

CANDLE LAKE TRAILS ADVISORY BOARD

Terms of Reference

2024



1. MANDATE

As a committee of Council, the role of the Candle Lake Trails Advisory Board is to provide recommendations and volunteer support to Staff and Council on matters pertaining to trails within the Municipality.

2. DECISION MAKING

2.1 Voting

When a resolution is to go to Council, a resolution must be moved 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.

2.2 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 (i.e., telephone/email/in person) to determine Board support for that item.

2.3 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 first be considered by Staff Delegate(s) and/or Council. Council may ask the Board to review and report on matters pertaining to the Board's mandate.



3. MEETING STRUCTURE AND FORMAT

3.1 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 1st of the current year. The ensuing meeting schedule shall be provided to the Staff Delegate(s) and Council. Meetings may stand adjourned for want of quorum or agenda items.

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 methods that permit 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. 01-2024 To Establish a Trails Advisory Board shall be followed for all matters not specifically addressed within this document.

3.2 Attendance

If a member is unable to attend a meeting, they should inform the Chair and the absence should be recorded in the minutes as a 'Confirmed Regret'. In the event that a member of the Board is absent for three (3) consecutive meetings without being formally excused and 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.



3.3 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 in advance of a meeting along with the minutes of the previous meeting.

A Staff Delegate shall generate minutes for regular meetings. Minutes may be amended and shall be approved by the Board at the succeeding regular meeting. Board approved minutes from a meeting will be received by Council as information.

Recommendations of the Board will be reviewed by Administrative Staff for action if deemed necessary. Recommendations must relate to the Board's mandate.

3.4 Sub-Committees

The Board may appoint subcommittees 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.

3.5 Code of Conduct & Conflicts of Interest

Board members shall at all times, follow 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 Staff Delegate(s).



4. FINANCES

4.1 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.

4.2 Fundraising

The Board may undertake fundraising initiatives with advance approval by resolution of Council. The Board shall maintain a fundraising 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.

4.3 Grants

The appointed Resort Village of Candle Lake Staff Delegate(s) shall oversee applications to and for grants.

4.4 Financial Reports

Project/program financial reports may be prepared by a Staff Delegate and presented to the Board



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 Trails Advisory Board:
 - The Board shall be comprised of individuals who wish to serve the community by volunteering time for the betterment of trails in the Resort Village of Candle Lake.
 - In approving Board members, Council shall strive to achieve gender equality, representation of visible minorities, as well as cultural and geographic diversity.
 - Members willing to bring new perspectives to the Board in priority areas of trails including; maintenance, development, promotion, safety, environmental preservation, events and activities of community engagement, fundraising, accessibility, volunteer recruitment and member retention.
 - Demonstrated commitment and connections within our community.
 - 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 respectful and co-operative manner with other Board members,
 - Consult with community members on trail related issues,
 - Attend regularly scheduled Board meetings, and
 - Attend special meetings, sub-committee meetings, or meetings of Council, as may be required.
3. The Board shall, upon review of application(s) for membership, provide recommendation of individuals to be appointed to the Board by Council.



APPENDIX "B"

Trails Advisory 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 trails at the Resort Village of Candle Lake

Why are you interested in joining the Trails Advisory 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