

2. **Effective Date of Bylaw**

This bylaw shall come into force and take effect on the day of final passing thereof.

MAYOR

CITY CLERK

Introduced and read a first time this 12th day of March A.D., 2018.

Read a second time this 12th day of March A.D., 2018.

Read a third time and adopted this 12th day of March, A.D., 2018.

COPY

YORKTON HOUSING CORPORATION
145 Jubilee Crescent
Yorkton, Saskatchewan
S3N 0T4

SCHEDULE "A" TO BYLAW NO. 4/2018

BYLAWS

1. INTERPRETATION

- 1.1 "Board" means the governing body of the Yorkton Housing Corporation.
- 1.2 "Manager" means the person hired by the Board to be responsible to the Board for the day-to-day management as determined by the policies of the Board.

2. CORPORATION NAME

- 2.1 The Corporation shall be known as the Yorkton Housing Corporation.

3. CORPORATE SEAL

- 3.1 The seal of the Yorkton Housing Corporation shall be in the custody of the Manager or such other person(s) as may be designated by the Board.
- 3.2 All documents, instruments and/or papers required to be sealed shall be executed in the presence of the Manager and Chairperson or such other person(s) as may be designated by the Board.

4. HEAD OFFICE

- 4.1 The registered office of the Yorkton Housing Corporation at which process may be served will be situated at:

145 Jubilee Crescent
Yorkton, Saskatchewan
S3N 0T4

- 4.2 Communication may be sent to the above address.

5. PROCEDURE

- 5.1 All meetings of the Corporation shall be conducted in accordance with Robert's Rules of Order. In the event of any conflict between the provisions of this bylaw and those contained in any of the authorities set out above, the provisions as specified in this bylaw shall apply.
- 5.2 Every motion shall be decided by a majority of votes cast at any meeting of the Board provided, however, in case of an equality of votes, the motion shall be declared defeated.

6. MEMBERSHIP OF THE BOARD

6.1 As per the Corporate Registry registered with the Corporations Branch, the Board shall be composed of a maximum of nine (9) members, and not less than three (3) members. The current appointment as authorized by this bylaw shall be all seven (7) members of the Council of the City of Yorkton, appointed by resolution of Council annually, that will identify a Board Chairperson and Vice Chairperson and the Manager will be advised of such appointments, subject to section 6.1.1.

6.1.1 A tenant of the Yorkton Housing Corporation shall not be a member of the Board as per Conflict of Interest Guidelines in the Saskatchewan Non-Profit Housing Manual (Chapter 02, Section 06, Subsection 02 - issued June 1st, 1995).

6.2 Any vacancies that occur on the Board during the appointed term, shall be filled by resolution of Council.

7. MEETING OF THE BOARD

7.1 Meetings of the Board shall be held at the call of the Chairperson and there shall be a minimum of one (1) Board meeting per calendar year.

7.2 Board Meeting packages shall be sent to Board Members at least forty-eight (48) hours prior to the meeting by mail, electronic mail or personal delivery by the Manager.

7.3 The Manager shall record the Minutes of all Board Meetings and such minutes will be signed by the Chairperson and Manager when they are approved at the next Board meeting.

7.4 Delegations or individuals wishing to present briefs, inquiries, or complaints to the Board, shall be required to write a letter to the attention of the Manager of the Yorkton Housing Corporation. The letter shall detail the brief, inquiry or complaint and request permission to appear before the Board. Should permission be granted, the Manager will advise the delegation or individual of the date and time of the appearance before the Board.

8. QUORUM AND VOTING

8.1 No Meeting of the Board shall be held where a quorum does not exist.

8.2 Where a Meeting has been duly called by the Chair and assembled and neither the Chairperson nor Vice-Chairperson are present, Board members attending shall choose an acting Chairperson from among their numbers to Chair the Meeting, if quorum exists.

8.3 At all Meetings of the Board, a resolution shall be deemed to have been approved if it receives a vote of approval by a majority of Board members present, where a quorum exists.

8.4 Voting at all Meetings shall be by a show of hands. Any Board member may request a recorded vote.

- 8.5 Where a Member of the Board has an interest in the matter before the Board, he/she shall declare his/her interest, remove themselves from the meeting, be excluded from all discussions and shall not be entitled to vote thereon.

9. POWERS AND DUTIES OF THE BOARD

- 9.1 The Board shall be empowered to govern the overall operation of the Yorkton Housing Corporation including the powers to:
- 9.1.1 Hire a Manager and to delegate to him/her the authority and responsibility to manage the day-to-day operation of the Yorkton Housing Corporation;
 - 9.1.2 To study all matters relating to the operation of the Yorkton Housing Corporation;
 - 9.1.3 To establish, maintain and improve standards of operation of the Yorkton Housing Corporation, particularly with regard to accommodation;
 - 9.1.4 To operate as a non-profit corporation including the receipt and expenditures of donations;
 - 9.1.5 To work in close co-operation with Saskatchewan Municipal Government - Housing Division, Canada Mortgage and Housing Corporation (CMHC) and any other interested governing bodies in seeking solutions to housing concerns of the tenants of the Yorkton Housing Corporation;
 - 9.1.6 To develop and conduct public relations activities for the Yorkton Housing Corporation in order to educate the public;
 - 9.1.7 Do all other things necessary in the overall operation of the Yorkton Housing Corporation that is not expressly prohibited by the bylaws and the laws of Canada or Saskatchewan;
 - 9.1.8 Establish overall policies and procedures;
 - 9.1.9 Make, repeal or amend bylaws, subject to the final approval of the City of Yorkton;
 - 9.1.10 Set remuneration for all employees;
 - 9.1.11 Oversee the operating budgets and approve expenditures;
 - 9.1.12 To apply for all lawful and necessary operating, capital and construction grants;
 - 9.1.13 The Board shall not have the power to appropriate or expend any money for the City of Yorkton other than the monies voted by the Council at a duly convened meeting of Council and then only for the purposes as designated by Council in respect to the Yorkton Housing Corporation;
 - 9.1.14 The Board shall provide the City of Yorkton with a financial statement as prepared by an accountant showing all revenues and expenses and such a statement is to be submitted to the City of Yorkton at a Regular Council Meeting no later than June 30th of each year.

10. FISCAL YEAR

10.1 The fiscal year of the Yorkton Housing Corporation shall be from January 1st to December 31st of the calendar year.

11. WINDING UP

11.1 Should the Yorkton Housing Corporation, with the concurrence of the City of Yorkton, for any reason determine that its affairs should be wound up or should the Yorkton Housing Corporation for any reason decide to dissolve, then in either of the events aforesaid, the City of Yorkton shall be requested to appoint a Receiver, who may in addition to other duties assigned to him/her by the City of Yorkton:

11.1.1 Collect and realize on all the assets of the Yorkton Housing Corporation;

11.1.2 Pay all debts and liabilities of the Yorkton Housing Corporation;

11.1.3 Provide the City of Yorkton with audited statements of 11.1.1 and 11.1.2 immediately preceding.

11.2 In the event of dissolution or winding up of the Yorkton Housing Corporation all its remaining assets, after payment of liabilities, shall be distributed to the City of Yorkton.