



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

AGENDA

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Approval of Minutes from 2022 AGM**
- 4. Business of the Meeting**
 - a. Approval of the 2022-2023 Audited Financial Statements
 - b. Appointment of the Auditor for 2023-2024
 - c. Nominations Report
 - d. Election of Directors
 - e. Bylaw Changes
- 5. Operations Year in Review**
- 6. Recognition of Departing Board Members**
- 7. Recognition of Staff Years of Service**
- 8. Adjournment**



ANNUAL GENERAL MEETING
Wednesday, June 22, 2022
7:00 PM
Zoom Meeting

AGENDA

Attendance:

1. Asel Omurzakova (Regina, Priority Accounting)
2. Chantelle Rouault-Gibson (Moose Jaw)
3. Damon Badger Heit (SaskCulture)
4. Dana Dale (Shaunavon)
5. Debra Ashby (Bengough)
6. Emily Bamforth (Eastend)
7. Jaclyn Davis (SPRA)
8. Lori Crighton (Assiniboia)
9. Payton Ham (Frontier)
10. Rebecca Anderson (Hazlet)
11. Rosa Vazquez (Eastend)
12. Christie Saas (SWDCRS Staff, Moose Jaw)
13. Brennen Ronovsky (SWDCRS Staff, Moose Jaw)
14. Elizabeth Heatcoat (SWDCRS Staff, Leader)

1. Call to Order

- a. SWDCRS Board Chairperson, Emily Bamforth (Eastend) called the meeting to order at 7:01 PM, on Wednesday, June 22, 2022

2. Approval of the Agenda

Motion: "To approve the agenda as presented."

Chantelle Rouault-Gibson (Moose Jaw) / Rebecca Anderson (Hazlet)

Carried

3. Approval of Minutes from 2021 AGM

Motion: "To approve the June 23, 2021 – Zoom, AGM meeting minutes."

Debra Ashby (Bengough) / Rosa Vazquez (Eastend)

Carried

4. Business of the Meeting

- a. Approval of the 2021-2022 Audited Financial Statements

Motion: "To adopt the 2022 Audited Financial Statements."

Dana Dale (Shaunavon) / Rosa Vazquez (Eastend)

Carried



b. Appointment of the Auditor for 2022-2023

*Motion: "To appoint Priority Accounting (Regina) as auditor for next year."
Dana Dale (Shaunavon) / Rebecca Anderson (Hazlet)
Carried*

c. Nominations Report

- i. SWDCRS Board Chair, Emily Bamforth (Eastend), 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.

**Emily Bamforth – Eastend
Dana Dale – Shaunavon
Bula Ghosh – Swift Current
Lori Crighton – Assiniboia**

FOR ELECTION

The following individuals have agreed to let their names stand to be elected for a two-year (2022-2023 and 2023-2024) term on the South West District Board of Directors.

Returning to the Board

Rosa Vazquez – Eastend (current board member, 2-year term expired)

Joining the Board for the First Time

**Rebecca Anderson – Hazlet
Chantelle Rouault-Gibson – Moose Jaw**

d. Election of Directors

- i. SWDCRS Board Chair, Emily Bamforth (Eastend), 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."
Emily Bamforth (Eastend) / Debra Ashby (Bengough)
Abstain: Chantelle Rouault-Gibson (Moose Jaw)
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 2021-2022 Operating Year in Review.

6. Recognition of Departing Board Members

- a. SWDCRS Board 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.

Chris Keleher – Swift Current

- With the South West District for 3 years.

Casandra Rushinko – Gravelbourg

- With the South West District for 2 years.

Rose Nord – Bushell Park

- With the South West District for 2 years.

Heather Benning – Swift Current

- With the South West District for partial year.

Keely Williams – Pennant

- With the South West District for partial year.

Motion: "To thank Heather and Lindsay 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. Anne Weisgerber, 14 Years, Retirement



8. Guest Remarks

- a. Jaclyn Davis (SPRA)
- b. Damon Badger Heit (SaskCulture)

9. Adjournment

*Motion: "To adjourn the meeting at 7:32 PM, Wednesday, June 22, 2022."
Rosa Vazquez (Eastend)*

<i>These minutes have been reviewed and approved.</i>

<i>Date</i>

<i>These minutes have been reviewed and approved.</i>

<i>Date</i>

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Audited Financial Statements

For the Year Ended March 31, 2023

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

For the Year Ended March 31, 2023

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Priority Accounting Services CPA Prof. Corp.
2144 Cornwall Street
Regina, Saskatchewan S4P2K7
306-565-2777 EXT 225

Independent Auditor's Report

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

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, 2023 and the 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, the accompanying financial statements present fairly, in all material respects, the financial position of SOUTH WEST DISTRICT FOR CULTURE & SPORT INC. as at March 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with the applicable financial reporting framework.

Basis for Opinion

I conducted my audit in accordance with Canadian generally accepted accounting 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. We are independent of the district 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.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the applicable financial reporting framework, 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 these financial statements, management is responsible for assessing the district's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the district or to cease operations, or has no realistic alternative to do so.

Those charged with governance are responsible for overseeing the district's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from

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2144 Cornwall Street
Regina, Saskatchewan S4P2K7
306-565-2777 EXT 225

Independent Auditor's Report

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 of 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. Misstatements 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.

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 district'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 district'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 our auditor's report. However, future events or conditions may cause the district 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 I identify during my audit.

Maria Sporysh CPA

Mariya Sporysh CPA, CMA
Chartered Professional Accountant

May 09, 2023

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Statement of Financial Position

As At March 31, 2023

	Note	2023	2022
Assets			
Current Assets			
Cash	2	97,028	99,722
Accounts receivable, net of allowances	3	9,201	7,344
GST receivable		2,061	1,573
Prepaid expenses		1,500	1,500
Total Current Assets		109,790	110,139
Total Assets		109,790	110,139
Liabilities and Net Assets			
Current Liabilities			
Accounts payable and accrued liabilities	5	3,188	4,236
Deferred income/revenue		210	1,710
Total Current Liabilities		3,398	5,946
Net Assets			
Net assets		106,392	104,193
Total Liabilities and Net Assets		109,790	110,139

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, 2023

Revenue

Saskatchewan Lotteries Trust Fund	290,500	290,500
Grants other (Schedule 1)	51,150	47,334
Self-Help (Schedule 2)	3,588	3,696

Total revenue	345,238	341,530
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Operating expenses

Community Development (Schedule 3)	28,211	15,971
District Network Coordination (Schedule 4)	37,169	33,107
Organizational Capacity (Schedule 5)	277,659	289,589

Total operating expenses	343,039	338,667
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Excess (deficiency) of revenue over expenses	2,199	2,863
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The accompanying notes are an integral part of these financial statements.

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Statement of Net Assets

For the Year Ended March 31, 2023

	2023	2022
Net assets, beginning of year	104,193	101,330
Excess (deficiency) of revenue over expenses	2,199	2,863
Net assets, end of year	106,392	104,193

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, 2023

	Note	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES:			
Excess (deficiency) of revenue over expenses		2,199	2,863
Increase (decrease) in receivables		(1,857)	(7,254)
Increase (decrease) in GST receivable		(488)	723
Increase (decrease) in prepaid expense and other assets		-	(473)
Increase (decrease) in deferred revenue and deposits		(1,500)	1,410
Increase (decrease) in accounts payable and accrued expenses		(1,048)	4,236
TOTAL CASH FLOWS FROM OPERATING ACTIVITIES		(2,694)	1,505
OTHER ACTIVITIES:			
Net cash increase (decreases) in cash and cash equivalents		(2,694)	1,505
Cash and cash equivalents at beginning of period		99,722	98,217
Cash and cash equivalents at end of period		97,028	99,722

Cash and cash equivalents consist of the following:

Cash	2	97,028	99,722
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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, 2023

1 Significant Accounting Policies

a Nature of entity

SOUTH WEST DISTRICT FOR CULTURE & 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 corporate taxes under Section 149 of the Income Tax Act, Canada.

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.

b 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.

c Impairment of long lived assets

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

d Financial instruments

i Fair values not materially different from book values

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.

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Notes to the Financial Statements

For the Year Ended March 31, 2023

1 Significant Accounting Policies

e 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, 2023. 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.

f Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for private enterprises 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.

2 Cash

Cash and cash equivalents consist of the following:

	2023	2022
Credit Union-Chequing Account	28,357	24,526
Credit Union-Savings Account	61,671	68,196
Credit Union-Petty cash	7,000	7,000
Total	97,028	99,722

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Notes to the Financial Statements

For the Year Ended March 31, 2023

3 Receivables

Accounts receivable consist of the following:

	2023	2022
Heatcoat, Elizabeth	-	10
Lakeland District	51	-
SPRA - Saskatchewan Parks and Recreation Association	9,150	7,334
Total	9,201	7,344

4 Prepaid expenses

Prepaid expenses consist of the following:

	2023	2022
Regional Municipal Plaza Inc	1,500	1,500

5 Accounts payable and accrued expenses

Accounts payable consist of the following:

	2023	2022
Weisgerber, Anne	-	3,000
Willow Bunch Recreation Board	-	500
Xerox Canada	-	350
Greenwood, Tyler	-	32
Conexus	2	3
MasterCard Christie #7564	1,179	66
MasterCard Brennen #6128	-	285
MasterCard Elizabeth #7556	1,396	-
Climax Community Museum	500	-
EhOS IT Solutions Inc.	111	-
Total	3,188	4,236

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

Notes to the Financial Statements

For the Year Ended March 31, 2023

6 Commitments

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

2022-2023	3,793
2023-2024	3,793
Total	7,586

Office rent expenses for the year ended March 31, 2023 amounted to \$ 9,015.

7 Deferred revenue

The deferred revenue of the district consists of prepaid membership fees of \$210.

8 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.

9 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.

10 Office-rent expenses

District staff have made a permanent change to work from home offices. This has been as a result of after pandemic decisions made by all districts to reduce expenses.

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

For the Year Ended March 31, 2023

Schedule 1 - Other Grants Revenue

	2023	2022
SPRA - Grants	48,650	44,834
SaskSport - ACSDG	2,500	2,500
Total revenue	51,150	47,334

Schedule 2 - Self-Help Revenue

	2023	2022
Membership Fees	1,110	1,260
Interest	500	92
Other	1,978	2,344
Total revenue	3,588	3,696

Schedule 3 - Community Development

	2023	2022
Access and Participation	-	-
SK Games	13,700	2,534
Advocacy	3,085	3,240
Leadership Capacity	-	-
Networking	2,988	2,607
Workshops	1,600	1,910
Volunteer Development	-	-
Training	6,838	5,680
Total Community Development	28,211	15,971

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

SOUTH WEST DISTRICT FOR CULTURE & SPORT INC.

For the Year Ended March 31, 2023

Schedule 4 - District Network Coordination

	2023	2022
Awareness	-	-
Community Engagement (w/o staffing)	6,362	438
Communication Tools	3,773	10,657
Network Extension	-	-
Partnerships	22,385	21,705
Meetings with Stakeholders	4,649	307
Total District Network Coordination	37,169	33,107

Schedule 5 - Organizational Capacity

	2023	2022
Governance	6,592	10,246
Planning	10,149	-
Staffing	207,048	217,002
Office Operations	53,870	62,341
Total Organizational Capacity	277,659	289,589

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

APPOINTMENT of AUDITOR

Appointment of the Auditor for the 2023-2024 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
Rosa Vazquez – Eastend

FOR ELECTION

The following individuals have agreed to let their names stand to be *re-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)

- Dana joined the board in 2019.
- She participates on the Finance and Audit Committee and is a signing authority.
- Dana is the Director of Wellness and Leisure for the Town of Shaunavon.

Emily Bamforth – Beaverlodge (current board member, 2-year term expired)

- Emily joined the board in 2017.
- She participates on the Governance Committee and is currently Board Chair.
- Emily is the Curator of Paleontology at the Philip J Currie Dinosaur Museum.

Lori Crighton – Assiniboia (current board member, 2-year term expired)

- Lori joined the board in 2021.
- She participates on the Nominations Committee and is a signing authority.
- Lori the Librarian for the Assiniboia and District Public Library.

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Joining the Board for the First Time

Donna Marentette – Assiniboia

- Donna has volunteered on numerous boards and committees related to culture, recreation, tourism, and heritage.
- She is currently a board member with the Assiniboia and District Arts Council and a founding member of the Prairie Fibreshed Network.
- She received governance training as a board member of the St. Claire Beach Police Board, and as an employee of the Windsor Ontario Public Library.
- Donna has experience with tourism and recreation initiatives as well as forming partnerships with community groups and supporting community development.

Margaret Carey – Bushell Park

- Margaret has volunteered with the Winnipeg Symphony, the Montreal Symphony's cultural events and fundraisers, as a 15-Wing Historian, Bushell Park Community Council event coordinator, Ward Rep, and Officer's Mess Entertainment Officer.
- She has worked as music teacher, professional symphony musician, and is currently an Air Force Logistics Officer.
- Margaret is currently on maternity leave and looks forward to volunteering with the South West District.

ELECTION of DIRECTORS

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

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 are no proposed changes for the South West District Bylaws.

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

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

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- G. Members of the Board of Directors
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- K. Meeting Procedures – Board of Directors
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- N. Constitution Takes Effect
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SECTION ONE: THE DISTRICT

A. NAME

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

B. DEFINITIONS

1. The term District shall be taken to mean the South West District for Culture, Recreation and Sport Inc.
2. The term Board shall mean the Board of Directors for the South West District for Culture, Recreation and Sport Inc.
3. 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

1. 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

1. The Board of Director Meetings shall be held at the call of the Chair.
2. There shall be a minimum of four (4) meetings per year.
3. Voting shall be by show of hands, or through electronic means, unless a ballot is requested by more than three members.
4. All Directors must be notified in advance of any emergency meeting.
5. 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

1. 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.
2. Requests for a special general meeting must be made in writing and presented to the office of the District.
3. When properly requested, such meeting shall be held within twenty-eight (28) days) of the receipt of the request.
4. Notice of the above-mentioned meeting shall be given in writing to General Members at least fifteen (15) days prior to said meeting.
5. All questions shall be decided by a majority vote of the delegates present.
6. The Chairperson doesn't vote at a Special Meeting unless there is a tie.
7. 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

1. The Annual Meeting shall be held within 90 days of each fiscal year end.
2. Members shall be given Notice of the Annual Meeting as per The Saskatchewan Non-Profit Act.
3. An audited financial statement will be presented at this time.
4. Election of Directors will be business at this time.
5. 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.
6. Amendments to the constitution shall be made only at the annual general meeting.
7. In the case of an amendment to the constitution, a two-thirds majority vote is required.
8. 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
9. Items that are not part of the fixed agenda, be submitted to the Board by May 1st
10. Quorum for the Annual General Meeting shall be the members present at the meeting.

N. CONSTITUTION TAKES EFFECT

1. 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

1. The registered office of the District will be located at:
1410 Caribou Street West
Moose Jaw, SK
S6H 7S9

P. DISSOLUTION

1. 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.

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.

2023 STAFF RECOGNITION – YEARS OF SERVICE

The South West District recognizes employees who have reached milestones in years of service.

This year we recognize:

Elizabeth Heatcoat, Community Consultant, Leader

- Elizabeth has been with the South West District for 5 years.