

Emerald Lake Leaseholder's Association

Constitution – Revised 2016

Mission Statement

Our purpose is to improve the involvement of all Emerald Lake leaseholders. We recognize this is a shared responsibility and so will facilitate leaseholder engagement.

Vision Statement

The Emerald Lake Leaseholder's Association ("ELLA") strives to build a respectful partnership between Emerald Lake leaseholders and the Emerald Lake Regional Park Board ("ELRPB") that will facilitate engagement in park planning and ongoing improvement processes. To support an open environment where all leaseholders have the opportunity to express their ideas, concerns and opinions.

Guiding Principles

ELLA is guided by the following principles:

1. Representative
 - a. ELLA is an integral component of the Emerald Lake Regional Park governance. It strives through its membership and actions to be representative of the leaseholders of Emerald Lake.
2. Inclusive
 - a. We recognize that all members of ELLA can make a difference in the success of Emerald Lake Regional Park. In our activities we engage in processes to ensure all voices of the leaseholders are heard and all perspectives are taken into account.
3. Respectful
 - a. We understand this community is a complex environment. We recognize the importance of all perspectives within the community and strive to appreciate all viewpoints.
4. Trustworthy
 - a. We conduct our affairs in an open and transparent manner. We honour the right to privacy of individuals and treat all information they are privy to with appropriate discretion and sensitivity.
5. Responsible
 - a. ELLA Executive (the "Executive") will make every effort to respond to the needs and aspirations of the leaseholders we represent. We regularly consult with community members, park administration and others. In addition, the Executive responds to requests for guidance and direction by ELRPB.

6. Effective

- a. ELLA focuses their attention and efforts on matters that make a positive impact on the community and environment. Keeping in mind their understanding related to their unique community. We will align our work with the Saskatchewan Regional Parks and ELRPB goals and initiatives related to the environment.

7. Committed

- a. The Executive is committed to fulfilling their role as a vital link in Emerald Lake Regional Park governance. The Executive will evaluate their performance regularly, taking advantage of opportunities to build their capacity and account to the leaseholders they represent.

Code of Ethics

ELLA members shall:

- Be guided by the Mission, Vision, guiding principles and goals of ELLA.
- Know and work towards the Vision of ELLA.
- Endeavours to be familiar with ELRPB policies and operating practices and act in accordance with them.
- Practice the highest standards of honesty, accuracy, integrity and truth.
- Recognize and respect the personal integrity of each member of the community.
- Encourage a positive atmosphere where individual contributions are encouraged and valued.
- Respect and maintain the confidentiality of community member's information.
- Consider the best interests of all members.
- Use the appropriate communication channels when questions or concerns arise, respect confidential and sensitive nature of some discussions and only proceed with these considerations in mind.
- Declare any conflicts of interest. A conflict of interest is defined as a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.
- Promote high standards of ethical practice within the community.
- Contribute to decision-making, publicly support decisions made by ELLA and be accountable to those decisions.

Means of Public Consultation, Communication and Complaint Procedures

Means of Public Consultation

- Meetings (open to the public)
- Informal dialogue between Executive members and other leaseholders may lead to formal agenda items being brought forward

- Annual General Meeting (open to the public)
- Surveys and needs assessments may be utilized to gather information from leaseholders as needed.

Means of Public Communication

- The President of ELLA will serve as the designated spokesperson for ELLA to avoid any discrepancies in presenting the views and position of ELLA.
- Written communication including email, posters, public notices, newsletters, memos and information pamphlets.
- Annual General Meeting
- Emerald Lake Regional Park website
- Communication will be provided on an as needed basis.

Complaints and Concerns Procedures with Respect to Executive Operational Issues

- Members of the Executive need to exercise flexibility when responding to concerns and complaints related to the operations and responsibilities of the Executive Committee. Generally, complaints and concerns fall into two categories:
 1. Informal
Provided Executive members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about Executive initiatives or activities expressed informally to members of the Executive may be addressed immediately by an Executive member. If Executive members are unsure of the appropriate response, they should say so but indicate that they will check and get back to the individual. If such a commitment is made the Executive member must follow through. After responding to the complaint or concern Executive members should always ask if their response has been satisfactory. If the individual is not satisfied with the response the Executive member should explain how the concern or complaint could be brought to the attention of the Executive in a more formal manner. The Executive may wish to keep record of informal complaints or concerns as patterns may provide them with valuable information in evaluating their operations.
 2. Formal
Concerns or complaints can be brought to the attention of the Executive in a formal manner in writing or by presenting the concern/complaint at a meeting. The Executive will provide a written response regarding how they have or will address the concern or complaint.

Executive Operations

Composition

- The Executive strives to be comprised of five to nine elected leaseholder members, consisting of President, Vice-President, Secretary and Directors.
- ELLA membership will elect the following Executive officers at the AGM in the event that an executive position is vacated (either by resignation or election): President, Vice-President, Secretary

Terms of Service

- Each elected member of the Executive holds office for three years and is eligible for re-election.
- An Executive member shall vacate their position as an Executive member of ELLA if the member:
 - o Is convicted of an indictable offence
 - o Is absent from three consecutive meetings unless the Executive passes a motion for them to retain their position due to extenuating circumstances.
 - o Ceases to be eligible as a member by way of no longer being a leaseholder within Emerald Lake Regional Park.
- Members of the Executive vacating their position at times other than election/re-election, shall do so in writing to the President.

Executive Roles and Responsibilities

The President will:

- Conduct meetings
- Ensure that all members have input to discussion and decisions
- Prepare meeting agendas in consultation with the other Executive members
- Oversee operations of the Executive
- Act as a spokesperson for ELLA
- Receive and send correspondence and communications on behalf of the Executive.

The Vice-President Will:

- Support the President in his/her duties, taking over when the President is unable to attend.

The Secretary will:

- Take minutes at meetings.

Schedule of Meetings

- Monthly from May to September
- Annual General Meeting (open to public) to occur prior to the Annual General Meeting conducted by the ELRPB in the Spring.
- Additional meetings of the Executive or entire membership can be called at the discretion of the President, in consultation with members of the Executive.

Sub-Committees

- Sub-committees may be appointed on an ad-hoc basis to deal with matters of interest or concern; all sub-committees shall exist at the will of the Executive and shall report to the Executive. No sub-committee may make decisions or recommendations without the knowledge and approval of the Executive as a whole.

Decision Making Process

Majority Vote

- When a decision needs to be made by ELLA, it will require a majority vote of those in attendance at the meeting to be passed. Each site within Emerald Lake Regional Park shall have one vote regardless of the number of leaseholders noted on the actual lease. If a member is unable to attend but wishes to vote, they are able to provide a handwritten, signed proxy to the President indicating their decision.
- When a decision needs to be made by the Executive:
 - o An attempt will be made to inform all Executive members when a decision needs to be made.
 - o It will require a majority vote of those in attendance to be passed. If a member is unable to attend but wishes to vote, they can either send their handwritten proxy vote with another member or email their proxy vote from a secure email where they are the only person with access to that email account, within reason.

Government by Constitution and Amendments

- This Association shall operate as outlined within the framework established by this Constitution. The Constitution may be amended by the Executive prior to the annual meeting of the membership or at a special public meeting convened for that purpose. Any subsequent amendments shall be reported to the public at the Annual General Meeting. Should it be deemed necessary to amend the Constitution, the process shall be as follows:
 - o Resolutions regarding Constitutional amendments are to be presented to the Executive for their consideration at least one regularly scheduled meeting in advance of the annual meeting.

- These will then be considered and voted on by the Executive. Decisions will be made on the basis of majority vote. Any changes that result shall be presented to the public at the Annual General Meeting.