



Sport, Culture and Recreation Board **Terms of Reference**

July 1, 2023

MANDATE

As a committee of Council, the role of the Sport, Culture and Recreation Board is to provide recommendations and volunteer support to Staff and Council on matters pertaining to sport, culture, and recreation opportunities offered by the Resort Village of Candle Lake.

DECISION MAKING

1. Voting

When a resolution is to go to Council, a resolution must be moved and seconded and recorded in writing prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. In the event of a tie the resolution shall be lost. The Board shall not reconsider a previous resolution, unless directed to do so by Council.

2. Quorum

Quorum shall be a simple majority of the total number of Board members (i.e. 50% plus one).

If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not to be fully ratified until supported by the majority of members.

If there are time constraints with respect to a specific item, the Chair may canvass members through alternative means (ie. telephone/email/in person) to determine Board support for that item.

3. Reporting

The Council Representative and/or Staff Delegate(s) shall regularly provide information pertaining to Board matters to Council. Recommendations provided by the Board that require expenditures, reports or staff actions will first be considered by Staff and/or Council. Council may ask the Board to review and report on matters pertaining to the Board's mandate.



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MEETING STRUCTURE AND FORMAT

1. Meetings

The Board shall meet at least eight (8) times per year at a time and place as set by-resolution of the Board no later than January 31st of the current year. The ensuing meeting schedule shall be provided to the Staff Delegate(s) and Council.

The Board shall conduct all regular meetings in public, in an accessible location. Special meetings may be called by the Chairperson of the Board or at the request of any three (3) members of the Board with forty-eight (48) hours notice to all members. Special meetings may be conducted entirely by means of telephone, email or other communication method that permits all participants to communicate adequately with each other during the meeting. All decisions shall be made according to voting procedures and shall be documented and presented at the next regular meeting of the Board.

Board meetings are open to the public and are subject to the provisions of the Municipalities Act, Chapter M-36.1 of The Statutes of Saskatchewan, 2005. Members of the public who are in attendance shall not participate in the meeting unless they appear as registered delegation.

The Staff Delegate(s), other Municipal Staff from other departments and/or members of other agencies may attend meetings as required. The Resort Village of Candle Lake bylaw No. 20-2021 Council Procedure Bylaw and bylaw No. 07-2023 To Establish a Sport, Culture and Recreation Board shall be followed for all matters not specifically addressed within this document.

2. Attendance

If a Member is unable to attend a meeting, he/she should inform the Chair and the absence should be recorded in the minutes. In the event that a member of the Board is absent for three (3) consecutive meetings without being formally excused and such permission recorded in the minutes, Council may terminate the appointment and may appoint a new person to fill the vacancy. If the Chair is absent, the Vice-Chair will chair the meeting. While presiding, the Vice-Chair shall have all the powers of the Chair.

3. Agenda & Minutes

In consultation with the Chair or Vice-Chair of the Board, a Staff Delegate shall generate content for each meeting to ensure progress of the Board's work. Agendas for each meeting will be distributed to members 5 days in advance along with the minutes of the previous meeting. Recommendations of the Board will be reviewed by Staff for action if deemed necessary. Recommendations must relate to the Board's mandate. Board approved minutes from a meeting will be received by Council as information.



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4. Sub-Committees

The Board may appoint subcommittees as related to the Board mandate. Subcommittees shall appoint a Chair. These subcommittees may remain active until outlined tasks have been completed. Subcommittees shall have no decision making or spending authority without approval by the Board. Written meeting notes including recommendations from all appointed subcommittee meetings will be reported by the subcommittee chair to the full Board at the ensuing regular Board meeting.

5. Code of Conduct & Conflicts of Interest

Board members shall, at all times follow any policies and procedures established by the Resort Village of Candle Lake as provided on the Resort Village of Candle Lake website.

Board members are bound by the Resort Village of Candle Lake Conflict of Interest Policy, which contains strict rules regulating participation in matters to which there is a direct or indirect pecuniary interest. The onus to declare a conflict of interest lies with the Board member and not municipal staff. At a meeting at which a Board member discloses an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Chief Administrative Officer of the Resort Village of Candle Lake and the recording clerk of the board.



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FINANCES

1. Budget & Expenses

The Board shall not be permitted to borrow, from any person or financial institution, any monies, that the Board considers necessary to meet the expenditures for its mandate at any time.

Providing Council has approved funding in the municipality's budget to facilitate the mandate of the Board, all expenses shall be authorized by motion of the Board at a meeting and recorded in the minutes to be reviewed for approval by Staff Delegate(s). Expenses incurred by a Board member against an approved budget with a previous motion authorizing an expenditure up to a certain limit shall be submitted at the next appropriate meeting for payment and should be documented in the meeting minutes.

The Recreation and Community Development Manager or appointed Resort Village of Candle Lake Staff Delegate(s) shall oversee the finances of the board, ensure that procedures of the municipality and the board are followed and approve expenses. The Recreation and Community Development Manager or appointed Resort Village of Candle Lake Staff delegate(s) shall be responsible to ensure that all purchases are in accordance with the Resort Village of Candle Lake policies.

2. Fundraising

The Board may undertake fundraising initiatives (such as bingo) with advance approval by resolution of Council and shall maintain a bank account to manage said funds.

The Board shall approve the payment of expenses incurred and paid out of the fundraising account by way of a carried motion.

3. Grants

The Recreation and Community Development Manager or appointed Resort Village of Candle Lake Staff delegate(s) shall oversee applications to and for grants.

The Resort Village of Candle Lake may seek recommendations from the Board concerning distribution of grants received by the Resort Village of Candle Lake and application for sport, culture and/or recreation related grants.

4. Financial Reports

Project/program financial reports may be prepared and presented to the Board.



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APPENDIX "A"

Criteria for Selecting the Board

1. The Council of the Resort Village of Candle Lake shall use the following criteria in approving members to serve on the Resort Village of Candle Lake Sport, Culture and Recreation Board:

- The Board shall be comprised of individuals who have a wide range of skills and wish to serve the community by volunteering time for the betterment of sport, culture and recreation in the Resort Village of Candle Lake.
- In approving Board members, Council shall strive to achieve gender equality, geographic diversity, and representation from various sport, cultural and recreational groups.
- Members willing to bring new perspectives to the Board in priority areas of sport, culture and recreation including: service delivery, youth programming, seniors programming, community engagement, fundraising, accessibility, volunteer recruitment and retention.
- Demonstrated commitment and connections with other community groups and/or organizations.
- Business or governance experience on other boards, committees or community groups would be an asset.

2. Prospective members must be able to:

- Work in a co-operative manner with other Board members,
- Consult with community members on sport, culture recreation related issues,
- Attend regularly-scheduled Board meetings, and
- Attend special meetings, sub-committee meetings, or meetings of Council, as may be required.



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APPENDIX "B"

Sport, Culture & Recreation Board Member Application Form

Name: _____

Address: _____

Home Telephone: _____

Cell Phone: _____

Email: _____

Are you available to meet during the day?

Yes

No

Please summarize your experience with or interest in sport, culture or recreation at the Resort Village of Candle Lake

Why are you interested in joining the Sport, Culture & Recreation Board?

Please briefly outline your past experience as a volunteer. Also list any other experience that would be an asset.

What skills and knowledge would you bring to our Board?

Please send your application to parksrec@candlelake.ca



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Board Member Role	Name	Term end date
Chairperson	Fraser Markham	Dec 31, 2025
Vice Chairperson	Faye McKay	Dec 31, 2025
Members at large (10)	Doris Newkirk	Dec 31, 2025
	Bev Huziek	Dec 31, 2025
	Michelle Korol	Dec 31, 2025
	Sheryl Spence	Dec 31, 2025
	Glen Allan	Dec 31, 2024
	Dolly Kellett	Dec 31, 2024
	Terri McDonald	Dec 31, 2024
	Erin Maloy	Dec 31, 2024
	Katie Newton	Dec 31, 2024



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Candle Lake Sport, Culture and Recreation Board

2024 Meeting Schedule

January 10, 2024

January 17 - Cancelled

February - no meeting

March 20

April 17

May 15

June 12

July - no meeting

August 14

September 18

October 9

November 6

December 11