

**CONSTITUTION & BYLAWS
OF
ESTON RIVERSIDE REGIONAL PARK AUTHORITY**

August 26, 2019

Eston Riverside Regional Park Authority
Box 883
Eston, Saskatchewan
S0L 1A0

Previous constitutions, bylaws, amendments, and/or resolutions pertaining to the constitution or bylaws approved by the Eston Riverside Regional Park Authority are hereby revoked.

Article I

Forward

The Eston Riverside Regional Park Authority was constituted as a body corporate under Section 6(1) of the Regional Parks Act, 1960 and later the Regional Parks Act 1979 by order of the Lieutenant Governor in Council No. 1155/62 dated June 21, 1962.

Article II

Definitions

In this constitution and these bylaws, unless the context otherwise requires:

1. "Authority" shall mean Eston Riverside Regional Park Authority.
2. "Park Area" means and shall include all that portion of Section Twenty(20), Township Twenty-Three(23), Range Twenty(20), West of the Third Meridian, which portion presently encompasses the site of the Eston Riverside Golf Course and containing therein Seventy(70) acres, more or less: and all that portion of the Northeast quarter of Section Seventeen(17), Township Twenty-Three(23), Range Twenty(20), West of the Third Meridian lying to the left of the left bank of the South Saskatchewan River, and containing Nineteen(19) acres, more or less; and all that portion of the Northwest quarter of Section Seventeen(17), Township Twenty-Three(23), Range Twenty(20), West of the Third Meridian lying to the left of the left bank of the South Saskatchewan River.
3. "Directors" shall mean the representatives appointed to the Authority.
- 4 "Officer" shall mean any director of the Authority and any person employed by the Authority in connection with the administration and management of the Regional Park.
5. "Police Officer" shall mean any member of the RCMP and any person specifically appointed by the Authority to be a peace officer.
6. "Vehicle" means a conveyance of any kind other than a boat and without restricting the generality of the foregoing, includes a wagon, sleigh, bicycle, motorcycle, automobile, tractor, snowmobile, snow plane, aircraft, golf cart, ATV and trailer or as determined by the Vehicles Act of Saskatchewan.
7. "Parking Area" shall mean any specific location primarily designated for the parking of vehicles and/or designated by appropriate signs.
8. "Roadway" means any highway in the park area and includes a common or public highway, road, street, avenue, parkway, driveway, public land, square, place, bridge, viaduct or trestle within the park area intended for or used by the general public for the passage of vehicles.
9. "Campground" shall mean an area designated by the Authority for use by the public for camping purposes.
10. "Domestic Animal" shall mean any livestock, cats and dogs or other pets.
11. "Alter" means to structurally change a building or structure.
12. "Site" means the lot as designated by the Authority.
13. "Sub-Lessee" means one person who is leasing a site in the park area from the Authority.
14. "Lot Lease" is the agreement between the Sub-Lessee and the Authority.

15. "Dwelling" means the whole or any part of a building or structure that is kept or occupied as a permanent or temporary residence.

16. "Fence" is any structure used to enclose or divide, in whole or in part, a yard or other land to establish a property boundary inclusive of any hedges consisting of a dense line of bushes or small trees.

Article III

Objects

The objective of the Authority shall be as follows:

1. To develop, maintain and administer the Eston Riverside Regional Park in accordance with the needs and interests of the participating municipalities and the residents of Eston and district as they may be from time to time;
2. To encourage the appreciation and use of the Eston Riverside Regional Park.

Article IV

Powers

The powers of the Authority shall be those set out in the Regional Parks Act, 1979, and the regulations there under.

Article V

Membership

The Authority shall consist of the representatives appointed as follows, who shall be known as Directors:

Town of Eston - 1 representative

R.M. of Snipe Lake #259 - 1 representative

R.M. of Newcombe #260 - 1 representative

R.M. of Lacadena #228 - 1 representative

Cabin Holders - 4 representatives

Ladies Golf Club - 2 representatives

Mens Golf Club - 2 representatives

Article VI

Directors and Their Duties

1. All directors shall enter upon their official duties as of the first day of February in each year. To ensure continuity in the conduct of the business of the Authority, each Director shall serve for a term of two (2) years with one half of the directors being appointed each year. The directors shall elect their own Executive Council from among their number at the first Director's meeting prior to February 1st.

2. The Chairman shall be the chief executive officer of the Authority and shall preside over all meetings of the Authority and the Executive Council. He 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 Chairman.

3. The Vice-Chairman, in the absence of the Chairman, shall preside at the meetings of the Authority and the Executive Council. The Vice-Chairman shall perform such other duties as usually pertain to that office, or as may be assigned to him by the Chairman or the Executive Council.

4. The directors shall appoint a non-voting member to the Authority annually as the Secretary-Treasurer. The Secretary-Treasurer shall receive remuneration as determined by the Authority.

Duties of the Secretary-Treasurer shall be as follows:

- a. Draw up and keep a record of minutes of all meetings of the Authority and the Executive Council.
- b. Notify all Directors, sub-lessee's and minister of the Annual Meeting by giving two week's notice in writing.
- c. Subject to the direction of the Chairman, shall notify all Directors of all meetings.
- d. Attend to all correspondence of the Authority.
- e. Keep adequate and proper records, which shall be open to inspection by any member of the Authority or by the Minister of Parks and Renewable Resources or his representative, on request.
- f. Shall keep all accounts of the Authority and shall, with the Chairman, sign all cheques, drafts or other orders for payment of monies on behalf of the Authority, and advise the Executive Council of financial standing of the Authority, and present an annual report of the past year to the Annual General Meeting.

Article VII

Executive Council

1. The Executive Council of the Authority shall be the Chairman and Vice-Chairman of the Authority, and a minimum of one (1) other additional Authority director.
2. If a vacancy occurs in the Executive Council, the members of the Authority may appoint a member to fill the vacant office.
3. If a director vacancy occurs on the Authority, the sponsoring representative shall be requested to appoint a replacement within 60 days.

Article VIII

Meetings

1. The Authority shall hold an annual meeting open to the general public on or before July 15th of the current year. Two (2) weeks' notice in writing shall be given to each director, sub-lessee and the minister.
2. At each Annual Meeting the Authority shall:
 - a. Elect officers for the meeting (Chairman & Recording Secretary).
 - b. Present an Agenda for adoption.
 - c. Prepare, consider and approve the budget for the next calendar year.
 - d. Consider and adopt a financial statement and annual report for the past calendar year as presented by the Secretary-Treasurer.
 - e. Appoint an auditor for the next calendar year.
 - f. Conduct such other business as may be deemed necessary.
3. Meetings of the Authority shall be held throughout the year, to be held on dates set at the first meeting in January, which must be held on or prior to January 15th.
4. Special meeting may be called at any time by the Executive Council. The Executive Council shall meet at the call of the Chairman.
5. Fifteen (15) sub-lessees shall constitute a quorum at an Annual Meeting.
6. All questions at meetings shall be decided by a simple majority of those directors and /or sub-lessees present, each of whom shall have one (1) vote. The Chairman shall not vote except in the case of a tie when he shall cast the deciding vote.

7. At all meetings of the Authority, Robert's Rules of Orders shall serve as a guide for the conduct of business.

Article IX

Signing of Documents

No instrument shall be validly executed by the Authority unless the Seal of the Authority is affixed thereto in the presence and under the signatures of two (2) members of the Executive Council named for that purpose by resolution of the Executive Council.

Article X

Annual Audit

The Authority shall at the Annual Meeting 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.

Article XI

Bylaws

1. To Provide for Protection, Care, Management, and Control of Traffic in the Park Area:

- a. Every person operating a vehicle within the park area shall comply with The Traffic Safety Act.
- b. No person shall drive any vehicle within the park area contrary to any order, direction, or indication shown by a sign established by the Authority.
- c. No person other than an officer shall remove or deface any traffic sign or device on or along a roadway in the park area.
- d. Every person operating a vehicle within the park area shall comply with any traffic directions given to him by a police officer or any person appointed by the Authority to direct the movement of vehicles.
- e. The Speed Limit of 25 kilometers per hour shall apply to all vehicles within the park area.

2. To Provide for the Protection, Safety, and General Welfare of Persons, the Protection of Property, Care, Management, and Control in the Park Area:

- a. Where any portion of the park area has been set aside for a specific use or purpose, no person shall use the area contrary to that purpose.

b. No person shall light any outdoor fire in the park area except in a fire-place, barbeque, or receptacle provided for that purpose.

In times of high or extreme fire hazard, the Authority may issue a directive that no person shall light any fire of any kind, while the high or extreme fire hazard exists. Self-contained portable gas fire pits and heating devices will be permitted at park authority discretion.

The Authority will follow the same fire ban notifications as set out by the Town of Eston and/or the RM of Snipe Lake.

c. No person shall establish any temporary residence, trailer unit or tent in a park area without a permit.

d. Any person using any cabin, trailer, tenting or other area shall keep such area in a clean and satisfactory state.

e. When sufficient space is available, a trailer, motorhome or tent may be established on a sub-lessee's property, with the owner's consent, the park manager's permission and payment of the required permit fee.

f. No person shall engage in public swimming in the South Saskatchewan River, either one mile east or one mile west of the park area.

g. A quiet time from 11:00 PM to 7:00 AM shall be observed in the park area and no one may cause excessive noise or unnecessary movement in the park area during this time period.

h. Without the prior written consent of the Authority, no person having the custody or control of a domestic animal shall:

(a) Allow the domestic animal to run at large on park land; or

(b) Bring the domestic animal into or allow it to remain in any:

(i) Swimming pool area, public washrooms, concession; or

(ii) Area where the Authority has caused signs to be set up prohibiting domestic animals.

Subsection (b) does not apply to a person with a service dog.

i. No person shall leave or dispose of any broken glass, bottles, cans, or similar refuse on or in any place in the park area except on or in a place and in a manner designated by the Authority.

j. No person shall dispose of any offensive matter on or in any place in the park area except on or in a place and manner designated by the Authority.

3. To Provide for Building Requirements to Provide Safe, Attractive, and Suitable Dwellings:

a. In order to build, alter, locate or remove a dwelling on a site, the sub-lessee shall obtain and submit a completed application for a building permit to the Authority including;

1. If it is to be newly constructed, a site plan showing size and location of the proposed structure

2. If it is to be moved in, a photograph and accurate dimensions of the dwelling and a site plan showing size and location of the proposed structure.

b. The sub-lessee shall ensure that any action taken in respect to any permit issued by the Authority complies with the Authority's building bylaw No. 3-2019 attached as Appendix A.

c. The minimum floor space of the dwelling shall be 300 square feet. All buildings must be deemed compatible with lot sites and must be situated at least 1.5 meters distant from all designated property lines.

d. Plumbing and sanitation facilities shall conform with the regulations of the Department of Health which specify that a separate, non-metallic water tight septic tank shall be installed for each dwelling.

e. Electrical wiring and equipment shall be installed in conformity with the Electrical Inspector and Licensing Act of the Canadian Electrical Code.

f. All exterior property areas shall be kept reasonably free from holes, excavations or other conditions which may be a potential cause of personal injury. Buildings shall be kept in a state of good repair with exterior surfaces treated periodically with protective coating.

g. If any building or part of any building, staging, or fence or any other structure is unsightly because of dilapidation, lack of paint, or any other cause, the sub-lessee shall forthwith after receiving written notice from the Authority specifying the defect of the structure, remove the same, pull it down and discard remains, or put the same into a satisfactory condition to the Authority. Failing to do so in the time frame specified, the authority will undertake said removal, and cause the sub-lessee the expense.

4. To Regulate Lease Acquisitions:

a. Every new sub-lessee within the park area shall be required to pay to the Authority, the sum of Two Hundred Dollars(\$200.00) as a lease transfer fee, and sign a lease agreement with the Authority.

b. Within a period of 18 months of signing the site lease, the sub-lessee shall be required to have erected or positioned the proposed structure in accordance with these bylaws

5. Any person convicted of a breach of the provisions in these bylaws shall be liable to prosecution and shall be penalized at the discretion of the presiding magistrate.

6. Any person who contravenes any of the provisions of the following sections of the Eston Riverside Regional Park Bylaws 2019 may be, at the discretion of the authority, subject to a penalty as listed:

<u>Section</u>	<u>Penalty</u>
1. (a) Traffic Safety Act	\$100.00
2. (b) Fire Ban	\$100.00
2. (h) Domestic Animal Control	\$100.00

Article XII

Amendments &/or Additions to the Constitution & Bylaws

The Constitution and Bylaws may be amended by the Authority at any regular meeting.

Article XIII

Repeal of Former Constitution & Bylaws

The former Constitution and Bylaws of the Authority Amended on October 9, 2012 are rendered inactive. Provided however, anything lawful done under and in perseverance of such Constitution & Bylaws before the date hereof, is hereby validated and this Constitution & Bylaws as amended is approved and shall take effect July 7, 2019.