

Organized Hamlet of South Bay

POLICY TITLE		ADOPTED BY	
Hamlet Board Member Policy		R.M. Council Resolution	0168-26
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE:	PAGE #
Hamlet Board of South Bay	RM of Mervin No. 499	May 13, 2024 Feb 13, 2026	1 of 3

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. To represent the hamlet and to consider the well-being and interests of the hamlet based on a 3 year term. If you are filling a vacancy within the term, you are elected to fill the remaining portion of the vacant term only. The Hamlet Board is advisory in nature to the R.M. Council;
 - b. To participate in hamlet Annual General Meetings (AGMs) and provide the R.M. with a written copy of the minutes;
 - c. To participate in board meetings required throughout the year to address the concerns of the hamlet and discuss issues such as dust control for roads and potential improvements or purchases;
 - d. To ensure that practices and procedures that are in place by the R.M. and Hamlet Board are followed in the hamlet;
 - e. Maintain the financial integrity of the hamlet and be accountable for all expenditures within the hamlet;
 - f. To provide a report to voters of the hamlet's activities over the previous year. This is a written report called the Annual Report of Activities and should be provided to the voters at the AGM which highlights the board's activities over the past year. This report is submitted to the R.M. Office with the AGM minutes following the meeting. Submitting the Annual Report of Activities is a legislated requirement of the Municipalities Act;
 - g. Review invoices for the hamlet; the RM will supply to-date expense summaries when requested in order that the Board may review. Hamlet or Hamlet Board member credit cards will not be made available;
 - h. The Hamlet Board must submit a budget to the R.M. Council on the date indicated on the hamlet package letter, see the Reporting Policy for more information;

- i. Hamlet packages are sent out in the beginning of the year to each Hamlet Board member. Hamlet packages include:
 - i. Statement of Revenues & Expenses from the previous year;
 - ii. Owner’s list and updated hamlet map;
 - iii. Blank budget forms;
 - iv. Hamlet maps to be filled out and submitted on requested areas for Gravelling, Mowing and Dust Control if the Hamlet Board requires the RM assistance;
 - v. List of Permanent Residents;
 - vi. Activities Report template;
 - vii. Swimming lesson information template (required for insurance purposes).
- j. Make sure that the filling of all contract positions is a fair and equitable process. Positions should be posted and in the case when a hamlet board member applies, they should remove themselves from the selection process;
- k. Obtain Council’s approval for any alterations or development on municipal reserves.
- l. Only the R.M. can impose and collect taxes; however, the organized hamlet may request a Special Levy for a specific project or infrastructure. Please contact the CAO for more details;
- m. Only the R.M. can borrow money – however, the R.M. may lend funds to an Organized Hamlet for major capital projects, if approved by Council.

3.0 DUTIES OF THE CHAIRPERSON

3.1 General duties of the Chairperson include:

- a. Call and chair meetings of the Hamlet Board;
- b. Represent the hamlet, together with the other 2 board members, at R.M. meetings as required;
- c. Coordinate communications to the ratepayers of the organized hamlet;
- d. Ensure that all reporting and responsibilities of the Hamlet Board are met (to the R.M., to government agencies, etc.)

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 post minutes as per the Notice Policy;
- b. Prepare and organize all financial information and prepare a draft budget as per the Reporting Policy;
- c. Provide notice regarding meetings, policies and other information required and make available to the public;
- d. Coordinate with the R.M. in keeping accurate records of all hamlet residents with regards to voting eligibility;
- e. Present a report of the hamlet activities at the hamlet Annual General Meeting to be submitted to the R.M. with the annual meeting minutes;
- f. Provide a report of activities and disputes ongoing and those resolved for the hamlet;
- g. Ensure policies are accurate and applicable for the hamlet;
- h. Coordinate with R.M. staff for tracking board members terms.

5.0 VACANCIES

5.1 If a vacancy occurs due to a member’s resignation, disqualification, death or otherwise, the below options are available to members:

- a. Call an Annual General Meeting of the voters of the hamlet for the purpose of filling the vacancy for the unexpired term;
- b. Wait until the next AGM to call an election.

5.2 If there are 2 or more vacancies by reason of resignation, disqualification, death or otherwise:

- a. The board shall call an Annual General Meeting of the voters of the hamlet for the purpose of filling the vacancies for the remainder of the terms;
- b. If no members remain, the CAO of the R.M. shall call and chair an AGM of the hamlet. If a meeting is called, the Notice Policy regarding meetings must be followed.

6.0 DISQUALIFICATION

6.1 A member is disqualified from the Hamlet Board if:

- a. A resolution of the Hamlet Board;
- b. A leave of absence policy adopted by the Hamlet Board;
- c. Is convicted while in office of:
 - i. An offence punishable by imprisonment for 5 years or more;
 - ii. An offence pursuant to section 123, 124 or 125 of the *Criminal Code*;
- d. Ceases to be a voter of the hamlet.

7.0 REMUNERATION

7.1 The Hamlet Board should approve all hamlet expenses prior to work being done. Board members should first request that an invoice be submitted directly to the R.M. for payment or charged on an approved R.M. account if applicable.

7.2 If Hamlet Board members pay for expenses personally, they must be submitted for board approval prior to submitting to the R.M. for reimbursement. Paying out of pocket should be a last resort and board members must wait until the next RM council meeting in order to be paid back.

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 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.

8.2 All board members are required to complete a Public Disclosure Statement within 30 days of being elected and to provide an updated copy each year.

8.3 All declared conflicts of interest 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.