

CONSTITUTION

BRIGHTSAND LAKE REGIONAL PARK AUTHORITY

1. FORWARD

Brightsand Lake Regional Park Authority (hereinafter referred to as “the Authority”) was constituted by order of the Lieutenant Governor in Order in Council No. 706/65 dated Tuesday, May 4, 1965.

2. OBJECTIVES

- a) To develop, maintain and administer the Brightsand Lake Regional Park in accordance with the needs and interests of the participating municipalities and the residents of St. Walburg and district and patrons of the park as they may be from time to time.
- b) To provide for the protection, care, management and control of Brightsand Lake Regional Park, emphasizing preservation of natural eco systems, habitat and wildlife within the Park boundaries.
- c) To encourage the appreciation and use of Brightsand Lake Regional Park.

3. POWERS

The powers of the Authority shall be those set out in *The Regional Parks Act, 2013* (the Act) and *Regional Park Regulations, 2015*. (The Regulations)

4. MEMBERSHIP

- a) Organization membership of the Regional Park Authority (including municipalities) is subject to the approval, by order, of the Minister of Parks, Culture and Sport. The number of representatives of each organization shall be by agreement of all member organizations. Additional members-at-large may be designated if enacted by bylaw and the number of members-at-large does not exceed 40% of the total number of members. Determination of members-at-large (appointment or election) must be established in the bylaw.

b) Membership representatives on the Authority shall consist of representatives appointed/elected in accordance with the Act & the Regulations and shall be known as Directors, as follows:

Town of St. Walburg	2 members
RM of Mervin No.499	2 members
Brightsand Lake Cabin Owners Association	2 elected/appointed members

Each director shall serve for a term designated by the appointing municipal government.

If a vacancy occurs in any of the positions on the Authority, the sponsoring body shall be requested to appoint/elect a replacement within 30 days.

5. OFFICERS AND THEIR DUTIES

a) The Officers shall be elected by the Directors prior to, or at the Annual General Meeting of the Authority.

b) The Chairperson shall preside over all meetings of the Authority and Executive Committee and shall perform such duties as usually pertain to the office of Chairperson or as may be assigned by the Authority. The Chairperson shall be an ex-officio member of all standing and special committees.

d) The Vice-Chairperson, in the absence of the Chairperson, shall preside at the meetings of the Authority and the Executive Committee. The Vice-Chairperson shall perform such other duties as usually pertain to the office, or as may be assigned by the Chairperson or the Authority.

d) The duties of the chairperson/vice –chairperson shall be as follows:

i) Notify all Directors of the annual meeting by giving two weeks' notice in writing.

ii) Shall notify all directors of meetings by providing seven days' notice either in writing or telephone contact.

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 Parks, Culture and Sport or his/her representative on request.

v) Shall keep all accounts of the Authority and shall, with the signing authority, sign all cheques, drafts or other orders for payment of monies on behalf of the

Authority, and advise the Executive Committee of the financial standing of the Authority.

6. EXECUTIVE COMMITTEE

- a) The Executive Committee of the Authority shall be the Chairperson, Vice-Chairperson and at least one Director. The Executive Council shall not exceed seven members (including the Chairperson).
- b) If any vacancy occurs in the Executive Committee, the remaining members of the Authority may appoint any member to hold office until the next election.
- c) The Executive Committee shall exercise the interim powers and authority delegated to the Committee at any time when any matter requires expeditious action by the Authority or when it would not be practical for the full Authority to meet to review or act upon any matter. The Executive Committee shall carry out the policy and programs as directed by the Authority and perform such other functions not inconsistent with the direction of the Authority. It shall have all the necessary powers to conduct the business of the Authority including the following:
 - i) Enter into contracts for park development and maintenance
 - ii) Provide for payment of accounts and other financial matters
 - iii) Retain the services of necessary personnel and advisors
 - iv) Conduct necessary park programs
 - v) Prepare the annual budget proposals for submission at the Annual General Meeting of the Authority
 - vi) Prepare statement of accounts for presentation at the Annual General Meeting of the Authority
 - vii) Arrange for the annual audit of all transactions
 - viii) Purchase necessary equipment

- ix) Enter into contracts of insurance
- x) Prescribe rules of conduct for its meetings

d) The Executive Committee shall:

- i) Meet when called by the Chairperson of the Authority or by two members of the Executive Committee to fulfill the responsibilities delegated to it by the full Authority.
- ii) Report all Executive Committee actions to the Authority for review.

7. COMMITTEES

The Authority may appoint such committees as deemed necessary and may designate committee's authorities and responsibilities.

8. MEETINGS

a) There shall be an Annual General Meeting of the Authority before July 15th of any year. Fifteen business days' notice in writing shall be given to each Director and participant. The Annual General Meeting is open to the public and shall be advertised in local newspapers for two (2) consecutive weeks prior to the meeting date.

At each Annual General Meeting, the Authority shall establish or confirm:

- i) the Regional Park Authority constitution
- ii) the Regional Park Bylaws
- iii) the signing authority and the assigned banking facility
- iv) present or adopt a financial statement and annual report for the past financial year
- v) present or approve the budget for the current fiscal year
- vi) present or discuss development plans and objectives for the regional park
- vii) present or elect members of the executive committee
- viii) present or elect Members-at-Large, if any
- viii) conduct such other business as may be deemed necessary

b) Regular meetings of the Authority shall be held at least monthly during the year or whenever deemed necessary throughout the year,

- c) Special meetings may be called at any time by the Chairperson.
- d) The Executive Committee shall meet at the call of the Chairperson.
- e) A simple majority of the Directors shall constitute a quorum at an Annual General Meeting. A simple majority shall constitute a quorum at a meeting of the Authority. A simple majority shall constitute a quorum at meetings of the Executive Committee.
- f) 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 in the negative. Any member who has an interest in any question or matter that comes before a meeting shall disclose his/her interest and shall not vote thereon. In all cases not herein provided for, the practice of the Parliament of Canada shall be followed in matters of procedure.
- g) The Members of the Order in Council shall be notified if any Director who is absent without cause from three consecutive meetings of the Authority with a request for removal from their positions by resolution of the Members of Order in Council. Whether there is cause in a given case shall be determined by the members of Order in Council.

9. SIGNING OF DOCUMENTS

No instrument shall be validly executed by the Authority unless the Seal of Authority is affixed thereto in the presence and under the signature of two members of the signing authority for that purpose by resolutions of the executive committee.

10. ANNUAL AUDIT OR REVIEW

The Authority shall, in each year, appoint an Auditor as required in *The Regional Parks Act, 2013*, and instruct them to audit and report on the books, records, and accounts of the Authority and prepare the financial statement, year ending December 31st, prior to April 1st of each year, as required by *The Regional Park Regulations, 2015*.

11. PREVIOUS CONSTITUTION VOID

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

SEAL

Date Approved: _____

Chairperson

Secretary/Treasurer