

# Parkview Organized Hamlet Policies

## Definitions:

“Annual General Meeting” will be known as AGM.

“Clear” days means that the day of posting, and the day of the meeting were not counted in the notice period. In the case of an AGM there must be twelve (12) days in between the day of posting the meeting notice and the day of the AGM.

“Electronic technology” includes social media, email, online meeting platforms and electronic storage files.

“Good Standing” individuals who meet provincial and municipal requirements for voting and/or sitting on the OH.

“Hamlet of Parkview Board of Directors” will be known as the “OH” or “OH directors.”

“Motion” is a proposal that is put before a meeting for discussion and decision. After the discussion, the motion may be seconded and brought to a vote. Only one motion may be discussed at time.

“Mover” a person who presents or proposes a motion or amendment.

“Notice” fair warning.

“Parkview Water Users Board” will be known as PWUB.

“Parkview Water Users Inc.” will be known as the PWUI.

“Paperless” information shared by electronic technology.

“Public” all individuals.

“Quorum” residents in attendance over the age of eighteen (18).

“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.

“Resolutions” a motion that was voted on. An AGM resolution although recorded is not binding. The board and/or RM may overrule a resolution arising from the AGM. This rarely happens but may if the motion is not in the best interest of the hamlet financially or ethically.

“Rural Municipality” or “RM of Marquis 191” will be known as the RM.

“Voter” a hamlet resident who is eligible to vote in accordance with clauses 36(1)(a), (b), (c) and (e) of The Local Government Election Act, 2015.

## **1. Annual General Meeting**

1(a) Twelve (12) clear days notice will be given prior to the AGM. Notice will be sent by electronic technology. Notice along with the AGM agenda, the previous years' AGM minutes, the hamlet budget and financial statement will be emailed to residents and RM. Limited printed copies will be available at the AGM.

1(b) The AGM is open to the public.

1(c) Residents and/or invited guests may be invited to speak.

1(d) The AGM will be held in the Hamlet of Parkview.

1(e) An AGM resolution is not binding. The OH and RM may overturn a resolution made at an AGM if the resolution is not in the best interest of the hamlet financially and/or ethically.

1(f) A typical AGM agenda:

Attendance

Call to Order

Introductions

Approve the Agenda

Adopt Last Year's Minutes

Old Business

Financial Report

New Business/Discussion

Set Date for next year's AGM

Adjourn

## **2. Elections**

2(a) General elections take place at the AGM. There are three elected director seats are chairperson, vice chairperson, and secretary. Terms are four (4) years.

2(b) Nominees may nominate themselves by emailing the OH five (5) days prior to the AGM or election meeting. Nominations will be accepted from the floor by the nominee themselves or by being nominated. The nominee retains the right to accept or withdraw the nomination prior to voting. Nominees must be voting residents of the hamlet.

2(c) Election quorum shall be those in attendance who are considered voting residents.

2(d) Elections will take place by secret ballot. Results will be emailed to the residents and RM within thirty (30) days of an election.

2(e) A by-election will be held within sixty (60) days of a seat vacancy. The OH directors may postpone an election until the AGM when the AGM date is within 90 days of the seat vacancy.

2(f) Election notices will be twelve "12" clear day notice. Notice will be sent by email with a general notice being placed on the hamlet's social media platform.

### 3. The Board of Directors

3(a) OH directors must be a “resident” and “voter” in good standing to remain on the board. OH directors have the same rights and privileges as voting residents.

3(b)The OH is responsible for making budget, operational and maintenance decisions for the hamlet. The RM oversees the budget and decision-making process to for compliancy and governance. The OH seeks the RM for guidance and approval before starting major projects within the hamlet.

3(c)The OH works with the RM to address resident concerns.

3(d)The budget is due to the RM by March 15<sup>th</sup> of each year

3(e)OH directors must share their contact information with fellow directors and the RM.

3(f)Chairperson General Duties:

- Presides over meetings;
- Preserves meeting order;
- Attends OH meetings;
- Ensures policies are adhered to;
- PWUB/PWUI and RM liaison;
- Attends RM and PWUB/PWUI meetings, as necessary;
- Spokesperson for the hamlet;
- Acts as the Treasurer;
- Has the ability to address emergency situations on behalf of the OH;
- Has the ability to approve expenditures set in the budget on behalf of the OH;
- May sit on committees;

3(g)Secretary General Duties:

- Attends OH meetings;
- Records OH meeting minutes;
- Sends minutes to RM administrator, hamlet directors, and residents within 30 days of a meeting;
- Ensures the policies are adhered to;
- Accepts and sends hamlet correspondence on behalf of the OH;
- Forwards approved invoices to the RM for payment;
- Retains all hamlet records in paper and/or electronic form including:
  - ✓ the annual financial statement provided by the municipality (7yrs)
  - ✓ past proposed budgets (7yrs)
  - ✓ the proposed budget for the current year (7yrs)
  - ✓ OH minutes (lifetime of OH)
  - ✓ licences, insurance, certificates, memberships, etc. (until expired)
  - ✓ invoices (7 yrs)
- May attend RM and PWUB/PWUI meetings;
- May sit on committees;

### 3(h)Vice Chair General Duties:

- Will preside over meetings in the absence of the chairperson;
- Attends OH meetings;
- Ensures the policies are adhered to;
- Oversees the hamlet social media page;
- Coordinates Volunteers, when necessary;
- Assists the Chair and Secretary, as required;
- May attend RM and PWUB/PWUI meetings;
- May sit on committees:

### 3(i)Indemnity:

OH directors receive a yearly indemnity, paid no more than twice a year. The indemnity helps cover costs the directors incur while performing their duties.

## 4. Meetings

4(a)The OH does not hold regular scheduled board (OH) meetings. A minimum of four (4) regular board (OH) meetings will be held each year. The public is invited to observe any regular board meeting.

4(b)The OH may hold executive meetings to address action plan items set in the budget, review polices, or deal with time sensitive matters. Only OH directors may attend these meetings.

4(c)The OH may call a special meeting of hamlet residents to address or share essential information. Residents may participate and vote at any special meeting.

4(d)Two (2) clear day notice will be given for OH meetings 4(a), 4(b), or 4(c).

4(e) Individuals wishing to address the OH must submit a written request with the topic of discussion One (1) days prior to a board meeting. Written requests received outside the required notice will be table until the next board meeting agenda.

4(f)Only OH directors may present motions or vote at regular or executive board meetings.

4(g)Regular or special meetings will be held in the hamlet or virtually, to accommodate our diverse populations' locations.

4(h)Minutes will be sent to the RM and emailed to the residents within thirty (30) days.

4(i)Topics of discussion not on the agenda may be tabled to the next board meeting.

4(j)A typical meeting agenda:

Attendance

Call to Order

Approve the Agenda

Adopt the minutes from the last meeting

RM Report

Parkview Water Users Board Report  
Financial/Budget Report  
Old Business  
New Business  
Adjourn

## **5. Volunteers**

5(a) Volunteers perform a variety of duties to assist in hamlet maintenance and operations.

5(b) Equipment volunteers must hold a valid driver's license to operate any equipment requiring a license. Equipment volunteers must be trained in accordance with Sask. Government workplace standards.

5(c) The RM maintains the hamlet insurance. The insurance covers volunteer equipment operators.

5(d) Volunteers must keep a valid contact information on file with the OH.

## **6. Maintenance and Operations**

6(a) Work performed on land owned or permitted to the RM must receive OH approval prior to work beginning. Unapproved work may be subject to stopped work orders and fines.

6(b) Residents are asked to maintain the land adjoining their property.

6(c) All records and property used by volunteers and/or the OH directors belong to the hamlet and/or RM.

6(d) For security purposes passwords must be changed after each election. Electronic accounts must be kept in a business format to ensure no individual owns the accounts.

## **7. Parkview Water Users Inc.**

7(a) The OH and the PWUB make up the PWUI. They work together for the betterment of the PWUI water utility.

7(b) The OH or its liaison may attend any PWUI/PWUB meeting.

7(c) The PWUB directs profits from the PWUI to the OH. These funds are deposited into the Hamlet of Parkview account.

7(d) The PWUB must notify the OH of work done within the hamlet boundaries. Work must be completed in a timely manner. All costs associated with repairs and land reclamation are the sole responsibility of the PWUB/PWUI.

7(e) The OH retains the right to recuperate costs associated with payments made on behalf of the PWUB or PWUI using fees collected by the PWUB or the PWUI.

## Document Approval and Review

<b>Role</b>	<b>Position</b>	<b>Name</b>	<b>Date Approved</b>
<b>Author</b>	<b>Chair</b>	<b>Leona Messer</b>	<b>May 16, 2024</b>
<b>Approver</b>	<b>Chair</b>	<b>Leona Messer</b>	<b>June 15, 2024</b>
<b>Approver</b>	<b>Vice Chair</b>	<b>Tyson Grader</b>	<b>June 15, 2024</b>
<b>Approver</b>	<b>Secretary</b>	<b>Lynne Guick</b>	<b>June 15, 2024</b>

## Revision History

<b>Effective Date</b>	<b>Revision Letter</b>	<b>Approver</b>	<b>Description of Change</b>
	<b>A</b>	<b>Hamlet of Parkview Board of Directors</b>	<b>Adoption of Policies</b>