

Bylaw No. 3 of 2020

A Bylaw of the Town of Coronach and the R.M of Hart Butte in the Province of Saskatchewan for the purpose of establishing and governing the Coronach Tourism Committee.

The Council of the Town of Coronach and the Rural Municipality of Hart Butte No. 10 enacts as follows:

SHORT TITLE

This Bylaw shall be cited as the Coronach Tourism Committee Bylaw.

PURPOSE

Tourism is a key component of the town's economic development strategy. The Tourism Committee will focus on managing visitor attractions as well as developing new community and business opportunities in this sector. This includes working with local businesses, to meet new tourism opportunities and supporting the attraction of new industry in this sector.

DEFINITIONS

Wherever in this bylaw the following terms are used they shall be held to have the following meanings:

"R.M. Council" means the council of the Rural Municipality of Hart Butte No.11

"Town Council" means the council of the Town of Coronach

"Tourism Committee" means the group of members known under this bylaw as the Coronach Tourism Committee

"Tourism" means managing, promoting, advertising, and supporting all of "the activities of persons travelling to and staying in places outside their usual environment for not more than one consecutive year for leisure, business and other purposes."

"Economic Development" means the support, promotion and partnership with local businesses of all types in all sectors of the economy.

APPLICATION

1. There shall be appointed by the Town Council and the R.M. Council, a Tourism Committee which shall be known as the "Coronach Tourism Committee".
2. Such Tourism Committee shall consist of seven (7) members appointed by the Town Council and the R.M. Council from among the residents of Coronach and the surrounding area. The Town Council and R.M. Council shall each appoint one (1) member of council to sit on the Committee. The remaining five (5) members appointed may be recommended to Town Council and the R.M Council by the Tourism Committee
3. If any member of the Tourism Committee absents themselves from the meetings of the Committee for a period of three (3) consecutive regular meetings, unless excused by resolution of the Committee, in session, that members position on the Committee shall be declared vacant, or their seats become vacant by death, resignation, or otherwise, the Committee shall forthwith notify the Town Council and R.M. Council of the vacancy.
4. The Committee shall, at its first meeting in the calendar year, elect a Chair, Secretary, and Treasurer for the Committee. In the absence of the Chairman, the Tourism committee shall appoint a temporary Chairperson until the Chair returns to their position or until the Tourism Committee is able to make a motion to nominate a replacement chair.
5. The Committee shall meet in regular session at least once a month on a date to be fixed at the first meeting of the Committee in each year. The Committee shall hold Special

- Meetings at the call of the Chairman with at least two (2) days' notice of a Special Meeting.
6. Four (4) members shall constitute a quorum.
 7. All orders and proceedings of the Committee shall be entered in the books to be kept accurate and complete in relationship to the Town Council and R.M Council audit requirements. All minutes are to be signed by the Chairperson and the Secretary. A copy of these minutes is to be submitted to the Town Council and the R.M. Council.
 8. An audited financial statement will be required by the Town Council and the RM Council by February 28th of each year while the Coronach Tourism Books are consolidated into the Town of Coronach and R.M. of Hart Butte Operations.
 9. All cheques and payment vouchers shall be signed by the Treasurer of the Committee and the Chair or Acting Chair
 10. The Duties and Responsibilities of the Committee shall be as outlined in 'Schedule A' as attached hereto and forming a part of this bylaw and any changes to this Schedule A must be approved by the Town Council and the R.M Council due to insurance implications.
 11. All invoices and unpaid accounts shall be presented to a meeting with quorum of the Tourism Committee for approval prior to their being paid.
 12. The fiscal year end of the Tourism Committee shall be December 31st in each year.

Town of Coronach


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Mayor


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Administrator *April 15, 2020*

Rural Municipality of Hart Butte No. 11

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Reeve

.....
Administrator

Schedule A

The following is "Schedule A" is the agreement with the Town of Coronach and R.M. of Hart Butte as referred to in Bylaw No. 3 of 2020:

Duties & Responsibilities of the Tourism Committee

Pertaining to Operation Funds and Activities

1. It shall be the responsibility of the Tourism Committee to program, coordinate, and appropriate funds for activities and projects for the development of tourism's economic sector for Coronach and the surrounding area.
2. The Committee shall, on or before the 1st day of December in each year, prepare and submit to the Town Council and the R.M. Council, its estimates for the operation of the Tourism Committee upcoming year. The funds so requested shall be for the operation and coordination of tourism activities only. No proposals for the acquisition of capital expenditures shall be included.
3. The Budget shall be approved by the councils by March 31st of the following year. All approved funding shall be forwarded to the Tourism Committee in an annual payment upon Town Council and R.M. Council's budget approval.
4. In the event that it is deemed necessary to hire a Tourism Director by the Town Council and/or the RM Council or the Tourism Committee,
 - a. The Town Council and R.M. council shall have the authority to hire a Tourism Director to perform duties as set out in a job description for that position. The Tourism Director's job description shall be approved by the Town Council and R.M. Council prior to a Tourism Director being hired.
 - b. The salary paid to the Tourism Director shall be paid from the operating funds of the Tourism Committee from the councils in any year unless otherwise determined by the Town Council or the R.M. Council.
5. The Coronach Tourism Committee shall be responsible to hire any personnel deemed necessary for the operations of the Tourism Committee including 2 reference checks and a required criminal record check as required by the Town of Coronach's insurance policy.
6. The salary or wages paid to personnel related to the Tourism operation shall be provided for in the operating costs of the facility.

Pertaining to Committee Capital Expenditures and Assets

1. It shall be the responsibility and duty of the Committee to operate, maintain, and administrate the Coronach Tourist Building, the Coronach Horse statue and the surrounding grounds.
2. The Committee shall annually prepare a Capital Expenditure Request Form for presentation to the Town Council and the R.M. Council as has been mentioned above. The Request Form shall be included with the annual budget presentation and shall list specific items which are requested for purchase. The request shall include the amounts of expenditures requested by the Committee as well as a projection as to the effect the proposed expenditure will have on the operating costs of the facility. The items on the list shall be listed in order of priority requested by the Committee and the Town Council and R.M. Council may annually make an allocation of funds for the acquisition of the items requested.