



THE RESORT VILLAGE OF  
CANDLE LAKE

**RESORT VILLAGE OF CANDLE LAKE  
AGENDA  
SPECIAL MEETING OF COUNCIL**

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**Date: Wednesday, March 15<sup>th</sup>, 2017      Time: 7:00 PM**

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**Resort Village of Candle Lake Council Chambers**

**1. Call to order:**

Mayor Borden Wasyluk will call the Meeting to order.

**2. Submission of Conflict of Interest:**

**3. Approval of Agenda:**

**4. Adoption of Minutes: None**

**5. Presentations, Delegations and related Reports: None**

**6. Public Hearings and Appeals: None**

**7. Correspondence: None**

**8. Consent Agenda: None**

**9. Reports: None**

**10. Councilors Forum: None**

**11. New Business: None**

**12. Unfinished Business:**

**12.1 Page 1-10 – Appointment to Committees**

**12.2 – Marina Agreement**

**12.3 Page 11 – Bylaw 03 of 2017**

**That Bylaw 03 of 2017, a Bylaw to Repeal Bylaws 20 and 21 of 2016 be now read a third time and passed; and that Bylaw 03 of 2017, a Bylaw to Repeal Bylaws 20 and 21 of 2016 be now adopted, sealed and signed by the Mayor and Administrator.**

**12.4 Page 12– Water Security Agency Training for Municipal Leaders – April 12, 2017**

**13. Giving Notice: None**

**14. Motions: None**

**15. Adjournment**



## TERMS OF REFERENCE

### *Waste Water Disposal Review Committee*

<b>Authority:</b>	<u>The Municipalities Act</u> S. 81 and Council Procedure Bylaw – Bylaw 02 of 2016
<b>Purpose:</b>	To provide recommendations for any changes, if any identified after review and consultation, to the Resort Village of Candle Lake Council regarding Bylaw 06 of 2015 – A Bylaw of the Resort Village of Candle Lake to authorize access to and use of sewage lagoons. Further, the Committee is to receive input from current haulers of waste water.
<b>Composition:</b>	Chair-  Councillor
<b>Term:</b>	Until such time as a recommendation regarding any changes, if any, is brought to Council for consideration and passed by Council
<b>Meetings:</b>	At the call of the Chair with minimum notice of 48 hours
<b>Quorum:</b>	50% +1. In the event of a two [person committee the quorum will be 2.
<b>Advisory officials:</b>	Administrator or designate
<b>Secretary:</b>	As appointed from committee

Dated March 10-2017

Mayor's Signature



## TERMS OF REFERENCE

### *OCP Review Committee*

- Authority:** *The Municipalities Act* S. 81 and Council Procedure Bylaw – Bylaw 02 of 2016
- Purpose:** To provide recommendations for any changes, if any identified after review and consultation, to the Resort Village of Candle Lake Council regarding Bylaw 12 of 2013 – The North Central Lakelands Planning District Official Community Plan (OCP)
- Composition:** Chair-  
Councillor
- Term:** Until such time as a recommendation regarding any changes, if any, is brought to Council for consideration.
- Meetings:** At the call of the Chair with minimum notice of 48 hours
- Quorum:** 50% +1. In the event of a two [person committee the quorum will be 2.
- Advisory officials:** Administrator or designate
- Secretary:** As appointed from committee

Dated March 10-2017

Mayor's Signature





## TERMS OF REFERENCE

### *RVCL New Hire Committee*

- Authority:** *The Municipalities Act S. 81 and Council Procedure Bylaw – Bylaw 02 of 2016*
- Purpose:** To review all applications for the position of CAO/Administrator, shortlist qualified applicants and recommend suitable candidate(s) for the position. The Committee may wish to refer to the publication entitled *“Working Together-Municipal Careers-Hiring an Administrator”*
- Composition:** All of Council. Committee will appoint the Chair.
- Term:** Until such time as a suitable candidate can be identified and hired as Administrator for the RVCL. Once a candidate is hired the committee will dissolve.
- Meetings:** At the call of the Chair with minimum notice of 48 hours. As per *Council Procedures Bylaw S 64.8* business conducted at the meeting will be established by the committee
- Quorum:** 50% +1.
- Advisory officials:** Administrator
- Secretary:** As appointed from committee

Dated March 10-2017

Mayor's Signature



## TERMS OF REFERENCE

### *Waste Water Disposal Review Committee*

<b>Authority:</b>	<u>The Municipalities Act</u> S. 81 and Council Procedure Bylaw – Bylaw 02 of 2016
<b>Purpose:</b>	To provide recommendations for any changes, if any identified after review and consultation, to the Resort Village of Candle Lake Council regarding Bylaw 06 of 2015 – A Bylaw of the Resort Village of Candle Lake to authorize access to and use of sewage lagoons. Further, the Committee is to receive input from current haulers of waste water.
<b>Composition:</b>	Chair-  Councillor
<b>Term:</b>	Until such time as a recommendation regarding any changes, if any, is brought to Council for consideration and passed by Council
<b>Meetings:</b>	At the call of the Chair with minimum notice of 48 hours
<b>Quorum:</b>	50% +1. In the event of a two [person committee the quorum will be 2.
<b>Advisory officials:</b>	Administrator or designate
<b>Secretary:</b>	As appointed from committee

Dated March 10-2017

Mayor's Signature




## TERMS OF REFERENCE

### *Boat Dock/ Lift Review Committee*

<b>Authority:</b>	<i>The Municipalities Act</i> S. 81 and Council Procedure Bylaw – Bylaw 02 of 2016
<b>Purpose:</b>	To provide recommendations to the Resort Village of Candle Lake Council regarding the placement of Boat Docks and Lifts- seasonal and off seasonal and to bring forward a draft bylaw for Council review and approval.
<b>Composition:</b>	Chair- Mayor Councillor Manton
<b>Term:</b>	Until such time as a Bylaw or Policy is passed by Council
<b>Meetings:</b>	At the call of the Chair with minimum notice of 48 hours
<b>Quorum:</b>	2
<b>Advisory officials:</b>	Administrator or designate
<b>Secretary:</b>	As appointed from committee

Dated March 10-2017

Mayor's Signature 





## TERMS OF REFERENCE

### *Economic Planning & Development*

- Authority:** The Municipalities Act S. 81 and Council Procedure Bylaw – Bylaw 02 of 2016
- Purpose:** To review and provide recommendations to the Resort Village of Candle Lake Council regarding matters of economic planning and development.
- Composition:** Councilor Wojciechowski and Mayor Wasyluk / *PATTY MATHOWSKI*
- Term:** July 25<sup>th</sup>, 2020.
- Meetings:** At the call of the Chair with minimum notice of 48 hours. As per *Council Procedures Bylaw S 64.8* business conducted at the meeting will be established by the committee
- Quorum:** All members
- Advisory officials:** Administrator
- Secretary:** As appointed from committee

Dated March 10-2017

Mayor's Signature



## TERMS OF REFERENCE

### *CUPE Negotiating Committee*

- Authority:** The Municipalities Act S. 81 and Council Procedure Bylaw – Bylaw 02 of 2016
- Purpose:** To negotiate with union representatives and provide recommendations for any changes, if any identified after review and consultation, regarding the CUPE #4838 collective union agreement and to work with the Union to mitigate union grievances. Once negotiations have concluded, to bring forward the CUPE #4838 collective union agreement to the Resort Village of Candle Lake Council for approval and signing.
- Composition:** Mayor Wasyluk and Councillor Valerie Manton
- Term:** Until such time as a recommendation regarding any changes to the CUPE #4838 collective union agreement, if any, are brought to Council for consideration and passed by Council and as required for any future union grievances.
- Meetings:** At the call of the Chair with minimum notice of 48 hours
- Quorum:** 50% +1. In the event of a two person committee the quorum will be 2.
- Advisory officials:** Administrator or designate
- Secretary:** As appointed from committee

Dated

Mayor's Signature



THE RESORT VILLAGE OF  
CANDLE LAKE

## TERMS OF REFERENCE

### *Finance and Budget*

<b>Authority:</b>	<i>The Municipalities Act</i> S. 81 and Council Procedure Bylaw – Bylaw 02 of 2016
<b>Purpose:</b>	To review and provide recommendations on documents dealing with finances and budget to be presented at Resort Village of Candle Lake Council meeting for adoption.
<b>Composition:</b>	All of Council
<b>Term:</b>	July 25 <sup>th</sup> , 2020.
<b>Meetings:</b>	At the call of the Chair with minimum notice of 48 hours. As per <i>Council Procedures Bylaw</i> S 64.8 business conducted at the meeting will be established by the committee
<b>Quorum:</b>	majority of all members
<b>Advisory officials:</b>	Administrator
<b>Secretary:</b>	As appointed from committee

Dated \_\_\_\_\_

  
march 10 - 2019

Mayor's Signature \_\_\_\_\_



## TERMS OF REFERENCE

### *Roads/Maintenance/Landfill/Environment*

**Authority:** The Municipalities Act S. 81 and Council Procedure Bylaw – Bylaw 02 of 2016

**Purpose:** To review and provide recommendations to the Resort Village of Candle Lake Council regarding matters dealing with Roads, Maintenance, the Landfill and Environmental issues. *SB*

**Composition:** Councilor Wojciechowski and Mayor Wasyluk, *PATY MATKOWSKI.* *SB*

**Term:** July 25<sup>th</sup>, 2020.

**Meetings:** At the call of the Chair with minimum notice of 48 hours. As per *Council Procedures Bylaw* S 64.8 business conducted at the meeting will be established by the committee

**Quorum:** all members

**Advisory officials:** Administrator

**Secretary:** As appointed from committee

Dated March 10-2017

Mayor's Signature

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**Resort Village of Candle Lake**

**BYLAW NO 03 of 2017**

**A BYLAW TO REPEAL BYLAWS**

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

1. That Bylaw 20 of 2016 respecting a repeal of Bylaw 10 of 2016 a Bylaw to change the Zoning IS HEREBY REPEALED, and
2. That Bylaw 21 of 2016 respecting an amendment to Bylaw 20 of 2016 IS HEREBY REPEALED.

Introduced and read for a first time March 10, 2017.

Read for a second time March 10, 2017.

Read for a third time and passed \_\_\_\_\_.

[SEAL]

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

Read a third time and adopted  
this \_\_\_\_ day of \_\_\_\_\_.

Section 107 *The Municipalities Act*

\_\_\_\_\_  
Administrator



March 6, 2017

Attention: Mayors, Reeves, Administrators and Council Members

The Saskatchewan Water Security Agency is pleased to provide a repeat of our FREE training opportunity for municipal leaders!

**Course Title:** Responsibilities of Municipal Authorities for Water and Sewage Works

**When:** Wednesday April 12, 2017 - 9:00 am to 12:00 pm

**Where:** L.F. MacIntosh Building, Prince Albert, Room 1.1 (located on the main floor)

This course is intended for municipal leaders who directly administer and make decisions regarding communal water and sewage works. This course is not intended for water and sewage works operators.

Below is a brief outline of the topics that will be covered:

- Applicable Legislation, Standards, Fact Sheets and other documents
- Permits to Construct and Operate
- Compliance Inspections
- Monthly Review of Records (hands-on exercise)
- Upset Reporting and Consumer Reporting
- Where to go for more information
- Discussion and Q&A

Space is limited for this course and is offered on a first come, first served basis.

If you would like to attend, **R.S.V.P** with the attendee's name, community/organization, email address, and telephone number to the undersigned by no later than April 10, 2017.

Due to our inability to host all who wished to attend the first course in November 2016, this course is being offered as a repeat of that course.

Please contact the undersigned if there are any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to be 'Barry Wright', written over a horizontal line.

Barry Wright, Environment Officer  
EMMS Division, Water Security Agency  
Prince Albert, SK