




Organized Hamlet of Pelican Cove/RM of Leask#464

Policy Name

RM/OH COMMUNICATION POLICY

	Motion No.	Date	Chair	Vice-Chair	Secretary
Adopted	48/24	Dec 20 th			
Amended					

The purpose of this policy is to define procedures specific to the Rural Municipality of Leask #464 that will provide governance direction and communication to the Organized Hamlet of Pelican Cove in the RM of Leask #464.

Procedures:

- a) The Chairperson of the hamlet board shall be the official spokesperson for the hamlet.
- b) The Chairperson shall administrate social media sites on behalf of the hamlet and ratepayers. Public posts are to be at the descretion of the hamlet board, RM Administrator and Council.
- c) The hamlet board will accept and respond to communications from the RM and residents through an established hamlet board email made accessible to hamlet board members only.
- d) The official communication from the hamlet board to the RM is the Board minutes. The RM will only act on resolutions passed by the hamlet board. Council will not act by direction of an individual hamlet board member. Upon hamlet board approval, the Chair sends emails to ratepayers who have opted to receive email notification on behalf of the hamlet board.
- e) The hamlet board communicates with RM Council and the Administrator to address ratepayers concerns.
- f) The hamlet board may approach council to arrange a meeting with council at any time to discuss a proposal, the manner in which to provide desired services, or to address a matter of concern.
- g) The hamlet board will communicate with maintenance contractors.
- h) The RM Administrator will copy all hamlet board members on any response to information requests received from ratepayers and hamlet board members.
- i) The RM Administrator will provide the hamlet board with a monthly financial statement.
- j) The hamlet board will meet with the RM of Leask prior to March 31 of each year to establish the hamlet budget. Date to change if agreed upon through OH/RM Resolution. *Section 34(1) Municipalities Act, Saskatchewan.*
- k) The Secretary Treasurer shall submit a copy of meeting minutes and requisitions to the RM Administrator and Administrative Assistant within 30 days after each hamlet board meeting. If the minutes have not been adopted within 30 days, the hamlet board must provide the RM Administrator and Administrative Assistant with a draft copy of the minutes, minutes must be marked as Draft. *Section 30(1) Municipalities Act, Saskatchewan.*
- l) The Secretary Treasurer shall submit adopted hamlet minutes to the RM Administrator and Administrative Assistant for review and Council approval prior to posting on the RM website.
- m) The Secretary Treasurer shall submit adopted hamlet policies to the RM Administrator for review and Council approval prior to posting on the RM website.

- n) The Hamlet Secretary Treasurer is to submit hamlet meeting minutes and OH requisitions to the RM Administrator and Administrative Assistant at least 10 days prior to the RM Council meeting for review and Council approval. The Hamlet Secretary Treasurer shall communicate with the RM Administrator to review hamlet expenditures. (per RM policy requirement)
- o) The Hamlet Chair shall communicate with the Hamlet RM Division Councilor on an on-going basis.
- p) Within 30 days after election, hamlet board members shall select a Chairperson, Vice-Chair and Secretary Treasurer from among their Board members. To be followed up by a resolution and notification to the RM Administrator.
- q) On or before January 20 of each year, the Municipality shall provide to the hamlet board.
Section (34) Municipalities Act, Saskatchewan
1. Previous year mill rate. Need consent from the hamlet board if mill rate to be different than the RM. *Section 34(1) Municipalities Act, Saskatchewan*
 2. The amount of funds allocated to the hamlet board and the expenditures made from those funds during the previous years.
 3. The balance of accumulated reserve standing to the credit of the hamlet board.
 4. The RM cannot download administration fees to the organized hamlet.
- r) Any variance to the incoming mill rate is to be communicated to the hamlet board when set by RM Council. If the mill rate change causes a change in the hamlet budget, there is provision for the hamlet board to revise their budget to make any required changes.
- s) Hamlet board meetings are not open to the public. The hamlet board must provide public notice of meetings, on the RM website, at least 7 days before the meeting. The hamlet board must post public notice of AGM in 3 separate conspicuous places in the organized hamlet at least 7 days before the meeting. *Sections 24(1), 26(4), 27(1), 27.3 Municipalities Act, Saskatchewan.*
- t) The hamlet budget must include:
- (1) the percentage of municipal taxes to be allocated to the hamlet account in accordance with clause 69(1)(b) *Municipalities Act, Saskatchewan*;
 - (2) the percentage of a special levy, if any, to be allocated to the hamlet account in accordance with subsection 70(2) *Municipalities Act, Saskatchewan*;
 - (3) the mill rate of the hamlet, if different from the millrate of the municipality. *Section 34(2) of the Municipalities Act, Saskatchewan.*
- u) For the purposes of *Section 69.1 Municipalities Act, Saskatchewan*, the municipality shall establish a procedure for the preparation, submission and approval of the hamlet budget, that must include:
- (1) the required format and content of the budget submission in order to align with budgeting practices;
 - (2) deadlines for initial submission, any required revisions, and final approval of the budget;
 - (3) procedures for communicating with the hamlet board when revisions are required. *Section 34(1) Municipalities Act, Saskatchewan*
- v) If the hamlet board does not submit its budget or report of its activities to council and fails to meet, not less than 4 times per year, not exceeding 120 days, *section 27(1) Municipalities Act Saskatchewan*; it will be considered to be *inactive*. The RM will notify the hamlet board and hamlet ratepayers that these documents must be received within a 6 month period in order to avoid revision of hamlet status. Should no action be taken by the hamlet board to correct the deficiency, Council shall request that the Minister revert the status of the hamlet as required by the *Municipalities Act, Saskatchewan*.