

Resort Village of Candle Lake Council Meeting

January 15<sup>th</sup>, 2016

A Council Meeting of Council for the Resort Village of Candle Lake was held on January 15<sup>th</sup>, 2016, in the Council Chambers at Candle Lake, SK.

**ATTENDANCE:** The following were in attendance:

Quinn, John	- Mayor
Lozej, Michelle	- Councilor
Simoneau, Maurice	- Councilor
Painchaud, Carey	- Councilor

Heather Scott	- Assistant Administrator
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**Absent:** Tarasiuk, Louise - Councilor

1. **CALL TO ORDER:** Mayor John Quinn called the meeting to order at 9:01 a.m.

2. **SUBMISSION OF PECUNIARY INTEREST:** None

3. **ADOPTION OF MINUTES:**

**1/2016 PAINCHAUD:**

That the Minutes of the Regular Meeting held December 11<sup>th</sup>, 2015 be taken as read and adopted.

**CARRIED**

4. **APPROVAL OF AGENDA:**

**2/2016 LOZEJ:**

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

**Additions:**

7.2- Chamber of Commerce Letter

9.2 – Corrected Bank Reconciliation and Financial Statement

9.7 – Additional Invoices to Report 8/2016.

**CARRIED**

5. **PUBLIC HEARINGS AND APPEALS:** None

6. **PRESENTATIONS, DELEGATIONS AND RELATED REPORT:**

*SJC*

**7. COMMUNICATIONS/PETITIONS PACKAGE:**

**7.1** – Letter dated December 11<sup>th</sup>, 2015 from the Candle Lake Parks and Recreation Board and Communities in Bloom Members.

**3/2016 LOZEJ:** That Council accept the recommendations of the Parks and Recreation Board letter to amend policy 200-51 by designating the Parks and Rec Board instead of the Communities in Bloom Committee to make recommendation to Council with regards to the naming of parks and trails.

**CARRIED**

**7.2** – Card from Sandi Aiken on behalf of the Haydukewich family.

**4/2016 QUINN:** Receive and file.

**CARRIED**

**7.3**– Letter from EMO Coordinator dated December 31<sup>st</sup>, 2015 Re: Highway 55 North Search and Rescue.

**5/2016 QUINN:** That the Memorandum of Agreement be taken back to Highway 55 Search and Rescue to discuss item 9.1 and brought back to Council for review at the February 2016 meeting.

**CARRIED**

**7.4** – Letter from Chamber of Commerce dated January 13<sup>th</sup>, 2016.

**6/2016 PAINCHAUD:** That administration draft a response to the Chamber of Commerce that Council is agreeable to meet on February 9<sup>th</sup>, 2016 and would like an extension of the agenda topics to be discussed with their concerns and what they would like to see looking ahead.

**CARRIED**

**8. CONSENT AGENDA:**

**8.1** - Function Attendance Report from Assistant Administrator dated December 16<sup>th</sup>, 2015 Re: Ministry of Government Relations Provincial Planning Workshop.

**8.2** – Candle Lake Health Services Committee Minutes dated December 15<sup>th</sup>, 2015.

**8.3** – Function Attendance Report from Louise Tarasiuk dated December 3<sup>rd</sup>, 2015 Re: FireSmart.

**8.4** – Function Attendance Report from Louise Tarasiuk dated December 3<sup>rd</sup>, 2015 Re: SaskAlert.

January 15<sup>th</sup>, 2016

**8.5** – Volunteer Firefighter Application for Albert Lavoie recommended to Council by the Fire Chief.

**8.6** – Bylaw Enforcement Report for December, 2015 from EPS Management.

**7/2016**            **LOZEJ:** That the Consent Agenda be received and that the recommendations contained therein be approved as indicated.            **CARRIED**

**9. REPORTS OF ADMINISTRATOR & COMMITTEES:**

**9.1** – Report 3/2016 from Assistant Administrator dated December 17<sup>th</sup>, 2015 Re: Edward Kowal Wildlife Control Permit.

**8/2016**            **PAINCHAUD:** That Council approves the appointment of Edward Kowal to control nuisance wildlife within the Resort Village of Candle Lake for one year.            **CARRIED**

**9.2** – Bank reconciliation and financial summary to the end of December, 2015 and list of accounts payable to January 8<sup>th</sup>, 2016, from Financial Officer.

**9/2016**            **LOZEJ:** That Council approves the financial statements and bank reconciliation to the end of December, 2015 as presented and that the accounts paid and payable as listed be approved for payment.            **CARRIED**

**9.3** – **Previously Tabled** Report 117/2015 from Assistant Administrator dated November 18<sup>th</sup>, 2015 Re: 2016 Council Meeting Dates.

**10/2016**            **LOZEJ:** That Council sets the Council Meeting dates for 2016 as per the following schedule and that one meeting be scheduled per each date starting at 9:00 a.m., that meeting may convene to a closed session after open council agenda has been completed and reconvening into an open session to ratify any direction from the closed session. The meeting dates for 2016 be set as follows: January 15, February 12, March 11, April 08, May 13, June 10, July 08, July 22, August 12, August 26, September 09, October 14, November 18, December 09, 2016.            **CARRIED**

**9.4** – Report 1/2016 from the Assistant Administrator dated January 2<sup>nd</sup>, 2016 Re: Bylaw 1-2016 a Bylaw to Provide for Short Term Borrowing.

**11/2016**            **PAINCHAUD:** That Council give three readings to Bylaw 1-2016.            **CARRIED**





Resort Village of Candle Lake Council Meeting

January 15<sup>th</sup>, 2016

**9.5** – Report 02/2016 from the Administrator dated December 16<sup>th</sup>, 2015 Re: Bylaw 02 of 2016 Council Procedure Bylaw.

**12/2016**            **LOZEJ:** That Council give three readings to Bylaw 02 of 2016.  
**CARRIED**

**9.6 - Previously Tabled** Report 120/2015 from Assistant Administrator Re: Committee Appointments 2016.

**13/2016**            **QUINN:** That Report 120/2015 be deferred to the February Council Meeting.  
**CARRIED**

**9.7** – Report 7/2016 from Assistant Administrator dated January 8<sup>th</sup>, 2016 Re: Scrap Tire Recycling Program.

**14/2016**            **LOZEJ:** That Council assign Doug Allan, Maintenance Manager as the contact person with SSTC for the tire recycling project and authorize him to schedule the date for the tire roundup.

**CARRIED**

**9.8** – Report 8/2016 from Maintenance Manager dated January 8<sup>th</sup>, 2016 Re: Power Upgrade.

**15/2015**            **QUINN:** Receive as information and file.  
**CARRIED**

**10. INQUIRIES:** None

**11. COUNCILORS FORUM:** None

**12. INTRODUCTION AND CONSIDERATION OF BYLAWS:**

**12.1** - Bylaw 01 of 2016 – A Bylaw to Provide for Short Term Borrowing.

**16/2016**            **LOZEJ:** That Bylaw No. 01 of 2016 be read a first time.  
**CARRIED**

**17/2016**            **SIMONEAU:** That Bylaw No. 01 of 2016 be now read a second time.  
**CARRIED**

**18/2016**            **PAINCHAUD:** That leave be granted to read Bylaw No. 01 of 2016 a third time.  
**CARRIED**

**19/2016**            **LOZEJ:** That Bylaw No 01 of 2016 be read a third time and passed; and that Bylaw No. 01 of 2016 be now adopted, sealed and signed by the Mayor and Administrator.  
**CARRIED**

**12.2 – Bylaw 02 of 2016 – Council Procedure Bylaw.**

**20/2016**                    **PAINCHAUD:** That Bylaw No. 02 of 2016 be read a first time.  
**CARRIED**

**21/2016**                    **SIMONEAU:** That Bylaw No. 02 of 2016 be now read a second  
time.  
**CARRIED**

**22/2016**                    **LOZEJ:** That leave be granted to read Bylaw No. 02 of 2016 a  
third time.  
**CARRIED**

**23/2016**                    **SIMONEAU:** That Bylaw 02 of 2016 be read a third time and  
passed; and that Bylaw No. 02 of 2016 be now adopted, sealed and signed by the  
Mayor and Administrator.  
**CARRIED**

**13. UNFINISHED BUSINESS:** None

**14. GIVING NOTICE:** None

**15. MOTIONS:**

**24/2016**                    **QUINN:**  
That Council adjourn to an in camera session to review items of land, legal, labour  
and/or strategic planning.

**CARRIED**

**Council Adjourns for 10 minute recess: 9:50 p.m.**  
**Council Reconvenes to Closed Session 10:10 a.m.**  
**Councilor Painchaud leaves at 12:05 p.m.**  
**Councilor Painchaud returns at 12:14 p.m.**  
**Council Reconvenes to Open Session at 12:15 p.m.**

**25/2016**                    **QUINN:**  
That Council reconvene to open Council meeting to ratify direction provided from  
Committee of the Whole – InCamera.  
**CARRIED**

**26/2015**                    **LOZEJ:**  
That Council approve the direction given to administration regarding items of land  
legal and labour and strategic planning.

Direction:

- Direct administration to amend Schedule A of Policy 200-66 – Facility Fees  
as per Council direction and refund the user fees already paid.

Resort Village of Candle Lake Council Meeting

January 15<sup>th</sup>, 2016

Amendments:

- Damage deposit per day to be changed to \$600 and marked as regular rate.
- Change cancellation policy to read, "If cancelled 90 days before function 100% of damage deposit will be refunded".
- Remove "Candle Lake Residents Only" and replace with "Only applicable Monday to Thursday".
- Remove all of #3.
- Remove Religious services.
- Remove #10.

**CARRIED**

**16. ADJOURNMENT**

**27/2016**

**SIMONEAU:** That the meeting adjourns at 12:15 p.m.

**CARRIED**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator



Report Date  
1/08/16 2:29 PM

Resort Village of Candle Lake  
**List of Accounts for Approval**  
As of 1/08/16  
Batch: 2015-00056 to 2016-00004

Page 1

Payment #	Date	Vendor Name	Reference	Payment Amount
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**Bank Code: GEN - GENERAL BANK ACCOUNT**

Computer Cheques:

8536	12/16/15	Aon Reed Stenhouse Inc.	Insurance Nov-Dec 2015	22,047.00
8537	12/16/15	Brassard Service Ltd.	Christmas Banquet	429.52
8538	12/16/15	Candle Lake All Season Service	Supplies	1,663.02
8539	12/16/15	Candle Castle Restaurant	Earthworks	32.17
8540	12/16/15	City of Prince Albert	Dispatch Service 2016	956.25
8541	12/16/15	Cole, Dee	Refund on Ins	165.00
8542	12/16/15	Cromartie, Kelly	Staff Christmas Party	1,685.95
8543	12/16/15	Earthworks Equipment Corp.	Bobcat Skid-Steer Loader	2,980.17
8544	12/16/15	Greenland Waste Disposal Ltd.	Recycle Bin Costs	426.91
8545	12/16/15	Munisoft	A/R Invoices	57.94
8546	12/16/15	Outback Renewal Ltd.	Construct Dump/Fencing	56,838.60
8547	12/16/15	PA Battery	Small Tools -2 Batteries	670.90
8548	12/16/15	Prince Albert Co-op Assn Ltd	Fuel	1,667.48
8549	12/16/15	Ritchie, Doug	NW Mutual Aid Mtg	101.20
8550	12/16/15	Ruszkowski Enterprises Ltd	Prog Pay Maint Street	36,369.27
8551	12/16/15	SaskTel	Fire Alarm	1,673.36
8552	12/16/15	SaskPower	Fire Hall	6,006.35
8553	12/16/15	Success Office Systems	Photocopier Meter Reading	271.63
8554	12/16/15	SUMA	Office Supplies	453.57
8555	12/16/15	Tarasiuk, Louise	Supplies-Christmas Supper	95.43
8556	12/16/15	Toshiba Business Solutions	Photocopier	177.69
8557	12/16/15	WS Industrial Construction	Repairs JD Wheel Loader	490.99
8558	12/16/15	Zelensky, Donald & Cindy	Spec Municipal Rebate	3,756.33
8559	12/31/15	Associated Engineering (Sask)		5,379.00
8560	12/31/15	Candle Lake Parks & Recreation	50 2x6 Treated Lumber	467.50
8561	12/31/15	Candle Lake Parks & Recreation	Pay P & R for Lumber	187.00
8562	12/31/15	Candle Castle Restaurant	Work Crew Meals	200.01
8563	12/31/15	Candle Lake Golf Resort	Council Lunch	68.40
8564	12/31/15	Candle Lake Home Building Cntr	Repairs for garbage truck	197.56
8565	12/31/15	Christopherson Industrial Supp	Maint Material/Supplies	1,227.69
8566	12/31/15	Communities in Bloom	CIB Petty Cash	375.43
8567	12/31/15	C.U.P.E.	CUPE Dues Payable	243.33
8568	12/31/15	Earthworks Equipment Corp.	Repair E50 Mini Bobcat	63.28
8569	12/31/15	FCM	Membership to Mar/17	247.26
8570	12/31/15	Jesse Tires	Tires for Garbage Truck	1,356.80
8571	12/31/15	Meridian Surveys Ltd	Survey East Fairway Dr	1,543.50
8572	12/31/15	Municipal Employees Pension	Superannuation Payable	6,048.72
8573	12/31/15	Outback Renewal Ltd.	Level out along Hwy #265	735.00
8574	12/31/15	Pitney Bowes	Ink Cartidge	230.47
8575	12/31/15	Princess Auto Ltd	Small Tools-Vehcile Ramps	46.24
8576	12/31/15	Saskatchewan Trails Assoc.	Parks &n Recreation Trail	50.00
8577	12/31/15	Scott, Heather	Meals-SPPI Planning Mtg	190.40
8578	12/31/15	Specialty Building Inspections	Building Inspections	3,018.75
8579	12/31/15	SUMA	SUMA 2016 Membership fee	2,073.81
8580	12/31/15	SUMA	Joan/Louise Conf Fee 2016	829.50
8581	12/31/15	SUMA-Grp. Benefits	Suma Benefits & GST	2,506.62

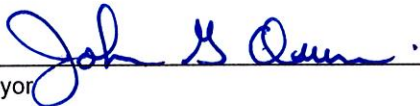
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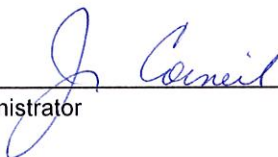
Resort Village of Candle Lake  
**List of Accounts for Approval**  
As of 1/08/16  
Batch: 2015-00056 to 2016-00004

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Payment #	Date	Vendor Name	Reference	Payment Amount
8582	12/31/15	TAXervice Inc.	Tax Enforcement	1,659.00
8583	12/31/15	Traction Heavy Duty Parts	F750	60.76
8584	12/31/15	UMAAS	Membership - UMAAS 2016	185.00
8585	12/31/15	Wilson's Service	Reroof storage shed/parts	1,942.50
8586	1/05/16	Sask Rivers School Div. #119	Edu Property Tax - Dec/15	71,594.83
8587	1/08/16	Candle Lake Fine Foods	Christmas Party	26.82
8588	1/08/16	Candle Lake All Season Service	Maint Supplies	934.76
8589	1/08/16	EPS Management Services Inc.	Bylaw Enforcement	1,781.18
8590	1/08/16	Jackow, Dezilda	Caretaking	480.00
8591	1/08/16	Jeff Thoms Trucking Ltd	Chgd 4 truck tires	126.00
8592	1/08/16	Matkowski, Patricia	Caretaking	750.00
8593	1/08/16	Munisoft	Equipment Maint	6,912.40
8594	1/08/16	North Star Trophies	Mugs and Lasering	109.78
8595	1/08/16	S.V.F.F.A. Inc.	Membership Fees	160.00
8596	1/08/16	Scott, Heather	Caretaking	1,125.00
8597	1/08/16	SGI - Auto Fund Division	2006 Trailer License	155.00
8598	1/08/16	SUMA	Office Supplies	342.44
8599	1/08/16	T&C Plumbing Ltd	Contract Work Pole Shed	2,814.45
8600	1/08/16	J.G.T. Properties Inc.	Plow Truck	2,639.56
Total for GEN:				260,102.48

Certified Correct This 31th day of December, 2015.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator



**Resort Village of Candle Lake**  
**Bank Reconciliation**  
**Gen Bank Account 110-110-120**  
**Adv. Credit Union, Candle Lake Branch**  
**December 31 2015**

<b>Bank Statement Balance December 31 2015</b>	<b>1,052,312.50</b>
ADD:	
Outstanding Deposits	99,477.83
Outstanding Debits	10,829.38
Preauthorized Batches	15,669.74
LESS:	
Outstanding Revnue Canada Withdrawal (Dec)	(10,182.58)
Outstanding Cheques and Withdrawals:	-47,816.32
Payroll	
Council	
Fire	
<b>Adjusted Bank Statement Balance</b>	<b>1,120,290.55</b>

<b>General Ledger Balance December 31 2015</b>	<b>2,465,953.96</b>
Items not posted to the general ledger:	
Adj out of G.L.	(1,315,000.00)
First Data Charges	(595.33)
RBC LOAN	(19,930.00)
Interest	441.08
Caft Fees	(46.00)
Bank Fees	(0.58)
Revenue Canada - Dec/15	(10,182.58)
Adj NSF Cheque	(350.00)
<b>Adjusted General Ledger Balance November 30 2015</b>	<b>1,120,290.55</b>

Variance	0.00
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*SBC*  
*Pr*

**Resort Village of Candle Lake**  
**Statement of Financial Activities - Detailed**  
For the Period Ending December-31-15

	Current	Year To Date	Budget	Variance	%
<b>REVENUES</b>					
<b>TAXATION</b>					
<b>Municipal Taxes</b>					
410-110-100 - General Municipal Levy		1,174,835.67	1,157,214.89	17,620.78	102
410-120-100 - Abatements and Adjustments		(2,012.24)	(5,000.00)	2,987.76	40
410-130-100 - Discount on Municipal Tax - Property		(340,890.01)	(337,610.00)	(3,280.01)	101
410-150-100 - Base Tax		1,487,330.00	1,490,710.00	(3,380.00)	100
	0.00	2,319,263.42	2,305,314.89	13,948.53	101
<b>Penalties on Tax Arrears</b>					
410-400-210 - Penalty on Mun Taxes Arrears - Property	6,183.48	77,222.63	50,000.00	27,222.63	154
	6,183.48	77,222.63	50,000.00	27,222.63	154
<b>Special Municipal Levy</b>					
410-600-100 - Special Municipal Levy #1	(1,488.10)	(16,219.46)	(30,000.00)	13,780.54	54
	(1,488.10)	(16,219.46)	(30,000.00)	13,780.54	54
<b>TOTAL TAXATION:</b>	4,695.38	2,380,266.59	2,325,314.89	54,951.70	102
<b>FEES AND CHARGES</b>					
<b>Custom Work</b>					
420-100-100 - Custom Work - General		95.20		95.20	
420-100-110 - Custom - Grading/Snow Removal		845.00	3,000.00	(2,155.00)	28
420-100-130 - Custom Work - Tax Enforcement		14,974.35	12,300.00	2,674.35	122
	0.00	15,914.55	15,300.00	614.55	104
<b>Sale of Supplies</b>					
420-200-210 - Sale of Supplies - Misc.		712.80		712.80	
420-200-500 - Sale of Supplies - Culverts	2,846.28	2,846.28		2,846.28	
420-200-900 - Municipal Service Fees			10,000.00	(10,000.00)	
420-200-901 - Lagoon Fees		3,923.00	500.00	3,423.00	785
420-200-910 - Fine Options Fees		80.00		80.00	
<b>Total Sale of Supplies:</b>	2,846.28	7,562.08	10,500.00	(2,937.92)	72
<b>Rentals</b>					
420-300-100 - Rentals - Building/Room	860.00	9,485.00	7,300.00	2,185.00	130
420-300-101 - Lease Revenue		300.00	600.00	(300.00)	50
	860.00	9,785.00	7,900.00	1,885.00	124
<b>Policing and Fire Fees</b>					
420-400-110 - Fines		300.00	800.00	(500.00)	38
	0.00	300.00	800.00	(500.00)	38
<b>Recreation Fees</b>					
<b>Recreation Centre Fees</b>					
420-500-150 - Parks & Rec Advertisements	155.00	1,760.00	3,100.00	(1,340.00)	57
420-500-700 - Performance Deposits		3,000.00		3,000.00	
	155.00	4,760.00	3,100.00	1,660.00	154
	155.00	4,760.00	3,100.00	1,660.00	154
<b>Cemetery Fees</b>					
420-600-100 - Cemetery Fees		4,900.00	1,000.00	3,900.00	490
	0.00	4,900.00	1,000.00	3,900.00	490

*S.H. Jr.*

Report Date  
1/20/16 12:11 PM

**Resort Village of Candle Lake**  
**Statement of Financial Activities - Detailed**  
For the Period Ending December-31-15

Page 2

	Current	Year To Date	Budget	Variance	%
<b>Licenses and Permits</b>					
420-700-100 - RV Park Site Fees		31,280.00	48,000.00	(16,720.00)	65
420-700-101 - RV Park Emergency/Protect.Fees		117,886.50	104,300.00	13,586.50	113
420-700-102 - RV Park Base Tax		25,627.50	25,700.00	(72.50)	100
420-700-110 - Prov.Campground Agrmt		29,500.00	30,300.00	(800.00)	97
420-700-200 - Licenses - Business	200.00	9,450.00	8,900.00	550.00	106
420-700-210 - Licenses - Pets		520.00	400.00	120.00	130
420-700-220 - Reg. Fee - Lifts/Docks	25.00	25.00		25.00	
420-710-100 - Building Permits	1,761.50	35,286.49	40,000.00	(4,713.51)	88
	<b>1,986.50</b>	<b>249,575.49</b>	<b>257,600.00</b>	<b>(8,024.51)</b>	<b>97</b>
<b>Other</b>					
<b>Tax Certificate</b>					
420-800-100 - Tax Certificate		1,440.00	1,600.00	(160.00)	90
420-800-101 - Legal Fee Reimb.		1,000.00	400.00	600.00	250
	<b>0.00</b>	<b>2,440.00</b>	<b>2,000.00</b>	<b>440.00</b>	<b>122</b>
<b>General Office Services Provided</b>					
420-800-200 - General Office Services Provided	20.00	351.25	600.00	(248.75)	59
420-800-210 - Photocopy/Fax Fees	21.75	139.25		139.25	
420-800-220 - Assessment Appeal Fees		50.00	200.00	(150.00)	25
420-800-221 - Building/Zoning Appeals		250.00		250.00	
420-800-222 - Discretionary Use Fee		200.00	300.00	(100.00)	67
	<b>41.75</b>	<b>990.50</b>	<b>1,100.00</b>	<b>(109.50)</b>	<b>90</b>
<b>Landfill/Waste Collection Fees</b>					
420-850-100 - Scavenging Fees	3,227.22	6,741.33	2,600.00	4,141.33	259
420-850-110 - Landfill Fees	1,342.00	52,280.85	37,800.00	14,480.85	138
420-850-120 - Landfill Annual Fee		2,259.40	2,000.00	259.40	113
420-850-130 - Sign Corridor Fees		1,500.00	1,600.00	(100.00)	94
420-850-150 - Misc. Revenue	6,510.86	9,870.24	700.00	9,170.24	1,410
	<b>11,080.08</b>	<b>72,651.82</b>	<b>44,700.00</b>	<b>27,951.82</b>	<b>163</b>
	<b>11,121.83</b>	<b>76,082.32</b>	<b>47,800.00</b>	<b>28,282.32</b>	<b>159</b>
<b>TOTAL FEES AND CHARGES:</b>	<b>16,969.61</b>	<b>368,879.44</b>	<b>344,000.00</b>	<b>24,879.44</b>	<b>107</b>
<b>MAINTENANCE AND DEVELOPMENT CHARGES</b>					
<b>Development Charges</b>					
430-200-100 - Development Charges		50.00		50.00	
	<b>0.00</b>	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	<b>0</b>
<b>TOTAL MAINTENANCE AND DEVELOPMENT</b>	<b>0.00</b>	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	<b>0</b>
<b>UNCONDITIONAL TRANSFERS</b>					
<b>Unconditional Transfers</b>					
450-105-100 - Unconditional Provincial Grants			10,500.00	(10,500.00)	
)-110-100 - Unconditional - (Revenue Sharing)	43,365.75	173,463.00	170,000.00	3,463.00	102
	<b>43,365.75</b>	<b>173,463.00</b>	<b>180,500.00</b>	<b>(7,037.00)</b>	<b>96</b>
<b>TOTAL UNCONDITIONAL TRANSFERS:</b>	<b>43,365.75</b>	<b>173,463.00</b>	<b>180,500.00</b>	<b>(7,037.00)</b>	<b>96</b>

*SHL Jr*



**Resort Village of Candle Lake**  
**Statement of Financial Activities - Detailed**  
For the Period Ending December-31-15

**CONDITIONAL GRANTS**

**Federal**

450-200-070 - Conditional - Federal Gas Tax Grant

	Current	Year To Date	Budget	Variance	%
		88,864.20	43,400.00	45,464.20	205
	0.00	88,864.20	43,400.00	45,464.20	205
<b>TOTAL CONDITIONAL GRANTS:</b>	0.00	88,864.20	43,400.00	45,464.20	205

**GRANTS IN LIEU OF TAXES**

**Provincial**

450-600-050 - GIL - Provincial

		12,650.40	14,300.00	(1,649.60)	88
	0.00	12,650.40	14,300.00	(1,649.60)	88
<b>TOTAL GRANTS IN LIEU OF TAXES:</b>	0.00	12,650.40	14,300.00	(1,649.60)	88

**CAPITAL ASSET PROCEEDS**

**Capital Asset Proceeds**

460-100-200 - CA - Sale of Machinery

460-120-200 - CA - Sale of Equipment

460-200-100 - GG - Land Sales - Gain/Loss

			80,000.00	(80,000.00)	
		(45,939.75)		(45,939.75)	
		36,672.50	25,000.00	11,672.50	147
	0.00	(9,267.25)	105,000.00	(114,267.25)	109-
<b>TOTAL CAPITAL ASSET PROCEEDS:</b>	0.00	(9,267.25)	105,000.00	(114,267.25)	109-

**INVESTMENT INCOME AND COMMISSIONS**

**Investment and Income Revenue**

470-100-100 - Interest Revenue

	2,384.99	23,134.87	23,700.00	(565.13)	98
	2,384.99	23,134.87	23,700.00	(565.13)	98
<b>TOTAL INVESTMENT INCOME AND COMMISS</b>	2,384.99	23,134.87	23,700.00	(565.13)	98

**OTHER REVENUES**

**Other Revenue**

480-150-100 - Donations

	100.00	100.00		100.00	
	100.00	100.00	0.00	100.00	0
<b>TOTAL OTHER REVENUES:</b>	100.00	100.00	0.00	100.00	0

**TOTAL REVENUES:**

	67,515.73	3,038,141.25	3,036,214.89	1,926.36	100
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**Resort Village of Candle Lake**  
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**EXPENDITURES**

**GENERAL GOVERNMENT SERVICES**

**Wages & Benefits**

**Wages**

	Current	Year To Date	Budget	Variance	%
510-110-110 - GG - Council - Indemnity-Meeting	3,000.00	37,237.50	39,700.00	2,462.50	94
	<b>3,000.00</b>	<b>37,237.50</b>	<b>39,700.00</b>	<b>2,462.50</b>	<b>94</b>
510-110-140 - GG - Council - Indemnity Committee/S	332.86	4,801.86	10,000.00	5,198.14	48
510-110-142 - GG-Council Convention Indemnity	1,550.00	2,550.00	4,500.00	1,950.00	57
510-110-230 - GG - Salaries - Administrator	7,490.91	94,182.86	96,820.00	2,637.14	97
510-110-330 - GG - Salaries - Assistants	14,875.13	176,275.27	200,000.00	23,724.73	88
510-110-530 - GG - Salaries - Other		2,949.71		(2,949.71)	
510-115-430 - GG - Student (Grant) Salary		138.12	3,000.00	2,861.88	5
	<b>27,248.90</b>	<b>318,135.32</b>	<b>354,020.00</b>	<b>35,884.68</b>	<b>90</b>

**Benefits**

510-130-230 - GG - Benefits - Administrator - Grp.Ins.	108.90	1,306.80	1,400.00	93.20	93
510-130-231 - GG - Benefits - Administrator CPP			2,400.00	2,400.00	
510-130-232 - GG - Benefits - Administrator EI		1,302.79	1,500.00	197.21	87
510-130-233 - GG - Benefits - Administrator Sup'n.	606.98	7,888.09	8,500.00	611.91	93
510-130-234 - GG - Benefits - Workers' Comp		6,932.10	10,000.00	3,067.90	69
510-140-330 - GG - Benefits - Assistant - Grp.Ins.	202.50	2,090.88	4,500.00	2,409.12	46
510-140-331 - GG - Benefits - Assistant CPP	394.35	7,041.09	7,900.00	858.91	89
510-140-332 - GG - Benefits - Assistant EI	293.73	4,549.37	3,950.00	(599.37)	115
510-140-333 - GG - Benefits - Assistant Sup'n.	804.52	9,866.35	7,750.00	(2,116.35)	127
510-145-431 - GG - Benefits-Student CPP		142.41		(142.41)	
510-145-432 - GG-Benefits-Student EI		222.90	150.00	(72.90)	149
	<b>2,410.98</b>	<b>41,342.78</b>	<b>48,050.00</b>	<b>6,707.22</b>	<b>86</b>

**Professional/Contract Services**

510-200-110 - GG - Cont. - Legal		11,212.73	30,000.00	18,787.27	37
510-200-130 - GG - Cont. - Audit/Accounting		22,973.50	20,000.00	(2,973.50)	115
510-200-140 - GG Cont.-Appraisal/Inventory		150.00	3,000.00	2,850.00	5
510-200-150 - GG - Cont. - Assessment - SAMA		44,141.00	50,000.00	5,859.00	88
510-200-160 - GG-Board of Revision Expense		1,102.86	2,400.00	1,297.14	46
510-200-170 - GG - Cont. - Advertising	300.00	7,862.89	3,600.00	(4,262.89)	218
510-200-200 - GG-Cont.-Printing RM Maps			1,000.00	1,000.00	
510-210-100 - Use 510-210-140			500.00	500.00	
510-210-110 - Use 510-210-140		6,950.00	10,000.00	3,050.00	70
510-210-140 - GG - Council - Travel/Meals	1,201.83	7,362.44	2,000.00	(5,362.44)	368
510-210-150 - GG - Convention/Travel/Meal/Lodging	1,378.56	7,850.42	6,700.00	(1,150.42)	117
510-210-160 - GG - Travel, Meals & Subsistence		648.32	4,000.00	3,351.68	16
510-210-170 - GG - Admin.Prof.Dev/ Travel / Meals/L.	699.79	6,435.82	7,000.00	564.18	92
510-220-101 - GG - Cont. - Caretaking/Main. Other	2,355.00	18,930.00	19,000.00	70.00	100
510-230-100 - GG - Cont. - Insurance - General & Boi	4,340.08	7,202.45	20,000.00	12,797.55	36
510-240-100 - GG - Cont. - Memberships & Subscript	475.24	4,447.02	4,200.00	(247.02)	106
510-240-150 - GG - Cont. - Conference Fees	790.00	2,780.00	3,000.00	220.00	93
510-250-100 - GG - Cont. - Communications(MailOut)			2,250.00	2,250.00	
510-250-150 - GG - Cont. - Express & Cartage		165.70	100.00	(65.70)	166
510-260-100 - GG - Cont. - Tax Enforcement/Collectic	1,580.00	26,194.86	12,300.00	(13,894.86)	213

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**Resort Village of Candle Lake**  
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	Current	Year To Date	Budget	Variance	%
510-270-100 - GG - Cont. - Maintenance-Office		1,196.44	4,600.00	3,403.56	26
510-270-150 - GG - Cont. - Repairs			500.00	500.00	
510-280-100 - GG - Cont. - Postage Meter Lease		4,571.47	5,700.00	1,128.53	80
510-280-101 - GG - Cont - Photocopier	428.90	6,053.63	12,200.00	6,146.37	50
510-280-102 - GG - Cont - Office Furniture/Equipment		3,352.90	6,000.00	2,647.10	56
510-280-103 - GG - Cont - Equip Maint.Agrmt-Repair		1,732.50	1,400.00	(332.50)	124
510-280-130 - GG - Cont. - Munisoft Software Suppor		6,902.87	7,200.00	297.13	96
510-280-131 - GG-Cont. - Software Purchase	(4.70)	31.23		(31.23)	
510-280-170 - GG - Cont. - Promos/Vol Appn/Public F	765.95	1,434.26	1,400.00	(34.26)	102
510-290-100 - GG - Cont. - Bank Charges	101.96	676.77	100.00	(576.77)	677
510-290-101 - GG - Cont. - Debit Machine Costs	1,548.33	21,495.70	15,000.00	(6,495.70)	143
	<b>15,960.94</b>	<b>223,857.78</b>	<b>255,150.00</b>	<b>31,292.22</b>	<b>88</b>
<b>Utilities</b>					
510-300-110 - GG - Utility - Heat		3,444.35	2,700.00	(744.35)	128
510-300-120 - GG - Utility - Power	208.85	6,182.38	4,000.00	(2,182.38)	155
510-300-130 - GG - Utility - Water		62.25	300.00	237.75	21
510-300-140 - GG - Utility - Telephone	811.36	9,465.93	20,200.00	10,734.07	47
510-300-141 - GG - Cont - Inernet/DB Machine	125.03	2,500.28	2,100.00	(400.28)	119
510-300-142 - GG - Cont - Web Page Setup/Maint		204.75	200.00	(4.75)	102
510-300-150 - GG - Utility - Septic Pump-Out	240.00	3,327.00	2,200.00	(1,127.00)	151
	<b>1,385.24</b>	<b>25,186.94</b>	<b>31,700.00</b>	<b>6,513.06</b>	<b>79</b>
<b>Maintenance, Material and Supplies</b>					
510-400-110 - GG - Maint. - Stationery & Postage	55.18	618.57	3,000.00	2,381.43	21
510-410-140 - GG - Maint. - Office Supplies	352.24	9,624.18	9,100.00	(524.18)	106
510-410-160 - GG - Maint. - Other		124.98	400.00	275.02	31
510-410-180 - GG - Maint. - Xmas Decorations		(20,210.00)	10,000.00	30,210.00	302
510-420-100 - GG - Maint. - Janitor Supplies		2,045.00	1,400.00	(645.00)	146
	<b>407.42</b>	<b>(7,797.27)</b>	<b>23,900.00</b>	<b>31,697.27</b>	<b>133</b>
<b>Capital Expenditures</b>					
510-600-200 - GG-Amortization		2,118.43		(2,118.43)	
	<b>0.00</b>	<b>2,118.43</b>	<b>0.00</b>	<b>(2,118.43)</b>	<b>0</b>
<b>Interest</b>					
510-700-110 - GG - Bank Interest		59.69		(59.69)	
510-710-110 - GG - Long Term Debt Interest			63,000.00	63,000.00	
	<b>0.00</b>	<b>59.69</b>	<b>63,000.00</b>	<b>62,940.31</b>	<b>0</b>
<b>TOTAL GENERAL GOVERNMENT SERVICES</b>	<b>47,413.48</b>	<b>602,903.67</b>	<b>775,820.00</b>	<b>172,916.33</b>	<b>78</b>
<b>PROTECTIVE SERVICES</b>					
<b>POLICE PROTECTION</b>					
<b>Professional/Contractual Services</b>					
520-210-110 - PS - Police - Contracted Servi & Rent I		32,444.36	31,100.00	(1,344.36)	104
520-210-120 - PS-Contract Bylaw Enforcement Servic	1,224.84	31,905.61	40,000.00	8,094.39	80
	<b>1,224.84</b>	<b>64,349.97</b>	<b>71,100.00</b>	<b>6,750.03</b>	<b>91</b>
<b>Grants and Contributions</b>					
510-510-110 - PS - Police - COPPS Grant		2,200.00	2,200.00		100
510-510-120 - PS-Police- Search & Rescue		2,000.00	2,000.00		100
	<b>0.00</b>	<b>4,200.00</b>	<b>4,200.00</b>	<b>0.00</b>	<b>100</b>
<b>TOTAL POLICE PROTECTION:</b>	<b>1,224.84</b>	<b>68,549.97</b>	<b>75,300.00</b>	<b>6,750.03</b>	<b>91</b>

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**Resort Village of Candle Lake**  
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**FIRE PROTECTION**

**Wages and Benefits**

**Wages**

	Current	Year To Date	Budget	Variance	%
525-110-110 - PS - Fire/Emerg.Serv- Honorarium	6,000.00	6,000.00	6,000.00		100
525-110-120 - PS - Fire - Salaries - Fire Chief	316.67	3,800.04	3,800.00	(0.04)	100
525-110-130 - PS - Fire - Salaries - Deputy Fire Chief	200.00	2,400.00	2,400.00		100
	<b>6,516.67</b>	<b>12,200.04</b>	<b>12,200.00</b>	<b>(0.04)</b>	<b>100</b>

	<b>6,516.67</b>	<b>12,200.04</b>	<b>12,200.00</b>	<b>(0.04)</b>	<b>100</b>
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**Professional/Contractual Services**

525-210-100 - PS - Fire - EMS Contr-911/Dispatching			1,000.00	1,000.00	
525-220-100 - PS-Fire/EMO Travel,Meals, Hotel	399.62	5,003.72	5,000.00	(3.72)	100
525-220-102 - PS - Fire/EMO .Convention/Training		4,125.38	3,000.00	(1,125.38)	138
525-230-100 - PS - Fire /EMO- Insurance	(2,460.00)	1,898.00	3,000.00	1,102.00	63
525-240-100 - PS - Fire - Memberships/Subscriptions		565.00	500.00	(65.00)	113
525-260-100 - PS - Fire -Facility Maint.		1,354.02	3,500.00	2,145.98	39
	<b>(2,060.38)</b>	<b>12,946.12</b>	<b>16,000.00</b>	<b>3,053.88</b>	<b>81</b>

**Utilities**

525-300-110 - PS - Fire - Utility - Heat		2,285.01	2,200.00	(85.01)	104
525-300-120 - PS - Fire - Utility - Power	345.13	4,216.07	4,500.00	283.93	94
525-300-130 - PS - Fire - Utility - Water		19.88		(19.88)	
525-300-140 - PS-Fire/First Resond/EMO Telephone/	104.64	2,157.73	1,200.00	(957.73)	180
525-300-141 - PS-Fire/Emerg.-Radio/Pager Equip		5,589.94	5,000.00	(589.94)	112
	<b>449.77</b>	<b>14,268.63</b>	<b>12,900.00</b>	<b>(1,368.63)</b>	<b>111</b>

**Maintenance, Materials and Supplies**

525-410-100 - PS - Fire - Stationary & Postage			500.00	500.00	
525-420-100 - PS - Fire /EMO Supplies	(694.23)	938.76	600.00	(338.76)	156
525-420-101 - PS -Fire-First Resond.Incident/Train P	18,962.95	9,044.20	10,900.00	1,855.80	83
525-420-102 - PS-Fire/First Resp.Appreciation-PR	1,444.95	2,571.39	2,500.00	(71.39)	103
525-430-100 - PS - Vehicle/Equip. Repair/Parts/Tools	800.09	2,735.02	5,200.00	2,464.98	53
525-430-110 - PS - Fire - Oil & Gas	111.49	640.92	1,400.00	759.08	46
525-440-100 - PS - Fire - Small Tools/Equipment		2,258.76	2,800.00	541.24	81
525-440-101 - PS-Fire-First Responders Equip		16,711.88	17,000.00	288.12	98
525-440-102 - PS-Fire-First Rspn. Incident			7,000.00	7,000.00	
	<b>20,625.25</b>	<b>34,900.93</b>	<b>47,900.00</b>	<b>12,999.07</b>	<b>73</b>

**Capital Expenditures**

525-600-120 - PS - Fire - Pur of Cap Assets - Building			3,000.00	3,000.00	
525-600-130 - PS - Fire - Pur of Cap Assets - Machin		10,500.00	10,000.00	(500.00)	105
525-600-140 - PS - Fire - Pur of Cap Assets - Equip		18,921.00	25,000.00	6,079.00	76
525-600-200 - PS-Amortization		19,110.68		(19,110.68)	
	<b>0.00</b>	<b>48,531.68</b>	<b>38,000.00</b>	<b>(10,531.68)</b>	<b>128</b>

**TOTAL FIRE PROTECTION:**

<b>25,531.31</b>	<b>122,847.40</b>	<b>127,000.00</b>	<b>4,152.60</b>	<b>97</b>
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**TOTAL PROTECTIVE SERVICES:**

<b>26,756.15</b>	<b>191,397.37</b>	<b>202,300.00</b>	<b>10,902.63</b>	<b>95</b>
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**TRANSPORTATION SERVICES**

**MAINTENANCE**

**Wages & Benefits**

**Wages**

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**Resort Village of Candle Lake**  
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	Current	Year To Date	Budget	Variance	%
530-110-120 - TS - Maint.-Maint.Manager Salary	5,351.62	67,011.64	63,860.00	(3,151.64)	105
530-110-130 - TS - Maint. - Salaries - Labourers	15,032.75	139,342.73	152,817.60	13,474.87	91
530-110-131 - TS Maint - Contract Labor	1,205.32	3,397.74	4,300.00	902.26	79
530-110-140 - TS - Maint. - Salaries - Casual Help		10,008.84	15,708.00	5,699.16	64
530-110-150 - TS - Maint. - Salaries - Seasonal	797.84	119,895.42	145,992.51	26,097.09	82
	<b>22,387.53</b>	<b>339,656.37</b>	<b>382,678.11</b>	<b>43,021.74</b>	<b>89</b>
<b>Benefits</b>					
530-120-120 - TS - Maint.-Benefits-Maint.Mgr-Grp.Ins	197.84	2,558.74	1,985.54	(573.20)	129
530-120-121 - TS - Maint.-Benefits-Maint.Mgr.CPP		2,479.95	2,250.00	(229.95)	110
530-120-122 - TS - Maint-Benefits-Maint.Mgr. EI		1,302.80	1,200.00	(102.80)	109
530-120-123 - TS - Maint-Benefits-Maint.Mgr.-Sup'n.	412.36	5,255.13	5,600.00	344.87	94
530-130-130 - TS - Maint. - Laborers-Benefits-Grp.Ins	884.22	9,444.50	3,006.48	(6,438.02)	314
530-130-131 - TS- Maint - Laborers CPP	395.31	7,306.28	8,000.00	693.72	91
530-130-132 - TS - Maint - Laborers EI	271.85	6,980.03	8,000.00	1,019.97	87
530-130-133 - TS - Maint - Laborers - Sup'n	1,200.50	16,881.65	18,800.00	1,918.35	90
530-140-140 - TS - Maint. - Benefits - Casual Help			13,500.00	13,500.00	
	<b>3,362.08</b>	<b>52,209.08</b>	<b>62,342.02</b>	<b>10,132.94</b>	<b>84</b>
	<b>25,749.61</b>	<b>391,865.45</b>	<b>445,020.13</b>	<b>53,154.68</b>	<b>88</b>
<b>Professional/Contractual Services</b>					
530-200-110 - TS - Maint. - Engineering	5,125.00	41,436.88	100,000.00	58,563.12	41
530-210-120 - TS - Maint. - Contr-Survey/Gov't.Applic	1,470.00	13,120.00	20,000.00	6,880.00	66
530-210-140 - TS - Maint. - Contract Maint. Work	1,708.11	3,350.50	25,000.00	21,649.50	13
530-210-141 - TS-Maint-Landfill Contracted Maintena			5,000.00	5,000.00	
530-210-142 - TS -Maint.-Recyle Bin Costs	406.59	7,212.11	6,300.00	(912.11)	114
530-210-143 - TS-Maint-Contr.Work-Gravel Lease		24,112.10	50,000.00	25,887.90	48
530-210-144 - TS Maint - Simon Lehne Walkway		4,334.00	4,000.00	(334.00)	108
530-250-100 - TS - Maint. - Travel, Meal & Subsistenc	366.33	2,493.63	4,500.00	2,006.37	55
530-250-101 - TS-Maint-Prof Dev/Workshop		1,466.21	4,500.00	3,033.79	33
530-260-100 - TS - Maint. - Insurance/Vehicle Reg.		14,908.00	13,000.00	(1,908.00)	115
530-290-102 - TS - Maint. - Shop Repairs/Maint	3,165.06	13,485.90	10,000.00	(3,485.90)	135
530-290-104 - TS - Maint-Lagoon/Water Analysis	(2,173.40)	4,783.50	5,000.00	216.50	96
	<b>10,067.69</b>	<b>130,702.83</b>	<b>247,300.00</b>	<b>116,597.17</b>	<b>53</b>
<b>Utilities</b>					
530-300-120 - TS - Maint. - Utility - Power (Landfill)	147.68	1,109.00	800.00	(309.00)	139
530-300-121 - TS - Maint - Power Drainage Pumps	157.08	2,132.75	6,700.00	4,567.25	32
530-300-130 - TS - Maint. - Utility - Water	35.00	295.74	100.00	(195.74)	296
530-300-140 - TS - Maint. - Utility - Telephone	261.31	4,112.80	3,500.00	(612.80)	118
530-300-150 - TS - Maint. - Utility - Other		270.93		(270.93)	
530-310-100 - TS - Maint. - Utility - Street Lights	4,544.12	55,545.32	58,000.00	2,454.68	96
	<b>5,145.19</b>	<b>63,466.54</b>	<b>69,100.00</b>	<b>5,633.46</b>	<b>92</b>
<b>Maintenance, Materials &amp; Supplies</b>					
530-400-110 - TS - Maint. - Materials & Supplies	722.39	18,905.93	10,100.00	(8,805.93)	187
530-400-111 - TS-Maint Employee Reimbursed Safet	652.04	9,709.11	6,000.00	(3,709.11)	162
530-410-100 - TS - Maint. - Small Tools	581.64	16,410.20	6,100.00	(10,310.20)	269
530-420-100 - TS - Vehicle- Repair/Parts/Tools	726.17	4,052.23	4,000.00	(52.23)	101
530-420-101 - TS - Maint. - Equip. Repair/Parts/Tools	990.93	8,870.90	30,000.00	21,129.10	30
530-420-102 - TS Maint - Equipmnt Purchase		457.49	200.00	(257.49)	229
530-420-103 - TS - Maint - Equipment Rental		4,221.00		(4,221.00)	
530-425-110 - TS - Maint. - Oil & Gas	2,346.02	47,840.36	50,000.00	2,159.64	96

*SBA*



**Resort Village of Candle Lake**  
**Statement of Financial Activities - Detailed**  
For the Period Ending December-31-15

	Current	Year To Date	Budget	Variance	%
530-425-121 - TS - Repairs to JD Grader		9,635.68		(9,635.68)	
530-425-122 - TS - Repairs to JD Wheel Loader	467.61	1,739.88		(1,739.88)	
530-425-123 - TS - Repairs To Kabota Tractor		84.85		(84.85)	
530-425-130 - TS Repairs To Freight Liner Gravel Tru		217.21		(217.21)	
530-425-132 - TS - Repairs To 2012 Bobcat		5,529.44		(5,529.44)	
530-425-133 - TS - Repairs to E50 Mini Bobcat	60.40	1,479.76		(1,479.76)	
530-425-140 - TS - Repairs to 2680 Mower		465.46		(465.46)	
530-425-141 - TS - Repairs to 3680 Mower		711.07		(711.07)	
530-425-142 - TS - Repairs to Land Pride Mower		3.63		(3.63)	
530-425-150 - TS - Repairs to Garbage Truck	1,492.91	2,526.74		(2,526.74)	
530-425-155 - TS - Repairs to 953 Cat		6,685.11		(6,685.11)	
530-425-160 - TS - Repairs to Dust Control Truck		2,258.46		(2,258.46)	
530-425-161 - TS - Repairs to 88 - 3 on GMC - Now F	614.22	10,908.10		(10,908.10)	
530-425-162 - TS - Repairs To Ford 1 Ton - Now F45		15,989.40		(15,989.40)	
530-425-170 - TS - Repairs to 350 Ford Truck	(78.51)	328.65		(328.65)	
530-425-171 - TS - Repairs to F250 Ford Truck		331.12		(331.12)	
530-425-172 - TS - Repairs to Dodge Pickup		889.70		(889.70)	
530-430-131 - TS-Maint.-Equipment Purchase	643.14	2,834.23	30,000.00	27,165.77	9
530-440-100 - TS - Maint. - Gravel/Sand		18,384.77	10,000.00	(8,384.77)	184
530-450-100 - TS - Maint. - Culverts/Drainage	(787.50)	(1,138.69)	16,700.00	17,838.69	107
530-460-100 - TS - Maint. - Asphalt/Surfacing Materia		600.00	2,000.00	1,400.00	30
530-460-101 - TS - Maint - Road Construction/Repair		6,977.20	100,000.00	93,022.80	7
530-460-102 - TS-Maint-Landfill Maint.Materials		836.66		(836.66)	
530-460-110 - TS - Maint. - Dust Control		31,507.25	20,000.00	(11,507.25)	158
530-470-100 - TS - Maint. - Road/Street Signs		23,014.92	4,600.00	(18,414.92)	500
530-490-110 - TS - Maint. - Tree Removals		20,825.00	5,000.00	(15,825.00)	417
530-490-125 - TS-Maint - Grass Seed/Fencing	446.25	6,538.38	10,000.00	3,461.62	65
530-490-130 - Maint - Spruce Budworm Spraying		59,006.00	80,000.00	20,994.00	74
	<b>8,877.71</b>	<b>339,637.20</b>	<b>384,700.00</b>	<b>45,062.80</b>	<b>88</b>
<b>Capital Expenditures</b>					
530-600-120 - TS - Purchase of Cap Assets - Build	13,956.25	14,888.06	150,000.00	135,111.94	10
530-600-140 - TS - Purchase of Cap Assets - Equipm	2,947.61	302,718.52	280,400.00	(22,318.52)	108
530-600-142 - TS-Cap.Assets-Road Repair - Ford Ro			10,000.00	10,000.00	
530-600-143 - TS Cap.Assets-Road Repair - Bayview			30,000.00	30,000.00	
530-600-190 - TS - Purchase of Cap Assets - Eng. St	54,132.00	54,132.00	50,000.00	(4,132.00)	108
530-600-200 - TS-Amortization		85,555.25		(85,555.25)	
	<b>71,035.86</b>	<b>457,293.83</b>	<b>520,400.00</b>	<b>63,106.17</b>	<b>88</b>
<b>Other</b>					
530-900-110 - TS - Maint. - Lagoon Sustainability	95,208.85				
	<b>95,208.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>
<b>TOTAL MAINTENANCE:</b>	<b>216,084.91</b>	<b>1,382,965.85</b>	<b>1,666,520.13</b>	<b>283,554.28</b>	<b>83</b>
<b>CONSTRUCTION</b>					
<b>Professional/Contractual Services</b>					
535-210-140 - TS - Const. - Contract - Other	(13,956.25)		15,000.00	15,000.00	
	<b>(13,956.25)</b>	<b>0.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>0</b>
<b>Maintenance, Materials &amp; Supplies</b>					
535-400-110 - TS - Const. - Building Maint. Mat & Sup	736.25	34,195.97	25,000.00	(9,195.97)	137
535-430-130 - TS - Const. - Other		17,885.11	20,000.00	2,114.89	89
	<b>736.25</b>	<b>52,081.08</b>	<b>45,000.00</b>	<b>(7,081.08)</b>	<b>116</b>

*SAC Jr*



**Resort Village of Candle Lake**  
**Statement of Financial Activities - Detailed**  
For the Period Ending December-31-15

	Current	Year To Date	Budget	Variance	%
<b>Capital Expenditures</b>					
535-600-110 - TS - Const. - Pur of Cap Assets		8,694.23	13,200.00	4,505.77	66
535-600-111 - TS - Constr.- Cap Road Project	34,637.40	(2,128,596.81)	1,000,000.00	3,128,596.81	313
	<b>34,637.40</b>	<b>(2,119,902.58)</b>	<b>1,013,200.00</b>	<b>3,133,102.58</b>	<b>309</b>
<b>TOTAL CONSTRUCTION:</b>	<b>21,417.40</b>	<b>(2,067,821.50)</b>	<b>1,073,200.00</b>	<b>3,141,021.50</b>	<b>293</b>
<b>TOTAL TRANSPORTATION SERVICES:</b>	<b>237,502.31</b>	<b>(684,855.65)</b>	<b>2,739,720.13</b>	<b>3,424,575.78</b>	<b>25-</b>
<b>PUBLIC HEALTH AND WELFARE SERVICES</b>					
<b>Utilities</b>					
550-300-140 - H&W - Utility - Telephone(Health)	237.21	2,501.42	3,300.00	798.58	76
550-300-145 - H&W-Health Centre Bldg.Maint		1,294.89	5,000.00	3,705.11	26
550-300-150 - H&W - Other - Health Centre		246.81	200.00	(46.81)	123
	<b>237.21</b>	<b>4,043.12</b>	<b>8,500.00</b>	<b>4,456.88</b>	<b>48</b>
<b>Capital Expenditures</b>					
550-600-200 - EPH-Amortization		96,417.33		(96,417.33)	
	<b>0.00</b>	<b>96,417.33</b>	<b>0.00</b>	<b>(96,417.33)</b>	<b>0</b>
<b>Total PUBLIC HEALTH AND WELFARE SERV</b>	<b>237.21</b>	<b>100,460.45</b>	<b>8,500.00</b>	<b>(91,960.45)</b>	<b>1,182</b>
<b>PLANNING AND DEVELOPMENT SERVICES</b>					
<b>ges and Benefits</b>					
550-110-120 - P&D - Contracted Bldg. Inspections	5,500.00	31,960.23	40,000.00	8,039.77	80
	<b>5,500.00</b>	<b>31,960.23</b>	<b>40,000.00</b>	<b>8,039.77</b>	<b>80</b>
<b>Professional/Contractual Services</b>					
560-200-111 - P&D - Develop Appeals Brd Honorariu		785.16	900.00	114.84	87
560-200-112 - P&D-Planning for Growth Initiative		5,289.75	8,000.00	2,710.25	66
	<b>0.00</b>	<b>6,074.91</b>	<b>8,900.00</b>	<b>2,825.09</b>	<b>68</b>
<b>Utilities</b>					
560-300-140 - P&D - Utility - Telephone			400.00	400.00	
	<b>0.00</b>	<b>0.00</b>	<b>400.00</b>	<b>400.00</b>	<b>0</b>
<b>Maintenance, Materials and Supplies</b>					
560-420-111 - P&D - Vehicle Reg/Ins			500.00	500.00	
	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>	<b>0</b>
<b>Capital Expenditures</b>					
560-600-200 - GG-Amortization		95,504.10		(95,504.10)	
	<b>0.00</b>	<b>95,504.10</b>	<b>0.00</b>	<b>(95,504.10)</b>	<b>0</b>
<b>TOTAL PLANNING AND DEVELOPMENT SEF</b>	<b>5,500.00</b>	<b>133,539.24</b>	<b>49,800.00</b>	<b>(83,739.24)</b>	<b>268</b>
<b>RECREATION AND CULTURAL SERVICES</b>					
<b>Professional/Contractual Services</b>					
570-200-110 - P&R - Cont. - Advertising/Public Relat.		69.22	1,100.00	1,030.78	6
570-220-100 - P&R - Cont. - Travel, Meal & Subsister		536.05	400.00	(136.05)	134
570-240-100 - P&R - Cont. - Memberships/Subscriptio		50.00	100.00	50.00	50
570-250-100 - P&R - Cont. - Conference Fees		175.00	900.00	725.00	19
570-270-200 - P&R-Hall Equipment		105.00		(105.00)	
570-290-100 - P&R - Wapiti Library		10,350.45	9,500.00	(850.45)	109

*S. Hall Jr.*

Report Date  
1/20/16 12:11 PM

**Resort Village of Candle Lake**  
**Statement of Financial Activities - Detailed**  
For the Period Ending December-31-15

Page 10

	Current	Year To Date	Budget	Variance	%
	0.00	11,285.72	12,000.00	714.28	94
<b>Utilities - Heat</b>					
570-300-150 - P&R - Utility - Heat - Hall		5,850.10	4,000.00	(1,850.10)	146
	0.00	5,850.10	4,000.00	(1,850.10)	146
<b>Utilities - Power</b>					
570-310-150 - P&R - Utility - Power - Hall	319.35	3,794.61	3,200.00	(594.61)	119
	319.35	3,794.61	3,200.00	(594.61)	119
<b>Utilities - Telephone</b>					
570-330-150 - P&R - Utility - Telephone - Hall	57.78	898.82	600.00	(298.82)	150
	57.78	898.82	600.00	(298.82)	150
<b>Utilities - Other</b>					
570-340-150 - P&R - Utility - Hall Septic Pump-Out		99.00	1,000.00	901.00	10
	0.00	99.00	1,000.00	901.00	10
<b>Maintenance, Materials and Supplies</b>					
570-420-150 - P&R - Maint Supplies - Hall	3.58	1,952.41	300.00	(1,652.41)	651
570-430-150 - P&R - Building Maint.-Rec.Hall		1,929.22	20,000.00	18,070.78	10
570-430-160 - P&R-Equipment			10,000.00	10,000.00	
570-430-195 - P&R - Inspection/Other Expense		260.00	300.00	40.00	87
	3.58	4,141.63	30,600.00	26,458.37	14
<b>Grants and Contributions</b>					
570-500-110 - P&R - Grants and Contributions			100.00	100.00	
	0.00	0.00	100.00	100.00	0
<b>Capital Expenditures</b>					
570-600-200 - PR-Amortization		5,949.04		(5,949.04)	
	0.00	5,949.04	0.00	(5,949.04)	0
<b>Other</b>					
570-900-110 - P&R - Trails Exp		338.01	13,700.00	13,361.99	2
570-900-120 - P&R - Communities in Bloom - Grant	178.50	7,985.55	8,000.00	14.45	100
570-900-121 - P&R-Communities in Bloom - Petty Ca	375.43	692.89	500.00	(192.89)	139
570-900-122 - P&R-Comm.in Bloom- Kiosk Power		137.44	200.00	62.56	69
570-900-130 - P&R-Aschim Homestead PAMF Grant	108.78	1,908.59	1,700.00	(208.59)	112
570-900-900 - Parks & Rec Committee Expenditure	266.81	10,067.37	10,450.00	382.63	96
570-900-910 - Communities in Bloom Committee Exp			200.00	200.00	
	929.52	21,129.85	34,750.00	13,620.15	61
<b>TOTAL RECREATION AND CULTURAL SERV</b>	1,310.23	53,148.77	86,250.00	33,101.23	62
<b>TOTAL EXPENDITURES:</b>	318,719.38	396,593.85	3,862,390.13	3,465,796.28	10
<b>CHANGE IN NET-FINANCIAL ASSETS</b>					
Revenues	67,515.73	3,038,141.25	3,036,214.89	1,926.36	100
Expenditures	318,719.38	396,593.85	3,862,390.13	3,465,796.28	10
<b>CHANGE IN NET FINANCIAL ASSETS</b>	(251,203.65)	2,641,547.40	(826,175.24)	3,467,722.64	420
<b>CHANGE IN NET ASSETS</b>	(251,203.65)	2,641,547.40	(826,175.24)	3,467,722.64	420
<b>Decrease in Amounts to be Recovered</b>					

*gHd*



**Resort Village of Candle Lake**  
**Statement of Financial Activities - Detailed**  
For the Period Ending December-31-15

	Current	Year To Date	Budget	Variance	%
Long Term Debt Repaid	(39,860.00)	(219,230.40)	(239,000.00)	(19,769.60)	92
<b>Total Decrease in Amounts to be Recovered:</b>	<b>(39,860.00)</b>	<b>(219,230.40)</b>	<b>(239,000.00)</b>	<b>(19,769.60)</b>	<b>92</b>
<b>CHANGE IN SURPLUS</b>	<b>(291,063.65)</b>	<b>2,422,317.00</b>	<b>(1,065,175.24)</b>	<b>3,487,492.24</b>	<b>327</b>

**ACCOUNT BALANCES**

**Cash and Investments**

	Current	Year to Date	Balance
110-110-110 - Office Petty Cash			500.00
110-110-111 - Office Float			200.00
110-110-112 - Landfill Float			70.00
110-110-120 - General Bank Acct.	(74,613.25)	93,298.69	1,120,291.71
110-110-122 - Tax Bank Account	3.18	80.93	533.52
110-110-131 - Cash- Investors Savings Account	1,388.14	2,017,764.71	2,599,697.14
110-110-160 - Cash - Parks & Rec Operating Acct		(698.44)	6,115.91
110-110-162 - Parks & Rec Bingo Account		(854.81)	1,298.72
110-110-164 - Health Committee-Gen.Account		664.08	3,078.31
110-110-165 - Health Committee-Building Fund		59.45	4,604.24
110-110-166 - First Responders Bank Account		3,116.90	3,347.12
110-110-168 - Parks & Rec-Playground Acct		0.56	1,241.89
<b>Total Cash and Investments:</b>	<b>(73,221.93)</b>	<b>2,113,432.07</b>	<b>3,740,978.56</b>

**Municipal Taxes Receivable**

110-200-100 - Municipal - Tax Receivable - Current	(124,359.19)	(9,418.49)	213,931.83
110-200-110 - Municipal - Tax Receivable - Arrears	64.02	72,116.83	197,952.92
110-200-300 - Municipal Receivable-WCB Cert	706.08	4,214.57	15,043.19
<b>Total Municipal Taxes Receivable:</b>	<b>(123,589.09)</b>	<b>66,912.91</b>	<b>426,927.94</b>


**Other Receivables**

110-320-100 - Accounts Receivable	9,297.14	16,079.62	16,109.62
110-320-170 - Tax Title Costs Receivable			150.00
110-340-110 - GST Receivable - 100% Rebate	6,851.22	25,919.80	68,528.56
<b>Total Other Receivables:</b>	<b>16,148.36</b>	<b>41,999.42</b>	<b>84,788.18</b>

Certified correct and in accordance with the records

Presented to council on

  
\_\_\_\_\_  
Administrator

15/01/16  
(Date)  
  
\_\_\_\_\_  
Mayor





**Candle Lake Chamber of Commerce**

**C/O Box 220**

**Candle Lake, Sk. S0J 3E0**

January 13, 2016

The Resort Village of Candle Lake

Box 114

Candle Lake, Sk. S0J 3E0

Dear Mayor and Council:

In reply to your letter of December 21, 2015, alternate proposed meeting dates would be **February 9<sup>th</sup> or 16<sup>th</sup>, 2016**. The meeting would be held at **7:00 pm in the Fire Hall**.

**Topics For Discussion:**

- Bay Drive: Angle parking; center boulevard; sidewalks; sharp drop curbing; beautification
- Business license general fund
- Funding/Assistance for the Candle Lake Guide and Map
- Full time bylaw officer
- Encouragement and promotion of current businesses
- Business taxes Industrial Drive

Regards,

Liz Thorpe

Secretary/Treasurer

# SaskPower

2025 Victoria Avenue  
Regina, Saskatchewan  
S4P 0S1

Billing Document Number:

90174548

Date Issued:

2015/07/22

Name:

CANDLE LAKE, RESORT  
VILLAGE OF  
Customer Account Number:

9000001850

Address:

PO BOX 114  
CANDLE LAKE SK S0J 3E0

Document Reference:

QT 95214 / OR 3072080

SaskPower Contact Person:

STACEY RISLING

Direct inquiries to your local

SaskPower office at:

PO Box 5900  
PRINCE ALBERT SK  
S6V 7V6

1-888-757-6937

GST registration number: R119429678

Item	Qty	Description	Price
10	1	GSU GENERAL SERVICE, U/G	12,295.90
GST (Canada)	5.0 %		614.80
Down Payment	0090172618 - 2015/05/20 (Chq # 7198)		3,230.00-
Line Item Total Outstanding (Does not include GST)			9,680.70

## Total GST (Canada)

614.80

Bill to cover cost of Underground General Service to 9A Torch  
Lake South, Candle Lake.

Service Order #20177539.

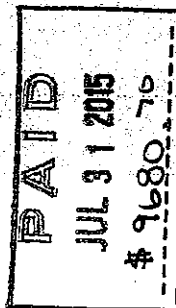
Candle Lake District.

535-400-110

Added complete GST Payable on this Cheque

RECEIVED

JUL 27 2015



APPROVED

POSTED

Chq # 8173

Late Payment Charges will be assessed on unpaid  
amounts as of 2015/08/21, at the rate of 1.50% monthly  
(19.56% per year)

Payment due upon receipt of bill.

Make cheque payable to SaskPower.

See reverse for terms of payment and payment options.

Due: August 21/15

Total Due

9,680.70

**SaskPower**  
Customer Services

March 4, 2015

Notification No. 301673594

Revised Quote No. 95214

Order No. 20177539

Resort Village of Candle Lake  
PO Box 114  
Candle Lake SK S0J 3E0

Attention: Doug and/or Heather

**Subject: Underground General Service to 9A Torch Lake South, Candle Lake**

Thank you for requesting an electrical service at the above noted location. SaskPower is pleased to provide you with the following quotation:

**Design:**

SaskPower has designed a 120/240-volt, single-phase, three-wire service to a 600-amp main. Service will be provided underground to a customer supplied splitter box, capable of accommodating 2 runs of 350 mcm aluminum conductor. This splitter box will be the point of delivery for this service. Enclosed is a copy of the construction map showing the routing/location of SaskPower facilities required for your service.

**Cost:**

A construction charge of \$12,295.90 plus \$614.80 GST, for a total of \$12,910.70 is required for this service. A down payment in the amount of \$3,230.00 is required to move ahead; the remaining construction charge will be invoiced upon completion.

**Approvals:**

To proceed, please return the following items:

- Signed quotation letter
- Signed SaskPower Map/drawing
- Signed Easement Form
- Down Payment of \$3,230.00

**Conditions:**

- This quotation is contingent on SaskPower receiving all necessary approvals
- Site must be to final grade and clear of obstructions
- The customer will be responsible for the removal & replacement of their own facilities.
- The customer will also be responsible to locate any customer owned wiring/water lines/facilities along our staked cable route.
- Customer supplied meter socket/splitter to be installed prior to hook up, if applicable.
- Customer's installation must comply with the Electric Service Requirements.  
Services of 600 amp or greater will not be energized until approved by a SaskPower electrical inspector. Give a minimum of 2 weeks' notice to Electrical Inspections, if applicable.
- This quotation is also subject to requote, if the requested work doesn't proceed within a period of one year after acceptance of the contract.

PO Box 5900, Prince Albert, SK S6V 7V6  
Email: [CustomerRelationsPrinceAlbert@saskpower.com](mailto:CustomerRelationsPrinceAlbert@saskpower.com)

Fax (306) 953-7604



# CUSTOMER APPROVAL

Signature \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Date \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Contact Phone \_\_\_\_\_

**SIGN  
HERE  
HERE**

**XMR  
LOCATION  
X - 482778  
Y - 5954236**

**APPROVED FOR  
CONSTRUCTION**

**SaskPower**

THIS MAP IS A VISUAL REPRESENTATION ONLY AND NOT TO BE USED FOR LOCATING FACILITIES.  
 CONTACT SASK POWER AT 1-800-488-6888 FOR LOCATES.

I HEREBY AGREE TO THE ROUTE OF THE  
 PROPOSED POWER LINE AS SHOWN ON THIS PLAN.  
 REGULATORY APPROVAL BY  
 CUSTOMER \_\_\_\_\_  
 DATE \_\_\_\_\_

## NOTES:

- INSTALL ON EXISTING POLE
- 10' TAKE-OFF (B1410)
- GRID (B3301)
- TRENCH & LAY 152m OF #2ALXLP EUG  
 PRIMARY.
- INSTALL
- URBAN 72 SERIES XFR. RADIAL (B0834A)
- 75KV-1P7F-120/240V XMR (16-72-75)
- GRID (B3305)
- TRENCH & LAY 5m DOUBLE RUN OF 350MCM TX  
 UNDERGROUND SECONDARY TO CUSTOMER  
 OWNED 600A SPLITTER.  
 EASEMENTS REQUIRED.
- \*WATERLINE, SASKTEL & SASKENERGY  
 LOCATES REQUIRED.
- \*CUSTOMER RESPONSIBLE FOR ALL WIRING  
 AFTER THE METERING POINT.
- \*CUSTOMER RESPONSIBLE TO CLEAR  
 RIGHT-OF-WAY OF ALL OBSTACLES AND  
 DEBRIS.

**GSU CANDLE LAKE, RESORT VILLAGE OF**

**301673594**

**20177539**

**301673594**

**20177539**

**301673594**

**20177539**

**301673594**

**20177539**

**301673594**

From: "Customer Relations Prince Albert" <CustomerRelationsPrinceAlbert@saskpower.com>  
Subject: RE: Follow Up to Service Application - Resort Village of Candle Lake -Notification 301673594  
Sent date: 03/23/2015 03:02:15 PM  
To: "Joan Cornell" <candleadministrator@sasktel.net>

Good Afternoon!

I called you back and left a message with the lady that answered.....yes that's fine to extend the validity of the quote to April 13<sup>th</sup>.

Thank you!

*Kerry Lafreniere*

SaskPower | Customer Relations - Prince Albert Region

ph 306-953-7631 | fax 306-953-7604 | PO Box 5900, 4291 5<sup>th</sup> Avenue East, Prince Albert SK S6V 7V6  
email [klafreniere@saskpower.com](mailto:klafreniere@saskpower.com) | [saskpower.com](http://saskpower.com) | [Twitter](#) | [Facebook](#)

---

**From:** Joan Cornell [mailto:candleadministrator@sasktel.net]  
**Sent:** March 23, 2015 2:59 PM  
**To:** Customer Relations Prince Albert  
**Subject:** Re: Follow Up to Service Application - Resort Village of Candle Lake -Notification 301673594

Hi Kerry, I left a couple of voice mails regarding the quote you sent. I was asking that the quote be valid until April 13 as although it has been budgeted for and Council is well aware of the need to upgrade, we have rules we have to follow and that is getting Council approval for the expense. Council will be meeting this Friday but it is too late to put on the agenda....it is a special meeting and nothing can be added to. The next date is April 10, past your April 07 deadline so could we get that deadline extended to April 13, 2015?

Joan Cornell, CAO

On Mon, 23 Mar 2015 19:07:28 +0000, Customer Relations Prince Albert  
<[CustomerRelationsPrinceAlbert@saskpower.com](mailto:CustomerRelationsPrinceAlbert@saskpower.com)> wrote:  
Good Afternoon!

As of today's date we have not received your acceptance letter on the above job. Your quote letter was emailed to you on March 4, 2015, the quotation is only valid for a month.

If you choose to accept the costs associated with this current quote, you have a year from the date of acceptance to complete the construction and the costs will remain the same.

If you do not accept at this time, our notification will be closed until you advise that you wish to proceed. Costs will be refreshed and a new quote issued at that time.

**RESORT VILLAGE OF CANDLE LAKE**  
**BYLAW NO. 1-2016**  
**A BYLAW TO PROVIDE FOR SHORT TERM BORROWING**

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

1. The Council of the Resort Village of Candle Lake (the "Municipality" are hereby authorized to borrow from the Affinity Credit Union, Candle Lake Branch, a sum not exceeding at any one time of one hundred thousand dollars (\$100,000.00) required to meet the current operating (or short term capital) expenditures of the Municipality until the taxes and grants receivable for the current year are available and to pay or agree to pay interest thereon either in advance or at maturity, and in either case after maturity, at the rate of prime per cent per annum.
2. The amount to be borrowed, together with the total of any similar debt obligations that have not been repaid does not exceed, except with the approval of the Saskatchewan Municipal Board, the actual or estimated total revenues from the municipal taxes levied and unconditional provincial or federal grants receivable in the current year (excluding school taxes levied for other than general municipal purposes), as stated in the estimates adopted from the previous year.
3. The Mayor and the Administrator of the Municipality are hereby authorized on behalf of the Council of the Municipality to execute under the seal of the Municipality a line of credit agreement or agreements in favor of the (Affinity Credit Union, Candle Lake Branch) for the amount of the said loan, with interest as aforesaid.
4. The amount so borrowed shall be a first charge upon the taxes levied for general Municipalities purposes and upon the unconditional provincial or federal grants receivable in the current year. The Mayor and Administrator are hereby authorized and directed to apply in payment of all sums borrowed pursuant to this bylaw, and with interest thereon, on all of the monies hereafter collected or received on account or realized in the aforesaid taxes and grants.

*SSC*



5. The whole or any parts of the revenues of the Municipality are not subject to any prior charge, except as disclosed to the Affinity Credit Union, Candle Lake Branch in writing and certified by the Mayor and Administrator.

This bylaw shall come into effect upon final reading of Council.

Introduced and read for the first time this <sup>15<sup>th</sup></sup> day of *January* 2016.

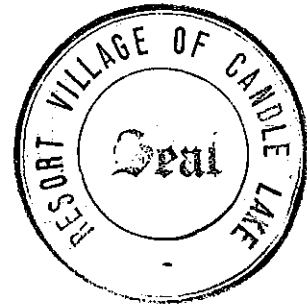
Read for a second time this <sup>15<sup>th</sup></sup> day of *January* 2016.

Read for a third time and passed this <sup>15<sup>th</sup></sup> day of *January*, 2016.

*John B. Quinn*  
Mayor

*J. Council*  
CAO

Seal



## **COUNCIL PROCEDURES BYLAW**

### **Bylaw 02 of 2016**

The information in this document refers to:

- *The Municipalities Act*, section 81.1

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## **Council Procedures Bylaw**

### **The Resort Village of Candle Lake BYLAW NO 02 of 2016**

#### **A BYLAW TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL AND COUNCIL'S COMMITTEES**

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

#### **PART I – INTERPRETATION**

##### **1. Short Title**

1.1 This bylaw may be cited as "The Procedure Bylaw".

##### **2. Purpose**

2.1 The purpose of this bylaw is to establish clear, transparent, consistent and accessible rules for conducting business at meetings, for council members, administrations and the public to follow and participate in governing the municipality and for council in establishing council committees.

##### **3. Definitions**

3.1 In this bylaw:

- (a) "Act" means *The Municipalities Act*.
- (b) "Acting mayor" means the Councillor elected by council to act as the mayor if a vacancy arises in that office.
- (c) "Ad Hoc committee" means a committee appointed by council at any time to deal with a specific issue(s) and exist for a length of time required to review the issue(s) and make recommendations to council.
- (d)
- (e) "Adjourn" means to suspend proceedings to another time or place.
- (f) "Administration" means the administrator or designate or an employee accountable to the administrator or designate.
- (g) "Administrator" means the person appointed as administrator pursuant to section 110 of the Act.
- (h) "Agenda deadline" means the time established in subsection 13.6 of this bylaw.
- (i) "Amendment" means an alteration to a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion.
- (j) "Business day" means a day other than a Saturday, Sunday or holiday.
- (k) "Chair" means a person who has the authority to preside over a meeting.
- (l) "Committee" means a committee, board, authority or other body duly appointed by council.
- (m) "Communications" include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.

- (n) "Consent agenda" means a portion of a meeting that lists items of business which are routine in nature and do not require substantial discussion and/or debate.
- (o) "Consent motion" means a motion to adopt, without debate, the recommendations of several reports within a consent agenda.
- (p) "Council" means the mayor and councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act*.
- (q) "Councillor" means the council member duly elected in the municipality as a councillor, in accordance with *The Local Government Election Act*.
- (r) "Deputy Mayor" means the councillor who is appointed by council, pursuant to section 30 of this bylaw, to act as mayor in the absence or incapacity of the mayor.
- (s) "Mayor" means the council member duly elected in the municipality as the mayor in accordance with *The Local Government Election Act*.
- (t) "Member" means the mayor, councillor or an appointed individual to a committee, commission or board of council.
- (u) "Motion" means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- (v) "Mover" means a person who presents or proposes a motion or amendment.
- (w) "Municipality" means the Resort Village of Candle Lake.
- (x) "Order of business" means the list of items comprising the agenda and the order in which those items appear on the agenda.
- (y) "Point of order" means the raising of a question by a member in a meeting claiming that the procedures of the meeting or of an individual council member are contrary to the procedural rules or practices.
- (z) "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 position.
- (aa) "Point of procedure" means a question directed to the person presiding at a meeting to obtain information on the rules or procedures bearing on the business at hand.
- (bb) "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.
- (cc) "Quorum" is, subject to sections 98 of the Act:
  - i. in the case of council, a majority of the whole council,

- ii. in the case of a committee, a majority of the members appointed to the committee.
  - (dd) "Recess" means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted.
  - (ee) "Resolution" means a formal determination made by council or a committee on the basis of a motion, duly placed before a regularly constituted meeting or a special meeting of council or a committee for debate and decision, and is duly passed.
  - (ff) "Special meeting" means a meeting other than a regular scheduled meeting called pursuant to S 123 of the Act or the provisions of this bylaw.
  - (gg) "Subcommittee" means a committee established by a committee, Commission or board to review and report on an aspect of the committee, Commission or board's business.
  - (hh) "Unfinished Business" means business which has been raised at the same, or a previous meeting, and which has not been completed.
  - (ii) "Urgent Business" means a time sensitive matter which requires council's immediate and urgent consideration.
- 3.2 A reference in this bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

#### **4. Application**

- 4.1 This bylaw applies to all meetings of council.
- 4.2 Notwithstanding subsection 4.1, council may by resolution or bylaw allow a board and committee to establish its own procedures or have committees adhere to this bylaw.
- 4.3 When any matter relating to proceedings arise which is not covered by a provision of this bylaw, the matter shall be decided by reference to *Robert's Rules of Order*.
- 4.4 In the event of any conflict between the provisions of this bylaw and those contained in any of the other authorities set out above, the provision of this bylaw shall apply.
- 4.5 Subject to subsection 4.3, any ruling of the mayor or chair shall prevail, subject, however, to the jurisdiction of council or the committee to consider any appeals of those rulings.

### **PART II – MEETINGS**

#### **5. First Meeting**

- 5.1 The first meeting of council shall be held on the first Friday immediately following a general election.
- 5.2 At the first meeting of council:
  - (a) the Returning Officer shall provide council with a copy of the declaration of results with respect to the election; and
  - (b) every council member shall take the oath of office pursuant to the Act.

#### **6. Regular Meetings**

- 6.1 Regular meetings of council shall be held on the second Friday of each month commencing at 9 a.m. with options to hold a regular meeting twice a month during the summer months of July and August.



- 6.2 In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor, such meetings shall be held at the same time on the next day that the municipal office is scheduled to be open for business or as scheduled by the Mayor.
- 6.3 Annually the administrator shall submit a regular schedule of council meetings to council for approval as set out in subsections 6.1 and 6.2, or may recommend alternate meeting dates.
- 6.4 Notwithstanding the foregoing provisions, council may, by resolution, dispense with or alter the time of a regular meeting of council.
- 6.5 Council may, by resolution, authorize the Mayor to reschedule a regular meeting of council pursuant to the Act during a period of time to be specified within the resolution.

## **7. Special Meetings**

- 7.1 The administrator or designate shall call a special meeting of council, whenever requested to do so, in writing, by the Mayor or a majority of the members.
- 7.2 The written request referred to in subsection 7.1 shall include all items of business to be transacted.
- 7.3 Form 1, appended hereto and forming a part of this bylaw, shall be the form used to direct the administrator or designate to call a special meeting of council.
- 7.4 When a special meeting is to be held, the administrator or designate shall provide written notice of the time, date and place of the meeting to all members pursuant to section 10 of this bylaw and to the public at least twenty-four (24) hours prior to the meeting and, in general terms, of the business to be transacted at the meeting.
- 7.5 Notwithstanding subsection 7.2, a special meeting may be held with less than twenty-four (24) hours' notice to members, and without notice to the public, if all members agree to do so, in writing, immediately before the beginning of the special meeting.
- 7.6 No business, other than that stated in the notice, shall be transacted at a special meeting, unless all the members are present and, by unanimous consent, they authorize other business to be transacted.

## **8. Meeting through Electronic Means**

- 8.1 One or more members of council may participate in a council meeting by means of a telephonic, electronic or other communication facility if:
  - (a) notice of the council meeting is given to the public including the way in which the council meeting is to be conducted;
  - (b) the facilities enable the public to at least listen to the meeting at a place specified in that notice and the administrator is in attendance at that place; and
  - (c) the facilities permit all participants to communicate adequately with each other during the council meeting.
- 8.2 Members participating in a council meeting held by means of a communication facility are deemed to be present at the council meeting.

## **9. Notice of Meetings**

- 9.1 Notice of regularly scheduled council meetings is not required to be given.

- 9.2 If council changes the date, time or place of a regularly scheduled meeting, at least twenty-four (24) hours' notice of the change will be given to:
- (a) any members not present at the meeting at which the change was made; and,
  - (b) the public.

#### **10. Method of Giving Notice**

- 10.1 Notice of a council meeting is deemed to have been given to a member if the notice is:
- (a) delivered personally;
  - (b) left at the usual place of business or residence of the member; or
  - (c) at the request of the member, sent by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or to the address specified by the member.
- 10.2 Notice of a council meeting is to be given to the public by posting notice of the meeting on the Municipal web site.

#### **11. Actions in Public**

- 11.1 An act or proceeding of council is not effective unless it is authorized or adopted by bylaw or a resolution at a duly constituted public meeting of council.
- 11.2 Every person has the right to be present at council meetings that are conducted in public unless the person presiding at the council meeting expels a person for improper conduct.

#### **12. Closed Sessions**

- 12.1 Council may close all or any part of its meetings to the public if the matter to be discussed:
- (a) is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or
  - (b) concerns long-range or strategic planning.
- 12.2 A resolution to move into closed session shall state, in general terms, the topic of discussion.
- 12.3 Where council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
- (a) the members of council;
  - (b) the administrator and other members of administration as the members of council may deem appropriate; and
  - (c) such members of the public as may be allowed to attend by the council.
- 12.4 Where council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the administrator or designate shall record in the minutes thereto:
- (a) the time that the in-camera portion of the meeting commenced and concluded;
  - (b) the names of the parties present; and
  - (c) the legislative authority including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* relied upon for authority to close the meeting to the public.
- 12.5 No resolutions or bylaws may be passed during a closed meeting.
- 12.6 No business other than that described within the resolution pursuant to subsection 12.2 may be discussed.

- 12.7 Matters discussed or to be discussed in closed meetings are to be kept in confidence until discussed at a public meeting of council, unless otherwise provided for in this bylaw.

### **PART III – COUNCIL MEETING PROCEDURES**

#### **13. Agendas**

- 13.1 The administrator or designate shall prepare the agenda for all regular and special meetings of council.
- 13.2 The agenda shall include the order of business and all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business.
- 13.3 The administrator or designate shall ensure that the council agendas are delivered to each member no later than one day immediately preceding the council meeting.
- 13.4 The administrator or designate shall ensure that the council agendas are available to the general public no later than the day of a Council meeting.
- 13.5 If, for any reason, the administrator or designate is unable to meet the deadline mentioned in subsection 13.3, the administrator or designate shall prepare and distribute the agenda as soon as reasonably possible to allow council members an opportunity to review the agenda prior to the council meeting.
- 13.6 All administrative reports, communication from the public, requests, or any other material intended for inclusion in a council agenda must be received by the administrator or designate no later than 10 business days prior to Council Meeting.
- 13.7 Council may, on a majority vote, permit additional material on the agenda.

#### **14. Order of Business at Meetings**

- 14.1 The general order of business of every regular council meeting shall be as follows:
- (a) Call to order;
  - (b) Approval of agenda;
  - (c) Adoption of minutes;
  - (d) Presentations and Delegations;
  - (e) Public hearings;
  - (f) Communications;
  - (g) Consent Agenda
  - (h) Reports of administration and committees<sup>1</sup>;
  - (i) Mayor and councillors forum;
  - (j) New business;
  - (k) Unfinished business;
  - (l) Giving notice;
  - (m) Motions;
  - (n) Adjournment.
- 14.2 The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:

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<sup>1</sup> Includes payment of accounts.

- (a) otherwise determined upon motion passed by a vote of the majority of the members present to approve the agenda and which vote shall be placed without debate; or
- (b) the Mayor determines during the proceedings of council that for public interest a matter be moved forward to be dealt with promptly.

#### **15. Commencement of Council Meeting**

- 15.1 At the hour set for the meeting, or as soon as all members of council present, the Mayor, or in his or her absence the deputy mayor, shall take the chair and call the members to order.
- 15.2 In case neither the mayor nor the deputy mayor is in attendance within 15 minutes after the hour appointed, and subject to a quorum being present, council shall appoint an acting mayor pursuant to section 31 of this bylaw who shall call the meeting to order and shall preside over the meeting until the arrival of the mayor or the deputy mayor, and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.
- 15.3 If a quorum is not present 15 minutes after the time appointed for the meeting, the administrator or designate shall record the names of the members present at the expiration of such time and announce that council shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime.
- 15.4 Subject to the Act, if at any meeting the number of members is reduced to less than the number required for a quorum, council shall stand adjourned.
- 15.5 Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting, or it shall be placed on the agenda for a special meeting called for the purpose of dealing with the unfinished items.
- 15.6 Members are encouraged to notify the administrator or designate when the member is aware that he or she will be absent from any meeting of council.

#### **16. Quorum**

- 16.1 A quorum of council is a majority of members.
- 16.2 Any act or proceeding of council that is adopted at any council meeting at which a quorum is not present is invalid.

#### **17. Minutes**

- 17.1 The administrator or designate shall record the minutes of each council meeting without note or comment and shall distribute copies of the minutes to each member at least twenty-four (24) hours prior to a subsequent council meeting.
- 17.2 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 17.3 Any member may make a motion amending the minutes to correct any mistakes.
- 17.4 The minutes of each meeting are to be approved at the next regular meeting of the council and signed by the presiding member and the administrator or designate in accordance with the Act.

#### **18. Public Hearing**

- 18.1 If a public hearing is required by any Act, it shall be conducted in accordance with the provisions of this section.



- 18.2 The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
- (a) the mayor shall declare the hearing on the matter open;
  - (b) the administration shall present a report on the bylaw or resolution under consideration including the administration recommendations;
  - (c) if it is a hearing that involves an applicant, the applicant shall be given an opportunity to make representations on the matter under consideration;
  - (d) after the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given an opportunity to make representations on the matter under consideration;
  - (e) if it is a hearing that involves an applicant, at the conclusion of the speakers, the applicant shall be given an opportunity to respond to the representations of other people;
  - (f) council may request further information from administration;
  - (g) council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
  - (h) the mayor shall declare the hearing closed or adjourn to a future date; and if not adjourned;
  - (i) council shall then consider the matter and at the conclusion of the deliberations, council shall vote on the bylaw or resolution in accordance with the procedures contained in this bylaw.
- 18.3 The time allowed for each person making representations shall be 5 minutes.
- 18.4 A member shall abstain from taking part in the debate or voting on the bylaw or resolution, which is the subject of the hearing if the member was absent from any part of the public hearing.

## **19. Presentations & Delegations**

- 19.1 Presentations shall be listed on the agenda when authorized by the Mayor.
- 19.2 Delegations – Matters on Council Agenda
- a) When a person wishes to speak to council on a matter already on a council agenda, for which a hearing is not required, that person shall notify the administrator or designate in writing, which notice shall include the following:
    - i) the name and correct mailing address of the spokesperson;
    - ii) telephone number where the representative of the delegation can be reached during the day;
    - iii) originally signed, except when submitted by facsimile or e-mail; and
    - iv) clearly setting out the subject matter to be discussed and the request being made of council.
- 19.3 A request to speak to council pursuant to subsection 19.2 must be received by the administrator or designate no later than the agenda deadline in order to be included on the council agenda.
- 19.4 In the event that a delegation makes an application to the administrator or designate after the agenda deadline, regarding a subject which is on the agenda, the administrator or designate will bring the request to the attention of council:
- (a) Delegations will be advised by the administrator or designate that they may not be heard by council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.

- 19.5 Delegations speaking before council shall address their remarks to the stated business:
- (a) Delegations will be limited to speaking only once; and
  - (b) Rebuttal or cross debate with other delegations shall not be permitted.
- 19.6 A maximum of 5 minutes shall be allotted for each delegation to present his or her position of support or opposition.
- 19.7 Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views:
- (a) Delegations are encouraged not to repeat information presented by an earlier delegation.
  - (b) The mayor shall at the conclusion of 5 minutes, inform the delegation that the time limit is up.
  - (c) Only upon a motion to extend the 5 minute limitation adopted by a majority of members shall the 5 minute limit be extended.
  - (d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 19.8 Upon the completion of a presentation to council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:
- (a) Members shall not enter into debate with the delegation respecting the presentation; and
  - (b) Once a motion has been moved no further representation or questions of the delegation shall be permitted.

## **20. Delegations – Matters not on Council Agenda**

- 20.1 When a person wishes to speak to council on a matter not on a council agenda, for which a hearing is not required, that person shall notify the administrator or designate in writing, which notice shall include the following:
- (a) the name and correct mailing address of the spokesperson;
  - (b) telephone number where the representative of the delegation can be reached during the day;
  - (c) originally signed, except when submitted by facsimile or e-mail; and,
  - (d) clearly setting out the subject matter to be discussed and the request being made of council.
- 20.2 The administrator or designate, who shall consult with the Mayor, may refuse to accept a request to speak to council if council has, within the six (6) months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.
- 20.3 If a request to speak to council is refused pursuant to subsection 20.2, a copy of the request and reply, shall be forwarded to members by the administrator or designate.
- 20.4 In the event that a delegation makes an application to the administrator or designate after the agenda deadline, regarding a subject which is not on the agenda, the administrator or designate will bring the request to the attention of council.
- (a) Delegations will be advised by the administrator or designate that they may not be heard by council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.

## **21. Communications - General**

- 21.1 When a person wishes to have a communication considered by council, it shall be addressed to council, and:
  - (a) clearly set out the matter in issue and the request; and
  - (b) for written communications, must be printed, typewritten or legibly written, contain the mailing address of the writer and be dated and signed with the name of the writer; or
  - (c) for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- 21.2 A communication received by the administrator or designate, which does not meet the conditions in subsection 21.1 or is abusive in nature, shall be forwarded to the Mayor for review and disposition.
- 21.3 A communication received by the administrator or designate which contains or relates to personal information shall be dealt with in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 21.4 Bound documents or studies in support of the delegation's notice shall, if sufficient copies are provided by the delegation, be circulated to members, but will not be reproduced.

## **22. Communications – Matters on Council Agenda**

- 22.1 A written communication pertaining to a matter already on a council agenda must be received by the administrator or designate no later than the agenda deadline in order to be included on the council agenda.
- 22.2 A written communication received before the agenda deadline shall be placed by the administrator or designate on the council agenda and shall be dealt with when the matter is considered by council at its meeting.
- 22.3 In the event that the communication to the administrator or designate is received after the agenda deadline, regarding a subject which is on the agenda, the administrator or designate will bring the request to the attention of council:
  - (a) The individual will be advised by the administrator or designate that the communication may not be considered by council unless the majority of members vote to allow the communication within the motion to approve the agenda.

## **23. Communications – Matters not on Council Agenda**

- 23.1 A written communication received before the agenda deadline shall be placed by the administrator or designate on the council agenda and shall be dealt with when the matter is considered by council at its meeting.
- 23.2 In the event that the communication to the administrator or designate is received after the agenda deadline, regarding a subject which is not on the agenda, the administrator or designate will bring the request to the attention of council.
- 23.3 The individual will be advised by the administrator or designate that the communication may not be considered by council unless the majority of members vote to allow the communication within the motion to approve the agenda.

## **24. Mayor and Councillors Forum**

- 24.1 Statements shall include the sharing of the following information:
  - (a) events, activities or community functions attended; and
  - (b) general work of members on behalf of council colleagues, constituents and the municipality.
- 24.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

## **25. Bylaws**

- 25.1 Every proposed bylaw must have three (3) distinct and separate readings.
- 25.2 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.
- 25.3 A proposed bylaw will be considered by council following consideration of the report or item to which the bylaw relates and will be placed under the Order of Business New Business-Bylaws.
- 25.4 Only the title or identifying number has to be read at each reading of the bylaw.
- 25.5 Each member present at the meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading.
- 25.6 Each member present at the meeting at which third reading is to take place must, before the proposed bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed bylaw and of any amendments that were passed after first reading.
- 25.7 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.
- 25.8 The administrator or designate 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.
- 25.9 After passage, every bylaw shall be signed by the Mayor and the administrator, pursuant to the Act and marked with the corporate seal of the municipality.

## **26. Recess**

- 26.1 The council may recess at any time during the meeting.
- 26.2 A motion to recess must state the time of duration of the recess, and must be passed by a majority of the members present.
- 26.3 The council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than 5 minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

## **27. Adjournment**

- 27.1 All regularly scheduled council meetings shall stand adjourned when the council has completed all business as listed on the order of business.



- 27.2 Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled council meeting, or until a special meeting is called for the purpose of dealing with the unfinished items.

#### **PART IV – CONDUCT AT COUNCIL MEETINGS**

##### **28. Mayor**

- 28.1 The Mayor shall:
- (a) preside at all council meetings;
  - (b) preserve order at council meetings;
  - (c) enforce the rules of council;
  - (d) decide points of privilege and points of order; and
  - (e) advise on points of procedure.
- 28.2 The Mayor shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.
- 28.3 The Mayor shall have the same rights and be subject to the same restrictions as all other members to make a motion.

##### **29. Deputy Mayor**

- 29.1 The council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the councillors a deputy Mayor who shall hold office for a consecutive 3 month term or for such longer period as the council may decide, and in any event until a successor is appointed.
- 29.2 If the Mayor, for any reason, is unable to perform the duties of his or her office, the deputy Mayor shall have all of the powers of the Mayor during the inability.

##### **30. Acting Mayor**

- 30.1 Council shall, appoint a member to act as Mayor if:
- (a) both the Mayor and the deputy Mayor, if one has been appointed pursuant to section 29, are unable to perform the duties of his or her office; or
  - (b) the offices of both the Mayor and the deputy Mayor are vacant.
- 30.2 The member to be appointed, pursuant to subsection 30.1, shall be elected by a majority of the members present.
- 30.3 Where two (2) members have an equal number of votes, the administrator or designate shall:
- (a) write the names of those members separately on blank sheets of paper of equal size, colour and texture;
  - (b) fold the sheets in a uniform manner so the names are concealed;
  - (c) deposit them in a receptacle; and
  - (d) direct a person to withdraw one (1) of the sheets.
- 30.4 The member whose name is on the sheet withdrawn pursuant to subsection 30.3(d) shall be declared elected.

##### **31. Persons Allowed at the Table**

- 31.1 No person, except members, the administrator or designate and other members of administration as authorized by the administrator or designate

and such persons as are permitted by the Mayor shall be allowed to be seated at the council table during the sittings of the council, without permission of the Mayor or other presiding member.

### **32. Conduct of Public**

- 32.1 All persons in the public gallery at a council meeting shall:
- (a) refrain from addressing council or a member 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, placards or similar material;
  - (d) refrain from talking on cellular telephones;
  - (e) refrain from making audio or video recordings of council proceedings; and
  - (f) 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 the proceedings.

### **33. Conduct of Delegations**

- 33.1 When addressing members at a council meeting, a delegation shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
  - (b) using offensive words in referring to a member, an employee of the municipality or a member of the public; or
  - (c) shouting or using an immoderate tone, profane, vulgar or offensive language.

### **34. Conduct of Members**

- 34.1 Members of council wishing to speak at a meeting shall ensure they do not interrupt another member.
- 34.2 If more than one member wishes to speak at a meeting at the same time, the Mayor shall indicate which member shall speak first.
- 34.3 When addressing a council meeting, a member shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
  - (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
  - (c) reflecting on a vote of council except when moving to rescind or reconsider it,
  - (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
  - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.
- 34.4 When a member is addressing the council, all other members shall:
- (a) remain quiet and seated;
  - (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
  - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.

- 34.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

**35. Improper Conduct**

- 35.1 The Mayor may request that any person in the public gallery who disturbs the proceedings of council or acts improperly at a council meeting, as set out in section 32, leave or be expelled from the meeting.
- 35.2 The Mayor may request that any delegation who addresses council improperly as set out in section 33, leave or be expelled from the meeting.
- 35.3 No person shall refuse to leave a council meeting when requested to do so by the Mayor.
- 35.4 Any person who refuses to leave when requested to do so may be removed.
- 35.5 If a person disturbs the proceedings of council or refuses to leave when requested to do so, the Mayor may recess the meeting until the person leaves or adjourn the meeting to another day.

**36. Leaving the Meeting**

- 36.1 Every member who leaves the council meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the administrator or designate.

**37. Point of Order**

- 37.1 A member may rise and ask the Mayor to rule on a point of order.
- 37.2 When a point of order is raised, the member speaking shall immediately cease speaking until the Mayor decides the point of order raised.
- 37.3 A point of order must be raised immediately at the time the rules of council are breached.
- 37.4 The member against whom a point of order is raised may be granted permission by the Mayor to explain.
- 37.5 The Mayor may consult the administrator or designate before ruling on a point of order.
- 37.6 A point of order is not subject to amendment or debate.

**38. Point of Privilege**

- 38.1 A member may rise and ask the Mayor to rule on a point of privilege.
- 38.2 After the member has stated the point of privilege, the Mayor shall rule whether or not the matter raised is a point of privilege.
- 38.3 If the matter is determined to be a point of privilege, the member who raised the point of privilege shall be permitted to speak to the matter.
- 38.4 If the point of privilege concerns a situation, circumstance or event which arose between council meetings, the member shall raise the point of privilege immediately after adoption of the minutes of the previous council meeting.
- 38.5 The Mayor may consult the administrator or designate before ruling on a point of privilege.
- 38.6 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to council.

**39. Point of Procedure**

- 39.1 Any member may ask the Mayor for an opinion on a point of procedure.
- 39.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the Mayor responds to the inquiry.

- 39.3 After the member has asked the point of procedure, the Mayor shall provide an opinion on the rules of procedure bearing on the matter before council.
- 39.4 The Mayor may consult the administrator or designate before providing an opinion on the point of procedure.
- 39.5 A point of procedure is not subject to amendment or debate.
- 39.6 The mayor's / reeve's answer to a point of procedure is not a ruling, and cannot be appealed to the whole of council.

#### **40. Appeal**

- 40.1 Whenever a member wishes to appeal any ruling of the Mayor or a point of order or point of privilege to the whole of council:
  - (a) the motion of appeal, "that the decision of the chair be overruled" shall be made;
  - (b) the member may offer a brief reason for the challenge;
  - (c) the Mayor may state the reason for the decision; and
  - (d) following which the question shall be put immediately without debate.
- 40.2 The Mayor shall be governed by the vote of the majority of the members present.
- 40.3 A ruling of the Mayor must be appealed immediately after ruling is made or the ruling will be final.

#### **41. Calling a Member to Order**

- 41.1 When the Mayor calls a member to order, the member shall resume his or her seat, but may afterwards explain his or her position in making the remark for which he or she was called to order.
- 41.2 In the event that a member refuses to resume his or her seat when called to order, the Mayor shall request the deputy Mayor, or if the deputy Mayor is absent or is the unruly member, any other member of council to move a resolution to remove the unruly member either:
  - (a) for the balance of the meeting,
  - (b) until a time which shall be stated in the motion which cannot continue past the current meeting, or
  - (c) until the member makes an apology acceptable to council for his or her unruly behavior, whichever shall be the shortest time.
- 41.3 When the majority of council votes in favour of the resolution, the Mayor shall direct the unruly member to leave the council chamber, and if the member refuses to leave, the Mayor may:
  - (a) recess the meeting until the person leaves or adjourn the meeting to another day; or
  - (b) direct that law enforcement officials be engaged to assist in the removal of the unruly member.
- 41.4 When council has directed an unruly member to leave the council chambers, and the member so directed makes an explanation and apology adequate and satisfactory to the council, it may, by a majority vote of the remaining members present, allow the offending member to remain in his or her place if he or she has not left or been removed, or to retake his or her place.

### **PART V – MOTIONS**

#### **42. Motions and Debate**

- 42.1 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.



- 42.2 Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 42.3 When a motion is under debate no other motion may be made, except a motion to:
- (a) amend a motion;
  - (b) refer motion to a council committee or administration for a report back to council;
  - (c) postpone a motion to a fixed date;
  - (d) request that a motion be put to a vote;
  - (e) extend the time for a council meeting; or
  - (f) adjourn the meeting.
- 42.4 Notwithstanding any other provisions of this bylaw, the member, who moved a motion after a motion is under debate, may, with the consent of council:
- (a) on his or her own initiative while he or she is speaking on the same; or
  - (b) when requested by another member speaking on the motion; change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.
- 42.5 Any motions allowed under subsection 42.3 shall be considered in the order in which they were moved.

#### **43. Motion to Amendments**

- 43.1 Except as provided in subsection 43.12, 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.
- 43.2 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.
- 43.3 An amending motion may also be amended.
- 43.4 A sub amendment must be:
- (a) relevant to the original amendment;
  - (b) made while the original amendment is under consideration; and
  - (c) consistent with the intent of either the original amendment or the main motion.
- 43.5 Only two (2) amendments to a motion, an amendment and a sub amendment, are allowed at the same time. When one or both have been dealt with, a further amendment or sub amendment may be entertained.
- 43.6 There is no limit to the number of amendments or sub amendments that may be proposed.
- 43.7 An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one sub amendment before the meeting at one time.
- 43.8 Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.
- 43.9 The main motion shall not be debated until all amendments to it have been put to a vote.

- 43.10 Amendments shall be put in the reverse order to the order in which they were moved.
- 43.11 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 43.12 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.

#### **44. Dividing a Motion into Parts**

- 44.1 A member may request or the Mayor may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- 44.2 Council shall then vote separately on each recommendation.
- 44.3 A new motion to add a further recommendation is permitted provided:
  - (a) the proposed recommendation is relevant to the original motion;
  - (b) the proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
  - (c) the original motion has been dealt with.

#### **45. Motion Arising**

- 45.1 When a particular matter is before council, a motion arising on the same matter is permitted provided:
  - (a) the proposed motion is related to and rises from the item which has just been considered;
  - (b) the proposed motion does not alter in a significant way the principle embodied in the original motion; and
  - (c) the proposed motion is made before the consideration of any other item of business at the meeting.

#### **46. Request that Motion be put to Vote**

- 46.1 A motion requesting that a motion be put to a vote shall not be moved by a member who has spoken to the original motion.
- 46.2 A motion requesting that a motion be put to a vote shall not be amended or debated.
- 46.3 If a motion requesting that a motion be put to a vote is passed by council, the original motion shall immediately be put to a vote of council without any amendment or debate.
- 46.4 If a motion requesting that a motion be put to a vote is not passed by council, the original question may be amended or debated.

#### **47. Motion to Adjourn**

- 47.1 A member may move a motion to adjourn a meeting at any time, except when:
  - (a) another member is in possession of the floor;
  - (b) a call for a recorded vote has been made;
  - (c) the members are voting;
  - (d) when council is considering a motion requesting that a motion be put to a vote; or
  - (e) a previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.
- 47.2 A motion to adjourn shall be decided without debate.

#### **48. Consent Agenda**

- 48.1 The consent agenda portion of a meeting is moved and voted upon without debate as one item regardless of the number of reports included.
- 48.2 If a member wishes to debate an item included in the consent motion, a request to remove the item from the consent agenda must be made before the Mayor calls the questions, and the item shall be removed from the consent agenda without further debate or vote.
- 48.3 Any items so removed shall be addressed immediately following approval of the consent agenda.
- 48.4 If an item is removed from the consent agenda pursuant to subsection 48.2 a person may address council on the item.

#### **49. Motion to Move to a Closed Meeting**

- 49.1 A member may make a motion that a council meeting move to a closed meeting.
- 49.2 The motion to move to a closed meeting must:
  - (a) be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*; and the *Municipal Act*
  - (b) the titles or subject of the item(s) to be discussed; and
  - (c) include the reason for the council meeting to be held in a closed meeting.
- 49.3 No bylaw or resolution shall be passed during a closed meeting.

#### **50. Motion Contrary to Rules**

- 50.1 The Mayor may refuse to put to council a motion which is, in the opinion of the Mayor, contrary to the rules and privileges of council.

#### **51. Withdrawal of Motions**

- 51.1 The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

#### **52. Motion to Reconsider**

- 52.1 A motion to reconsider shall apply to resolutions only, and shall not apply to bylaws passed by council.
- 52.2 A motion to reconsider is in order whether the original motion passed or failed.
- 52.3 A motion to reconsider may only be made at the same council meeting as the original motion was voted on.
- 52.4 A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion.
- 52.5 When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- 52.6 A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- 52.7 A motion to reconsider cannot be amended.
- 52.8 A motion to reconsider shall require a majority vote of the members present at the meeting.
- 52.9 If a motion to reconsider is adopted, the original motion is placed before council to be reconsidered.
- 52.10 Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

### **53. Motion to Rescind**

- 53.1 A motion to rescind shall apply to resolutions only, and shall not apply to bylaws passed by council.
- 53.2 A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.
- 53.3 A motion to rescind may be made at any time following the council meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- 53.4 A motion to rescind may be moved and seconded by any council member regardless how they voted on the original motion.
- 53.5 A motion to rescind is debatable.
- 53.6 A motion to rescind may be amended.
- 53.7 A motion to rescind shall, in all cases, require a majority vote of all council members to pass.
- 53.8 A motion cannot be rescinded:
  - (a) when the making or calling up of a motion to reconsider is in order;
  - (b) when action on the motion has been carried out in a way that cannot be undone; or
  - (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

### **54. Motion to Postpone**

- 54.1 Where a majority of all members decide to postpone a motion to a fixed date, the motion cannot be considered by council until the fixed date.
- 54.2 Notwithstanding subsection 54.1, council may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.
- 54.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

### **55. Motion to Refer**

- 55.1 A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.
- 55.2 A member making a referral motion generally should include in the motion:
  - (a) the terms on which the motion is being referred; and
  - (b) the time when the matter is to be returned.

### **56. Debate on Motion**

- 56.1 No member shall speak more than once to a motion, until each member has been provided an opportunity to speak on the motion, except to explain a material part of their speech which may have been misquoted or misunderstood.
- 56.2 The mover of the motion shall be given the first opportunity to speak.
- 56.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

### **57. Legal Advice**

- 57.1 Where a majority of the members present at a council meeting wish to receive legal advice in private, council may recess for a period of time sufficient to receive legal advice.

**58. Voting of council**

- 58.1 A member attending a council meeting shall vote at the meeting on a matter before council unless the member is required to abstain from voting pursuant to the Act or any other Act.
- 58.2 If a member is not required to abstain from voting on a matter before council and abstains from voting, the council member is deemed to have voted in the negative.
- 58.3 The administrator or designate shall ensure that each abstention is recorded in the minutes of the meeting.

**59. Voting of Mayor**

- 59.1 The Mayor shall vote with the other members on all questions.

**60. Majority Decision**

- 60.1 Unless a greater percentage of votes is required by any provision of this bylaw, at every council meeting, all questions are to be decided by a majority vote of the members present.

**61. Recorded Vote**

- 61.1 Before a vote is taken by council, a member may request that the vote be recorded.
- 61.2 If a vote is recorded, the minutes must show the names of the members present and whether each voted for or against the proposal or abstained.

**62. Tied Vote**

- 62.1 If there are an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

**PART VI – COMMITTEES**

**63. Procedure for Appointments**

- 63.1 The administrator or designate shall utilize the following procedure for appointments to committees/boards:
  - (a) Prior to November 1st, by advertisement, invite submissions from the public for appointments to committees where a vacancy exists or the committee/board has recognized a need for more members and Council has approved which council is entitled to make appointments to in the ensuing term;
  - (b) Prior to November 1st, invite submissions from members of council for appointments to which council is entitled to make appointments to in the ensuing term;
  - (c) Obtain information from the various committees that council is entitled to make appointments to in the ensuing term regarding the dates and times of their regular meetings and the attendance by council appointed representatives in the previous term; and
  - (d) Compile all applications received and provide the compiled applications to council.

**64. Committee Procedures**

- 64.1 Council may from time to time establish a committee in response to specific issues requiring immediate or long term attention.



- 64.2 The membership and jurisdiction of a committee shall be as provided for in the enabling legislation or as directed by council.
- 64.3 The Mayor is an ex-officio voting member of all committees established by council pursuant to the Act, unless council provides otherwise, and when in attendance, possesses all of the rights, privileges, powers and duties of other members, whether elected or appointed.
- 64.4 The Mayor's attendance shall not, however, be included for the purpose of determining a quorum.
- 64.5 Municipal officials shall act only in an advisory capacity to committees of council and shall not be considered voting members or have any voting privileges in respect to participation on any committee appointment.
- 64.6 The chair of all committees established by council shall be designated by council, unless council directs otherwise.
- 64.7 All councillors may attend the meetings of committees established pursuant to the Act, and may take part in the proceedings of the same, except that
- 64.8 The business of committees shall be conducted in accordance with the rules governing the procedure of council or as otherwise established by council for the committee or established by the committee.
- 64.9 Every committee shall report to council, and no action of any committee shall be binding on the municipality unless:
- (a) power to take such action is expressly conferred on the committee by legislation, bylaw or resolution of council; or,
  - (b) council has considered the report of the committee and if adopted, shall become the resolve of council.

## **PART VII – MISCELLANEOUS**

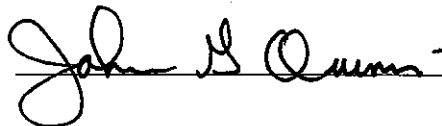
### **65. Repeal of Bylaws & Resolutions**

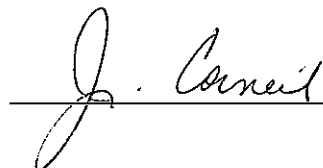
- 65.1 Bylaw No. 4/86 and all amendments thereto are hereby repealed.

### **66. Coming Into Force**

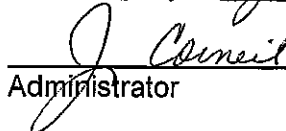
- 66.1 This bylaw shall come into force and take effect on January 15, 2016.



  
Mayor

  
Administrator  
Section 81.1 of MA

Read a third time and adopted  
this 15 day of January, 2016

  
Administrator

**Bylaw # 02 of 2016**  
**Form 1 – Request for a Special Meeting**

Date: \_\_\_\_\_  
To: \_\_\_\_\_, Administrator or designate, Resort Village of Candle  
Lake

Pursuant to section 123 of the 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 matter(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Meeting Details:**

Location: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

**SIGNED:**

Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_

**Office Use Only:**

- ☐ Members provided notice pursuant to subsection 124(1) of the Act  
☐ Notice not provided pursuant to subsection 123(3) of the Act