

RESORT VILLAGE OF CANDLE LAKE

BYLAW NO. 01-2024

To Establish a Candle Lake Trails Advisory Board



THE COUNCIL OF THE RESORT VILLAGE OF CANDLE LAKE, IN OPEN MEETING ASSEMBLED, ENACTS AS FOLLOWS:

Authority:

1. The Council of the Resort Village of Candle Lake in the Province of Saskatchewan enacts this bylaw as the Candle Lake Trails Advisory Board bylaw.

Definition:

2. In this bylaw, including this section:
 - a. "Board" means the Candle Lake Trails Advisory Board appointment pursuant to this bylaw.
 - b. "Council" means the Council of the Resort Village of Candle Lake.
 - c. "Municipality" means the Resort Village of Candle Lake.
 - d. "Staff" means all employees of the Resort Village of Candle Lake.
 - e. "Administrative Staff" means employees of the Resort Village of Candle Lake who handle administrative tasks.
 - f. "Staff Delegate" means the Resort Village of Candle Lake Manager assigned to oversee a Board.

Intent:

3. The purpose of this bylaw is to establish the Candle Lake Trails Advisory Board:
 - a. To enhance the quality of life in the municipality through the provision of trails;
 - b. To act in an advisory capacity to provide recommendations to Administrative Staff and Council on matters relating to trail development, maintenance, safety, environmental preservation, volunteer recruitment, enhancements, and promotions;
 - c. To foster, develop, and assist with the implementation of safe and healthy activity opportunities that enhance or promote trail usage while recognizing the importance of the constructed and natural environments; and
 - d. To provide volunteer support by way of assisting Staff on matters pertaining to development, maintenance, and promotion of trails in the municipality.

Considerations:

4. More details about the roles and responsibilities of the Candle Lake Trails Advisory Board shall be described in Schedule "A".

Coming Into Force:

5. This bylaw shall come into force on the 22nd day of February 2024.

Repeal:

6. That Bylaw 15 of 2019 is hereby repealed.

INTRODUCED AND READ a first time this 22nd day of February 2024;

READ A SECOND TIME this 22nd day of February 2024;

READ A THIRD TIME AND ADOPTED this 22nd day of February 2024.

Mayor

Administrator

SEAL

CERTIFIED a true copy of
Bylaw No. 01-2024,
adopted by resolution of Council
on the 22nd day of February 2024.

Chief Administrative Officer

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SCHEDULE A - Bylaw 01-2024

Roles and Responsibilities of the Candle Lake Trails Advisory Board

1. COMPOSITION

- 1.1 The Board shall be comprised of a maximum of twelve (12) voting members who must be property owners or permanent residents of the Resort Village of Candle Lake and demonstrate interest and commitment to the development, maintenance, and promotion of trails in the municipality.
- 1.2 Of the voting members, a Chair and Vice Chair shall be elected by the Board by majority vote.
- 1.3 If the Chair is not present for a meeting the Vice Chair may act as Chair. If the Chair and Vice Chair are not present for a meeting, members are to select an acting Chair to serve in the same capacity for the duration of that meeting. Members of Council or a Staff Delegate may be appointed by Council to be Chair for a short-term basis under specific circumstances such as if the position is vacated and no Chair has been selected at the date of meeting, etc.
- 1.4 The Board shall also consist of one member of Council appointed by the Resort Village of Candle Lake Council who shall have full voting privileges. The appointed Council member does not count toward the maximum twelve (12) voting members.
- 1.5 All members are to be appointed by way of Council resolution. Criteria to be considered by Council in selecting Board members are defined in Appendix 'A' of the Candle Lake Trails Advisory Board Terms of Reference. The Board may, upon review of the applications recommend individuals to be appointed by Council.
- 1.6 Resort Village staff delegate(s) will serve as source of information and provide administrative support to the Board for regular board meetings and are non-voting. Other Municipal staff and delegates may be invited to provide input however, not to be counted towards quorum and do not have voting privileges.
- 1.7 The Mayor may be ex-officio, non-voting member of the Board.

2. TERM

2.1 The term of Board Members shall begin March 1, 2024, at which time half the board members shall have an initial term ending December 31, 2024, and half the board members shall have an initial term ending December 31, 2025. Each Member shall have the option to renew membership. All successive terms shall be two (2) years. Any resignation shall be filled for the remaining term.

2.2 Each Board member's role, date of appointment and term expiry shall be documented.

2.3 The term of the Chair shall be two (2) years or until a successor is appointed, with option to renew.

2.4 At the first meeting of a term (following December 31st term expiry), the following must occur when applicable:

- Elect a Board Chairperson
- Elect a Vice Chairperson
- Renew board memberships

3. ROLE(S)

3.1 Role of the Candle Lake Trails Advisory Board:

- Support and advocate for trail development, maintenance, safety, environmental preservation, promotion through internal activities, events, community partnerships, and volunteer recruitment.
- Provide recommendations to Administrative Staff and Council on matters pertaining to policies, maintenance practices, improvement efforts and promotional materials concerning trails within the municipality.
- Provide volunteer assistance with the development, maintenance and promotion of trails within the municipality;
- Provide a forum for citizens to provide input regarding trails;
- Promote volunteerism through support of projects and services related to trails.
- Form subcommittees to address specific projects as required; a member of the subcommittee will be assigned as chair to oversee the tasks of any such subcommittee and to report on the subcommittee progress at regular Board meetings.
- Recognize that planning is required for trail development, maintenance, and promotion efforts.

3.2 Role of Board Members:

Perform due diligence with regard to the following:

- Perform duties in a manner that maintains and enhances public confidence in the integrity, objectivity and impartiality of the Municipality;
- Maintain confidentiality with regards to matters of pecuniary interest which should not be discussed outside of meetings or for personal benefit;
- Ensure no personal benefit arises from information, not available to the general public, but acquired by Board members during the course of official duties;
- Be professional, courteous, and respectful of other Board members, Council, administration, and the general public. In doing so, will not publicly criticize Elected Officials, administration or other members and respect the decisions of Council as related to trails;
- Comply with the Code of Ethics and Professional Conduct Policy and Harassment Policy provided on the Resort Village of Candle Lake website;
- Maintain confidentiality when necessary, and ensure personal information controlled by the Municipality is not used or disclosed;
- Respect the Board's relationship to Council;
- Strive to attend all scheduled meetings and advise in advance when unable to attend (to determine if there is going to be a quorum);
- Prepare for meetings by reading agendas and any background information supplied;
- Actively participate in discussions and decision-making processes;
- Undertake any volunteer work accepted, including special projects and research, between meetings;
- Understand decisions and/or recommendations shall reflect the majority view of the Board.

3.3 Role of Board Chair:

The Chair is responsible for ensuring the effective operation of the Board and its roles in accordance with the municipality's meeting procedures. Specifically, the Chair shall:

- Prepare agenda items for the regular meeting agenda in a timely manner;
- Call meetings to order;
- Follow the meeting agenda;
- Conducting meetings in accordance with the municipality's bylaws and policies;
- Create a supportive environment and encourage an informal atmosphere to promote the exchange of ideas and opinions;
- Act as spokesperson on behalf of the Board;
- May provide a Chairperson's monthly summary report to Administration and Council using the standard template (to be provided by a Staff Delegate);
- May prepare content for the monthly RVCL newsletter;
- Orientation of new Board members in conjunction with Resort Village Staff Delegate(s).

3.4 Role of Council Member Representative:

Council Members appointed to the Board have all of the rights and privileges of any other member, including voting.

In addition, the Council Member is also responsible for:

- Liaising between Council and the Board, providing information and clarification;
- Ensuring members are aware of Council issues that may affect the goals and objectives of the Board, including past actions of Council;
- When necessary and appropriate, explain the rationale behind the Board's recommendation when brought forward to Council;
- Ensure objectives of Council that relate to the Board, are communicated to the Board.

3.5 Role of Resort Village Staff Delegate(s):

As non-voting members, the responsibilities of the Resort Village Staff delegate(s) are:

- Act as liaison by providing guidance and advice;
- Remain impartial during discussions of Board matters with members;
- Prepare any necessary reports for Council's consideration;
- Ensure that any recommendations proposed by the Board do not contradict the Municipality's budget, bylaws or policies and procedures;
- Provide administrative support to the Board for regular board meetings;
- Provide information to the Board with regards to trails of the Municipality;
- Orientation of new Board members in conjunction with the Board Chair.