

## **R.M. OF SNIPE LAKE NO. 259**

### **BYLAW No. 03 – 2012**

#### **A BYLAW TO PROVIDE FOR THE CREATION, POWERS AND DUTIES OF THE ESTON AND DISTRICT COMMUNITY DEVELOPMENT BOARD FOR THE TOWN OF ESTON AND RURAL MUNICIPALITY OF SNIPE LAKE NO. 259.**

The Council of The Rural Municipality of Snipe Lake No. 259, in the Province of Saskatchewan, enacts as follows:

##### **I. SHORT TITLE**

- a. This Bylaw may be cited as the Community Development Board Bylaw.

##### **II. PURPOSE**

- a. The purpose of this Bylaw is to authorize the provision of various services within the community to enhance the development of the community.

##### **III. DEFINITIONS**

- a. In this Bylaw:

1. "Board" means the Eston and District Community Development Board
2. "Council" means the Council of the R.M. of Snipe Lake No. 250
3. "Municipality" means the Council of the Rural Municipality of Snipe Lake No. 259
4. "Community Development Officer" means any person employed or contracted by the Board to act on their behalf.
5. "Secretary" indicates any person selected by the Board to provide secretarial services to the Board.
6. "Town" means the Council of the Town of Eston.

##### **IV. COMPOSITION OF THE BOARD**

- a. The Board shall consist of a minimum of nine members appointed by resolution of the Town and municipality as follows:
  - i. One Member of the Town
  - ii. One Member of the Municipality
  - iii. Four members appointed by the Council including at least one representative from the Eston and District Recreation Board and one member representing tourism.
  - iv. Three members appointed by the Municipality
- b. Each member shall be appointed for a two year term.
- c. The seat of any member shall become vacant upon receipt by the Secretary of a resignation.
- d. The seat of any member who is absent from three regularly scheduled meetings in a row, without notice, shall be declared vacant by the Board
- e. The Board will advise the appointing body of any vacant appointment and the Town or Municipality shall as soon as practical appoint a replacement.
- f. The Board may request the Town or Municipality to appoint additional members at large by resolution of the Board and may nominate people for those appointments that the Board feels will benefit the Board.

##### **V. MEETINGS**

- a. The Board shall elect a Chairperson at their first meeting following January 1<sup>st</sup> and that person shall hold that office until replaced.
- b. The Board can set the dates of their regular meetings by resolution.

- c. Special meetings can be called by the Chairperson or by a request from at least three members conveyed to the Chairperson.
- d. Minutes will be kept by the Secretary of each meeting in a proper form. The minutes from the previous meeting will be presented to the Board approval and if approved the Chairperson and Secretary shall sign the minutes and place them in a minute book. The minute book shall be kept in perpetuity.
- e. A minimum of five members is required to have a quorum for a meeting.

## VI. POWERS AND DUTIES

- a. The Board shall establish annual and long term goals for the Board and convey those goals to the town and the Municipality by March 31<sup>st</sup> each year.
- b. The Board shall establish a budget request that will be provided to the Town and Municipality by December 1<sup>st</sup> for the following year and that budget will then be presented to the Town and Municipality for their approval. The Town and the Municipality must indicate their approval or rejection of the budget submitted by April 1<sup>st</sup>.
- c. The Board shall advise the Town and the Municipality in all matters put before the Board by the Town and the Municipality.
- d. The Board may advise or make recommendations to the Town or the Municipality with respect to improvements, expansions, incentives, land use, zoning or any other matter in the retention or establishment of business.
- e. The Board may undertake any type of activity in the promotion of the community.


## VII. FINANCIAL


- a. The Town of Eston shall provide accounting and payroll services to the Board.
- b. The Board shall only expend those funds that are in their approved budget and a member of the Board must approve any invoices presented to the Town of Eston for payment. Payments must also be approved by resolution of the Board.
- c. The Town of Eston shall provide monthly statements to the Board after the budget is approved indicating the Board's financial position.

## VIII. COMING INTO FORCE

- a. This Bylaw shall come into force on May 8, 2012.
- b. Bylaw 1-92 is hereby repealed.



  
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 Reeve

  
 \_\_\_\_\_  
 Administrator

Certified a true copy of Bylaw #03-2012  
 Passed at a duly convened meeting of  
 Council on the 8<sup>th</sup> day of May, 2012.

  
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 Administrator

