



PARKLAND REGIONAL LIBRARY GOVERNANCE POLICIES AND BYLAWS

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List of Definitions

Board – Refers to the Parkland Regional Library Board

FOIP - Freedom of Information and Privacy

IT - Information and Technology

PRL - Parkland Regional Library

Outlet - A library service point for which Parkland Regional Library Board is the Board of Record

SIN - Social Insurance Number

System - The Parkland Regional Library System

TAL - The Alberta Library

1. VISION, MISSION, BELIEF, GOALS and OBJECTIVES

1.1 VISION STATEMENT

1.1.1 Parkland Regional Library is a leader in assisting its member libraries to achieve excellence in service.

1.2 MISSION STATEMENT

1.2.1 Expanding opportunities for discovery, growth, and imagination for all Central Albertans.

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| | Date revised | May 2013; February 2019 |

1.3 BELIEF STATEMENT

Parkland Regional Library was established and is maintained in compliance with the *Alberta Libraries Act*.

- 1.3.1 The trustees of Parkland Regional Library believe libraries make an important contribution to the educational and social development of the individual and the community. Because we are committed to learning and to the right of the individual to access information in all its forms, we have chosen to be volunteer advocates for library development.
- 1.3.2 We further believe organization within regional support systems offers libraries many advantages that benefit their status as independent institutions. These advantages include: better accessibility to resources through resource sharing; the provision of many support services for the local public library and a broader base for advocacy on behalf of libraries.
- 1.3.3 We believe that, as individuals, we gain personally by being able to network with other committed library volunteers, by achieving improvements in the libraries in our communities and in the Province of Alberta, and by learning more about ourselves and others through our activities on behalf of libraries.
- 1.3.4 We believe Parkland Regional Library Board and staff shall establish, foster and maintain good relations with all libraries and government departments in the province for the provision of library service; and shall cooperate with any library, regional system or government department to improve library service.
- 1.3.5 Parkland Regional Library supports the belief that every Albertan should have equitable access to public library resources that will enable him/her to meet his/her informational, educational, cultural and recreational needs.

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1.4 GOALS and OBJECTIVES

- 1.4.1 Parkland Regional Library provides or assists in providing materials or services for members' libraries which they could not provide for themselves as efficiently, effectively or economically.
- 1.4.2 Parkland Regional Library acts as a leader in development of library services, appropriate in a 21st Century knowledge economy.
- 1.4.3 Parkland Regional Library acts as a primary connection point for public libraries to the Alberta Public Library Electronic Network, thereby increasing citizens' access to informational and recreational materials.
- 1.4.4 Parkland Regional Library endeavours to improve its performance through continuing education, and offers development opportunities to its clients and members.
- 1.4.5 Parkland Regional Library engages in ongoing planning to improve its services and efficiencies.
- 1.4.6 Parkland Regional Library operates in a fiscally responsible manner.
- 1.4.7 Parkland Regional Library communicates its programs and policies effectively.
- 1.4.8 Parkland Regional Library works co-operatively with other agencies to provide service.
- 1.4.9 The trustees of Parkland Regional Library are active advocates for regional library service in particular and public library service in general.

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2. GOVERNANCE PROCESS

2.1 GOVERNANCE PRINCIPLES

The Parkland Regional Library Board shall be formed in accordance with the *Alberta Libraries Act* and shall be hereinafter referred to as the Board.

- 2.1.1 The Board's priority is to determine Parkland Regional Library's Vision, Mission, Belief, Goals, and Objectives and liaise with the member municipalities, and monitor the System's performance.
- 2.1.2 The Board is a governing body that speaks with one voice. All authority rests with the Board, and individual trustees have no authority except as conferred by the Board for specific purposes.
- 2.1.3 The Board leads through policy, using a framework which defines four categories of Board Policy: Vision, Mission, Belief, Goals, and Objectives; Governance Process; Board – Director Relationship; and Director's Parameters.
- 2.1.4 The Board's ongoing agenda is based on its role which is focused on governance issues rather than management issues.
- 2.1.5 The Board as a whole has one employee, the Director, who is accountable to the Board as a whole.
- 2.1.6 The Board states the expected Vision, Mission, Belief, Goals, and Objectives directing the Director to determine the means to achieve these results within limits of ethics and prudence.
- 2.1.7 When the Board approves policy, the Director is empowered to make all further decisions. The Director's authority begins immediately and automatically.
- 2.1.8 The Board monitors the Director solely on the basis of organizational performance and written policies.
- 2.1.9 The Executive Committee and Ad Hoc Committees are to assist the Board in doing its job; not to advise or assist staff in doing their job.

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2.2 ROLE OF THE BOARD AND TRUSTEE

The Board shall meet and deliberate at specific and regular times as determined by its members and in accordance with the *Alberta Libraries Act*. The Board shall exercise its role as public trustee for the Municipalities that make up the Parkland Regional Library region. The Board is responsible for creating a vision of library service for the System, articulating values and principles, setting goals, developing effective governance policy, monitoring library performance, and meeting provincial standards.

The job of the Board is to:

2.2.1 Liaise with the municipalities and members' libraries to:

- determine what they want the System to be,
- determine what the System should accomplish,
- determine what benefits are worth the costs,
- advocate for Parkland Regional Library and library systems in Alberta,
- create partnerships with other agencies to achieve the System's Vision, Mission, Belief, Goals, and Objectives.

2.2.2 Articulate vision, values, and principles which form the foundation for policy and define System priorities.

2.2.3 Write governing policies which, at the broadest levels, define:

- **Vision, Mission, Belief, Goals, and Objectives:** Which long range benefits will be achieved, for whom, and at what cost.
- **Governance Process:** How the Board conceives, carries out and monitors its own job.
- **Board Director Relationship:** How the Board delegates authority to staff and monitors staff performance.
- **Director's Parameters:** Those boundaries of prudent and ethical behavior within which the Director can operate.

2.2.4 Develop and comply with bylaws.

2.2.5 Develop and approve plan of service or a strategic plan, a budget, the annual report, and audited financial statements.

2.2.6 Recognize the value and contributions of long serving staff, volunteers and trustees.

2.2.7 Monitor achievement or compliance with policy against criteria it has previously set, using:

- reports by the Director,
- reports from member municipalities, members' libraries, and outside agencies,

- direct inspection by the Board.

2.2.8 Use the results of monitoring to improve performance by:

- reviewing existing policies,
- revising existing policies,
- formulating new policies.

2.2.9 Elect one of its members as chairperson at the organizational meeting each year.

2.2.10 Meet a minimum of four times per year as defined in the *Parkland Regional Library Agreement*. A quorum of the Board shall be 15 members.

2.2.11 Create procedures providing for the orientation and ongoing development of trustees as they fulfill their fiduciary duties to the regional library system.

2.2.12 Designate an Executive Committee that fulfills the function of the Parkland Regional Library Board between board meetings and Ad Hoc Committees as the need arises. By legislation, the Executive Committee has 10 members. It is appointed as follows:

- The Chair of the Board sits *ex officio*.
- Remaining seats appointed by the Board as per membership agreement and policy.

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2.3 GOVERNANCE STYLE

The Board governs with a style which emphasizes outward vision, encouragement of diversity in viewpoints, strategic leadership, clear distinction of Board and staff roles, collective decision-making, and a focus on the future and pro activity.

The Board shall:

- 2.3.1 Enforce upon itself and its members whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, governance principles, respect of roles, and support for Board decisions. It will allow no officer, individual or committee of the Board to usurp this role or hinder this commitment.
- 2.3.2 Direct, control, and inspire the organization through the careful establishment of the broadest written policies which reflect the philosophy of Parkland Regional Library's values and perspectives.
- 2.3.3 Consider suggestions for policy development that come from: Board trustees, the Executive Committee, the Director or staff members, client library boards or client library staff, and various levels of government and funding jurisdictions.
- 2.3.4 Comply with federal, provincial, and municipal laws and Board policies.
- 2.3.5 Approve at a single Board meeting with one motion changes in policies or new policies.
- 2.3.6 Ensure that the Board's policy manual be maintained, and copies of old policies including policies that have been eliminated or changed shall be kept in perpetuity for reference purposes.
- 2.3.7 Ensure copies of all approved or amended policies shall be filed with the appropriate government department(s) as required as legislation.
- 2.3.8 Focus chiefly on intended long term benefits, not on the operational means of attaining those results.
- 2.3.9 Monitor and regularly discuss the Board's own process and performance. Ensure the continuity of its governance capability through Board education and development.

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2.4 ROLE OF BOARD CHAIR

The role of the Chair is primarily to ensure the integrity of the Board’s process and secondarily, to represent the Board to outside parties.

The Chair:

- 2.4.1 Upholds the Board’s own policies and rules and those legitimately imposed upon the Board from outside the organization.
- 2.4.2 Restricts meeting agendas and discussions to those issues which, according to Board policy, are clearly in the Board’s jurisdiction, not the Director.
- 2.4.3 Chairs Board meetings with all the commonly accepted powers including ruling and recognizing.
- 2.4.4 Keeps deliberations timely, fair, orderly, thorough, efficient, limited to time, and to the point.
- 2.4.5 Makes decisions on behalf of the Board which fall within and are consistent with any reasonable interpretation of Board policies on Governance Process and Board-Director Relationship.
- 2.4.6 Has no authority to make decisions beyond policies created by the Board.
- 2.4.7 Has no authority to supervise or direct the Director. The Board as a whole directs the Director.
- 2.4.8 Represents the Board to outside parties, stating positions consistent with Board policies and resolutions.
- 2.4.9 Facilitates the Vice-Chair to fulfill the duties of the Chair in the absence of the Chair.
- 2.4.10 Will deal with any member of the staff, Board or public when there are complaints or grievances regarding the Director.

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2.5 ROLE OF THE EXECUTIVE COMMITTEE

Within existing policy, the Executive Committee has the freedom to act as needed and fulfills the function of the Parkland Regional Library Board between Board meetings so as never to interfere with Board policy, bylaws, or budget. The Board will respect and support any reasonable interpretation of Board policy by the Executive Committee.

- 2.5.1 The Executive sets the agenda for Board meetings and reports to the Board on actions taken.
- 2.5.2 The Executive evaluates the Director's performance based on organizational performance and written governance policy.
- 2.5.3 From its membership, the Executive Committee shall elect a Vice-Chair for the Board at the first Executive Committee meeting after the Board's organizational meeting.
- 2.5.4 The Chair may call emergency meetings of the Executive Committee as required, or at the request of two or more members of the Executive Committee.
- 2.5.5 No business shall be transacted at meetings of the Executive Committee unless a quorum of the members is present. The quorum for the Executive Committee shall be six members.
- 2.5.6 PRL's Executive Committee will have a maximum of ten members as allowed for by *The Libraries Regulation*. The Board Chairperson accounts for one seat on the committee. The remaining seats will be assigned based on a combination of geographical location and population.
- 2.5.7 On occasions when a person cannot be found to represent a geographical area on the Executive Committee, the municipalities from that geographical area will have until the conclusion of the first meeting of the Parkland Board after the organizational meeting to appoint an individual to the Executive Committee. If no person is forthcoming, then the seat representing that group of municipalities shall remain vacant until the next time the Executive Committee is appointed by the board during the next organizational meeting of the Parkland Board.
- 2.5.8 Should a sitting member of the Executive Committee be unable to continue as a member of the committee prior to the conclusion of their one-year term, representatives from that group of municipalities may appoint a new representative to the Executive Committee at the next board meeting.

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| | Date revised | February 2014; February 2015; February 2018; February 2019 |

2.6 CODE OF CONDUCT

The Board and its members shall operate in an ethical and businesslike manner representing the Board in a positive light, taking no private action that will compromise the Board and its decisions.

2.6.1 Board trustees shall:

- observe ethical standards with truth, integrity and honour,
- avoid situations where personal advantage or financial benefits may be gained at the expense of other library users,
- distinguish between their personal views and those of the institution by respecting the position of the Board, even though they may disagree,
- respect the confidential nature of library records within the framework which allows for the monitoring of material usage and the need for public accounting,
- respect the established structure of the library,
- attempt to work harmoniously with the Board and ultimately accept its will,
- limit their trusteeship role to policy governance and advocacy,
- use appropriate decorum when conducting business.

2.6.2 Trustees are expected to take responsibility for their personal development through continuing education opportunities and are encouraged to participate in provincial and national library organizations.

2.6.3 Trustees should support intellectual freedom in the selection of library material.

2.6.4 When a trustee is delegated by the Board to attend a specific function, those expenses reimbursed by any other group may not be claimed from Parkland Regional Library.

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2.7 ANNUAL AGENDA

To accomplish its job outputs consistent with Board policies, the Board will follow an annual agenda. The agenda will focus Board attention on governance priorities using a systematic approach.

Annually, the Board will engage in the following activities which include the following:

- Approval of budget.
- Board orientation and education.
- Director's evaluation – delegated to the Executive Committee as stated in policy 2.5.2 of "Role of the Executive Committee".
- Election of officers and Executive Committee.
- Organizational meeting.
- Policy evaluation, review & revision – while policies and bylaws can reviewed and changed at any time, Parkland policies and bylaws should be reviewed on even numbered years. The policies and bylaws for PRL Service Points should be reviewed in odd numbered years.
- Review and approve of audited statements.
- Review the Plan of Service/Strategic Plan.
- Review and approve PRL's Annual Report and the Annual Reports for PRL's Library Service Points – approval of the Parkland's service point annual reports is delegated to the Executive Committee as soon as possible after the required report is submitted to the Government of Alberta.
- Review investments – to be reviewed by the Executive Committee at least twice a year.
- Review the criteria for selecting Parkland Regional Library trustees attending the Alberta Library Conference – delegated to the Executive Committee prior to the November board meeting where ALC attendees are selected.

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3. BOARD – DIRECTOR RELATIONSHIP

3.1 DELEGATION TO THE DIRECTOR

All authority delegated from the Board to staff is delegated through the Director so all authority and accountability of staff, as far as the Board is concerned, is considered to be the authority and accountability of the Director. The Board will establish governance policies and will delegate the implementation and subsidiary procedure development to the Director.

The Board will:

- 3.1.1 Direct the Director to achieve defined results, through Vision, Mission, Belief, Goals, and Objectives polices as established.
- 3.1.2 Limit the latitude of the Director in practices, methods, conduct and other means to achieve the Vision, Mission, Belief, Goals, and Objectives only through establishment of Director’s Parameters policies.
- 3.1.3 Authorize the Director to establish all further procedures, recommend new policy to the Board, make all decisions, and take all actions as long as they represent a reasonable interpretation of the Board policies.
- 3.1.4 Monitor the Director’s performance and it will be considered synonymous with organizational performance as a whole. Consequently, the Director’s job contributions can be stated as performance in only two areas:
 - accomplishment of the Board policies on Vision, Mission, Belief, Goals, and Objectives,
 - compliance with the Board policies on Director’s Parameters.
- 3.1.5 Monitor compliance with a given Board policy ongoingly in one or more of three ways:
 - Internal report: Disclosure of compliance information to the Board from the Director.
 - External report: Discovery of compliance information by a disinterested, external auditor, specialist, or consultant who is selected by and reports directly to the Board. Reports must assess executive performance only against policies of the Board, not those of the external party unless the Board has previously indicated that party’s opinion to be the standard.
 - Direct Inspection: Discovery of compliance by a Board trustee, a committee, or the Board through inspection of documents, activities or circumstances as directed by the Board which allows a “prudent person” test of policy compliance.

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4. DIRECTOR'S PARAMETERS

4.1 BUILDING USAGE (See the *Libraries Regulation*)

- 4.1.1 The Board recognizes the need to maximize use of the headquarters building to the advantage of Parkland Regional Library. However, at the discretion of the Director, the building and equipment may be rented by outside agencies for meetings, workshops, or conferences. Parkland Regional Library may charge fees as set at the discretion of the Director.

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4.2 COLLECTION DEVELOPMENT/ALLOTMENT

4.2.1 Acquisitions and Allotment

4.2.1.1 On a per capita basis, Parkland Regional Library will set an annual library material allotment budget for its public libraries in accordance with the membership agreement.

4.2.1.2 It is the responsibility of those municipalities without municipal boards to determine how book allotment is allocated.

4.2.1.3 Within federal laws protecting Canadian holders of book rights, the supplier of choice shall be the one which provides the best combination of the lowest price, the best availability, the fastest turnaround time, and best overall service.

4.2.1.4 The Board of Parkland Regional Library recognizes that the final responsibility for the selection of books for public library collections rests with the local library.

4.2.2 Collection Development (See the *Libraries Regulation*)

4.2.2.1 Parkland Regional Library provides a number of shared collections made up of both physical and electronic resources.

4.2.2.2 Parkland Regional Library Board believes in, and bases its collection development criteria on, the principals stated in the Canadian Library Association's *Statement on Intellectual Freedom*.

4.2.2.3 Resources will be selected according to the needs and demands of the Parkland community, access to other library resources, the composition of the present collections, and the budget available. The overall value of the material is the chief criterion for selection.

4.2.2.4 Parkland Regional Library staff will adopt and review on an as needed basis procedures for the selection, purchase, evaluation, handling, and maintenance of the shared collections.

4.2.2.5 Donated resources will be considered for addition to the collections if they are deemed suitable. Donations can be used or disposed of as Parkland Regional Library staff sees fit.

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4.3 COMPUTER SECURITY

4.3.1 Parkland Regional Library Board recognizes the need for security of computer hardware, software, and information. To achieve this end, the Director will ensure procedural guidelines exist to ensure information technology resources are used appropriately and computer security is maximized. Anybody found to have violated this policy or the procedures established for the acceptable use of information technology and computer security may be subject to disciplinary or legal action.

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| | Date revised | |

4.4 FINANCE (Required by *Libraries Regulation*)

- 4.4.1 The Parkland Regional Library Board's Finance Policy is developed to ensure the finances of Parkland Regional Library are managed in an efficient and accurate manner in accordance with generally accepted accounting principles, to provide a sound basis for the long-term financial management of the affairs of the System, and to conserve the assets of the System for the future. The Director shall ensure controls exist over assets, funds, accounting records, and preparation of financial information.
- 4.4.2 Allotment policy
As part of the regular budgeting process, the board provides a materials allotment for member libraries in accordance with the *Parkland Regional Library Agreement*. Following best practice, member libraries are expected to spend their allotment within the fiscal year in which the allotment is issued. If allotment funds belonging to member libraries are not spent by the end of June of the year following the year in which the funds were issued, Parkland Regional Library reserves the right to move the remaining unspent allotment from the previous fiscal year(s) from the member library's allotment account to any of the Library Materials Lines within Parkland's own budget for expenditure by Parkland Regional Library at the sole discretion of PRL staff.
- 4.4.3 Amortization of capital assets
Amortization is recorded as an expense in the current year. Capital assets are recorded at cost. Amortization is calculated using the diminishing balance method. Assets are amortized by group following the rates and classes as set by the *Canadian Income Tax Act*.
- 4.4.4 Audit
The auditor shall be appointed by the Executive Committee for a period of up to three consecutive years. Before an auditor is appointed, a request for tender (RFT) for auditing services must be conducted. System financial records are prepared for audit as soon as reasonably possible after year end. The audited financial statement shall be received and approved by the Board. A copy of the audited financial statement shall be forwarded to each trustee, to each funding jurisdiction, and the Public Library Services Branch. The audited financial statement is a public document and will be made available on Parkland Regional Library's website.
- 4.4.5 Banking
From time to time, the Director will review the banking services provided to the system and report the findings to the Executive Committee.
- 4.4.6 Budget
In developing the budget, the Parkland Regional Library's Vision, Mission, Belief, Goals and Objectives and Plan of Service shall be followed. The draft budget is prepared by the Director for presentation to the Executive Committee in the late spring of the year preceding the budget year, and for the Board no later than at its fall meeting prior to November 1st. The

Board approved budget will then go to all municipal members for approval by December 1st of the year prior to the budget year.

- Budgets shall be written according to acceptable accounting standards.
- Budgets shall be based on Board-stated priorities, on long term administrative plans, and shall contain sufficient detail and information for decision making.
- Budgets shall be prepared with conservative estimates: revenue estimated at its minimum level and expenditures estimated at their maximum level.
- Replacement of capital assets will be reviewed ongoingly to ensure sufficient funds are included in the budget.
- Trustees will come to the fall meeting prepared to vote on the budget.

4.4.7 Capital Assets

All assets over \$1,000 will be capitalized. Assets under \$1,000 will be capitalized at the discretion of the Manager of Finance and Operations.

4.4.8 Computer Hardware Replacement

The Board of Parkland Regional Library recognizes the need for ongoing review and replacement of computer hardware, software, network servers, peripherals, and other IT equipment. The Director, or his/her designate, is to ensure that there is a yearly review of computer hardware, software, and related technology requirements and that sufficient funds are available to cover IT related purchases.

4.4.9 Contracts

The Director or designate is authorized to sign contracts on behalf of Parkland Regional Library. PRL may provide services to non-member municipalities, school authorities and other outside agencies on contract if it is deemed in the best interests of PRL. Contracts and agreements that result in major service changes will be discussed with the Executive Committee in advance where possible. Changes in contracts or significant new contracts will be reported to the Executive Committee. The decision to provide services shall be based on:

- the impact of the additional work required on service to present client libraries,
- the impact of additional services on available resources.

4.4.10 Cost of Living and Compensation

PRL prides itself on being a service oriented, progressive, and innovative employer.

Principles that guide our staff compensation:

- we pay what the position is worth to the organization.
- we recognize the skills and qualifications needed to do the job.

Compensation at PRL meets the following objectives:

- provides employees information about pay guidelines and salary ranges.

- supports a flexible organization that accommodates differences and changes in job requirements.
- reflects compensation that is comparable with the relevant labour market.
- provides guidelines to ensure that comparable jobs are paid equitably across the organization.
- rewards experience through movement on the grid to signify the increasing value of the employees and encourage retention.

PRL needs employees with a professional approach to their work, who are committed to PRL's success and responsive to the changing needs of its members. The compensation strategy is a tool to ensure that we are able to attract and retain the employees we need to be successful.

We will strive to provide a total compensation package that is competitive when employees are qualified and performing at a satisfactory level. The total compensation package includes a salary, plus indirect compensation including such benefits as medical, dental, pension plan, vacation time, sick time, and other types of paid leave; paid breaks, staff development, and opportunities for continuing education.

When considering compensation, we consider the rates paid for comparable positions by the following:

Librarians and Library Technicians: Red Deer Public Library and other mid-sized Alberta public libraries; Edmonton and Calgary Public Libraries.

IT staff: similar sized organizations in Alberta.

Operations staff: governmental organizations in Central Alberta.

Each position is assigned a pay level based on the qualifications and skill needed to perform at a satisfactory level. Experience is recognized through movement within the pay level assigned to the position.

Long service recognition is based on five year increments and recognized through a monetary reward.

In order to ensure that the grid remains current, changing costs of living will be based, within financial limitations, on the change in the Consumer Price Index, as reported by Statistics Canada, for 12 month ending May 30 for the year previous to the budget year.

The entire grid will be reviewed externally a minimum of every 5 years.

In order to ensure that employees understand the goals and outcomes of the process, the compensation policy is intended to be fair and simple. While it is sensitive to the financial realities of PRL, it is intended to ensure that PRL consistently attracts and retains the staff necessary to meet the needs of its members. All human resource decisions made by the Board will align with this policy.

4.4.11 Expense Reimbursement

Trustees or staff delegated to attend conferences or authorized meetings shall be paid reasonable expenses in accordance with budget provisions. Expense reimbursements are defined below. Whenever possible, receipts are to be submitted with expense claims.

- Mileage:

Mileage shall be paid at the per kilometre rate to PRL staff and trustees as laid out in the Finance Reimbursement Schedule. The rate is set annually in accordance with the Canada Revenue Agency per kilometre rate for the Province of Alberta or the official Government of Alberta rate, whichever is lower. This applies to travel authorized by the Director or the Board.

- Receipted Staff Expenses:

Reasonable travel expenses shall be paid when authorized in advance and when receipts are provided. These expenses include mileage, parking, taxi, economy class air fare (where applicable), cost of medium single room, reasonable meal, and other associated expenses. Other expenses may be authorized by the Director.

- Trustee Expenses:

Honoraria and expenses shall be paid to Board trustees attending committee meetings for System business designated by the Board or Board Chair. No honoraria shall be paid for conference attendance. Honoraria will be paid as set forth in the Finance Reimbursement Schedule. (See 2.6.4 for trustee expenses that are not eligible for reimbursement).

Expenses may include:

- mileage which shall be paid at the Board determined rate as found in the Finance Reimbursement Schedule,
- meals or accommodation with receipts, any other reasonable receipted expenses if an explanation and receipt accompanies the claim.

Un-receipted Expenses for Meals:

Un-receipted expenses will be paid at the rate set in the Finance Reimbursement Schedule which will include G.S.T. No tips will be paid on un-receipted meals.

4.4.12 Finance Fund Accounts

Movement of funds to or from fund accounts must be accompanied by a motion or according to policy. The minimum and maximum levels of the fund accounts will be reviewed within the context of the budget. Parkland's fund accounts are secured through PRL's current bank accounts, guaranteed investment certificates (GICs), and investment in bonds.

- **Amortization Reserve**
 - Purpose: Used for the residual value of capital assets once they have been purchased and to offset the ongoing amortization expense of assets.
 - Recommended: Sufficient funds to offset the ongoing amortization of capital assets.
 - Minimum Level: None
 - Maximum Level: None

- **Building Reserve**
 - Purpose: To provide for additions, replacements and repairs of a capital nature to the physical building and property of PRL.
 - Recommended:
 - Minimum Level: \$250,000

- **Contingent Liability and Consultation Reserve**
 - Purpose: To provide funds for possible severance or litigation payout not specifically covered by insurance and to pay for unbudgeted legal or other consulting services.
 - Recommended:
 - Minimum Level: \$50,000.00

- **Equipment/Furnishings Reserve**
 - Purpose: To acquire or replace furniture/fixtures and equipment (other than computer equipment.)
 - Recommended:
 - Minimum Level: \$25,000
 - Maximum Level: \$50,000

- **Technology Reserve**
 - Purpose: To acquire or replace storage devices, networking devices, computer hardware, software, network servers, client loaner equipment, peripherals and other IT equipment of the sort required to maintain an automated organization.

Recommended

Minimum Level: \$300,000

Maximum Level: \$500,000

Replacement Cost: A budgeted amount to cover current and future Computer Software, Hardware and Network Server costs shall be transferred to the Technology Reserve each year.

- Vehicle Reserve

Purpose: To replace Parkland Regional Library vehicles with the life of the vehicle being based on an estimation of resale value and reliability.

Recommended

Minimum Level: An amount to be designated each year per vehicle as part of a five year rolling vehicle acquisition and disposal plan, subject to the estimated salvage value of the retiring vehicles and the expected replacement cost.

Replacement Cost: A budgeted amount for future vehicle replacement shall be transferred to the Vehicle Reserve each year.

Unrestricted Operating Fund

PRL's auditors will make fiscal year-end adjustments for the net change invested in capital assets and all other adjustments as needed from the Unrestricted Operating Fund. This fund can also be used to offset operational costs at the discretion of the Board and/or Executive Committee.

4.4.13 Financial Statements

Financial statements (titled *Budget Update*) shall be prepared outlining the current year budget, year-to-date expenses, budget variances, and percentage expended. The latest financial statements shall be available for each Board meeting. The Director is responsible for overall supervision of expenditures relating to the budget. The Director shall report any financial anomalies to the Chair of the Board and/or the Executive Committee as soon as it is reasonably possible.

4.4.14 Fiscal Year

The fiscal year of Parkland Regional Library shall be January 1, to December 31, inclusive.

4.4.15 Inspection of Financial Records

The cheque register or any other financial documents will be available to any member of the Parkland Regional Library Board for examination on request.

4.4.16 Investments

The Parkland Library Board recognizes the need for sound investment practices to support operations and reserve fund accounts. Investment earnings are to be maximized through activities which minimize risk but should ensure the rate of return is greater than the rate of inflation over the long term. To this end, funds shall be committed to appropriate investment vehicles until they are needed for current expenses.

Normally, Parkland has both long term and short term investment strategies.

Long term strategies may include PRL's investment in vehicles such as, but not limited to, equities, mutual funds, and bonds. The Executive Committee is responsible for, and must approve all decisions relating to, PRL's long term investments. Parkland's Director and/or designate is then responsible for implementing the investment decisions of the Executive Committee.

Short term investments may include, but are not limited to, guaranteed investment certificates (GICs) and the management of funds in PRL's current bank account(s). The Director and/or designate has full discretion to make decisions and changes to PRL's short term investments.

4.4.17 Purchasing

The Director is authorized to purchase up to \$5,000 on the basis of catalogue selection or best buy.

Amounts over \$5,000 should be submitted for two or more competitive quotes except in emergency cases, or in the case of automation-related purchases or where contracts exist for specified products or services.

When a higher priced item is selected, a written explanation shall be documented explaining the reasons for the purchase.

The Director is authorized to move up to \$5,000 per reserve per fiscal year for unbudgeted purchases into operations. The residual value of capital purchases will be calculated and

moved to the Amortization Reserve. The director will inform the Executive Committee and Board each time funds are moved from reserves to make purchases.

The Director is authorized to apply for, and expend grants as defined by the specific grant program. Grant applications and expenditures will be reported to the Executive Committee and/or the Board.

If emergency expenditures are incurred, they will be reported to the Executive Committee and or the Board at the earliest opportunity with possible retroactive approval for movement of funds from the appropriate reserve.

4.4.18 Security of Financial Records

Parkland Regional Library's financial records shall be maintained on computer, with protected access to ensure the security of the records. The back-up accounting records shall be stored in a secure off-site location. Essential records (payroll, pension and employee files) and contracts shall be stored in a locked fire-proof filing cabinet.

4.4.19 Signing Authority Policy

Two signing authorities are required on each cheque or electronic transaction. The signing authorities shall be the Director, three other senior staff members other than the Manager of Finance and Operations, and two designated trustees. Upon appointment to the position, the Director automatically becomes a signing authority. The trustee signing authorities shall be appointed by a motion of the Board. Staff signing authorities shall be appointed by the director. The director, plus one member of the staff, may authorize cheques or electronic transactions with a value of up to \$45,000. Cheques or an electronic transaction of a value over \$45,000 shall be authorized by one of two trustees appointed by the Board to be signing authorities. In the absence of the Director, the authorization of one staff signing authority, plus one trustee, or the authorization of the two designated trustees are required.

The Manager of Finance and Operations and Finance Technician do not authorize cheques or electronic transactions authorizing/releasing of funds. They are allowed: access to banking information, to report stop payments, have safety deposit box access, can pick up/access bank statements, have access to electronic services such as resetting passwords, printing audit reports on user's activity, and setting up new vendors. Authorization shall be provided from a signing authority before the creation of a new vendor account eligible for electronic transfers.

All signing authorities may have access to safety deposit box and information related to financial transactions.

Electronic banking shall be limited to PRL computers or spaces approved by the Library's IT manager. At no time should electronic banking occur on a public Wi-Fi network. Computers utilized shall have proper updates installed, firewalls activated and where using a Wi-Fi network, that that network is properly secured. Passwords shall be kept confidential and follow a strong naming convention.

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| Revision history | Date adopted | November 2008 |
| | Date revised | February 2009, May 2009, September 2009, May 2010, September 2010, November 2010, February 2011, September 2012, November 2013, September 2014; February 2015, September 2016; November 2016; May 2017; September 2017; January 2019 |

4.5 GIFTS AND DONATIONS (See the *Libraries Regulation*)

4.5.1 Parkland Regional Library is pleased to accept gifts and donations which contribute to the accomplishment of its goals. Gifts to Parkland Regional Library will be accepted only on the condition they become the property of the regional library, to be used or disposed of as the library decides. Gifts and donations will be accepted only for System use, and are not restricted for the use of any one district or library. Gifts and donations of library material will be subject to the same selection guidelines as material that is selected for purchase. Parkland Regional Library cannot give receipts for income tax purposes because it is not incorporated as a registered charity. Gifts given to member libraries are considered to be outside the jurisdiction of the Parkland Regional Library Board and are the sole responsibility of the participants. Parkland Regional Library does not provide donations of cash.

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| Revision history | Date adopted | November 2008 |
| | Date revised | September 2017; January 2019 |
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4.6 HOURS OF OPERATION (See the *Libraries Regulation*)

4.6.1 Regular Business Hours

The work week normally consists of 35 hours. Employees may be required to work a flexible schedule. Core office hours for access by the public or PRL's clients are from 8:30 a.m. to 4:30 p.m., Monday through Friday, except on designated holidays and Board Days. For designated holidays and Board Days, see the Parkland Regional Library *Human Resource Manual*.

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| Revision history | Date adopted | November 2008 |
| | Date revised | |

4.7 INFORMATION AND DOCUMENT MANAGEMENT

4.7.1 Confidentiality of Users' Records (Required by *Libraries Regulation*)

4.7.1.1 Parkland Regional Library shall abide by the provisions of the *FOIP Act*. It shall keep all records of its users confidential unless required for legal purposes under court orders.

User records are defined as follows:

- information and questions asked of Reference Library Staff,
- interlibrary loan material requested or obtained,
- patron information and associated circulation data held in the union database.

4.7.2 Personal Information Banks (Required by *FOIP Act*)

4.7.2.1 Current Board Trustees List

- Location: Finance and Operations Unit
- Information Maintained: name, contact information, SIN
- Legal Authority: *Alberta Libraries Act, FOIP Act*
- Accessed By: Finance and Operations Staff
- Used For: contacting Board trustees

4.7.2.2 PRL Staff Address List

- Location: Finance and Operations Unit
- Information Maintained: name and contact information
- Legal Authority: *Libraries Regulation, FOIP Act*
- Accessed By: all PRL staff
- Used For: contacting PRL staff members at home

4.7.2.3 Public Library Address List

- Location: Finance and Operations Unit
- Information Maintained: name(s) of library staff, board chair, library manager's home telephone number, and the contact information for the library.
- Legal Authority: *FOIP Act*
- Accessed By: all Parkland Regional Library staff, public library staff
- Used For: contacting library staff members at home and recording the names of client library board chairs.

4.7.2.4 Personnel Files

- Location: Finance and Operations Unit and Director's Office
- Information Maintained: names of staff, contact information, birth date, SIN, Provincial Health Care number, payroll information, marital status, voluntary emergency contact information and health concerns information, family contact information, information on family members including birth date, Provincial Health care number(s), spousal insurance information, beneficiary information (for Blue Cross, and pension), resumes, performance evaluations, doctor's notes, complaint/grievance information, educational credentials, records of professional development courses taken, other miscellaneous correspondence and documentation.
- Legal Authority: *Libraries Regulation, FOIP Act*
- Accessed By: Director and Finance and Operations staff
- Used For: employment purposes required by federal tax law, to meet provisions of the Parkland Regional Library pension plan, payroll, performance evaluations, and general employee work record.

4.7.2.5 Registered Borrower Records

- Location: Technology Infrastructure Unit (maintained on PRL's integrated library system)
- Information Maintained: name, contact information, library card number, general (optional), guardian information where applicable, items out, holds, membership expiry date, current/historical fines and fees, customer type, last use, number of uses, registering library, mail or telephone contact information for hold and overdue notices.
- Legal Authority: *Alberta Libraries Act, Libraries Regulation, FOIP Act*
- Accessed By: all Parkland Regional Library staff and public library staff.
- Used for: the circulation of library resources by patrons, the collection of fees, fines, user statistics, library card expiration dates and investigation into customer accounts in order to respond to customer inquiries and correspondence.

4.7.2.6 Sign in Sheets

- Location: Finance and Operations Unit
- Information Maintained: name, date, time in, time out, and depending on which sign in sheet it is, the organization a person represents.
- Legal Authority: *FOIP Act*
- Accessed By: all Parkland Regional Library staff, member library staff, Parkland Board members, and members of the public
- Used for: Monitoring when staff and guests are in the building for security and emergency evacuation purposes.

4.7.3 Records Management (Required by *FOIP Act*)

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 Parkland Regional 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 taken into account.

4.7.3.1 Storage of Records

- Essential records of Parkland Regional Library shall have special protection in a fire-proof filing cabinet or shall be stored off site. Other documents are maintained in administrative or employee work areas.

The following are deemed to be essential records:

- board and committee minutes,
- current contracts and service/maintenance agreements,
- database of books held in Parkland Regional Library and member libraries,
- deed to and survey of the property,
- current employee records,
- financial statements and other financial records,
- insurance policies,
- inventory of furniture and other assets,
- membership agreements that form Parkland Regional Library,
- personnel files,
- Policy Manual (including old policies),
- Procedures Manual,
- blueprints.

4.7.3.2 Records Retention

Administrative files shall be purged annually and records moved, archived, or destroyed as appropriate. 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, with copies only in working files.

The following records shall be retained permanently:

- annual reports and audits,
- board and committee minutes,
- building drawings and blueprints (as built and modified), specifications,

- correspondence with historical significance,
- pension plan records,
- master policy and procedure manuals, as modified.

The following records shall be retained for ten years after expiry or termination:

- accident/incident reports including Worker’s Compensation Board claims,
- contracts and legal agreements,
- personnel files of individual employees,
- publications (some publications may be retained permanently).

The following shall be retained for six years after the year to which they relate:

- financial documents including Income Tax, cancelled cheques, particulars of payroll deductions and other employee tax information.

The following shall be retained for five years after the year to which they relate:

- non-essential financial and vacation, sick-leave, records, archived correspondence,
- non-essential administrative files, correspondence and records,
- budgets.

The following shall be retained for one year after the year to which they relate:

- job applications (unsolicited and unsuccessful).

The following shall be retained until they expire:

- warranties.

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| Revision history | Date adopted | November 2008 |
| | Date revised | May 2014; February 2015; January 2019 |

4.8 LIBRARY SERVICE POINTS FOR WHICH PARKLAND REGIONAL LIBRARY IS THE GOVERNING BOARD (Required by *Libraries Regulation*)

- 4.8.1 Parkland Regional Library's role is to support the local public library in providing service to the community. In order to protect the investment of Parkland's members in the provision of public library service, as of December 31, 2002, Parkland will no longer accept any more applications for library service points (outlet libraries) where Parkland Regional Library Board is the governing board.
- 4.8.2 The Board of Parkland Regional Library shall adopt policies specifying the local conditions which must be met in order for existing library service points to be eligible to receive 1) service from Parkland Regional Library, and 2) for the Parkland Regional Library Board to act as the governing board for library service point. Some additional special conditions shall apply to library service points housed in schools.
- 4.8.3 Parkland Regional Library as the governing board for a library service point shall have a Memorandum of Agreement between Parkland Regional Library Board and the municipal district in which the library service point is located.
- 4.8.4 A community group (to be known as the Local Society) must agree to take local responsibility for the operation of the library service point. This Local Society must be a legally constituted group. There shall be an agreement between Parkland Regional Library and the Local Society for provision of specified library service for each community. Agreements renew automatically on their annual anniversary date. For any party to withdraw from their agreements, ninety (90) days written notice must be given. However, the notice period may be waived with the mutual consent of both parties to the agreement.
- 4.8.5 As the governing board, Parkland Regional Library Board is legally obligated to pass policies and bylaws for its library service points subject to the *Alberta Libraries Act*. The Local Society and library staff and/or volunteers must comply with the provisions of all policies, bylaws, and agreements established for library service points. When Parkland Regional Library becomes aware of non-compliance with any Parkland Regional Library policy, bylaw, or agreement applying to library service points, written notification will be given to the staff and/or volunteers of the library service point and to the Local Society. After non-compliance, Parkland Regional Library will have the right to withhold grant funds and/or cease all association, responsibility, and liabilities relating to the library service point. Parkland Regional Library Board will cease to be the governing board.
- 4.8.6 In the event the dissolution of a library service point is considered, that decision will be taken in consultation with the municipal district in which the library service point resides.
- 4.8.7 Should dissolution occur, the assets lodged in the library service point will be disposed of by a joint committee made up of individuals from Parkland Regional Library and individuals appointed by the municipal district in which the library service point is located.

- 4.8.8 Parkland Regional Library shall provide an additional book allotment based on a fixed population of 200 at the current per capita book allotment rate. This allotment is in addition to the regular book allotment which is based on the population figures allocated by the Municipal District in which the library service point resides.
- 4.8.9 When a Local Society contributes \$200 or more towards the library's operation, Parkland Regional Library will provide a maximum matching \$200 to the local library to support the library's operation.

Public Library Service Points Housed in Schools

- 4.8.10 If a library service point is operated in a school, then every effort will be undertaken to ensure independent operation of the public service and to ensure limited access by the school and its students to Parkland services, thereby avoiding subsidization of non-contributing organizations.
- 4.8.11 Ownership of books in a joint facility must be clearly defined. Parkland does not give such services as cataloguing to a non-client. Any arrangements made between the Local Society group and the hosting school for donations of books to the school library are the business of the Local Society and do not involve any service from Parkland Regional Library. The Local Society may not expend any funds in support of school service such as, but not necessarily limited to, the operating grant, library services grant or allotment that come to the society for the provision of public library service.
- 4.8.12 Given its position as the governing board, the Parkland Regional Library Board retains the right to allocate and disburse all funds such as, but not limited to, the operating grant, library services grant, or allotment.
- 4.8.13 As required by the Alberta *Libraries Regulation*, the Parkland Regional Library Board will enter into an agreement with the school authority setting out the responsibilities of the Board and the school authority for the operation of the library, including the responsibilities of the employees and volunteers of both.

See Parkland Regional Library Outlet Policies and Bylaws for which PRL is the Governing Board

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| Revision history | Date adopted | November 2008 |
| | Date revised | May 2014; February 2015 |

4.9 HEALTH AND SAFETY

4.9.1 Occupational Health and Safety (Required by *Occupational Health and Safety Code*)

Parkland Regional Library Board and Management are committed to providing a safe and healthy workplace for all workers and a health and safety management program that protects their workers, Board trustees, and others including the general public, who enter PRL property. To this end, the Director will ensure the health and safety management program remains active and meets legislative requirements through procedures as found in, but not limited to, the *Human Resource Manual*.

4.9.2 Violence (Required by *Occupational Health and Safety Code*)

Parkland Regional Library Board and Management believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated. To this end, the Director will ensure procedures for dealing with violence in the workplace are in place that meet legislative requirements and protect members of the public and workers. These procedures are found in, but not limited to, the *Human Resource Manual*.

4.9.3 Working Alone (Required by *Occupational Health and Safety Code*)

When working alone, Parkland Regional Library Board and Management makes every effort to ensure the safety of its workers both at the library and while traveling. To this end, the Director will ensure working alone procedures are in place that meet legislative requirements. These procedures are found in, but not limited to, the *Human Resource Manual*.

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| Revision history | Date adopted | November 2008 |
| | Date revised | February 2015 |

4.10 PERSONNEL (See the *Libraries Regulation*)

- 4.10.1 The Parkland Regional Library Board shall ensure that all employees are treated in a fair and dignified manner. To this end, the Board shall ensure the Director establishes standards, methods, and procedures to ensure a work force that can carry out the functions required by the Board within the limits of all relevant legislation. As such, the Board shall ensure the Director develops a *Human Resource Manual* which includes, but is not necessarily limited to, compensation, job descriptions and performance appraisals for employees and volunteers, qualifications for staff positions, working hours, conditions of employment, benefits, pension, a disciplinary procedure, and a grievance procedure. These terms and conditions of employment shall be binding on all employees. The Board shall be informed of all changes to the *Human Resource Manual*.
- 4.10.2 The Board must be informed of changes to Parkland Regional Library's organizational chart. The creation of new positions requiring the establishment of new job descriptions or the elimination of positions requiring the deletion of job descriptions must be approved by the Board.

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| Revision history | Date adopted | November 2008 |
| | Date revised | September 2009; February 2015 |

4.11 RESOURCE SHARING (See the *Libraries Regulation*)

4.11.1 Parkland Regional Library shares responsibility with provincial partners for coordinating resource sharing activities and providing resources and information to other libraries. To this end, Parkland Regional Library lends materials in accordance with all resource sharing legislation and agreements.

Parkland Regional Library is set up as one library system with all materials equally accessible to member libraries and patrons.

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| Revision history | Date adopted | November 2008 |
| | Date revised | September 2014 |

4.12 SERVICE TO PERSONS UNABLE TO USE CONVENTIONAL PRINT MATERIALS (See the *Libraries Regulation*)

4.12.1 Non-Print Resources

- Individual patrons with a valid Parkland card may request audio books and download e-audio books from PRL's collections and audio books through interlibrary loan. Other resources and materials will be provided depending on circumstances and availability.

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| Revision history | Date adopted | November 2008 |
| | Date revised | May 2013; February 2015 |

5. BYLAWS

5.1 *THE TERMS AND CONDITIONS UNDER WHICH PUBLIC LIBRARY PROPERTY MAY BE USED OR BORROWED BY MEMBERS OF THE PUBLIC*

(See the *Libraries Act*)

The loan period shall be three weeks with three renewals for print and audio books, and one week for DVDs and compact disks, unless otherwise specified by library staff.

There shall be a limit of 50 items borrowed per borrower's card as circulated through the Integrated Library Service (ILS). Audiovisual items have a limit of twenty items per borrower card. Materials that can be downloaded such as eBook and eAudio books, or streaming media services, have check out limits that vary and access may be subject to the limitation imposed by subscription agreements.

Library staff shall be allowed discretion in setting such loan periods and number of items lent under extenuating circumstances as deemed in the best interest of patron convenience and library collection maintenance.

5.2 *PENALTIES TO BE PAID BY MEMBERS OF THE PUBLIC FOR ABUSE OF BORROWING PRIVILEGES* (See the *Libraries Act*)

Penalties for overdue items shall be imposed at a rate of \$0.25 per day, per item, with a two-day grace period, to a maximum of the dollar value of the item.

The replacement cost of damaged materials must be paid by the borrower. If an overdue item is considered lost, the patron must pay the accumulated fines in addition to the replacement cost of the item.

5.3 *THE TERMS AND CONDITIONS UNDER WHICH BORROWING PRIVILEGES MAY BE SUSPENDED OR FORFEITED* (See the *Libraries Act*)

Patrons will be notified regarding overdue library materials. After the fourth notification, overdue library materials will be assumed lost and the patron shall be charged the total replacement cost of the item(s).

Borrowing privileges will be suspended when the overdue fines have reached \$25.00 or more, and will be reinstated upon the return of the overdue item(s) and the payment of the accumulated fines.

Abuse of borrowing privileges, mutilation or destruction of library materials or other actions considered inappropriate by PRL staff, may result in withdrawal of card privileges or imposition of fines and penalties, or both.

5.4 ADMITTANCE TO THE HEADQUARTERS BUILDING (See the *Libraries Act*)

As Parkland Regional Library headquarters does not function as a public library, the general public does not require access to the facility. Parkland Regional Library staff will redirect members of the public to other area libraries and institutions as appropriate.

System personnel, client library personnel and Board trustees, along with representatives of other businesses, agencies or institutions having business with the System, will have access to the headquarters building during regular hours of operation (Monday to Friday, 8:30 a.m. - 4:30 p.m.).

No access to the headquarters building (other than for PRL employees) outside of regular operation hours shall be permitted without the authorization of the Director and/or designated staff.

5.5 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW

(Required by *FOIP Act*)

As a public body under the *Freedom of Information and Protection of Privacy Act (FOIP)*, the Board allows access to its records while ensuring the protection of privacy of individuals' personal information.

The Board designates the Director as the Head, in accordance with the *FOIP Act*. The Head may delegate specified responsibilities in writing of the Act.

Fees are payable in accordance with the *FOIP Act* as outlined in the *FOIP Regulation*.

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| Revision history | Date adopted | November 2008 |
| | Date revised | February 2015; May 2017; February 2019; January 2019 |
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APPENDIX I

FINANCE REIMBURSEMENT SCHEDULE

Trustee Honoraria:

\$100 per 1/2 day

\$200 per full day

Mileage Rate:

\$0.505 per kilometre

Un-receipted Expenses:

Breakfast \$8

Lunch \$12

Dinner \$20

The purchase of alcoholic beverages will not be permitted as a trustee expense.

Expenses incurred by trustees for attending regular board meetings will not be reimbursed.

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| Revision history | Date adopted | November 2008 |
| | Date revised | January 2010; September 2015; January 2019 |
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APPENDIX II

FINANCE POLICY – RESERVES

Amortization Reserve

HISTORY: New in 2010

| YEAR | SOURCE | AMOUNT |
|----------------------------|--|------------|
| 2010 | Transfer from Unallocated Year-End Reserve | \$128,000 |
| 2010 | Capital Asset/Amortization Net Change in Account | \$ 4,821 |
| 2011 | Net Adjustment | \$ 20,687 |
| 2012 | Net Adjustment | \$ 42,647 |
| 2013 | Net Adjustment | (26,896) |
| 2014 | Net Adjustment | \$ 22,538 |
| 2015 | Net Adjustment | \$ 29,880 |
| 2016 | Net Adjustment | \$ 13,872 |
| 2017 | Net Adjustment | \$ 5,629 |
| TOTAL AMORTIZATION RESERVE | | \$ 241,188 |
| | | ===== |

Building Reserve

Recommended Minimum Level - \$250,000

HISTORY

| YEAR | SOURCE | AMOUNT |
|------|---|--|
| 1981 | Operations - Surplus | \$ 210,025 |
| 1982 | Operations - Deficit | (41,025) |
| 1983 | Operations - Deficit | (21,000) |
| 1984 | Operations - Surplus | 12,000 |
| 1985 | Operations - Deficit | (78,901) |
| 1986 | Operations - Surplus | 54,088 |
| 1987 | Operations - Deficit | (15,187) |
| 1989 | Interest Earned to 1989 Reserve | 24,718 \$144,718 |
| 1989 | Sale of Portable Building Interest Earned | \$ 21,111 1,429 |
| 1992 | Transfer from Escrow Account -Building Federal Sales Tax Rebate Purchases | 31,255 21,385 (9,692) |
| 1993 | Photocopier Portable Walls Computer - 486 Multimedia | (4,607) (2,560) (3,599) (2,983) |
| 1994 | Lawnmower Snow-stop flashing Transfer to Capital Replacement-Equipment Reserve | (540) (1,956) (65,000) |
| 1995 | ----- | |
| 1996 | Security System Upgrade | (1,907) |

| | | |
|------|--|----------|
| 1997 | Snow-stop flashing | (2,862) |
| | Unspent R/M Budget | 2,095 |
| 1998 | Unspent R/M Budget | 909 |
| | Sidewalk lifting, painting, repair eaves, patch stucco | (19,388) |
| 1999 | Operations - Surplus | 17,192 |
| 1999 | Unspent R/M Budget | 1,018 |
| 2000 | Unspent R/M Budget | 674 |
| 2001 | ----- | ----- |
| 2002 | ----- | ----- |
| 2003 | Lighting Upgrade | (8,924) |
| 2004 | Lighting Upgrade Completion | (6,950) |
| 2004 | Unspent R/M Budget | 557 |
| 2004 | Operations – Surplus | 7,232 |
| 2005 | ----- | ----- |
| 2006 | Operations – Surplus | 6,393 |
| 2007 | ----- | ----- |
| 2008 | Operations – Surplus | 125,000 |
| 2009 | ----- | ----- |
| 2010 | The net change invested in capital assets to the change in the net book value of respective capital asset accounts | 28,522 |
| 2011 | The net change invested in capital assets to the change in the net book value of respective capital asset accounts | 24,886 |
| 2012 | Window Upgrade | (7,772) |
| | Transfer to Technology Reserve (to reduce this reserve to maximum) | (46,237) |
| 2013 | ----- | |
| 2014 | ----- | |

| | | |
|------------------------|---|-----------|
| 2015 | New heating/cooling system, work flow study | (149,992) |
| 2016 | Transfer Unrestricted Operating Fund | 149,992 |
| 2017 | ----- | |
| TOTAL BUILDING RESERVE | | \$250,000 |
| | | ===== |

Contingent Liability Reserve

Recommended Minimum Level - \$50,000

HISTORY

Talking Books Reserve

| YEAR | SOURCE | AMOUNT |
|------|-------------------------|----------|
| 1983 | Operations – Surplus | \$ 7,500 |
| 1984 | Operations – Surplus | 7,500 |
| 1985 | Operations – Surplus | 7,500 |
| 1986 | Transfer to Operations | (5,000) |
| 1989 | Interest Earned to 1989 | 9,741 |
| | Talking Books Reserve | \$27,241 |

Special Projects Reserve

| YEAR | SOURCE | AMOUNT |
|------|--|-----------|
| 1988 | Transfer from Building Account | \$ 64,345 |
| 1989 | Operations – Surplus | 15,000 |
| | Interest Earned to 1989 | 13,384 |
| 1990 | Initial Bookstore Stock | (43,423) |
| | Special Projects Reserve | \$ 49,306 |
| | SUB-TOTAL | \$ 76,547 |
| 1994 | Transfer from ACRES to provide for long-term employee | 45,000 |
| 1995 | ----- | |
| 1996 | Extra-ordinary expense | (11,843) |

| | | |
|---------------------------------------|------------------------------|-------------------|
| 1997 | Extra-ordinary expense | (1,650) |
| 1998 | ----- | |
| 1999 | Transfer to Computer Reserve | (58,054) |
| 2000 | ----- | |
| 2001 | ----- | |
| 2002 | ----- | |
| 2003 | ----- | |
| 2004 | ----- | |
| 2005 | ----- | |
| 2006 | ----- | |
| 2007 | ----- | |
| 2008 | ----- | |
| 2009 | ----- | |
| 2010 | ----- | |
| 2011 | ----- | |
| 2012 | ----- | |
| 2013 | ----- | |
| 2014 | ----- | |
| 2015 | ----- | |
| 2016 | ----- | |
| TOTAL CONTINGENT LIABILITY RESERVE | | \$50,000 ===== |

Equipment/Furnishings Reserve

Recommended Minimum Level - \$56,000

HISTORY

| YEAR | SOURCE | AMOUNT |
|------|--|-----------|
| 1994 | Transfer from Contingency Reserve and Capital Replacement - Building Reserve | \$ 65,000 |
| 1995 | ----- | |
| 1996 | Canon Fax Machine | (1,780) |
| 1997 | Fax Software/Scanner | (1,103) |
| 1998 | ----- | |
| 1999 | ----- | |
| 2000 | ----- | |
| 2001 | ----- | |
| 2002 | Nortel Telephone System | (16,707) |
| 2003 | Panasonic Photocopier | (11,240) |
| 2004 | Operations – Surplus | 22,330 |
| 2005 | ----- | |
| 2006 | Designated 2006 | 6,600 |
| 2007 | Designated 2007 | 7,000 |
| 2008 | Designated 2008 | 9,000 |
| 2009 | Designated 2009 | 8,200 |
| 2010 | The net change invested in capital assets to the change in net book value of respective capital asset accounts | (4,863) |
| 2011 | Transfer from Unallocated Year-End Reserve | 12,500 |
| 2011 | The net change invested in capital assets to the change in net book value of respective capital asset accounts | 24,560 |

| | | |
|-------------------------------------|--|----------|
| 2012 | Equipment purchases | (1,082) |
| 2012 | Transfer funds to Technology Reserve (to reduce reserve to maximum) | (19,294) |
| 2013 | Book Carts | (14,278) |
| 2014 | ----- | |
| 2015 | ----- | |
| 2016 | Transfer from Unrestricted Operating Fund | 22,827 |
| 2016 | Equipment purchases | (8,549) |
| 2017 | ----- | |
| TOTAL EQUIPMENT/FURNISHINGS RESERVE | | \$50,000 |
| | | ===== |

G.S.T. Reserve

HISTORY: New in 2003

| YEAR | SOURCE | AMOUNT |
|----------------------|--------------------------------------|----------|
| 2003 | | \$37,800 |
| 2004 | Operations – Surplus | 28,626 |
| 2005 | Dodge Caravan PRL | (21,729) |
| 2005 | Operations – Allotment | (20,000) |
| 2006 | Moved to Operating Emergency Reserve | (24,697) |
| TOTAL G.S.T. RESERVE | | \$ 0 |
| | | ===== |

Operating Emergency Reserve

HISTORY: New in 2005

| YEAR | SOURCE | AMOUNT |
|------|---|----------|
| 2005 | Transfer from Staff Contingency Reserve | \$23,537 |
| 2005 | Transfer from Utility Contingency Reserve | \$34,779 |
| 2006 | Transfer from G.S.T. Reserve | \$24,697 |
| 2007 | Transfer from Surplus Reserves | \$83,410 |
| 2007 | Transfer to Operating for Governance Review | (8,720) |
| 2008 | Transfer from Surplus Reserves | \$ 6,711 |
| 2008 | Year-end deficit | (55,650) |
| 2009 | ----- | |
| 2010 | ----- | |
| 2011 | ----- | |

| | | |
|-----------------------------------|--|-----------|
| 2012 | Transfer from Surplus Reserves | \$49,096 |
| 2012 | Moved to the newly created Unrestricted Operating Fund | (157,859) |
| 2012 | Discontinue Reserve | |
| TOTAL OPERATING EMERGENCY RESERVE | | \$ 0 |
| | | ===== |

Technology Reserve

Recommended Minimum Level - \$175,0000

HISTORY:

| YEAR | SOURCE | AMOUNT |
|------|--------------------------|-----------|
| 1982 | Operations - Surplus | \$ 50,000 |
| 1983 | Operations - Surplus | 50,000 |
| 1984 | Operations - Deficit | (85,497) |
| 1985 | Operations - Surplus | 92,177 |
| 1986 | Computer Capital | 206,653 |
| 1987 | Computer Capital | 190,593 |
| 1988 | Desk-Top Publisher | (19,098) |
| | Re-Con Work | (13,446) |
| | Interest Earned to 1989 | 110,009 |
| 1989 | Bibliofile | (51,571) |
| | Interest Earned to 1989 | 110,009 |
| 1990 | Sobeco Contract | (212,958) |
| 1991 | Sobeco Contract | (20,597) |
| 1992 | Sobeco Contract | (3,442) |
| 1993 | NCR Memory | (8,000) |
| 1994 | Computer - 486 | (2,662) |
| | MultiLIS Training | (3,304) |
| | Network | (35,941) |
| 1995 | Network additions | (47,311) |
| | Authority Control | (31,776) |
| | Sale of NCR Tower | 560 |
| 1996 | Automation Pilot Project | (4,244) |
| | Internet Set-up | (7,967) |
| | Computer Up-grade | (30,334) |

| | | |
|------|---|-----------|
| 1997 | ----- | |
| 1998 | APLEN & Restructuring Grant | 79,783 |
| | Dynix Automation System | (105,756) |
| 1999 | Operations - Surplus | 48,898 |
| 1999 | Transfer from Contingent Liability | 58,053 |
| 1999 | Dynix System Final Bill | (5,566) |
| 2000 | Operations - Surplus | 48,070 |
| 2001 | Computer hardware/software upgrades | (50,000) |
| 2002 | Transfer from Surplus Reserves | 196,227 |
| | Horizon System & Computer Upgrades | (212,075) |
| 2003 | ----- | |
| 2004 | Operations – Surplus | 29,932 |
| 2004 | Unspent Computer Replacement Budget | 601 |
| 2005 | Operations – Surplus | 80,582 |
| 2005 | Designated 2005 | 42,556 |
| 2005 | Unspent Computer Replacement Budget | 163 |
| 2005 | HIP | (22,780) |
| 2006 | Operations – Surplus | 68,033 |
| 2006 | Designated 2006 | 42,556 |
| 2007 | ----- | ----- |
| 2008 | Designated 2008 | 25,685 |
| 2009 | Designated 2009 | 3,823 |
| 2010 | Designated 2010 | 7,068 |
| 2010 | The net change invested in capital assets to the change in the net book value of respective capital asset accounts | 25,754 |
| 2011 | Per Budget | 35,000 |

| | | |
|--------------------------|--|------------|
| 2011 | Transfer from Unallocated Year-End Reserve | 97,284 |
| 2011 | Technology purchase | (31,707) |
| 2011 | The net change invested in capital assets to the change in the net book value of respective capital asset accounts | 20,404 |
| 2012 | CIP Grant | 30,000 |
| 2012 | Per Budget | 35,000 |
| 2012 | Technology Purchases and Project work | (134,136) |
| 2012 | Transfer of funds from Building Reserve | 46,237 |
| 2012 | Transfer of funds per board motion | 19,294 |
| 2013 | Per Budget | 15,000 |
| 2013 | Technology purchases | (19,013) |
| 2014 | Per Budget | 45,620 |
| 2014 | Technology purchases/computers for Libraries | (101,997) |
| 2015 | Technology purchases/computers for Libraries | (196,045) |
| 2016 | Technology purchases/computers for Libraries | (157,097) |
| 2016 | Transfer of funds from Unrestricted Operating Fund | 100,000 |
| 2017 | Technology purchases/computers for Libraries | (61,675) |
| 2017 | Transfer of funds from Unrestricted Operating Fund | 200,000 |
| TOTAL TECHNOLOGY RESERVE | | \$ 391,213 |
| | | ===== |

Vehicle Reserve

\$5,000.00 per year or an amount designated each year, subject to the estimated salvage of the retiring van and to a cap of the expected replacement costs.

HISTORY:

| YEAR | SOURCE | AMOUNT |
|------|-----------------------------------|----------|
| 1982 | Operations - Surplus | \$ 7,554 |
| 1989 | Cube Van Purchase | (14,072) |
| | Interest Earned to 1989 | 6,518 |
| 1990 | Balance of Rocky/Caroline Reserve | 2,181 |
| 1993 | Sale of Old van | 800 |
| 1994 | Transfer from ACRES | 20,000 |
| 1995 | Sale of Cube Van | 4,774 |
| 1996 | Purchase of 1996 Dodge van | (20,497) |
| | Trade in of ACRES van | 1,500 |
| 1997 | ----- | |
| 1998 | Designated 97 & 98 minimum | 10,000 |
| 1999 | Designated 1999 | 5,000 |
| 2000 | Operations Surplus | 5,000 |
| | Purchase of 2000 Chevy Van | (26,430) |
| | Sale of 1996 Dodge Van | 4,245 |
| | Designated 2000 | 5,000 |
| 2001 | Designated 2001 | 5,000 |
| 2002 | Designated 2002 | 5,000 |
| 2003 | Designated 2003 | 5,000 |
| | Purchase of 2003 Chevy Van | (27,804) |
| | Sale of 2000 Chevy Van | 10,700 |
| 2004 | Designated 2004 | 5,000 |
| 2005 | Designated 2005 | 10,000 |

| | | |
|------|--|----------|
| 2006 | Designated 2006 | 15,000 |
| 2007 | Designated 2007 | 15,000 |
| 2007 | Sale of 2003 Chevy Van | 8,633 |
| 2008 | Designated 2008 | 15,000 |
| 2008 | Purchase Dodge Caravan | (22,348) |
| 2008 | Sale of Dodge Caravan | 7,500 |
| 2009 | Designated 2009 | 15,000 |
| 2009 | Sale of 2006 Chevy Van | 6,240 |
| 2010 | Designated 2010 | 15,000 |
| 2010 | The net change invested in capital assets to the change in the net book value of respective capital asset accounts | 12,336 |
| 2011 | Per Budget | 15,000 |
| 2011 | Purchase 2011 Cargo Van | (29,811) |
| 2011 | Sale of 2008 Cargo Van | 5,333 |
| 2011 | The net change invested in capital assets to the change in the net book value of respective capital asset accounts | 7,370 |
| 2012 | Per budget | 15,000 |
| 2012 | Purchase Ford Flex and 2012 Cargo Van | (58,728) |
| 2012 | Sale of 2008 Caravan and 2009 Cargo van | 13,116 |
| 2013 | Per Budget | 15,000 |
| 2014 | Per Budget | 15,000 |
| 2014 | Transfer funds from Unrestricted Operating Fund | 75,000 |
| 2014 | Sale of 2011 Cargo Van | 8,976 |
| 2014 | Purchase of 2014 Cargo Van | (28,578) |

| | | |
|-----------------------|---|------------|
| 2015 | Sale of 2012 Cargo Van | 10,051 |
| 2015 | Purchase of 2015 Cargo Van | (30,000) |
| 2016 | ----- | |
| 2017 | Sale of 2014 Cargo Van | 8,000 |
| 2017 | Transfer of funds from Unrestricted Operating Fund | 30,000 |
| 2017 | Purchase of two 2017 Cargo Vans | (62,146) |
| TOTAL VEHICLE RESERVE | | \$ 105,674 |
| | | ===== |

Operating Reserve

2004 As set by Board Policy = \$150,000

2005 As set by Board Policy = \$150,000

HISTORY

| YEAR | SOURCE | AMOUNT |
|------|--|--------------|
| 1987 | Operations – Surplus | \$ 4,617.73 |
| 1988 | Operations – Surplus | 5,753.95 |
| 1989 | Change in accounting principles to recognize Warehouse books as inventory | 55,479.94 |
| | Operations – Surplus | 31,647.99 |
| 1990 | Operations - Interest on reserves no longer allocated to reserves | 115,460.82 |
| 1991 | Operations – Deficit | (23,293.39) |
| 1992 | Operations – Surplus | 12,828.79 |
| 1993 | Operations – Deficit | (29,454.70) |
| 1994 | Operations – Surplus | 19,223.73 |
| 1995 | Operations – Deficit | (2,178.58) |
| 1996 | Operating – Deficit | (38,902.89) |
| 1996 | Adjustment | (3,846.78) |
| 1997 | Operating - Surplus | 12,944.76 |
| 1998 | Operating - Surplus | 66,309.10 |
| 1999 | Transfers to Reserves | (72,108.42) |
| 1999 | Operating - Surplus | 146,603.95 |
| 2000 | Change in fund balance | (38,039.00) |
| | Transfer to Surplus Reserve | (101,769.00) |
| 2001 | Change in fund balance | 12,929.00 |
| 2002 | Change in fund balance | 3,388.00 |
| 2003 | Change in fund balance | 10,411.00 |

| | | |
|-------------------------|---|-----------|
| 2004 | Change in fund balance | (38,006) |
| 2005 | ----- | ----- |
| 2006 | ----- | ----- |
| 2007 | ----- | ----- |
| 2008 | ----- | ----- |
| 2009 | ----- | ----- |
| 2010 | ----- | ----- |
| 2011 | ----- | ----- |
| 2012 | Transfer Fund Balance to the Unrestricted Operating Fund | (150,000) |
| 2012 | Discontinue Reserve | |
| TOTAL OPERATING RESERVE | | |
| | | \$ 0 |
| | | ===== |

Unallocated Year-End Reserve**(formerly Surplus Reserves; changed December 31, 2008)**

HISTORY: New in 2000

| YEAR | SOURCE | AMOUNT |
|------|---|-----------|
| 2000 | Surplus | 101,769 |
| 2001 | Transfer funds to operating | (66,990) |
| | Setup Utilities Contingency | (34,779) |
| | Surplus | 196,227 |
| 2002 | Transfer funds to computer reserve | (196,227) |
| 2003 | Surplus | 88,120 |
| 2004 | Transfer to Building Reserve | (7,232) |
| 2004 | Transfer to Computer Reserve | (29,932) |
| 2004 | Transfer to Equipment/Furnishings Reserve | (22,330) |
| 2004 | Transfer to G.S.T. Contingency Reserve | (28,626) |
| 2004 | Surplus | 80,582 |
| 2005 | Transfer to Computer Reserve | (80,582) |
| 2005 | Surplus | 74,427 |
| 2006 | Transfer to Building Reserve | (6,393) |
| 2006 | Transfer to Computer Reserve | (68,034) |
| 2006 | Surplus | 83,410 |
| 2007 | Transfer to Operating Emergency | (83,410) |
| 2007 | Surplus | 194,211 |
| 2008 | Transfer to Building Reserve | (125,000) |
| 2008 | Transfer to Emergency Operating Reserve | (6,711) |
| 2008 | Transfer funds to Operating Reserve | (62,500) |
| 2008 | Year-end surplus | Ø |
| 2009 | Year-end surplus | 166,782 |
| 2010 | Transfer to new Amortization Reserve | (128,000) |

| | | |
|------|--|----------|
| 2010 | Transfer to Operating (NetLibrary Furniture/Fixture purchases) | (38,782) |
| 2010 | Year-end surplus | 109,784 |
| 2011 | Transfer to Technology Reserve | (97,284) |
| 2011 | Transfer to Equipment/Furnishing Reserve | (12,500) |
| 2011 | Year-end surplus | 49,096 |
| 2012 | Transfer to Operating Emergency Reserve | (49,096) |
| 2012 | Discontinue Reserve | |

TOTAL SURPLUS

\$ 0
=====

Unrestricted Operating Fund

HISTORY: New in 2012

| YEAR | SOURCE | AMOUNT |
|------|--|-----------|
| 2012 | Transfer funds from the Operating Reserve | 150,000 |
| 2012 | Transfer funds from Operating Emergency Reserve | 157,860 |
| 2012 | Year-end Net Adjustments | (47,381) |
| 2013 | Opening Year-end Adjustment | 13,475 |
| 2013 | Year-end Net Adjustments | 62,257 |
| 2014 | Opening Year-end Adjustment | 41,795 |
| 2014 | Transfer funds to Vehicle Reserve | (75,000) |
| 2014 | Year-end Net Adjustment | 29,206 |
| 2015 | Opening Year Adjustment | 9,457 |
| 2015 | Purchase for Websites Project | (150,000) |
| 2015 | Year-end Adjustments | 5,338 |
| 2016 | Opening Year Adjustment | 173,397 |
| 2016 | Transfer funds to Building Reserve | (149,992) |
| 2016 | Transfer funds to Equipment Reserve | (22,827) |
| 2016 | Transfer funds to Technology Reserve | (100,000) |
| 2016 | Year-end Net Adjustment | 34,270 |
| 2017 | Opening Year-end Adjustment | 225,208 |
| 2017 | Transfer funds to Technology Reserve | (200,000) |
| 2017 | Transfer funds to Vehicle Reserve | (30,000) |
| 2017 | Transfer funds to Operations for eAudio Purchases | (35,000) |
| 2017 | Transfer funds to Operations for Compensation Review | (9,000) |
| 2018 | Opening Year-end Adjustment | 95,728 |

TOTAL SURPLUS

\$ 178,792

=====

APPENDIX III

DELEGATION AND ASSIGNMENT OF RESPONSIBILITY TABLES

3.1 Delegation Table – Provisions of the *FOIP Act* and Regulation for which Delegation of Authority Should be Considered

| Duty, power or function of Head | Section reference | Retained by Head | Delegated to FOIP Coordinator | Delegated to other person(s) (provide title(s) – specific or generic) |
|--|-----------------------|------------------|-------------------------------|--|
| Right of Access | | | | |
| Authority to declare request abandoned | 8(1) | | | Consultant Librarian |
| Authority to grant continuing request | 9(2) | | | Consultant Librarian |
| Duty to assist applicants | 10(1) | | | Consultant Librarian |
| Duty to create records | 10(2) | | | Consultant Librarian |
| Authority to decide on content of response/ grant or refuse access | 11, 12(1) | | | Consultant Librarian |
| Authority to refuse to confirm or deny the existence of a record | 12(2) | | | Consultant Librarian |
| Authority to decide how access will be given | 13 Regulation 4 | | | Consultant Librarian |
| Authority to extend time limit | 14(1), (3) | | | Consultant Librarian |

| Duty, power or function of Head | Section reference | Retained by Head | Delegated to FOIP Coordinator | Delegated to other person(s) (provide title(s) – specific or generic) |
|--|---------------------------------|-------------------------|--------------------------------------|---|
| Authority to request Commissioner's permission for extension | 14(1), (2) | | | Consultant Librarian |
| Authority to transfer a request for access | 15 | | | Consultant Librarian |
| Exceptions | | | | |
| Authority to withhold information harmful to business interests of a third party | 16 | | | Consultant Librarian |
| Authority to withhold information harmful to personal privacy | 17 | | | Consultant Librarian |
| Authority to withhold information harmful to individual or public health or safety | 18 Regulation 6(1), (3), (5) | | | Consultant Librarian |
| Authority to withhold confidential evaluations | 19 | | | Consultant Librarian |
| Authority to withhold information harmful to law enforcement | 20 | | | Consultant Librarian |
| Authority to withhold information harmful to intergovernmental relations | 21 | | | Consultant Librarian |
| Authority to withhold Cabinet confidences | 22 | | | Consultant Librarian |

| Duty, power or function of Head | Section reference | Retained by Head | Delegated to FOIP Coordinator | Delegated to other person(s) (provide title(s) – specific or generic) |
|---|--------------------------|-------------------------|--------------------------------------|---|
| Authority to withhold local public body confidences | 23 | | | Consultant Librarian |
| Authority to withhold advice from officials | 24(1) | | | Consultant Librarian |
| Authority to withhold information/records about audit by Chief Internal Auditor | 24(2.1) | | | Consultant Librarian |
| Authority to withhold information harmful to economic interests of a public body | 25 | | | Consultant Librarian |
| Authority to withhold information harmful to economic interests of a public body | 25 | | | Consultant Librarian |
| Authority to withhold testing procedures, tests and audits | 26 | | | Consultant Librarian |
| Authority to withhold privileged information | 27(1), (2) | | | Consultant Librarian |
| Authority to withhold information harmful to conservation of heritage sites or endangered species | 28 | | | Consultant Librarian |
| Authority to withhold information that is or will be available to public | 29 | | | Consultant Librarian |

| Duty, power or function of Head | Section reference | Retained by Head | Delegated to FOIP Coordinator | Delegated to other person(s) (provide title(s) – specific or generic) |
|--|-------------------|------------------|-------------------------------|--|
| Third Party Intervention | | | | |
| Duty to give third party notice | 30 | | | Consultant Librarian |
| Authority to decide whether to give access to third party information | 31(1) | | | Consultant Librarian |
| Duty to give notice of decision | 31(2)–(4) | | | Consultant Librarian |
| Public Interest | | | | |
| Authority to disclose information in the public interest | 32(1) | X | | |
| Duty to give notice to third party, Commissioner | 32(3), (4) | | | Consultant Librarian |
| Collection, Correction, Protection of Personal Information | | | | |
| Authority to set aside collection requirements | 34(3) | X | | |
| Authority to decide on requests for correction of personal information | 36(1) | | | Consultant Librarian |
| Duty to correct, annotate or link personal information, duty to notify previous recipients | 36(3), (4) | | | Consultant Librarian |

| Duty, power or function of Head | Section reference | Retained by Head | Delegated to FOIP Coordinator | Delegated to other person(s) (provide title(s) – specific or generic) |
|--|--------------------------|-------------------------|--------------------------------------|---|
| Duty to give notice to individual requesting correction | 36(7) | | | Consultant Librarian |
| Authority to transfer a request for correction | 37 | | | Consultant Librarian |
| Duty to ensure protection of personal information | 38 | X | | |
| Use and Disclosure of Personal Information | | | | |
| Establishing rules for electronic consent | Regulation 7(5)(a) | X | | |
| Establishing rules for oral consent | Regulation 7(6)(a) | X | | |
| Authority to disclose to relative or adult interdependent partner of deceased individual | 40(1)(cc) | | | Consultant Librarian |
| Authority to disclose to avert imminent danger to health or safety | 40(1)(ee) | X | | |
| Authority to approve conditions for disclosure for research and statistical purposes and for administration of research agreements | 42(c) | | | Consultant Librarian |

| Duty, power or function of Head | Section reference | Retained by Head | Delegated to FOIP Coordinator | Delegated to other person(s) (provide title(s) – specific or generic) |
|--|--------------------------|-------------------------|--------------------------------------|---|
| Authority to disclose to guardian of a minor | 84(1)(e) | | | Consultant Librarian |
| Reviews and Complaints | | | | |
| Authority to ask the Commissioner for advice | 54(1) | | | Consultant Librarian |
| Authority to request Commissioner to disregard requests | 55 | | | Consultant Librarian |
| Authority to require Commissioner to examine original record on site | 56(4) | | | Consultant Librarian |
| Right to make representations to the Commissioner | 69(3), (5), (6) | X | | |
| Duty to discharge burden of proof | 71 | | | Consultant Librarian |
| Duty to comply with Commissioner's Order | 74 | X | | |
| General Provisions | | | | |
| Duty to publish a directory of the body's personal information banks and keep it current | 87.1(1), (4) | X | | |

| Duty, power or function of Head | Section reference | Retained by Head | Delegated to FOIP Coordinator | Delegated to other person(s) (provide title(s) – specific or generic) |
|---|--------------------------|-------------------------|--------------------------------------|---|
| Duty to record uses or disclosures of personal information not included in directory | 87.1(3) | | | Consultant Librarian |
| Authority to specify categories of records available without formal request and require a fee | 88 | X | | |
| Duty to make manuals available | 89 | | | Consultant Librarian |
| Fees | | | | |
| Authority to assess and collect fees | 93 | | | Consultant Librarian |
| Authority to waive fees | 93(4) | X | | |
| Duty to give notice of decision to grant or refuse waiver request | 93(4.1) | | | Consultant Librarian |

3.2 Delegation Table – Administrative Responsibilities in the *FOIP Act* and Regulation that May be Assigned

| Duty, power or function of public body | Section reference | Retained by Head | Delegated to FOIP Coordinator | Delegated to other person(s) (provide title(s) – specific or generic) |
|---|--------------------------|-------------------------|--------------------------------------|---|
| Right of Access | | | | |
| Establishing process for receiving access requests | 2(a), (c) | | | Consultant Librarian |
| Assuring process for access is made public | Regulation 3(1) | | | Consultant Librarian |
| Collection, Accuracy and Retention of Personal Information | | | | |
| Establishing controls over the collection, use and disclosure of personal information | 2(b) | X | | |
| Authorizing routine correction of personal information | 2(d) | X | | |
| Ensuring authorized purpose of collection | 33 | X | | |
| Assuring proper collection and notification | 34 | | | Consultant Librarian |
| Assuring accuracy of personal information | 35(a) | | | Consultant Librarian |
| Applying retention standards | 35(b) | X | | |

| Duty, power or function of public body | Section reference | Retained by Head | Delegated to FOIP Coordinator | Delegated to other person(s) (provide title(s) – specific or generic) |
|---|---|------------------|-------------------------------|--|
| Use and Disclosure of Personal Information | | | | |
| Assuring appropriate uses | 39 | X | | |
| Assuring proper disclosures of personal information | 40 (May be different for each provision) | X | | |
| Disclosing in accordance with Part 1 | 40(1)(a) | | | Consultant Librarian |
| Disclosing if not an unreasonable invasion of third party's personal privacy | 40(1)(b) | | | Consultant Librarian |
| Disclosing for original or consistent purpose | 40(1)(c) | | | Consultant Librarian |
| Disclosing after individual consents | 40(1)(d) | | | Consultant Librarian |
| Disclosing to comply with enactment of Alberta or Canada or treaty, arrangement or agreement made under enactment | 40(1)(e) | X | | |
| Signing personal information sharing agreements | 40(1)(e) | X | | |

| Duty, power or function of public body | Section reference | Retained by Head | Delegated to FOIP Coordinator | Delegated to other person(s) (provide title(s) – specific or generic) |
|--|--------------------------|-------------------------|--------------------------------------|---|
| Disclosing in accordance with enactment of Alberta or Canada that authorizes or requires disclosure | 40(1)(f) | X | | |
| Disclosing to comply with subpoena, warrant or court order from court, person or body with jurisdiction in Alberta | 40(1)(g) | X | | |
| Disclosing where necessary for employee of public body or member of Executive Council to perform duties | 40(1)(h) | X | | |
| Disclosing where necessary for delivery of common or integrated program or service | 40(1)(i) | X | | |
| Disclosing to enforce legal right of Government of Alberta or public body | 40(1)(j) | X | | |
| Disclosing to enforce legal right of Government of Alberta or public body | 40(1)(j) | X | | |

| Duty, power or function of public body | Section reference | Retained by Head | Delegated to FOIP Coordinator | Delegated to other person(s) (provide title(s) – specific or generic) |
|---|--------------------------|-------------------------|--------------------------------------|---|
| Disclosing to collect debt or fine or make payment | 40(1)(k) | X | | |
| Disclosing to determine or verify eligibility for program or benefit | 40(1)(l) | X | | |
| Disclosing to Auditor General and other prescribed persons for audit purposes | 40(1)(m) | X | | |
| Disclosing to Member of Legislative Assembly to assist individual | 40(1)(n) | X | | |
| Disclosing to bargaining agent acting on behalf of employee | 40(1)(o) | X | | |
| Disclosing for archival purposes | 40(1)(p) | X | | |
| Disclosing to assist investigation | 40(1)(q) | X | | |
| Disclosing from one law enforcement agency to another law enforcement agency | 40(1)(r) | X | | |

| Duty, power or function of public body | Section reference | Retained by Head | Delegated to FOIP Coordinator | Delegated to other person(s) (provide title(s) – specific or generic) |
|---|--------------------------|-------------------------|--------------------------------------|---|
| Disclosing to next of kin or friend of injured, ill or deceased individual | 40(1)(s) | X | | |
| Disclosing to expert under section 18(2) to protect individual or public safety | 40(1)(u) | X | | |
| Disclosing for legal proceedings to which Government of Alberta or public body is a party | 40(1)(v) | X | | |
| Disclosing through Minister of Justice and Attorney General to place of lawful detention | 40(1)(w) | X | | |
| Disclosing to manage or administer personnel | 40(1)(x) | X | | |
| Disclosing to enforce a maintenance order | 40(1)(y) | X | | |
| Disclosing to officer of the Legislature where necessary to carry out duties | 40(1)(z) | X | | |

| Duty, power or function of public body | Section reference | Retained by Head | Delegated to FOIP Coordinator | Delegated to other person(s) (provide title(s) – specific or generic) |
|---|--------------------------|-------------------------|--------------------------------------|---|
| Disclosing for supervision of individual under control of correctional authority | 40(1)(aa) | X | | |
| Disclosing when information available to the public | 40(1)(bb) | | | Consultant Librarian |
| Disclosing business contact information | 40(1)(bb.1) | | | Consultant Librarian |
| Disclosing to lawyer acting for an inmate | 40(1)(dd) | X | | |
| Disclosing to administrator of <i>Motor Vehicle Accident Claims Act</i> | 40(1)(ff) | X | | |
| Post-secondary educational body only: disclosing alumni information for its own fund-raising activities and administering disclosure agreements | 40(2) | | | |
| Post-secondary educational body only: disclosing teaching and course evaluations | 40(3) | | | |

| Duty, power or function of public body | Section reference | Retained by Head | Delegated to FOIP Coordinator | Delegated to other person(s) (provide title(s) – specific or generic) |
|--|--------------------------|-------------------------|--------------------------------------|---|
| Disclosing for research and statistical purposes and for administration of research agreements | 42, 43 | X | | |

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| Revision history | Date adopted | January 2019 |
| | Date revised | |