



Organized Hamlet of Pelican Cove/RM of Leask					
Policy Name	<b>REGULAR BOARD MEETING PROCEDURES</b>				
	Motion No.	Date	Chair	Vice-Chair	Secretary
Adopted	19/25	March 25			
Amended					

*To define hamlet board regular meeting procedures specific to the hamlet board that will provide direction and meet the requirements of the Municipalities Act; Saskatchewan.*

The purposes of subsection 52(1) of the Municipalities Act, Saskatchewan 'active hamlet board' means any hamlet board that does all of the following:

- (1) holds an annual general meeting each year;
- (2) submits meeting minutes to the municipality in accordance with section 27.1, *Municipalities Act, Saskatchewan*;
- (3) conducts regular meetings in accordance with Section 27, *Municipalities Act, Saskatchewan*;
- (4) submits an annual budget pursuant to section 69.1, *Municipalities Act, Saskatchewan*.

**Procedures:**

- a) The hamlet board shall hold regular meetings according to the dates, times and locations determined by the hamlet board, not less than four times per year. The hamlet board shall ensure that the time between regularly scheduled board meetings does not exceed 120 days. Hamlet board meetings may be held by any electronic or virtual means that allows participation of each hamlet board member. *Section 27(1), (2), (3) Municipalities Act, Saskatchewan.*
- b) Regular hamlet board meetings are *not* public but the hamlet board must have a policy for accepting presentations from residents so public notice would still be given. *Section 24(1), 27.1, 27.3 Municipalities Act, Saskatchewan.* The hamlet board shall provide notice of hamlet board meetings to the residents by submitting to the RM Administrator for posting on the RM website at least 7 days prior to regular hamlet board meetings. *Sections 24(1),(2),(3), Municipalities Act, Saskatchewan.*
- d) Upon request, the hamlet board shall provide a copy of the meeting agenda to any resident.
- e) Two members of the hamlet board are required for a quorum. Where the hamlet board is not able to establish a quorum through conflict of interest, vacancy or otherwise, the hamlet board shall call on the hamlet division councillor to assist with said resolution.
- f) Resolutions are carried by majority.

- g) The RM Council only acts on resolutions passed by the hamlet board. Council will not act by direction of an individual board member.
- h) Minutes must be taken and recorded at all hamlet board meetings and adopted at the subsequent meeting; and
- i) At least 10 days prior to the RM meeting, the secretary treasurer of the hamlet board shall transmit a copy of the adopted minutes of the meeting to the RM Administrator and Administrative Assistant. 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.*
- j) The minutes of all hamlet board meetings shall be open to inspection on the RM website and at the hamlet annual general meeting.
- j) If a hamlet board member fails to attend 3 consecutive meetings without notification, the hamlet board member will be subject to disqualification. *Section 144.1 Municipalities Act, Saskatchewan.*