

CONSTITUTION

ATTONS LAKE REGIONAL PARK AUTHORITY

1. FORWARD

Attons Lake Regional Park Authority (herein after referred to as “the Authority”) was constituted as a body corporate on December 4, 1970 under the Regional Parks Act 1960 (Hereinafter referred to as “the Act”) by order of the Lieutenant Governor in Council.

2. OBJECTS

The object of the Authority shall be as follows:

- a) To develop, maintain and administer the Attons Lake Regional Park in accordance with the needs and interest of the participating municipality(s), the residents of Cut Knife and districts and Attons Lake Regional Park Lot Lease Holders as they may be from time to time.
- b) To encourage the appreciation of and use of Attons Lake Regional Park.

3. POWERS

The powers of the Authority shall be those as set out in The Regional Park Act 2013 and regulations thereunder.

4. MEMBERSHIP

The Authority shall consist of representatives as appointed by the R.M of Cut Knife No. 439 and Attons Lake Regional Park Authority who shall be known as Directors.

R.M of Cut Knife No.439 - 1 Representative appointed from Council & 4 Members

ALRPA Members at Large - 2 Members (Appointed by the Authority)

5. OFFICERS AND THEIR DUTIES

- a) All Officers shall enter upon their official duties immediately following election of such at the first regular meeting of each calendar year and shall serve in said office for the term of one year, or until their successor(s) shall be duly elected and qualified. To ensure continuity in the conduct of the business of the Authority, each Director shall serve for a term of four years, excepting that which is the appointed member from the Council of the R.M. of Cut Knife. No 439. That term shall be as mandated from time to time by the R.M. Council.

The Officers shall be chosen from the Directors at the first regular meeting of the Authority in each calendar year and shall be confirmed at the Annual Meeting.

- b) The Chairperson shall be the chief executive officer of the Authority and shall preside over all meetings of the Authority and the Executive Council. That person shall be an ex-official member of all standing and special committees and shall perform such other duties as usually pertain to the office of the Chair Person.
- c) The Vice Chairperson, in the absence of the Chairperson, shall preside at the meeting of the Authority and the Executive Council. The Vice-Chairperson shall perform such other duties as usually pertain to that office, or as may be assigned to him/her by the Chairperson and the Executive-Council.

The Secretary-Treasurer shall be assigned placement by employment or appointment from the Authority, but not both. The Secretary shall draw up and keep a record of minutes of all meetings of the Authority and the Executive-Council.

- d) The Duties of the Secretary-Treasurer shall be as follows: (Hereinafter where "in writing" follows, "in writing" is meant to pertain to letter mail, email, and/or electronic message)
 - i) Notify all Directors of the annual meeting by giving two weeks notice in writing.
 - ii) Subject to the direction of the Chairperson, shall notify all Directors of meeting by giving seven days notice in writing.
 - iii) Attend to all correspondence of the Authority
 - iv) Keep adequate and proper records which shall be open to inspection by any member of the Authority or by the Minister of Tourism and Renewable Resources or his/her representative on request.
 - v) Shall keep all accounts of the Authority and shall, with the Signing Authority as assigned to his/her position, sign all cheques, drafts, or other orders for payment on behalf of the Authority, and advise the Executive Council of the Financial standing of the Authority.

6. EXECUTIVE COUNCIL

- a) The Executive Council of the Authority shall be the Chairperson and Vice-chairperson, who shall be members or appointees of the participating Council & Authority. The Secretary-Treasurer, if in place by employment may not be a member of the Authority and therefore may not be a voting member. The Secretary-Treasurer, if in place by appointment from the Authority may be a member of the Executive Council and will be a voting member.
- b) If a vacancy occurs on the Executive Council, the members of the Authority may appoint a member to fill the vacant office for the duration of that term.
- c) If a vacancy occurs on the Directors, the Municipality or Authority whom originally made that appointment shall appoint a replacement within 60 days.

8. SPENDING AUTHORIZATION

Each Director may authorize expenditures of no more than \$500.00 for any necessary purchases. Expenditures in excess of \$500.00 shall be approved at a regular or special meeting.

9. MEETINGS

There shall be an annual meeting of the members of the Authority and the participating municipality prior to the 15th of July annually. Three weeks notice in writing shall be given to each member and participant and the Minister.

At each annual meeting the Authority shall:

- a) Adopt or amend its constitution;
- b) Confirm election or appointment of officers;
- c) Confirm the budget for the current calendar year;
- d) Consider and adopt a financial statement and annual report for the past calendar year;
- e) Conduct such other business as may be deemed necessary.

Special meetings may be called at any time by the by the Executive Council. The executive Council shall meet at the call of the Chairperson.

A simple majority of Directors shall constitute a quorum at a meeting of the Authority.

10. PROCEDURE AT MEETINGS

At meetings of the Authority every voting member present must cast a vote on every question, EXCEPT where any member may have a pecuniary interest in a question or matter that comes before the meeting. In this case that member shall disclose his/her interest and shall not vote thereon. In all cases not herein provided for the practice of the Parliament of Canada, as laid down by Beauchesne, shall be followed in matter of procedure.

11. SIGNING OF DOCUMENTS

Instruments shall be validity by the Authority under the signature of two members of the Board, at least one of which must be the Chairman and/or Vice-Chairman, as which document may prescribe, the other of which may be the Secretary/Treasurer pertaining to cases whereupon, authority has been prearranged case by case through resolution of the Authority.

12. ANNUAL AUDIT

The Authority shall at the annual meeting in each year appoint an Auditor and instruct him/her to audit and report on the books, records and accounts of the Authority and prepare the financial statements as required by the Act.


13. BORROWING OF FUNDS

The Authority may borrow funds for Capital or maintenance expenditures, by adopting a motion of authorization at a regular meeting.

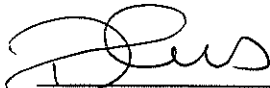
14. PREVIOUS CONSTITUTIONS VOID

Any and/or all previous constitutions of the Attons Lake Regional Park Authority are hereby declared to be null and void.

Adopted by Resolution of
Attons Lake Regional Park Authority
This 16 day of Oct, 2017



Chairperson



Secretary-Treasurer

