

Richmond Housing Corporation

By-Laws

1. Interpretation

In these By-Laws, unless the context otherwise requires:

- 1.1. “**Board**” means the Board of the Corporation
- 1.2. “**By-Laws**” means by-laws of the corporation.
- 1.3. “**Corporation**” means the Richmond Housing Corporation, located at 9361 Pepperell St., St. Peter’s NS, B0E 3B0.
- 1.4. “**Council**” means the Council of the Municipality of the County of Richmond
- 1.5. “**Member**” means a member of the Corporation.
- 1.6. “**Municipality**” means the Municipality of the County of Richmond.
- 1.7. “**Officers**” means the elected Chairperson, Vice Chairperson, and Secretary of the Members that govern the Corporation.

2. Members

- 2.1. The Board has six members unless otherwise determined by a resolution of Council.
- 2.2. Each member of the Board shall be appointed for a term of four (4) years as follows:
 - i. Elected council members of the Board shall be appointed at the first regular Council meeting immediately following municipal elections for their 4-year term which expires the day before the next election.
 - ii. Members at large shall be appointed by Council one-year following municipal elections for a four-year term which will extend for one year past the election date to ensure Board continuity.
- 2.3. The Members will be appointed by Council and the number of Members will be determined by a resolution of Council.
- 2.4. Every Member is eligible for appointment or re-appointment.

- 2.5. When a Member of the Board dies, resigns, or becomes disqualified the Municipality may call for that purpose an expression of interest from the community.
- 2.6. At no such time will staff of the Corporation, whether current or past, be eligible to serve as a member of the Board.

3. Officers

- 3.1. The Officers of the Board shall consist of the Chairperson, the Vice Chairperson, and Secretary.
- 3.2. Each Officer shall be appointed by the Members, to serve for a term as outlined in section 2.2 or until their successor is appointed.

4. Board Meetings

- 4.1. The Board may convene for various purposes, including but not limited to, the search for a Chief Executive Officer (CEO) in case of a vacancy, the transaction of Corporation business, and the adjournment of such business.
- 4.2. The Board shall hold a minimum of four regular quarterly meetings each year.
- 4.3. Special meetings may be called at any time by the Chairperson or by two thirds of the Members.
- 4.4. Notice of regular or special meetings shall state the time and place of such meeting.
- 4.5. Meetings may be held at any place, within the Municipality.
- 4.6. The Chairperson shall be entitled to preside at all meetings and in the event of their absence, inability, or refusal to act, the Vice Chairperson may preside.
- 4.7. A majority of current Members shall constitute a quorum.
- 4.8. Where a quorum is not present within 15 minutes of the time for which a meeting has been called, the meeting may be dissolved.
- 4.9. At any meeting, every Member present and entitled to vote shall have one vote, and in the case of a tie the motion shall be declared lost.
- 4.10. The procedure to be followed at all Meetings of the Board, unless otherwise specified in these By-Laws, shall be that prescribed for meetings of Council.

5. Reimbursement

5.1. Each member shall be reimbursed by the Board for their reasonable expenses incurred in performing their functions as such Member.

6. Accounts

6.1. On a monthly basis, the CEO shall supply all Members of the Board, the CEO Report, Internal Financial Statements, and confirmations of the Canada Revenue Agency and Workers Compensation Benefit remittances.

6.2. A Financial statement of affairs of the Corporation, with a report of the activities of the Corporation, each covering the preceding year, shall be prepared, and made available to all Members and Council annually.

7. Auditors

7.1. An auditor or auditors will be appointed and shall be subject to a Request for Proposal/Expression of Interest process for Audit services, drafted by the CEO and presented to the Members of the Board for their approval of the recommendation when such an expression of interest is deemed necessary by the CEO and the management team.

8. Minutes

8.1. The Board will appoint a Secretary, who shall record and maintain minutes of all meetings.

8.2. The minutes shall show the names of all Members present at a meeting, all Resolutions passed, and all proceedings of the meeting, including the appointment of Officers.

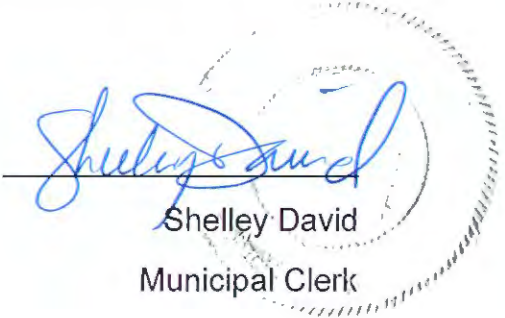
8.3. The minutes of any meeting(s) of the Board are to be signed by the Chair, the CEO, and the Secretary at the subsequent meeting.

9. Repeal and Replace

All former by-laws of the Richmond Housing Corporation are hereby repealed and replaced with these by-laws.

This is to certify that these Richmond Housing Corporation by-laws, of which this is a true copy, were passed at the Richmond Villa Board meeting held on the 19th day of June 2024 and the Richmond Municipal Council Regular meeting held on June 24, 2024.

Given under the hand of the Municipal Clerk and under the Corporate Seal of the Municipal of the County of Richmond this 27th day of June 2024.



Shelley David
Municipal Clerk

Certificate of Approval and Filing
Municipal Housing Corporation By-laws
Under the *Municipal Housing Corporations Act*

Richmond Housing Corporation

This is to certify that, pursuant to subsection 14(2) of the *Municipal Housing Corporations Act*, the by-laws passed by special resolution of the Richmond Housing Corporation dated June 19, 2024, are hereby approved, and the by-laws have been filed in the office of the Minister of Municipal Affairs and Housing.

DATED this 3 day of September, 2024.



Honourable John A. Lohr
Minister of Municipal Affairs and Housing