



ANNUAL GENERAL MEETING
Monday, June 17, 2024
3:00 PM
Zoom Meeting, [Click HERE to Join the Meeting](#)

AGENDA

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Approval of Minutes from 2023 AGM**
- 4. Business of the Meeting**
 - a. Approval of the 2024 Audited Financial Statements
 - b. Appointment of the Auditor for 2025
 - c. Nominations Report
 - d. Election of Directors
 - e. Bylaw Changes
- 5. Operations Year in Review**
- 6. Recognition of Departing Board Members**
- 7. Adjournment**



Full Zoom Meeting Details

Topic: **2024 SWDCRS AGM**

Time: **Jun 17, 2024 03:00 PM Saskatchewan**

Join Zoom Meeting

<https://us02web.zoom.us/j/83932531817?pwd=YmMwUWZlczZkZytzbXlSNHVwaDBFQT09>

Meeting ID: 839 3253 1817

Passcode: 710094

One tap mobile

+17806660144,,83932531817# Canada

+12042727920,,83932531817# Canada

Dial by your location

- +1 780 666 0144 Canada
- +1 204 272 7920 Canada
- +1 438 809 7799 Canada
- +1 587 328 1099 Canada
- +1 647 374 4685 Canada
- +1 647 558 0588 Canada
- +1 778 907 2071 Canada
- +1 253 215 8782 US (Tacoma)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US

Meeting ID: 839 3253 1817

Find your local number: <https://us02web.zoom.us/u/kcjEbvZkw8>



ANNUAL GENERAL MEETING
Monday, June 19, 2023
4:00 PM
Zoom Meeting

AGENDA

Attendance:

1. Asel Omurzakova (Regina, Priority Accounting)
2. Cody Sharpe (Moose Jaw)
3. Donna Marentette (Assiniboia)
4. Emily Bamforth (Beaverlodge)
5. Jaclyn Davis (SPRA)
6. Jan Seibel (Regina, SaskCulture)
7. Lori Crighton (Assiniboia)
8. Margaret Carey (Bushell Park)
9. Randi Keshane (Saskatoon, Sask Sport)
10. Rebecca Anderson (Hazlet)
11. Rosa Vazquez (Eastend)
12. Sally Svenson (Assiniboia)
13. Tara-Leigh Heslip (Indian Head, SaskCulture)
14. Christie Saas (SWDCRS Staff, Moose Jaw)
15. Brennen Ronovsky (SWDCRS Staff, Moose Jaw)
16. Elizabeth Heatcoat (SWDCRS Staff, Leader)

1. Call to Order

- a. SWDCRS Board Chairperson, Emily Bamforth (Beaverlodge) called the meeting to order at 4:02 PM, on Monday, June 19, 2023.

2. Approval of the Agenda

*Motion: "To approve the agenda as presented."
Lori Crighton (Assiniboia) / Donna Marentette (Assiniboia)
Carried*

3. Approval of Minutes from 2022 AGM

*Motion: "To approve the June 22, 2022 – Zoom, AGM meeting minutes."
Rebecca Anderson (Hazlet) / Rosa Vazquez (Eastend)
Carried*

4. Business of the Meeting

- a. Approval of the 2022-2023 Audited Financial Statements

*Motion: "To adopt the 2023 Audited Financial Statements."
Donna Marentette (Assiniboia) / Rebecca Anderson (Hazlet)
Carried*



b. Appointment of the Auditor for 2023-2024

*Motion: "To appoint Priority Accounting (Regina) as auditor for next year."
Lori Crighton (Assiniboia) / Donna Marentette (Assiniboia)
Carried*

c. Nominations Report

- i. SWDCRS Nominations Committee Chair, Rebecca Anderson (Hazlet), presented the Nominations Committee's slate of candidates.

TERM CONTINUES

The following individuals are entering the second year of their two-year term on the South West District Board of Directors.

Rebecca Anderson – Hazlet
Rosa Vazquez – Eastend

FOR ELECTION

The following individuals have agreed to let their names stand to be elected for a two-year (2023-2024 and 2024-2025) term on the South West District Board of Directors.

Returning to the Board

Dana Dale – Shaunavon (current board member, 2-year term expired)
Emily Bamforth – Beaverlodge (current board member, 2-year term expired)
Lori Crighton – Assiniboia (current board member, 2-year term expired)

Joining the Board for the First Time

Donna Marentette – Assiniboia
Margaret Carey – Bushell Park

d. Election of Directors

- i. SWDCRS Nominations Committee Chair, Rebecca Anderson (Hazlet), explained that there are enough vacancies to allow for all candidates to join the board, with candidates being elected by acclamation.

*Motion: "To declare the slate of nominees as elected by acclamation."
Rebecca Anderson (Hazlet) / Rosa Vazquez (Eastend)
Carried*

e. Bylaw Changes

- i. SWDCRS Board Chair, Emily Bamforth (Eastend), explained there are no proposed Bylaw changes.



5. Operations Year in Review

- a. SWDCRS Executive Director, Christie Saas, presented the 2022-2023 Operating Year in Review.

6. Recognition of Departing Board Members

- a. SWDCRS Nominations Committee Member, Rosa Vazquez (Eastend), presented the list of departing Board Members.

RECOGNITION OF DEPARTING BOARD MEMBERS

The following individuals have left the South West District Board of Directors.

Bula Ghosh – Swift Current

- With the South West District for 6 years.

Chantelle Rouault-Gibson – Moose Jaw

- With the South West District for 1 year.

Motion: "To thank Bula and Chantelle for their time with the South West District Board and wish them well in their new directions."

Rosa Vazquez (Eastend) / Lori Crighton (Assiniboia)

Carried

7. Recognition of Staff Years of Service

- a. Elizabeth Heatcoat, 5 Years

8. Adjournment

Motion: "To adjourn the meeting at 4:22 PM, Monday, June 19, 2023."

Rebecca Anderson (Hazlet)

These minutes have been reviewed and approved.

Date

These minutes have been reviewed and approved.

Date

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Financial Statements

For the Year Ended March 31, 2024

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

For the Year Ended March 31, 2024

CONTENTS

	<u>Page</u>
Financial Statements	
Auditors' Report	1
Statement of Financial Position	3
Statement of Operations	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to the Financial Statements	7
Schedules	12

Independent Auditor's Report

To the Board of Directors
SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Auditor's Opinion

I have audited the financial statements of SOUTH WEST DISTRICT FOR CULTURE & SPORT INC., which comprise the statement of financial position as at March 31, 2024, and Statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. In my opinion, these financial statements present fairly, in all material respects, the financial position of SOUTH WEST DISTRICT FOR CULTURE & SPORT INC. as at March 31, 2024 and its financial performance and cash flows for the year then ended March 31, 2024 in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the Entity in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the organization's financial reporting process

Auditors' Responsibility

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level assurance but is not a guarantee that an audit conducted in accordance with Canadian Generally Accepted Auditing Standards will always detect a material misstatement when it exists. Misstatement can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities:

As part of an audit in accordance with Canadian Generally Accepted Auditing Standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions,

misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during my audit.

I also provide those charged with governance with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.

From the matters communicated with those charged with governance, we determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit matters. I describe these matters in my auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, I determine that a matter should not be communicated in my report because the adverse consequences

Mariya Sporysh

Mariya Sporysh, CPA, CMA

Chartered Professional Accountant

Priority Accounting Services CPA Prof. Corp.
2144 Cornwall Street
Regina, SK, S4P 2K7

May 15, 2024



SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Statement of Financial Position

As At March 31, 2024

	Note	2024	2023
Assets			
Current Assets			
Cash	3	105,370	97,028
Trade accounts receivable		11,822	9,201
GST receivable		1,623	2,061
Prepaid	5	-	1,500
Total Current Assets		118,815	109,790
Total Assets		118,815	109,790
Liabilities and Shareholders' Equity			
Current Liabilities			
Accounts payable and accrued liabilities	6	8,782	3,188
Deferred income/revenue		330	210
Total Current Liabilities		9,112	3,398
Net Assets			
Net assets		109,703	106,392
Total Liabilities and Net Assets		118,815	109,790

Approved on Behalf of the Board:

The accompanying notes are an integral part of these financial statements.

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Statement of Operations

For the Year Ended March 31, 2024

	Note	2024	2023
Revenue			
Saskatchewan Lotteries Trust Fund		290,500	290,500
Grants other(Schedule 1)		56,542	51,150
Self-Help(Schedule 2)		4,949	3,588
Total revenue		351,991	345,238
Operating expenses			
Community Development(Schedule 3)		16,216	28,211
District Network Coordination(Schedule 4)		34,355	37,169
Organizational Capacity(Schedule 5)		298,108	277,659
Total operating expenses		348,679	343,039
Excess (deficiency) of revenue over expenses		3,312	2,199

The accompanying notes are an integral part of these financial statements.

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Statement of Changes in Net Assets

For the Year Ended March 31, 2024

	2024	2023
Net assets, beginning of year	106,392	104,193
Excess (deficiency) of revenue over expenses	3,312	2,199
Net assets, end of year	109,704	106,392

The accompanying notes are an integral part of these financial statements.

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Statement of Cash Flows

For the Year Ended March 31, 2024

	Note	2024	2023
CASH FLOWS FROM OPERATING ACTIVITIES:			
Excess (deficiency) of revenue over expenses		3,312	2,199
Increase (decrease) in receivables		(2,620)	(1,857)
Increase (decrease) in GST receivable		436	(488)
Increase (decrease) in prepaid expense and other assets		1,500	(1,500)
Increase (decrease) in deferred revenue and deposits		120	(1,048)
Increase (decrease) in accounts payable and accrued expenses		5,594	-
TOTAL CASH FLOWS FROM OPERATING ACTIVITIES		8,342	(2,694)
Net cash increase (decreases) in cash and cash equivalents		8,342	(2,694)
Cash and cash equivalents at beginning of period		97,028	99,722
Cash and cash equivalents at end of period		105,370	97,028

Cash and cash equivalents consist of the following:

Cash	3	105,370	97,028
------	---	---------	--------

The accompanying notes are an integral part of these financial statements.

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Notes to the Financial Statements

For the Year Ended March 31, 2024

1 Nature of entity

South West District for Culture, Recreation and Sport Inc. (the "district"), is a non-profit corporation whose purpose is to promote the development of community sport, culture, and recreation programming the the south west district of Saskatchewan. It was incorporated in 2008, as an amalgamation of the Zone 3 Sports Council, South West Recreation Association, South Central Recreation & Parks Association, and Badlands Recreation Association.

Due to the nature of its incorporated status under *the Non-Profit Corporations Act, 1995 of Saskatchewan*, the district is exempt from taxes under *Section 149 of the Income Tax Act, Canada*.

2 Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) applied within the framework of accounting policies summarized below.

a Revenue recognition

The district follows the deferral method of accounting for contribution. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets in the year.

Grants from Sask Lotteries Trust Fund for Sport, Culture, and Recreation are received out of the net proceeds of lottery ticket sales in Saskatchewan. These grants have been recorded as revenue by the district and approved by Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation for the year ended March 31, 2024. Accordingly, grants received for specific programs which are not expensed during the year are recorded as deferred revenue.

Interest income is recognized in the year earned.

b Cash and cash equivalents

Cash includes short-term deposits, which are all highly marketable securities with a maturity of three months or less when purchased. Short-term deposits are held to maturity and valued at cost.

c Property, plant and equipment

In order to match expenditures with grants received, capital asset purchases (net of related trades or sales) are recorded as expenditures in the year acquired.

d Impairment of long lived assets

i Description of process for evaluation

In the event that facts and circumstances indicate that the district's long-lived assets may be impaired,

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Notes to the Financial Statements

For the Year Ended March 31, 2024

2 Significant Accounting Policies

d Impairment of long lived assets

i Description of process for evaluation

an evaluation of recoverability would be performed. Such an evaluation entails comparing the estimated future undiscounted cash flows associated with the asset to the asset's carrying amount to determine if a write down to market value or discounted cash flow value is required. The district considers that no circumstances exist that would require such an evaluation.

e Financial instruments

The district initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The district subsequently measures all of its financial assets and financial liabilities at amortized cost, except for investments in index pooled funds that are quoted in an active market, which are measured at fair value

i Fair values not materially different from book values

The district has determined that the estimated fair value of the financial assets and liabilities do not differ considerably from their book value.

ii Not subject to interest, currency or credit risk

Unless otherwise noted, it is management's opinion that the district is not exposed to significant interest rate, currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values.

iii No significant risk due to short-term maturity

The district is not exposed to significant interest rate risk due to the short-term maturity of its monetary assets and current liabilities.

f Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates and may have impact on future periods.

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Notes to the Financial Statements

For the Year Ended March 31, 2024

3 Cash

Cash and cash equivalents consist of the following:

	2024	2023
Credit Union-Chequing Account	35,711	28,357
Credit Union-Savings Account	62,659	61,671
Credit Union-Petty cash	7,000	7,000
Total	105,370	97,028

4 Receivables

Accounts receivable consist of the following:

	2024	2023
Sask Sport	1,250	-
City of Swift Current	50	-
CFMWS-membership	30	-
Lakeland District	-	51
SPRA - Saskatchewan Parks and Recreation Association	10,492	9,150
Total	11,822	9,201

5 Prepaids

	2024	2023
Regional Municipal Plaza Inc	-	1,500

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Notes to the Financial Statements

For the Year Ended March 31, 2024

6 Accounts payable and accrued expenses

	<u>2024</u>	<u>2023</u>
Conexus	4	2
MasterCard Christie	5,187	1,179
MasterCard Brennen	103	1,396
Climax Community Museum	-	500
EhOS IT Solutions Inc.	639	111
Employee benefits	1,059	-
Contract wages	1,790	-
Total	<u>8,782</u>	<u>3,188</u>

7 Commitments

The district's total obligations, under various operating leases for office equipment are as follows:

2024	<u>3,554</u>
2025	<u>3,554</u>
Total	<u>7,108</u>

Rent expense for March 31, 2024 amounted to 9,236.

8 Economic dependence

The district currently receives significant revenue in grants from Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation. As a result, the organization is dependent upon the continuance of these grants to maintain operations at their current levels.

9 Deferred revenue

The deferred revenue of the district consists of prepaid membership fees of \$ 330 (2023-\$210).

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Notes to the Financial Statements

For the Year Ended March 31, 2024

10 Credit risk

The district does not face significant credit risk exposure. The fair values of items that meet the definition of financial instruments approximate their carrying values. These items include accounts receivable, notes receivable and short-term debt..

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

For the Year Ended March 31, 2024

Schedule 1 - Other Grants Revenue

	2024	2023
SPRA - Grants	47,992	48,650
SaskSport - ICSDG, Swift Current Wrestling	5,000	-
SaskSport - ICSDG	2,500	2,500
SaskSport - Women in Sport, MJ Multicultural Council	1,050	-
Total other grants revenue	56,542	51,150

Schedule 2 - Self-Help Revenue

	2024	2023
Membership Fees	1,590	1,110
Programs and Services	120	-
Interest	645	500
Other	2,594	1,978
Total self-help revenue	4,949	3,588

The accompanying notes are an integral part of these financial statements.

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

For the Year Ended March 31, 2024

Schedule 3 - Community Development

	2024	2023
Access and Participation		
SK Games	1,348	13,700
Advocacy	2,500	2,500
Advocacy	-	585
Leadership Capacity		
Workshops	1,658	1,600
Networking	6,300	2,988
Volunteer Development		
Training	4,410	6,838
Total Community Development	16,216	28,211

Schedule 4 - District Network Coordination

	2024	2023
Awareness		
Community Engagement	12,766	6,343
Communication Tools	1,948	3,792
Network Extention		
Partnerships	18,444	21,990
Meetings with Stakeholders	1,197	5,044
Total District Network Coordination	34,355	37,169

Schedule 5 - Organizational Capacity

	2024	2023
Governance	7,065	6,592
Planning	7,920	10,149
Staffing	240,828	207,048
Office Operations	42,295	53,870
Total Organizational Capacity	298,108	277,659

The accompanying notes are an integral part of these financial statements.

APPOINTMENT of AUDITOR

Appointment of the Auditor for 2025 year.

Priority Accounting Services
2144 Cornwall St
Regina, SK,
S4P 2K7

NOMINATIONS REPORT

TERM CONTINUES

The following individuals are entering the second year of their two-year term on the South West District Board of Directors.

Rebecca Anderson – Hazlet
Lori Crighton – Assiniboia
Dana Dale – Shaunavon
Rosa Vazquez – Eastend
Donna Marentette – Assiniboia

FOR ELECTION

The following individuals have agreed to let their names stand to be *elected* for a two-year (2024-2025 and 2025-2026) term on the South West District Board of Directors.

Returning to the Board

Rebecca Anderson

This year, the Board of Directors made an adjustment to the Board Term Length Governance Policy. The adjustment recognizes Rebecca's first/partial year (over 6 months) as counting towards a full year of a Board Term. This shifts the date that Rebecca is required to run for re-election, until June 2025.

Rosa Vazquez

This year, the Board of Directors re-evaluated Rosa's total number of years on the Board. It was determined that the year she was away for sick leave, will not count as a year of a Board Term. This shifts the date that Rosa will finish her final term, to June 2025.

...continued next page.

Joining the Board for the First Time

Shaya Stanley – Nekaneet

- Shaya has an extensive volunteer history and has worked with many organizations.
- She is an active member in the communities of Nekaneet, Maple Creek, and surrounding areas.
- Her interests include sewing, running, and riding horses on her ranch in the Eastend/Shanavon areas.
- Shaya is willing to share her cultural knowledge and bring her network of people and ideas to assist the South West District.

Tatiana Makguigan – Cabri

- Tatiana has experience in education, teaching English as a second language, and translation.
- She works as a settlement worker in schools for the Southwest Newcomer Welcome Centre.
- Her interests include gingerbread cookie decorating and providing decorated cookies for raffles at local fundraisers.
- Tatiana's involvement as a board member will provide an opportunity to encourage newcomer involvement in local events, educate people on history and culture, and encourage children to become involved in sport activities.

ELECTION of DIRECTORS

FOR ELECTION

The following individuals have agreed to let their names stand to be elected for a two-year (2024-2025 and 2025-2026) term on the South West District Board of Directors.

Joining the Board for the First Time

Shaya Stanley – Nekaneet
Tatiana Makguigan – Cabri

The District is governed by a volunteer Board of Directors of not less than 7 and not more than 13 members.

There are enough vacancies on the Board to allow for all candidates to join as being elected by acclamation.

BYLAWS CHANGES

There is one proposed change for the South West District Bylaws.

Motion:

The South West District Board of Directors wishes to update the registered office of the District.

The proposed amendment for Bylaw Section 4, Letter O, is presented to the membership.

Existing Bylaw	Proposed Bylaw	Rationale
<p>The registered office of the District will be located at: 1410 Caribou Street West Moose Jaw, SK S6H 7S9</p>	<p>The registered office of the District will be located at: 1870 Lorne Street Regina, SK S4P 2L7</p>	<p>To update the registered office address of the District, while respecting the confidentiality of the District's home offices, the District will use Sask Sport's Administration Centre mailing services address as its registered office address.</p>

**Bylaws of the Amalgamated Corporation
South West District for Culture, Recreation and Sport Inc.**

Bylaws relate to the transaction of business and affairs of the
South West District for Culture, Recreation and Sport Inc.

TABLE OF CONTENTS

Section One: The District

- A. Name
- B. Definitions

Section Two: Membership

- C. Classes of Membership

Section Three: Board of Directors

- D. Directors
- E. Eligibility
- F. Powers of the Board
- G. Members of the Board of Directors
- H. Terms of Office

Section Four: Administrative Procedures

- I. Finance
- J. Indemnification
- K. Meeting Procedures – Board of Directors
- L. Special Meetings – General Membership
- M. Annual General Meeting
- N. Constitution Takes Effect
- O. Registered Office of the District
- P. Dissolution

SECTION ONE: THE DISTRICT

A. NAME

- a. The name of this corporation shall be the South West District for Culture, Recreation and Sport Inc.

B. DEFINITIONS

- a. The term District shall be taken to mean the South West District for Culture, Recreation and Sport Inc.
- b. The term Board shall mean the Board of Directors for the South West District for Culture, Recreation and Sport Inc.
- c. The term Director shall be taken to mean a Director of the Corporation.

SECTION TWO: MEMBERSHIP

C. CLASSES OF MEMBERSHIP

1. Active

- a) All communities and organizations/groups within South West District boundaries, including rural and urban municipalities, first nation bands and regional parks, that provide services in culture, recreation, and sport to residents.
- b) Communities must register with the District for voting membership.
- c) Each active member shall be entitled to one vote.
- d) Voting members must have valid membership in the current year (year AGM held), or for the year immediately prior.

2. Associate

- a) Individuals, other organizations, and commercial firms and businesses desiring to support the purposes and functions of the District.
- b) Associate members are not eligible to vote.

SECTION THREE: BOARD OF DIRECTORS

D. DIRECTORS

1. The District is governed by a volunteer Board of Directors

E. ELIGIBILITY

1. Any individual residing within the district boundaries is eligible to apply to become a member of the Board.

F. POWERS OF THE BOARD

1. The Board shall be responsible to set policy and establish guidelines and limitations to govern the South West District for Culture, Recreation and Sport Inc.

G. MEMBERS OF THE BOARD OF DIRECTORS

1. Officers:

- a) Chairperson
- b) Vice-chairperson
- c) Director of Finance

2. Directors-at-large

3. All members of the Board of Directors shall be elected by the Membership.

H. TERMS OF OFFICE

1. All terms of office shall be two-year terms, to a maximum of four (4) consecutive terms
2. The Officer positions on the Board of Directors shall be determined by the Board of Directors at the meeting preceding the Annual General Meeting.
3. The Board shall ensure that members have served a minimum of one full year as a Director-at-large before serving as an Officer.
4. If a vacancy shall occur on the Board, the Board may appoint a replacement to fill the position until the next Annual General Meeting, when an election shall occur, effective for the remainder of the term.
5. The Board shall serve without remuneration but shall be reimbursed for reasonable expenses incurred in the performance of required duties.

SECTION FOUR: ADMINISTRATIVE PROCEDURES

I. FINANCE

1. The fiscal year shall end annually on March 31st
2. Signing authority of the Board shall require two (2) signatures, with one being a designated member of the Board, and the other being a designated staff member.
3. The Director of Finance shall present audited financial statements for the fiscal year immediately prior, at the Annual General Meeting.

J. INDEMNIFICATION

- a. The District will indemnify a director or officer of the corporation, as outlined in the Non-Profit Corporations Act

K. MEETING PROCEDURES – BOARD OF DIRECTORS

- a. The Board of Director Meetings shall be held at the call of the Chair.
- b. There shall be a minimum of four (4) meetings per year.
- c. Voting shall be by show of hands, or through electronic means, unless a ballot is requested by more than three members.
- d. All Directors must be notified in advance of any emergency meeting.
- e. All Board members must vote, unless the member declares a conflict of interest and leaves the room. Said conflict of interest must be declared before discussion of the item begins.

L. SPECIAL MEETINGS – GENERAL MEMBERSHIP

- a. A special meeting of the District may be called by the Chair when he/she considers it necessary, but he/she shall call a special general meeting when requested by at least four (4) directors or by at least five (5) general members.
- b. Requests for a special general meeting must be made in writing and presented to the office of the District.
- c. When properly requested, such meeting shall be held within twenty-eight (28) days) of the receipt of the request.
- d. Notice of the above-mentioned meeting shall be given in writing to General Members at least fifteen (15) days prior to said meeting.
- e. All questions shall be decided by a majority vote of the delegates present.
- f. The Chairperson doesn't vote at a Special Meeting unless there is a tie.
- g. Voting shall be by show of hands, or through electronic means as determined by the Board of Directors, unless a ballot is requested by more than three members.

M. ANNUAL GENERAL MEETING

- a. The Annual Meeting shall be held within 90 days of each fiscal year end.
- b. Members shall be given Notice of the Annual Meeting as per The Saskatchewan Non-Profit Act.
- c. An audited financial statement will be presented at this time.
- d. Election of Directors will be business at this time.
- e. Voting shall be by show of hands, or through electronic means as determined by the Board of Directors, unless a ballot is requested by more than three members.
- f. Amendments to the constitution shall be made only at the annual general meeting.
- g. In the case of an amendment to the constitution, a two-thirds majority vote is required.
- h. The Annual General Meeting will have a general fixed agenda:
 - i. Call to Order
 - ii. Approval of the Agenda
 - iii. Approval of Previous Meeting Minutes
 - iv. Business of the Meeting
 1. Approval of the Annual Audit
 2. Appointment of Auditor for Next Year
 3. Election of Directors
 4. Bylaw Changes
 - v. Operations Year in Review (optional)
 - vi. Recognition of Board/Staff (optional)
 - vii. Adjournment
- i. Items that are not part of the fixed agenda, be submitted to the Board by May 1st
- j. Quorum for the Annual General Meeting shall be the members present at the meeting.

N. CONSTITUTION TAKES EFFECT

- a. This constitution shall be effective immediately upon its adoption by a 2/3rds majority vote of the members present at the Annual General Meeting.

O. REGISTERED OFFICE OF THE ASSOCIATION

- a. The registered office of the District will be located at:
~~1410 Caribou Street West~~ **1870 Lorne Street**
~~Moose Jaw,~~ **Regina**, SK
~~S6H 7S9~~ **S4P 2L7**

P. DISSOLUTION

- a. On the liquidation or dissolution of the District, the remaining property of the District shall be distributed to a charitable corporation (within the meaning of the Non-profit Corporations Act, 1995, or successor legislation thereto) or a registered charity under the Income Tax Act carrying on activities similar to that carried on by the District.

RECOGNITION OF DEPARTING BOARD MEMBERS

The following individuals have left the South West District Board of Directors.

Emily Bamforth – Beaverlodge

- With the South West District for 7 years.

Margaret Carey – Bushell Park

- With the South West District for 1 year.