:
  - (a) If the member is a Councillor Member, appoint another Councillor to complete the term of office of the Councillor Member who died or resigned, or is unable to act; or
  - (b) If the member is a Citizen Member or a representative of the Province of Manitoba, appoint another Citizen to complete the term of the office of such member who died or resigned, or is unable to act, and such appointment shall be of a Citizen nominated by the Board.
- (6) No Citizen Members of the Board shall serve more than six (6) consecutive years but shall be eligible for reappointment after one (1) year from expiry of the term last held.
- (7) The Manager of Library Services shall be a non-voting member of the Board and shall take his or her seat on the Board from the date of appointment and shall continue during his or her tenure as Manager of Library Services.
- (8) The representative of the Province of Manitoba shall be a non-voting member of the Board and shall take his or her seat on the Board from the date of appointment of Citizen Members by Council.

#### **CHAIRMAN AND RULES**

5.
  - (1) The Board shall select from its own voting members a member who shall act as Chairman thereof.
  - (2) The Chairman shall have a vote on all matters requiring a decision by the Board.
  - (3) The Board may make rules and regulations to govern its own procedure.

### **LIBRARY ADVISORY COMMITTEES**

6. (1) There is hereby established a Library Advisory Committee for each Community which shall be appointed by the Community Committee for the purpose of advising and reporting to the Board on Library Services within the Community.
- (2) Each Library Advisory Committee shall be composed of the following:
  - (a) Two (2) Citizen Members of the Board nominated by the Board and appointed by the Community Committee;
  - (b) The Library Administrative Liaison;
  - (c) Up to six (6) other Citizens from the Community appointed by the Community Committee.
- (3) All appointments of Citizen Members and other Citizens referred to in subclause (2) shall occur every two (2) years (biennially) at the first Community Committee meeting following the Organizational Meeting of Council.
- (4) Upon the office of a member of the Library Advisory Committee becoming vacant by reason of death, resignation, or in the case of a member being unable to act for any reason whatsoever, the Community Committee shall, at its next regular meeting, or subsequent meeting, appoint another Citizen Member or another Citizen, as the case may be, to complete the term of office.
- (5) No Citizen Members of the Committee shall serve longer than six (6) consecutive years but shall be eligible for reappointment after one (1) year from expiry of the term last held.
- (6) Library Advisory Committees shall meet at least three (3) times a year at the call of the Chairman.

### **CHAIRMAN AND RULES**

7. (1) Each Library Advisory Committee shall select from its own voting members a member who shall act as Chairman thereof.
- (2) The Chairman shall have a vote on all matters requiring a decision by the Library Advisory Committee.

- (3) The Library Advisory Committee shall make rules and regulations to govern its own procedure.

8. By-law No. 6946/96 is hereby repealed.

**DONE AND PASSED** in Council assembled, this 21<sup>st</sup> day of July, 2004.