

- (i) See that accurate financial records are kept for the Recreation Board and that the financial records are audited annually with financial statements and an auditors statement presented to the councils at, or prior to, their first meeting in March of each year.
- (j) All requests for funding from the Funding Board shall be made to the Maidstone-Eldon Recreation Board or Waseca Recreation Board on or before October 31st of each year to allow the respective recreation board(s) to make comments or recommendations on the proposed projects.

The respective recreation board(s) shall forward all applications along with any comments or recommendations to the Funding Board for approval and upon approval the payment shall be made directly by the Funding Board to the project applicant with each recreation board being advised accordingly.

Notwithstanding the foregoing, the Maidstone-Eldon Recreation Board and the Waseca Recreation Board may meet at a joint meeting to review and comment upon applications for funding.

- (k) All late applications are to be held until the following year.
- (l) Approve all financial accounts, prior to payment being made, at a regular or special meeting of the Recreation Board at which a quorum is present.
- (m) Be empowered to give financial assistance to other recreational and cultural groups.

3. COMPOSITION OF THE RECREATION BOARD

- (a) The Maidstone-Eldon Recreation Board shall consist of eight members;

Four members appointed by the Town of Maidstone. The appointed members shall serve from February 1st to January 31st of each year of appointment. Term of appointment shall be not less than one (1) year up to a maximum of three (3) years and shall be by resolution of council.

Four members appointed by the Rural Municipality of Eldon No. 471. The appointed members shall serve from February 1st to January 31st of each year of appointment. Term of appointment shall be not less than one (1) year up to a maximum of three (3) years and shall be by resolution of council.

- (b) The original members of the Maidstone-Eldon Recreation Board shall be appointed at, or prior to, the first council meeting of each of the parties to the agreement after this agreement comes into effect. Thereafter, as terms expire, new appointments shall be made at least three weeks prior to the day that the existing appointment expires.
- (c) If any member of the Recreation Board absents himself from three consecutive meetings of the Recreation Board, unless excused by a prior resolution of the Recreation Board, his seat shall become vacant and the municipality that he/she represents, shall be notified and that municipality shall immediately appoint a replacement..
- (d) Any seat on the Recreation Board that becomes vacant by death, resignation or otherwise, shall be filled as soon as practical, by an appointment made by the municipal council which made the original appointment for this seat. Any person(s) appointed under this section shall serve for the unexpired portion of the term of the person being replaced.
- (e) All Recreation Board members are eligible for appointment and there shall be no limit on the number of times a member may be appointed.
- (f) Any member of the Recreation Board may be suspended or removed from the Recreation Board, at any time, by the municipality which appointed that member.

4. MEETINGS OF THE RECREATION BOARD

- (a) All meetings of the Recreation Board shall be conducted according to parliamentary procedure and shall be open to the public.
- (b) At all meetings, a quorum, that is a majority of the Recreation Board members must be present before any decisions can be made or accounts payable approved.
- (c) The Recreation Board shall hold a minimum of eight (8) meetings in each year.
- (d) Special meetings may be held to discuss specific matters and these special meetings shall be held at the call of the chairperson, or of the secretary when instructed in writing to do so by a majority of the members of the Recreation Board.

- (e) The first meeting of each year shall be held at the call of the Secretary and shall be held on or before the 15th of January.
- (f) There shall be an annual meeting held in November of each year. This meeting shall be held at the call of the chairperson.

5. EXECUTIVE OF THE RECREATION BOARD

The executive of the Maidstone-Eldon Recreation Board shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer. (Secretary and Treasurer may be the same person).

- (a) Election and Tenure: Chairperson
 - The chairperson shall be a member of the Recreation Board.
 - The chairperson shall be elected by the members of the Recreation Board at the first meeting of the Recreation Board and shall serve until January 31st of the year following his/her election. Thereafter, the chairperson shall be elected at the first meeting of the Recreation Board in February each year and shall remain as chairperson until January 31st of the following year.
 - The chairperson shall preside at and maintain order at meetings, call special meetings, countersign cheques after the Treasurer has signed them and sign minutes of each meeting as they are confirmed.
- (b) Election and Tenure: Vice-Chairperson
 - The vice-chairperson shall be a member of the Recreation Board.
 - The vice-chairperson shall be elected by the members of the Recreation Board at the first meeting of the Recreation Board and shall serve until January 31st of the year following his/her election. Thereafter, the vice-chairperson shall be elected at the first meeting of the Recreation Board in February each year and shall remain as vice-chairperson until January 31st of the following year.
 - The vice-chairperson shall, notwithstanding any other part of the bylaw, perform the duties of the chairperson in his/her absence.

5. (c) Appointment and Tenure: Secretary

- The secretary may be a member of the Recreation Board.
- The secretary shall be appointed by the Recreation Board at its first meeting. Thereafter, appointments shall be made as the position becomes vacant.
- The secretary shall keep a full and correct record of every meeting in a minute book.
- The secretary shall see that the minutes of each meeting are confirmed at the next regular meeting and that they are signed by the chairperson.
- The secretary shall send a copy of the minutes of each meeting to each member on the Recreation Board within two weeks after each meeting.
- The secretary shall take charge of and keep all records committed to his/her charge by the Recreation Board.
- The secretary shall call a special meeting when instructed to by the chairperson.

(d) Appointment and Tenure: Treasurer

- The treasurer may be a member of the Recreation Board.
- The treasurer shall be appointed by the Recreation Board at its first meeting. Thereafter, appointments shall be made as the position becomes vacant.
- Receive and keep safely all the moneys of the Recreation Board.
- Deposit the receipts of the Recreation Board in a bank as designated by the Recreation Board.
- Submit all accounts and charges against the Recreation Board to the Recreation Board for their consideration.
- Pay all accounts and charges against the Recreation Board, as approved by the Recreation Board, by cheque on the bank in which the Recreation Board's moneys are deposited.

- Sign all cheques issued by the Recreation Board and see that these cheques are countersigned by the chairperson.
- Keep an accurate record of all cash receipts and disbursements.
- Present to the Recreation Board at each regular meeting a statement of receipts and payments for the previous month including the bank balance carried forward and the bank balance on hand.
- Produce all financial books and records of the Recreation Board when requested by the auditor, any member of the Recreation Board, any member of the council of the Town of Maidstone, or any member of the council of the R.M. of Eldon No. 471.

6. BUDGET COMMITTEE

- The budget committee shall consist of the chairperson, vice-chairperson, treasurer of the Recreation Board and chairpersons of each Recreation Board committee.
- The chairperson shall submit written reports to the Recreation Board as he/she deems necessary or when requested to do so by the Recreation Board.
- Submissions for financial assistance shall be received by the budget committee no later than November 30 of each year.
- The budget committee shall present their proposed budget to the Recreation Board at the Recreation Board's first meeting of the year.

7. REGIONAL/ZONE/PROVINCIAL RELATIONSHIPS

The Board shall as a duty take an active part in this:

- Regional (River Junction Parks & Recreation Association Inc.)
- Zone (Wild River Games Association)
- Provincial (Saskatchewan Provincial Recreation Association)

An active part shall include membership in the organizations and attendance at courses, conferences and workshops.

The Board shall also act as contact from the sport and recreation organizations to their community members.

Rural Municipality of Eldon No. 471

Reeve

(S E A L)

Administrator

Town of Maidstone

Mayor

(SEAL)

Administrator