

Resort Village of Candle Lake Special Council Meeting

April 11, 2014

A Special Meeting of Council for the Resort Village of Candle Lake was held on April 11, 2014, in the Council Chambers at Candle Lake, Saskatchewan.

ATTENDANCE: The following were in attendance:
Quinn, John - Mayor
Painchaud, Carey - Councilor
Tarasiuk, Louise - Councilor
Joan Corneil - Administrator

ABSENT: Simoneau, Maurice - Councilor
Lozej, Michelle - Councilor

1. **CALL TO ORDER:** Mayor John Quinn called the meeting to order at 9:00 am.
2. **SUBMISSION OF PECUNIARY INTEREST:** Councillor Lozej regarding road project
3. **58/2014: Tarasiuk**

That agenda for this meeting as amended is approved.

CARRIED

Addition: Legal issue regarding RCMP report

59/2014 PAINCHAUD

That this Council convenes into a Strategic Planning session behind closed doors to discuss items that are related to Land, Legal or Labour.

CARRIED

Time 9:10 AM a.m.

Reconvene to open meeting 12:45 pm

4. **Business arising from closed session**

60/2014 TARASIUK

That Council approves the direction given to administration regarding items of land, legal and labour .

Direction:

CARRIED

1. Administration is to respond to a request for tax abatement informing the ratepayer that Council will not be abating taxes for 2013
2. Those confidential reports regarding legal issues be received and filed.
3. That Out of Scope staff receive a 3% wage increase for 2014.
4. That Administration is instructed to have signs prepared dealing with the use of ATV's within the resort Village and that notification of the Bylaw 07 of 2012 be included in the tax notices to be mailed out in the near future.

Resort Village of Candle Lake Special Council Meeting

April 11, 2014

Administration is also advised to contact Legal Counsel regarding the use of ATV's on public streets.

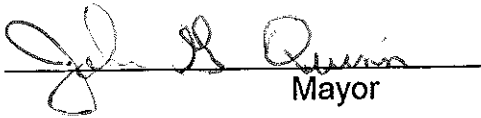
5. That information regarding future road projects be received and filed.
6. That information provided by Mayor Quinn regarding Waskateena Beach be received and filed.

5. ADJOURNMENT

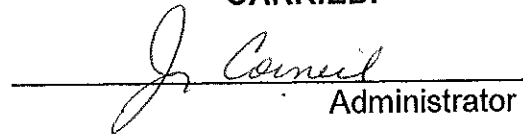
6/1/2014 **TARASIUK:**

That the meeting adjourns at 12:50 pm

CARRIED.



Mayor



Administrator

Resort Village of Candle Lake Council Meeting

April 11, 2014,

A Council Meeting of Council for the Resort Village of Candle Lake was held on April 11, 2014, in Resort Village of Candle Lake Council Chambers.

ATTENDANCE: The following were in attendance:

Quinn, John	- Mayor
Tarasiuk, Louise	- Councilor
Painchaud, Carey	- Councilor
Joan Corneil	- Administrator

Absent:	Simoneau, Maurice	- Councilor
	Lozej, Michelle	- Councilor

- 1. CALL TO ORDER:** Mayor John Quinn called the meeting to order at 1:05 P.M.
- 2. SUBMISSION OF PECUNIARY INTEREST:** Councilor Lozej (absent) regarding road paving tenders.

3. ADOPTION OF MINUTES:

62/2014 PAINCHAUD:

That the Minutes of the Special Council meeting held March 14, 2014 as amended, and the minutes of the Regular Council held March 14 and the Minutes of the Special Council Meeting held March 21, 2014 be taken as read and adopted.

CARRIED

4. APPROVAL OF AGENDA:

63/2014: TARASIUK:

That the Agenda for this meeting be approved as amended, and, that presentations, delegations and speakers listed on the Agenda be heard when called forward by the Mayor.

CARRIED

Addition to agenda: 7.4 MS Walk – letter from Highways

5. Public Hearings and Appeals:

Public Hearing opened at 1:10 PM

Discretionary Use applications

5.1 Discretionary Use application from Bree Hawrlak

- Report from Administrator dated April 04, 2014

Public Hearing closed at 1:13

April 11, 2014,

64/2014 Painchaud:

That Council approves the Discretionary use application from Bree Hawrylak to operate a Safety Consulting business at # 30 Airport Drive with the condition that the business conforms to The Zoning Bylaw 02 of 2002 section 5.16. **CARRIED**

6. PRESENTATIONS, DELEGATIONS AND RELATED REPORTS:

6.1 SNC Lavelin – Roadway Improvements tender results

- o Gordon King – Letter of recommendation

65/2014 PAINCHAUD:

That the letter from SNC Lavelin regarding roadway tenders and recommendations and the verbal report from Gordon King regarding the process for tendering be received and that Council approves the awarding of the Contract for the Paving project on Simon Lehne Drive and Main Street to Anderson Rental and Paving for the bid amount of Two Million, three hundred and eleven thousand, two hundred and fifty dollars (\$2,311,250) and that the Mayor and Administrator are authorized to sign an agreement once prepared. **CARRIED**

6.2 CUPE Local 4838- President Chris Barber and CUPE Representative Tony Head

66/2014 TARASIUK:

1. That the Mayor and Administrator are authorized to sign the Agreement between the Resort Village of Candle Lake and the Canadian Union of Public Employees Local 4838.
2. That the Administrator is to direct payroll to pay the 2014 3% increase retroactive to January 01, 2014

Recorded Vote: Councillor Painchaud – No, Councillor Tarasiuk-Yes, Mayor Quinn-yes **CARRIED**

6.3 MNP – Annual Audited financial Statements

67/2014 PAINCHAUD:

That the presentation from MNP be received and the following be approved:

That the Resort Village of Candle Lake Annual Financial Statements for the year ending December 31, 2013 be received. **CARRIED**

7. COMMUNICATIONS/PETITIONS PACKAGE:

7.1 Letter from SUMA dated March 10, 2014 and invoice for the year 2014

April 11, 2014,

RECOMMENDATION: Direct Administration to pay the annual SUMA Membership fee by April 30, 2014 for the amount of two thousand and seventy three dollars and eighty one cents (\$2,073.81).

7.2 Newsletter from PAPHR dated April 01, 2014 regarding laboratory services

RECOMMENDATION: Receive and file

7.3 Parcs Update March 2014

RECOMMENDATION: Receive and file

7.4 Letter from Department of Highways regarding MS Walk

Recommendation: that administration to send letter to Lana Rossmo indicating the granting of permission from Council regarding the use of roadways for the 2014 MS Walk.

68/2014 **TARASIUK:**

That the Communications/Petitions Package be received and referred as indicated.

CARRIED

8. Consent Agenda:

8.1 Report from EPS Management Services Inc. regarding March activities

RECOMMENDATION: Receive and file.

8.2 Report from Detachment Commander dated April 2014 regarding RCMP Annual Performance Plan Quarterly Report

RECOMMENDATION: Receive and File

8.3 Letter from Debbie and Ron Podborochynski regarding the consolidation of lots 1&2 Blk 4 70PA03396 #01 and 03 Sandi Aiken Drive-Haydukewich Subdivision.

- o Map of area

RECOMMENDATION:

1. That Council approves the request from Debbie and Ron Podborochynski regarding the consolidation of lots 1&2 Blk 4 70PA03396 #01 and 03 Sandi Aiken Drive-Haydukewich Subdivision.
2. That administration is advised to notify SAMA of the approval of Consolidation

8.4 Schedule from Administration for Garbage Pick up Summer 2014.

RECOMMENDATION: That the Schedule for Garbage Pick – up and Land fill hours for the Summer of 2014 be approved.

April 11, 2014,

8.5 Letter from MS Society of Canada dated March 12, 2014 regarding acknowledgement of information regarding the 2014 MS Walk.

RECOMMENDATION: That administration is directed to send an acknowledgement of information received to Lana Rossmo, Candle Lake MS Walk Coordinator.

69/2014 PAINCHAUD:

That the Consent Agenda be received and that the recommendations contained therein be approved as indicated. **CARRIED**

9. Reports of Administration & Committees:

9.1 Report # 23/2014 from Administration dated April 03 regarding Bylaw 04 of 2014 – a Bylaw to allow for Borrowing

70/2014 PAINCHAUD:

That Council gives first reading to Bylaw 04 of 2014 – A bylaw to allow for long term borrowing and that Bylaw 04 of 2014 be laid on the table and brought up under "Introduction and Consideration of Bylaws".

9.2 Report # 22 from Administrator dated April 3, 2014 regarding application to borrow

71/2014 TARASIUK:

THAT application is made to the Local Government Committee for permission to borrow the sum of three million dollars (\$3,000,000) in 2014 repayable over a period of 15 (15) years, for the purpose of *road reconstruction and paving and a possible local improvement project*

AND that the amount of the said debt shall be payable in equal monthly installments of principal and interest in the years 2014 to 2029 inclusive, with interest at a rate of not greater than five point eight four per centum per annum(5.84%) and that payments be made annually. **CARRIED**

9.3 Report # 20/ 2014 from Maintenance Manager dated March 28, 2014 regarding Service Agreement with B&N Steel.

72/2014 PAINCHAUD:

1. That the resort Village of Candle Lake enter into a Service Agreement with B&N Steel for the removal of steel from the landfill WITH REVENUE TO THE Village at thirty dollars (\$30.00) per ton , the agreement to include free removal of Freon by B&N Steel and the removal of propane tanks and batteries from the landfill site
2. That the Mayor and Administrator are authorized, on behalf of the RVCL , to sign the agreement once prepared. **CARRIED**

Resort Village of Candle Lake Council Meeting

April 11, 2014,

9.4 Report from Parks and Rec Board along with Draft Bylaw 01 of 2014 – A Bylaw to Establish a Parks and Recreation Board to exercise powers in the supervision and Management of recreational facilities and programs.

73/2014 TARASIUK:

That Bylaw 07 Of 2002 be repealed and replaced with Bylaw 01 of 2014 and that Bylaw 01 of 2014 be laid on the table and brought up under the order of business 'Introduction and Consideration of Bylaws' and that Bylaw 01 of 2014 be given three readings.

CARRIED

9.5 Report from Administrator regarding Financial Report and Accounts paid and payable.

74/2014 PAINCHAUD:

That Council approves the financial statements and accounts paid as presented and that the Accounts Payable as listed be paid and that administration is directed to discuss more economical street lighting with Sask Power.

CARRIED

10. INQUIRIES: Administration request that Council consider a Special Council Meeting to review Budget on April 26, 2014 at the Community Hall.

75/2014 PAINCHAUD:

That Council holds a Special Council Meeting to review Budget on April 26, 2014 at the Community Hall.

CARRIED

11. INTRODUCTION AND CONSIDERATION OF BYLAWS:

11.1 Bylaw 04 of 2014- a bylaw to allow for borrowing.

76/2014 PAINCHAUD:

That Bylaw 04 of 2014- A Bylaw to allow for borrowing - be given first reading.

CARRIED

11.2 Bylaw 01 of 2014 – a Bylaw to establish a Parks and recreation Board

77/ 2014 TARASIUK:

That Bylaw 01 of 2014- A Bylaw to Establish a Parks and Recreation Board - be given first reading.

CARRIED

78/2014 TARASIUK:

That Bylaw 01 of 2014- A Bylaw to Establish a Parks and Recreation Board - be given second reading.

CARRIED

Resort Village of Candle Lake Council Meeting

April 11, 2014,

79/2014 TARASIUK:

That leave be granted to read Bylaw 01 of 2014 a third and final time **CARRIED**

80/2014 TARASIUK:

That Bylaw 01 of 2014- A Bylaw to Establish a Parks and Recreation Board - be given third reading and that Bylaw No. 01 of 2014 be adopted, sealed and signed by the Mayor and Administrator.

CARRIED

12. Unfinished Business Bylaws:

13. Giving Notice:

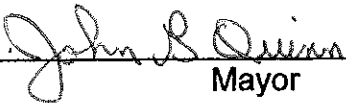
14. Motions:

15. ADJOURNMENT

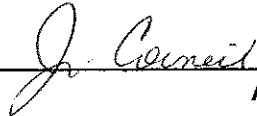
81/2014 PAINCHAUD:

That the meeting adjourns at 1:50 PM

CARRIED



Mayor



Administrator

RESORT VILLAGE OF CANDLE LAKE
ACCOUNTS PAYABLE/PAID
as of April 4, 2014

Cheque #	Vendor Name	Amount	Description	Purchase Order	Cheque	Payment
					Date	Released
6868	Accera Lock & Safe Co. Ltd.	416.90	Office Keys		24-Mar-14	26-Mar-14
6869	Brassard Service Ltd.	17.55	Equipment Parts	2014-22	24-Mar-14	
6870	C.U.P.E.	175.47	CUPE Dues		24-Mar-14	
6871	Candle Casle Restaurant	65.70	Council Mig. Meal		24-Mar-14	
6872	Candle Lake Home Bldg. Centre	579.61	Shop/Maintenance Supplies	2014-12, 2014-17,	24-Mar-14	26-Mar-14
6873	Cervus Equipment	425.17	Shop/Maintenance Supplies		24-Mar-14	
6874	Christopherson Industrial Supply	214.78	Shop Supplies		24-Mar-14	
6875	Corneil, Joan	619.38	Budget, MB & Mediation		24-Mar-14	
6876	BPS Management Services Inc.	2348.65	Feb/14 Bylaw Enforcement		24-Mar-14	26-Mar-14
6877	Globalstar Canada Satellite Co.	68.10	Fire/First Respond/EMO Pagers		24-Mar-14	26-Mar-14
6878	Greenland Waste Desposal Ltd.	474.11	Recycle Bin Costs		24-Mar-14	26-Mar-14
6879	Hackl's Holdings Ltd.	72.60	Repairs to 3 Ton GMC	960948	24-Mar-14	
6880	HyPower Systems	375.65	Repairs to Garbage Truck & Grader	960939 & 960945	24-Mar-14	26-Mar-14
6881	M.E.P.P.	4,224.22	Mar/14 Pension Remittances		24-Mar-14	26-Mar-14
6882	Munisoft	578.77	Assessment/Tax Notices and Receipts		24-Mar-14	26-Mar-14
6883	North Central Transportation	600.00	Memberships & Subscriptions		24-Mar-14	
6884	Pitney Bowes	1,024.65	Postage Meter		24-Mar-14	26-Mar-14
6885	Receiver General for Canada	7,851.74	Mar/14 Remittances		24-Mar-14	26-Mar-14
6886	RPM Industrial Inc.	82.50	Shop Supplies	960949	24-Mar-14	
6887	SaskEnergy	970.29	Mar/14 Statement		24-Mar-14	26-Mar-14
6888	SaskPower	6,226.66	Mar/14 Statement		24-Mar-14	26-Mar-14
6889	Sasktel	1,555.60	Mar/14 Statement		24-Mar-14	26-Mar-14
6890	SGI - Auto Fund	1,011.00	Vehicle/Trailer Registrations		24-Mar-14	26-Mar-14
6891	SnoDrifters	350.00	Refund of Damage Deposit		24-Mar-14	
6892	Specialty Building Inspections	3,008.17	Contracted Bldg. Inspections		24-Mar-14	26-Mar-14
6893	Success Office Systems	3,275.23	Photocopier		24-Mar-14	26-Mar-14
6894	SUMA - Grp. Benefits	1,956.03	Mar/14 Remittances		24-Mar-14	26-Mar-14
6895	Tarasiuk, Louise	1,302.06	Convention Expenses		24-Mar-14	
6896	TAXervice Inc.	309.75	Tax Enforcement		24-Mar-14	
6897	Triod Supply (2011) Ltd.	193.75	Shop Maintenance		24-Mar-14	26-Mar-14
6898	Zelensky Mechanical Ltd.	2,982.00	Water Heater Install		24-Mar-14	26-Mar-14
6899	Zep Factory Outlet	540.55	Janitorial Supplies		24-Mar-14	26-Mar-14
6900	Barber, Chris	166.40	Part Pick Up Travel		26-Mar-14	
6901	Buckoski, Clarence	24.00	Meals EMO Conference		26-Mar-14	
6902	CUETS Financial	805.46	Feb Statement		26-Mar-14	26-Mar-14
6903	Ritchie, Doug	24.00	Meals EMO Conference		26-Mar-14	
6904	S.V.F.F.A. Inc.	130.00	Fire Fighters		26-Mar-14	
6905	Sask Parks and Rec Assoc.	183.75	E. Horn - Trail Bldg Workshop		26-Mar-14	26-Mar-14
6906	SEDA	630.00	MIC Kindersley Registration		26-Mar-14	
6907	SUMA	620.63	Office Supplies		26-Mar-14	
6908	Zep Factory Outlet	272.98	Hall & Office Cleaning Supplies		26-Mar-14	
6909	SGI - Auto Fund	559.00	1988 Chev		28-Mar-14	28-Mar-14
6910	Void					
6911	Billay, Jason	515.00	Fire/First Respond Payment		28-Mar-14	28-Mar-14
6912	Hunter, Debbie	507.50	Fire/First Respond Payment		28-Mar-14	28-Mar-14
6913	Keddy, Layton	40.00	Fire/First Respond Payment		28-Mar-14	28-Mar-14
6914	Morphy, Brent	572.50	Fire/First Respond Payment		28-Mar-14	28-Mar-14
6915	Matkowski, Patty	1,125.00	Janitorial Contract March		31-Mar-14	31-Mar-14
6916	Jackow, Dezilda	288.00	Janitorial Contract March		31-Mar-14	31-Mar-14
6917	Sask. Rivers School Div. #119	14,057.40	Mar/14 Remittances		1-Apr-14	1-Apr-14
6918	Barber, Chris	83.20	Fuel - Parts Pick up		4-Apr-14	
6919	C & S Septic	150.00			4-Apr-14	
6920	Candle Lake All Season Service	205.49			4-Apr-14	
6921	Challand, Josh	310.76	Travel		4-Apr-14	
6922	Corneil, Joan	359.85	Replenish Petty Cash		4-Apr-14	
6923	BPS Management Services Inc.	2,401.43	March		4-Apr-14	
6924	Government Relations	1,320.00	Fire/First Responder Pagers		4-Apr-14	
6925	HyPower Systems	3.60			4-Apr-14	

RESORT VILLAGE OF CANDLE LAKE
ACCOUNTS PAYABLE/PAID
as of April 4, 2014

Cheque #	Vendor Name	Amount	Description	Purchase Order	Cheque	Payment
6926	Kosowan, Calvin	2,000.00	Lagoon Maintenance		4-Apr-14	
6927	Lozej, Michelle	437.50	March Council Indemnity		4-Apr-14	
6928	Prince Albert Co-op Assn Ltd.	3,118.67	Oil & Gas		4-Apr-14	
6929	Quinn, John G.	558.20	March Council Indemnity		4-Apr-14	
6930	S.A.M.A.	33,729.00	Municipal Invoice 2014		4-Apr-14	April 4, 2014
6931	Sask. Parks & Recreation	125.00	Conference Fees		4-Apr-14	4-Apr-14
6932	Sask. Worker's Comp	3,231.64	01 Apr, 2014 Remittance		4-Apr-14	April 4, 2014
6933	Saskatoon Travel Lodge	601.40	EMO Conference		4-Apr-14	
6934	Specialty Building Inspections	1,842.67	March Invoice		4-Apr-14	
6935	Tarasiuk, Louise	1,274.88	March Council Indemnity		4-Apr-14	
6936	Wilcox Zuk Chovin Law Office	1,452.00	Legal Fees		4-Apr-14	
6937	Wilmac Septic	240.00			4-Apr-14	
	TOTAL	117,863.55				

Report Date
4/7/2014 2:09 PM

Resort Village of Candle Lake
Statement of Financial Activities - Summary
For the Period Ending March 31, 2014

Page 1

	Current	Year To Date	Budget	Variance	%
Revenues					
Taxation	4,854.95	7,492.75	(299,810.00)	307,302.75	103
Fees and Charges	7,101.30	15,245.90	278,870.00	(263,624.10)	5
Maintenance and Development Charges	8,000.00	8,000.00	30,420.00	(22,420.00)	26
Grants	21,649.50	21,649.50	239,180.00	(217,530.50)	9
Grants in Lieu of Taxes			4,500.00	(4,500.00)	
Investment Income and Commissions		4,274.37	15,000.00	(10,725.63)	29
Total Revenues:	41,605.75	56,662.52	268,160.00	(211,497.48)	21
Expenditures					
General Government Services	33,829.51	134,356.54	411,510.00	277,153.46	33
Protective Services	3,700.58	18,293.81		(18,293.81)	
Transportation Services	25,866.21	77,214.52		(77,214.52)	
Public Health and Welfare Services	270.03	807.51		(807.51)	
Planning and Development Services	2,898.87	7,254.06		(7,254.06)	
Recreation and Cultural Services	1,153.18	8,669.87		(8,669.87)	
Total Expenditures:	67,718.38	246,596.31	411,510.00	164,913.69	60
Change in Net Financial Assets	(26,112.63)	(189,933.79)	(143,350.00)	(46,583.79)	133
Operating Surplus/Deficit (Chg in Net Asst)	(26,112.63)	(189,933.79)	(143,350.00)	(46,583.79)	133
Increase in Amounts to be Recovered					
Long Term Debt Repaid	255,197.41				
Transfers					
Transfers In		36,000.00	(547,810.00)	583,810.00	107
Change in General Surplus	229,084.78	(153,933.79)	(691,160.00)	537,226.21	22
Account Balances					
	Current	Year to Date	Balance		
Cash					
Office Petty Cash			500.00		
Office Float			200.00		
Landfill Float			70.00		
General Bank Acct.	7,346.50	(62,005.92)	222,797.12		
Tax Bank Account		12.40	91.23		
Cash- Investors Savings Account		(256,095.39)	2,365,591.31		
Cash - Parks & Rec Operating Acct			6,814.35		
Parks & Rec Bingo Account			2,153.53		
Health Committee-Gen.Account			2,414.23		
Health Committee-Building Fund			4,544.79		
First Responders Bank Account			230.22		
Parks & Rec-Playground Acct			1,241.33		
Total Cash:	7,346.50	(318,088.91)	2,606,648.11		
Municipal Taxes Receivable					
Municipal - Tax Receivable - Current	(21,649.32)	(82,426.10)	100,457.78		
Municipal - Tax Receivable - Arrears	4,055.27	15,640.63	161,114.16		
Municipal - Adjustment/Cancellation			4,435.87		
Municipal Receivable-WCB Cert.	52.54	104.16	2,920.77		
Total Municipal Taxes Receivable:	(17,541.51)	(66,681.31)	268,928.58		
Other Receivables					

Report Date
4/7/2014 2:09 PM

Resort Village of Candle Lake
Statement of Financial Activities - Summary
For the Period Ending March 31, 2014


	Current	Year To Date	Budget	Variance	%
Accounts Receivable		(2,384.40)	30.00		
Other Receivable #3			(1,250.00)		
Tax Title Costs Receivable			150.00		
GST Receivable - 100% Rebate	1,344.94	(27,382.49)	4,402.06		
GST Receivable-Parks & Rec			697.20		
GST Receivable - Comm in Bloom			245.26		
GST Receivable-First Respond Comm			103.57		
GST Receivable - Health Committee			61.69		
Total Other Receivables:	1,344.94	(29,766.89)	4,439.78		

Certified correct and in accordance with the records

Presented to council on



Administrator Name
Administrator Title

(Date)

Head of Council Name
Head of Council Title

BYLAW 1 OF 2014

A BYLAW TO ESTABLISH A PARKS AND RECREATION BOARD TO EXERCISE POWERS IN THE CONTROL, SUPERVISION AND MANAGEMENT OF RECREATIONAL FACILITIES AND PROGRAMS

The Council of the Resort Village of Candle Lake in the Province of Saskatchewan enacts as follows:

1. This bylaw may be cited as the Candle Lake Parks and Recreation Board bylaw.

DEFINITION

2. In this bylaw including this section:
 - a) "Board" means the Candle Lake Parks 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 on in culture, recreation and sport.

FUNCTION

3. A. To advise in the management and operation of:
 - i) Ball diamonds and Public Reserve R1 Plan81PA06474
 - ii) All Community Playgrounds
 - iii) Any public reserves as designated by Council.
 - iv) Walking, cycling and ski trails.
- B. To advise Council on projects to improve or extend any of the recreation facilities.
4. To develop and maintain sports programs.
5. To develop and maintain recreational programs
6. To develop and maintain cultural programs
7. To develop and enhance walking, cycling and ski trails.
8. To develop awareness and direction for programs to promote healthy living.
9. To promote and organize special community events.
10. To develop and enhance all public reserves into parks and/or green areas for the betterment of our community.

COMPOSITION OF BOARD

11. The Board shall consist of a maximum of (15) fifteen members, to be appointed by resolution of Council.
12. At the first appointment of the Board members, the terms of office shall be as follows:
 - a) Minimum (3) three members for even years.
 - b) Minimum (3) three members for odd years.
13. Subject to section 11, each term of executive office shall be (2) two years, but may be extended if no other interest in the position is present.

14. The seat of a member of the Board who absents him/herself from (3) three consecutive meetings, without authorization by resolution of the Board, shall be declared vacant.
15. The seat of a member of the Board shall become vacant upon receipt of a written notice of resignation to the secretary.
16. The secretary shall bring to the attention of the Council at its next regular meeting any vacancies as they arise.
17. The Council shall, by resolution, at the first meeting following receipt of the notice of vacancy, fill the vacancy, with recommendation from the Board's list of candidates.
18. A quorum shall consist of a minimum of (4) four members.
19. The Council shall appoint one board member, as chairperson and the Board shall designate the vice-chairperson, secretary and treasurer.
20. Council shall provide an administrative assistant to help with the monthly operations of the Board.

MEETINGS:

21. The Board shall meet at least (10) ten times per year, at a time and place, as set by resolution of the Board at the first meeting of the Board each year.
22. The secretary shall, at the request of the chairperson or $\frac{1}{3}$ of the members, call a special meeting at a date specified in the request.
23. All members of the Board present shall vote on each motion.
24. The chairperson or vice-chairperson shall preside at all meetings.
25. All actions of the Board shall be recorded, to be kept for that purpose and signed by the presiding officer and secretary.
26. A report shall be prepared and presented to the Council at the first meeting of Council following the Board meeting. Those items that require the action of the Council shall be noted.
27. The Board shall prepare and submit an annual report of all the activities of the Board to the last regular meeting of Council each year.
28. The Board shall observe the guidelines as set out in Robert's Rules of Order while conducting their meetings.

POWER AND DUTIES:

29. The Board shall establish annual goals and objectives.
30. The Board shall advise in the management and operation of the following facilities and programs:
 - a) The utilization and/or development of public reserves as designated by Council.
 - b) The production and promotion of programs.
 - c) The development and maintenance of walking, cycling and ski trails.
 - d) The production and promotion of special events.
31. The Board shall conduct its business through the establishment of committees where the directors appointed by resolution of the Council shall act as chairperson and select committee members from the community at large, one such committee being the Trails committee.

32. The Board may advise Council in all matters placed before it dealing with culture, recreation and sport.
33. This is an advisory Board which means that the Board:
- a) Acts in a coordinating role by providing human, financial, communication and facility equipment resources.
 - b) Directs the operation and administration of facilities and programs.
 - c) Have legislative and administrative functions according to this bylaw.
 - d) have its own budget and is authorized to plan, spend and account for the budget as approved by Council.
34. The Board shall assess the recreation needs of the residents of the municipality:
- a) For the current year.
 - b) For a (5) five year projection.
35. The Board shall encourage and co-operate with organizations in the promotion of programs.

FINANCIAL YEAR RESPONSIBILITIES:

36. The financial year of the Board shall commence on the 1st day of January and close on the 31st day of December of each year.
37. The Board shall submit a copy of its assessment of the recreation needs and yearly goals and objective to Council before January 31st of each year.
38. The Board shall before December 1st of the previous year prepare and submit to Council a budget, being an estimate of its proposed revenue and expenditures for the current calendar year operations.
39. The Board shall within its budgetary allotment manage and advise on the following facilities and the various initiated program:
- a) Ball diamonds and Public Reserve R1 Plan81PA06474
 - b) All Community Playgrounds
 - c) Any public reserves as designated by Council.
 - d) Walking, cycling and ski trails.
40. Bylaw 7-02 is hereby repealed.
41. This bylaw shall come into force on the 11 day of APRIL, 2014.
- i) Introduced and Read for the First time in open Council this 11 day of APRIL, 2014.
 - ii) Read for the Second and Third time in open Council this 11 day of APRIL, 2014.

Adopted by resolution of Council on the 11 day of APRIL, 2014.



John B. Quinn
Mayor

J. Council
Administrator



THE RESORT VILLAGE OF
CANDLE LAKE

STATEMENT OF PECUNIARY INTEREST

I, Michelle Lozej, a duly elected official for the Resort Village of Candle Lake, do declare a pecuniary interest in the following matter:

Date: April 7/14

Agenda item: Road Paving Tenders 2014

Signed