## A BYLAW FOR MEETING PROCEDURES

The Brightsand Lake Regional Park Authority in the Province of Saskatchewan pursuant to Section 13(m) of *The Regional Parks Act, 2013* enacts as follows:

### SHORT TITLE

1. This bylaw may be cited as the Meeting Procedures Bylaw.

### PURPOSE OF THE BUILDING BYLAW

2. The purpose of this bylaw is to establish clear and consistent procedures for the conduct of meetings of the Board of Directors and Committees of Brightsand Lake Regional Park Authority.

### AUTHORITY

3. This bylaw is enacted pursuant to *The Regional Parks Act, 2013* and *The Regional Parks Regulations, 2015*, which may be amended from time to time.

### APPLICATION

a. This bylaw applies to Annual General Meeting(s) and regular, special, and committee meetings of the Brightsand Lake Regional Park Authority, unless otherwise governed by provincial statute.

### MEETING SCHEDULE

4. **Regular Meetings**
   Shall be determined at the first meeting of each calendar year or as otherwise determined by resolution of the Authority.

5. **Special Meetings**
   May be called by the Chairperson or upon written request of at least three (3) Directors, with a minimum of 48 hours' notice.

6. **Annual General Meeting**
   Shall be held in accordance with the provisions of *The Regional Park Act, 2013*.

### NOTICE AND AGENDA(S)

7. The Administrator shall distribute the regular meeting agenda and relevant materials, including but not limited to financial reports and minutes, to all Directors at least 48 hours prior to the meeting. If for any reason, the Administrator is unable to meet the deadline above, the Administrator shall prepare and distribute the agenda as soon as reasonably possible to allow Directors an opportunity to review the agenda prior to the meeting.
8. The Directors may, on the majority vote, permit additional material on the agenda of a regular meeting.

9. Regular meeting agendas shall follow a standard format that includes but are not limited to:
    a. Call to Order.
    b. Adoption of Agenda.
    c. Approval of Minutes.
    d. Business Arising from Minutes.
    e. Financial Report.
    f. Park Operations Manager Report.
    g. New Business.
    h. Correspondence.
    i. Open Forum.
    j. Next Meeting Date.
    k. Adjournment.
10. Annual meeting agendas shall follow a standard format that includes:
    a. Call to Order and Welcome.
    b. Agenda Confirmation.
    c. Minutes of Past Annual General Meeting.
    d. Confirmation of: Constitution, Regional Park Bylaws, Banking Institution, Executive Committee, and Signing Authorities.
    e. Confirmation of previous year Financial Statement and Appointment of Auditor.
    f. Confirmation of the current years' budget.
    g. Open Forum.
    h. Adjournment.

**QUORUM AND VOTING**

11. A quorum shall consist of a majority of the current Directors in attendance. Decisions shall be made by the majority vote of those present. If there is an equal number of votes for and against a motion or bylaw, the motion or bylaw is defeated.

**RULES OF ORDER**

12. All meetings shall be conducted in accordance with the current edition of Robert's Rules of Order, except where modified by this bylaw or the Brightsand Lake Regional Park Authority governance documents.

**CONFLICT OF INTEREST**

13. Any Director or Committee Member who has a direct or indirect interest in a matter before the Authority shall:
    a. Disclose the interest prior to discussion or vote on the matter.
    b. Refrain from discussing or voting on the matter.
    c. Leave the meeting place if so, required by the Board.
14. The declaration of conflict shall be recorded in the minutes.

**MINUTES**

15. Minutes shall be prepared by the Administrator and distributed to all Directors within a reasonable time following each meeting.
16. Draft minutes shall be reviewed and adopted at the next scheduled meeting.
17. Minutes shall reflect:
    a. Attendance.
    b. Resolutions.
    c. Reports received.
    d. Actions approved.
    e. Record of votes (when not unanimous).

**OPEN FORUM**

18. Time shall be allocated during meetings for an Open Forum to allow for Director(s), community, or stakeholder input.
19. The Chairperson shall regulate the discussion to ensure decorum and relevancy.

**ACTIONS IN PUBLIC**

20. An act or proceeding of the Board is not effective unless it is authorized or adopted by bylaw or resolution at a duly constituted meeting of the Directors.

**BYLAWS**

21. Every proposed bylaw must have three distinct and separate readings. A proposed bylaw must not have more than two readings at a meeting unless the members present unanimously agree to consider a third reading.
22. Only the title or identifying number is to be read at each reading of the bylaw.
23. When a bylaw has been given three readings, it becomes an enactment of the Authority and is effective immediately.
24. The Administrator shall be empowered to correct any typographical error that may not have been corrected at the time of submission to the Authority and the bylaw shall have the same status as if the Authority had corrected same.

**AUTHORITY COMMITTEE PROCEDURES**

25. The Directors may from time to time establish a committee in response to specific issues requiring immediate or long-term attention. The membership and jurisdiction of the committee shall be determined and directed by the Authority. The business of a committee shall be conducted in accordance with the rules governing the Board of Directors.

**COMING INTO FORCE**

26. This bylaw shall come into force and take effect on November 7, 2025.

Read a first time at the October 27, 2025 Regular Meeting.
Read a second time at the October 27, 2025 Regular Meeting.
Read a third time at the November 7, 2025 Special Meeting.

BRIGHTSAND LAKE REGIONAL PARK AUTHORITY
Seal

X _____
PARK AUTHORITY CHAIRPERSON

X _____
PARK AUTHORITY VICE CHAIRPERSON

X Shiloh Bronken
PARK AUTHORITY ADMINISTRATOR