




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

As per section 24(1), 27.1 and 27.3 of the Municipalities Act; Saskatchewan, the Vice-Chair is responsible to post notice.

**Procedures:**

- a) The Vice-Chair is appointed by the OH Board.
- b) Contact RM Administrator 8 to 10 days prior to OH and AGM meetings to allow time for RM to post meeting dates at least 7 days prior to the meeting.
- c) Post AGM meeting date 7 days prior to meeting in 3 locations. RM Website, OH Bulletin Board, OH Pelican Cove site.
- d) To assist Chair with communication with the RM, including, but not limited to the Reeve, Local by-law officer, Local Police Chief, Division Councilor, Administrator and RM Foreman.
- e) Work with board members to prepare the agenda for the AGM.
- f) In conjunction with Chair, co-ordinate and distribute communications to the residents that have opted to receive email notification from the Hamlet.
- 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.