

Organized Hamlet of Pelican Cove/RM of Leask					
Policy Name	BOARD MEETING MINUTES				
	Motion No.	Date	Chair	Vice-Chair	Secretary
Adopted	48-25	July 11/25	DK	GML	HB
Amended					

The purpose of this policy is to define board meeting minute procedures specific to The Organized Hamlet of Pelican Cove, that will provide direction to the Hamlet Board and meet the requirements of the Municipalities Act, Saskatchewan.

Regular board meetings are not public, but the board must have a policy 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 hold regular board meetings according to the dates, times and locations determined by the Hamlet Board, not less than four (4) times a 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 virtual means that allows participation of each hamlet board member. *Section 27(1)(2)(3), Municipalities Act, Saskatchewan.*

The Hamlet Board shall provide notice of Board meetings to the residents by submitting to the RM seven (7) days prior to the meeting for posting on the RM website.

Two members of the Board are required for a quorum.

Motions and resolutions are carried by majority. If the vote results in a tie, the vote is defeated.

Meeting Minutes:

- The secretary of the Hamlet Board shall ensure that minutes are taken at every hamlet board meeting and every annual general meeting. *Section 27(1) Municipalities Act, Saskatchewan*
- Within 30 days after a meeting of the hamlet board, the secretary of the hamlet board shall transmit to the Council of the Rural Municipality in which the organized hamlet is located a copy of the approved minutes of the meeting. Minutes that are not approved must be marked as 'Draft'.
- The minutes of all meetings of a Hamlet Board shall be open to inspection at the annual meeting of the Organized Hamlet. *Section 27(2),(3) Municipalities Act, Saskatchewan.*

Meeting Minutes Template:

All minutes prepared by the Secretary of an Organized Hamlet Board must be presented using the following template:

- * Name of the Organized Hamlet Board.
- * Date of meeting.
- * Location of meeting.
- * Name and position of each board member in attendance.
- * Names of meeting participants and absentees.
- * Record of the exact time that the meeting was called to order by the Chair.
- * Approval of the prior meeting minutes, corrections and amendments to previous meeting minutes.
- * Motions taken and carried with the name mover. Motions are to be numbered followed with the year (i.e. 01/25 would be the first motion made in the year 2025.)
- * Additions to the current agenda.
- * New business.
- * Old business.
- * Open discussion. Discussions are not to be included in the meeting minutes only motions as a result of discussions.
- * Next meeting date and time.
- * Time of adjournment.

Records:

The Board shall ensure the following records are available for inspection by any resident of the Organized Hamlet of Pelican Cove.

1. Meeting agenda.
2. Hamlet Board minutes.
3. Annual General Meeting minutes.
4. Budgets/Summary of financial reports.
5. Hamlet policies and procedures.
6. Notice of elections.

These records must be available for viewing by residents at the Annual General Meeting.