

Rural Municipality of Good Lake No. 274

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POLICY NAME	POLICY NO.	DATE APPROVED
GSA Operating Policy	2024-02	

PURPOSE:

To help guide and inform the elected hamlet board members as to their role and duty in governing their Organized Hamlet. This policy will set out information that is important to all members of the Hamlet Board and details the parameters that affect the operations and decisions of the Hamlet Board and Council.

POLICY:

The Municipalities Act and Municipalities Regulations must be followed as it pertains to organized hamlets. In addition, the following policies and guidelines are established to assist with the efficient workings of the hamlet.

PROCEDURE:

1. REQUIRED PUBLIC NOTICES

1.1 Annual General Meeting

- a) Notice will be given at least 7 days before the Annual General Meeting
- b) Notices will be posted on the hamlet website and in at least three physical locations within the hamlet.
- c) Notice will be provided to the RM office at least 7 days before the Annual General Meeting.
- d) The agenda for the Annual General Meeting will include:
 - Elections to fill any expired or vacant terms
 - Financial information
 - Reports
 - The date for the next Annual General Meeting to be announced
- e) The following information will be made available to residents at the Annual General Meeting
 - Approved budget for previous year and proposed budget for upcoming year
 - Minutes of the last Annual General Meeting
 - Minutes of all Hamlet Board meetings held since the previous Annual General Meeting

1.2) Hamlet Board Meetings

- a) Notice will be given at least 7 days before a regular Hamlet Board meeting

- b) Hamlet Board meetings will be held a minimum of four times per year and may be held more frequently if necessary
- c) The time between regularly scheduled Hamlet Board meetings will not exceed 120 days.
- d) Hamlet Board meetings may be held by any electronic or virtual means that allows participation of each hamlet board member.
- e) Copies of minutes of the Annual General Meeting and Hamlet Board meetings will be submitted to the RM Office within 10 days of the meeting date. Minutes will be available at the RM office for public inspection.

1.3) Rescheduled Meetings

- a) A minimum of twenty-four (24) hours' notice will be provided in advance of date and time of rescheduled Hamlet Board meetings.

1.4) Hamlet Board Policies

- a) Approved Hamlet Board policies will be noted in the Hamlet Board meeting minutes and copies will be available upon request from Hamlet Board Members and/or the RM Office.

1.5) Election Results

- a) The results of the vote, including the number of votes cast for each nominee will be posted on the hamlet website and in at least three physical locations throughout the hamlet.

2. HAMLET BOARD MEETING RULES OF ORDER

- a) The Hamlet Board is comprised of three (3) board members, the Division Councilor is not a board member.
- b) Quorum is two (2) members.
- c) The hamlet board will establish
 - location of board meetings will be determined at the previous meeting;
 - regular meeting schedule is the first Tuesday of each month
 - maximum duration of each meeting will be two hours
- d) The Chair is an active member who can vote, join the discussion or debate and make motions;
- e) Motions do not have to be seconded, the primary mover is all that is necessary to place a motion onto the floor for discussion.
- f) If a motion or resolution results in a tie vote; the motion is defeated
- g) Minutes must be taken at all meetings and adopted at the subsequent meeting
- h) Motions take effect after being carried
- i) When any matter relating to proceedings arise which is not covered by a provision of this policy, the matter shall be decided by reference to Robert's Rules of Order.
- j) Subject to subsection (f) above, any ruling of the chair shall prevail, subject, however, to the jurisdiction of the board to consider any appeals of those rulings.
- k) Hamlet Board meetings are public and any member of the public who wishes to attend must be accommodated, unless the person presiding at the meeting expels a person for improper conduct.
- l) No person, except board members, and such persons as are permitted by the chair shall be allowed to be seated at the table during the sitting of the Hamlet Board.
- m) Any person in the public gallery at a Board Meeting shall:
 - not address the board or a member unless permitted to do so
 - remain quiet and be orderly

- not disturb the proceedings by words, gesture or actions including applauding, displaying flags, placards or similar material
 - not talk on cellular telephones
 - not make audio or video recordings of proceedings (excluding media);
- ensure that all electronic devices are silent and operated in such manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings

3. ELECTION OF HAMLET BOARD MEMBERS

- a) Candidates for the Organized Hamlet Board must be voters of the organized hamlet.
- b) Employees of the municipality are not eligible to serve on the Hamlet Board.
- c) A Nominating Committee comprised of three organized hamlet residents will be appointed to receive nominations for Hamlet Board elections. The Nominating Committee will determine the deadline for receiving nominations, the manner that nominations are received. The Nominating Committee will ensure that the following information is included with each nomination:
 - Name
 - Contact Information
 - Verification of eligibility
- d) Voting in an organized hamlet may be by secret ballot, show of hands or by standing as determined by the voters present at each meeting.
- e) Voters must be present to cast their vote for hamlet board elections
- f) Members of the hamlet board shall hold office until their successors are elected
- g) Voters in the organized hamlet do not directly elect the chairperson and secretary. The voters elect the three persons who will comprise the Hamlet Board, and those three persons elect a person to serve as chairperson, secretary, and a person to serve as vice chair.
- h) A member of the Hamlet Board holds office for four years commencing on the date of his/her election to the Hamlet Board.
- i) Within seven (7) days after the election of a Hamlet Board or an election to fill a vacancy on the Hamlet Board, the Hamlet Board shall notify the administrator of the rural municipality in which it is located, in writing, of the contact information of each member of the Hamlet Board and of the secretary of the Hamlet Board.
- j) If a vacancy should occur on the Organized Hamlet Board, by reason of a member's death, resignation or otherwise, the board may decide:
 - to call a meeting of the voters of the organized hamlet for the purpose of filling the vacancy for the unexpired term of the member being replaced; or
 - wait until the next annual general meeting to fill the vacancy
- k) If two or more vacancies occur in the membership of the Hamlet Board by reason of death, resignation, disqualification or otherwise; the Hamlet Board will
 - call a meeting of the voters of the Organized Hamlet for the purpose of filling the vacancies for the unexpired terms of the members being replaced; or
 - if no board members remain, then the Administrator of the municipality shall call and chair an annual general meeting of the Hamlet Board, ensuring that a minimum of 7 days' notice is given before the meeting.

4. CONFLICT OF INTEREST

A member of the Hamlet Board has a conflict of interest if:

a) The member makes a decision or participates in making a decision in the execution of their office and at the same time knows or ought reasonably to know that in the making of the decision there is an opportunity to further their private interests or to improperly further another person's private interests.

b) If a member of the Hamlet Board has a conflict of interest in a matter before the Board, that member shall declare a conflict of interest, disclose the nature of the conflict and leave the meeting until the matter has been decided.

c) Conflict of interest declarations will be recorded in the Hamlet Board minutes.

d) After being elected, each Hamlet Board member must file a public disclosure statement (as per Appendix A) with the R.M. Administrator which contains:

- Disclosure of Employer(s)
- Disclosure of Corporate Interests
- Disclosure of Partnerships
- Disclosure of Business Arrangements
- Disclosure of Contract Agreements

5. DISQUALIFICATION OF HAMLET BOARD MEMBER

A member of the Hamlet Board is considered disqualified from the Hamlet Board if the member:

- a) is absent from 3 consecutive board meetings unless authorized by:
 - a resolution of the Hamlet Board
 - an approved leave of absence
- b) is convicted while in office:
 - of an offence punishable by imprisonment for 5 years or more; or
 - of an offence pursuant to section 123, 124 of the Criminal Code; or
- c) ceases to be a voter of the Organized Hamlet.

6. HAMLET BOARD DUTIES:

a) The Hamlet Board shall:

- act in an advisory capacity and as a liaison between Council and the residents of the Organized Hamlet
- provide a budget and report of activities to Council
- request and or consent to various tax measures to be taken by Council with respect to Organized Hamlets
- request approval from Council to use moneys in the hamlet account for the purposes authorized by the *Municipalities Act*.

- b) The Chair Person shall:
- preside at all board meetings
 - preserve order at board meetings
 - enforce the rules of the Hamlet Board
 - decide on points of privilege and points of order
 - advise on points of procedure
 - prepare agendas for meetings
 - notify and remind members of meetings
 - be the spokesperson for the board
 - chair the AGM

c) The Hamlet Board Secretary shall:

- record minutes at board meetings
- send minutes to the RM Administrator within 30 days of the meeting
- accept and send correspondence
- keep the minute book and other records, both electronic and paper copies
- prepare and submit to the voters at the annual meeting, a report of activities of the hamlet board since the last report and of any issues taken to an appeal board where there has been a dispute between the hamlet board and the RM Council.

d) The Vice Chairperson shall:

- scrutinize and review meeting minutes for accuracy
- review and report accounting and budget status at board meetings
- track ongoing projects and report progress at board meetings

e) The RM Liaison shall

- prepare and present a hamlet report at RM Council meetings and generally reporting hamlet activities to the RM
- presenting the Hamlet Board budget to the RM
- preparing and presenting RM report to Hamlet Board meetings and generally reporting RM activities to the Hamlet Board.
- the Hamlet Board may approach the liaison at any time to arrange a meeting with Council to discuss a proposal, desired services or to address a matter of concern.

APPENDIX A
ORGANIZED HAMLET
Public Disclosure

**Board Member or
Administrator:** _____

Address: _____

Spouse: _____

Dependent(s): _____

Disclosure of Employer, etc.:

I hereby disclose the name of every employer, person, corporation, organization, association, or other body from which I or someone in my family receives remuneration for services performed as an employee, director, manager, operator, contractor, or agent:

My Name or Name of Family Member	Payee	Nature of Relationship

Disclosure of Corporate Interests:

I hereby disclose the name of each corporation in which I or someone in my family has a controlling interest, or of which I or someone in my family is a director or a senior officer:

My Name or Name of Family Member	Name of Corporation

Disclosure of Partnerships:

I hereby disclose the name of each partnership or firm of which I or someone in my family is a member:

My Name or Name of Family Member	Name of Partnership or Firm

Disclosure of Business Arrangements:

I hereby disclose the name of any corporation, enterprise, firm, partnership, organization, association, or body that I or someone in my family directs, manages, operates or is otherwise involved in that:

- (a) transacts business with the Hamlet Board;
- (b) the board considers appropriate or necessary to disclose; or

My Name or Name of Family Member	Name of Corporation, Enterprise, Firm, Partnership, Organization, Association, or Body

Disclosure of Contracts and Agreements:

I hereby disclose the general nature and any material details of any contract or agreement involving me or someone in my family that could reasonably be perceived to be affected by a decision, recommendation or action of the board and to affect my impartiality in the exercise of my office:

My Name or Name of Family Member	General Nature and Any Material Details of Any Contract or Agreement

DECLARATION

I, _____, of the Organized Hamlet of _____, in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete. I make this declaration with full knowledge that it will only be disclosed if the related party transaction occurred at a value outside the normal course to unrelated parties and have, or could have, a material financial effect on the financial statements.

Dated this ____ day of _____, 20____.

Witness

Signature of Declarant

Date Received:
