

**TOWN OF LEADER**

**BYLAW NO. 03/22**

**A BYLAW OF THE TOWN OF LEADER IN THE PROVINCE OF SASKATCHEWAN TO ESTABLISH A TOURISM COMMITTEE WITH FISCAL POWERS.**

The Council of the Town of Leader in the Province of Saskatchewan enacts as follows:

**Part 1 INTRODUCTION**

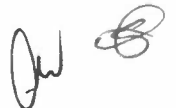
1. *Title*  
This Bylaw shall be known and may be cited as the "Tourism Committee Bylaw" of the Town of Leader.
2. *Purpose*  
The purpose of this bylaw is to allow for a Committee to be formed with fiscal powers and to prescribe a mandate, terms of reference, composition and procedural rules for the Committee.

**Part 2 DEFINITIONS**

1. For the purposes of this bylaw the following words shall have the meaning given herein:
  - a. "Committee" means the tourism committee appointed pursuant to this bylaw.
  - b. "Council" means the Council of the Town of Leader.
  - c. "Secretary" means the Secretary of the Tourism Committee appointed pursuant to this bylaw.
  - d. "Treasurer" means the Treasurer of the Tourism Committee appointed pursuant to this bylaw.

**Part 3 FUNCTION**


1. A Committee to be known as the Leader & District Tourism Committee for Leader and the surrounding area.
2. The function of the Committee shall be:
  - a. To manage, promote, expand, and enhance Tourism and Community Development in Leader and the surrounding area.
  - b. To advise Council on capital projects which will improve, enhance, and expand tourism attractions and development in Leader and the surrounding area.



**Part 4 COMPOSITION OF THE COMMITTEE**

1. The Committee shall consist of not less than six (6) and not more than ten (10) voting members to be appointed by resolution of Council. Members shall consist of community members and representative from the following groups:
  - a. Leader Town Council
  - b. Leader Recreation Director or Regional Development Officer
  - c. R.M. of Happyland No. 231 Appointee
  - d. Leader & District Chamber of Commerce
- a. The Committee members appointed by Council shall serve a one year term. These appointments shall be reviewed annually at a meeting of Council.
2. Annually, during the month of December, the Committee shall hold a meeting at which time a Chairman, Vice-Chairman, Secretary, and Treasurer shall be selected for the ensuing year. Neither a member of the Municipal Administration nor a member of Council shall be eligible for selection or appointment to the position of Chairman.
3. A member of the Committee who absents themselves from three (3) consecutive meetings, without authorization by resolution of the Committee, shall be removed from the committee and their seat declared vacant.
4. The seat of a member of the Committee shall become vacant upon receipt of a written notice of resignation by the Secretary of the Committee.
5. The Secretary of the Committee shall bring to the attention of Town Council, at its next regular meeting, any vacancies as they arise.
6. The Committee takes responsibility to fill vacancies with community members outside of the appointed representatives.

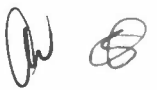
**Part 5 MEETINGS**

1. Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee, at least once every three (3) months and at such times as deemed necessary.
  2. The Secretary of the Committee shall, at the request of the Chairman and one third of the members, call a special meeting at a date specified in the request.
  3. A quorum for regular and special meetings of the Committee shall be one more than half of the members, one of whom must be the Chairman or Vice-Chairman.
  4. All meetings of the Committee shall be open to the public.
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5. All members of the Committee present at the meeting are eligible vote on resolutions.
6. The Chairman shall preside over all meetings.
7. If the Chairman should not be able to attend the meeting, the Vice-Chairman shall preside.
8. All resolutions of the Committee shall be entered in a minute book to be kept for the purpose by the Secretary and signed by the presiding Chairman and the Secretary. A copy of these minutes shall be submitted to the Council of the Town of Leader and the Rural Municipality of Happyland No. 231.
9. An annual meeting of the residents of the municipality and other interested persons shall be held in March of each year.
10. At the annual meeting the Treasurer of the Committee shall present, for approval, the audited financial statement for the previous fiscal year, as well as, any interim financial report of the current year's operation.
11. Meeting procedures shall be conducted in accordance with good meeting practices and any disputes resolved in accordance with Robert's Rules of Order, newly revised.

#### **Part 6 POWER & DUTIES**

1. The Committee shall establish annual goals and objectives.
2. The financial year of the Committee shall be the calendar year.
3. The Committee shall submit a copy of its yearly goals and objectives to Council before February of each year.
4. Before February 1 of each year, the Committee shall prepare and have approved by Council a budget for the current year of operations.
5. The Committee shall, within its budgetary allotment, manage, promote, expand, and enhance tourism development in Leader and the surrounding area.
6. The Committee shall not:
  - a. Have the power to borrow money;
  - b. Have the power to pass a bylaw; and
  - c. Have the power to hire, suspend or dismiss any employees who are hired to promote tourism development.
7. The Committee may advise and make recommendations to Council to borrow money, pass bylaws, or hire, suspend, or dismiss any employees hired for tourism.
8. All volunteers working for the Committee shall be considered agents of the Town of Leader.

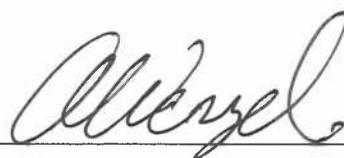


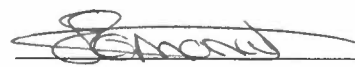
- 9. The Treasurer of the Committee shall, at year end, prepare the financial records for audit. The records shall be audited by the Administrator of the Town of Leader or their designate.
- 10. The Treasurer of the Committee shall deposit all funds received by the Committee in a chartered bank or credit union and those funds shall be withdrawn only by cheque signed by the Treasurer and countersigned by a Committee Member authorized by resolution of the Committee.

**Part 7 COMING INTO FORCE**

- 1. Bylaw No. 02/93 is hereby repealed.
- 2. This Bylaw shall come into force and take effect on the third and final reading by the Council of the Town of Leader.



  
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 Mayor

  
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 Administrator

Read a third time and adopted  
 this 21<sup>st</sup> day of June, 2022.

Certified True Copy of Bylaw 03/22  
 passed by the Council of the Town of Leader  
 on the 21<sup>st</sup> day of June 2022.

  
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 Administrator

