

RM of Mervin No. 499			
POLICY TITLE		ADOPTED BY	
Hamlet Board Member Policy		R.M. Council Resolution	0973-24
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE:	PAGE #
Hamlet Board of Livelong	RM of Mervin No. 499	November 30, 2024 December 10, 2024	1 of 9

1.0 PURPOSE

- 1.1 The purpose of this policy is to outline the requirements and responsibilities of hamlet board members:
 - a. General duties of board members;
 - b. Role of the Chairperson;
 - c. Role of the Secretary;
 - d. Filling vacancies of board members;
 - e. Disqualification of board members;
 - f. Remuneration of board members;
 - g. Conflict of interest.

2.0 GENERAL DUTIES OF BOARD MEMBERS

- 2.1 General duties of hamlet board members include:
 - a. Be familiar with and follow all hamlet policies.
 - b. Ensure practices, policies and procedures in place by the R.M. are being followed.
 - c. Represent the well-being and best interests of the hamlet for a 3-year term, unless filling a vacant position (see Vacancies).
 - d. Participate in hamlet Annual General Meetings (AGM’s).
 - e. Participate in board meetings to address hamlet business and concerns.
 - f. Maintain hamlet financial integrity and be accountable for hamlet expenditures.
 - g. Provide a written report of annual activities to ratepayers highlighting the Hamlets/Boards activities.
 - h. Review invoices for the hamlet. Ensure payment to suppliers. All invoices require a minimum of one board member signature.
 - i. Submit an annual budget to the R.M. as required.
 - j. Reply to all requests made by the R.M.
 - k. Ensure fair hiring practices. Avoid any conflicts of interest.
 - l. Obtain R.M. council approval for any alteration or development on municipal reserves.
 - m. Provide assistance to the R.M. development officer as requested.
 - n. Provide information to ratepayers as required.

Failure to submit Annual General Meeting minutes and the Annual Report of Activities could result in losing the hamlet grant and the hamlet being required to DISSOLVE!

3.0 DUTIES OF THE CHAIRPERSON

- 3.1 General duties of the Chairperson include:
- a. Chair the AGM or arrange for an alternate Chairperson.
 - b. Call and chair meetings of the Board meetings.
 - c. Represent the hamlet at R.M. meetings as required.
 - d. Coordinate communications to the ratepayers.
 - e. Ensure that all reporting responsibilities of the hamlet are met.
 - f. Assist the Secretary in preparation of the hamlet budget, annual activities report, and annual information mail-out package.

4.0 DUTIES OF THE SECRETARY

- 4.1 General duties of the Secretary include:
- a. Take minutes for all meetings, provide copies to the R.M. office and distribute them according to the Reporting Policy.
 - b. Prepare the annual budget.
 - c. Prepare the annual mailout information package to ratepayers prior to the AGM.
 - d. Provide notices of all meetings, policies and other information.
 - e. Coordinate with the R.M. to ensure voting eligibility of the hamlet residents and those attending the meetings.
 - f. Prepare the annual report of activities. Present it to the ratepayers and ensure the R.M. receives a copy.
 - g. Ensure policies are current and applicable.
 - h. Keep track of board members terms and when they expire.
 - i. Draft, and/or respond to correspondence as required.

5.0 VACANCIES (also reference Election Policy)

- 5.1 If a Board member vacancy occurs for any reason:
- a. Option 1: Call an Annual General Meeting, have an election, fill the position for remainder of term.
 - b. Option 2: Wait until next AGM, have an election, fill the position for remainder of term.
- 5.2 If there are 2 or more Board member vacancies for any reason:
- a. Call an Annual General Meeting, have an election, fill the positions for remainder of terms.
- 5.3 If no Board members remain the CAO of the R.M. will call and chair an AGM. An election will be held to fill the vacancies for the remainder of the terms.
- 5.4 In all cases, the notice policy must be followed.

6.0 DISQUALIFICATION

- 6.1 A member is disqualified from the hamlet board if:
- a. The Hamlet board passes a motion of disqualification.
 - b. They are convicted of:
 - i. An offence punishable by imprisonment for 5 years or more.
 - ii. An offence under section 123, 124 or 125 of the criminal code.
 - c. They cease to be eligible to vote at a hamlet AGM (refer to Elections Policy).

7.0 REMUNERATION

- 7.1 Board members incurring personal expenses must submit invoices approved by another member of the Board to the R.M. for payment.
- 7.2 Board members are encouraged to have invoices submitted directly to the R.M. for payment. All invoices must be signed by a Board member.
- 7.3 All R.M. financial policies must be followed.
- 7.4 Individual remuneration to Board members, by the Hamlet, for general time and expenses incurred, will be determined by motion at an AGM.

8.0 CONFLICT OF INTEREST

- 8.1 Conflict of interest occurs when a member makes a decision or participates in making decisions that directly impact on themselves or an individual close to them. Any decision or conversation that could further a board member's personal, or relative or close contact's private or financial interests would be considered a conflict of interest. Members should consider all matters that are set in the agenda and declare any item that is or might be perceived as a conflict at the beginning of the meeting. They must abstain from any involvement.
- 8.2 All board members are required to complete a Public Disclosure Statement within 30 days of being elected and to provide an annual update.
- 8.3 All conflicts of interest declared must be recorded in the meeting minutes and recorded when the member(s) remove themselves from the meeting while the matter is discussed.
- 8.4 Copies of the Public Disclosure Statement forms are attached to this document.

**ORGANIZED HAMLET OF LIVELONG IN
THE RURAL MUNICIPALITY OF MERVIN No. 499**

**PUBLIC DISCLOSURE STATEMENT
Form 1**

Name: _____

Address: _____

Disclosure of Employer, etc.:

Pursuant to subclause 142(2)(a)(i) of *The Municipalities Act*, 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:

Pursuant to subclause 142(2)(a)(ii) of *The Municipalities Act*, 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:

Pursuant to subclause 142(2)(a)(iii) of *The Municipalities Act*, 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

Note:

1. *This form must be completed within 30 days of election.*
2. *This form, when completed, is a public document.*
3. *The administrator will make amendments to this disclosure in accordance with subsequent declarations filed by the member.*
4. *The administrator will note the date on which this statement is amended.*

Disclosure of Business Arrangements:

Pursuant to subclause 142(2)(a)(iv) of *The Municipalities Act*, 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 municipality;
- (b) the council considers appropriate or necessary to disclose; or
- (c) is prescribed:

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

Disclosure of Property Holdings:

Pursuant to clause 142(2)(b) of *The Municipalities Act*, I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- (i) me or someone in my family; or
- (ii) a corporation, incorporated or continued pursuant to *The Business Corporations Act* or the *Canada Corporations Act*, of which I or someone in my family is a director or senior officer or in which I or someone in my family has a controlling interest:

Owner(s)	Municipal Address or Legal Description	Municipality

Disclosure of Contracts and Agreements:

Pursuant to clause 142(2)(c) of *The Municipalities Act*, 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 council 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 Livelong in the Rural Municipality of Mervin No. 499, 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, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this ___ day of _____, 20 ____.

Witness

Signature of Declarant

Date Received: _____

**ORGANIZED HAMLET OF LIVELONG IN
THE RURAL MUNICIPALITY OF MERVIN No. 499**

**PUBLIC DISCLOSURE ANNUAL DECLARATION
Form 2**

Name: _____

Address: _____

This annual declaration is made pursuant to subsection 142(3) of *The Municipalities Act*.

I hereby declare that no material change has occurred since my last Public Disclosure Statement was filed.

OR

The following are changes to my last Public Disclosure Statement:

	Name
	Address
	Disclosure of Employer, etc.
	Disclosure of Corporate Interests
	Disclosure of Partnerships
	Disclosure of Business Arrangements
	Disclosure of Property Holdings
	Disclosure of Contracts and Agreements

Details of Changes:

DECLARATION

I, _____, of the Organized Hamlet of Livelong in the Rural Municipality of Mervin No. 499, 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, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this ___ day of _____, 20__.

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Witness

Signature of Declarant

Date Received: _____

**ORGANIZED HAMLET OF LIVELONG IN
THE RURAL MUNICIPALITY OF MERVIN No. 499**

**PUBLIC DISCLOSURE STATEMENT AMENDMENT
Form 3**

Name: _____

Address: _____

Pursuant to subsection 142(6) of *The Municipalities Act*, my public disclosure statement should be amended as follows:

	Name
	Address
	Disclosure of Employer, etc.
	Disclosure of Corporate Interests
	Disclosure of Partnerships
	Disclosure of Business Arrangements
	Disclosure of Property Holdings
	Disclosure of Contracts and Agreements

Details of Changes:

DECLARATION

I, _____, of the Organized Hamlet of Livelong in the Rural Municipality of Mervin No. 499, 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, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this ___ day of _____, 20__.

Witness

Signature of Declarant

Date Received: _____