CITY OF COLD LAKE
BYLAW NO. 587-BD-16
CITY OF COLD LAKE LIBRARY BOARD BYLAW
Unofficial Consolidation as of November 10, 2026
Please note: in a bylaw that is "Unofficially Consolidated", the original approved bylaw is updated to include all of the approved amendments to that bylaw.

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE COLD LAKE LIBRARY BOARD

WHEREAS the *Library Act*, R.S.A. 2000, Chapter L-11, as amended, authorizes Council to establish a municipal library board;

WHEREAS Council wishes to establish a Library Board;

NOW THEREFORE pursuant to the authority of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake duly assembled, enacts:

SECTION 1 - TITLE

1.1 This Bylaw shall be cited as the "Cold Lake Library Board Bylaw".

SECTION 2 - DEFINITIONS

In this Bylaw,

2.1 "Board" means the "The City of Cold Lake Library Board";

2.2 "Council" means the Mayor and Members of Council of Cold Lake;

2.3 "CAO" means the CAO of the City of Cold Lake as appointed by Council;

2.4 "Member of Council" means an elected member of the Council of Cold Lake;

SECTION 3 - ESTABLISHMENT

3.1 The Board is hereby established as a municipal library board pursuant to section 3(1) of the *Library Act*, R.S.A. 2000, Chapter L-11, as amended.

SECTION 4 –MEMBERSHIP

4.1 The Board shall consist of a minimum of five (5) members and a maximum of ten (10) members who shall be appointed by resolution of Council. The Board shall be composed of:

~~4.1.1 One (1) Member of Council; and~~

4.1.1 Two (2) Members of Council; and

Amended by Bylaw No. 919-BD-26
November 10, 2026

4.1.2 A minimum of four (4) and a maximum of nine (9) members of the public-at-large, one (1) of whom may be appointed by 4 Wing (Cold Lake) and one (1) of whom may be appointed by the Municipal District of Bonnyville No. 87.

4.2 There may be a maximum of two (2) members of the Board who reside in the Municipal District of Bonnyville No. 87 in addition to the member-at-large appointed by the Municipal District of Bonnyville No. 87 who is presumed to also reside in the Municipal District of Bonnyville No. 87. All other persons appointed as members of the Board, shall be residents of the City of Cold Lake and shall remain members of the Board only during such time as they continue to be residents of the City of Cold Lake, unless the Council passes a resolution stating otherwise.

4.3 No employee of the library shall be eligible for appointment to the Board.

Unofficial Consolidation

4.4 Members of the Board shall serve their term of office with the Board in a voluntary capacity.

SECTION 5 – TERM OF OFFICE

5.1 The term of office for the Board members-at-large shall be for a maximum of three (3) years.

~~5.2 The term of office for the Member of Council shall terminate at the time of a general election, or by resolution of Council.~~

5.2 The Term of office for the Members of Council shall terminate at the time of a general election, or by resolution of Council.

Amended by Bylaw No. 919-BD-26
November 10, 2026

5.3 Notwithstanding section 5.1, all members-at-large may remain in office until their respective successors are appointed.

5.4 Board members may apply for re-appointment to the Board at the conclusion of their full term of office, for a maximum of two (2) additional consecutive terms of office, unless at least 2/3 of the whole Council passes a resolution stating that the member may be reappointed as a member for more than three (3) consecutive terms.

5.5 In the event of a vacancy occurring prior to completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full term appointment.

5.6 If any member of the Board is absent from three (3) consecutive meetings or 50% of the regular meetings of the Board, Council, on recommendation from the Board, may declare a vacancy in respect of the office of such member. The member so forfeiting their office shall be considered eligible for reappointment.

5.7 Council may, with reason, request in writing the resignation of any member of the Board at any time prior to the expiry date of the member's term of office.

5.8 Any member may resign from the Board at any time upon sending a written notice to the Chairperson of the Board advising of the resignation and effective date.

SECTION 6 – ROLES AND RESPONSIBILITIES

6.1 The CAO may:

6.1.1 appoint staff, to the Board, subject to approval by Council;

6.1.2 attend meetings of the Board in a non-voting, ex-officio capacity.

6.2 The CAO shall, upon being provided a copy of the following documents by the Board, forward to the Minister in accordance with the *Library Act*, R.S.A. 2000, Chapter L-11, as amended and the *Libraries Regulation*, Alta Reg 141/1998:

6.2.1 a copy of this Bylaw;

6.2.2 a copy of the plan of service;

6.2.3 a copy of the annual report;

6.2.4 a copy of any policy and subsequent revisions established in accordance with section 7 of the *Libraries Regulation*, Alta Reg 141/1998.

6.3 The Board shall:

Unofficial Consolidation

6.3.1 have full management and control of all municipal libraries, subject to any enactment that limits its authority and organize, promote and maintain comprehensive and efficient library services in the City of Cold Lake in accordance with the *Library Act*, R.S.A. 2000, Chapter L-11, as amended, and all regulations thereto;

6.3.2 prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library and submit this budget and estimate to Council before December 1 of each year;

6.3.3 keep accounts of all receipts, payments, credits and liabilities;

6.3.4 have a person who is not a member of the Board and whose qualifications are satisfactory to Council, review the accounts each calendar year and prepare a financial report in a form satisfactory to Council and submit this report to Council immediately after its completion;

6.3.5 keep a minute book containing the signed minutes of all regular and special meetings and provide to the office of the CAO, all passed, signed minutes within 10 days of the meeting at which such draft minutes were approved by the Board;

6.3.6 prepare an annual report for Council on the activities of the Board, which must include an evaluation of each member desiring re-appointment and any recommendations to Council for re-appointment, and the skills, knowledge and experience required by applicants for membership;

6.3.7 establish policies in accordance with section 7 of the *Libraries Regulation*, Alta Reg 141/1998;

6.3.8 establish a plan of service with a mission statement and goals and objectives based on the needs assessment of the City of Cold Lake and annually review the plan of service in accordance with section 13 of the *Libraries Regulation*, Alta Reg 141/1998;

6.3.9 shall employ a professional librarian with the qualifications indicated in section 14 of the *Libraries Regulation*, Alta Reg 141/1998;

6.3.10 annually complete a report in the form and containing the information required by the Minister in accordance with section 16 of the *Libraries Regulation*, Alta Reg 141/1998 and provide this report to the CAO;

6.3.11 review this Bylaw annually and make recommendations to Council for changes deemed necessary;

6.3.12 do any other such thing as is required by law or as requested by the Minister.

SECTION 7 – PROCEEDINGS

7.1 At the first meeting of the Board, and annually thereafter at a meeting of the Board, a chairperson and any other officers considered necessary shall be elected from the Board members by a vote of a simple majority of those members of the Board present. The Member of Council shall not be eligible for the position of Chairperson or Vice-Chairperson.

7.2 A regular meeting of the Board shall generally be held at least once a month, the time and place of such regular meeting to be determined by the Board at its first meeting, but may be changed by the Board from time to time as the Board may deem advisable.

7.3 Special meetings may be called on twenty-four (24) hours' notice by the chairperson or at the request of a simple majority of the members of the Board. The Board may by unanimous consent waive notice of a special meeting at any time if every member of the Board is present and has signed a waiver of notice of special meeting.

Unofficial Consolidation

7.4 Persons wishing to be heard by the Board shall, unless otherwise decided by the Board, give notice in writing within seventy-two (72) hours of the meeting of the Board at which that person wishes to be heard.

7.5 The Board may make rules as are necessary for the conduct of its meetings and its business that are consistent with this Bylaw, the Cold Lake Procedural Bylaw, the *Library Act*, R.S.A. 2000, Chapter L-11, as amended and all regulations, and the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

7.6 Quorum shall be a simple majority of the voting members of the Board for regular and special meetings of the Board. Only those Board members present at a Board meeting shall vote on any matter before the Board, and in the event of a tie, the motion shall be lost.

7.7 The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Board.

SECTION 8 – LIMITATIONS

8.1 Unless authorized by Council, neither the Board nor any member of the Board shall have the power to pledge the credit of the City in any manner whatsoever nor shall the Board or any member thereof have the power to authorize any expenditure nor appropriate or expend public monies of the City of Cold Lake in any manner whatsoever beyond those expenditures approved in the Library budget.

SECTION 9 – REPEAL

9.1 Bylaw No. 016-BD-97, and Bylaw No. 130-BD-02, and Bylaw No. 237-BD-05 and Bylaw No. 006-BD-96 are hereby repealed.

SECTION 10 - ENACTMENT

10.1 This Bylaw shall take effect on the date of passing third and final reading.

FIRST READING passed on open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 24h day of May, 2016 A.D. on motion by Councillor Lefebvre.

CARRIED
UNANIMOUSLY

SECOND READING passed on open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 28th day of June, 2016, A.D. on motion by Councillor Lefebvre, as amended.

CARRIED
UNANIMOUSLY

THIRD READING passed on open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 28th day of June, 2016, A.D. on motion by Councillor Buckle.

CARRIED
UNANIMOUSLY

Executed this _____ day of _____, 2016

CITY OF COLD LAKE

_____
MAYOR

_____
CHIEF ADMINISTRATIVE OFFICER

Unofficial Consolidation