

# *Nipawin & District Regional Park Authority*

## **Constitution**

- 1.) Nipawin and District Regional Park Authority (hereinafter referred as “the Authority”) was constituted as a body corporate under Section 6 (1) of The Regional Parks Act, 1964 (hereinafter referred to as “the Act” by Order of the Lieutenant in Council No. 83/65 dated January 19, 1965.
- 2.) The objectives of the Authority shall be as follows:
  - (a) To develop, maintain and establish the Nipawin & District Regional Park in accordance with the needs and interests of the participating municipalities and the residents of Nipawin and district as they may be from time to time.
  - (b) To encourage the appreciation and use of the Nipawin & District Regional Park:
- 3.) The powers of the Authority shall be those set out in The Regional Parks Act, 2013 and the regulations thereunder.
- 4.) The Authority shall consist of the representative or alternate representative appointed from time to time by the Rural Municipality of Nipawin No. 487 – 1 member, the Town of Nipawin – 9 members and other such municipalities as may enter into participating agreements with the Authority under Section 9 of the Act.
- 5.) The member of the Legislative Assembly of Saskatchewan for the Nipawin Constituency shall be the Honorary Chairman of the Authority.
- 6.) The Authority may appoint such Honorary Members as it deems necessary and advisable.
- 7.) The Honorary Chairman and Members may attend and participate in meetings but shall have no voting rights.
- 8.) The Authority shall be the governing body with power to incur obligations, disburse money, appoint committees and generally perform all such acts of administration as may be necessary or expedient for the proper functioning.
- 9.) Any director who is absent without cause from two consecutive meetings of the Authority shall be deemed to have vacate their office. Whether there is cause in a given case shall be determined by the Authority.

- 10.) Immediately following the annual general meeting in each year the Authority shall meet and shall elect from the membership a Chairman and Vice-Chairmen.
- 11.) The chairman shall be the chief executive officer of the Authority and shall preside over all meetings of the Authority. The Chairman shall be an ex-officio member of all standing and special committees and shall perform such other duties as usually pertain to the office of Chairman.
- 12.) A Vice-Chairman, in the absence of the Chairman, shall reside at meetings of the Authority. The Vice-Chairmen shall also perform such other duties as usually pertain to that office, or as may be assigned by the Chairman.
- 13.) The Secretary shall draw up and keep on record minutes of all meetings of the Authority. The Secretary shall notify the members of all meetings and shall attend to the general correspondence.
- 14.) The Treasurer shall keep all the accounts of the Authority and shall, with the Chairman or Vice-Chairmen, sign all cheques, drafts or other orders for payment of moneys on behalf of the Authority, and advise the Authority of all overdue accounts. The Treasurer shall keep adequate and proper books of account which shall be open for inspection by any member of the Authority or by the Minister Parks, Culture and Sports, or their representative on request. The Treasurer shall give all necessary assistance to the Auditor for preparation of the yearly financial statement and report and the Treasurer shall perform all other duties customarily pertaining to the office.
- 15.) The Authority may appoint such committees as it deems necessary.
- 16.) Committee members need not be members of the Authority.
- 17.) Committee members who are not members of the Authority may attend and participate in meetings of the Authority but shall have no voting rights.
- 18.) There shall be an annual meeting of the members of the Authority and the participating municipalities during the calendar year. Two weeks notice shall be given to each member and participant.
- 19.) Prior to each annual general meeting the Authority shall prepare, consider and approve the budget for the next calendar year.
- 20.) At each annual general meeting the Authority shall:
  - (a) adopt or amend its constitution;
  - (b) consider and adopt a financial statement and annual report for the past calendar year;
  - (c) Conduct such other business as may be deemed necessary.

- 21.) Regular general meetings of the Authority shall be held at least monthly throughout the year.
- 22.) Special general meetings may be called at any time by the Chairman.
- 23.) At least three full days written or verbal notice of every general meeting shall be given to each member of the Authority by the Secretary.
- 23.) Four members shall constitute a quorum at general meetings.
- 24.) Majority of current board appointee's shall constitute a quorum at general meetings.
- 25.) All questions at meetings shall be decided by a majority of those present, each of whom shall have one vote. In the event of equality of votes the decision shall be defeated.
- 26.) In all cases not herein provided for the practice of the Parliament of Canada, as laid by Beauchesne, shall be followed in matters of procedure.
- 27.) Electronic Meetings
- (a) Whenever possible, all business of the Authority should be addressed at the regular board meetings. However, a special electronic meeting may be called by any one of the chairperson or vice-chairpersons. Each special meeting shall be called to address one issue only. If additional issues need to be addressed, a separate meeting for each issue shall be called.
  - (b) The officer calling the meeting shall send an email to all the members of the board stating the reason for calling the meeting and providing an outline of the issue to be discussed.
  - (c) Motions shall be presented, seconded and open for discussion in the same manner used in regular meetings.
  - (d) The voting period on the motion shall be open for 2 business days.
  - (e) Each vote shall be sent via email to the meeting chair and secretary, who will tally the votes and announce the results.
  - (f) Quorum will be evidenced by the recording of the votes.
  - (g) The secretary will prepare a written record of the special meeting to be adopted into the minute book of the Authority at the next scheduled board meeting.

28.) The seal of the Authority shall be in the custody of the Secretary or such person as may be designated by the Directors and all papers or documents required to be sealed on behalf of the Authority shall be sealed in the presence of the Chairman or the Vice-Chairmen and the Secretary or the Treasurer, or of such other persons as may be designated by resolution of the Directors.

29.) The Authority shall on or before the thirty-first day of December in each year appoint an auditor and instruct him to audit and report on the books, records and accounts of the Authority and prepare the financial statement as required by the Act.

**CHANGE HISTORY:**

<b>Issue</b>	<b>Date</b>	<b>Reason for Change</b>	<b>Originator</b>
1	1965	Initial Issue	Authority
2	April 2005	Updated to Current Operations	T Cherny
3	May 2017	Updated to Current Operations	J Puzskarenko