

**RESORT VILLAGE OF CANDLE LAKE**  
**BYLAW NO. 06-2024**  
**To Establish a Health Services Committee**

**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 Health Services Committee bylaw.

**Definition:**

2. In this bylaw, including this section:
  - a. "Committee" means the Candle Lake Health Services Committee 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. "Health" means mental, physical, social, and environmental wellbeing.
  - e. "Wellness" means the state of practicing healthy habits on a daily basis to attain better physical and mental health outcomes; thriving instead of only surviving.

**Intent:**

3. The purpose of this bylaw is to establish the Candle Lake Health Services Committee;
  - a. To provide the public as well as Council with current and factual information regarding health-related issues as they pertain to the Municipality.
  - b. To enhance the quality of life in the municipality through the provision of health-related information, activities, and services.
  - c. To foster, develop and assist with the implementation of health-related opportunities to enhance individual, and community wellbeing.
  - d. To advocate for mental, physical, social, and environmental health to visitors, property owners, and residents who use municipal facilities and services.
  - e. To act in an advisory capacity by providing recommendations to staff and Council on matters pertaining to the provision of health care services in the municipality.
  - f. To provide volunteer support by way of assisting staff on matters pertaining to health in the municipality.
  - g. To assist in the retention and expansion of health services in the municipality and promote municipal health interests in the region.

**Considerations:**

4. The roles and responsibilities of the Committee shall be described in Schedule "A".

**Coming Into Force:**

5. This bylaw shall come into force on the 22<sup>nd</sup> day of 2024.

INTRODUCED AND READ for the first time on this 22<sup>nd</sup> day of February 2024.

READ A SECOND TIME this 22<sup>nd</sup> day of February 2024.

READ A THIRD TIME AND ADOPTED this 22<sup>nd</sup> day of February 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



SEAL

**CERTIFIED** a true copy of  
Bylaw No. 06-2024,  
adopted by resolution of Council  
on the 22<sup>nd</sup> day of February 2024.

CERTIFIED TRUE COPY  
BK

**SCHEDULE A – Bylaw 06-2024**  
**Roles and Responsibilities of the**  
**Health Services Committee**

**COMPOSITION**

The Committee shall be comprised of a maximum of twelve (12) voting members shall must be property owners or permanent residents of the Resort Village of Candle Lake and demonstrate interest and commitment to the delivery of health-related municipal services. Members must be willing to work toward the effective implementation of health-related municipal services.

Of the voting members, a Chair and Vice Chair shall be 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 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 Committee shall also consist of one member of Council appointed by the Resort Village of Candle Lake Council who shall have full voting privileges.

All members are to be appointed by way of Council resolution. Criteria to be considered by Council in selecting Committee members are defined in Appendix 'A' of the Health Committee Terms of Reference. The Committee may recommend individuals to be appointed by Council. Council may remove an appointed member, at any time via Resolution.

Resort Village staff delegate(s) will serve as source of information and provide administrative support to the Committee for regular committee meetings. 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 Committee.

**TERM**

Initial establishment of the Health Services Committee shall consist of half the committee members having a term ending December 31<sup>st</sup>, 2024, and half the committee members having a term ending December 31<sup>st</sup>, 2025. Thereafter, renewal terms shall be for a period of 2 years. Any resignation shall be filled for the period remaining in the term. Committee 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 up to 2 extra terms.

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

- Elect a Committee Chairperson
- Elect a Vice Chairperson
- Establish an annual meeting schedule for the coming year



## **ROLE(S)**

### **1. Role of the Health Services Committee:**

- Recognize that planning is required for health services efforts by providing guidance for Council's development and adoption of a statement or strategic plan for the enhancement of health service goals, priorities, and targets.
- Identify and consult with stakeholders to inform their recommendations to Council.
- Conduct research gathering data from health service providers and soliciting input from community focus groups.
- To make recommendations on opportunities, tools, policies, and initiatives to support existing health services retention and expansion and new health services investment and attraction.
- To make recommendations to Council regarding the funding opportunities from both Federal and Provincial levels of government to be used for programs and projects to support health related community initiatives.
- To increase communication between health service providers and health organizations active within the region regarding local health services and opportunities for expansion and enhancement.
- To consider and recommend marketing strategies to promote the Resort Village of Candle as a growing, vibrant and diverse community and a centre of healthcare services within the region.
- Provide recommendations to Staff and Council on matters pertaining to policies, practices and programs concerning health services;
- Support and advocate for health services development through internal and external community partnerships;
- Provide volunteer assistance with the creation, development, and operation of projects and services related to health; such as: transportation to medical appointments, visiting shut ins, prescription pick up and meal delivery or shopping for shut ins.
- Provide a forum for citizens to raise issues and concerns regarding health services
- Any additional matters referred to it by Council.

### **2. Role of Committee Members:**

- Perform duties in a manner that maintains and enhances public confidence in the integrity, objectivity and impartiality of the Municipality;
- Comply with the Code of Ethics and Professional Conduct Policy and Harassment Policy provided on the Resort Village of Candle Lake website;
- Maintain confidentiality with regards to matters of pecuniary interest which should not be discussed outside of meetings;
- Ensure no personal benefit arises from information, not available to the general public, but acquired by Committee members during the course of official duties;
- Be professional, courteous, and respectful of other Committee 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 health services;
- Maintain confidentiality when necessary, and ensure personal information controlled by the Municipality is not used or disclosed;
- Respect the committee'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 work assigned, including special projects and research, between meetings;
- Understand decisions and/or recommendations shall reflect the majority view of the Committee.

### **3. Role of Committee Chair:**

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

- Creating agendas in a timely manner;
- Calling meetings to order;
- Following the meeting agenda;
- Conducting meetings in accordance with the municipality's bylaws and policies;
- Encouraging an informal atmosphere to promote the exchange of ideas;
- Acting as spokesperson on behalf of the Committee;
- May provide a Chairperson's monthly summary report to Administration and Council using the standard template;
- May prepare content for the monthly newsletter.

### **4. Role of Council Member Representative:**

Council Members appointed to the Committee 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 committee, providing information and clarification;
- Ensuring members are aware of Council issues that may affect the goals and objectives of the committee, including past actions of Council;
- When necessary and appropriate, explaining the rationale behind the committee's recommendation when brought forward to Council;
- Ensuring objectives of Council that relate to the Committee, are communicated to the Committee.

### **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 committee matters with members;
- Prepare any necessary reports for Council's consideration;
- Ensure that any recommendations proposed by the committee do not contradict the Municipality's budget, bylaws or policies and procedures;