

BOW VALLEY PICKLEBALL ASSOCIATION

2022 ANNUAL GENERAL MEETING

FEBRUARY 27, 2023 at 7:00-8:30 PM

ELEVATION PLACE, ROOM 212

AGM DOCUMENTS PACKAGE

BOW VALLEY PICKLEBALL ASSOCIATION

2022 ANNUAL GENERAL MEETING

FEBRUARY 27, 2023 at 7:00-8:30 PM

ELEVATION PLACE, ROOM 212

NOTICE OF 2022 ANNUAL GENERAL MEETING

(SENT JANUARY 16, 2023)

BOW VALLEY PICKLEBALL ASSOCIATION
NOTICE OF 2022 ANNUAL GENERAL MEETING (AGM)

February 27, 2023 from 7:00-8:30 PM

Elevation Place, Room 212

700 Railway Avenue

Canmore Alberta T1W 1P4

Dear Bow Valley Pickleball Association Members,

As required by Alberta Societies Act, please accept this as formal notification to the membership of Bow Valley Pickleball Association for the association's 2022 Annual General Meeting.

The Bow Valley Pickleball Association Annual General Meeting shall be held on February 27, 2023 from 7:00 to 8:30 at Elevation Place, Room 212.

All Bow Valley Pickleball Association members in good standing are invited to attend in person. Our current bylaws do not permit online participation in our AGM; however, if requested, special accommodation can be made.

A complete AGM materials package will be emailed to all BVPA members in good standing and also posted to the public on the BVPA website on February 6, 2023.

Preregistration for the AGM will be made available to members in good standing on February 6, 2023.

Kind regards,

Bow Valley Pickleball Association

Dated and sent: January 16, 2023

BOW VALLEY PICKLEBALL ASSOCIATION

2022 ANNUAL GENERAL MEETING

FEBRUARY 27, 2023 at 7:00-8:30 PM

ELEVATION PLACE, ROOM 212

2022 ANNUAL GENERAL MEETING AGENDA

BOW VALLEY PICKLEBALL ASSOCIATION (BVPA) Annual General Meeting
February 27, 2023 at 7:00 PM
Elevation Place, Room 212
700 Railway Avenue
Canmore Alberta T1W 1P4

AGENDA

1. Call the Meeting to Order

Welcome

Introduction of Meeting Recorder

Introduction of Directors

2. Confirmation of a Quorum

3. President's Report on Activities of the Past Year

4. Special Resolution - Bylaw changes

5. Acceptance of 2022 Reviewed Financial Statement

6. Looking Ahead to 2023

7. Acceptance of 2023 Budget

8. Election of 2023 Board of Directors

Presentation of Slate

Nominations from Floor

9. Adjournment

BOW VALLEY PICKLEBALL ASSOCIATION

2022 ANNUAL GENERAL MEETING

FEBRUARY 27, 2023 at 7:00-8:30 PM

ELEVATION PLACE, ROOM 212

PRESIDENT'S REPORT 2022

President's Report BVPA 2022

Our Bow Valley Pickleball Association has come a long way very quickly since we incorporated as a non-profit under the Alberta Societies Act on April 25, 2022.

When we began to schedule outdoor play in the spring of this year, our BVPA had 38 members. At the time of this report, we have 179 members of whom 118 have renewed their 2023 BVPA memberships. Our growth in membership has been substantial and as a result, we have been able to offer more varied and stronger pickleball programs for our members to enjoy.

Over the course of 2022, we strengthened our organizing Board of Directors with board members with experience in sport at an organizational level and we assembled a very strong group of members to serve on our Play Committee and our Governance Committee.

The Play Committee implemented innovative outdoor programs and activities for our members:

- Scheduled and organized regular weekly Round Robin play for Novice, Intermediate and Advanced levelled players

- Scheduled and organized two Player Development Clinics led by Sean McCartan from Inapickle.com

- Presented two Member Tournaments

- Hosted two Member Socials

Once the weather turned colder, the Play Committee turned their attention to implementing an Indoor Play Program at the Canmore Rec Center.

The Indoor Play Program they developed is comprised of three mini seasons: November/December, January/February and March/April. Each mini season was scheduled separately based on court availability at the Canmore Rec Center.

The Play Committee implemented an innovative User Pay system preselling "Ticket Packets" for a predetermined number of play sessions during each mini season. This strategy ensured that the Town of Canmore's rental fees were always covered in advance of play.

The Indoor Play Program has been very successful in many ways. For the January/February sessions, a total of 89 "Ticket Packets of 7 tickets each" were sold! That is 623 plays in January and February alone!

Introduction to Pickleball program has become an important program for our club. This program is aimed at community members who are interested in pickleball but who have never played. A total of 4 sessions were held in December and January to the delight of the 32 participants who attended. Of the 32 participants, 21 have subsequently become BVPA members.

This program can be credited with the exponential growth in the numbers of our Novice players from 10 to 41! A strong Novice program is always a strong foundation for any pickleball club.

The "underpinnings" of our club also contributed to our success. In June, we launched our BVPA website through which all club functions emanate. Our club communications and news, our club sign ups, our club events all originate in our "up to the minute" and "up to date" website.

Email communications remain a mainstay for club wide communications to share pertinent information and also to create “a sense of pickleball community”. Our Face Book page also keeps everyone current with the latest club news.

As the club has grown in numbers and complexity, so also have our financial reporting needs and so the club has upgraded to using Quick Books as our accounting package.

Updating of our Bylaws is a major undertaking of our Governance Committee. The founding bylaws gave us a good start on a club structure but now we are able to update our bylaws to better suit our needs.

The search for more court time has always been a top priority in 2022. While our growth in just a few months has been terrific, we know the sport will continue to grow in the Bow Valley and we want to accommodate the growth so we need more court space.

Our Expansion Committee has met several times with the Town of Canmore and is actively negotiating a Memorandum of Understanding that will give us our much needed breathing room in terms of more and better priced court time.

We are also looking at neighboring Canmore communities which have pickleball courts which we may be able to “rent”. We have identified several which lie within a short driving distance and which may provide us with additional court space.

The search goes on.

All in all, 2022 has been a very good year for pickleball in the Bow Valley. Many thanks to the Board members, the committee members, the volunteers for their work. And many thanks for the cheerful support of our membership!

BOW VALLEY PICKLEBALL ASSOCIATION

2022 ANNUAL GENERAL MEETING

FEBRUARY 27, 2023 at 7:00-8:30 PM

ELEVATION PLACE, ROOM 212

BYLAWS AMENDMENTS SUMMARY

Bow Valley Pickleball Association

Bylaws Amendments

AGM

February 27, 2023

The following are material amendments proposed to the BVPA Bylaws of January 30, 2022:

Proposed wording		Present wording
2.1	Classification of Membership	
2.1.1	Regular Members, Super Senior Members (80+ years) and Youth Members (-18 years).	Regular Members
3.1	Composition of the Board	
3.1.3	Removal of Executive Committee	The Board shall have four Directors that form the Executive Committee: President, Vice-President, Secretary, and Treasurer
3.1.7	Members of the Board shall not be directly related to each other without board approval.	Members of the Board shall not be directly related to each other, i.e. spouses, siblings or children.
3.2	Officers	
3.2.3	The President shall be ex-officio a member of all Committees, without voting rights.	The President shall be ex-officio a member of all Committees.
3.3.2	Directors will serve staggered terms in order to ensure continuity of knowledge and experience.	Directors will serve staggered terms with the objective of retaining fifty percent (50%) of the Board for the following year.
3.3.3	Removal of clause.	In the first year of operations, the President and Treasurer will serve a 3-year term to get the association up and running.

3.6.4	The Board shall appoint an accountant or two members of the Association to examine the financial records of the Association on an annual basis.	The Board shall appoint auditors to examine the financial records of the Association on an annual basis.
3.11	Limitation of Liability of Directors	
	Addition of: The Association shall maintain such liability, directors and officers and other insurance coverage as is determined by the Board from time to time.	None
6.	Financial Management	
6.3.2	The Association shall always have a minimum of four approved signatories with the financial institution. The signatories on the Association's bank account shall be Members of the Board, but shall not be immediate family members.	The Association shall always have a minimum of four approved signatories with the financial institution. The signatories on the Association's bank account shall be Members of the Executive Committee (see section 3.2).
6.4.2	The books, accounts, and records of the Treasurer shall be audited at least once each year by the duly qualified accountant or by two Members of the Association appointed by the Board. Such duly appointed Members shall conduct an audit in accordance with auditing standards deemed appropriate in the circumstances. They shall do sufficient work to obtain reasonable assurance about whether the financial statements are free from material misstatement. Their audit shall involve performing procedures to obtain audit evident about the amounts and disclosures in the financial statements. The	The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two other Members of the Association appointed by the Board.

	procedures selected will depend on their judgement.		
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BOW VALLEY PICKLEBALL ASSOCIATION
2022 ANNUAL GENERAL MEETING
FEBRUARY 27, 2023 at 7:00-8:30 PM
ELEVATION PLACE, ROOM 212

PROPOSED BYLAWS

BYLAWS OF THE BOW VALLEY PICKLEBALL ASSOCIATION (BVPA)

1. PREAMBLE

- 1.1. Association Name
- 1.2. Service Area
- 1.3. Definitions

2. MEMBERSHIP

- 2.1. Classification of Membership
- 2.2. Terms of Membership and Fees
- 2.3. Rights and Privileges of Members
- 2.4. Suspension of Membership
- 2.5. Termination of Membership
- 2.6. Liability of Members

3. BOARD OF DIRECTORS

- 3.1. Composition of the Board
- 3.2. Officers
- 3.3. Terms of Office
- 3.4. Length of Service
- 3.5. Vacancies
- 3.6. Power and Duties
- 3.7. Board Meetings
- 3.8. Committees
- 3.9. Withdrawal and Expulsion
- 3.10. Books and Records
- 3.11. Limitation of Liability of Directors

4. MEETINGS

- 4.1. Types of Meetings
- 4.2. Annual General Meeting

4.3. Special General Meeting

5. VOTING

5.1. Procedures at Annual General Meetings

5.2. Procedures at Special General Meetings and Board Meetings

6. FINANCIAL MANAGEMENT

6.1. Membership Fees

6.2. Fiscal Year

6.3. Financial Controls

6.4. Auditing

6.5. Borrowing Power

6.6. Remuneration

6.7. Review of Financial Records by Members

7. AMENDMENT TO BYLAWS

8. SEAL OF THE ASSOCIATION

9. DISSOLUTION

1. PREAMBLE

1.1. Association Name

- 1.1.1. The name of this Association is the Bow Valley Pickleball Association (also known as BVPA).

1.2. Service area

- 1.2.1. The core service area is the Town of Canmore and surrounding areas in the Bow Valley.

1.3. Definitions

In these Bylaws, key terms have been defined as follows:

- 1.3.1. Association refers to the Bow Valley Pickleball Association (BVPA).
- 1.3.2. BVPA refers to the Bow Valley Pickleball Association.
- 1.3.3. Director refers to any person elected or appointed to the Board of Directors.
- 1.3.4. Annual General Meeting (AGM) refers to the annual meeting of the Association as outlined in sections 4.2 and 5.1 and shall be the only scheduled general meeting of the membership.
- 1.3.5. Member refers to Members of the Association as outlined in section 2.
- 1.3.6. Special Resolution refers to a resolution of the Association passed by not less than seventy-five percent (75%) of those Members in good standing present who are eligible to vote.

2. MEMBERSHIP

2.1. Classification of Membership

There are three (3) classes of membership.

- 2.1.1. Regular Members, Super Senior Members (80+ years) and Youth Members (-18 years).

To become a Member of any class of the Association an individual must:

- a) Have paid the annual membership fees (see section 2.2); and
- b) Support the vision and mission of the organization.

2.2. Terms of Membership and Fee

- 2.2.1. The term of membership is the calendar year.
- 2.2.2. Membership is not transferable.

- 2.2.3. Membership fees are set by the Board and confirmed by a vote of the Members at the next Annual General Meeting or a Special General Meeting of the Association (see section 6.1).

2.3. Rights and Privileges of Members

- 2.3.1. A Member in good standing is one who has:
- a) Paid the required membership fee; and
 - b) Has not had membership suspended or terminated, or been expelled;
 - c) As outlined in Sections 2.4, 2.5 and 2.5.2.
- 2.3.2. Any Regular or Super Senior Member in good standing is entitled to:
- a) Be notified of Annual General Meetings and Special General Meeting of the Association;
 - b) Attend any meeting of the Association;
 - c) Speak at any General Meeting of the Association;
 - d) Hold one vote at General Meetings of the Association; and
 - e) Exercise rights and privileges given to Members as defined by these Bylaws.

2.4. Suspension of Membership

- 2.4.1. The Board by a two-thirds (2/3) majority vote may suspend the membership of a member, for a specified time, for one of the following reasons:
- a) The Member has failed to abide with the Bylaws;
 - b) The Member has, in the opinion of the Directors, disrupted meetings or functions of the Association; or
 - c) The Member has willfully done anything deemed by the Board to be harmful to the Association.
- 2.4.2. Membership fees are not refunded to Members who are suspended.
- 2.4.3. The Member shall be sent a notice of the intention of the Board to suspend membership, stating the reasons for the proposed suspension, at least two (2) weeks prior to the meeting that the matter is scheduled to be dealt with. Circumstances, such as seriousness of the misconduct, can override this notification.
- 2.4.4. The Members shall be given the opportunity to appear before the Board. The Board may limit the time given the Member to address the Board.
- 2.4.5. The Member shall be allowed to have one other person present if prior notice has been given to the Board.
- 2.4.6. The Board may exclude the Member from its discussion of the matter, including the

vote on the issue of suspension.

2.4.7. The length of the suspension shall be set by the Board.

2.4.8. The decision by the Board is final and there shall be no right of appeal, nor application for judicial review.

2.5. Termination of Membership

2.5.1. Termination of membership can be for any one of the following reasons:

- a) A Member may resign officially from membership by signed written notice (a personal email address containing the name of the individual shall be considered a signature if the notice is received as an email). The effective date of the withdrawal shall be the next meeting of the Board. No membership fees will be refunded. Any Personal debts to the Association must be paid, or
- b) Expulsion (see section 2.5.2).

2.5.2. Expulsion

The Board will choose to consider the process of expulsion rather than suspension for a Member. This will depend on the seriousness of the offence by the Member (e.g., criminal acts or inappropriate behavior that affect the Association).

- a) Any Member may be expelled from the Membership for any cause the Board deems harmful to the interests of the Association;
- b) The decision must be approved by two-thirds (2/3) majority vote of the Board;
- c) A special meeting may be called to deal with the matter;
- d) The decision of the Board to expel is final;
- e) No membership fees are returned or transferred to another member;
- f) Debts to the Association must be paid;
- g) The Member may not be reinstated without board approval.

2.6. Liability of Member

2.6.1. All Members are liable for any personal debt owed to the Association. For Members whose membership is suspended or terminated, the personal debt is owed at the date of suspension or termination.

2.6.2. No Member in their individual capacity is liable for any debt or liability of the Association.

3. BOARD OF DIRECTORS

3.1. Composition of the Board

- 3.1.1. The BVPA Board of Directors shall control the business affairs of BVPA. The Board is controlled by the Bylaws, any Board-generated policies and procedures and any rules for committees. The Board is fiscally accountable to the membership.
- 3.1.2. The membership elects Members to serve on the Board at Annual General Meetings or at Special General Meetings.
- 3.1.3. The Board shall consist of no less than five (5) Directors and no more than twelve (12) Directors.
- 3.1.4. All Directors must be Regular or Super Senior Members in good standing (see section 2.3) with the Association.
- 3.1.5. All Members elected as Directors shall assume their duties immediately following the Annual General Meeting or Special General Meeting at which they are elected.
- 3.1.6. Members of the Board shall not be directly related to each other without board approval.

3.2. Officers

- 3.2.1. The Board shall have four Officers from its Directors: President, Vice-President, Secretary, and Treasurer.
- 3.2.2. Officers of the Board shall be appointed by the Board from among its Members at the first Board meeting following the Annual General Meeting.
- 3.2.3. The President shall be an ex-officio member of all Committees, without voting rights. They shall, when present, preside at all meetings of the Association and of the Board. In their absence, the Vice-President shall, when present, preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.
- 3.2.4. It shall be the duty of the Secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes of the same. In case of the absence of the Secretary, their duties shall be discharged by such Officer as may be appointed by the Board.

The Secretary shall have charge of all the correspondence of the Association and be under the direction of the President and the Board. The Secretary shall also keep a record of all the Members of the Association and their addresses, send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the Association. Such monies shall be promptly turned over to the Treasurer for deposit in an approved account in a financial institution.

- 3.2.5. The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of the same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. They shall properly account for the funds for the Association and keep such books as may be directed. They shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the Association and submit a copy of same to the Secretary for the records of the Association. The Office of the Secretary and Treasurer may be filled by one person if any Board meeting for the election of Officers shall so decide.
- 3.2.6. Some or all the duties found in 3.2.4 and 3.2.5 may be delegated as approved by the Board.

3.3. Terms of Office

- 3.3.1. The term of service for all Directors of the Board shall be one (1) or two (2) years.
- 3.3.2. Directors will serve staggered terms in order to ensure continuity of knowledge and experience.

3.4. Length of Service

- 3.4.1. Service as a Director on the Board is limited to three (3) consecutive terms, a maximum of six (6) years.
- 3.4.2. A Director, after serving three (3) consecutive terms, shall not be eligible for re-election for one year unless, at the end of the Director's three (3) terms, the Board makes a specific request of the membership to re-elect a Director for an additional one (1) year to complete specific Board work.

3.5. Vacancies

- 3.5.1. A Director's position shall be considered vacant when:
- a) A written resignation is received;
 - b) The Director has been absent from three (3) consecutive Board meetings without notifying the Board;
 - c) Incapacitating illness or death of the Director occurs; or
 - d) The term of service has expired.
- 3.5.2. The Board may fill any vacancy on the Board by appointing a Member in good standing of the Association. To continue in office beyond the term of the Director role being filled, the appointed Director must be elected at the next Annual General Meeting or at a Special General Meeting.

3.6. Powers and Duties

- 3.6.1. The Board shall, subject to the Bylaws, have control and management of the affairs of the Association
- 3.6.2. The Board shall define policy.
- 3.6.3. The Board shall implement decisions and actions with support from staff (as applicable) and committees.
- 3.6.4. The Board shall appoint an accountant or two members of the Association to examine the financial records of the Association on an annual basis (see article 6.4).
- 3.6.5. No individual Director has the authority to make a decision on behalf of the Board, a Committee, membership, staff or volunteers.

3.7. Board Meetings

- 3.7.1. The Board shall hold meetings as often as necessary but at least once every three (3) months. Meetings may be attended in person, via teleconference or other electronic means as long as all parties attending can hear each other.
- 3.7.2. Notice of meetings shall be sent by the Secretary at least ten (10) days in advance, including time and location.
- 3.7.3. A special meeting of the Board may be called by any two (2) Directors provided they request the President in writing to call such a meeting and state the business to be brought before the Board. At least ten (10) days' notice must be given for special meetings.
- 3.7.4. Meetings may be held without notice if a quorum of the Board is present; however, any business transacted at such a meeting shall be ratified at the next regularly scheduled meeting of the Board.
- 3.7.5. Meetings of the Board are open to Members of the Association. Members may request of the President, in writing at least one week in advance of the meeting, to speak to the Board on a specific issue. Only Directors may vote on the issue.
- 3.7.6. Quorum for a Board Meeting is the majority of filled Director roles.

3.8. Committees

- 3.8.1. Committees may be struck by the Board to undertake the work of the Association. The Board will outline the committees' duties, delegate powers, and other aspects of the Committees' work.
- 3.8.2. The Board may dissolve the Committee with appropriate reasoning.
- 3.8.3. Committees will be chaired by a Director of the Board. Committee members may include Regular and Super Senior Members of the Association as well as individuals outside the Association with special knowledge or skill that will enhance and

support the work of the Committee.

3.9. Withdrawal and Expulsion

- 3.9.1. A Director may withdraw from the Board upon submission of a written resignation.
- 3.9.2. Any Director who is unwilling or unable to fulfill their duties and who does not submit an acceptable written explanation upon request of the Board may be expelled from the Board by a two-thirds (2/3) majority vote of the Directors at a Board meeting.
- 3.9.3. A Director may be removed if he/she has:
 - a) Failed to abide by the rules and regulations of the Association;
 - b) Disrupted meetings or functions of the Association;
 - c) Verbally, physically, or emotionally abused another Member of the Association, a volunteer, or a staff person or
 - d) Willfully done anything deemed by the Board to be harmful to the Association.

3.10. Books and Records

The Secretary and Treasurer are responsible for ensuring appropriate corporate record keeping.

3.11. Limitation of Liability of Directors

A Director is not liable for the acts of any other Director, Member, employee or volunteer. Directors are not responsible for any loss or damage due to bankruptcy, insolvency or wrongful act of any person, firm, group or corporation dealing with the Association. A Director is not liable for any loss or damage due to an oversight or error in judgement or by an act in their role for the Association, unless the act is fraudulent, dishonest or in bad faith.

The Association shall maintain such liability, directors and officers and other insurance coverage as is determined by the Board from time to time.

4. MEETINGS

4.1. Types of Meetings

There are two types of meetings of the Association:

- a) Annual General Meetings; and
- b) Special General Meetings.

4.2. Annual General Meeting

- 4.2.1. The Annual General Meeting (AGM) shall be called by the President and shall occur no later than three months after the fiscal year end of BVPA.
- 4.2.2. At least twenty-one (21) days' notice shall be given to the membership regarding the date, time and location of the meeting as well as the resolutions requiring review, direction and/or decisions by the membership through regular outlets such as email lists.
- 4.2.3. The Board shall report on the past year's activities and deal with any business specified in the meeting notice.
- 4.2.4. An annual reviewed financial statement for the past year shall be submitted to the membership for approval.
- 4.2.5. The annual projected budget for the next fiscal year shall be submitted to the membership for approval.
- 4.2.6. Election of the Board Directors shall take place as required.
- 4.2.7. Quorum shall be four (4) Regular or Super Senior Members in good standing or twenty percent (20%) of the Regular or Super Senior Members in good standing, whichever is less. Decisions will be made by majority vote of the Regular and Super Senior Members present.
- 4.2.8. The President can cancel the AGM if a quorum is not present within one half (1/2) hour after the notified start time of the meeting. If cancelled, the meeting will be rescheduled for one month later at the same time and place. Membership will be notified of the rescheduled meeting. If quorum is not present within one half (1/2) hour after the notified start time of the subsequent meeting, the meeting will proceed with Members in attendance.
- 4.2.9. To comply with any government restrictions or regulations, the AGM may be postponed or held virtually at the discretion of the Board.

4.3. Special General Meeting

- 4.3.1. The Board may call a Special General Meeting for the purpose of providing reports, seeking advice and direction from the membership, or discussing matters that concern the membership.
- 4.3.2. The Board shall call a Special General Meeting upon receipt of a petition signed by a least one quarter (1/4) of the Regular and Super Senior Members in good standing that states the reason for requesting the meeting and proposed motion(s) intended to be submitted at the meeting.
- 4.3.3. Fourteen (14) days' notice of any special meeting shall be given to Members of the Association through regular communication channels such as an email list or by regular mail. The notice shall state the reason for calling the meeting and include a draft of any proposed resolutions.
- 4.3.4. Quorum shall consist of four (4) Regular or Super Senior Members in good standing.

- 4.3.5. To comply with any government restrictions or regulations, a Special General Meeting may be postponed or held virtually at the discretion of the Board.

5. VOTING

5.1. Procedures at Annual General Meetings

- 5.1.1. Only Regular and Super Senior Members in good standing are allowed to vote; each voting Member has only one (1) vote.
- 5.1.2. Voting for all Board Directors and for general business shall be done by a show of hands unless a majority of Members request a secret ballot. Voting by proxy is not allowed.
- 5.1.3. A simple majority of voting Members present at the meeting will be required to pass any motion.
- 5.1.4. If there are more nominees for the Board of Directors than positions available, voting shall be done by secret ballot; otherwise, voting shall be done by show of hands.

5.2. Procedures at Special General Meetings and Board Meetings

- 5.2.1. Voting shall be done by a show of hands unless a majority of Members present request a secret ballot (or a technically appropriate method if the meeting is virtual).
- 5.2.2. Voting by proxy is not allowed.
- 5.2.3. A simple majority of voting Members present at the meeting will be required to pass any motion.

6. FINANCIAL MANAGEMENT

6.1. Membership Fees

- 6.1.1. The annual membership fee is paid to cover the fiscal year and will not be prorated unless otherwise decided by the Board.
- 6.1.2. Any change to the annual membership fee shall be confirmed by a vote at an Annual General Meeting or a Special General Meeting.

6.2. Fiscal Year

The fiscal year shall end on December 31 each year.

6.3. Financial Controls

- 6.3.1. The Treasurer shall submit a yearly projected budget to be approved by the Board and the Members of the Association at the Annual General Meeting.
- 6.3.2. The Association shall always have a minimum of four approved signatories with the financial institution. The signatories on the Association's bank account shall

be Members of the Board, but shall not be immediate family members.

- 6.3.3. All cheques and electronic payments of the Association must be signed by two (2) of the designated signatories.
- 6.3.4. All unscheduled expenditures over an amount specified by the Board are to be approved by the Board.
- 6.3.5. All contracts and legal documents of the Association must be signed by two (2) of the directors or other person(s) authorized to do so by resolution of the Board.

6.4. Auditing

- 6.4.1. The fiscal year of the Association shall end on December 31 of each year.
- 6.4.2. The books, accounts, and records of the Treasurer shall be audited at least once each year by the duly qualified accountant or by two Members of the Association appointed by the Board. Such duly appointed Members shall conduct an audit in accordance with auditing standards deemed appropriate in the circumstances. They shall do sufficient work to obtain reasonable assurance about whether the financial statements are free from material misstatement. Their audit shall involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected will depend on their judgement.
- 6.4.3. The audited annual financial statements for the previous fiscal year should be presented to the membership at the Annual General Meeting.

6.5. Borrowing Powers

- 6.5.1. Borrowing shall be exercised only under the authority of the Association. In no case shall debentures be raised without the approval, by Special Resolution, of the Association.
- 6.5.2. The Association may borrow or raise funds to meet its objectives and operations. The Board decides the amounts and ways to raise funds.

6.6. Remuneration.

- 6.6.1. Unless authorized at any meeting and after notice of same has been given, no Director or Member of the Association shall receive remuneration for their services.
- 6.6.2. Reasonable expenses incurred while carrying out the duties of the Association and supported by receipts and/or appropriate explanation may be reimbursed upon Board approval.

6.7. Review of Financial Records by Members.

- 6.7.1. The financial records of the Association shall be made available for review by Members in good standing upon receipt of a written request to the Board.

6.7.2. If queries arise, the Board will arrange a specific time and place for review.

7. AMENDMENT TO BYLAWS

- 7.1. Under the leadership of the Vice-President of the Association, proposed changes to Bylaws, having been approved by the Board, shall be presented to the membership at a Special General Meeting or an Annual General Meeting for final approval before submission to the Province.
- 7.2. The Membership may approve proposed Bylaw revisions by means of a Special Resolution.
- 7.3. The Board must give notice of the meeting at which proposed Bylaw changes will be presented at least twenty-one (21) days in advance of the meeting. Notice will be given through regular communication channels (email or regular mail). The notice must include the proposed bylaws changes.
- 7.4. The proposed resolution will include a list of every section of the Bylaws to which revisions are being proposed.
- 7.5. The Special Resolution will pass with a vote in favour by seventy-five percent (75%) or more of the voting Members in good standing who are present at the meeting.

8. SEAL OF THE ASSOCIATION

The Association shall not have a seal.

9. DISSOLUTION

The affairs of the Association may be terminated and the chattels and assets or funds shall thereupon be dispersed to non-profit groups in the Bow Valley, as determined by the Board.

The original of this document is signed by not fewer than two of the officers of the Association.

Position	Printed Name	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BOW VALLEY PICKLEBALL ASSOCIATION
2022 ANNUAL GENERAL MEETING
FEBRUARY 27, 2023 at 7:00-8:30 PM
ELEVATION PLACE, ROOM 212

SPECIAL RESOLUTION OF THE MEMBERS
(BYLAWS CHANGES)

SPECIAL RESOLUTION OF THE MEMBERS

of

BOW VALLEY PICKLEBALL ASSOCIATION

incorporated under the laws of the Province of Alberta

WHEREAS the Annual General Meeting of the BOW VALLEY PICKLEBALL ASSOCIATION ("BVPA") was held on the 27th day of February, 2023 in the Town of Canmore, Province of Alberta;

WHEREAS proper notice of the meeting and necessary documentation was duly provided to the members of the BVPA in accordance with the SOCIETIES ACT of the Province of Alberta and the bylaws of the BVPA;

NOW THEREFORE, the undersigned being the Secretary of the BVPA hereby certifies that at the following special resolution was passed by the members of the BVPA by a show of hands:

BE IT RESOLVED THAT:

the Bylaws of the BVPA are amended to read as set out in the attached Schedule "A".

Dated at the Town of Canmore, Province of Alberta this 27th day of February, 2023

Per: Sheila Churchill, Secretary

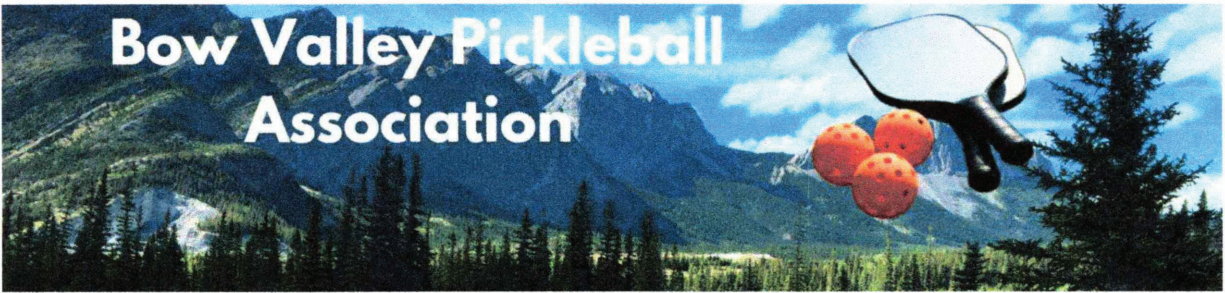
BOW VALLEY PICKLEBALL ASSOCIATION

2022 ANNUAL GENERAL MEETING

FEBRUARY 27, 2023 at 7:00-8:30 PM

ELEVATION PLACE, ROOM 212

REVIEWED 2022 FINANCIAL STATEMENT



Auditor's report

January 31, 2023

To the Members of the Bow Valley Pickleball Association

We have audited the accompanying financial statements of the Bow Valley Pickleball Association, which comprise the Statement of Financial Position as at December 31, 2022, and the Statement of Operations for the period ended December 31, 2022, and a summary of significant accounting policies and other explanatory information. In accordance with the bylaws of the Bow Valley Pickleball Association, the society's audit may be conducted by two members and therefore this is not and should not be construed as an independent audit under generally accepted auditing standards.

Treasurer's responsibility for the financial statements

The Treasurer is responsible for the preparation and fair representation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as the Board determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards deemed appropriate by us in the circumstances. We did sufficient work to obtain reasonable assurance about whether the financial statements are free from material misstatement. Our audit involved performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depended on our judgement.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our qualified audit opinion.

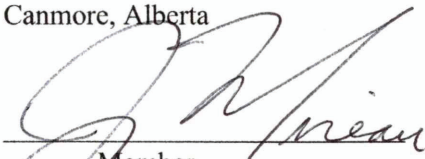
Basis for Qualified Opinion


In common with many not-for-profit organizations, the Bow Valley Pickleball Association derives cash revenue from sources such as court fees and special events, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Bow Valley Pickleball Association. Therefore, we were not able to determine whether any adjustments might be necessary to such cash revenue, current assets as at December 31, 2022 and/or net assets as at December 31, 2022.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Bow Valley Pickleball Association as at December 31, 2022 and the results of its operations for the period then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Canmore, Alberta


Member
JAMES MIREAU


Member
CHARLES DEAN

Bow Valley Pickleball Association
Statement of Financial Position
As at December 31, 2022

ASSETS

Current Assets

11000 · BVPA Chequing	\$ 11,693.63
Total Chequing/Savings	<u>11,693.63</u>

Total Current Assets	<u>11,693.63</u>
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Other Assets

18600 · Other Assets	25.00
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Total Other Assets	<u>25.00</u>
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TOTAL ASSETS	<u><u>\$ 11,718.63</u></u>
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LIABILITIES & NET ASSETS

Liabilities

Current Liabilities

20000 - Accounts payable	\$ -
Other current liabilities	
25800 · Deferred Revenue - Memberships	6,020.00
25802 · Deferred Revenue - Indoor Play	<u>4,450.00</u>
Total Other Current Liabilities	<u>10,470.00</u>

Total Current Liabilities	<u>10,470.00</u>
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Total Liabilities	<u>10,470.00</u>
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Net Assets

32000 · Unrestricted Net Assets	
Beginning of Period	-
Excess of Revenues over Expenditures	<u>1,248.63</u>
End of Period	<u>1,248.63</u>

Total Net Assets	<u>1,248.63</u>
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TOTAL LIABILITIES & NET ASSETS	<u><u>\$ 11,718.63</u></u>
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Bow Valley Pickleball Association
Statement of Operations
From date of incorporation April 25, 2022 to December 31, 2022

Revenues

46400 · Other Types of Revenue	
46410 - Advertising	-
46435 · Miscellaneous Revenue	4.93
Total 46400 · Other Types of Revenue	<u>4.93</u>
47200 · Program Revenue	
47230 · Membership Dues (excl. PCO and PA)	1,570.00
47241 · Indoor Play Fees	2,674.00
47242 · Outdoor Play Fees	2,320.75
47243 · Clinic Fees	3,253.75
47245 · Tournament Revenue	656.75
Total 47200 · Program Revenue	<u>10,475.25</u>
Total Revenues	<u>10,480.18</u>

Expenses

60900 · Program Expenses	
60941 · Indoor Play Expenses	2,478.00
60942 · Outdoor Play Expenses	2,013.38
60943 · Clinic Expenses	3,633.00
60945 · Tournament Expenses	42.00
60947 · Socials Expenses	59.09
60949 - Ratings Expenses	
Total 60900 · Program Expenses	<u>8,225.47</u>
62600 · Operating Expenses	
62610 · Balls - Outdoor	33.52
62620 · Balls - Indoor	76.50
62640 · Equipment Repairs & Net Replacement	10.49
Total 62600 · Operating Expenses	<u>120.51</u>
65000 · Operations	
65040 · Supplies	273.80
65045 - Postage and Shipping	-
65050 - Printing and Copying	-
65060 · Website Expenses	205.20
65065 · Computer Expenses	129.15
Total 65000 · Operations	<u>608.15</u>
65100 · Other Types of Expenses	
65105 · Incorporation Costs	267.42
65131 · PCO Service Charge	10.00
Total 65100 · Other Types of Expenses	<u>277.42</u>
Total Expenses	<u>9,231.55</u>
Excess of Revenues over Expenses	<u>\$ 1,248.63</u>

Bow Valley Pickleball Association



Bow Valley Pickleball Association Notes to Financial Statements Period ended December 31, 2022

The Bow Valley Pickleball Association (the “Society”) is a registered society incorporated on April 25, 2022 under the Alberta Societies Act (ASA) as a not-for-profit organization. The Society is a Bow Valley based organization of volunteers, whose mission is to promote the playing of pickleball to all people living in the Bow Valley of Alberta, in order for them to achieve the health and wellness benefits associated with the sport. Activities include the provision of playing locations with scheduled times, lessons and tournaments. These efforts are supported by volunteers, members and funds raised.

Basis of presentation

These financial statements include the financial activities and financial position of the Society for its period from incorporation to December 31, 2022. The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Significant accounting policies

Capital assets:

- Purchased capital assets will be recorded at cost. Contributed capital assets will be recorded at fair value at the date of contribution. When a capital asset no longer contributes to the Society’s ability to provide services, its carrying amount is written down to its residual value. In the current period, there were no such capital assets.
- Capital assets funded by specified government grants and restricted donations will be recorded at cost and amortized over their useful life. In the current period, there were no such capital assets.
- Capital assets consisting of furniture, fixtures and equipment will be amortized on a straight-line basis over a three-year period. In the current period, there were no such capital assets.

Deferred revenues:

- Deferred revenue consists of membership dues and court fees received in the current period for ensuing fiscal years and will be recognized as revenue in the applicable future year.

Board designated restricted net assets:

- Specified government grants and restricted donations for specified capital purchases will be recorded in Net Assets in this category when applicable. Amortization charges for such specified capital purchases will be charged against this amount.

Donated goods and services:

- The value of donated goods and services is recorded as revenue and an expense in the financial statements when the fair value can be reasonably estimated and when the goods and services are normally purchased and would be paid for it if not donated.
- The Society’s programs benefit substantially from services in the form of volunteer time. The value of these volunteer services is not recorded in these financial statements, albeit it is priceless.

BOW VALLEY PICKLEBALL ASSOCIATION

2022 ANNUAL GENERAL MEETING

FEBRUARY 27, 2023 at 7:00-8:30 PM

ELEVATION PLACE, ROOM 212

LOOKING AHEAD TO 2023

The Vision Going Forward: What's Next in 2023?

So here we are! We have an awesome pickleball club here in the Bow Valley!

Going forward, we want to offer our membership the best varied pickleball program possible here in the Bow Valley. It is really that simple a goal and in 2023, we plan to deliver!

Outdoor Play planning has already started, and we have some new ideas and big plans. We will continue to offer regularly scheduled play, by levels and we will introduce some new interesting play formats.

To develop our skills, we will offer Drills and Skills sessions and Drills with a Ball Machine - now that will be fun!

We plan to offer Skill Development Clinics led by respected and experienced instructors in May and July.

We hope to host an exhibition by 4.5 Plus rated players so we can witness 'Simply the Best' play. As a FUNdraiser you will be able to play against the 'best'.

As soon as the snow departs we will host the first of two club tournaments.

To grow our membership, we will offer Try It Clinics throughout the outdoor season and we plan to develop the social side of our sport with courtside social activities.

Leading the way to deliver on these goals is our Play Committee: Rosie Neil, Marty Davies, Doug Thomson, Neil Skaluba, John Walker.

To accomplish our plans, we know we need more outdoor court time and we have been in serious discussions with the Town of Canmore to achieve significantly improved court time at Larch at more reasonable rental rates. We also need more volunteers to help with these ambitious undertakings.

Our Facilities Expansion Committee has met with the TOC several times already and is currently working on a Memorandum of Understanding with the Town.

But we will leave no stone unturned in our search for more court space. We are also looking at several court sites in Bow Valley communities and we are hoping to strike partnerships there which would give us more access to courts already in existence.

The work the Facilities Expansion Committee is doing is critical for our club. Many thanks to Rosie Neil, Murray Palmer, Doug Thomson, Helen Thomson.

Looking to the Fall and Winter 2023, we will be better able to anticipate the demand for the indoor sessions and we will be able to book our times at the Canmore Rec Center earlier in the year when prime times are still available.

We are excited for 2023 and we hope you are as well.

BOW VALLEY PICKLEBALL ASSOCIATION

2022 ANNUAL GENERAL MEETING

FEBRUARY 27, 2023 at 7:00-8:30 PM

ELEVATION PLACE, ROOM 212

PROPOSED 2023 BUDGET

Bow Valley Pickleball Association	
Budget	
For the year ending December 31, 2023	
Revenues	
46400 · Other Types of Revenue	
46410 - Advertising	\$ 500
46435 · Miscellaneous Revenue	-
Total 46400 · Other Types of Revenue	500
47200 · Program Revenue	
47230 · Membership Dues (excl. PCO and PA)	6,000
47241 · Indoor Play Fees	5,292
47242 · Outdoor Play Fees	-
47243 · Clinic Fees	5,000
47245 · Tournament Revenue	200
Total 47200 · Program Revenue	16,492
Total Revenues	16,992
Expenses	
60900 · Program Expenses	
60941 · Indoor Play Expenses	5,292
60942 · Outdoor Play Expenses	4,200
60943 · Clinic Expenses	5,000
60945 · Tournament Expenses	-
60947 · Socials Expenses	200
60949 - Ratings Expenses	250
Total 60900 · Program Expenses	14,942
62600 · Operating Expenses	
62610 · Balls - Outdoor	375
62620 · Balls - Indoor	375
62640 · Equipment Repairs & Net Replacement	500
Total 62600 · Operating Expenses	1,250
65000 · Operations	
65040 · Supplies	100
65045 - Postage and Shipping	50
65050 - Printing and Copying	200
65060 · Website Expenses	225
65065 · Computer Expenses	225
Total 65000 · Operations	800
65100 · Other Types of Expenses	
65105 · Incorporation Costs	-
65131 · PCO Service Charge	-
Total 65100 · Other Types of Expenses	-
Total Expenses	16,992
Excess of Revenues over Expenses	-

BOW VALLEY PICKLEBALL ASSOCIATION

2022 ANNUAL GENERAL MEETING

FEBRUARY 27, 2023 at 7:00-8:30 PM

ELEVATION PLACE, ROOM 212

PROPOSED 2023 SLATE OF DIRECTORS

BOW VALLEY PICKLEBALL ASSOCIATION
SLATE OF NOMINEES FOR BVPA BOARD OF DIRECTORS, 2023

SHEILA CHURCHILL

An educator by profession, Sheila retired from full-time teaching to focus on her young family when she moved to Canmore in 1990. For the next 18 years she was an active volunteer and organizer in the schools, on parent councils, with the Banff Alpine Racers as well as a part-time substitute teacher. When her daughters left for university she returned to work as an administrative assistant at the Alpine Club of Canada, a position she held for 9 years. After the sudden death of her husband in 2016, Sheila and three fellow survivors launched an initiative called Backcountry Safe to bring awareness to safety in the backcountry and advocate for change and accountability in the guiding community.

BILL FODEN

Originally from Ontario, Bill moved to Canmore in 2020 and now enjoys all that our area has to offer. Bill is an avid sports enthusiast who also enjoys hockey, skiing, golf, hiking, biking and, of course, pickleball. Bill graduated Osgoode Hall Law School in 1982 and was called to the Bar of the Province of Ontario in 1984. Bill's business and community involvements have been many. He was a Former member of the Durham Business Contact Exchange, Director of Durham Support Services (supporting those with physical or mental disabilities to live in their own homes, President of Rougemount Investment Corp., President and director of Dunbarton Investment Corporation. Currently he is a Member of the Assessment Review Board of the Town of Canmore.

ROSIE NEIL

Rosie moved to the Bow Valley from Calgary in 2017 to be closer to the mountains to enjoy biking, skiing, hiking and now pickleball. She has an extensive background in sport administration and exercise physiology having worked in the Faculty of Kinesiology at the University of Calgary and with the Canadian Sport Institute. Rosie is excited to help develop and grow the pickleball community in Canmore.

MURRAY PALMER

Murray and Miriam Palmer have been instrumental to the growth of pickleball in the Bow Valley. Both spent countless hours organizing, giving lessons, and encouraging those new to the sport. With Murray's strong background in the arts and theater productions, assuming a leadership position in the Bow Valley Pickleball Association became an easy fit for him as he became a Founding BVPA Board Member. Eventually later in 2022, he assumed the role of Acting President and Treasurer. Murray plays regularly and thoroughly enjoys his time on court and as well as time behind the scenes in an organizational role.

DOUG THOMSON

After a successful business career, Doug retired from full-time work in 2010 and with his wife Helen, bought a winter home in Phoenix where they discovered the sport of pickleball. They were soon "all in" with respect to the sport, playing in their community and in tournaments where they accumulated some medals. Returning to Edmonton in the summers, Doug became a founding director of the Edmonton Pickleball Club (currently 750 members) and took on roles as tournament director for several tournaments and refereeing. He "graduated" and took on the role as President of Pickleball Canada for 3 years. In 2019, Helen and he exited the US and purchased a property in

Canmore where they got involved with the local club and in 2022 once again went “all in” to help the club with their formal start-up. Doug is a Fellow of the Chartered Accountants and a certified Director of the Institute of Corporate Directors.

HELEN THOMSON

After a successful career in public education as a teacher, assistant principal and principal with Edmonton Public Schools, Helen ran a food processing business for 10 years until her retirement. For the past 12 years, Helen has been actively involved in many aspects of pickleball. She has played recreationally at the club level and competitively in tournaments in Canada, the U.S. and Mexico. At an organizational level, she served as president of the Edmonton Pickleball Club for three years. During that time, the Edmonton Pickleball Club grew from approximately 115 members to 750 members.

MICHELLE VINCENT

Michelle is from the northern community of Bonnyville, AB, where she grew up on a dairy farm. She graduated with a Bachelor of Commerce, majoring in Accounting from the University of Alberta. She also has a Project Management Professional (PMP) designation and Technical Writing Certification. After leaving her 30 year career in the oil and gas industry, she leaned into her experience in governance to work advising boards on policies, procedures, competencies, and performance measurement.

Michelle now volunteers to meet community members and offer her skills to fill in gaps that need filling: Canmore Folk Music Festival (Safety Coordinator), Volunteer Driver Program, and Helping Hands Volunteer Program. Past volunteer activities include: Town of Canmore Events Committee (Public Representative), Town of Canmore Grants Committee (Public Representative), Palliative Care Society of the Bow Valley board member. When Michelle isn't gardening, hiking, skiing, playing pickleball or walking her dog, she and Larry are either travelling or enjoying a 'quiet' life in Canmore. As recent grandparents, they relish spending time with their granddaughter.