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RESORT VILLAGE OF CANDLE LAKE
BYLAW NO. 07-2023

To Establish a Sport, Culture and Recreation 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 Sport, Culture and Recreation Board bylaw.

Definition:

2. In this bylaw, including this section:
 - a. "Board" means the Candle Lake Sport, Culture and Recreation 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. "Program" means those activities normally carried out in sport, culture, and recreation.

Intent:

3. The purpose of this bylaw is to establish the Sport, Culture and Recreation Board;
 - a. To enhance the quality of life in the municipality through the provision of sport, cultural and recreational events.
 - b. To foster, develop and assist with the implementation of opportunities to enhance individual and community sport, culture and recreation events while recognizing the importance of the constructed and natural environments.
 - c. To advocate the social, economic, personal, and environmental benefits of leisure services to residents who use municipal facilities and services.
 - d. To act in an advisory capacity to provide recommendations to Staff and Council on matters relating to sport, culture, and recreation.
 - e. To provide volunteer support by way of assisting Staff on matters pertaining to sport, culture, and recreation in the municipality.

Considerations:

4. More details about the roles and responsibilities of the Sport, Culture and Recreation Board shall be described in Schedule "A".

Coming Into Force:

5. This bylaw shall come into force on the 20th day of July, 2023.

Repeal:

6. That Bylaw 1 of 2014 is hereby repealed.
7. That Bylaw 16 of 2019 is hereby repealed.

INTRODUCED AND READ a first time this 20th day of July, 2023

READ A SECOND TIME this 20th day of July, 2023

READ A THIRD TIME AND ADOPTED this 20th day of July, 2023

Mayor

Chief Administrative Officer

SEAL

CERTIFIED a true copy of
Bylaw No. 07-2023,
adopted by resolution of Council
on the 20th day of July, 2023

Chief Administrative Officer

SCHEDULE A - Bylaw 07-2023
**Roles and Responsibilities of the Sport, Culture and
Recreation Board**

COMPOSITION

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 delivery of quality sport, culture and/or recreation municipal services. Members must be willing to work toward the effective implementation of sport, culture and/or recreation services.

Of the voting members, a Chair and Vice Chair shall be appointed or elected by majority vote.

Members of Council or Municipal Staff may be appointed to be Chair for a short-term basis under specific circumstances such as if the Chair /Vice Chair position is vacated and no Chair has been elected at the date of meeting, etc. If a Chair or Vice Chair is not present, members are to select an acting Chair to serve in the same capacity for the duration of that meeting.

The Board shall also consist of one member of Council appointed by the Resort Village of Candle Lake Council whom shall have full voting privileges.

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 Sport, Culture and Recreation Board Terms of Reference. The Board may recommend individuals to be appointed by Council.

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.

The Mayor shall be an ex-officio, non-voting member of the Board.

TERM

Initial establishment of the Sport, Culture and Recreation Board shall begin December 31, 2023, at which time the term of Board Members shall also begin. Half the board members shall have an initial term of one (1) year ending December 31, 2024, and half the board members shall have an initial term of two (2) years 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.

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

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

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

- Elect or appoint a Board Chairperson
- Elect or appoint a Vice Chairperson
- Renew board membership(s)

Establish an annual meeting schedule for the coming year **ROLE(S)**

1. Role of the Sport, Culture and Recreation Board:

- Support and advocate for sport, culture, and recreation development through internal programs, events and community partnerships;
- Provide recommendations to Staff and Council on matters pertaining to policies, practices and programs concerning sport, culture and recreation;
- **Provide volunteer assistance with the creation, development, and operation of sport, culture, and recreation opportunities, programs, and events within the municipality;**
- Provide a forum for citizens to provide input regarding sport, culture, and recreation;
- Promote volunteerism through support of projects and services related to sport, culture, and recreation;
- Form subcommittees to address specific projects as required; a member of the subcommittee will be assigned as chair overseeing the tasks of any such subcommittee and to report on the subcommittee progress at regular Board meetings;
- Recognize that planning is required for sport, culture, and recreation efforts.

2. Role of Board Members:

- ~~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 sport, culture, and recreation;
- 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 assigned, including special projects and research, between meetings;
- Understand decisions and/or recommendations shall reflect the majority view of the Board.

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 be responsible

for:

- 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;
- May prepare content for the monthly RVCL newsletter;
- Orientation of new Board members in conjunction with Resort Village Staff Delegate(s)

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.

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 sport, cultural and recreational opportunities of the Municipality;
- Orientation of new Board members in conjunction with the Board Chair.



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.

Sport, Culture and Recreation Board

Terms of Reference

July 1, 2023

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.

Sport, Culture and Recreation Board

Terms of Reference

July 1, 2023

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.

Sport, Culture and Recreation Board

Terms of Reference

July 1, 2023

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.

Sport, Culture and Recreation Board

Terms of Reference

July 1, 2023

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.

Sport, Culture and Recreation Board
Terms of Reference

July 1, 2023

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

Sport, Culture and Recreation Board Terms of Reference

July 1, 2023

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
		Dec 31, 2025
		Dec 31, 2025
		Dec 31, 2024
		Dec 31, 2024
		Dec 31, 2024
		Dec 31, 2024
		Dec 31, 2024

Sport, Culture and Recreation Board
Terms of Reference

July 1, 2023

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

**RESORT VILLAGE
OF
CANDLE LAKE**

OFFICE CONSOLIDATION

Including Amendments to February, 2022

All persons making use of this consolidation are reminded that it has no legal status and that the amendments have been embodied for convenience of reference only. A certified copy of the Bylaw and amendments should be consulted for all purposes of interpreting and applying the law.

Amendments to Council Procedure Bylaw 2021-20

Bylaw No.	Type	Description	Date Passed
2021-23	Text	Part 1 – 3 Definitions, added (cc) Part 2 – Proceedings of Council, Clause 15 – removed “second floor, (Council Chambers)”	Nov. 25, 2021

**RESORT VILLAGE OF CANDLE
LAKE BYLAW NUMBER 20-2021
COUNCIL PROCEDURES BYLAW**

A BYLAW of the Resort Village of Candle Lake, in the Province of Saskatchewan to provide for the establishment of Council meeting procedures within the Resort Village of Candle Lake.

THE COUNCIL FOR THE RESORT VILLAGE OF CANDLE LAKE, IN THE PROVINCE OF SASKATCHEWAN
ENACT AS FOLLOWS:

Short Title

- 1) This Bylaw may be cited as the "Procedures Bylaw".

Purpose and Scope

- 2) Whereas it is deemed expedient to set forth rules and regularities for the order and dispatch of business of the Resort Village of Candle Lake Council including:
- a) Establish Committees and any other bodies necessary.
 - b) Define the specific functions, including the delegation of authority, if any, for each committee or other body.
 - c) Provide for the orderly conduct of the business of Council and any Committee's established by Council.
 - d) Provide notice of regularly scheduled and special meetings.
 - e) Establish rules and procedures to be used by Council, Committees and Administration regarding Council and Committee meetings.
- In the matter of procedure not herein provided for, the proceedings of the Council shall be guided by the Rules of the Parliament of Canada, and secondly by Roberts Rules of Order.

PART I INTERPRETATION

Definitions

- 3) In this Bylaw, in any amending Bylaws, and in any schedules attached hereto:
- a) "Act" means The Municipalities Act;
 - b) "Adjourn" means to end the meeting;
 - c) "Administration" means the Chief Administrative Officer or an employee(s) accountable to the Chief Administrative Officer;
 - cc) "Agent" means all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business excluding all reports or documents or other such things that are to be discussed by Council in camera.
 - d) "Chair" means a person who has the authority to preside over a meeting;
 - e) "CAO" means the person appointed as Chief Administrative Officer pursuant to section 110 of the Act;
 - "Committee" means a committee, board, authority or other body duly appointed by council;
 - g) "Committee of the Whole" means members present at a meeting of Council sitting in committee;
 - h) "Correspondence" includes, but is not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article;
 - o) "Council" means the Mayor and Councillors of the Resort Village of Candle Lake, elected

pursuant to the provisions of The Local Government Election Act, 2015;

- j) "Councillor" means the council member duly elected in the Village as a councillor, in accordance with The Local Government Election Act 2015;
- k) "Deputy Mayor" means the Councillor appointed as the Deputy Mayor pursuant to section 10 of this Bylaw;
- l) "Mayor" means the council member duly elected in the Village as the Mayor, pursuant to the provisions of The Local Government Election Act, 2015 and section 6 of this Bylaw;
- m) "Point of Order" means the raising of a question by a member, with the view of calling attention to any departure from the Procedures Bylaw or the customary modes or proceedings in debate, or in the conduct of the Council's business;
- n) "Point of Privilege" is the raising of a matter by a member which occurs while the council is in session, where:
 - i) the rights, privileges, decorum or dignity of the council collectively or the rights and privileges of a member individually have been affected;
 - ii) when a member believes that another member has spoken disrespectfully toward them or **the council, or;**
 - iii) when a member believes their comments have been misunderstood or misinterpreted by **another member or members; or**
 - iv) when a member believes that comments made by the member outside the Council Chamber have been misinterpreted or misunderstood by the Community, the public or the news media in order to clarify his or her positions;
- o) "Point of Procedure" means a question directed to the Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand, in order to assist a member to make an appropriate motion, raise a point of order, understand the parliamentary situation or the effect of a motion;
- p) "Public Hearing" means a meeting of council or that portion of a meeting of council which is convened to hear matters pursuant to:
 - i) The Municipalities Act;
 - ii) The Planning and Development Act, 2007;
 - iii) Any other Act; or
 - iv) A resolution or bylaw of council.
- q) "Resolution" means a formal decision by Council based on a motion, duly placed before a regularly scheduled Council Meeting or Special Council Meeting;
- r) "Special Meeting" means a meeting other than a regular scheduled meeting;
- s) "Quorum" is the majority of the members of council or committee pursuant to Section 98 in The Municipalities Act;
- t) "Village" and "RVCL" means the Resort Village of Candle Lake.

Schedules

- 4) The Following schedule is attached to, and forms part of, this Bylaw: Schedule "A" - List of exemptions in Part III of The Local Authority Freedom of Information and Protection of Privacy Act

PART II PROCEEDINGS OF COUNCIL

Council

- 5) Council is the governing body of the Resort Village of Candle Lake and shall exercise the powers and carry out the duties prescribed by law.

- 6) Council shall consist of the Mayor and four (4) Councillors.
- 7) Subject to any limitations prescribe by S 127 of The Municipalities Act, Council may delegate or assign its powers and duties as it may be deemed advisable and in the public interest

Mayor

- 8) In addition to performing the duties of a Councillor, a Mayor has the following duties:
 - a) to preside when in attendance, at all meetings of Council unless another member of Council is required or permitted to preside pursuant to The Municipalities Act or other applicable law or the terms of this Bylaw;
 - b) to perform any other duty imposed on a Mayor by this or any other Act or bylaw or resolution.
- 9) The Mayor is a member of all boards and committees established by Council, unless Council provides otherwise.

Deputy Mayor

- 10) Council shall, at its first meeting or as soon as possible thereafter and whenever the office becomes vacant, appoint a Councillor to be Deputy Mayor for a minimum of six (6) months. This shall be done at the first meeting after the annual election or as soon as conveniently possible.
 - a) A Deputy Mayor acts as Mayor if the Mayor is unable to perform the duties of the Mayor or the office of Mayor is vacant.
 - b) A Council may appoint an Acting Mayor if both the Mayor and Deputy Mayor are unable to perform their duties or both the office of Mayor and Deputy Mayor is vacant.

Persons allowed at the Table

- 11) No person, except Council members, the CAO, the Planning/Administration Administrative Assistant, and other members of administration as authorized by the CAO are permitted to be seated at the council table during the sittings of the council.

Conduct of Public

- 12) All persons in the public gallery at a council meeting shall:
 - ~~a) Refrain from addressing council or an individual member of council unless permitted to do so;~~
 - b) Maintain quiet and order;
 - c) Refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags or similar material;
 - d) Refrain from talking on cellular telephones;
 - e) Refrain from making audio or video recordings of council proceedings; and

Ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view proceedings.

First Meeting

- 13) The first meeting of Council shall be held on the second Friday immediately following a general election.
- 14) At the first meeting of Council:
 - a) every Council member shall take an official oath of office pursuant to Section 94 of the Act.
 - b) the past Mayor, or in the absence of the past Mayor, the CAO, will call the meeting to order; and
 - c) the CAO will provide Council with a copy of the Declaration of Results with respect to the

election.

- 15) All regular and committee of the whole meetings of the Resort Village of Candle Lake shall be held in the Community Hall, located at #20 Hwy 265, Candle Lake, Saskatchewan. The regular meeting will commence at 6 pm and the committee of the whole meeting will commence at 1 pm.

Regular meetings of Council and Committee of the Whole

- 16) An annual schedule of all regular and committee of the whole meetings of Council shall be approved by resolution of Council no later than the last regular meeting in December of the preceding year.
- a) Any Council meetings falling on Public Holidays shall be rescheduled to the next business day.
 - b) There will be only one (1) combined regular meeting of Council and Committee of the Whole in the following months: July, August and December.
 - c) Every regular meeting of the Council shall automatically adjourn at nine (9) p.m. and committee of the whole meeting shall automatically adjourn at six (6) p.m., if in session at these times, unless otherwise determined by a vote of the majority of Council members present.
- 17) Council may by resolution:
- a) alter the date, hour and/or place of any regular meeting of Council;
 - b) cancel any regular meeting of Council.

Special meetings of Council

- 18) The Mayor may direct the CAO to call a special meeting of Council whenever:
- a) the Mayor deems it expedient and in the public interest to do so; or
 - b) the Mayor is requested to do so in writing by a majority of Councillors.
- 19) Where a special meeting of Council is called:
- a) all members of Council shall receive at least twenty-four (24) hours' notice provided or sent to the member by ordinary mail, telephone or voice mail, fax or email at the number or address specified by the member of the time and place of the meeting and, in general terms, the business to be transacted at the meeting;
 - b) the CAO shall post notice of the time and place of meeting at the Resort Village Office at least twenty-four (24) hours prior to the meeting and shall describe, in general terms, the business being transacted.
- 20) The Mayor may direct the CAO to call a special meeting of Council on less than twenty-four (24) hours-notice and without posting notice at the Municipal Office provided that, immediately prior to the beginning of the special meeting, all members of Council unanimously agree to do so.
- 21) In case of the absence of the Mayor and the Deputy Mayor, a special meeting shall be called at anytime by the CAO upon a requisition to him/her signed by a majority of the members of Council.
- 22) No business, other than that stated in the notice, shall be transacted at any special meeting of Council unless:
- a) all members of Council are present at the meeting; and
 - b) all members of Council unanimously resolve to do so.

Meetings of Council to be in public, exceptions

- 23) Subject to the specific provisions of this Bylaw, all meetings of Council shall be open to the public and every member of the public shall have the right to be present during all Regular and Committee of the Whole Council meetings unless that person has been expelled for improper conduct.

Any member of the public who conducts himself/herself improperly while in the Council Chambers, and therein disturbs the proceedings of Council by words or actions and who, when so requested by the presiding Chair, refuses to end such improper conduct or to leave the Council Chamber if so requested, shall be guilty of an offence and liable on summary conviction to the penalties provided in the General Penalty Bylaw No.29-2010 and Fees and Charges Bylaw NO. 5-2021- Schedule B Protective Services of the Resort Village of Candle Lake.

- 24) No act or proceeding of Council is effective unless it is authorized or adopted at a meeting of Council, which is open to the public.
- 25) Council may, by resolution, close part of a meeting to the public by going In Camera to discuss a matter which is listed in Part III of The Local Authority Freedom of Information and Protection of Privacy Act.
- 26) Where Council resolves to go In-Camera, all persons shall be excluded from the meeting except:
- the members of Council;
 - the CAO and such other members of Administration as the members of Council may deem appropriate;
 - such members of the public as may be allowed to attend as per the Chair.
- 27) Where Council resolves to go In-Camera, in addition to the resolution to do so, the CAO shall record in the minutes the following:
- the time the In-Camera portion of the meeting commenced and concluded;
 - the names of the parties present.

Long range or strategic planning meetings

- 28) Council may meet for the purposes of long-range or strategic planning and such meetings shall be closed to the public.
- 29) No business may be transacted at a meeting referred to in subsection (28).
- 30) No minutes or record of proceedings shall be kept with respect to a meeting referred to in subsection (28).

Meeting through Electronic Means

- 31) One or more members of Council may participate in a Council meeting by means of a telephonic, electronic, the internet or other communication facility if:
- the members of Council provide the CAO with at least two (2) business days' notice of their intent to participate in this manner;
 - notice of the meeting is given to the public, including the way in which the meeting is to be conducted;

- c) the facilities enable the public to at least listen to the meeting at a place specified in that notice and the CAO attends that place; and
 the facilities permit all participants to communicate adequately with each other during the Council meeting.
- 32) Members participating in a Council meeting held by means of a communication facility are deemed to be present at the Council meeting.

Regular Meeting Order of Business & Agendas

33) The order of business for every regular meeting of Council shall be as follows:

- Call to order
- Adoption of Agenda
- Adoption of minutes
- Public Hearings/Delegations
- Correspondence
- Committee Minutes/Reports
 - Committee of the Whole
 - CAO and Administration Reports

Finance

- Budgetary Control Report
- Cheque/Payment registry
- Bank Reconciliations
- Reserves Status (Quarterly)
- Motions
- Bylaws
- New Business/Discussion Items
- In-Camera Items
- Adjournment

- 34) The business of Council shall be taken up in the order in which it stands on the agenda unless otherwise determined by the Mayor and consensus from Council.
- 35) The CAO shall prepare the agenda for every regular meeting of Council in accordance with the order of business set forth in sub-section (33).
- 36) The CAO shall ensure copies of the agenda, plus Council Package, are distributed to each member of Council and Village Administration at least seventy-two (72) hours preceding the meeting of Council for which it was prepared.
- 37) The CAO shall ensure that the draft Council meeting agenda is made available to the public at least twenty four hours in advance of the meeting being called to order by posting it on the Village website.

Submission to Council

38) Subject to other provisions of this Bylaw, all communication, petitions, reports or other written applications shall be received by the CAO at or before 12:00 noon on Friday in the week preceding the meeting of Council in order to be included in the Council Package.

- 39) The CAO is empowered to accept items of an emergency nature after the closing time for accepting such submissions and to include them on an original or revised agenda, if they are of the opinion that such items require the immediate attention of Council.
- 40) No communications or petition shall be placed on the agenda of Council or considered by Committee of the Whole where:
- a) the communication does not identify or provide any means of contacting the author;
 - b) with respect to communication, the purpose of which is to request an opportunity for a delegation be heard, does not contain a description of the issue or issues to be addressed by the delegation, together with a summary of the action or actions to be requested of Council by the delegation;
 - c) the communication or petition contains offensive or disparaging remarks respecting the Resort Village of Candle Lake, Council, any member of Council, any civic official, or any other person;
 - d) the communication or petition is merely for the purpose of providing information without seeking action of Council, in which case, such communication shall be provided by the CAO to members of Council for their information.
- 41) Subject to the requirements of the Act or any other applicable law, the CAO may delay placing a petition on the agenda of Council for the purpose of determining the sufficiency of that petition.

Delegations

- 42) Delegations wishing to appear before Council shall make application to the CAO no later than 12:00 noon on Friday in the week preceding the meeting of Council at which such delegation wishes to appear. The applicant must fill out a Presentation to Council form outlining what the delegation wishes to discuss.
- 43) Spokesperson for any one delegation shall be limited to one, except where Council otherwise permits, and the total time allowed for any one delegation to make its presentation shall be not more than five minutes, except where Council otherwise permits by majority consensus. The delegation shall be permitted a reasonable time to reply to any questions or concerns raised following the presentation.
- 44) The CAO may refuse to place any request to speak on the agenda of Council if the applicant does not fill out and present the Presentation to Council form to the sole satisfaction of the Administration within the time frame identified in section (42).

Call to Order

- 45) All meetings of Council shall be called to Order when a majority of the members of Council are present at the hour appointed for that meeting by:
- a) The Mayor; or
 - b) Presiding Chair.

Quorum

- 46) Except as required by the Act or other applicable law, the quorum of Council or Committee of the Whole shall be a majority of the members of Council.
- 47) No act or proceeding of Council or Committee of the Whole is valid if it is adopted at any meeting at which a quorum is not present.

Absence of Quorum

- 48) Unless a majority of members of Council are present within fifteen (15) minutes of the hour appointed for that meeting, the meeting shall stand adjourned until the next regular meeting of Council, unless a special meeting is called in the interim.
- 49) In the event of an absence of quorum, the CAO shall record the names of the members present and the fact that the meeting stood adjourned for want of quorum.

Council proceedings and voting

- 50) All questions, matters and proceedings properly before Council shall be decided by resolution of members of Council then present.
- 51) All members of Council present shall vote on all matters properly before Council, unless the member is required or permitted to abstain from voting pursuant to the Act or any other applicable law.
- 52) If a member of Council has a conflict of interest the member shall disclose the conflict of interest and leave the meeting. The CAO shall ensure to record in the minutes, the member's name, and general nature of conflict and time the member exits and returns to the meeting.
- 53) If a member abstains from voting on a matter, for which that member is not required or permitted to abstain from voting, the member shall be deemed to have voted in the negative.
- 54) If there are an equal number of votes for and against a resolution or bylaw, the resolution or bylaw shall be defeated.
- 55) The Mayor shall cite the rules or authority applicable to the rulings from the chair if requested to do so.

Member's privilege, re: speaking

- 56) Subject only to the limitations set forth in this Bylaw, all members of Council shall have the privilege of speaking to any issue properly before Council.
- 57) No member of council shall speak:
- a) Except when called upon to do so by the presiding chair, other than for the purpose of raising a point of order or question or privilege;
 - b) Respecting a matter other than the matter or questions properly before council;

Recorded Vote

- 58) Prior to the question being put to Council on a matter, any member of Council may request that the vote on that matter be recorded.
- 59) In the event a member of Council requests that the matter be recorded:
- a) the presiding chair shall, following the question being put, state the name of each member voting for, and each member voting against, the matter; and
 - b) the CAO shall record in the minutes the names of each member present and whether each member voted for or against the matter.

Preservation of Order

- 60) The presiding chair shall preserve order and decorum during all meetings of Council and, subject to any appeal to Council, shall decide all questions of Order or points of privilege.
- 61) No member of Council shall:
- a) Interrupt another member while speaking, except to raise a point of order or question of privilege;
 - b) Debate any previous vote of Council, except for purposes of moving that such vote be amended, rescinded or reconsidered in accordance with this Bylaw;
 - c) Speak disrespectfully to anyone;
 - cl) Resist the rule or disobey the decision of the presiding chair respecting any question or order or procedure of Council.
- 62) In the event a member of Council refuses to leave his/her seat when ordered to do so by the presiding chair of the meeting shall be temporarily adjourned until:
- a) The member has apologized to Council for his/her conduct and is permitted to retake his/her seat;
 - b) The member voluntarily leaves his/her seat or is removed by an officer and order is restored.
- 63) A member that has been ordered to leave his/her seat by the presiding chair may request permission to retake his/her seat during the remaining part of that meeting and may do so, by resolution of the remaining members of Council.

Matters of Order and Privilege

- 64) Any member of Council may raise their hand on a point of order or a question or privilege and, when he/she does so, if the debate is in progress, it shall be suspended, and the speaker shall wait until the point of order or question of privilege is settled.
- 65) The person raising their hand on the point of order or question of privilege shall state the point of Order or question of privilege without unnecessary comment.
- 66) The decision of the presiding chair shall stand unless reversed by a vote of a majority of members present.
- 67) Any member of Council may appeal the decision of the presiding chair to a vote of a majority of members present, which decision shall be final and binding.

Motions

- ~~68) No notice need be given of any motion made before the Council, unless required by any Act.~~
- 69) A motion shall express fully and clearly the intent of the decision to be made.
- 70) A motion shall not be considered until it has been moved and has been seconded.
- 71) Any member of Council may, at any point in the debate, request that the motion under debate be read by the presiding chair.
- 72) When a motion is under debate no other motion may be made, except a motion to:

- a) amend the motion;
- b) postpone a motion to a fixed date;
- c) request that additional information be obtained.

Motion to Amendments

73) Any motion may be amended to:

- a) add words within the motion;
- b) delete words within the motion; or
- c) change a word or words within the motion.

74) The amending motion must be:

- a) relevant to the main motion;
- b) made while the main motion is under consideration; and
- c) consistent with the principle embodied in the main motion.

75) An amended motion may also be amended.

76) No amendments shall be made to the following motions:

- a) a motion to adjourn;
- b) a motion to defer to a fixed date, except as to the date; and
- c) a motion requesting that a motion be put to a vote.

Reconsideration of a Motion

77) No motion once passed by Council, shall be subject to reconsideration except in accordance with this section.

78) Any motion may be reconsidered by Council if a change has occurred in any material fact relied upon by Council in deciding or in the event new information is made available to members of Council, which was not available at the time of Council's decision.

79) After a motion has been passed, any member in the majority may give notice in writing to the CAO within twenty-four (24) hours of his/her desire to bring a motion of reconsideration before Council.

80) In the event the CAO receives a notice pursuant to subsection (79), the CAO shall promptly notify the Council and no action shall be taken to carry into effect the main motion until after the motion of reconsideration has been decided by Council.

81) At the next regular meeting of Council, the main motion shall be placed before members of Council, together with the member's motion for reconsideration of that motion in question.

82) During debate on a motion for reconsideration, no debate shall be allowed with respect to the main motion unless and until Council resolves to reconsider the matter, except for the purpose of the mover of the motion giving his/her reasons for bringing the motion.

PART III COMMITTEE OF THE WHOLE

Proceedings of Committee of the Whole

83) Council members will alternate chairing Committee of the Whole meetings with a rotating chair list being established by the Mayor.

84) The order of business for every Committee of Whole meeting shall be as follows:

Call to Order

Delegations/Public Hearing

Reports from Administration

 CAO

 Administration

 Outside Sources

Council Members Round Table Discussion

In-Camera Items

Adjourn

85) The rules of procedure provided for in Part III of this Bylaw respecting the proceeding of Council shall apply to the proceedings of Committee of the Whole, except for the following:

- a) No motions can be passed or adopted;
- b) That a motion for an adjournment is not required.

PART IV PROCEDURE RESPECTING BYLAWS

Introduction of a bylaw

86) Every proposed bylaw must have three (3) distinct and separate readings.

87) A proposed bylaw must not have more than two (2) readings at a Council meeting unless the members present unanimously agree to consider third reading.

88) Only the title and bylaw number need to be read at each reading of the bylaw.

89) Each member present at the meeting where a bylaw is being considered must have been given or had the opportunity to review the full text and any amendments prior to the vote.

90) When a bylaw has been given three (3) readings by council it:

- a) Becomes a municipal enactment of the municipality; and
- b) Is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.

91) The CAO shall be empowered to correct any typographical error that may not have been corrected at the time of submission to Council and the bylaw shall have the same status as if Council had corrected same.

92) After passage, every bylaw shall be signed by the Mayor and CAO, pursuant to the Act and marked with the corporate seal of the municipality.

PART V COUNCIL MEMBER BOARDS AND COMMITTEES

Council Member Boards and Committee appointments

93) Council Member Boards and Committees shall be appointed by the Mayor and approved by resolution of Council.

94) *Subject to any specific powers, duties and authority which may be delegated by bylaw or resolution of Council, no decision, recommendation or resolution of a board or committee established shall be effective unless specifically adopted by resolution of Council.*

PART VI MISCELLANEOUS

Bylaw Repealed

95) *Bylaw No 02 of 2016 and all amendments are hereby repealed.*

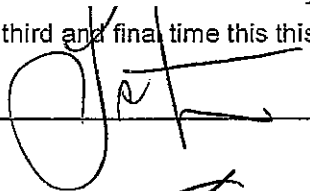
Coming into Force

96) *This Bylaw shall come into force upon final passage by Resort Village of Candle Lake Council.*


Read a first time this is 10th day of September 2021

Read a second time this this 10th day of September 2021

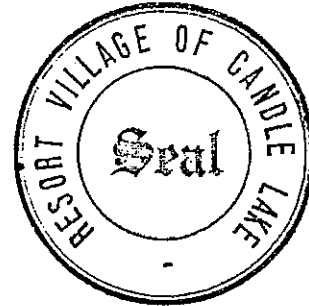
Read a third and final time this this 7th day of October 2021



MAYOR



CAO



SCHEDULE "A"

List of Exemptions in Part III of The Local Authority Freedom of Information and Protection of Privacy Act

The following information is confidential and the proceedings of Council or any committee of Council may be held in-camera (closed meeting) for the purpose of obtaining or discussing such information:

- 1) Information obtained in confidence either implicitly or explicitly from another level of government or another local authority.
- 2) Information, the release of which could interfere or prejudice law enforcement or any lawful investigation or be injurious to the conduct of existing or anticipated legal proceedings.
- 3) A record that contains a draft bylaw or resolution.
- 4) In-camera (closed meeting) agendas or deliberations that include personal information.
- 5) Records that may contain:
 - a) advice, proposals, recommendations, analysis or policy options developed by or for a local authority;
 - b) consultations or deliberations involving officers or employees of the local authority;
 - c) positions, plans, procedures, criteria or instructions developed for contractual or other negotiations by or on behalf of the local authority;
 - d) plans that relate to the management of personnel or the administration of the local authority which have not been implemented; and
 - e) information including proposed plans, policies or projects that may reasonably expect to result in disclosure of a pending policy or budgetary decision.
- 6) A record which could reasonably be expected to disclose:
 - a) trade secrets;
 - b) proprietary information;
 - c) information obtained through research by an employee, the disclosure of which could be reasonably expected to deprive the employee of priority of publication;
 - d) information, the disclosure of which could reasonably be expected to interfere with contractual or other negotiations;
 - e) positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations;
 - f) information, the disclosure of which could reasonably be expected to prejudice the economic interest of the local authority; and
 - g) information, the disclosure of which could reasonably be expected to result in an undue benefit or loss to a person.
- 7) Third party information that includes trade secrets of a third party or other information supplied in confidence to a local authority by a third party.
- 8) Records that contain information relating to testing or auditing procedures or details of specific tests to be given or audits to be conducted, the disclosure of which could reasonably be expected to prejudice the use or results of the tests or audits.
- 9) Any record, the disclosure of which could threaten the safety or physical or mental health of an individual.
- 10) Records that contain information that is subject to solicitor-client privilege.

SCHEDULE "B"
BylawXX/21
Form 1- Request for a Special Meeting

Date: _____

To: _____, CAO, Resort Village of Candle Lake, Saskatchewan.

Pursuant to Section 123 of The Municipalities Act, I/ we hereby request you to call a special meeting of the Council of the Resort Village of Candle Lake to discuss the following matters:

- _____
- 2 _____
- 3 _____
- 4 _____

Meeting Details:

Location: _____

Date: _____

Time: _____

Dated _____ Day of _____, 20____
this _____

SIGNED:

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

FOR OFFICE USE ONLY

D Members provided notice pursuant to subsection 123 of The Municipalities Act.

Form 2 - Request for Method of Providing Notice

Date: _____

To: _____, CAO, Resort Village of Candle Lake, Saskatchewan.

From: _____ 'Council Member

Pursuant to Section 123 of The Municipalities Act, I/ we hereby request notice of council or committee meetings be provided to me by the alternate means:

Check one of the following:

D By regular mail at Box _____ Candle Lake Sask , SOJ 3E0
Post Office Box
#

D By telephone or voice mail
at _____
Phone Number

D By facsimile at _____
Facsimile Number

D By email at _____
Email Address

This request remains in force until the end of my current term of office unless sooner revoked by me in writing.

Dated this _____ Day of _____

Signature of Member

Form 3 - Presentations to Council by Individuals &/or Groups Information Sheet

- 1) Please indicate the preferred date and at least one alternative date for the presentation. (Request must be received no later than noon on the Friday prior to the upcoming meeting)
- 2) Briefly specify the purpose of the presentation and the key points you or your group expect to address at the Council meeting.
- 3) List the names of the individuals who wish to address Council.
- 4) Will any written material be available to Council? Will it be available for pre-distribution no later than noon on the Friday prior to the upcoming meeting?
- 5) Up to 5 minutes will be set aside for presentations. It is Council's discretion to extend any time limits for presentations.
- 6) Please provide the following information on the contact person:

Name: _____

Organization or Group as applicable: _____

Address: _____

Home Phone#: _____ Business Phone#: _____

Email: _____

- 7) You will be notified by the Planning/ Administration Administrative Assistant to the CAO, or their designate, of when you are scheduled to make your presentation.

Please Note: This will become a Public Document and posted on the Village's Website with the appropriate Council Package.

For further information please contact the Planning/ Administration Administrative Assistant to the CAO at (306) ~~x-xxxx~~ or by email - (insert email here):

For Office Use Only:

Date of Appearance: _____ Time: _____

Approved by CAO: _____



BYLAW NO. 15-2023

A BYLAW FOR THE REGULATION, CONTROL, AND PROHIBITION OF PUBLIC BEHAVIOURS

Public Behaviours Bylaw

A Bylaw of the Resort Village of Candle Lake to regulate, control and prohibit public behaviours respecting the safety health and welfare of people and the protection of people and property.

WHEREAS under the provisions of clause 8(1)(b) of *The Municipalities Act*, as amended from time to time, a municipality may pass bylaws respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS under the provision of clause 8(1)(c) of *The Municipalities Act* a municipality may pass bylaws respecting people, activities and things in, on or near a public place that is open to the public;

AND WHEREAS under the provision of clause 8(1) (d) of *The Municipalities Act* a municipality may pass bylaws respecting nuisances, including activities or things that affect the amenity of a neighbourhood;

AND WHEREAS it is desirable to establish a bylaw to regulate the conduct and activities of people in public places and places open to the public, to promote the safe, enjoyable and responsible use of such property for the benefit of all residents of and visitors to the municipality.

NOW THEREFORE The Council of the Resort Village of Candle Lake, in the Province of Saskatchewan in public forum enacts as follows:

SHORT TITLE

1. This Bylaw shall be known as the "Public Behaviours Bylaw".

DEFINITION

2. The following terms and words contained within this bylaw shall have the following meanings;
 - a. Cause a disturbance – means to fight, scream, shout, swear, sing or using insulting or obscene language, to be drunk or inebriated through the use of alcohol or drugs or to expose oneself or to exhibit an indecent act or exhibition in a public place.

- b. Cause an obstruction - means to obstruct or impede the convenient passage of any person.
- c. Council - means the Council of the Resort Village of Candle Lake.
- d. Defecate - means to discharge waste matter from the bowels.
- e. Fight – means any confrontation involving violent physical contact between two or more willing participants.
- f. Loitering – means to stand or wait around idly or without apparent purpose; to hang around.
- g. Municipality - shall mean the Resort Village of Candle Lake.
- ~~h. Obstruct – to resist or willfully interrupt, hinder or obstruct a peace officer, or any person lawfully acting in aid of or direction of that peace officer and an agent or employee of the Resort Village of Candle Lake, in the execution of their duty.~~
- i. Peace Officer - means a peace officer as defined in *The Summary Offence Procedures Act, 1990*;
- j. Public Place - means any and all property within the municipality, whether publicly or privately owned to which members of the public have access as of right or by express or implied invitation, whether on payment of any fee or not and includes, but shall not be limited to, any highway, improved walkway, municipal reserve, beach, environmental reserve, waterway, buffer strip or parking lot.

- k. Solicit - means to ask, whether by spoken, written or printed word, or gestures, for donations of money or other things of value for one's self or for any other person, and solicitation has a corresponding meaning.

- l. Spit - means to eject phlegm, saliva, chewing tobacco, juice or any other substance from the mouth.

- m. Urinate, means to discharge urine from the body.

PROHIBITED ACTIONS

- 3. No person shall cause a disturbance in any public place.
- 4. No person shall;
 - a. Participate in a fight in a public place.

- b. Encourage in any way a person involved in a fight; or
 - c. Encourage any person to become involved in any fight.
5. No person shall cause an obstruction in any public place.
 6. No person shall loiter in any public place as to cause an obstruction
 7. No person shall obstruct a peace officer in the lawful execution of their duty.
 8. No person shall obstruct any person assisting or aiding a peace officer.
 9. Section 4 shall not apply to the participants of sanctioned or amateur sporting events conducted in a public place provided the application of force is within the custom and norms and rules of the event.

DEFECATING, URINATING, SPITTING IN PUBLIC PROHIBITED

10. No person shall defecate or urinate in public on any private property or in or on a public place.
11. No person shall spit in any public place.
12. A person shall be deemed to not have violated Section 10, if the defecation or urinations is done in the confines of a portable outhouse or a similar structure placed where that structures primary purpose is for the collection and storage of bodily waste.

DANGEROUS ACTIONS PROHIBITED

13. A person shall not throw or propel an object, or act in any other way, in a public place that is reasonably likely to cause injury to another person or to cause damage to property.
14. No person shall be in an intoxicated, or an impaired condition in a public place.

ACTIONS OF A PEACE OFFICER

15. Every person who contravenes any provision of this bylaw is guilty of an offence and liable on summary conviction:
 - a. in a case of a first offence, to a fine not less than \$200.00.
 - b. in a case of a second or any subsequent offence, to a fine not less than \$500.00 and not more than \$10,000.00 or not more than 90 days in jail or both.
16. Notwithstanding section 15, a Peace Officer may issue a notice of violation to any person committing an offence under this bylaw.
17. The notice of violation shall require the person to pay to the Municipality a fine of \$150.00 for a first offence and \$350.00 for a second offence.

18. The amount specified in clause 17 may be paid;
- a. in person, during regular office hours, at the Municipal Office, 48 – 1st Street South, Christopher Lake, Saskatchewan.
 - b. by mail addressed to the Resort Village of Candle Lake , Box 114 Candle Lake, Saskatchewan S0J 3E0

19. If payment of the fine identified on the notice of violation is paid within the prescribed time, it will be accepted as a guilty plea to the offence, and that person shall not be liable to prosecution for that offence.

20. The imposition of any penalty for violation of this bylaw shall not relieve the person from complying with this bylaw.

21. No prosecution for a contravention of this bylaw may be commenced more than one year after the date of the alleged offence.

22. A peace officer who believes that on reasonable and probable grounds, and having regard to all the circumstances of the event including;

- a. The need to establish the identity of the person;
- b. To secure or preserve evidence of or relating to the offence;
- c. The need to prevent the continuation or repetition of the offence;
- d. To prevent the commission of another offence;

may arrest any person contravening any portion of this bylaw.

23. A peace officer having arrested a person for a contravention against this bylaw shall ~~forthwith release the person to a police officer who is a regular member of a police agency~~ responsible for policing services provided within the Province of Saskatchewan.

24. Notwithstanding section 23, a peace officer having arrested a person for a contravention against this bylaw may release a person as soon as practicable, provided that the peace officer is satisfied that;

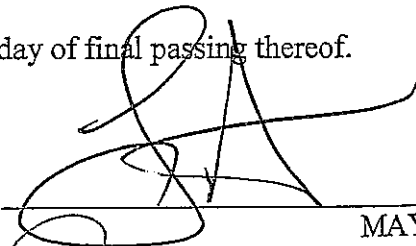
- a. The peace officer has reasonably established the identity of the person so arrested;
- b. The evidence related to the offence has been preserved or secured, or is not reasonably likely to be compromised;
- c. The peace officer reasonably believes that the continuation or repetition of the offence is not likely at that time;
- d. That the peace officer reasonable believes that the person so arrested will not immediately commit another contravention against this bylaw or a Provincial or Federal Act.

SEVERABILITY


25. If a court of competent jurisdiction should declare any section of this bylaw, or any part thereof, to be invalid, such section or part thereof is deemed severable from this bylaw and shall not be construed as having influenced Council to pass the remainder of this bylaw, and it is the intention of Council that the remainder of this bylaw shall survive and remain in force.

COMING INTO FORCE

26. This bylaw shall come into force and take effect on the day of final passing thereof.



 MAYOR



 CHIEF ADMINISTRATIVE OFFICER

INTRODUCED AND READ a first time this 14th day of September, 2023

READ a second time this 14th day of September, 2023.

READ a third time and finally passed this 14th day of September, 2023.



BK.
 CERTIFIED TRUE COPY
 Sept. 19/2023



**RESORT VILLAGE
OF
CANDLE LAKE**

OFFICE CONSOLIDATION

Including Amendments to February, 2022

All persons making use of this consolidation are reminded that it has no legal status and that the amendments have been embodied for convenience of reference only. A certified copy of the Bylaw and amendments should be consulted for all purposes of interpreting and applying the law.

Amendments to Code of Ethics Bylaw 2016-32

Bylaw No.	Type	Description	Date Passed
2017-05	Text	Section g. Responsibility – added points (a), (b), (c) & (d)	May 12, 2017
2019-02	Text	Part II, Section 4: added section (c) (1) & (c) (2)	July 12, 2019

CODE OF ETHICS BYLAW

RESORT VILLAGE OF CANDLE LAKE

BYLAW NO. 32 of 2016

2. This Bylaw may be cited as the Code of Ethics Bylaw.

Legal Requirement

3. This bylaw has been created to comply with section 93.1 of *The Municipalities Act* and as outlined in section 3.1, Schedule 1, of *Municipalities Regulations*.

PART I CODE OF ETIDCS

Code of Ethics for Members of Council

Preamble

As members of council, we recognize that our actions have an impact on the lives of all residents and property owners in the community. Fulfilling our obligations and discharging our duties responsibly requires a commitment to the highest ethical standards.

The quality of the public administration and governance of Resort Village of Candle Lake, as well as its reputation and integrity, depends on our conduct as elected officials.

Purpose and Interpretation

The purpose of this code is to outline basic ethical standards and values for members of council. It is to be used to guide members of council respecting what their obligations are when fulfilling their duties and responsibilities as elected officials.

This code is to be interpreted in accordance with the legislation applicable to the municipality, the common law and the policies and bylaws of the municipality.

Neither the law nor this code is to be interpreted as exhaustive, and there will be occasions on which a council will find it necessary to adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government.

It is the responsibility of each member of council to uphold the standards and values set out in this code.

Standards and Values

a. Honesty

Members of council shall be truthful and open in their roles as council members and as members of the communities they serve.

b. Objectivity

Members of council shall make decisions carefully, fairly and impartially.

c. Respect

Members of council shall treat every person, including other members of council, municipal employees and the public, with dignity, understanding and respect.

Members of council shall not engage in discrimination, bullying or harassment in their roles as members of council. They shall not use derogatory language towards others, shall respect the rights of other people and groups, shall treat people with courtesy and shall recognize the importance of the different roles others play in local government decision making.

d. Transparency and Accountability

Members of council shall endeavor to conduct and convey council business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions.

Members of council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission.

e. Confidentiality

Members of council shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by council to do so. Members shall not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position and that is not in the public domain. This includes complying with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as members of council of a local authority.

It is the responsibility of the member to:

- Protect confidential information;
- Only release confidential information if they have the authority to do so;
- Only use confidential information for the purpose it is intended to be used;
- Not use confidential information gained through their position as a member for the purpose of securing a private benefit for themselves or for any other person;
- Not use confidential information with the intention to cause harm or detriment to the RVCL Council or any other person or body; and
- Not disclose any information discussed during a confidential session with the RVCL Council or Committee.
- Abstain from participating in any decision where there is an opportunity to further his or her private interest or the private interests of a closely connected person.

f. Leadership and the Public Interest

Members of council shall serve their constituents in a conscientious and diligent manner and act in the best interests of the municipality. A member shall strive, by focusing on issues important to the community and demonstrating leadership, to build and inspire the public's trust and confidence in local government.

Members of council are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing or unethical conduct.

g. Responsibility

Members of council shall act responsibly and in accordance with the Acts of the Parliament of Canada and the Legislature of Saskatchewan, including *The Municipalities Act*.

This duty includes disclosing actual or potential conflicts of interest, either financial or otherwise relating to their responsibilities as members of council, following policies and procedures of the municipality, and exercising all conferred powers strictly for the purpose for which the powers have been conferred. Every member of council is individually responsible for preventing potential and actual conflicts of interest.

- a) it is a requirement that Section 144 of *The Municipalities Act* to be followed whenever a council member has any conflict of interest – whether under *The Municipalities Act* or otherwise under the common law.
- b) any person – including another council member, village staff, and members of the public – who honestly believes a council member may have a conflict of interest or may have contravened the code of ethics to: (i) address the matter directly with the council member and encourage him or her to stop or otherwise avoid the conflict of interest or contravention of the code of ethics; or (ii) make a written request to the council to address the matter.
- c) it's a contravention of this Bylaw for a council member to threaten to take any reprisal against a person because the person initiated the procedures in clause (b).
- d) administration must bring to the attention of Council any request made to the council to address the matter and that it is to be brought to the attention of and addressed by the council at its next regular council meeting.

PART II

CONTRAVENTION OF THE CODE OF Ethics BYLAW

Complaint Procedure

4. As required by clause 93.1(S)(c) of *The Municipalities Act*/ 107.1(S)(c) the following section details the procedure for handling contraventions of the code of ethics.
 - (a) To report an alleged contravention of the code of ethics, an individual/organization/member of council may submit the form found in Schedule A, by sending the form directly to the Administrator; by mail, e-mail, fax or courier. The complaint will then be presented to council at he next regular meeting of council in an *in camera* session.
 - (b) Upon receipt of a complaint, Council shall discuss the complaint and take all necessary steps to ensure the complaint is valid.

- (c) All discussions surrounding alleged and substantiated contraventions of this policy shall be conducted in an *in camera* session at a meeting of council.
- (c)(1) That Council will follow the recommendations of the Ombudsman. The person who is the subject of a Code of Ethics complaint has the opportunity to respond to a complaint at the in-camera meeting, if they have not already submitted a response in writing. Following their response, that person must immediately remove themselves and abstain in any further discussion or voting on any motions related to the complaint.
- (c)(2) That Council will follow the recommendations under the Ombudsman Code of Ethics Procedure Guide attached hereto as Annex 1.
- (d) If the claim is found to be substantiated, Council may, by resolution, impose an appropriate penalty detailed in 5(a) to (f) based on the severity of the contravention of the code of ethics.
 - (i) Any action taken by Council should include a time frame to complete the expected remedial action.
- (e) Council shall inform the claimant, member of council, and any other relevant party of councils decision, which includes:
 - (i) Informing the claimant and member of council that the complaint is dismissed, or
 - (ii) Informing the complainant and member of council of the corrective action and/or the measures taken to ensure the behavior or activity does not continue.

Contravention during a Council Meeting

- 5. If council is of the opinion that a member has violated the code of ethics during a council meeting, council may require the member to remove themselves for the remainder of the council meeting. Council may apply additional penalties based on the severity of the contravention.

Remedial Action if Contravention Occurs

- 6. Should a Member of a Council breach any of the principles outlined in this code, the possible courses of action that are available to Council include but are not limited to:
 - (a) An apology, either written and/or verbal, by the Member of Council to the impacted individual(s), Council, and/or the general public.
 - (b) Educational training on ethical and respectful conduct.
 - (c) Repayment of moneys/gifts received.
 - (d) Removal of the Member from Council Committees and/or bodies.
 - (e) Dismissal of the Member from a position of Chairperson of a Committee.
 - (f) Reprimand.

PART VII COMING INTO FORCE

- 7. This bylaw shall come into effect on the day of its final passing.

Schedule A Formal Complaint Form

Please note that knowingly signing a false affidavit may expose you to prosecution under the Criminal Code of Canada.

I _____ of _____
(First and Last Name) *(Full mailing address)*

do solemnly swear/(affirm and declare) that the following contents of this statement are true and correct and hereby request the council of the Resort Village of Candle Lake to look into and follow-up on whether or not the following member(s) of the Resort Village of Candle Lake Council has (have) contravened the Code of Ethics Bylaw:

_____ *Member(s) of council name(s)*

I have reasonable and probable grounds to believe that the above member(s) has (have) contravened the Code of Ethics by reason of the following:

1. insert date(s), time and location of conduct;
2. include the sections of this bylaw that have been contravened;
3. provide the particulars and names of all persons involved, and of all witnesses;
4. provide contact information for all people listed;
5. any exhibits can be attached; and
6. if more space is required, please attach additional pages as needed.

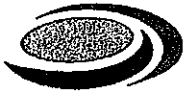
(Signature of Complainant)

(Date signed)

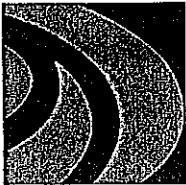
For Office Use Only

(Date filed)

(Signature of _____ (i.e. Municipal administrator, city clerk, or other applicable position pursuant to subsection 3(a) of bylaw)



**Ombudsman
Saskatchewan**
Promoting Fairness



HANDLING COMPLAINTS UNDER YOUR CODE OF ETHICS

A guide to dealing with alleged contraventions of a council member code of ethics

INTRODUCTION

The Cities Act, The Municipalities Act, and The Northern Municipalities Act, 2010 require municipal councils to adopt a council member code of ethics. Every code of ethics must set out a process for dealing with contraventions of the code. However, the legislation does not provide rules or instructions for setting up the process. This guide describes the key steps of a fair complaint-handling process for dealing with alleged council member conflicts of interest and other contraventions of a code of ethics.

An effective code of ethics complaint-handling process must be highly visible, easily accessible, and valued and supported by the council and administration. Complaints must be responded to quickly; investigated objectively, fairly and confidentially; and resolved at the earliest possible point. Reasonable sanctions should be imposed on council members found to have contravened the code and, where appropriate, reparations should be made to complainants and others found to have been negatively affected by contraventions of the code.

To be effective, a code of ethics complaint-handling process needs to be based on the principles of fairness, accessibility, responsiveness and efficiency.

ENABLING COMPLAINTS

Ratepayers, residents, municipal employees and other council members form opinions about whether council members are behaving in ways that are conflicts of interest or other contraventions of a code of ethics. When they start asking questions about what can be done, it is important for the code of ethics complaint-handling process to be widely publicized and accessible. Importantly, it needs to be valued by all staff and council members.

VALUING COMPLAINTS

Councils are responsible for ensuring complaints about alleged code of ethics contraventions are addressed fairly, efficiently and effectively. To do this, the complaint-handling process needs to be considered a part of the municipality's overall governance. Collectively and individually, council members are to ensure that the municipality's approach to resolving complaints about council member conduct is citizen-focused. A key contribution council members can make is in setting the right culture, one that values complaints and recognizes the role they play in improving municipal governance. Promoting the value of complaints – along with a proactive approach to effectively resolving, monitoring and learning from them – is an essential part of effective public governance.

Handled well, code of ethics complaints provide important feedback for councils to use to improve and restore positive relationships with citizens who feel let down by poor governance. Handled badly, they erode public confidence and trust.

PROMOTING THE PROCESS

It is important to make citizens aware of their right to complain about council member conduct. Information about the process should always be easily accessible. The first time a person finds out about it should not be when they ask to make a complaint. Widely publicize your code of ethics complaint-handling process on the municipality's website and in print materials prominently displayed in public areas. Instead of just posting your code of ethics bylaw, consider creating a code of ethics webpage or package of materials that includes all the forms, requirements and information about how to make a complaint and what citizens can expect from the municipality when they submit a complaint.

Promotional materials, whether online or printed, should answer these questions:

- What can be complained about? What can't?
- Who can complain? Fellow council members? Municipal staff? Ratepayers? The public?
- How are complaints made? Is there an informal complaint process to start with? To whom do I submit my formal complaint? What does my formal complaint have to include?
- What happens once I have complained? Who does the investigation? How will frivolous or vexatious complaints be handled? What process does the council use to decide whether the complaint is founded? How will I be informed of the council's decision? What things will be considered in deciding what sanctions should be imposed?

In addition, all municipal staff should be encouraged to direct potential complainants to the process when issues are raised with them.

TAKING COMPLAINTS

All complaint-handling processes start with someone making a complaint. For a code of ethics complaint process to be fair and effective, making a complaint should be easy and straightforward.

INFORMAL COMPLAINTS

As a starting point, consider providing for an informal complaint process. This might be as simple as empowering complainants who honestly believe that a council member has contravened the code of ethics to approach the council member or the administration about it. To manage interpersonal issues that might arise, the process could provide for a third party to help facilitate communications between the complainant and the council member.

Sometimes, informal complaint processes are not appropriate or possible, for example, if there is too much animosity between the people involved. Because of this, complainants should not be required to use the informal process before using a formal process.

FORMAL COMPLAINTS

Getting people to put their complaints in writing on a pre-designed form allows the municipality to guide complainants to submit relevant information focused on specific code of ethics provisions and to avoid submitting irrelevant information. However, there's formal, and then there's formal. An overly complicated complaint form that is replete with legalistic warnings about possible criminal sanctions for making false affidavits simply discourages people from coming forward. False or vexatious complaints need to be effectively addressed, but this can be done during the intake or investigation process.

A good complaint form will get the following information from complainants:

- The name, address and contact information of the person submitting the complaint
- The name of the council member being complained about
- The specific ethical standard(s) the council member is alleged to have contravened, such as:
 - Honesty (truthfulness)
 - Objectivity (making decisions carefully, fairly and impartially)
 - Respect (treating people with dignity and respect, not using derogatory language, etc.)
 - Transparency and Accountability (conducting council business openly unless it is legitimately confidential)
 - Confidentiality (not disclosing confidential or personal information except when legally required or authorized)
 - Leadership and the Public Interest (inspiring trust and behaving in a way that will bear close public scrutiny)
 - Responsibility (acting in accordance with the law, disclosing conflicts of interest, following municipal policies and procedures, not using powers for improper purposes)
- Details about the specific facts and circumstances that the complainant reasonably believes could show that the council member has contravened a specific ethical standard including:
 - Date(s), time(s) and location(s) of the conduct alleged to be a contravention of the code
 - Names, contact information and other details about every person involved and all other witnesses
 - All documents (letters, emails, meeting minutes, reports, policies, procedures, etc.) that the complainant has and are related to the circumstances of the complaint

People should be able to submit a complaint by email, mail, fax, or by bringing it into any municipal location. Consider developing an online form that can be submitted through the municipality's website. Municipalities should also consider accommodating special needs, such as for people with learning difficulties or who are visually impaired. Where appropriate, suitable arrangements should be made, including, for example, having administrative staff help them complete the complaint form.

RESPONDING TO COMPLAINTS

FOLLOWING THE PRINCIPLES OF FAIRNESS

Everyone involved in the code of ethics complaint-handling process, from administrative staff, to investigators, to the council members who ultimately make decisions about how to address the contraventions, should be required to conduct themselves to a high standard of fairness, independence and impartiality, confidentiality, integrity and accountability.

Fairness

Everyone involved in administering, investigating and deciding what to do about a code of ethics complaint should practice and promote fairness in all aspects of the process, including interpersonal interactions and complaint outcomes. This includes, for example, following all related bylaws, policies and procedures, always acting reasonable, not making decisions or taking actions for improper purposes or based on irrelevant grounds, and treating people with courtesy and respect – generally, treating everyone involved fairly.

Independence and Impartiality

Independence and impartiality are essential principles of an effective and credible code of ethics complaint handling system. Every person involved in handling the complaint should be clearly and visibly independent from the people affected by the complaint. The complainant, the affected council member, anyone else affected by the complaint and the public should be able to have confidence knowing that no one involved in handling the complaint has any private or political interest in the outcome.

Everyone involved in administering, investigating and decided what to do about a complaint, must set aside their personal views about the complaint and maintain impartiality. They must avoid actual conflicts of interest but also the appearance of conflicts of interest. This includes refraining from partisan and political activities that create a conflict of interest, or a reasonable perception of a conflict of interest, in the outcome of any complaint investigation. For example, the council member whose conduct is in question should not be involved in any way with the complaint-handling process or the council's decision about how to resolve the complaint, except to provide information about the circumstances of the complaint to whomever is investigating it.

Complainants who are also fellow council members, need to carefully consider whether they would also be in a conflict of interest if they participate in the decision-making process. Could an informed person reasonably conclude that that there is a real likelihood of bias? Would a reasonable person believe that the complainant/council member could further his or her private interests by participating in the decision? If the answer to either of these questions is "yes", then that council member should not participate in the council's discussions and decisions about what to do to resolve the complaint.

Confidentiality

Everyone involved must maintain the confidentiality of all communications, documents and other information received while dealing with a code of ethics complaint, including taking all reasonable and proper steps to safeguard the information from being divulged, whether inadvertently or intentionally. Information should only be divulged as is necessary to fairly and fully address the code of ethics complaint.

While an affected council member needs a full and fair opportunity to respond to the information that the council expects to use to review and decide what to do about a complaint, depending on the circumstances it might not be appropriate for the council member to know the identity of the complainant if, for example, the complainant has a fear of reprisal.

Integrity

Given the complaint-handling process is ultimately used in support of the ethical principles in the code of ethics, everyone involved in the process should exemplify the standards of integrity in the code of ethics throughout the entire process. They should carry out their roles in the process honourably, with integrity, and in a manner that engenders respect and confidence in them as individuals and in the municipality. Complainants, affected council members, and the public must never have any reasonable reason to doubt their trustworthiness and integrity.

PROCEDURAL STEPS

The key steps in the process of responding to a complaint about an alleged contravention of a code of ethics include:

1. Receiving and acknowledging the complaint
2. Notifying the affected council member
3. Notifying the council
4. Trying to resolve the complaint informally
5. Investigating the complaint
 - Clarifying the issues
 - Fact finding
 - Determining the relevant law and policy
 - Applying the law and policy – Making preliminary findings
6. Giving the council member and others an opportunity to comment on preliminary findings
7. Deciding how to deal with the complaint
8. Giving reasons

1. Receiving and Acknowledging the Complaint

Once submitted, all complaints should be received by whomever is initially responsible for responding to them: the clerk, the administrator, an integrity commissioner, or a code of ethics officer or investigator. This should be done within the first few days after the complaint is submitted.

Whomever receives the complaint must initially assess whether it meets the definition of a complaint under the code of ethics. For example, the complainant might have raised more than one issue – one of which is an alleged contravention of a code of ethics, along with other issues that are not. It might be important to reach out to the complainant to clarify the information provided in the complaint.

In any event, the official should acknowledge receiving the complaint and explain to the complainant who will be dealing with it. If the complaint is not a proper complaint under the code of ethics, the official can direct the complainant to other avenues of redress or review that may be available to them.

2. Notifying the Affected Council Member

The council member who is the subject of the complaint is entitled to be notified that a complaint has been made against them. Ideally, this should be done before the rest of the council or anyone else is notified. Depending on the nature of the complaint, the council member may be able to take steps to resolve the complaint informally.

3. Notifying the Council

Though the council has the ultimate authority to decide how to address a proven contravention of its code of ethics by one of its own members, depending on the nature of the allegation, it might not be necessary or fair to formally notify the council about a complaint being received until later in the complaint-handling process – for example, if the complaint was leveled by another council member, or if the complaint is salacious, or ends up being found to be false. This helps maintain the affected council member's confidentiality until the allegations are investigated and confirmed to be true or false.

4. Trying to Resolve the Complaint Informally

Depending on the specifics of the complaint, it might still be reasonable to try to resolve it early and informally, even if the complainant did not start off using the informal process. The main point of early resolution is to resolve a complaint at the earliest opportunity at the most appropriate level. As mentioned earlier, this often means the complainant and the council member meeting face-to-face. For example, if the allegation is that the council member was disrespectful to the complainant, the complaint might be resolved by the council member offering a sincere apology, since it was the complainant's personal interest at stake. On the other hand, if it is alleged that the council member participated in a decision of council to further his or her private financial interests, then informal resolution might not be reasonable since the public's interest is at stake.

5. Investigating the Complaint

A complaint should be investigated if:

- Informal resolution failed to resolve the complaint, or the complainant refuses to take part in the informal resolution process.
- The issues are complex and require detailed investigation.
- The complaint relates to serious, high-risk or high-profile issues.

Step 1: Clarifying the issues

It is useful to clarify the issues raised by a complaint before collecting and reviewing any additional information. If an investigator is not clear about the issues, he or she might not gather all the relevant information or might waste time gathering irrelevant information. If the questions are wrong, the answers will be wrong. If the investigator is clear about the issues, they can help focus witnesses on providing relevant (and not irrelevant) information and submissions.

Step 2: Fact Finding

Getting the facts right is the most important step in an investigation. If the facts are wrong or irrelevant, the decision is very likely to be wrong or irrelevant. When the council is reviewing the investigator's findings, it needs to be able to decide what is relevant and analyze the relevant information to decide the facts and events upon which its decision will be based. The investigator's assessment of what evidence is valid and relevant is crucial for the council to be able to do this. Here are some of the key steps in the fact-finding process:

Gathering Information: This includes information provided by people in interviews or hearings, documents (emails, letters, notes, photographs, videos, etc.) and, sometimes, physical evidence.

Identifying the Information That is Relevant to the Issues: Is the information logically connected to an issue arising from the complaint? Does it help to prove or disprove the issue? Information is relevant if it directly relates to the issues.

Resolving Conflicts or Inconsistencies: Reliable information stands up to scrutiny. It often (not always) comes from credible sources. Part of dealing with inconsistent information includes deciding how much weight to give certain information and why. Reliable information should be given more weight. For example, if several people give the same information, that information is usually entitled to more weight unless there is a reason to think they are working together. If several people have credibility issues, then giving more weight to the information of one credible individual might be the best decision. As a rule, determine the facts that everyone agrees on first. Then deal with anything directly linked to the facts that everyone agrees on. Finally, deal with contradictory facts, assessing credibility and assigning weight to the information.

Step 3: Determining the Relevant Law and Policy

The rules that are relevant to an alleged contravention of a code of ethics are found in municipal legislation, bylaws (the code of ethics itself and maybe others), the common law, and possibly local policies and practices. In many cases, the only relevant law is the code of ethics bylaw and relevant provisions of the municipal statute (e.g. the conflict of interest rules). Keep this in mind: What is the purpose of the code and what are the provisions of the statute? What are they trying to accomplish? Sometimes, rules and principles set out in the common law (court cases) are relevant. Cases that have similar facts and similar issues are going to be more relevant. Decisions from higher courts are more important than lower courts. Local policies or common practices might also be relevant to a code of ethic complaint. In many cases, it would be wise to get advice from a lawyer about what rules are relevant and how to interpret them.

Step 4: Applying the Law and Policy

The final step is to apply the relevant rules to the findings of fact. If steps 1, 2 and 3 are done well, this step is often straightforward. The conclusion the investigator needs to reach should be clear. If it isn't, the investigator may have missed something in the first three steps.

6. Giving the Affected Council Member and Others an Opportunity to Comment on Findings

For a decision-making process to be fair, it is critical that the affected council member and possibly others who will be substantially affected by the council's decision be given a reasonable opportunity to review the investigator's preliminary findings and conclusions and to provide contrary or alternative relevant information for consideration. Practically, it helps to ensure that the investigator has all the relevant information available. It is also fundamental to a procedurally fair process.

Once the investigator has considered the comments and submissions made by the affected council member and others, the findings and conclusions should be presented to the council in a written report. The report should summarize the complaint as it was received, the issues that were investigated, the findings of fact, the relevant laws and rules, the analysis of how the laws and rules apply to the facts, the investigator's conclusions, and any recommendations to the council about how to resolve the complaint.

7. Deciding How to Deal with the Complaint

Once the council receives the investigator's report, and each council member who is going to participate in making a decision about the complaint has had a reasonable opportunity to review it, the council should convene an *in camera* session at a special or regular council meeting to discuss the report. The investigator should attend the session to answer questions. Once the council has discussed the report, it should go back into public session and pass a resolution about the complaint.

The resolution should answer the question: Did the council member contravene the code of ethics or not? If the council decides that there was a contravention of the code of ethics, it should also decide how it intends to resolve the complaint. Depending on the circumstances, the council might need to seek further advice before deciding how to resolve a founded complaint. Will it sanction the council member in accordance with its code of ethics? Will it ask the council member to resign (i.e. if the member is found to have been in a conflict of interest)? Will the council apply to the court for an order enforcing the council member's disqualification? In addition, the council may make other decisions intended to remedy the complaint. For example, if the complaint is about a council member voting on a decision in which he or she had a conflict of interest, the council could consider repealing the decision and voting on it again. Or if the complaint was about a council member treating a person inappropriately, the council might want to issue a formal apology.

8. Giving Reasons

In any event, whether the council decides the complaint was founded or not, it should ensure that both the affected council member and the complainant are given reasons for its decision. Depending on the circumstances, this might be accomplished by sharing the investigation report and a copy of the resolutions based on it. Sometimes, however, it will not be appropriate, for reasons of confidentiality, to share the entire investigation report. Instead, it might be appropriate for the investigator or staff member to meet with a person to explain the results and the council's reasons for its decision. However, giving no reasons is never appropriate or reasonable.

The reasons should address all issues raised in the complaint. All points raised by the complainant and the affected council member should be fully addressed. If the investigation identified a contravention of the code of ethics, the response to the complainant should explain what actions the municipality proposes to take to resolve it. What will be done and when? The response to the complainant should explain their right to complain to the Ombudsman if they are still dissatisfied with the outcome of their complaint and include contact information for the Ombudsman.

SASKATCHEWAN LOTTERIES COMMUNITY GRANT

The Resort Village of Candle Lake participates in the Saskatchewan Lotteries Community Grant Program to help volunteer, non-profit, community organizations develop sport, culture and recreation programs within the community. The goal of the Program is to enable organizations to create sport, culture and recreation programs that meet the unique needs of local residents. Organizations can apply to the Program for funding support by submitting the application below. Please review the Project Guidelines to verify qualification.

PROJECT GUIDELINES

Eligible Programs:

- provides access to sport, culture or recreation activities;
- for all Candle Lake people;

Criteria for Expenditures:

- directly relate to the delivery of sport, culture or recreation project;
- occur within the grant period of April 1 to March 31;
- must publicly acknowledge Sask Lotteries within their activities;
- priority given to initiatives that are aimed at increasing participation in any under-represented population (seniors, economically disadvantaged, persons with a disability, single parent families, Indigenous people, women, new Canadians, etc.);

Ineligible Expenditures:

- Construction, renovations, retro-fit and repairs to buildings/facilities;
- Property taxes, insurance;
- Alcoholic beverages;
- Per Diems/Day Money;
- Food or food related costs;
- Membership fees in other lottery-funded organizations;
- Prizes, cash, gifts, awards, honorariums, trophies, plaques and badges;
- Out-of-province activities and travel;
- Donations;
- Subsidization of wages for full-time employees;
- Uniforms or personal items such as sweatbands, hats, etc.; and
- Other expenses that the Sask Lotteries Trust Fund may deem inappropriate.

Application:

Please use the link to complete the online [Community Grant Application Form](#).

Community Grant Project Report Form:

Please use the link to complete the [Community Grant Project Report Form](#).

- must be submitted upon completion of the project;
- must include receipts or an audited financial statement (prepared by a registered Chartered Professional Accountant) to verify expenditures.



SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM APPLICATION FORM - CANDLE LAKE

Organization *

Contact Person *

Address *

Position *

Phone *

Email *

Program Name *

Date(s) of Program *

Location of Program *

1. Program description including detailed information on activities, cost for activities, what equipment will be purchased if any and which expenses grant funds will be used for *

2. Will this program be aimed at increasing participation in any under-represented populations within Candle Lake? *

Yes - continue to the next question

No - proceed to question #4

3. Identify Target Group(s)

Youth

Seniors

Economically disadvantaged

persons with a disability

single parent families

Indigenous People

Women

New Canadians

4. Focus of the program *

- Sport
- Culture
- Recreation

5. Will this program be available to ALL residents within the Resort Village? *

- Yes
- No

If no, please explain:

6. Is there a direct participation or registration fee? *

- Yes
- No

If yes, what do these fees cover?

8. Describe the impact and benefit of the program to residents within Candle Lake *

9. How is your organization contributing to the program? *

10. Why is the Saskatchewan Lotteries Community Grant Funding needed? *

11. What will the impact be if the program does not receive this grant? *

12. Total Revenue from project *

13. List of Expenses (please include equipment purchases, rentals, facility costs, advertising, program supplies, instructor fees, administration supplies, etc.) *

14. Total Community grant assistance requested *

SASKATCHEWAN LOTTERIES PROJECT REPORT FORM - CANDLE LAKE

Name of Community Group *

Project Name *

Grant Received \$ *

1. Project Category *

Sport

Recreation

Culture

2. Project Date(s) *

3. Project Description *

4. Was this program aimed at increasing participation in any under-represented populations? *

Yes - continue to the next question

No - proceed to question #7

5. Which of the following under-represented populations were included in your project? *

Youth

Seniors

Economically disadvantaged

Persons with a disability

single parent families

Indigenous People

Women

New Canadians

6. How were the above under-represented populations involved in the planning, operations and evaluation of this project?

7. What were the ages of the participants? *

- 0-10
- 11-20
- 21-30
- 31-40
- 41-50
- 50+

8. How many people participated in your project? *

- 0-10
- 11-20
- 21-30
- 31-40
- 41-50
- 50+

9. How many volunteers were involved with this project? *

- 0-10
- 11-20
- 21-30
- 31-40
- 41-50
- 50+

10. Where did the project take place? *

11. What would you consider to be the most significant successes of this program? *

12. How did you publicly acknowledge Sask Lotteries as the source of funds for the project? *

Posters

Banners

Community Radio Station

Word of mouth

Speeches

Promotions Items (ie t-shirts)

Newspaper

Newsletter

Bulletin Board

Social Media

Other: _____

13. Please list your Expenditures and their amount. * Please Attach Receipt(s) *

Project Coordinator Signature (REQUIRED)

Date




SC&RB BINGO - *House Rules*

- 1) The arrangement of numbers required to be covered on bingo paper to win the game and the amount of the prize for each game must be announced to the players immediately before each game begins.
- 2) A player must be declared the winner of a game if they have covered all the numbers in the required arrangement. A player must have the last number called to be declared a winner.
- 3) A designated member in charge of the bingo must verify, at the time a player claims to have won and before a prize is paid out, that the numbers covered on the bingo paper is a winning arrangement by audible call-back of the numbers covered on the bingo paper in the immediate presence of one (1) or more neutral player or non-participant.
- 4) After a winner has been declared, the designated member in charge, acting on behalf of the licensee must ensure that the caller inquires clearly and audibly of the players whether there are any other players claiming to be a winner of that game. If there are no other winners, the designated member in charge must ensure the caller declares the game to be closed. No claim of a player to have won a game is valid if made after the game has been declared closed.
- 5) The total prize, as outlined prior to the commencement of the bingo game, must be paid to a winner or winners. Where there is more than one (1) winner of a bingo game, the prize offered must be divided equally amongst all players having obtained a valid bingo or a mini game of BINGO can be played by the winners to establish a single winner. The total amount awarded in prizes must not exceed the licensee's licensed prize board.
- 6) If the number on a ball is miscalled, the actual number on the ball and not the called number must be the official number for the game. Any claim by a player to have won a bingo using a miscalled number must be disallowed.
- 7) The designated member in charge of the bingo occasion must provide a documented record for each bingo game played outlining the order in which the numbers were called for each game held during the bingo event. This is the official record of the games.
- 8) If it should be determined that a game has been closed as the result of a miscalled number and there is not a valid winner for the game, the game must be reconstructed using the official record to identify the numbers previously called and the game must continue until won by a player.

SC&RB BINGO - House Rules

- 9) The licensee established House Rules governing the conduct of the bingo must be displayed at the premises where the bingo is being conducted.
- 10) Additional bingo games approved by the licensee must be operated in compliance with the approved House Rules as specified above.

Policy Area – General Government- Recreation and Community Development		Content Last Updated: March 24, 2022
Policy Section: Administration		Supersedes Policy:
Policy Name: Community Bench and Outdoor Furnishing		Approval: <i>Sept. 14th, 2023</i>
Policy No: 200-72		Number of Pages: 4

1. POLICY STATEMENT

The Resort Village of Candle Lake (RVCL) encourages the donation of benches and outdoor furnishings to be placed within the community.

2. PURPOSE

2.1 To facilitate requests for and installation of community benches and outdoor furnishings that are commemorations or of significant importance to the community of Candle Lake.

2.2 To define procedures to be followed by the applicant and RVCL Administration, as they relate to community bench and outdoor furnishing applications and installation.

3. DEFINITIONS

3.1 RVCL Administration refers to the CAO and/or Management staff of the Resort Village of Candle Lake

3.2 Applicant refers to the person(s), organization or business submitting application for request of a community bench.

3.3 Bench and/or Outdoor Furnishing Specifications refers to size, style, and material(s).

4. CRITERIA

4.1 Community Bench and/or Outdoor Furnishing Application

- Established by RVCL Administration, provided on Appendix A attached to this policy.
- To initiate request for a community bench and/or outdoor furnishing to adequately define the applicant's desired location, date of request, contact information and possible markings/commemorative information.

4.2 Acceptable Bench and/or Outdoor Furnishings

- Bench and/or Outdoor Furnishing specifications to be determined by RVCL Administration with a designated supplier to provide consistency.

4.3 Markings

- A scripted plaque or insert may be attached to a bench or outdoor furnishing upon approval of RVCL administration.

4.4 Location

- Outdoor public, municipal space where overall design and purpose are not compromised.

-Reviewed and approved by RVCL Administration in association with the Sport, Culture and Recreation Board.

4.5 Installation

-A bench and/or outdoor furnishing will be installed in an approved location by the RVCL Public Works Department or sanctioned contractor.

4.6 Incurred costs

-Costs to purchase a bench/outdoor furnishing and any associated marking shall be the responsibility of the applicant.

-The RVCL shall incur costs associated with installation and maintenance of a bench and/or outdoor furnishing.

4.7 Proprietorship

-The Resort Village of Candle Lake assumes ownership and management of all benches and outdoor furnishings purchased under this Policy.

-All decisions related to benches and/or outdoor furnishings are the sole responsibility of the Resort Village of Candle Lake.

5. PROCESS

5.1 The Applicant shall complete and submit a Community Bench and/or Outdoor Furnishing Application (Appendix A) to RVCL Administration;

5.2 The RVCL Recreation and Community Development Department reviews the Community Bench and/or Outdoor Furnishing Application;

5.3 The Recreation and Community Development Manager presents the application to the Sport, Culture and Recreation Board for review;

5.4 Upon approval of the Application, the applicant will be required to provide pre-payment to the RVCL for the bench and/or outdoor furnishings. Purchase of any associated marking(s) will be the responsibility of the applicant;

5.5 Once payment is received from the applicant, the bench and/or outdoor furnishing will be ordered by the Recreation and Community Development Department from the designated supplier;

5.6 When the bench has been received by the RVCL installation will be scheduled and completed;

5.7 The applicant shall be notified when installation is complete.



Box 114 • Candle Lake, Sk. • S0J 3E0

Appendix A - Community Bench and/or Outdoor Furnishing Application

Name of Applicant: _____

Phone number: _____

Address: _____

Desired Location: _____

Date: _____

plaque inscription:

Note: By signing this application the Applicant accepts the criteria for an Acceptable Bench, Markings, Location, Incurred costs, and Proprietorship as set out in Policy 200-72

Applicant Signature

Date

Mail, fax, e-mail, or otherwise deliver this request in person to: Resort Village of Candle Lake, C/O
Manager of Recreation and Community Development, Box 114, Candle Lake, S0J3E0.

Phone: 306-929-2236 Fax: 306-929-2201 E-mail: parksrec@candlelake.ca

For office use only

Approved by: _____ Approval Date: _____

DATE APPROVED: September 14th, 2023

RESOLUTION NUMBER: 290-2023

Mayor: _____

Administrator: _____



Volunteer of the Year Award - Celebrating our Volunteers

Each year at the Canada Day celebrations on July 1st, the Sport, Culture and Recreation Board presents annual Adult and Student Volunteer Awards to deserving residents in our community.

Adult Volunteer Award: This award is presented to individuals who have been outstanding in their community involvement and service such as volunteering on boards, community groups or at special community events.

Student Volunteer Award: This monetary award is presented to a Grade 12 student who is a Candle Lake resident, and who shows a strong commitment to the community and its residents. Please complete the Student Volunteer Award Application to be considered for this award.

Adult Volunteer Selection Procedure

The Candle Lake Sport, Culture and Recreation Board solicits nominations from within the community to recognize the dedication and efforts of a nominee. Each year the board will acknowledge the contributions of an individual or a couple related to their outstanding volunteer activities.

Some of the key criteria for consideration for this award are:

- active membership in a community-based organization, group, board, committee or club at Candle Lake
- participation in the ongoing activities of the organization, group, board, committee or club
- demonstration of a sustained commitment to enhance the quality of life for the permanent and seasonal residents of the Resort Village of Candle Lake
- an ability to work well with other members of an organization, group, board or club when assisting with community activities

Members of the community of Candle Lake are invited to submit a letter of nomination to the Resort Village of Candle Lake Office on or before May 15th of each year. This letter should include information related to how the nominee meets the specified criteria.

Student Volunteer Selection Procedure

1. Each board member is allowed 1 vote
2. If a board member provides a written or verbal reference for a student they will be excluded from the vote
3. If a board member has a family member apply for the award they will be excluded from the vote
4. The Chairperson will contact the references
 - a. How long have you known the applicant?
 - b. What 3 qualities best describe the applicant?
 - c. Have you had a chance to work with the applicant during their volunteering?
 - d. Is the student a good role model for the community?
5. In the event of a tie the award will be shared by the applicants and the monetary award will be split evenly between the applicants
6. The applicant will be presented with the cheque and a certificate at the Canada Day celebrations by the Chairperson or Delegate
7. The applicant will be notified via telephone if select for the award

Student Volunteer Selection Criteria / Rating Chart	
(please rate on a scale of 1 to 10 with 1 being the lowest and 10 being the highest)	
1. Strong volunteerism evidenced by:	
a) Time commitment	
b) Overall impression of purpose of award	
c) Enthusiasm for basic principles of the award	
2. Dedication to chosen field as experienced by:	
a) Course of study	
b) Dedication to and focused on a future career goal	
3. Dedicated to the principle of volunteerism within:	
a) Candle Lake	
b) Meath Park (School)	
c) Prince Albert	
4. Demonstration of enjoyment of the volunteer experience within:	
a) Candle Lake	
b) Meath Park (School)	
c) Prince Albert	
5. Committed to excellence, no matter what the volunteer activity	
6. Outstanding people skills	
7. Good organization skills	
TOTAL SCORE	

This monetary award is presented to a grade 12 student who is a Candle Lake resident and who shows a strong commitment to the community and its residents.

Deadline to apply is May 15th of each year.

Selection Criteria:

- Participation as a volunteer within the community and at their school
- Works toward enhancing quality of life for the benefit of RVCL residents as well as fellow students at their school
- Demonstrates their enjoyment of the volunteer experience
- 2 References who can talk about your volunteer work experience, work habits, character and skills.
- Completed the application below

Name:*

Address:*

Phone number:*

Email Address:*

How have you demonstrated volunteerism in your community? (include names of organizations and length of volunteering services)*

What achievements have you experienced as a volunteer at Candle Lake?*

What personal characteristics do you exhibit that enhance your role as a community volunteer?*

Have you encountered any obstacles when volunteering? How have you overcome these obstacles?*

Name of Reference 1:*

Phone number of Reference 1:*

Email address of Reference 1:*

Your relationship to Reference 1:*

Name of Reference 2:*

Phone number of Reference 2:*

Email address of Reference 2:*

Your relationship to Reference 2:*