

## Riversdale community Association - Purpose Statement

Riversdale Community is a diverse multicultural community. The Riversdale Community Association is a volunteer organization whose purpose is to call forth the gifts of this community to build a neighbourhood which is peaceful, just, and green.

To this end, the Association will strive to be inclusive and encourages participation of the Community members.

Undertake the research, consultation, collaboration and advocacy necessary to realize this vision.

Promote and provide programming in the areas of education, recreation, social, and cultural events in the Community.

Ensure that all neighbourhood residents are informed of the activities and issues of the Community.

The following makes up the Governance Documents of the Riversdale Community Association Inc.

# **Articles of Incorporation**

## **Preamble**

In the event of any dispute as to the meaning of any bylaw or resolution heretofore or hereafter passed, the interpretation of the Executive shall be final and conclusive.

## **ARTICLE I- Name of Corporation**

- 1.1 The name of the organization shall be the Riversdale Community Assoc. Inc., hereinafter called the 'ASSOCIATION'.

## **ARTICLE II – Municipality of Registered Office.**

- 2.1 Saskatoon, Saskatchewan, Canada.

## **ARTICLE III - Membership**

- 3.1 There are two classes of membership
  - a. Resident
  - b. Non-resident

## **ARTICLE IV – Right to Transfer Membership Interests**

- 4.1 None

## **ARTICLE V – Number of Directors**

- 5.1 Minimum of Directors: 3 and Maximum of 20

## **ARTICLE VI – Type of Corporation**

- 6.1 The Corporation is a Saskatchewan *Charitable Corporation*

## **ARTICLE VII – Restrictions**

- 7.1. None

**ARTICLE VIII – Dissolution**

8.1 If the Members resolve that the Association can no longer function as an organization, then dissolution may be considered. This action should be implemented only after it has been concluded that no future purpose for the Association's existence can be identified. (The Association may instead resolve to suspend activities until enough interest is shown to make it viable again.)

8.2 Upon dissolution, all remaining assets shall be donated to:

- a. Princess Alexandra School, where this does not contravene agreements entered into with the Community Services Department.
- b. charitable non-profit organization identified and approved by the Association membership at the same meeting as dissolution was approved
- c. If no such directive is issued, the beneficiary shall be chosen at the discretion of the directors.

Adopted: This day \_\_\_\_\_ of \_\_\_\_\_, 2020.

Signed: \_\_\_\_\_  
President — Print Name \_\_\_\_\_

Signed: \_\_\_\_\_  
Secretary — Print Name \_\_\_\_\_

# **Riversdale Community Association Inc.**

## **BYLAWS**

The Executive of the Riversdale Community Association Inc., pursuant to Article VII of the Governance Documents enacts bylaws, Policies and Procedures as follows:

### **INTERPRETATION:**

- 1.1 In the following Bylaws, Policies and Procedures of the Association unless the context otherwise requires:
- (a) **"Act"**: The Non-Profit Corporation Act of Saskatchewan, or its successor, as from time-to-time amended.
  - (b) **" Governance Documents"**: The Articles of incorporation filed pursuant to the Act, as from time-to-time amended or restated.
  - (c) **"Board"**: The Board of Directors of the Association.
  - (d) **"Association"**: **Riversdale Community Association Inc..**
  - (e) **"Members"**: The members of the Association.
  - (f) **"Ordinary Resolutions"**: A resolution passed by a majority of votes cast.
  - (g) **"Special Resolution"**: A resolution passed by two-thirds of votes cast.

In the event of any question as to the meaning or interpretation of any Article of this or any other Bylaw, Policies and Procedures of the Association, the interpretation of the Board of Directors shall be final and conclusive.

### **BYLAW # 1 – Community Boundaries**

- 1.1 The boundaries of the Riversdale Community are defined as the following:

A starting point at the intersection of Avenue G South and 22nd Street, travelling east along the south side of 22<sup>nd</sup> Street to the intersection of Idylwyld Drive and down to the river's edge. Travelling South along the river's edge to the extension of 18<sup>th</sup> Street west and the river's edge. Traveling west from the river's edge up along the north side of 18<sup>th</sup> street west to a point mid-way between Avenue H and Avenue I South. Following North along the lane to the intersection point of the lane which travels East-West.

Following due west to the lane between Avenue J and Avenue K South. Travelling north along the lane to 18th Street West. Travelling west on 18<sup>th</sup> Street West to Avenue L. Travelling north to 19th Street. Travelling east one block to Avenue K. Travelling north along Avenue K to the C.P.R. Railway Mainline. Travelling in a north-east direction along the C.P.R. Mainline to the intersection point of 22nd Street West Avenue G South.

## **BYLAW # 2 – Objectives.**

- 2.1 The Riversdale neighbourhood is a diversified multi-cultural Community. The Riversdale Community Association is a volunteer organization whose purpose is to represent the members of this community for the purpose of taking action to enhance the quality of life for the residents residing in the neighbourhood and to work toward building a neighbourhood that is peaceful, just and green.
- a. By promoting a positive image of the Riversdale neighbourhood.
  - b. By fostering a sense of Community among Riversdale residents.
  - c. By supporting and encouraging a clean and safe neighbourhood environment.
  - d. By promoting and providing programs in the areas of education, recreation, sport, social and cultural events in the Community.
  - e. By ensuring that all neighbourhood residents are informed of the activities and issues of the Neighbourhood.
- 2.2 Advocacy – By providing positive action that is aimed towards a particular cause that will improve the quality of life for Riversdale residents.

## **BYLAW # 3 - Membership**

- 3.1 Membership of this Association is open to:
- a. Persons residing within the boundaries of the Community. They shall have the rights and privileges of holding office and voting.
  - b. Members of families of students attending the Community School. They shall have privileges when bylaw 3.1a is fulfilled.
  - c. Members outside of the parameters of Bylaw # 1 may by ordinary resolution be accepted by majority vote at an ordinary meeting. There will be no more than two (2) members elected to the Board of Directors in this manner. They shall have the rights and privileges of holding office and voting.
- 3.2 A Member may be sanctioned by the Board of Directors for recognized poor behavior towards other Members or the Association, and a notice will be given to this person as being not in good standing with the Association.
- 3.3 A member is not liable in his/her individual capacity for any debt or liability of the Association as noted in the Saskatchewan Non-Profit Corporations Act.

#### **BYLAW # 4 – Official Seal of the Association**

- 4.1 The seal which is impressed upon documents executed by the Executive shall be the Riversdale Community Association Inc., as it exists upon date of coming into force of this Bylaw.
- 4.2 The Secretary shall have custody of the seal and shall use it only as the Executive may direct.
- 4.3 The seal shall not be affixed to any document except by authority of a motion of the Executive and in the presence of the President.

#### **BYLAW # 5 - Board Of Directors**

- 5.1 The business of the Association shall be managed by a Board of Directors duly elected from the membership of the Association.
- 5.2 Directors shall be elected at the Annual General Meeting (AGM) of the Association in such number as the Directors shall determine, but in sufficient number to include the following.
  - President
  - Vice President
  - Secretary
  - Director of Finance
  - Director of Indoor Programs
  - Director of Outdoor Programs
  - Director of Communications
  - Director of Civic Affairs
  - Four (4) Directors at Large
- 5.3 The current Past President shall be ex-officio and have all rights and privileges of an elected Director and shall count in establishing quorum.
- 5.4 The Board of Directors may have one voting representative from the Community School Council. This position is appointed by the Community School Council. The term would be on a one-year basis.
- 5.5 The City of Saskatoon Community Services Community Consultant shall be a non-voting member of the Board of Directors.
- 5.6 To build partnerships with the Association the following persons may sit as non-voting members of the Board of Directors and have privilege of notice as would a Director:
  - a. Representative of the Riversdale Business Improvement District
  - b. Principal of the Community School.
  - c. Community School Coordinator of the Community School.

- 5.7 The Board of Directors will establish five (5) Executive Officers to act on behalf the Association in extraordinary circumstances and or when the Board is unable to be convened to take action as a whole.
- 5.8 Only Executive Officers will hold signing authority.

**BYLAW # 6 - Election and Terms of Office**

- 6.1 Every member in good standing (18 years of age or over) is entitled hold office and has one vote. Nominations of candidates shall be in accordance with general meeting processes.
- 6.2 There shall be no proxy voting.
- 6.3 Elections shall be by show of hands or by secret ballot upon the request of any one member of the Association.
- 6.4 Not more than 50% of the Executive may be retired annually. The newly elected officers shall be elected for a two (2) year term. A member may hold the same office for two (2) consecutive terms.

Even Year Terms	Odd Year Terms
Vice President	President
Secretary	Director of Finance
Director of indoor programs	Director of Outdoor Programs
Director of Civic Affairs	Director of Communications
Director at Large 2	Director at Large 1
Director at Large 4	Director at Large 3
	Past President

- 6.5 In extraordinary circumstances the Membership may by Special Resolution allow a Director(s) to hold additional terms of Office.
- 6.6 A nominating committee made up of a minimum of 2 Board of Directors shall endeavor to identify at least one nominee for each position vacant on the Executive.

**BYLAW # 7 Powers of the Board**

- 7.1 The Board shall have power to do all things necessary for the successful operation of the Association, and be empowered to:
  - a. Administer the funds of the Association in such manner and for such purposes as it may decide are beneficial to the well-being and advancement of the objectives of the Association.

- b. To commence or discontinue any form of activity or sport being conducted under the auspices of the Association.
- c. Accept any resignation and appoint any Member of the Association to fill any vacancy occurring for the balance of the term of office or until the next Annual General Meeting at which time an election of appointment can be made to fill the position for the remaining term of office.
- d. Ensure that the objectives of the Association are carried out and that the Association operates on a non-political, non-sectarian basis. The objectives of the Association shall be carried out without pecuniary gain to its Members. and any profits or accretions of the Association shall be used in the promoting of its objectives.
- e. Appoint committees, either standing or temporary (ad hoc) and prescribe their duties, powers, and duration thereof.
- f. Make such rules and regulations regarding the use of the Association's facilities, equipment, and supplies as they deem necessary.
- g. Providing execution of documents of the Association in compliance with the current Saskatchewan Non Profit Corporations Act.
- h. Provide for financial review requirements of the accounts and transactions of the Association.
- i. Prescribing the duties of members of the Board of Directors and Executive Officers.
- j. Respecting the calling, holding and conducting of meetings of the Board and Association.
- k. Respecting and participating with associations in the City of Saskatoon having the same or similar powers and duties.
- l. Prescribing the amounts of membership fees to be paid and the fiscal year for memberships, if applicable.
- m. Other duties as needed to reasonably carry out the provisions of these Governance Documents.

### **BYLAW # 8 Meetings**

- 8.1 Meetings may be held in person or for the purpose of this bylaw and section 122 of the Act. "held in place", unless prohibited by the articles or bylaws of the corporation, includes holding a meeting of the members and or the general population of the Corporation, by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting. (see Policy)
- 8.2 Board of Directors Meetings.
  - a. The Board shall set an annual business or executive meeting schedule and post said schedule for the attendance of the membership or other interested parties to participate.
  - b. Business meetings shall be called under the direction of the President or designate.
  - c. Quorum for Board meetings to conduct business shall be 50 percent plus



- one (1) of the sitting Directors.
- d. All meetings of the Board of Directors shall be open to general attendance but presentation of motions and voting rights shall be restricted to members of the Board.
  - e. Members or guests may be allowed to bring forward items to the Board and are requested to contact the Association prior to the meeting to be placed on the agenda. The meeting chair shall have the right to refuse a person speaking at a meeting, unless upon resolution of the Board at the meeting.
  - f. All questions before the Board shall be determined by majority vote, unless one Director requests a secret ballot.
  - g. Any Director of the Board who shall, for any reason, cease to hold office shall turn over to the Board all documents, records, books, funds, or Association property, both hardcopy or electronic.
  - h. A Director is entitled to receive notice of and to attend and be heard at every meeting of the Board.

### 8.3 General and Special Meetings

- a. There shall be an annual General Meeting of the Association in each calendar year to be held in the month of September or October, the date to be fixed by the Board of Directors.
- b. The Annual General Meeting is open to all members and residents within the designated boundaries of the Association. The Board will make effort to notify all residents within the boundaries.
- c. Notice of location, time and place of Annual or Special Meetings shall be through any technology to enable participation to all Members not less than 15 days or more than 50 days before the meeting.
- d. Quorum at General or Special Meetings shall consist of not less than 50 percent plus one of the sitting Board and three (3) Members.
- e. The order of business for the Annual Meeting shall be:
  - Call to Order.
  - Minutes of previous Annual Meeting to be read and adopted.
  - Business arising from Minutes of previous Annual Meeting.
  - Correspondence.
  - Reports of the Board of Directors and Committees.
  - New Business.
  - Election of Officers.
  - Adjournment.
- f. Additional meetings shall be held in the following circumstances:
  - i. When deemed advisable by the Board of Directors.
  - ii. When requested in writing by not less than 15 Members. The request must clearly state the nature of the business proposed to be transacted at such meeting. The meeting shall be held not less than 20 and not more than 30 days after receiving the request. The proponent shall pay

- all costs related to holding this meeting.
- g. All notices of Special Meetings shall state specifically the business proposed to be discussed at such Special Meetings and no other business shall be transacted.

### **BYLAW # 9 - Financial Affairs**

- 9.1. All fees, revenue and grants payable to the Association shall be held in an account kept in the name of the Association at such financial institution as the Board may determine, and all financial obligations incurred by the Board in the name of the Association shall be paid there from.
- 9.2. All cheques, drafts and other negotiable or non-negotiable instruments shall be sufficiently signed when signed by any two of the President, director of Finance, and two other Directors designated by the Board.
- 9.3. All property of the Association shall be the responsibility of the Board and the Board shall see that a correct inventory of property is kept.
- 9.4. The fiscal year of the Association shall be September 1<sup>st</sup> to August 31<sup>st</sup>.
- 9.5. The Board shall, before the end of each fiscal year, appoint someone in accordance with the Act, who is not a member of the Board and it shall be their duty to examine all books and records of the Association. An annual financial statement of the Association will be presented at the Annual General Meeting.
- 9.6. A monthly, written, financial statement shall be presented at each meeting of the Board, where ever possible.
- 9.7. No Director or officer of the Association shall have the power to pledge the credit of the Association or to enter into a contract or an agreement on behalf of the Association, unless the transaction has been approved by the Board.

### **BYLAW # 10 - Cooperation With Other Organizations**

- 10.1. The Association shall cooperate with other organizations in the City of Saskatoon having similar duties and powers, and, subject to the Articles and Bylaws of the Association, may do such things as it considers necessary in cooperating with those organizations.
- 10.2. The Association shall, for the purposes of admission to its programs and activities, honour memberships in similar organizations applicable to other neighborhoods in the City of Saskatoon.

## **BYLAW # 11 – Amendments**

- 11.1 Proposed amendments to the Governance Documents must be in writing and presented to the Secretary or President not less than twenty (20) days prior to the Annual General, or Special Meeting of the Association.
- 11.2 Full details of the proposed amendments must be made available to the Membership as indicated in the notice of meeting.
- 11.3 Amendments require a special resolution (a resolution passed by two-thirds of the votes cast.)
- 11.4 Directors may, by resolution, make, amend or repeal any Bylaws that regulate the activities of the Association.
- 11.5 Bylaws, amendments or repeals are effective from the day of the resolution of the Directors.
- 11.6 All changes in Bylaws must be presented at the next Annual General Meeting of Members, who may confirm, reject, or amend the Bylaws, amendments or repeals.

## **BYLAW # 12 - Indemnity**

- 12.1 The Association shall indemnify any save harmless Director or Officer of the Association for liability incurred by such Director or Officer directly as a result of honestly and in good faith carrying out their duties.

## **BYLAW # 13 - Committees**

- 13.1** The duties of the standing committees shall be assigned to them by the Board of Directors.
- 13.2** Standing Committee:  
There shall be the following standing committees to be called:
  - a) Governance Committee
  - b) Programming Committee
  - c) Civics Affairs Committee
  - d) Communication Committee
- 13.3** **Special Committees:**  
The Board of Directors may provide for special committees and may assign duties to them.
- 13.4 Appointment of Committee Chairperson and Members:
  - a) The committee chairperson shall be selected by the Board of

- Directors.
- b) Each committee shall have a minimum of one member of the Board as well as interested persons who are appointed by the Board of Directors.
  - c) The number of members on a committee shall be determined by the chairperson of the committee, but all appointments shall be subject to confirmation by the Board of Directors.
  - d) Committee members may meet, adjourn and otherwise regulate their meetings as they may determine.
  - e) Each committee shall report to the Board of Director's meetings and may attend as needed. The Committees may be asked to report at the Annual General Meeting.

Appendix Attached:

ENACTED by the Board of Directors on the \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
PRESIDENT:

CONFIRMED by the Members on the \_\_\_\_ day of October, 2020

\_\_\_\_\_  
SECRETARY:

Seal Stamp

## **APPENDIX # 1**

### **Board of Director Job Descriptions**

#### **President:**

- (a) Presides over all meetings of the Board and Community Association.
- (b) Responsible for preparation and distribution of the agenda for meetings.
- (c) Has signing authority for documents and cheques drawn on Community Association funds.
- (d) Represents the Association to the various levels of government and other agencies.
- (e) Ensures that all Board members are adequately trained in their duties and functions.
- (f) Is ex-officio member of all Board committees and designates jobs to committees.

#### **Past President:**

- (a) Advised the Board on affairs of the previous term and on relevant operations for the future.
- (b) Requests other duties as needed.

#### **Vice President:**

- (a) In the absence of the President, assumes all authority and responsibility generally designated to the President.
- (b) Assists the President with the leadership and direction of the Association.
- (c) Responsible for coordinating of the standing committees.
- (d) And all other duties as assigned.

#### **Secretary:**

- (a) Records, preserves, distributes and reads, where applicable, the minutes of all Board and General Meetings of the Association.
- (b) Keeps a record of all committees and committee members and maintains attendance records of the Board where applicable.
- (c) Responsible for notification of all Board members of next meetings.
- (d) Handling all correspondence as directed by the Board.
- (e) And all other duties as assigned.

### **Director of Finance:**

- (a) Keeps regular books and records of the Association finances.
- (b) Has signing authority on documents and cheques drawn on Association funds.
- (c) Prepares and presents financial statements for regular Association meetings, where applicable.
- (d) Presentation of annual financial statement at Annual General Meeting.
- (e) And all other duties as assigned.

### **Director of Outdoor Programs:**

- (a) To act as liaison between the Community Association and other sports, culture and recreation organizations.
- (b) To be responsible for neighbourhood park enhancement and park development projects.
- (c) To be responsible for the operation of the outdoor facility. (e.g. rink)
- (d) And all other duties as assigned.

### **Director of Indoor Programs:**

- (a) Responsible for the coordination and management of all indoor recreation activities in cooperation with the Community Services Department and the School Board and other like-minded organizations
- (b) And all other duties as assigned.

### **Director of Communication:**

- (a) Responsible for the promotion and public relations of the Community Association.
- (b) Responsibility for newsletters and publications and ensure the printing of same with Community Association logo.
- (c) Responsible for distribution of newsletters and publications to the neighbourhood.
- (d) Responsible for establishing and implementing a Social Media strategy
- (e) And all other duties as assigned.

### **Director of Civic Affairs:**

- (a) To represent the Association to agencies dealing with Civic Affair issues. E.g. social housing, zoning etc.
- (b) To act as a liaison between the Association and Riversdale Neighborhood Safety Programs.
- (c) And all other duties as assigned.

### **Directors at Large (4)**

- (a) To be responsible for ad hoc special project committees.
- (b) And all other duties as assigned.

**Community School Council Representative**

- a) Acts as a liaison between the School Community Council and the Association on business related to either organization.


## **Not Enacted**

### **Policies and Procedures**

#### **Contents**

- 1) 2020 RCA Privacy Policy
- 2) 2020 RCA Communication Policy
- 3) 2020 RCA Cost as a Barrier Policy
- 4) 2020 RCA Diversity Equity and Inclusion
- 5) 2020 RCA Electronic Meeting Process
- 6) 2020 RCA Funding for Other Organization and Events



	<b>POLICIES &amp; PROCEDURES</b>  <b>TITLE: Personal Information Protection and Electronic Documents Act (Canada)</b> (PIPEDA Privacy Legislation).
<b>Riversdale Community Association</b>	Date Enacted: DATE REVISED: June 10, 2020 DATE EFFECTIVE:

The Riversdale Community Association (herein called the Association or RCA) respects the need for personal privacy and have created and implemented the policies and procedures required by organizations to ensure issues are addressed.

**Purpose:**

This document is to ensure our compliance under the privacy requirements of PIPEDA which is the Personal Information Protection & Electronic Documents Act (Privacy Legislation).

**Policy:**

**a. Sharing of Information -**

- i. The Community Association will share only pertinent information with coaches and parents in order to meet the requirements of program registration.
- ii. Personal information is shared with the Membership and or Communications Director(s) of the board of the Association, and the program leaders as dictated by their program participants.


**b. Principles**

- **Consent** – we require your knowledge and expressed or implied consent for the collection, use or sharing of your personal information.
- **Access** – upon request, we will give you access to your personal information collected by the Community Association.
- **Safeguards** – we will protect your personal information through appropriate storage, policies, and safeguards.
- **Purposes** – we will always provide the purposes for which your personal information is to be used or disclosed.
- **Limits** – we will limit the collection of your personal information to the purposes outlined to you.
- **Retention** – we will retain your personal information only as long as necessary to fulfill identified purposes.

**Procedure:**

By enrolling your child or yourself in an Association activity or program(s), you are hereby giving consent to the collection, use and disclosure of personal information as needed.

Appendix # B1

	<b>POLICIES &amp; PROCEDURES</b> <b>TITLE:       Communication &amp; Advertising</b>
<b>Riversdale Community Association</b>	Date Enacted: DATE REVISED: June 10, 2020 DATE EFFECTIVE:

The Riversdale Community Association (Herein called the Association or RCA) accepts both paid and unpaid advertising to be included within their communications materials.

**Purpose**

To provide guidelines for the Communications Coordinator and Association Board regarding advertising Association information via a communication medium such as but not limited to, newsletters, website and social media.

**Policy**

Advertising Costs

1. Advertising costs for the Association Newsletter are outlined as follows:

	Present Ad Cost
Business Cards	\$25
¼ Page	\$50
½ Page	\$75
Full Page	\$100

2. The Association Newsletter will include advertisements to a maximum size of up to 75% of content pages.
3. The Association may feature advertisements on the Association webpage or social media in a specially and clearly designated space which does not obscure content.
4. Advertising cost for the Association webpage or social media will be market-based or negotiated between the advertising party and the Association.
5. When it is determined that a change in advertising costs is required, a notification will be sent out to all present advertisers outlining the change including the distribution numbers and reason for the change.

6. Neighbourhood Schools, the City of Saskatoon and not-for-profit organizations may, at the discretion of the editor, be exempt from cost for their advertising as they provide the community with their resources such as the use of their facilities.
7. Advertising opportunities will be open to all parties with the exception of those outlined below.

### **Political & Ethical Advertising**

1. The Association will not support the inclusion of political advertising for the purpose of Civil, Provincial, Federal or Indigenous Government electoral campaigns.
2. Following an election, the Association may publish information in the Association newsletter or social media which identifies the recently elected City councillor and contact information as requested.
3. A link to the appropriate email, website or social media of a local political representative may be included on the Association website or social media.
4. The Association will not support the inclusion of advertising which may be considered prejudicial or overly controversial.
5. The Association reserves the right to refuse any material submitted to the Association.


### **Procedures**

All advertisements submitted must be approved by the Communication Coordinator.

If the Communication Coordinator is unsure of any advertising submission, they may take the item to the Board of Directors for review to determine a final decision regarding inclusion within the newsletter, website or social media.

In the case of disputes between the Communication coordinator and potential advertisers, the Board of Directors will provide the final decision on any submission.

Appendix: # B2

	<p style="text-align: center;"><b>POLICIES &amp; PROCEDURES</b></p> <p><b>TITLE:            COST AS A BARRIER POLICY</b></p>
<p style="text-align: center;"><b>Riversdale Community Association</b></p>	<p>Date Enacted: DATE REVISED:    June 10, 2020 DATE EFFECTIVE:</p>

The Riversdale Community Association (herein called the Association or RCA) presently subsidizes community association programs and will provide support for individuals and/or families so Community Association programs are accessible for everyone and cost is not a barrier for participation.

**Purpose**

To ensure all members of the Association have the opportunity to access programs offered by the Association despite financial constraints.

**Policy**

The Association will review all request for assistance brought forward by individuals or families wishing to participate in activities sponsored by the Association. This will be done in a confidential manner with involvement by the president and one other executive member but not limited to, the indoor coordinator.

**Procedures**

Information on the cost as a barrier policy will be distributed immediately prior to the fall and winter registration via the community newsletter and other distribution may occur through but not limited to, the website and through word of mouth.


The request for financial support will be reviewed by the appointed individuals and recommendations made to the community executive.

Financial support will be considered for families whose annual income is at, or below, the Low Income Cut off (LICO) level as set by the Federal Government.

The community association will provide support to waive the fee for the program Through this initiative, the community association will fund one program per family, per session.

This policy will be reviewed annually to review the Cost as a Barrier funding provided by the City of Saskatoon and determine if the policy should be modified accordingly.

Appendix: # B3

	<p><b>POLICIES &amp; PROCEDURES</b></p> <p><b>TITLE:</b>  <b>Diversity, Equity and Inclusion.</b></p>
<p><b>Riversdale Community Association</b></p>	<p>Date Enacted:  DATE REVISED: June 10, 2020  DATE EFFECTIVE:</p>

The Riversdale Community Association (herein called the Association or RCA) operated within the Riversdale neighbourhood's a diverse multicultural community. The Association is a volunteer organization whose purpose is to call forth the gifts of this community to build a neighbourhood which is peaceful, just, and green.

**Purpose:**

The Association seeks to be representative of our neighbourhood populations, and to welcome all volunteers that wish to contribute to the goals of the organization.

**Policy:**


The Association believes the diversity and inclusion are an important part of building community. Diversity includes people from different nations, cultures, ethnic groups, sexual orientations, generations, backgrounds, skills, abilities and all the other unique differences that make each of us who we are. Inclusion means an environment where everyone has an opportunity to fully participate in creating success and where each person is valued for their distinctive skills, experiences and perspectives.

**Procedure:**

To this end, the Association will strive to

- Undertake the research, consultation, collaboration and advocacy necessary to realize this vision.
- Promote and provide programming in the areas of education, recreation, sport, social, and cultural events in the community.
- Ensure that all neighbourhood residents are informed of the activities and issues of the neighbourhood.
- The Board of Directors are task to lead this process and archive outcomes.

Appendix # B4

	<b>POLICIES &amp; PROCEDURES</b> <b>TITLE: Electronic Meetings</b>
<b>Riversdale Community Association</b>	DATE Enacted: DATE Revised: June 10, 2020 DATE Effective:

**Purpose**

To ensure all members of the Riversdale Community Association Inc. (herein called the Association) are informed on the need and advantages of holding electronic meetings from time to time to provide access, information and participation and to conduct Association business in a timely manner. This policy and procedures are intended to provide guidance for the Association when holding and participating in these meetings.

**Policy**

This policy provides for the holding of electronic meetings of the Members, Board of Directors and all iterations of Committees of the Association.

Where in person meeting are unavailable or impractical, electronic meeting format(s) may be used to hold meetings of the Association to conduct business of all types, subject to due notice requirements for any such meeting being met (or waived by 2/3 majority consent in special circumstances).

Where ever possible, all participants should have access to the necessary equipment for participation. A right of membership is to participate, therefore the technology used should be accessible to all members to be included in the meeting.


All rules pertaining to in-person participation at a meeting are maintained such as meeting attendance, quorum, minutes, pre-meeting packages, confidentiality, in-camera sessions, etc.

An individual's meeting space for should be private to maintain the conversation only by meet participants.

At no time will meeting participants record any portion of the meeting, including chat messages. The only exception to this is by the Corporate Secretary or other approve officer for the purpose of minute taking. All recordings must be destroyed once official minutes are approved. Chat messages should be kept open to all.

## Procedures

1. The Chair of the meeting shall be the President or their designate.
2. Any technology employed will enable every participant to hear or be heard by all other participants at the meeting.
3. Attendance will be taken and duly recorded to recognize all in attendance. Participants must notify the Chair of their entry or exit of the meeting for quorum purposes.
4. To avoid undue disruption and support seamless dialogue and debate, all participants will keep their microphones on mute unless speaking.
5. Participants will identify themselves to the Chair for permission to speak, and recording purposes for the minute taker. They shall also note the end of their speaking.
6. Wherever possible, a resolution (Motion) coming forward should be prepared ahead of the meeting including the person moving and seconding the motion, and forwarded to the Chair of the meeting. Prior to the vote the Chair shall read each motion and indicate who is moving and seconding the motion.
7. Voting at electronic meetings shall be carried out as follows, to ensure accurate records.
  - a. When motion is called, opposition to the motion is called first.
  - b. If no opposition is noted the motion carries.
  - c. If there is opposition, a roll-call vote is held, and the chair will announce the number of votes cast in favor or against the motion. The Chair shall cast their vote last.
  - d. When the technology does not allow for those votes requiring secret ballot, a confidential method should be in place between meeting participants and the scrutineer(s) to facilitate secret votes. The results shall be reported in the meeting minutes and made available to meeting participants upon request. (e.g. For a secret ballot vote the person to person chat message in the Zoom meeting could be used as a confidential means of balloting).
8. The Chair and or designate shall close and close the meeting portal immediately after the meeting is declared adjourned.

	<b>POLICIES &amp; PROCEDURES</b> <b>TITLE:</b> <b>Funding for Other Organizations, Groups or Events</b>
<b>Riversdale Community Association</b>	Date Enacted: DATE REVISED: June 10, 2020 DATE EFFECTIVE:

The Riversdale Community Association (herein called the Association or RCA) is geared towards the neighbourhood, its residents and the building of community in that area, and further, as the Association is a non-profit entity whose limited funding comes primarily from the City of Saskatoon and private donations from residents.

**Purpose:**

It is recognized by the Association that it is not in the practice of giving money to other organization, groups or events.

That said this policy is intended to offer guidance to the Board of the Association as to occasions where the provision of money to these other organization, groups or events may be appropriate.

**Policy:**

The Association may donate monies to outside organizations, groups or events (the “donee”) if there is a substantial connection between the goals and objectives of the donee and those of the Association.

In evaluating whether there is a substantial connection between the goals and objectives of the donee and the Association, the Board of Directors may consider any relevant factor including but not limited to the following:

- The Local Area Plan;
- The Association Governance policies;
- The connection between the donee and Association; and
- How the work or activity of the donee affects the neighbourhood.

For greater certainty, the above list is not to be considered to be exhaustive.

**Procedure:**

- a. A request brought forward to the Board of Directors may have further, consideration of either the amount to be given, or whether to donate.
- b. The Association may also request that the donee make presentations to the Board of Directors or offer some measure of volunteer time or other benefit to the Association.
- c. The final decision will be by resolution and successful acceptance by the Board of Directors.