

## Board facts

1. The Hamlet board is an appendage of the RM of Good Lake. We act as stewards of the community to review contracts and bills and forward them to the RM for consideration and payment. We have no cheque book we draw down on allocated funds that are held by the RM. Any financial undertaking must have a corresponding minute to support its consideration.
2. The board operates under the guidelines of Robert's Rules of Order in meetings. The overarching governance is The Saskatchewan Rural Municipality Act. Members are duly elected by the community for a term of four years. There are 3 positions; Chair, Co chair/treasurer, and Secretary. Positions are decided upon at the first meeting after an election.
3. The Hamlet meetings are scheduled for the first Tuesday of each Month with the location to be identified in the previous meetings minutes. Deviation on date may happen from time to time and will be identified in the Agenda minutes. 2 additional meetings are the spring information meeting (May) and the Annual General Meeting. (September)
4. Respectful governance allows for committee members to debate and articulate divergent positions on subjects. A vote will democratically decide if an item is passed. Majority vote carries the motion. The Chair has deciding vote in a tie. It is key however that the sanctity of a meeting is respected. "What plays in a meeting stays in a meeting." Minutes are kept to capture the meetings business not the opinions of participants. It would be unprofessional to repeat a member's opinion to community members as it quickly is taken out of context and morphs with each new master. Breaches will be noted.
5. We have community members approach us with items that concern them. We have bylaws in place to assist them. Dog at large, and noise are the most common complaints. We have found the **best practise is to have the person or people address it in a written format to the Chair**. The chair will then make it an Agenda item. All correspondence, text, email will become correspondence and will be attached to the minutes.
6. By accepting a position on the board you are NOT expected to be physically or verbally abused, threatened or harassed by any rate payer or supplier. Any threatening or abusive behaviour will be reported to the RCMP and The RM of Goodlake 274.
7. Items for the Web site are reviewed by the board member with that portfolio and the webmaster. We do not share our list for the purpose of solicitation. Photos that are requested to be published on line must have an accompanying release.
8. Each Board member will have a task assigned for Hamlet management, transfer site, roads, etc.
9. Remuneration is \$125.00 per meeting and is paid quarterly. The secretary will forward an invoice to the RM of Good Lake.

10. Hamlet meeting attendance is in person or in special circumstance via teleconferencing, or ZOOM. In the event a meeting requires rescheduling it shall be rescheduled at the earliest possible time for Quorum to be achieved, The RM administration will be informed. Quorum is 2.
11. Hamlet residents are to apply in writing to the Board chair to present or attend a board meeting. After their presentation, the board shall deliberate in private. The public may attend meetings to observe however there is no interruption from the gallery.
12. Elections of the Hamlet board in routine circumstances, end of term, will be conducted at the Annual General Meeting. The Hamlet Board will identify 3 ratepayers who will act as "the returning officers or Nominating Committee". Interested community individuals are encouraged to participate and may download the nomination form off the Hamlet website. Acceptance of nominations will cease 21 days before the Election date in accordance with the Municipalities Act. All Election information will be available on the website. In the event there is a vacancy mid-term. Nominating officers will be identified and the Hamlet will solicit candidates for the vacancy in the manner identified above. Voting is by secret ballot, eligible voters will be provided a ballot with the name of candidates on them. The nominating committee and candidates will act as scrutineers if there is more than one candidate. If one candidate, they will be accepted by acclamation. Eligible voters are rate payers identified on the Tax notice. They must be Canadian citizens in accordance with the Act. There is **no** accommodation for absentee voters or proxy ballots. Candidates are **NOT** elected to a specific position. At the first Hamlet meeting post-election the members shall decide the position of secretary, co-chair / treasurer and chair.
13. The Annual General Meeting date for the upcoming year will be announced one year in advance at the AGM of the current year. The previous AGM minutes and budget will be available to attendees. All previous board meeting minutes are posted on the Hamlet of Good Spirit Website and are delivered via email monthly to individuals who have signed up for receipt.
14. Board members must declare a conflict of interest on discussion matters wherein they may have a bias, conflict of interest, bias or a pecuniary interest. They must recuse themselves from discussions and voting on all matters at hand. This includes building permit applications.
15. Hamlet members may be disqualified from participation if they have breached the Municipality Act, are no longer a rate payer in the community, are incarcerated or are deceased.
16. The Hamlet Board will submit an annual budget in accordance with the Municipal Act, section 34 and section 69.1. The Good spirit Hamlet board begins deliberations in January and submits to the RM of Goodlake April annually.
17. The secretary will submit minutes to administration of the RM of Goodlake in a manner which aligns with the scheduled meetings of the RM of Goodlake 274.

## **GSA HAMLET**

### **Co Chair Treasurer**

- Liaise with the RM of Good Lake Administrator & staff as they provide Hamlet with the monthly financial report.
- Monthly provide financial report to the Hamlet Board identify variances and concerns.
- Confirm that every board expenditure has a corresponding minute to support the expense
- Monitor the monthly financial report for any errors, corrections or omissions.
- Ensure all revenues and expenses are accounted for.
- Oversee the preparation and approval of the Hamlets Annual Budget and prepare Summary of Budget for the Hamlet Boards review.
- In conjunction with the rest of the hamlet board establish the annual mill rate for taxes to meet the hamlets expected expense in any given year.
- Follow up on any government grants that may be available to the hamlet.
- Monitor Annual Budget to actual results for any adjustment that may need to be made.
- Ensure that all yearend accounts are reviewed for accuracy and paid.
- Request a yearend General Ledger report from RM and review to ensure all revenues and expenses are charged to the appropriate accounts.
- Monitor any funds going into and out of the hamlets general reserves.
- Provide a financial report to the rate payers of the hamlet at the Spring Meeting and the Annual meeting each year.

## **GSA HAMLET**

### **Roads and Water**

#### **Roads**

- Monitor all roads in the hamlet to ensure they are in a good state of repair.
- Obtain quotes from contractors for any road repairs that are required and present to hamlet board for any approvals.
- Ensure road repairs fall within the hamlets budget for the year.
- During the winter months have contractor remove snow from roads after winter storms.
- If the intersections become icy during winter contact the RM to have their sanding truck do the intersections.
- In spring have the rumble strips placed on the roads in the appropriate places to slow traffic and in fall have the rumble strips picked up and placed in storage.
- Monitor for any government program that would be available for road repairs.

#### **Water**

- Monitor the channels that run through the hamlet for any blockages. This includes any fallen trees and debris that would block culverts and free flow of water in the channel.
- Follow up with Maintenance Manager any problems he is having with Beaver building dams in the channels.
- When required and with hamlet board approval hire contractor to clear the channel of any debris or blockages.
- Monitor for any government program that would be available for channel clearing.