

Hamlet of Parkview in the RM of Marquis 191

Policy Title: Board Roles and Responsibilities Policy		Adopted By Hamlet of Parkview Board of Directors	Policy No. 03-2024
Authority: Hamlet of Parkview Board of Directors	Jurisdiction RM of Marquis 191	Effective Date: June 15, 2024	Revision Date: April 14, 2025
Directors at Time of Revisions Leona Messer, chair Ron Ackerman, vice chair Lynne Guick, secretary			

PREAMBLE: A hamlet board of directors acts in an advisory capacity on behalf of its residents. Its decision making powers are limited and overseen by the RM of Marquis 191.

PURPOSE: To establish policies that define the roles and responsibilities of the OH in accordance with the Municipalities Act and Municipalities Regulations.

DEFINITIONS

Director - an elected member of the OH

Organized Hamlet Board (OH)- a three-person resident elected board that acts in an advisory capacity to the RM council, representing the needs and interests of the community

Public - all individuals

Resident - an individual who: (i) has resided in the organized hamlet for at least ninety (90) days preceding an AGM or election; or (ii) owns property in the organized hamlet

RM - the Rural Municipality of Marquis 191

Voter - a hamlet property owner or renter who is eligible to vote in accordance with clauses 36(1)(a), (b), (c) and (e) of The Local Government Election Act, 2015

POLICY

The purpose is to define the roles and responsibilities necessary to effectively serve the needs of the hamlet and cultivate a secure, safe, and vibrant community. This encompasses strategic planning, financial management, and the establishment of policies and procedures. It is also directed toward community development, governance, and enhancing the Hamlet of Parkview as a desirable place for residence and visitation.

POLICY PROCEDURE

3(a) ROLES AND RESPONSIBILITIES

Roles and Responsibilities of an OH director:

- Represent the well-being and best interest of the hamlet for a three (3) year term, unless filling a vacancy;
- To attend board meetings and AGM;
- To attend RM meetings as required;
- Maintain financial integrity and be accountable for hamlet expenditures;
- Set short and long term budgetary directives;
- Shall review and receive approval for capital project from the RM;
- Adhere to and familiarize oneself with policies, bylaws and regulations set by the OH, RM, and Saskatchewan Government;
- Review invoices and approve payment by motion to be recorded in the minutes;
- Provide personal contact information to the RM and OH;
- Sign the public disclosure statement;

- Monitor the hamlet's social media accounts;
- Renew the crown land permit(s);
- Maintain PARCS membership;

Chairperson Role and Responsibilities:

The board chair's primary responsibility is to lead the board effectively, ensuring it functions as a unit and fulfills its duties to the Hamlet of Parkview and its residents. The chair shall have the same rights and be subject to the same restrictions, when participating in debate and making motions, as other board members.

The chairperson shall:

- Preside over meetings;
- Preserve meeting order;
- Prepare meeting agendas;
- Sends meeting notification;
- Prepare the AGM report;
- Has the authority to address emergency situations;
- Has the authority to authorize expenditures set in the budget;
- RM Liaison - responsibilities include:
 - Preparing and presenting reports at RM council meetings, as required;
 - Presenting the budget;
 - Reporting RM decisions or happenings to the OH
- Act as PWUI/PWB liaison - responsibilities include:
 - Attending PWUI/PWB meetings, as required;
 - Reporting PWUI/PWB decisions and happening that affect the OH.
- Acts as Treasurer - responsibilities include:
 - Overseeing and presenting financial reports;
 - Monitoring the operating and capital project budgets;

Secretary Role and Responsibilities:

The secretary shall:

- Record meeting minutes;
- Send minutes to the RM administrator within ten (10) days of the meetings;
- Accept and send correspondence;
- Assist with the AGM report;
- Have available the past year's minutes, the past year's operational budget, and the current year's budget available for review at the AGM;
- Submit approved invoices to the RM for reimbursement;
- Retain permits associated with the crown land;
- Post meeting notices on the Parkview bulletin board;
- Retain paper copies of hamlet records for a minimum of two years (the RM shall keep permanent records in accordance with the Municipalities Act and Regulations):
 - ✓ The annual financial statement;
 - ✓ OH past operational budget;
 - ✓ OH minutes;
 - ✓ Approved invoices
 - ✓ OH current operational budget;
- Keep copies of licences, insurance, certificates, permits, memberships, etc.
- Maintain electronic copies of policies, bylaws, acts and regulations;

Vice Chair Role and Duties:

The Vice Chair shall:

- Chair the meetings in the absence of the chairperson;
- Coordinate volunteer operators;
- Oversee hamlet equipment maintenance;

- Apply for or renew permits and permissions associated with the crown land;
- Assist with the AGM report;
- Assist the chair and secretary;

3(b)ADDITIONAL RESPONSIBILITIES:

Additional responsibilities encompass a wide range of tasks and duties that fall outside the scope of regular, routine operations. These responsibilities are typically not performed on a daily, weekly, or even monthly basis, but may arise due to specific circumstances, events, or projects like policy and bylaw development. They may require specialized skills, knowledge, or expertise, and often involve a higher degree of decision-making and problem-solving. These duties shall include but are not limited to:

3(c)BOARD CONDUCT

- The OH commits itself to ethical and business-like conduct. They must maintain the highest standards of confidentiality regarding information obtained directly or indirectly through their involvement on or with the OH and RM;
- Outside the boardroom, the OH directors shall speak with one voice. It is considered misconduct to speak out against fellow OH directors or the RM. Any differences of opinion should be settled through discussion and voting by the entire board – majority rules.

3(d)CONFLICT OF INTEREST

Conflict of interest occurs when a director makes a decision or participates in making decisions that directly impact on themselves or an individual close to them. Any decisions or conversations that could be seen as a gain to the director or persons related to or close to them are seen as a conflict.

- All conflicts of interest must be declared by the director and recorded in the minutes;
- Directors in conflict must remove themselves from the discussion or decision making process;
- Board directors must sign the public disclosure statement within thirty (30) days of being elected;
- Directors must sign an annual update disclosure until their term expires;

3(e)DISQUALIFICATION

- A director shall be disqualified if they are convicted of an offence punishable by imprisonment for five (5) years or more;
- They cease to be eligible to vote at a hamlet AGM;
- A director shall be disqualified if they miss three (3) consecutive meetings without authorization;
- A director who is disqualified must resign immediately; or they shall be immediately removed by resolution passed at an emergency meeting.