

Organized Hamlet of South Bay

POLICY TITLE		ADOPTED BY	
Hamlet Board Member Policy		R.M. Council Resolution	0319-24
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE:	PAGE #
Hamlet Board of South Bay	RM of Mervin No. 499	March 26, 2024 April 8, 2024	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 4 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.

**ORGANIZED HAMLET OF SOUTH BAY 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 South Bay within 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: _____

THE Organized Hamlet of South Bay within 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 South Bay within 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: _____

THE Organized Hamlet of South Bay within 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 South Bay within 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: _____