

WOODLAWN REGIONAL PARK AUTHORITY

CONSTITUTION

1. NAME

- 1.1 The Name of the Authority shall be the Woodlawn Regional Park Authority (hereafter referred to as the “Authority”).

2. PURPOSE

- 2.1 The purpose of the Authority is to provide for the orderly development and the protection, care, management and control of the Park areas to ensure their use and enjoyment as public parks and pleasure grounds, and to regulate the conduct of persons making use of park areas.

3. GOALS

- 3.1 **Park Development** – To plan, develop, and manage park areas.
- 3.2 **Effective Internal operation** – To ensure the Authority is an effectively managed organization.

4. PARK BOUNDARIES

- 4.1 The Park means the areas that are managed by the Authority as shown on the attached diagrams referred to as Schedule A, and Schedule B

5. MEMBERSHIP

- 5.1 The Authority shall consist of nine (9) voting members as follows:
- a) Four Members representing the City of Estevan, two being councillors of the City of Estevan and two being representatives of the public.
 - b) Two Members representing the Rural Municipality of Estevan No. 5, one being a councillor of the RM of Estevan and one representing the Estevan Wildlife Federation.
 - c) One Member Representing the Rural Municipality of Benson No. 35, being a councillor of the RM of Benson No. 35.
 - d) One Member Representing the Rural Municipality of Browning No. 34, being a Councillor of the RM of Browning No. 34.
 - e) One Member chosen jointly by the RM of Benson No. 35 and the RM of Browning No. 34, this Member represents the public and shall not be a member of Council.

6. CAPITAL AND MAINTENANCE GRANT LEVIES

6.1 Levies will be determined annually at the discretion of the Governing Bodies.

7. OFFICERS

7.1 The Chairman shall be elected by the Authority at each Annual Meeting.

7.2 The Vice-Chairman shall be elected by the Authority at each Annual Meeting.

8. MEETINGS

8.1 Authority Meetings

- a) Regular Meetings shall be held a minimum of 4 times per year at the call of the Chairman.
- b) All questions at Regular meetings shall be decided upon by a majority of those present, each of whom shall have one vote.
- c) Special meetings may be called at the discretion of the Chairman.
- d) Meetings shall be conducted according to Roberts Rules of Order.

8.2 Annual Meetings

- a) The Authority shall hold an Annual Meeting
- b) At each Annual Meeting the Authority shall:
 1. Adopt or amend the constitution.
 2. Elect officers.
 3. Appoint member committees.
 4. Appoint an Auditor
 5. Consider and approve a financial statement for the past fiscal year.
 6. Conduct such other business as may be deemed necessary.
- c) A simple majority shall constitute a quorum at an Annual Meeting.
- d) Notification of the Annual General Meeting shall be given at least 15 days prior to the meeting.
- e) Minutes of the Annual General Meeting shall be distributed at the next Regular Meeting following the Annual General Meeting.

9. ENFORCEMENT

- 9.1 This Constitution shall annul all previous Constitutions and shall become effective immediately upon its adoption by a majority vote of all assembled Authority members at the Annual General Meeting.

10. AMENDMENTS

- 10.1 Proposed amendments shall be made in writing, signed and submitted to the Authority at an Authority Meeting.
- 10.2 A vote shall be taken on the amendments at the Annual General Meeting and shall take effect immediately upon approval.
- 10.3 To be adopted amendments must be supported by at least 2/3 of the members eligible to vote.

11. ELECTION VOTING PROCEDURE

- 11.1 There shall be no voting by Proxy .
- 11.2 All voting shall be by a show of hands unless otherwise requested.
- 11.3 All questions shall be decided by majority vote with the Chairman voting on all questions. In the event of a tie vote the motion is lost.

12. RESIGNATION

- 12.1 Any member of the Authority may resign by verbally contacting the Chairman and shall specify the reason for the resignation and a date upon which the resignation shall become effective.
- 12.2 If the Chairman resigns, the Vice-Chairman shall assume his/her responsibilities until the end of the term.

13. RETIREMENTS

- 13.1 Members retiring from office shall be deemed to hold office until the conclusion of the meeting at which they retire.
- 13.2 An Officer whose term has expired shall be eligible for re-election.

14. TERM

- 14.1 Each elected and/or appointed position shall be deemed to run from one Annual General Meeting until the next Annual General Meeting unless appointments are re-designated by the members.

15. FISCAL YEAR

- 15.1 The fiscal year of the Authority shall be from January 1 to December 31.

16. TAKING EFFECT

16.1 This agreement shall take effect upon signing of the Chairman and Vice Chairman of the Authority this ____ day of _____, 2017

Chairman

Witness

Vice-Chairman

Witness