

CONSTITUTION

Emerald Lake Regional Park Authority

1. Forward

Emerald Lake Regional Park Authority (hereinafter referred to as “the Authority”) was constituted by order of the Lieutenant Governor in Order in Council No. 436/67 dated March 3, 1967.

2. Area

All those portions of the South East Quarter of Section 33, Township 48, Range 7, West of the 3rd Meridian not covered by the waters of Ruxie Lake and Lake No. 1 as shown on Plan of Survey of the said Township dated November 26, 1918, excepting those portions of land taken for roadways as shown on Plan Nos. 82B03426 and 82B14867.

Those portions of Legal Subdivisions 5 and 6 of Section 33, Township 48, Range 7, West of the 3rd Meridian, lying north and west of Emerald Lake as shown on Plan of Survey of said Township as 14.7 acres, more or less.

That portion of the North West Quarter of Section 33, Township 48, Range 7, West of the 3rd Meridian lying north and east of Emerald Lake as shown on Plan of Survey of said Township as 5 acres, more or less.

3. Objective

- a) To develop, maintain and administer the Emerald Lake Regional Park (ELRP) in accordance with the Regional Parks Act and Regulations, the needs and interests of the participating Village of Leask council, Rural Municipality (RM) of Leask council and district, patrons of the park and lease holders as they may be from time to time.
- b) To provide for the protection, care, management and control of Emerald Lake Regional Park, emphasizing preservation of natural eco systems, habitat and wildlife within the Park boundaries.
- c) To encourage the appreciation and use of Emerald Lake Regional Park.

4. Powers

The powers of the Authority shall be those set out in *The Regional Parks Act* (the Act) and *Regional Park Regulations* (the Regulations) that are in force.

5. 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 of the Authority shall consist of representatives appointed in accordance with the Act and the Regulations and shall be known as Directors, as follows:

RM of Leask	3 Members appointed by council
Village of Leask	3 Members appointed by council
ELRP Authority	1 Member appointed by the Board (Member at Large)

Each member shall serve a term designated by the appointing municipality/sponsoring body or authority.

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

6. 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.
- c) 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 Secretary 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.

The duties of the Secretary 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 Parks, Culture and Sports or his/her representative on request.
- e) The Treasurer shall be assigned placement by employment or appointment from the Authority, but not both. The Treasurer shall handle and keep a record of all matters pertaining to the finances of the Authority and the Executive-Council.

The duties of the 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. 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 Sports or his/her representative on request;

- ii. 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.

7. Executive Committee

- a) The Executive Committee of the Authority shall be the Chairperson, Vice-Chairperson and at least one Director.
- 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.
- 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.

8. Committees

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

9. 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
 - ix. 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.
- h) The Authority's Secretary or Secretary/Treasurer shall act as recording secretary at all meetings of the Authority and Executive Committee.

10. Signing of Documents

All documents, including cheques requiring signatures on behalf of the Authority shall be signed by at least two persons authorized by the Authority.

11. Annual Audit or Review

The Authority shall, in each year, appoint an Auditor as required in *The Regional Parks Act*, 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*.

12. Previous Constitution Void

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

This Constitution shall take effect and come into force on the final passing hereof.

Certified a true copy of the Emerald Lake Regional Parks Authority Constitution adopted by Board motion at the Annual General Meeting on the twenty second day of May, 2022 A.D.

Date Approved: May 22, 2022

Chairperson:

Trevor Cross

Secretary/Treasurer:

Chelsey Watts