

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 That Bylaw 1 of 2014 is hereby repealed.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 That Bylaw 16 of 2019 is hereby repealed.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