

THE SUMMER VILLAGES OF LAC STE. ANNE COUNTY EAST  
Guidelines of Operation  
(2018 Revision)

**ARTICLE 1: NAME**

- 1.1 The legal name of the organization shall be “The Summer Villages of Lac Ste. Anne County East,” abbreviated SVLSACE, and hereinafter referred to as “the Organization.”

**ARTICLE 2: MEMBERSHIP**

- 2.1 The membership in the Organization shall be comprised of the Summer Villages harboured within, or adjacent to, the municipal boundaries of Divisions 2, 3, 4 and 5 of Lac Ste. Anne County. Specifically (in alphabetical order):

- Summer Village of Birch Cove
- Summer Village of Castle Island
- Summer Village of Nakamun Park
- Summer Village of Ross Haven
- Summer Village of Sandy Beach
- Summer Village of Silver Sands
- Summer Village of South View
- Summer Village of Sunrise Beach
- Summer Village of Sunset Point
- Summer Village of Val Quentin
- Summer Village of West Cove
- Summer Village of Yellowstone

- 2.2 Existing members may withdraw their membership by providing written notice to the Administrator. Regardless of the date of notice, the withdrawing member’s existing membership shall expire effective December 31<sup>st</sup> of a given year and the withdrawing member will remain an active member of the organization until that date – including an obligation to pay current or previous requisitions or costs associated with their membership.

**ARTICLE 3: DEFINITIONS**

For those terms not commonly defined by the Oxford English Dictionary or specified in applicable federal or provincial legislation, the Organization recognizes the following terms:

- 3.1 “Committee” – shall mean the collective membership of the Summer Villages of Lac Ste. Anne County East comprising of duly elected councillors from each member summer village, with one collective vote assigned to summer village for the purpose of considering resolutions at regular meetings of the Organization.
- 3.2 “Executive Board”- shall mean the collective of Chairperson, Vice Chairperson and Administrative Officer(s) as confirmed during the annual organizational meeting,

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assembled as a subset of the membership to direct the executive and administrative function of the organization including chairing meetings, holding signing authority, preparing agendas, acting as representatives during applicable regional negotiations, etc.

**ARTICLE 4: MISSION AND VISION STATEMENTS**

- 4.1 The prevailing Mission of the Summer Villages of Lac Ste. Anne County East shall be to facilitate regional and sub-regional discussions on matters of mutual interest among the member communities and between the member communities and other regional partners. It shall be a principal goal of this Organization to garner collective advice and invoke collective action in consideration of the broad long term strategic development of the membership and the greater regional community.
- 4.2 In exercising the Mission of the organization, the Summer Villages of Lac Ste. Anne County East consider the below listed objectives to be fundamental components of the Organization's Vision:
- Holding Regular and Well Attended Committee Meetings
  - Holding an Annual Organizational Meeting
  - Approving an Annual Budget and Membership Requisition
  - Operating an Independent Bank Account for Organization Business
  - Maintain and Preserve Administrative Records
  - Providing Collective Representative and Reporting at Region and Sub-Regional Commission, Committee and Council Levels
  - Provide a Forum to Engage with Regional Partners During Regular Meetings
  - Present a Shared Voice in Addressing Federal, Provincial and Municipal Initiatives that Impact Our Communities.

**ARTICLE 5: MEETINGS**

- 5.1 The Organization shall hold a minimum of three regular Committee meetings per year, including a fall meeting (September or October), and winter meeting (January or February) and a spring meeting (May or June). The fall meeting shall include the organizational meeting. Additional meetings, as required, may be convened at the call of the Chair for the purpose of addressing urgent matters.
- 5.2 The Executive Board will meet on an "as needed" basis (such as budget preparation, bylaw/policies/guideline reviews, meeting preparation) or at the direction of the Committee to address specific matters.
- 5.3 The next meeting date shall be determined at the preceding regular meeting and an agenda for upcoming meetings shall be circulated at least two (2) days, preferably at

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least seven (7) days, ahead of the meeting to remind member municipalities and give their members time to review the meeting material.

- 5.4 Each member municipality will be responsible for hosting regular Committee meetings. This responsibility, which includes booking the venue, venue set-up and light refreshments, shall be assigned to each member municipality in alphabetical order of the member municipality's name. For reference, Ross Haven was host for the May 26<sup>th</sup>, 2018 Regular Committee Meeting, Sandy Beach will host the next meeting.

**ARTICLE 6: QUORUM**

- 6.1 Quorum for all regular committee meetings will be eight (8) member municipalities (i.e. 2/3 of the active membership).
- 6.2 Quorum for any Executive Board Meetings will be two (2) members and must include either the Chair or Vice Chair AND the designated administrative officer.

**ARTICLE 7: VOTING**

- 7.1 Elections/Motions shall be considered confirmed/carried upon receiving 7 of 12 (a majority) of votes from the membership, provided that quorum is present but regardless of if a full membership is present for the vote.
- 7.2 There shall be one vote per member municipality. The vote shall be cast by the designated representative or the designated alternate for the municipality.
- 7.3 Voting shall be made in person and not by proxy. In the case of meetings facilitated, in whole or in part, by teleconference members may confirm their vote verbally when prompted by the Chair.
- 7.4 At the discretion of the Chair, voting on regular business may be facilitated by a show of hands "in favour" or "opposed" or verbally at the prompting of the Chair. Contested elections and representative appointments will be settled by secret ballot, with two presiding returning officers appointed, as needed, by the Chair from the body of Administrators present.
- 7.5 Notwithstanding Article 7.3, any member may request a secret ballot or recorded vote on any matter of regular business by requesting such prior to the Chairperson calling the question. While this option is available, it should be used sparingly.
- 7.6 The Chairperson and Vice-Chairperson may carry voting authority, provided they are their respective municipality's assigned representative.

**ARTICLE 8: FINANCIAL REPORTING AND REVIEW**

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- 8.1 The Executive shall draft an annual budget for consideration at the Winter Meeting of every year. The Budget will include projected incomes and expenses and be accompanied by a breakdown of the annual requisition, based on that approved percentage of total lot count, to each active member. On approval of the budget the member requisition become effective and shall be considered due.
- 8.2 The Organization shall open and maintain an account with any Chartered Bank, Trust Company, Treasury Branch or Credit Union, for the purpose of facilitating the financial operation of the Organization.
- 8.3 Administration shall maintain a record of financial items including, but not limited to, accounts payable, accounts receivable and bank statements for each month from the confirmed banking institution of the organization.
- 8.4 The agenda for every regular meeting will include a standing item for Financials. Administration shall provide a report at each meeting regarding the financial position of the organization which includes the bank statements and related deposits/incomes and cheque payments/draws on the bank account.
- 8.5 The fiscal year shall end on December 31<sup>st</sup> of a given year. While no audit of the books is required annually, any member may request an appointment review of the financial records of the organization provided they allow 48 hours' notice and the Administrator is reasonably available to host at that time. Additionally, any member may introduce a motion during a regular meeting to have the organization engage an auditor or form a subcommittee to preform a similar review.
- 8.6 The Administrator shall maintain and store the cheque book, deposit books, deposit stamps, seals, payments received or payments to be made in a secure location when not in use.
- 8.7 Signing authority for the organization, including financial signing authority, will be confirmed annually during the organizational meeting. At a minimum, signing authority shall be granted to the Executive (Chairperson and Vice-Chairperson) and Administrator, with two signatures required to fully execute a financial instrument – one from the Executive and one from Administration. Other members or administration may be granted signing authority on approval of the membership.
- 8.8 With financial matters, including cost sharing or member requisitions, dependant on lot counts the lot count of each municipality shall be submitted to the Administrator prior to January 31<sup>st</sup> of each year and the resulting percentage formula shall be used for that year's approved budget requisitions and all other calculations in that fiscal year.

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**ARTICLE 9: EXECUTIVE BOARD**

- 9.1 The Executive Board will be the principal advisory and management branch of the Organization. This board will work with Administration to set agendas, facilitate meetings, recommend policy initiatives and draft the annual budget. This board will also be the external voice and representation in matters related to intermunicipal engagement.
- 9.2 The Executive Board will be comprised of a Chairperson, Vice-Chairperson and an Administrator.
- 9.3 The Chairperson will:
- I. Preside at Organization Meetings;
  - II. Be an Ex-Officio Member of all Committees;
  - III. Be Charged with the General Supervision of All Activities of the Organization;
  - IV. Be the Official Spokesperson and External Representative of the Organization.
- 9.4 The Vice-Chairperson will:
- I. Preside at any Meetings the Chairperson is Absent From;
  - II. Assume Any Duties of the Chairperson as Required.
- 9.5 The Administrator will:
- I. Provide Administrative Support and Guidance and Recommendations to the Executive Board on Governance, Policy and Budgetary Matters;
  - II. Prepare and Maintain the Records of the Organization, Including Agendas, Minutes, Financial Records, Correspondence and Contact Lists, as well as any Guidelines, Bylaws or Policies of the Organization;
  - III. Collect, Store and Deposit all Moneys Due to the Organization
  - IV. Ensure Timely Payment of all Authorized, Approved or Legally Required Liabilities of the Organization.

**ARTICLE 10: STANDING AND AD HOC COMMITTEES**

- 10.1 The Organization may, at the direction of the membership, establish such Standing Committees as may be deemed necessary or efficient in reviewing matters relevant to the business of the organization. These Standing Committees are governed by, answerable to and report to the Organization during regular meetings. The Standing Committees will exist indefinitely as part of the regular business of the Organization until dissolved by membership motion.

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- 10.2 The Organization may, from time to time, establish such Ad Hoc Committees as may be deemed necessary or efficient in addressing specific matters related to the operation of the Organization or the fulfillment of the Organizations mandate. These Ad Hoc Committees are governed by, answerable to and report to the Organization during regular meetings. The Ad Hoc Committees will exist for a defined time which upon passing render the Committee dissolved unless an extension has been approved.

**ARTICLE 11: REPRESENTATIVES ELECTED OR APPOINTED TO OTHER EXTERNAL BODIES**

- 11.1 The Organization may, at its discretion elect or appoint a Member, or Member Councillor, to represent the Organization on other Commission, Association, Organizations, Committees, Boards etc. where a collective representation of any or all the Members is available, offered or mandated. The Representatives will be expected to adhere, in general, to the bylaws and policies of their respective body, but remain answerable to and report to the Organization during regular meetings.

**ARTICLE 12: TERMS OF OFFICE**

- 12.1 The Term of Office for Chairperson shall be four years, coinciding with the municipal election cycle. The Office of Chairperson shall be filled at the first Organizational Meeting following the regular municipal elections for Summer Villages. No limit on the number of consecutive or total terms a Chairperson can hold office shall be made.
- 12.2 The Term of Office for Vice-Chairperson shall be four years, coinciding with the municipal election cycle. The Office of Vice-Chairperson shall be filled at the first Organizational Meeting Following the regular municipal election for Summer Villages. No limit on the number of consecutive or total terms a Vice-Chairperson can hold office shall be made.
- 12.3 The Term of Office for Standing Committee shall be one year. At the annual Organization Meeting, Standing Committee Representation will be put to the Membership. No limit on the number of consecutive or total terms a Standing Committee Director can hold office shall be made.
- 12.4 The Term of Office for Ad Hoc Committee shall be established in the founding motion which forms the committee. No limit on the number of consecutive or total terms a Ad Hoc Committee Director can hold office shall be made, however any Ad Hoc Committee expected to operate longer than eighteen months should be restructured as a Standing Committee and abide by those rules.
- 12.5 The Term of Office for Representation Elected or Appointed to External Bodies shall be one year. At the annual Organization Meeting, Representation to External Bodies will be put to the Membership. No limit on the number of consecutive or total terms a Representative to an External Body can hold office shall be made.

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- 12.6 The Term of Office of the Administrator shall be negotiated as part of the engagement of the Administrator. The Administrator may be an employee, contractor or volunteer engaged to perform the duties of the Administrator under these guidelines and any supplemental provisions or policies. Preference will be given to existing administrators from within the member communities whenever feasible. The Administrator will be engaged by a motion of the membership, at negotiated terms for compensation and service terms, and the appointed officer shall be confirmed at each Organizational Meeting. The engagement of an Administrator shall be for between one and five years with no limit on consecutive or total years engaged restricting any employee, contractor or volunteer service provider.

**ARTICLE 13: TERMINATION**

- 13.1 Membership is open to all elected officials in the member Summer Villages. It is the responsibility of the member to appoint their voting representative and to hold that individual accountable for their actions. However, the Membership may by motion resolve to have the Chairperson send a formal correspondence addressing any matters raised with a specific member to that member's Council to highlight instances of unruly behavior, disrespectful actions or comments, or other matters of nuisance or concern. While the authority to reprimand the member representative remains with their Council, the Membership may vote to suspend or expel a member municipality if the matter persists.
- 13.2 Executive Board Appointments may be terminated by a motion of the Membership for any just cause, provided that the member is given the opportunity to have a proper hearing prior to the consideration of the motion. The member in question will have their official duties and authorities suspended pending the outcome of the hearing and resulting motion.
- 13.3 Standing and Ad Hoc Appointments may be terminated by a motion of the membership for any just cause and at the recommendation of the other directors of the respective sub-committee. The member is entitled to have a proper hearing prior to the consideration of the motion. The member in question will have their official duties and authorities suspended pending the outcome of the hearing and resulting motion.
- 13.4 Representatives to External Bodies may be terminated by a motion of the membership for any just cause and in consideration of such requests from the respective external body executive. The representative is entitled to have a proper hearing prior to the consideration of the motion. The member in question will have their official duties and authorities suspended pending the outcome of the hearing and resulting motion.
- 13.5 Any member, appointment, representative or other officer may be removed from office for failure to attend any three consecutive meetings without regrets.

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- 13.6 Any member, appointment, representative or other officer may resign from their appointment by submitting notice in writing to the Chairperson. Such resignation will be effective immediately upon receipt of the notice by the Chairman.

**ARTICLE 14: VACANCIES**

- 14.1 In the event of a vacancy for any reason provided for in these guidelines or any other, including death, resignation, a suspension of authorities pending formal hearing, or removal from office, the Organization will be responsible to fill the vacancy by elevation of the alternative or appointment by Membership motion.
- 14.2 In the event that a vacancy results from a suspension of authorities pending formal hearing, the Organization will elevate the alternate or appoint by motion a representative to fill the vacancy as described in Article 14.1. If the hearing results in removal from office of the original representative the alternate will remain for the rest of the original term. If the hearing results in exoneration for the alternate shall relinquish the position and the member shall resume their original appointment.
- 14.3 Notwithstanding Article 14.2, an appointment to fill a vacancy shall last the remainder of the original term for the appointment in question.

**ARTICLE 16: REMUNERATION**

- 16.1 Executive, Members, Appointments and Representatives may receive remuneration in respect of their attendance at their respective Board, Committee and External Body meetings. The rate of Remuneration shall be established annually at the Organizational meeting and form an addendum to these Guidelines along with a prescribed Remuneration Claim Sheet. Remuneration claims are not eligible for those representatives who receive remuneration directly from their respective external body.
- 16.2 A member in any capacity may be reimbursed for reasonable and necessary expenses incurred while performing the business of the Organization. These expenses must be approved by the Executive and accompanied by a receipt.

**ARTICLE 17: AMENDMENTS TO THE GUIDELINES**

- 17.1 These Guidelines may be rescinded, altered or added, in whole or in part, by a carried Membership motion.

**ARTICLE 18: DISSOLUTION**



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- 18.1 Upon dissolution of the Organization all real property, fixtures and liquid assets remaining after the payment of any final debts will be split equally among the member municipalities at the proportions established via the current years lot count formula calculation.

**ARTICLE 19: PARLIAMENTARY AUTHORITY**

- 19.1 The rules contained in "Robert's Rules of Order," in its most current edition, will govern the proceedings in all meetings and in all cases where they are applicable, provided that they are not inconsistent with these Guidelines.

APPROVED ON \_\_\_\_\_, \_\_\_\_\_, 2018

MOTION NUMBER \_\_\_\_\_

\_\_\_\_\_ (Chairperson)

\_\_\_\_\_ (Administrator)

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**ADDENDUM A – REMUNERATION RATES**

Where provided for under Article 16 of the Guidelines of Operation:

Per Diem Rates Shall Be:

- i) \$75.00 per meeting up to three (3) hours in length
- ii) \$150.00 per meeting for meetings over three (3) hours in length

Teleconference Meetings Shall be:

- i) \$25.00 per hour for any or all parts of an hour

Mileage Rates Shall Be:

- i) \$0.60 per kilometer traveled