

From: **Ken Allan** <Ken.Allan@gov.ab.ca>
Date: Fri., Nov. 25, 2022, 10:32 a.m.
Subject: RE: Cold Lake alternate
To: James MacDonald <jmacdonald@nlls.ab.ca>
Cc: City of Cold Lake (Zone 2) <gillesvicky74@gmail.com>

Hi James and Vicky,

James, your approach is correct. There's nothing in the *Libraries Act* or Libraries Regulation that prevents any system member from appointing an alternate member to attend when the member is unable to attend, even if the member is also the chair or another officer of the board. It's best that the vice chair would act as chair of that meeting, since Vicky is the chair of the board and she is not attending for that meeting, though this would be determined by your own policies and position descriptions for your board officers, if you have position descriptions.

Let me know if you have any other questions. Have a good day.

Ken Allan (him/he)
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I would like to respectfully acknowledge that my home and workplace are situated on Treaty 6 territory, traditional lands of First Nations and Métis people.

From: James MacDonald <jmacdonald@nlls.ab.ca>
Sent: Friday, November 25, 2022 7:53 AM
To: Ken Allan <Ken.Allan@gov.ab.ca>
Cc: City of Cold Lake (Zone 2) <gillesvicky74@gmail.com>
Subject: Cold Lake alternate

Hi Ken.

Cold Lake has had some questions about whether an alternate can be provided for their representative to our board because she is our board chair. My understanding is yes they can. That alternate would not act as our chair (our VC would – that is an internal policy issue), however they can have an alternate for Vicky as a regular representative.

I have cc'd Vicky here. If there is anything else we should consider here please let us know.

Best

James MacDonald MLIS, DAS
Executive Director | Northern Lights Library System
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