

**CITY OF COLD LAKE**  
**BYLAW #577-BD-16**  
**COLD LAKE RECREATION AND CULTURE ADVISORY COMMITTEE BYLAW**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO ESTABLISH  
THE COLD LAKE RECREATION AND CULTURE ADVISORY COMMITTEE

**WHEREAS** the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, authorizes the Council to pass bylaws in relation to the establishment, functions, procedure and conduct of Council committees and other bodies;

**WHEREAS** Council wishes to establish a Cold Lake Recreation and Culture Advisory Committee within the City of Cold Lake;

**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 Recreation and Culture Advisory Committee Bylaw".

**SECTION 2 - DEFINITIONS**

In this Bylaw:

- 2.1 "Committee" means the Cold Lake Recreation and Culture Advisory Committee as provided for in this Bylaw;
- 2.2 "Chief Administrative Officer/CAO" means the Chief Administrative Officer of the City of Cold Lake as appointed by the Cold Lake City Council;
- 2.3 "Council" means the Mayor and Members of the Cold Lake City Council;
- 2.4 "Culture" means social, intellectual and artistic activity;
- 2.5 "Facilities" means a building or place that provides a particular service and is owned and operated by the City and includes Arenas, Athletic Fields, and Marina;
- 2.6 "Leisure" means a pastime or enjoyable activity;
- 2.7 "Member of Council" means an elected member of the Council of Cold Lake;
- 2.8 "Organizational Meeting of Council" means the annual organizational meeting of Council as outlined in the Cold Lake Procedural Bylaw;
- 2.9 "Parks" means a specific-use open space area that is managed to provide for opportunities for recreation, education, cultural or aesthetic use;
- 2.10 "Recording Secretary" means a person appointed to the position of recording secretary of the Committee pursuant to this Bylaw;
- 2.11 "Recreation" means all of those activities in which an individual chooses to participate in his or her leisure time and is not confined solely to sports and physical recreation programs but includes physical, artistic, creative, cultural, social and intellectual activities; and includes sports facilities including arenas, athletic fields, parks;
- 2.12 "Majority" means more than 50% of the votes or persons;
- 2.13 "Staff Advisory" means a person(s) appointed to the Committee by the CAO as a representative of City administration;
- 2.14 "Trails" means constructed linear paths that may be granular or paved surface and are generally located in an open space for pedestrian or non-motorized vehicle use (unless specifically permitted by the City); and

- 2.15 "Vacancy" means the absence of a member from the Committee; including absence due to death, retirement or resignation and including an inability or refusal by a member to continue to fulfil his or her obligations as a member of the Committee.

### **SECTION 3 - ESTABLISHMENT**

- 3.1 A Committee is hereby established pursuant to section 145(1) of the *Municipal Government Act*, RSA 2000, c M-26, as amended.

### **SECTION 4 - VISION, MISSION AND MANDATE**

- 4.1 The Committee's vision shall be to grow a healthy, active community where citizens enjoy a high quality of life through recreation and cultural opportunities.
- 4.2 The Committee's mission shall be to promote a healthy and active lifestyle through the provision of quality recreational and cultural programs, services and facilities.
- 4.3 The Committee's mandate is to:
- 4.3.1 Act as an Advisory Committee to Council with respect to policy development and planning for sports, arts, leisure, culture, recreational use of parks, and recreational programs and facilities within the City of Cold Lake.
  - 4.3.2 Recommend rules and regulations concerning the conduct of members of the public making use of City facilities.
  - 4.3.3 Review and approve Recreation Grant requests.
  - 4.3.4 Establish such sub-committees as it deems necessary to inquire into and to make recommendations to the Committee concerning recreation and cultural programs, services and facilities.
  - 4.3.5 Make recommendations to Council on matters that affect philosophy, policy, budget, levels of service for recreation and cultural programs, services and facilities.

### **SECTION 5 - MEMBERSHIP**

- 5.1 The Committee shall consist of a minimum of five (5) members and a maximum of nine (9) members who shall be appointed by resolution of Council. The Board shall be composed of:
- 5.1.1 One (1) Member of Council;
  - 5.1.2 One (1) Councilor from the M.D. of Bonnyville
  - 5.1.3 A minimum of three (3) and a maximum of seven (7) members of the public-at-large.
- 5.2 Council will give consideration to balancing the issues of recreation and culture when appointing the community members-at-large.
- 5.3 All persons appointed as members of the Board (with the exception of the Councilor of the M.D. of Bonnyville) 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.

### **SECTION 6 - TERMS OF OFFICE**

- 6.1. The initial term of office for the Board members-at-large shall be for:
- 6.1.1 one (1) year for up to a maximum of three (3) members
  - 6.1.2 two (2) years for up to a maximum of three (3) members
  - 6.1.3 three (3) years for up to a maximum of three (3) members



- 6.2. Following the initial term, the term of office for the Board members-at-large shall be for a maximum of two (2) years,
  - 6.2.1 commencing on the date of the Organizational Meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and
  - 6.2.2 expiring on the date of the Organizational Meeting of Council in the year of the expiry of the term, unless Council has provided otherwise by resolution.
- 6.3. The term of office for the Member of Council and Councillor of the M.D. of Bonnyville shall be for a maximum of two (2) years,
  - 6.3.1 commencing on the date of the Organizational Meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and
  - 6.3.2 expiring at the time of a general election, by resolution of Council or such time as the Member of Council or Councillor of the M.D. of Bonnyville ceases to be on the City of Cold Lake Council or member of the M.D. of Bonnyville Council respectively.
- 6.4. Council may reappoint any member of the Committee to additional term(s) should Council deem such reappointment to be in the best interests of the City and the Committee.
- 6.5. 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.
- 6.6. If any member of the Committee is absent from three (3) consecutive regular meetings of the Committee during their term, Council, on recommendation from the Committee, may declare a vacancy in respect of the office of such member.
- 6.7. Council may, with reason, request the resignation of any member of the Committee at any time prior to the expiry date of the member's term of office.
- 6.8. Any member of the Committee may resign from the Committee at any time upon sending a written notice to the City executive Secretary to advising of the resignation and the effective date.

#### **SECTION 7 - CHAIRPERSON AND VICE-CHAIRPERSON**

- 7.1. At the first meeting of the Committee, and annually thereafter at a meeting of the Committee, a chairperson and a vice-chairperson of the Committee shall be elected by a vote of a simple majority of those members of the Committee present.
- 7.2. The Member of Council and Staff Advisor appointed to the Committee shall not be eligible for the position of chairperson or vice-chairperson.
- 7.3. A member may be re-elected to the position of chairperson or vice-chairperson.
- 7.4. The duties of the chairperson shall consist of:
  - 7.4.1 presiding at the regular and special meetings of the Committee;
  - 7.4.2 direction and control of the operation of the Committee;
  - 7.4.3 direct consultation with the Staff Advisor;
  - 7.4.4 acting as the spokesperson for the activities of the Committee; and
  - 7.4.5 providing all information and material for inclusion in an agenda for all regular and special meetings of the Committee to the Staff Advisor at least five (5) days prior to the meeting for which the agenda is prepared.
- 7.5. The duties of the vice-chairperson shall consist of:
  - 7.5.1 fulfilling the duties of the chairperson in his or her absence.

- 7.6 Where the chairperson and vice chairperson are both absent from a meeting of the Committee, one of the other members of the Committee shall be elected as the chairperson by a simple majority of members present to preside over that meeting.

#### **SECTION 8 - ROLE OF STAFF**

- 8.1 The Chief Administrative Officer (CAO) may appoint a Staff Advisor(s) and/or Recording Secretary to the Committee and may, where appropriate, attend meetings of the Committee in a non-voting, ex-officio capacity.
- 8.2 The role of the CAO or Staff Advisor would be that of an advisor to the Committee in respect of those matters within the jurisdiction of the Committee.
- 8.3 The duties of the Recording Secretary, or the Staff Advisor(s) where a Recording Secretary is not appointed, shall consist of:
- 8.3.1 attendance at all regular and special meetings of the Committee;
  - 8.3.2 attendance at all regular or special meetings of any sub-committees of the Committee as required by the Committee;
  - 8.3.3 to record and distribute minutes of such meetings in accordance with the provisions of this Bylaw or as directed by the Committee;
  - 8.3.4 to prepare and provide an agenda to members of the Committee at least two (2) clear working days prior to the meeting for which the agenda is prepared;
  - 8.3.5 to assist in the development of the yearly summary to be included in the Recreation Department Annual Report; and
  - 8.3.6 to perform all other administrative duties as may be assigned by the Committee from time to time.

#### **SECTION 9 - REMUNERATION AND EXPENSES**

- 9.1 Members of the Committee shall serve their term of office with the Committee in a voluntary capacity.
- 9.2 The Committee Chairperson may make a formal request to Council to remuneration and reimbursement of any traveling and living expenses where Council requests a Committee Member to attend a conference, seminar or other meeting outside of the jurisdiction of the City. Council shall be under no obligation to reimburse or remunerate any Committee Member. Remuneration and/or reimbursement shall be at the sole discretion of Council.

#### **SECTION 10 - MEETINGS**

- 10.1 Regular and Special Meetings:
- 10.1.1 The first meeting of the Committee shall take place at a time to be designated by resolution of Council.
  - 10.1.2 A regular meeting of the Committee shall generally be held at least once a month, the time and place determined by the Committee and may be changed by the Committee from time to time at the Committee's discretion
  - 10.1.3 Special meetings may be called with twenty-four (24) hours' notice by the chairperson or at the request of a simple majority of the members of the Committee. The Committee may by unanimous consent, waive notice of a special meeting at any time if every member of the Committee gives written notice and has signed a waiver of notice of special meeting.
- 10.2 Minutes

A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the Recording Secretary. Copies of all minutes shall be filed with



the office of the CAO within 10 days of the meeting at which such minutes were adopted and shall be circulated to all members prior to the next regular meeting.

### 10.3 Quorum

10.3.1 A quorum for regular and special meetings of the Committee *shall be four (4) of the voting members of the Committee, unless an M.D. of Bonnyville Councilor is a member of the Committee and then quorum shall be five (5) voting members of the Committee* one of whom in any case shall be either the chairperson or vice-chairperson.

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

10.3.3 Only those Committee members present at a Committee meeting shall vote on any matter before the Committee, and in the event of a tie, the motion shall be lost. Notwithstanding, should it be deemed necessary by the CAO or the Staff Advisor, to have members vote electronically during an interval of meetings in order to move forward on issues with timelines, the Committee members shall be directed to do so and shall be held to such a vote as final decision.

### 10.4 Delegations

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

10.4.2 Where a person or representative of any group wishes to address the Committee, the Committee may, by a vote of a simple majority of members, allow a person or representative to address it.

### 10.5 Rules of Procedure

10.5.1 The Committee 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 and the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

## **SECTION 11 - SUB-COMMITTEES**

11.1 The Committee may appoint sub-committees to deal with any special phase of the matters coming within the scope of the jurisdiction of the Committee. Upon the filing of a final report by a sub-committee on its activities, the sub-committee shall be dissolved.

## **SECTION 12 – DUTIES OF THE COMMITTEE**

12.1. In addition to any duties and responsibilities of the Committee set out in this Bylaw, the duties and responsibilities of the Committee shall be determined by resolution of Council in accordance with the mandate as stated in section 4 of this Bylaw.

12.2. The Committee may advise Council with respect to the making of policies as the Committee deems necessary from time to time. Provided such policies are not inconsistent with the powers herein conferred.

12.3. The Committee shall review this Bylaw annually and make recommendations to Council for any changes deemed necessary.

12.4. Council may request that the Committee provide it with input, either verbally or in writing pertaining to a budget outlining the proposed expenditures of the Committee for the next year. Any input provided by the Committee with respect to such budget is deemed to be that of the Committee and not of the administration of the City.

12.5. The Committee shall prepare an annual report for Council on the activities of the Committee.

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### **SECTION 13 - REPEAL**

13.1 City of Cold Lake Bylaw No. 238-BD-05 and Bylaw No. 403-BD-10 are hereby repealed.

### **SECTION 14- ENACTMENT**

14.1 This bylaw shall take effect on the date of passing third and final reading.

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 12<sup>th</sup> day of April, A.D., 2016, on motion by Councillor Plain.

**SECOND READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 24<sup>th</sup> day of May, A.D., 2016, on motion by Councillor Lay.

**THIRD AND FINAL READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 24<sup>th</sup> day of May, A.D., 2016 on motion by Councillor Vining.

Executed this 27 day of May, 2016.

**CITY OF COLD LAKE**

  
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**MAYOR**

  
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**CHIEF ADMINISTRATIVE OFFICER**