

Constitution

Revised March 2022

Radville-Laurier Regional Park and Recreation Authority

Forward

1. The Radville-Laurier Regional Park and Recreation Authority (hereinafter referred to as the 'Authority') was constituted as a body corporate under Section 7(1) of the Regional Park Act (2013) and The Department of Culture and Youth Act 1978 (hereinafter referred to as the 'Act').

Objectives

2. The objectives of the Authority shall be as follows:
 - a) To develop, maintain and administer the Radville-Laurier Regional Park and Recreation Authority in accordance with the needs and interests of the participating municipalities, the residents of Radville and District and the patrons as they may be from time to time,
 - b) To encourage the appreciation and use of the Radville-Laurier Regional Park through the promotion of recreation and fitness activities,
 - c) To maintain and improve the facilities, contents and grounds in order to fulfill the above objectives.

Mission

3. To provide quality facilities and diverse programs, and encourage participation in recreation to enhance the quality of life for all citizens of Radville and District.

Vision

4. Radville Laurier Regional Park is a leader in recreation serving a strong and healthy community.

Guiding Principles

5.
 - We believe recreation, sport and culture shall be regarded as primary services in our community.
 - We believe that access to recreation, sport and culture services in our community shall be the right of all our citizens.
 - We believe our community recreation committee should have an established, approved mission, vision and values statement.
 - We believe recreation, sport and culture services should form an integral part in our municipalities, overall community service plan.
 - We believe in clearly engaging and including all citizens through public relations/advocacy strategies.
 - We believe in utilization of partnerships and collaboration towards delivery of recreation, sport and cultural services in our community.

Powers

6. The powers of the authority shall be those set out in the Regional Park Act ~~1979~~ 2013 and the regulations hereunder.

Membership

7. The authority shall consist of a minimum of six (6) representatives appointed from time to time by the Rural Municipality of Laurier No 38 (3 minimum) and the Town of Radville (3 minimum) as well as a maximum of 4 Members at Large such that the number of members at large will not exceed 40% of the total number of members of the Authority.

Officers and their Duties

8. The elected offices of the Authority shall consist of a Chairperson, Vice-Chairperson and six appointed officers from the Town of Radville and the Rural Municipality of Laurier No 38. The balance of the Board shall be made up of Members at Large to a maximum of 10 such that the number of members at large will not exceed 40% of the total number of members of the Authority.

9.
 - a) All officers shall enter upon their official duties on the first day of May in each year and except for the elected members of the Authority, shall serve for a term of one year,
 - b) Retiring officers shall hold office until April 30th of their retiring and shall be responsible to assist with the orientation of new members. New member's terms shall begin May 1st,
 - c) The Authority may, by special resolution, remove any Member at Large before the expiration of his/her term of office if their actions or communications are deemed to be inappropriate or not in keeping with the policies of the Authority,
 - d) The Authority may, by special resolution, add any Member at Large any time throughout the year.
 - d) Petition can be made to remove appointed members of the Authority to their respective council if their actions or communications are deemed to be inappropriate or not in keeping with the policies of the Authority.
 - e) Investigate and advise on trends and changes and opportunities that exist in the field of recreation.
10. The Chairperson shall be the Chief Executive Officer of the Authority and shall preside over all meetings of the Authority and Executive Council. The Chairperson shall be an ex-officio member of all standing and special committees and shall perform such other duties as usually pertains to the office of the Chairperson. The tenure of the Chairperson shall be a maximum of two years. The tenure may be extended if there are no parties interested in the position.
11. The Vice-Chairperson, in the absence of the Chairperson, shall preside over meetings of the Authority and the Executive Council. The Vice-Chairperson shall also perform such other duties as usually pertain to that office, or as may be assigned to him/her by the Chairperson.
12. The Recreation Coordinator or a designate, shall draw up and keep on record minutes of all meetings of the Authority and Executive Council. The Recreation Coordinator or a designate, shall notify the members of all meetings, attend to all general correspondence, and deposit monies as required by the Authority. The Recreation Coordinator or a designate, shall perform all other duties customarily pertaining to his/her office.

13. The Recreation Coordinator or a designate, shall keep all accounts for the Authority and shall, with Finance Committee, sign all cheques, other orders of payment of monies on behalf of the Authority, and advise the Authority of all overdue accounts. The Recreation Coordinator or a designate, shall keep adequate and proper books of accounts, which shall be open for inspection by any member of the Authority. The Recreation Coordinator or a designate,, shall give all necessary assistance to the auditor for preparation of the yearly Financial Statement and Report. The Recreation Coordinator or a designate, will submit a financial report at each regular meeting and whenever called upon by the committee. The Recreation Coordinator or a designate, shall perform all other duties customarily pertaining to the office. The Recreation Coordinator is a paid employee of the Authority.
14. The Finance Committee will ensure financial budgets are developed and shared with stakeholders (R.M. of Laurier #38 and Town of Radville) as defined in funding agreements on an annual basis to reflect operations.
15. Radville-Laurier Regional Park has the authority to administer the Saskatchewan Lotteries Community Grant Program and other grants on behalf of the municipality/ies, as deemed necessary.

Executive Council

16. Referring to Section 5(c) of The Regional Parks Regulations, 2015, the Executive shall consist of the Chairperson, Vice-Chairperson and the members appointed by the Town of Radville and the Rural Municipality of Laurier No 38. If the positions of Chairperson and/or Vice-Chairperson are occupied by members appointed by a participating council, Members at Large shall be appointed to the Executive Council in order to maintain a council of at least 3 and not more than 6.
17. If a vacancy occurs in the Executive Council of the elected officers, the Town of Radville or the R.M. of Laurier may appoint a member to fill their respective vacancies at any time throughout the year.
18. The Executive Council shall be the governing body of the Authority with the power to incur obligations, disburse money, appoint committees and generally perform all other such acts of administration as may be necessary or expedient for the proper function of the Authority.

Committees

19. The Chairperson and Vice-Chairperson will appoint committee representatives and their Chairpersons. The tenure of the committees is described in the Terms of Reference for each committee. Committee representatives are responsible for their committees and shall report to the Authority at all regular meetings or as deemed necessary. All committees a minimum of two members of the Authority and may include members of the public. The public member(s) shall be someone with relevant knowledge pertaining to the committee.
20. The standing committees of the Authority are as follows:
 - a) Human Resources, Staff and Contracts:
 - b) Budget, Finance and Strategic Planning
 - c) Public Relations, Unified Board
 - d) Policy and Recruitment
21. The Terms of Reference for each committee are attached as Annex A.

Jurisdiction

22. The following services would be under the recreation committee's jurisdiction:
 - Skating Arena
 - Swimming Pool
 - Playground
 - Hall (part of arena)
 - Regional Park
 - Outdoor Sports Fields
 - Campground/picnic areas
 - Open green space/parks
 - Recreation Programs
 - Cultural Programs
 - Community Garden

Meetings

23. There shall be an Annual General Meeting of the Authority in April of every year. Three weeks' notice shall be given prior to the AGM.

24. At the Annual General Meeting the Authority shall:
 - a) Adopt or amend its Constitution,
 - b) Elect officers – Chairperson and Vice-Chairperson,
 - c) Review and adopt the Financial Statement and Annual Report for the previous fiscal year,
 - d) Conduct other such business as may be deemed necessary,
 - e) Elect an Executive Council.
25. Regular general meetings of the Authority shall be held monthly on the 2nd Wednesday of every month or as deemed necessary by the Authority. A minimum of 10 meetings are to be held throughout the year.
26. A Special General Meeting may be called at any time by the Chairperson or a majority of the members of the Authority.
27. The Executive Council shall meet at such times as may be deemed necessary.
28. Unless mutually agreed by the quorum, at least 48 hours written or electronic notice shall be given for any General, Special or Executive Council meetings to the applicable members by the Recreation Coordinator, or a designate. Remote members may be present by voice and/or video conference.
29. Half plus one board members shall constitute a quorum for General and Special meetings.
30. Half plus one elected officers shall constitute a quorum for Executive Council meetings.

Procedures at Meetings

31. All questions at meetings shall be decided by a majority of those present, each of whom have one vote.
32. The Chairperson shall keep order at all meetings of the Authority and maintain a positive and constructive environment.

Signing of Documents

33. a) No instrument shall be validly executed by the Authority without the signature of two members of the Authority named for the purpose by resolution of the Authority.
- b) All cheques drawn upon the funds of the Radville-Laurier Regional Park shall be signed by the Recreation Coordinator, or a designate, and counter signed by a member of the Finance Committee or other member as designated by resolution by the Authority.

Annual Audit

34. The Authority, on or before the thirty-first day of December each year, shall appoint an auditor and instruct him/her to audit and report on the books, records and accounts of the Authority. The Auditor shall prepare the financial statements as required by the act.

Chairperson

Dated

Vice-Chairperson

Dated