

BYLAW #1/90

A bylaw to establish a local Agriculture, Development and Diversification Board.

The Council of the Rural Municipality of Snipe Lake #259, in the Province of Saskatchewan, enacts as follows:

Constitution:

1. That under authority of Section 172(1) of The Rural Municipality Act, 1989, a local Agriculture, Development and Diversification Board be established.

Definition:

1. In this Bylaw:
 - (a) "board" means the local Agriculture, Development and Diversification Board herein after referred to as "committee".
 - (b) "council" means the Council of the Rural Municipality of Snipe Lake #259.
 - (c) "program" means those activities normally carried on in agriculture, diversification and development.

Function:

The function of the committee shall be:

1. To assist individual farmers in demonstrating and implementing approved soil conservation practices pursuant to the Save Our Soils project.
2. The committee shall look at any issue that affects its rural municipality, as directed by Council, and make appropriate recommendations for program and policy revisions, alterations or additions to the Agriculture, Development and Diversification District Board of which the Rural Municipality is a member.
3. The committee should provide a communication, co-ordination and advisory function within the municipality of those concerned with agriculture, development and diversification, to ensure maximum utilization of provincial programs directed at rural residents.

Composition of Committee:

1. The committee shall consist of nine members, to be appointed by resolution of Council.
2. Each term of office shall be one year as required by respective program policy.
3. The board shall appoint a chairperson and secretary-treasurer.
4. The seat of a member of the committee who absents himself from three consecutive meetings, without authorization by resolution of the committee, shall be declared vacant.
5. The seat of a member of the committee shall become vacant upon the receipt of a written notice of resignation by the secretary of the committee.
6. The secretary of the committee shall bring to the attention of the Council, at its next regular meeting, any vacancies as they arise.
7. The Council may take into consideration committee recommendations on the filling of vacancies as they arise.
8. The Council shall, by resolution, at the first meeting following receipt of the notice of vacancy, fill the vacancy.

Meetings:

1. The committee shall meet as required, at a time and place, as set by resolution of the committee at the first meeting of the committee each year.
2. The secretary of the committee shall, at the request of the chairperson or one-third of the members, call a special meeting at a date specified in the request.
3. All meetings of the committee shall be open to the public.
4. A majority of the whole committee is necessary to form a quorum and no business is to be transacted unless there is a quorum.
5. The chairperson shall preside at all meetings.
6. Minutes of each meeting shall be entered in a minute book, to be kept for the purpose by the secretary and signed by the presiding officer and secretary on adoption of the minutes at the following meeting.
7. The chairperson or his designate shall, as required, report to the municipality, and shall provide a written or oral report on the activities of the committee.
8. At the annual meeting the treasurer of the committee shall present, for approval, the audited financial statement of the previous year, as well as an interim financial report of the current year's operation, and present it to Council pursuant to Section 69(2) of the Rural Municipalities Act.

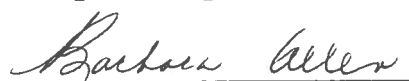
Powers and Duties:

1. To assist the district ADD Board in developing district program proposals.
2. To appoint the appropriate sub-committees to ensure maximum utilization of provincial programs.
3. To implement on farm soil conservation, pest control and other demonstrations in their area.
4. To administer financial assistance made available for salaries, honorariums and administration.
5. To maintain inventories of any equipment that may be used in meeting the objectives of a provincial program.
6. To promote soil conservation and pest control in their area through conducting field tours, workshops, seminars and demonstrations.
7. To prepare for the district ADD Board, the municipality and the province, statements to account for the funds forwarded to the local ADD Committee as may be required.


Reeve


Municipal Administrator

Certified a true copy of the
bylaw passed by council on the
16th day of July, 1990


Administrator

CORPORATE BYLAWS
AGRICULTURE, DEVELOPMENT AND DIVERSIFICATION BOARD

1. DEFINITIONS

In these and all other bylaws of the District Board, unless the context otherwise requires or specifies:

- (i) "Act" means The Rural Municipality Act, as amended from time to time, and in the case of such amendment, any references in the bylaws of the District Board shall be read as referring to the amended provisions.
- (ii) "District Board" means the board which adopts these bylaws and has been declared a body corporate pursuant to Section 242 of The Act.
- (iii) "District" means a continuous grouping of rural municipality deemed to have common interest in agriculture, development and diversification and so designated as a district by Saskatchewan Rural Development.
- (iv) The "board" and "representatives" mean the appointed representatives of the district board for the time being.
- (v) "In writing" and "written" include words printed, painted, engraved, lithographed, photographed, represented or reproduced by any mode of representing or reproducing words in visible form.
- (vi) "Member" and "Member Municipality" means a rural municipality or urban municipality approved and accepted for membership on the district board.
- (vii) "Regulations" means the regulations, from time to time, passed by the Lieutenant Governor in Council pursuant to The Act.
- (viii) The headings used in the bylaws are inserted for reference only and are not to be considered constricting the terms thereof or to be deemed in any such terms.
- (ix) All terms contained in the bylaws and which are defined in The Act shall have the meanings given to such terms in The Act.
- (x) Words importing the masculine gender shall include feminine, and words importing the singular shall

include the plural and vice versa.

2. BUSINESS OF THE DISTRICT BOARD

(1) Registered Office

The registered office shall be located in the Town of Kindersley in the Province of Saskatchewan.

(2) Fiscal Year

- (i) The fiscal year of the district board shall end on the 31st day of March in each year.
- (ii) The annual meeting of the district board shall be held not later than 90 days following the fiscal year end.

(3) Signing Officers

- (i) Contract, documents or instruments in writing requiring execution by the district board shall be signed on behalf of the district board by two persons; one of which shall be either the chairman or the secretary.
- (ii) The district board is authorized, from time to time, to appoint by resolution, any officer, director or person who together with the chairman or secretary shall sign contracts, documents or instruments in writing on behalf of the district board.
- (iii) Grants, requisitions and levies for R.M. Councils may only be voted on by the authorized R.M. representatives.

(4) Borrowing Powers

Any loans made to the district board must be approved by a majority of all representatives.

(5) Surplus

Any surplus arising from the yearly operation of the district board shall be transferred to reserve.

(6) Request For Funding From Member Municipalities

Any request for funding from member municipalities in the form of grants, special levies or per capita assessments must be approved by a majority of member

municipalities.

3. MEMBERSHIP

(1) Eligibility for Membership

- (i) The rural municipalities within the district shall be eligible for membership on the district board.
- (ii) Urban municipalities may, with the approval of the majority of the district board, become eligible for membership.
- (iii) Where an urban municipality is approved for membership pursuant to 3(1)ii, that urban municipality shall be deemed to have equal rights, powers and privileges as other members.

(2) Application for Membership

- (i) Municipalities who are eligible and can use the services of the district board may apply to become members.
- (ii) Application for membership shall constitute a written application accompanied by an approved bylaw under Section 242 of The Act.

(3) Withdrawal of Membership

- (i) Withdrawal of membership must be in writing 90 days prior to the end of the fiscal year. Membership will cease at the end of the fiscal year.

4. GENERAL MEETINGS

(1) Notice of Meeting

The district board shall give at least 15 days notice of any annual or special meeting of its membership, by sending the notice by mail to the members at the address given in the register of members.

(2) Quorum

The quorum at any annual or special meeting of members shall be a majority of members.

(3) Annual General Meeting Agenda

The agenda for the annual general meeting shall include the following items:

- (i) the meeting is to be called to order by the chairman;
- (ii) the reading and disposal of the minutes for the preceding annual general meeting;
- (iii) business arising out of the minutes;
- (iv) reports of the chairman, directors and other officers;
- (v) reports of auditors and the financial statement;
- (vi) discussion, consideration and disposing of reports set out in items (iv) and (v);
- (vii) resolutions, recommendations and bylaws (e.g., the proposed work program and budget);
- (viii) reports of special committees, and/or delegates;
- (ix) unfinished business;
- (x) the appointment of auditors;
- (xi) new business; and
- (xii) adjournment.

5. AUDITORS

(1) Appointment of Auditor

- (i) The representatives shall, by ordinary resolution at the first annual general meeting of members, and at each succeeding annual general meeting, appoint an auditor to hold office until the close of the next annual general meeting, pursuant to Section 79 (5.1) of The Act.
- (ii) Notwithstanding clause (i), where an auditor is not appointed at an annual or general meeting of members, the incumbent auditor shall continue in office, until a successor is chosen.

- (iii) When an auditor's position becomes vacant, prior to the next annual meeting, the directors shall appoint an auditor to fill the unexpired term, pursuant to Section 79 (5.1) of The Act.

6. AUTHORIZED REPRESENTATIVE

(1) Appointment of Municipal Representative

- (i) (a) Each member municipality's council shall appoint, annually:
 - one authorized representative to the district board, and;
 - one alternate representative, who shall serve in the authorized representative's absence.
- (b) These appointments shall be made annually subsequent to the district board's annual general meeting.
- (ii) Where a vacancy occurs during the term of a municipal representative, the affected municipality shall elect another authorized representative, or alternate representative, as the case may be, to fill the remainder of the term.

(2) Representative at Large

- (i) Municipal representative shall appoint a number of representatives at large equal to the total number of municipal representatives to the district board.
- (ii) Priority shall be given to appointing representatives at large on the basis of residency in each of the member municipalities.
- (iii) Where a representative at large is not available, pursuant to 2(ii), or, where in the opinion of the majority of municipal representatives it is in the best interest of the district board, a representative at large may be appointed from within the district.
- (iv) Representatives at large shall service a two year term of appointment.

- (v) No representative at large shall serve more than four consecutive terms of appointment.
- (vi) Representative at large shall be deemed to have all the rights, powers and privileges consistent with municipal representatives other than those indicated in 2(i) and 2(iii) foregoing and in Section 2 (6).

7. BOARD MEETINGS

(1) Notice of Meeting

The district board may meet at any place and on any notice they consider appropriate.

(2) Quorum

The quorum necessary for the transaction of business by the district board at any district board meeting shall be a majority.

(3) Transaction of Business at Directors Meetings

- (i) (a) At regularly and legally constituted meetings of the district board, or any committee of the district board, all questions may be decided upon by a simple majority vote, subject to any agreement with Saskatchewan Rural Development.
- (b) In the case of any equality of votes, the motion shall be lost.
- (ii) The chairman, or other presiding officer, may vote upon any resolution, but shall not have a second or casting vote in the event of a tie.
- (iii) A resolution of the district board may be passed without a meeting where:
 - (a) all representatives consent in writing to the resolution; and
 - (b) the consent is filed with the minutes of the proceedings of the district board, except that no resolution of the district board, involving the expenditure of money, may be passed without a meeting of the district board being held.

8. BOARD DUTIES AND POWERS

(1) Representatives Limitations

No representative shall hold more than one office.

(2) Board Appointments

- (i) from among representatives, a chairman and vice-chairman; and
- (ii) a secretary who may, but need not be, a representative.

(3) Chairman Duties

The chairman shall:

- (i) preside as chairman at all general meetings of the district board and all meetings of the district board.
- (ii) be an ex officio member of all appointed committees; and
- (iii) perform such other duties and exercise such other powers as are incidental to such office or as may be required, from time to time, by the district board.

(4) Vice Chairman Duties

The vice-chairman, in the absence of the chairman, shall discharge the duties of the chairman.

(5) Secretary Duties

The secretary shall:

- (i) attend all general meetings of the district board and all district board meetings and keep, or cause to be kept, correct minutes of same;
- (ii) have charge of the seal, if any, of the district board;
- (iii) conduct the correspondence of the district board and, subject to the order of the district board, have charge of all financial corporate records, books, papers and documents of the district board.

- (iv) perform such other duties and exercise such other powers incidental to the office or as may be required, from time to time, by the district board.

(6) Officer Appointments

The board may appoint and delegate powers and duties to such officers and employees, in addition to the chairman, vice-chairman and secretary, as it deems necessary, to properly conduct the affairs of the district board.

(7) Officer Removal

The district board, in its discretion, may remove any officer or employee of the district board and elect or appoint another individual to fill the unexpired portion of that individual's term.

(8) Officer Term

Subject to clause (7), each representative appointed by the district board as an officer shall hold office until the conclusion of the next following annual meeting, or until resigning, whichever first occurs.

(9) Bonding

The district board may provide for security or fidelity bonding and insurance coverage, as deemed necessary.

(10) Employee Management

The district board has the power:

- (i) to appoint, remove and define the duties and fix the remuneration of the employees, as deemed necessary, for carrying out the activities and services of the district board; or
- (ii) may delegate the hiring, removal and supervision of the other employees to a supervisor.

9. ENACTMENT, AMENDMENT AND REPEAL OF BYLAWS

The members may, at any annual or special meeting called for the purpose, enact, amend, repeal or replace any bylaws with consent of the majority of members, subject to the approval of the Minister of Rural Development.

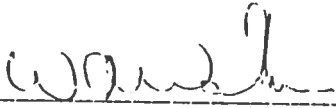
10. DISSOLUTION

(1) Resolution to Dissolve

Upon the dissolution of the district board, the distribution of the property shall be in accordance with the resolution to dissolve.

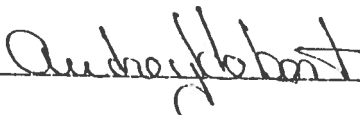
11. EFFECTIVE DATE

This bylaw is passed by the board of directors of the AGRICULTURE, DEVELOPMENT AND DIVERSIFICATION DISTRICT BOARD, DISTRICT NO. 17 ON March 30, 19 89.



Chairman

(S E A L)



Secretary