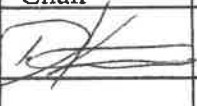




Policy Name	Organized Hamlet of Pelican Cove/RM of Leask				
	CHAIR				
	Motion No.	Date	Chair	Vice-Chair	Secretary
Adopted	35/24	Oct 25/24			
Amended					

The Chair of the Hamlet Board shall be official spokesperson for the Hamlet

Procedures:

- a) The Chair is appointed by the OH Board.
- b) Responsible for communication with the RM, including, but not limited to the Reeve, local Bi-Law Officer, Local Police Chief, Division Councilor, RM Administrator and RM Foreman.
- c) Accept communications to the OH Board from the RM and residents and provide copies of communication to all board members.
- d) Work with board members to prepare AGM agenda.
- e) With board approval, the Chair sends emails to ratepayers who have opted to receive email notification on behalf of the board along with other communication and duties.
- f) Address and communicate with RM Council and Administrator to address ratepayers concerns.
- g) Work with board members and maintenance contractors on special projects.
- h) Work with board members to prepare and complete OH annual budget for submission to the RM of Leask prior to March 31 of each year.
- i) Work with Board members to complete and update OH/RM policies as required.
- j) Work with RM Administrator, Council and OH Board to establish on-going communication.
- k) Chair regular, special and AGM meetings.