

THE CORPORATION OF THE TOWNSHIP OF WOLLASTON

BY-LAW NO. 16-2023

Being a By-Law to authorize execution of a Service Agreement for the provisions of Library Services

WHEREAS Section 9 of the **Municipal Act**, 2001 provides the municipality with the powers of a natural person for the purpose of exercising its authority under this or any Act;

AND WHEREAS the Council of the Township of Wollaston deems it necessary to enter into a Service Agreement with the Wollaston Public Library;

NOW THEREFORE the Council of the Township of Wollaston hereby enacts as follows:

1. That the Mayor and the Clerk be and are hereby authorized to execute an agreement with the Wollaston Public Library under the terms and conditions set out in said agreement hereto annexed and forming part of this By-Law.
2. All By-laws or part of By-laws previously passed inconsistent with the provisions of this By-law are hereby repealed.
3. This By-Law shall come into force and take effect immediately upon the passing thereof.

PASSED this 11th, day of April, 2023.

MAYOR: MICHAEL FUERTH

SEAL

CLERK: BERNICE CROCKER

SCHEDULE “A”

SERVICE AGREEMENT PROVISION OF LIBRARY SERVICES FOR WOLLASTON TOWNSHIP

The Corporation of the Township of Wollaston has established the Wollaston Public Library by approving By-Law 43-16. This Service Agreement outlines the responsibilities of both Parties and becomes effective the date it is signed.

BETWEEN THE PARTIES:

Wollaston Public Library

of 5629-A Hwy 620, COE HILL, ON K0L 1P0

-AND-

The Corporation of the Township of Wollaston

of 90 Wollaston Lake Road, COE HILL, ON K0L 1P0

1. The Wollaston Public Library Board of Directors agrees to:
 - (a) Deliver and manage all aspects of Library Services for Wollaston Township, based on its approved funding level from various sources.
 - (b) Establish and approve an annual operating budget to cover costs associated with delivering programs and services.
 - (c) Establish policies and procedures that consider all applicable legislation and regulations.
 - (d) Submit an annual operating budget request aligned to the Wollaston Township budget cycle for Council approval.
 - (e) Submit an annual report, outlining service data to Council for their information.
 - (f) Provide copies of approved Library Board Minutes to the Council for their information.

- (g) Work as a partner with the Township to establish the Library as a Community Hub.

2. The Corporation of the Township of Wollaston agrees to:

- (a) Approve and appoint the Board of Directors to the Wollaston Public Library, as per the **Public Libraries Act**.
- (b) Cover the costs of the annual audit for the Wollaston Public Library, as part of the Township's annual audit process.
- (c) Arrange for and finance Insurance coverage for the Wollaston Public Library including coverage for Directors and Officers insurance with the Township's insurer,
- (d) Provide ongoing funding for the operation of Library Services based on receiving the annual budget request from the Wollaston Public Library, Board of Directors.
- (e) Provide Township staff support to the Library, as needed to assist with payroll and HST reporting.
- (f) Support and maintain library service levels, by providing the Wollaston Public Library with 1/12 of the previous approved funding level for each month beginning in January of each calendar year, until such time as the Wollaston Township budget is approved.
- (g) Release the balance of the approved Library budget in a lump sum; less any monthly amounts previously flowed to cover ongoing service levels.
- (h) Continue to support the library to the best of its ability.
- (i) Maintain links to the Library services on the Municipal website; and assist in promoting Library events through social media posts.
- (j) Provide IT computer and security support from Hastings County staff, as part of the Township's service agreement with Hastings County.
- (k) Add the Wollaston Public Library to the Township's cell phone plan.

