



RESORT VILLAGE OF TOBIN LAKE BYLAW NO 2025.04

A BYLAW TO ESTABLISH A RECREATION BOARD *Section 81 of the Municipalities Act*

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

1. SHORT TITLE

This bylaw may be cited as the Recreation Board Bylaw.

2. PURPOSE

The purpose of this bylaw is to outline and describe the duties of the volunteer Tobin Lake and District Recreation board that is given the responsibility of promoting recreation, culture and sports in the Resort Village of Tobin Lake.

3. DEFINITIONS

Board shall mean the Tobin Lake and District Recreation Board as established by the Resort Village of Tobin Lake Council.

Chairperson shall mean the chairperson of the Tobin Lake and District Recreation Board as appointed by the Tobin Lake and District Recreation Board.

Council shall mean the Council of the Resort Village of Tobin Lake.

Member at Large shall mean an appointed member of the board of the Tobin Lake and District Recreation board, who is not an executive.

Executive(s) shall mean the chairperson, secretary and treasurer of the Tobin Lake and District Recreation Board.

Program shall mean the activities normally carried on in recreation, culture and sports.

Resort Village shall mean the Resort Village of Tobin Lake.

Secretary shall mean the secretary of the Tobin Lake and District Recreation Board as appointed by the Tobin Lake and District Recreation Board.

Treasurer shall mean the treasurer of the Tobin Lake and District Recreation Board as appointed by the Tobin Lake and District Recreation Board.

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4. OBJECTIVES

The objectives of the board shall be as follows:

- a. To promote, implement and manage a recreation program;
- b. To encourage and develop recreation activities in the Resort Village;
- c. To advise council on projects to improve recreation, culture and sports in the Resort Village;
- d. To fundraise for improvements, capital assets, programs and recreation activities in the Resort Village.

5. COMPOSITION OF THE BOARD

- a. The Board shall consist of a minimum of five (5) members and so far, as is practical, shall be composed of at least one member from the elected council and shall be composed of a combination of seasonal and permanent resident volunteers whenever possible.
- b. The mayor shall be an ex-officio member of the Board.
- c. Members of the Board shall be appointed by resolution of Council, upon recommendation of the board, and shall be for a term of one (1) year. Board members may serve more than one consecutive term.
- d. The council may, after discussion with the board executives, request the resignation of any member of the Board at any time, prior to the expiry date of his or her term of office with due cause.
- e. The seat of a member of the board who is absent from three (3) consecutive meetings, without authorization by resolution of the board, shall be declared vacant.
- f. The seat of a member of the board shall become vacant upon the receipt of a written notice to the council of resignation by the secretary.
- g. The secretary shall bring to the attention of the council at its next regular meeting, any vacancies as they may arise.
- h. The council shall, upon recommendation of the Board when a vacancy occurs, appoint by resolution, a person to fill such vacancy and such person shall hold office for the remainder of the term concerned.
- i. The board shall elect each fiscal year one board member as chairperson, treasurer and secretary.

6. DUTIES

Chairperson

- Work to achieve the mission of the board and optimize relationships between the board, resort village and council.
- Shall chair the meetings.



Secretary

- Makes agendas, takes minutes and researches or investigates on request of the board or council.

Treasurer

- Provides the board with financial information

Member at Large

- Assists where required.

7. MEETINGS

- a. The board shall not be required to meet regularly and shall meet as may be required depending on the projects being pursued. All meetings shall be open to the public.
- b. Special meetings of the board shall be called on a minimum of 24-hour notice to each member thereof by the chairperson or at the request of any three (3) board members.
- c. The election of the executives shall be held prior to 30 November.
- d. A quorum of the board shall be three (3) board members in good standing. Each member, including the executives shall have one vote on any question.
- e. The chairperson shall preside at all meetings, but if unable to attend, the chairperson shall appoint a replacement from the board.
- f. All actions of the board shall be entered in a minute book and kept by the secretary and shall be signed by the presiding officer and secretary. Minutes may be posted on the Resort Village's website.
- g. Draft copies of the minutes shall be presented to the council, at the first meeting, following the board meeting. Those items that require action of the Council shall be noted.
- h. The council member on the board shall present a report of the activities of the board at the regular meetings of council.
- i. The fiscal year for the board shall be from 1 January to 31 December.
- j. The council and the board shall hold a joint meeting once a year to review the current year and discuss plans for the following year.

8. POWERS AND LIMITATIONS

- a. The board shall establish annual goals and objectives.
- b. The board shall encourage and cooperate with the public and all organizations in the promotion of programs within the Resort Village.

- c. The Board shall hear and consider representation by individuals, organizations or delegations on matters with respect to recreation and act on such recommendations arising thereafter as the Board deems to be in the general interest of all citizens.
- d. The board may advise or make recommendations to council with respect to improvements or extension to the municipal recreation facilities.
- e. The Board shall make recommendations to Council with regard to entering into formal and/or informal agreements, but they may not enter into any agreements on their own accord.
- f. The Board will submit for approval of Council any working arrangements which substantially change portions of any agreement.
- g. The board may not proceed with the construction or development of a facility or renovations to a Resort Village owned facility without first having the development plan, appropriate permits and/or design approved by council in writing.
- h. As a courtesy, council shall consult and involve the board in any discussions for developing and maintaining long range plans for development of both the municipal recreation facilities and programs for the Resort Village.

9. COUNCIL VETO

- a. Council may overrule a board decision, such as, if such decision involves increase of funding from council. The foregoing should not be meant to diminish the authority of the board and is meant to indicate the ultimate authority of council; however, the normal procedures should be recommendations to the board and/or enter into discussions with the board prior to resorting to the use of the authority herein specified.

10. FINANCES

- a. All finances shall be under the control and custody of the board. Finances shall be included in the Resort Village audited financial statements.
- b. The board shall receive the following:
 - i. All funds raised by the board from local activities,
 - ii. All funds donated directly to the board,
 - iii. All funds donated through the Resort Village intended for the board; and/or
 - iv. Grants and contributions received from the Provincial or Federal Governments awarded under application by the board.
- c. The board is responsible for all expenses incurred for local recreation or cultural activities organized by the board.
- d. The board shall pay all expenses incurred to purchase items to be used for the board for local fundraising conducted by the board.
- e. All cheques must be signed by two (2) members of the board executives.



11. REPORTING

- a. The financial reports shall be provided to the CAO of the Resort Village of Tobin Lake for inclusion in the financial statements on or before 10 February of each year.
- b. Once the minutes of a meeting have been approved by the board, a signed copy shall be filed with the Resort Village office.
- c. The board shall submit a copy of its assessment of the recreation needs and its yearly goals and objectives to council prior to 1 November for the following year.
- d. The board shall submit a proposed list of events, activities and programs for the year prior to 10 February to the council.
- e. When the board arranges events, activities and/or programs, they shall communicate with the Resort Village office as soon as possible to alleviate potential hall rental conflicts.
- f. The board may provide promotional material to the office for programs and activities that are sponsored by the recreation board for posting on the Resort Village website.

12. REPEAL

- a. Bylaw 9/2017 is now hereby repealed.

13. COMING INTO FORCE

- a. This Bylaw shall come into force and effect upon third reading.

Read a third time and hereby adopted
this 8 day of April, 2025.



Mayor

A handwritten signature in black ink, appearing to be "B. J. J.", written over a horizontal line.

CAO

A handwritten signature in black ink, appearing to be "Catharine Hykins", written over a horizontal line.

CERTIFIED TRUE COPY

Certified to be a true copy of Bylaw # 2025.04
adopted by the council of the Resort Village of Tobin Lake
on the 8 day of April, 2025
A handwritten signature in blue ink, appearing to be "Catharine Hykins", written over a horizontal line.
CAO

