



Rural Municipality of Rosthern No. 403

Organized Hamlet Policy and Procedures

Adopted Motion _____

Authority:

The Municipalities Act, The Municipalities Act Regulations (Section 22.1-38)

Policy Objective:

This policy is implemented to ensure continuity and consistency with respect to all Organized Hamlet Boards within the boundaries of the Rural Municipality of Rosthern No. 403 (the RM). Council requires a specific group of criteria to be met according to legislation regarding the following:

1. Public Notice regarding Annual General Meetings (AGM's), all other Hamlet Board Meetings, Publication and Distribution of Hamlet Board Minutes, and Hamlet Policies (Schedule A – known as the Organized Hamlet Public Notice Requirements Policy);
2. Meeting requirements including but not limited to Rules of Order, Scheduling of Meetings and Appearances by Residents at such meetings (Schedule B – known as the Organized Hamlet Board Meeting Procedures Policy);
3. Hamlet Minute Requirements and Structure (Schedule C – known as the Organized Hamlet Board Minute Requirements and Structure Policy);
4. Election Process and Code of Conduct including Disqualification of Organized Hamlet Board members (Schedule D – known as the Organized Hamlet Board Elections Procedures)
5. Code of Ethics (Schedule E – known as the Organized Hamlet Board Code of Ethics)
6. Duties, Responsibilities of the Hamlet Board, Secretary and Setting Renumeration (Schedule F – known as the Organized Hamlet Board Duties, Responsibilities and Renumeration Policy)

This policy is adopted as an affirmation of Council's commitment to accountability and transparency to the ratepayers of the Municipality by ensuring that all information that may be legislatively distributed is available to the ratepayers. Council also recognizes its responsibility and accountability to all ratepayers. By implementing this policy.

Public Notice

The hereto attached **Schedule A** - known as the **Organized Hamlet Public Notice Requirements Policy** outlines the requirements of Public Notice for Organized Hamlet Boards, this schedule will include but not limited to all definitions laid out in *Section 24 of the Municipalities Regulations*.

Meeting Requirements

The hereto attached **Schedule B** - known as the **Organized Hamlet Board Meeting Procedures Policy** outlines the requirements of but not limited board meetings, rules of order, scheduling, conflict of interest and appearances by residents for Organized Hamlet Boards, this schedule will include but not limited to all definitions laid out in *Sections 23, 26, 27, 31.1 of the Municipalities Regulations*.

Minute Requirements and Structure

The hereto attached **Schedule C** - known as the **Organized Hamlet Board Minute Requirements and Structure Policy** outlines the requirements of but not limited to Hamlet minutes, and structure of the minutes to be presented to Council. This schedule will include but not limited to all definitions laid out in *Sections 27.1 of the Municipalities Regulations*.

Election Process, Code of Conduct including Disqualification of Board Members

The hereto attached **Schedule D** - known as the **Organized Hamlet Board Elections Procedures and Conduct Policy** outlines the requirements of but not limited to Hamlet Board terms, elections, election procedures, code of conduct, disqualification, vacancies. This schedule will include but not limited to all definitions laid out in *Sections 27.2, 27.3, 28, 31, 31.1, 31.2, of the Municipalities Regulations*.

Code of Ethics

The hereto attached **Schedule E** - known as the **Organized Hamlet Board Code of Ethics Policy** outlines the Code of Ethics for all Hamlet Board members, this policy includes an informal and formal complaint process.

Duties, Responsibilities and Renumeration of Boards

The hereto attached **Schedule F** - known as the **Organized Hamlet Board Duties, Responsibility and Renumeration Policy** outlines the requirements of but not limited to the duties, responsibilities and setting remuneration for Organized Hamlet Boards including annual disclosure statements. This policy is established to comply with *Section 22.2 (f)& (g) of the Municipalities Regulations*.

Schedule Listing:

Schedule A - Organized Hamlet Board Public Notice Requirements Policy

Schedule B - Organized Hamlet Board Meeting Procedures Policy

Schedule C - Organized Hamlet Board Minute Requirements and Structure Policy

Schedule D - Organized Hamlet Board Elections Procedures and Conduct Policy

Schedule E - Organized Hamlet Board Code of Ethics

Schedule F - Organized Hamlet Board Duties, Responsibility and Renumeration Policy



Rural Municipality of Rosthern No. 403

Schedule A

Organized Hamlet Board Public Notice Requirements Policy

Authority:

The Municipalities Act Regulations Section 24

Policy Objective:

The purpose of this policy is to establish public notice requirements for Organized Hamlet. To set out the minimum notice requirements, the methods of notice to be followed in providing such notice, and the minimum time for giving notice with respect to any matters for which public notice is required to be given.

Definitions:

- a) "Council" means the Council of the Rural Municipality of Rosthern No. 403.
- b) "RM" means the Rural Municipality of Rosthern No.403.
- c) "Administrator" means the Administrator of the Rural Municipality of Rosthern No. 403
- d) "Secretary" means the Organized Hamlet Board appointed Secretary.
- e) "Organized Hamlet Board (OHB)" means the Organized Hamlet Board Members
- f) "Annual General Meeting (AGM)" means the Annual General Meeting by the Organized Hamlet Board.
- g) the term "affected parties" shall mean those members of the public who are, in the opinion of the Secretary, directly and uniquely affected by a matter under consideration by the Organized Hamlet Board, to an extent greater than other members of the general public.
- h) the term "clear days" shall mean the number of calendar days, including the day of original posting, publishing or mailing, as the case may be, but excluding the day of the board meeting.

Policy:

Matters for which notice must be given

1.1 Public notice in accordance with this policy shall be given before OHB initially considers the following matters:

- a) Annual General Meeting
- b) All other Hamlet Board Meetings
- c) Hamlet Board Minutes
- d) Hamlet Policies included but not limited to:

- i. Meeting and Procedures Policy
- ii. Board Minute requirements and structure Policy
- iii. Election Procedures and Conduct Policy
- iv. Board Duties, Responsibilities and Remuneration Policy

Notice to the General Public and Affected Parties

1.2 Notice shall be given to the general public for all matters set out in subsection 1.1 (a to e) in accordance with this section:

- a) Notice of the matter shall be posted at least seven (7) clear days on the Hamlet website prior to the meeting at which the OHB will consider the matter;
- b) Should the Hamlet not have a website notice shall be posted at least seven (7) clear days on the Hamlet's Community poster board for all to see.

Notice of Further Dealings Respecting a Matter

1.3 The notice requirements provided for in this policy shall only be applied when the OHB initially considers a matter. For purposes of clarity, unless otherwise directed by the OHB, no notice, including notice to affected parties, will be given of any subsequent meeting of the OHB at which the matter will be considered.

Discretion of The Organized Hamlet Board

1.4 The notice requirements set forth in this policy are minimum requirements and are not intended to limit the OHB's discretion to provide additional notice, utilizing different or additional methods or repeating notice, as may be deemed appropriate by the OHB.

Responsibility of the Secretary

1.5 The Secretary shall be responsible to the OHB for ensuring compliance with this policy and may, in his/her absolute discretion:

- a) refuse to place any item on the agenda of the OHB, when there has been substantive non-compliance with the notice requirements of this Policy; or
- b) where there have been deficiencies in meeting the notice requirements provided for in this Policy, place any item on the agenda of the OHB, with a caution to members of the OHB that the matter should be tabled pending full compliance with the notice requirements set forth in this Policy

Organized Hamlet Board Meeting Procedures Policy

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Organized Hamlet Board Meeting Procedures

A POLICY TO REGULATE THE PROCEEDINGS OF ORGANIZED HAMLET BOARD MEETINGS

PART I – INTERPRETATION

1. Short Title

1.1 This procedure may be cited as “The Organized Hamlet Board Meeting Procedures”.

2. Purpose

2.1 The purpose of this policy is to establish clear, transparent, consistent and accessible rules for conducting business at meetings, for hamlet board members and the public to follow and participate in.

3. Definitions

3.1 In this Policy:

- (a) **“Act”** means *The Municipalities Act*.
- (b) **“Acting Chairperson”** means the board member elected by the board to act as the Chairperson if a vacancy arises in that office.
- (c) **“Adjourn”** means to suspend proceedings to another time or place.
- (d) **“Administration”** means the Secretary or an employee accountable to the Secretary.
- (e) **“Secretary”** means the person appointed as Secretary by the Hamlet Board
- (f) **“Agenda deadline”** means the time established in subsection 13.6 of this policy.
- (g) **“Amendment”** means an alteration to a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion.
- (h) **“Board Member”** means a member of the Organized Hamlet Board
- (i) **“Business day”** means a day other than a Saturday, Sunday or holiday.
- (j) **“Chair”** means a person who has the authority to preside over a meeting.
- (k) **“Chairperson”** means the Hamlet Board member as set by the Organized Hamlet board as the Chairperson
- (l) **“Committee”** means a committee, board, authority or other body duly appointed.
- (m) **“Communications”** include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.
- (n) **“Consent agenda”** means a portion of a meeting that lists items of business which are routine in nature and do not require substantial discussion and/or debate.
- (o) **“Consent motion”** means a motion to adopt, without debate, the recommendations of several reports within a consent agenda.
- (p) **“Deputy Chairperson”** means the member who is appointed by the Hamlet Board, pursuant to section 31 of this Policy, to act as Chairperson in the absence or incapacity of the Chairperson.

- (q) **“Member”** means the Chairperson, The Hamlet Board or an appointed individual to a committee, commission or board of the Hamlet Board.
- (r) **“Motion”** means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- (s) **“Mover”** means a person who presents or proposes a motion or amendment.
- (t) **“Organized Hamlet”** means the Organized Hamlet of
- (u) **“Order of business”** means the list of items comprising the agenda and the order in which those items appear on the agenda.
- (v) **“Point of order”** means the raising of a question by a member in a meeting claiming that the procedures of the meeting or of an individual the Hamlet Board member are contrary to the procedural rules or practices.
- (w) **“Point of privilege”** is the raising of a matter by a member which occurs while the Hamlet Board is in session, where:
 - i. the rights, privileges, decorum or dignity of the Hamlet Board collectively or the rights and privileges of a member individually have been affected,
 - ii. when a member believes that another member has spoken disrespectfully toward them or the Hamlet Board, or
 - iii. when a member believes their comments have been misunderstood or misinterpreted by another member or members; or
 - iv. when a member believes that comments made by the member outside the Hamlet Board Chamber have been misinterpreted or misunderstood by the Community, the public or the news media in order to clarify his or her position.
- (x) **“Point of procedure”** means a question directed to the person presiding at a meeting to obtain information on the rules or procedures bearing on the business at hand.
- (y) **“Public hearing”** means a meeting of the Hamlet Board or that portion of a meeting of the Hamlet Board which is convened to hear matters pursuant to:
 - i. a Resolution or Policy of the Hamlet Board.
- (z) **“Quorum”** is:
 - i. in the case of the Hamlet Board, a majority of the whole the Hamlet Board,
 - ii. in the case of a committee, more than one member of the committee and secretary.
- (aa) **“Recess”** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted.
- (bb) **“Resolution”** means a formal determination made by the Hamlet Board or a committee on the basis of a motion, duly placed before a regularly constituted meeting or a special meeting of the Hamlet Board or a committee for debate and decision, and is duly passed.
- (cc) **“Secunder”** means a person who formally supports a motion or amendment at the time it is proposed.
- (dd) **“Special committee”** means a committee appointed by the Hamlet Board at any time to deal with a specific issue(s) and exist for a length of time required to review the issue(s) and make recommendations to the Hamlet Board.

- (ee) **“Special meeting”** means a meeting other than a regular scheduled meeting called by the provisions of this Policy.
- (ff) **“Subcommittee”** means a committee established by a committee, Commission or board to review and report on an aspect of the committee, Commission or board’s business.
- (gg) **“The Hamlet Board”** means the Organized Hamlet Board elected
- (hh) **“Unfinished Business”** means business which has been raised at the same, or a previous meeting, and which has not been completed.
- (ii) **“Urgent Business”** means a time sensitive matter which requires the Hamlet Board’s immediate and urgent consideration.

3.2 A reference in this Policy to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

4. **Application**

- 4.1 This Policy applies to all meetings of the Hamlet Board and committees.
- 4.2 Notwithstanding subsection 4.1, the Hamlet Board may by resolution or Policy allow a board and committee to establish its own procedures.
- 4.3 When any matter relating to proceedings arise which is not covered by a provision of this Policy, the matter shall be decided by reference to Robertson Rules of Order.
- 4.4 In the event of any conflict between the provisions of this Policy and those contained in any of the other authorities set out above, the provision of this Policy shall apply.
- 4.5 Subject to subsection 4.3, any ruling of the Chairperson or chair shall prevail, subject, however, to the jurisdiction of the Hamlet Board or the committee to consider any appeals of those rulings.

PART II – MEETINGS

5. **First Meeting**

- 5.1 The first meeting of the Hamlet Board shall be called at the AGM after any elections that may take place.
- 5.2 At the first meeting of the Hamlet Board:
 - (a) the Hamlet Board shall accept the declaration of results with respect to the election; and
 - (b) every Hamlet Board member shall take the oath of office.

6. **Regular Meetings**

- 6.1 A Hamlet Board may decide to hold regularly scheduled Board meetings or committee meetings on specified dates, times and places. Notice of regularly scheduled meetings need not be given. All meetings are set annually at the regular December Hamlet Board Meeting.
- 6.2 Regular schedule Hamlet Board meeting date changes may be made at a prior Hamlet Board meeting or if between Hamlet Board meetings up to 24 hours prior by means of a teleconference with all members and Secretary present.
- 6.3 Notwithstanding the foregoing provisions, the Hamlet Board may, by resolution, dispense with or alter the time of a regular meeting of the Hamlet Board.
- 6.4 The Hamlet Board may, by resolution, authorize the Chairperson to reschedule a regular meeting of the Hamlet Board during a period of time to be specified within the resolution.

7. Special Meetings

- 7.1 The Secretary shall call a special meeting of the Hamlet Board, whenever requested to do so, in writing or by electronic form by the Chairperson or a majority of the members.
- 7.2 No business other than that stated in the notice is to be transacted at a special meeting of the Hamlet Board unless all members of the Hamlet Board are present, in which case, by unanimous consent, any other business may be transacted.
- 7.3 When a special meeting is to be held, the Secretary shall provide written notice of the time, date and place of the meeting to all members pursuant to section 10 of this Policy and to the public at least twenty-four (24) hours prior to the meeting and, in general terms, of the business to be transacted at the meeting.
- 7.4 Notwithstanding subsection 7.2, a special meeting may be held with less than twenty-four (24) hours' notice to members, and without notice to the public, if all members agree to do so, in writing, immediately before the beginning of the special meeting.

8. Meeting through Electronic Means

- 8.1 One or more members of the Hamlet Board may participate in a Hamlet Board meeting by means of a telephonic, electronic or other communication facility if:
 - (a) the members of the Hamlet Board provide the Secretary with at least two (2) business days' notice of their intent to participate in this manner:
 - (b) notice of the Hamlet Board meeting is given to the public including the way in which the Hamlet Board meeting is to be conducted;
 - (c) the facilities enable the public to at least listen to the meeting at a place specified in that notice and the Secretary is in attendance at that place; and
 - (d) the facilities permit all participants to communicate adequately with each other during the Hamlet Board meeting.
- 8.2 Members participating in a Hamlet Board meeting held by means of a communication facility are deemed to be present at the Hamlet Board meeting.

9. Notice of Meetings

- 9.1 Notice of regularly scheduled the Hamlet Board meetings is not required to be given.
- 9.2 If the Hamlet Board changes the date, time or place of a regularly scheduled meeting, at least seventy-two (72) hours' notice of the change will be given to:
 - (a) any members not present at the meeting at which the change was made; and,
 - (b) the public.

10. Method of Giving Notice

- 10.1 Notice of a Hamlet Board meeting is deemed to have been given to a member if the notice is:
 - (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or
 - (c) at the request of the member, sent by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or to the address specified by the member.
- 10.2 Notice of a Hamlet Board meeting is to be given to the public by posting notice of the meeting on the Hamlets website, in the event that the Hamlet does not have a website it will be posted on a community poster board to be viewed by all residents of the Hamlet.

11. Actions in Public

- 11.1 An act or proceeding of the Hamlet Board is not effective unless it is authorized or adopted by Policy or a resolution at a duly constituted public meeting of the Hamlet Board, then approved by the Council of the RM.
- 11.2 Every person has the right to be present at the Hamlet Board meetings that are conducted in public unless the person presiding at the Hamlet Board meeting expels a person for improper conduct.

12. Closed Sessions

- 12.1 The Hamlet Board may close all or any part of its meetings to the public if the matter to be discussed:
 - (a) is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or
 - (b) concerns long-range or strategic planning.
- 12.2 A resolution to move into closed session shall state, in general terms, the topic of discussion.
- 12.3 Where the Hamlet Board resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
 - (a) the members of the Hamlet Board;
 - (b) the Secretary and other members as the members of the Hamlet Board may deem appropriate; and
 - (c) such members of the public as may be allowed to attend by the Hamlet Board.
- 12.4 Where the Hamlet Board resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the Secretary shall record in the minutes thereto:
 - (a) the time that the in-camera portion of the meeting commenced and concluded;
 - (b) the names of the parties present.
- 12.5 No Resolutions or Policies may be passed during a closed meeting.
- 12.6 No business other than that described within the resolution pursuant to subsection 12.2 may be discussed.
- 12.7 Matters discussed or to be discussed in a closed meeting are to be kept in confidence until discussed at a public meeting of the Hamlet Board, unless otherwise provided for in this Policy.

PART III – THE HAMLET BOARD MEETING PROCEDURES

13. Agendas

- 13.1 The Secretary shall prepare the agenda for all regular and special meetings of the Hamlet Board.
- 13.2 The agenda shall include the order of business and all items of business and associated reports, Policies or documents and shall be set out in accordance with the order of business.
- 13.3 The Secretary shall ensure that the Hamlet Board agendas are delivered to each member no later than 24 hours immediately preceding the Hamlet Board meeting.
- 13.4 The Secretary shall ensure that the Hamlet Board agendas are available to the general public no later than 24 hours immediately preceding.
- 13.5 If, for any reason, the Secretary is unable to meet the deadline mentioned in subsection 13.3, the Secretary shall prepare and distribute the agenda as soon as

reasonably possible to allow the Hamlet Board members an opportunity to review the agenda prior to the Hamlet Board meeting.

13.6 All member reports, communication from the public, requests, or any other material intended for inclusion in the Hamlet Board agenda must be received by the Secretary no later than 2 business days prior to the meeting.

13.7 The Hamlet Board may, on a majority vote, permit additional or postpone material on the agenda after being adopted

14. Additional Business

14.1 The secretary may request to add a matter to the agenda of a meeting as additional business after the agenda has been prepared and distributed by the Secretary.

14.2 The Secretary shall distribute any requests from the Hamlet Board to add a matter of urgent business to the agenda to the members as soon as they are available.

14.3 During the confirmation of the agenda, a member may move to add a report, communication or delegation to the agenda if the matter arises.

15. Order of Business at Meetings

15.1 The general order of business of every regular the Hamlet Board meeting shall be as follows:

- (a) Call to order;
- (b) Approval of agenda;
- (c) Adoption of minutes / Business Arising;
- (d) Delegations;
- (e) Presentations and recognitions;
- (f) Public hearings;
- (g) Correspondence;
- (h) Reports of Board Members or Committees;
- (i) Financials;
- (j) Unfinished business;
- (k) New business;
- (l) Additional Business;
- (m) Adjournment.

15.2 The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:

- (a) otherwise determined upon motion passed by a vote of the majority of the members present to approve the agenda and which vote shall be placed without debate; or
- (b) the Chairperson determines during the proceedings of the Hamlet Board that for public interest a matter be moved upward or downward on the agenda to be dealt with promptly.

16. Commencement of The Hamlet Board Meeting

16.1 At the hour set for the meeting, or as soon as all members of the Hamlet Board present, the Chairperson, or in his or her absence the deputy Chairperson, shall take the chair and call the members to order.

16.2 In case neither the Chairperson nor the Deputy Chairperson is in attendance within 15 minutes after the hour appointed, and subject to a quorum being present, the Hamlet Board shall appoint an acting Chairperson pursuant to section 32 of this Policy who shall call the meeting to order and shall preside over the meeting until

the arrival of the Chairperson or the Deputy Chairperson, and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.

- 16.3 If a quorum is not present 30 minutes after the time appointed for the meeting, the Secretary shall record the names of the members present at the expiration of such time and announce that the Hamlet Board shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime.
- 16.4 If at any meeting the number of members is reduced to less than the number required for a quorum, the Hamlet Board shall stand adjourned.
- 16.5 Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting, or it shall be placed on the agenda for a special meeting called for the purpose of dealing with the unfinished items.
- 16.6 Members are encouraged to notify the Secretary when the member is aware that he or she will be absent from any meeting of the Hamlet Board.

17. Quorum

- 17.1 A quorum of the Hamlet Board is a majority of members.
- 17.2 Any act or proceeding of the Hamlet Board that is adopted at any the Hamlet Board meeting at which a quorum is not present is invalid.

18. Minutes

- 18.1 The Secretary shall record the minutes of each the Hamlet Board meeting and shall distribute copies of the minutes to each member then submitted to the Administrator for the RM Council review and final approval;
- 18.2 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 18.3 Any member may make a motion amending the minutes to correct any mistakes.
- 18.4 The minutes of each meeting are to be approved at the next regular meeting of Council then the next regular scheduled Hamlet Board meeting in which will be signed by the presiding member and the Secretary.
- 18.5 Minutes to be done in accordance with the Minute Requirements and Structure Policy

19. Presentations & Recognitions

- 19.1 Presentations shall be listed on the agenda when authorized by the Chairperson and shall be intended to recognize an individual or group on behalf of the Hamlet Board for some award or similar honors which they have received or for a group or individual to present to the Hamlet Board some award or similar honor which the Organized Hamlet has been awarded.

20. Public Hearing

- 20.1 If a public hearing is required, it shall be conducted in accordance with the provisions of this section.
- 20.2 The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
 - (a) the Chairperson shall declare the hearing on the matter open;
 - (b) the secretary shall present a report on the Policy or resolution under consideration including recommendations;
 - (c) if it is a hearing that involves an applicant, the applicant shall be given an opportunity to make representations on the matter under consideration;

- (d) after the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given an opportunity to make representations on the matter under consideration;
- (e) if it is a hearing that involves an applicant, at the conclusion of the speakers, the applicant shall be given an opportunity to respond to the representations of other people;
- (f) the Hamlet Board may request further information;
- (g) the Hamlet Board shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
- (h) the Chairperson shall declare the hearing closed; and
- (i) the Hamlet Board shall then consider the matter then shall vote on the Policy or resolution in accordance with the procedures contained in this Policy at their discretion.

20.3 The time allowed for each person making representations shall be 10 minutes.

20.4 A hearing may be adjourned to a certain date.

20.5 A member shall abstain from taking part in the debate or voting on the Policy or resolution, which is the subject of the hearing if the member was absent from any part of the public hearing.

21. Correspondence – General

21.1 When a person wishes to have a communication considered by the Hamlet Board, it shall be addressed to the Hamlet Board, and:

- (a) clearly set out the matter in issue and the request; and
- (b) for written communications, must be printed, typewritten or legibly written, contain the mailing address of the writer and be signed with the name of the writer; or
- (c) for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.

21.2 A communication received by the Secretary, which does not meet the conditions in subsection 21.1 or is abusive in nature, shall be forwarded to Chairperson for review and disposition.

21.3 A communication received by the Secretary which contains or relates to personal information shall be dealt with in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

22. Correspondence – Matters on The Hamlet Board Agenda

22.1 A written communication pertaining to a matter already on the Hamlet Board agenda must be received by the Secretary no later than the agenda deadline in order to be included on the Hamlet Board agenda.

22.2 A written communication received before the agenda deadline shall be placed by the Secretary on the Hamlet Board agenda and shall be dealt with when the matter is considered by the Hamlet Board at its meeting.

22.3 In the event that the communication to the Secretary is received after the agenda deadline, regarding a subject which is on the agenda, the Secretary will bring the request to the attention of the Hamlet Board.

23. Correspondence – Matters not on The Hamlet Board Agenda

23.1 A written communication received before the agenda deadline shall be placed by the Secretary on the Hamlet Board agenda and shall be dealt with when the matter is considered by the Hamlet Board at its meeting.

- 23.2 In the event that the communication to the Secretary is received after the agenda deadline, regarding a subject which is not on the agenda, the Secretary will bring the request to the attention of the Hamlet Board.
- 23.3 The individual will be advised by the Secretary that the communication may not be considered by the Hamlet Board.

24. Delegations – Matters on The Hamlet Board Agenda

- 24.1 When a person wishes to speak to the Hamlet Board on a matter already on the Hamlet Board agenda, for which a hearing is not required, that person shall notify the Secretary in writing, which notice shall include the following:
 - (a) the name and correct mailing address of the spokesperson;
 - (b) telephone number where the representative of the delegation can be reached during the day;
 - (c) originally signed, except when submitted by facsimile or e-mail; and
 - (d) clearly setting out the subject matter to be discussed and the request being made of the Hamlet Board.
- 24.2 A request to speak to the Hamlet Board pursuant to subsection 24.1 must be received by the Secretary no later than 4 business days prior to meeting in order to be included on the Hamlet Board agenda.
- 24.3 In the event that a delegation makes an application to the Secretary after the deadline noted in 24.2, regarding a subject which is on the agenda, the Secretary will bring the request to the attention of the Hamlet Board:
 - (a) Delegations will be advised by the Secretary that they may not be heard by the Hamlet Board.
- 24.4 Delegations speaking before the Hamlet Board shall address their remarks to the stated business:
 - (a) Delegations will be limited to speaking only once; and
 - (b) Rebuttal or cross debate with other delegations shall not be permitted.
- 24.5 A maximum of 10 minutes shall be allotted for each delegation to present his or her position of support or opposition.
- 24.6 Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views:
 - (a) Delegations are encouraged not to repeat information presented by an earlier delegation.
 - (b) The Chairperson shall at the conclusion of 10 minutes, inform the delegation that the time limit is up.
 - (c) Only upon a motion to extend the 10-minute limitation adopted by a majority of members shall the 10-minute limit be extended.
 - (d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 24.7 Upon the completion of a presentation to the Hamlet Board by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:
 - (a) Members shall not enter into debate with the delegation respecting the presentation; and
 - (b) If a motion has been moved and seconded, no further representation or questions of the delegation shall be permitted.

25. Delegations – Matters not on The Hamlet Board Agenda

- 25.1 When a person wishes to speak to the Hamlet Board on a matter not on the Hamlet Board agenda, for which a hearing is not required, that person shall notify the Secretary in writing, which notice shall include the following:
- (a) the name and correct mailing address of the spokesperson;
 - (b) telephone number where the representative of the delegation can be reached during the day;
 - (c) originally signed, except when submitted by facsimile or e-mail; and,
 - (d) clearly setting out the subject matter to be discussed and the request being made of the Hamlet Board.
- 25.2 A request to speak to the Hamlet Board pursuant to subsection 25.1 must be received by the Secretary no later than the agenda 4 business days prior to meeting date to be included on the agenda.
- 25.3 The Secretary, who shall consult with Chairperson, may refuse to accept a request to speak to the Hamlet Board if the Hamlet Board has, within the six (6) months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or Policy.
- 25.4 If a request to speak to the Hamlet Board is refused pursuant to subsection 25.3, a copy of the request and reply, shall be forwarded to members by the Secretary.
- 25.5 In the event that a delegation makes an application to the Secretary after the agenda deadline, regarding a subject which is not on the agenda, the Secretary will bring the request to the attention of the Hamlet Board.
- (a) Delegations will be advised by the Secretary that they may not be heard by the Hamlet Board.

26. The Hamlet Board Reports

- 26.1 Discussion shall include the sharing of the following information:
- (a) events, activities or community functions attended; and
 - (b) general work of members on behalf of the Hamlet Board colleagues, constituents and the Organized Hamlet.
 - (c) Conventions and workshops.
- 26.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

27. Policies

- 27.1 Any policy presented and passed by the Hamlet board shall comply with the Public Notice Policy.
- 27.2 The policy will be final approved once the RM Council has reviewed and a motion or resolution to pass the policy has been made.

28. Recess

- 28.1 The Hamlet Board may recess at any time during the meeting at Chairperson's discretion.

29. Adjournment

- 29.1 All regularly scheduled the Hamlet Board meetings shall stand adjourned when the Hamlet Board has completed all business as listed on the order of business (including tabled items).

PART IV – CONDUCT AT THE HAMLET BOARD MEETINGS

30. Chairperson

30.1 The Chairperson shall:

- (a) preside at all the Hamlet Board meetings;
- (b) preserve order at the Hamlet Board meetings;
- (c) enforce the rules of the Hamlet Board;
- (d) decide points of privilege and points of order; and
- (e) advise on points of procedure.

30.2 The Chairperson shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.

30.3 The Chairperson shall have the same rights and be subject to the same restrictions as all other members to make a motion.

31. Deputy Chairperson

31.1 The Hamlet Board shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the Hamlet Boards a deputy Chairperson who shall hold office for a term of 1 year or for such longer period as the Hamlet Board may decide, and in any event until a successor is appointed.

31.2 If the Chairperson, for any reason, is unable to perform the duties of his or her office, the deputy Chairperson shall have all of the powers of the Chairperson during the inability.

32. Acting Chairperson

32.1 The Hamlet Board shall, appoint a member to act as Chairperson if:

- (a) both the Chairperson and the deputy Chairperson, if one has been appointed pursuant to section 32, are unable to perform the duties of his or her office; or
- (b) the offices of both the Chairperson and the deputy Chairperson are vacant.

32.2 The member to be appointed, pursuant to subsection 32.1, shall be elected by a majority of the members present.

32.3 Where two (2) members have an equal number of votes, the Secretary shall:

- (a) write the names of those members separately on blank sheets of paper of equal size, color and texture;
- (b) fold the sheets in a uniform manner so the names are concealed;
- (c) deposit them in a receptacle; and
- (d) direct a person to withdraw one (1) of the sheets.

32.4 The member whose name is on the sheet withdrawn pursuant to subsection 32.3(d) shall be declared elected.

33. Persons Allowed at the Table

33.1 No person, except board members, including the Secretary and other members of administration as authorized by the Secretary and such persons as are permitted by the Chairperson and majority of the board shall be allowed to be seated at the Hamlet Board table during the sittings of the Hamlet Board, without permission of the Chairperson and majority of the board or other presiding member.

34. Conduct of Public

34.1 All persons in the public gallery at a Hamlet Board meeting shall:

- (a) refrain from addressing the Hamlet Board, or a member unless expressly permitted to do so;
- (b) refrain from carrying on discussions or otherwise communicating with others within the gallery;
- (c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
- (d) refrain from using cellular telephones or other electronic devices at any time within chambers;
- (e) refrain from making audio or video recordings of proceedings;
- (f) refrain from entering a meeting except prior to commencement of the meeting and during breaks in proceedings. For clarity, members of the public may leave the meeting at any time, but must proceed to the waiting area or leave the building, shall not leave behind any belongings, and may not return to the meeting until there is a break in proceedings. Any belongings left behind may be subject to removal at the discretion of council.

35. Conduct of Delegations

- 35.1 When addressing members at a Hamlet Board meeting, a delegation shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal government or Organized Hamlet, or any official representing them;
 - (b) using offensive words in referring to a board member, RM of Rosthern Council member, an employee of the RM of Rosthern No 403 or a member of the public;
 - (c) reflecting on a vote of the Hamlet Board except when moving to rescind or reconsider it;
 - (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.

36. Conduct of Members

- 36.1 Members of the Hamlet Board wishing to speak at a meeting shall ensure they do not interrupt another member.
- 36.2 If more than one member wishes to speak at a meeting at the same time, the Chairperson shall indicate which member shall speak first.
- 36.3 When addressing the Hamlet Board meeting, a member shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal government, Organized Hamlet, or any official representing them;
 - (b) using offensive words in referring to a board member, RM of Rosthern Council member, an employee of the RM of Rosthern No 403 or a member of the public;
 - (c) reflecting on a vote of the Hamlet Board except when moving to rescind or reconsider it,
 - (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.
- 36.4 When a member is addressing the Hamlet Board, all other members shall:
- (a) remain quiet and seated;

- (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- 36.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.
- 37. Improper Conduct**
 - 37.1 The Chairperson may request that any person in the public gallery who disturbs the proceedings of the Hamlet Board or acts improperly at the Hamlet Board meeting, as set out in section 34, leave or be expelled from the meeting.
 - 37.2 The Chairperson may request that any delegation who addresses the Hamlet Board improperly as set out in section 35, leave or be expelled from the meeting.
 - 37.3 No person shall refuse to leave a Hamlet Board meeting when requested to do so by the Chairperson.
 - 37.4 Any person who refuses to leave when requested to do so may be removed.
 - 37.5 If a person disturbs the proceedings of the Hamlet Board or refuses to leave when requested to do so, the Chairperson may recess the meeting until the person leaves or adjourn the meeting to another day.
- 38. Leaving the Meeting**
 - 38.1 Every member who leaves the Hamlet Board meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the Secretary.
- 39. Point of Order**
 - 39.1 A member may rise and ask the Chairperson to rule on a point of order.
 - 39.2 When a point of order is raised, the member speaking shall immediately cease speaking until the Chairperson decides the point of order raised.
 - 39.3 A point of order must be raised immediately at the time the rules of the Hamlet Board are breached.
 - 39.4 The member against whom a point of order is raised may be granted permission by the Chairperson to explain.
 - 39.5 The Chairperson may consult the Secretary before ruling on a point of order.
 - 39.6 A point of order is not subject to amendment or debate.
- 40. Point of Privilege**
 - 40.1 A member may rise and ask the Chairperson to rule on a point of privilege.
 - 40.2 After the member has stated the point of privilege, the Chairperson shall rule whether or not the matter raised is a point of privilege.
 - 40.3 If the matter is determined to be a point of privilege, the member who raised the point of privilege shall be permitted to speak to the matter.
 - 40.4 If the point of privilege concerns a situation, circumstance or event which arose between the Hamlet Board meetings, the member shall raise the point of privilege immediately after adoption of the minutes of the previous the Hamlet Board meeting.
 - 40.5 The Chairperson may consult the Secretary before ruling on a point of privilege.
 - 40.6 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to the Hamlet Board.
- 41. Point of Procedure**
 - 41.1 Any member may ask the Chairperson for an opinion on a point of procedure.
 - 41.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the Chairperson responds to the inquiry.

- 41.3 After the member has asked the point of procedure, the Chairperson shall provide an opinion on the rules of procedure bearing on the matter before the Hamlet Board.
- 41.4 The Chairperson may consult the Secretary before providing an opinion on the point of procedure.
- 41.5 A point of procedure is not subject to amendment or debate.
- 41.6 The Chairperson's answer to a point of procedure is not a ruling, and cannot be appealed to the whole of the Hamlet Board.

42. Appeal

- 42.1 Whenever a member wishes to appeal any ruling of the Chairperson or a point of order or point of privilege to the whole of the Hamlet Board:
 - (a) the motion of appeal, "that the decision of the chair be overruled" shall be made;
 - (b) the member may offer a brief reason for the challenge;
 - (c) the Chairperson may state the reason for the decision; and
 - (d) following which the question shall be put immediately without debate.
- 42.2 The Chairperson shall be governed by the vote of the majority of the members present.
- 42.3 A ruling of the Chairperson must be appealed immediately after ruling is made or the ruling will be final.

43. Calling a Member to Order

- 43.1 When the Chairperson calls a member to order, the member shall resume his or her seat, but may afterwards explain his or her position in making the remark for which he or she was called to order.
- 43.2 In the event that a member refuses to resume his or her seat when called to order, the Chairperson shall request the deputy Chairperson, or if the deputy Chairperson is absent or is the unruly member, any other member of the Hamlet Board to move a resolution to remove the unruly member either:
 - (a) for the balance of the meeting,
 - (b) until a time, which shall be stated in the motion, or
 - (c) until the member makes an apology acceptable to the Hamlet Board for his or her unruly behavior, whichever shall be the shortest time.
- 43.3 When the majority of the Hamlet Board votes in favor of the resolution, the Chairperson shall direct the unruly member to leave the Hamlet Board chamber, and if the member refuses to leave, the Chairperson may:
 - (a) recess the meeting until the person leaves or adjourn the meeting to another day; or
 - (b) direct that law enforcement officials be engaged to assist in the removal of the unruly member.
- 43.4 When the Hamlet Board has directed an unruly member to leave the Hamlet Board chambers, and the member so directed makes an explanation and apology adequate and satisfactory to the Hamlet Board, it may, by a majority vote of the remaining members present, allow the offending member to remain in his or her place if he or she has not left or been removed, or to retake his or her place.

PART V – MOTIONS

44. Motions and Debate

- 44.1 A motion shall express fully and clearly the intent of the mover.
- 44.2 A motion shall not be considered unless it has been seconded.
- 44.3 Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 44.4 When a motion is under debate no other motion may be made, except a motion to:
 - (a) amend a motion;
 - (b) table motion to a Hamlet Board committee or request a report back to the Hamlet Board at a later date;
 - (c) table a motion to a fixed date;
 - (d) request that a motion be put to a vote;
- 44.5 Notwithstanding any other provisions of this Policy, the member, who moved a motion after a motion is under debate, may, with the consent of the Hamlet Board:
 - (a) on his or her own initiative while he or she is speaking on the same; or
 - (b) when requested by another member speaking on the motion;
 - (c) change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.
- 44.6 Any motions allowed under subsection 44.4 shall be considered in the order in which they were moved.

45. Motion to Amendments

- 45.1 Any motion may be amended to:
 - (a) add words within the motion;
 - (b) delete words within the motion; or
 - (c) change a word or words within the motion.
- 45.2 The amending motion must be:
 - (a) relevant to the main motion;
 - (b) made while the main motion is under consideration; and
 - (c) consistent with the principle embodied in the main motion.

46. Request that Motion be put to Vote

- 46.1 A motion requesting that a motion be put to a vote shall not be moved or seconded by a member who has spoken to the original motion.
- 46.2 A motion requesting that a motion be put to a vote shall not be amended or debated.
- 46.3 If a motion requesting that a motion be put to a vote is passed by the Hamlet Board, the original motion shall immediately be put to a vote of the Hamlet Board without any amendment or debate.
- 46.4 If a motion requesting that a motion be put to a vote is not passed by the Hamlet Board, the original question may be amended or debated.

47. Motion to Adjourn

- 47.1 Refer to Section 29.1.

48. Consent Agenda

- 48.1 The consent agenda portion of a meeting is moved, seconded and voted upon without debate as one item regardless of the number of reports included.
- 48.2 If a member wishes to debate an item included in the consent motion, a request to remove the item from the consent agenda must be made before the Chairperson

calls the questions, and the item shall be removed from the consent agenda without further debate or vote.

48.3 Any items so removed shall be addressed immediately following approval of the consent agenda.

48.4 If an item is removed from the consent agenda pursuant to subsection 48.2 a member or Secretary may address the Hamlet Board on the item.

49. Motion to Move to a Closed Meeting

49.1 A member may make a motion that the Hamlet Board meeting move to a closed meeting.

49.2 The motion to move to a closed meeting must:

(a) be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;

(b) the titles or subject of the item(s) to be discussed; and

(c) include the reason for the Hamlet Board meeting to be held in a closed meeting.

(d) As per section 12.1(b)

49.3 No Policy or resolution shall be passed during a closed meeting.

50. Motion Contrary to Rules

50.1 The Chairperson may refuse to put to the Hamlet Board a motion which is, in the opinion of the Chairperson, contrary to the rules and privileges of the Hamlet Board.

50.2 Chairperson feels in their opinion that full discussion has not been met.

51. Withdrawal of Motions

51.1 The mover and seconder of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

52. Motion to Rescind

52.1 A motion to rescind can apply to resolutions, and policies passed by the Hamlet Board.

52.2 A motion to rescind may be moved and seconded by any the Hamlet Board member regardless how they voted on the original motion.

52.3 A motion to rescind is debatable.

52.4 A motion to rescind may be amended.

52.5 A motion to rescind shall, in all cases, require a majority vote of all the Hamlet Board members to pass.

53. Motion to Table

53.1 Where a majority of all members decide to table a motion to a fixed date, the motion cannot be considered by the Hamlet Board until the fixed date.

53.2 Notwithstanding subsection 53.1, the Hamlet Board may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.

53.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

54. Motion to Refer

54.1 A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.

54.2 A member making a referral motion generally should include in the motion:

(a) the terms on which the motion is being referred; and

(b) the time when the matter is to be returned.

55. Debate on Motion

55.1 Members shall be allowed to speak more than once to a motion, but not until each member has been provided an opportunity to speak on the motion, except to explain a material part of their speech which may have been misquoted or misunderstood.

55.2 The mover of the motion shall be given the first opportunity to speak.

55.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

56. Legal Advice

56.1 Where a majority of the members present at a Hamlet Board meeting wish to receive legal advice in private, the Hamlet Board may recess for a period of time sufficient to receive legal advice.

56.2 Motion passed of majority members move to a closed meeting to receive legal advice.

57. Voting of the Hamlet Board

57.1 A member attending the Hamlet Board meeting shall vote at the meeting on a matter before the Hamlet Board unless the member is required to abstain from voting.

57.2 If a member is not required to abstain from voting on a matter before the Hamlet Board and abstains from voting, the Hamlet Board member is deemed to have voted in the negative.

57.3 The Secretary shall ensure that each abstention is recorded in the minutes of the meeting.

58. Voting of Chairperson

58.1 The Chairperson shall vote with the other members on all questions.

59. Majority Decision

59.1 Unless a greater percentage of votes is required by any provision of this Policy, at every Hamlet Board meeting, all questions are to be decided by a majority vote of the members present.

60. Recorded Vote

60.1 Before a vote is taken by the Hamlet Board, a member may request that the vote be recorded.

60.2 If a vote is recorded, the minutes must show the names of the members present and whether each voted for or against the proposal or abstained.

61. Tied Vote

61.1 If there are an equal number of votes for and against a resolution or Policy, the resolution or Policy is defeated.

PART VI – COMMITTEES

62. Procedure for Appointments

62.1 The Hamlet Board shall utilize the following procedure for appointments to committees:

- (a) Prior to November 1st, by advertisement, invite submissions from the public for appointments to which the Hamlet Board is entitled to make appointments to in the ensuing term;
- (b) Prior to November 1st, invite submissions from members of the Hamlet Board for appointments to which the Hamlet Board is entitled to make appointments to in the ensuing term;

- (c) Obtain information from the various committees that the Hamlet Board is entitled to make appointments to in the ensuing term regarding the dates and times of their regular meetings and the attendance by the Hamlet Board appointed representatives in the previous term; and
- (d) Compile all applications received and provide the compiled applications to the Hamlet Board.

63. Term

- 63.1 Appointments to committees shall be for a one (1) year term beginning on January 1st to December 31st of the following year.
- 63.2 Notwithstanding subsection 63.1, in a election year, the term of appointments shall be reduced to coincide with the day of the election.
- 63.3 A member of any committee, excluding members of the Hamlet Board, shall only be appointed to a maximum of two (2) committees at one (1) time.
- 63.4 The Hamlet Board may, in its discretion, revoke the membership of any individual whom has been appointed to a committee.

64. Committee Procedures

- 64.1 The Hamlet Board may from time to time establish a committee in response to specific issues requiring immediate or long-term attention.
- 64.2 The membership and jurisdiction of a committee shall be as provided for in the enabling legislation or as directed by the Hamlet Board.
- 64.3 A Chairperson of the committee shall be appointed at the first committee meeting, this shall be recorded within the committee minutes to be submitted to the Hamlet Board.
- 64.4 The chair of all committees established by the Committee shall be Chairperson when in attendance, unless the Hamlet Board directs otherwise.
- 64.5 An act or proceeding of a committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public committee meeting.
- 64.6 Everyone has the right to be present at committee meetings that are conducted in public unless the chair expels a person for improper conduct.
- 64.7 Committees shall conduct all committee meetings in public.
- 64.8 Committees may close all or part of the meeting as per section 12 or 56 of this Policy.
- 64.9 Committees operated without being regularly scheduled, it shall be the duty of the chair, or in the chair's absence, Secretary to call a meeting of the committee whenever required in writing:
 - (a) once a committee meeting is scheduled, notice to members of the committee and public immediately posted on the website in the event the Hamlet does not have a website on a community poster board viewed by the residents;
 - (b) if less than 24 hours, all members of committee must agree in writing.
- 64.10 The business of committees shall be conducted in accordance with the rules governing the procedure of the Hamlet Board or more than one person, and the secretary of the committee.
- 64.11 Each committee, whom the Secretary does not provide secretarial services to, will recommend to the Secretary the appointment of a Secretary, who will be responsible for:
 - (a) tracking the attendance;
 - (b) preparing meeting agendas and minutes; and

- (c) in absent of the chairperson reporting the committee's decisions to the Hamlet Board.
- 64.12 When invited person, or a group of persons, may bring any matter to the attention of a committee.
- 64.13 Upon receipt of such communication, the Secretary shall place the communication on the agenda of the next meeting of the committee for its consideration;
- 64.14 All invited submissions to committees must be received by the Secretary within the established deadlines, usually two (2) business days prior to the meeting.
- 64.15 Any notice respecting a committee meeting is deemed to have been given to a member if the notice is:
 - (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or
 - (c) at the request of the member, provided or sent to the member by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or address specified by the member.
- 64.16 Notice to the public of a committee meeting as required by subsections 64.16 to 64.19 is sufficient if the notice is posted on the website or the event the hamlet does not have a website on the community poster board to be viewed by the residents .
- 64.17 Any unfinished business remaining at the time of the adjournment shall be considered at the next scheduled meeting of the committee.
- 64.18 The Secretary shall record the minutes, without note or comment.
- 64.19 No member shall release or otherwise make public any information considered at a closed meeting, including discussion of the content of such a meeting with persons other than with members of the Hamlet Board or with civic staff who are privy to that information:
 - (a) unless authorized by the Hamlet Board; or
 - (b) until the matter is included on a public agenda of the Hamlet Board.
- 64.20 Every committee shall report to the Hamlet Board, and no action of any committee shall be binding on the Organized Hamlet unless:
 - (a) power to take such action is expressly conferred on the committee by legislation, Policy or resolution of the Hamlet Board; or,
 - (b) the Hamlet Board has considered the report of the committee and if adopted, shall become the resolve of the Hamlet Board.
- 64.21 The conduct of delegations or the public at committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in section 34 & 35 of this Policy.
- 64.22 The conduct of members shall be subject to the requirements as set out in section 36 of this Policy.
- 64.23 The chair may request any individual to be expelled from a meeting, in accordance with the guidelines as set out in section 37 of this Policy.

PART VII – MISCELLANEOUS

65. Coming Into Force

- 65.1 This Policy shall come into force and take effect after final approval from the RM Council.



Rural Municipality of Rosthern No. 403

Schedule C

Organized Hamlet Board Minute Requirements and Structure Policy

Authority:

The Municipalities Act Regulations Section 27.1

Policy Objective:

This policy is to establish the requirements and structure for the Secretary / Board to prepare and submit the Minutes for the Organized Hamlet.

Definitions:

- a) "Council" means the Council of the Rural Municipality of Rosthern No. 403.
- b) "RM" means the Rural Municipality of Rosthern No.403.
- c) "Administrator" means the Administrator of the Rural Municipality of Rosthern No. 403
- d) "Secretary" means the Organized Hamlet Board appointed Secretary.
- e) "Organized Hamlet Board (OHB)" means the Organized Hamlet Board Members
- f) "Annual General Meeting (AGM)" means the Annual General Meeting by the Organized Hamlet Board.

Policy:

1. Preparation of Meeting Minutes

- 1.1. Every Organized Hamlet Board Secretary is required to record and prepare minutes for each meeting of the OHB. These minutes must be submitted to the RM Administrator immediately following the meeting for review and approval by the RM Council.
- 1.2. All annual meeting minutes must be prepared using the meeting minutes template defined in Section 2. Beyond the requirements set out in the OHB meeting minutes template, any additional information that is deemed appropriate by the secretary to be included in the meeting minutes may be added.
- 1.3. Any additional information to be included by the Secretary beyond that required by the meeting minutes template must be completely free of all personal bias held by the Secretary and completely free of all personal comment.

1.4. Information included in these minutes must be free of resident personal information according to the LA FOIPP (Local Authority Freedom of Information and Privacy Protection Act).

2. Meeting Minutes Template

2.1. All Minutes prepared by the Secretary of an OHB must be presented using the following template:

2.1.1. Organized Hamlet Board Meeting Details

Name of Organized Hamlet Board

Date of Meeting

Location of Meeting

Name and Position of each OHB member in attendance

2.1.2. Listing the number of any other attendees at the meeting

2.1.3. Statement of the exact time that the meeting was called to order by the Chairperson.

2.1.4. Statement of the exact time that the Conduct of Public was read to residents in attendance by the Chairperson.

2.1.5. Approval of the Agenda presented including additions if necessary

2.1.6. Approval of the prior meeting minutes

2.1.7. Listing of any Delegations that may be in attendance – noting the time beginning and ending.

2.1.8. Any presentations and recognitions that may be in order.

2.1.9. Any Public Hearings that may occur

2.1.10. Any Correspondence that the Hamlet may receive for review

2.1.11. Summarization of any OHB working Committee reports

2.1.12. Summarization of presentation made by RM Council members in attendance.

2.1.13. Financial Report presentation and approval

2.1.14. Unfinished Business

a) Summarization of discussion relating to items previously discussed

b) Any resolutions made by the OHB relating to items within the jurisdiction of the OHB to be final approved by the RM Council.

2.1.15. New Business

a) Summarization of discussion relating to items previously discussed

b) Any resolutions made by the OHB relating to items within the jurisdiction of the OHB to be final approved by the RM Council.

2.1.16. Any Additional business that has been added to the agenda

2.1.17. Election of Hamlet Board Members (if required)

a) Name of the individual who has completed his / her term of office of
name of individual that has resigned from the OHB if applicable

b) Name(s) of individual (s) nominated for the vacant OHB seat along with
the name of the nominators

- c) If vote is needed, identification of the process by which the vote occurred (show of hands, secret ballot, etc.)
- d) If no vote is needed, a statement identifying acclamation must be made in the minutes
- e) Name of successful candidate
- f) Should more than one OHB member be required to be elected at an annual meeting or regular meeting for bi-election purposes, this process shall be recorded for each nomination and election or acclamation.

2.1.18. Statement for setting the date for the next meeting of the OHB

- a) If the minutes pertain to the Annual Meeting of the Organized Hamlet Board, the date and location of the next AGM must be set.
- b) If the minutes pertain to any other meeting of the OHB, the date and location of the next intended meeting must be set.

2.1.19. Adjournment

- a) A resolution to adjourn must be made
- b) The time that the resolution to adjourn was made must be recorded.

3. Submission and Approval of Meeting Minutes

3.1. Immediately following the OHB meeting the Secretary shall submit the minutes to the Administrator within ten (10) days per Section 27.1(2) of the Act to be added to the Regular Meeting of Council for review and approval.

4. Publication of the Meeting Minutes

4.1. After the minutes have been reviewed by the RM Council the OHB shall make the minutes available to the public how they see fit.

Attached to this policy is a sample template of minutes

Organized Hamlet of Somewhere

Regular Scheduled Board Meeting Held on _____.

Location:

Board Members Present: listing name and position held on the board.

Number of Residents / Gallery Present:

Chairperson _____ called the meeting to order _____ AM/PM.

Chairperson _____ read the conduct to public from Organized Hamlet Board Meeting Procedures Policy to residents in attendance.

Agenda

motion # _____. Year _____ (example: 01.2045) Who Made the Motion (last names of board members):
that the agenda (with additions of _____ if necessary) be approved as presented.

Carried or Defeated

Minutes

motion # _____. Year _____ (example: 01.2045) Who Made the Motion (last names of board members):
that the minutes from "date of last minutes" be approved as presented.

Carried or Defeated

Summary of Committees

- Brief report of what was discussed – in accordance with section 1.4 of the policy

Summary of RM Representatives

- Brief report of what was discussed – in accordance with section 1.4 of the policy

Financials

motion # _____. Year _____ (example: 01.2045) Who Made the Motion (last names of board members):
that the Financial Statement from "date of financials being reviewed" be approved as presented.

Carried or Defeat

motion # _____. Year _____ (example: 01.2045) Who Made the Motion (last names of board members):
that the list of attached expenditures be approved as presented.

Carried or Defeat

Unfinished Business

Topic of motion being made

motion # _____. Year _____ (example: 01.2045)

Who Made the Motion (last names of board members):

Motion being made.

Carried or Defeat

New Business

Topic of motion being made

motion # _____. Year _____ (example: 01.2045)

Who Made the Motion (last names of board members):

Motion being made.

Carried or Defeat

Hamlet Elections

That INSERT NAME has completed her term of office, or INSERT NAME has resigned from the Organized Hamlet of _____ board.

That INSERT NAME has nominated INSERT NAME for the vacant seat on the Organized Hamlet of _____.

** if vote is required**

That a vote has been conducted by means of _____.

The successful candidate of the vote is INSERT NAME, with the vote being:

** if **NO** vote is required**

That INSERT NAME has been acclaimed for the term of Organized Hamlet of _____ board.

repeat above for each member election if more than 1 board position is up

Next Meeting Date:

List of the set next meeting dates.

Adjournment

motion # _____. Year _____ (example: 01.2045)

Who Made the Motion (last names of board members):

That the meeting be adjourned INSERT TIME AM/PM

Carried or Defeat

Chairperson

Secretary



Rural Municipality of Rosthern No. 403

Schedule D

Organized Hamlet Board Election Procedures

Authority:

The Municipalities Act Regulations

Policy Objective:

The purpose of this policy is to establish Election Procedures and Hamlet Board Member Code of Conduct requirements for the Organized Hamlet. To set out the election process and Code of Conduct for Board Members.

Definitions:

- a) "Council" means the Council of the Rural Municipality of Rosthern No. 403.
- b) "RM" means the Rural Municipality of Rosthern No.403.
- c) "Administrator" means the Administrator of the Rural Municipality of Rosthern No. 403
- d) "Secretary" means the Organized Hamlet Board appointed Secretary.
- e) "Organized Hamlet Board (OHB)" means the Organized Hamlet Board Members
- f) "Annual General Meeting (AGM)" means the Annual General Meeting by the Organized Hamlet Board.

Policy:

Hamlet Elections Requirements and Procedures

Nominations to Hamlet Board

1.1 As referenced in Section 27.2 of the Act:

- 1) Subject to subsection (3), any voter of the organized hamlet is eligible to be nominated to serve on the hamlet board.
- (2) The hamlet board shall establish a policy for the nomination of board members that may include:
 - (a) the deadline by which nominations must be submitted before the annual general meeting, if nominations are required to be submitted in advance;
 - (b) the form and manner of nomination submissions; and
 - (c) information required to be submitted with a nomination, including contact information, proof of residency in the organized hamlet and proof of eligibility to

vote.

(3) Employees of the Municipality are not eligible to be nominated to serve on Hamlet Board

Election of the Hamlet Board

1.2 As referenced in Section 27.3 of the Act:

- (1) At the annual general meeting, voters of an organized hamlet shall vote to elect hamlet board members according to the procedures contained in the hamlet board policy.
- (2) Voters shall be present at the annual general meeting to cast a vote, unless the policy mentioned in subsection (1) provides for advance voting or voting remotely.
- (3) The results of the vote must be announced at the meeting in which the vote was conducted.
- (4) The official results of the vote, including the number of votes cast for each nominee, must be posted in accordance with the hamlet board's notice policy mentioned in section 24 no later than 5 days after the annual general meeting.

Terms of Office

1.3 As referenced in Section 28 of the Act:

28(1) The term of office of a hamlet board member commences immediately after the annual general meeting at which that member was elected and, unless that office is sooner vacated, continues until the 4th annual general meeting after that board member's election.

(2) A hamlet board member holds office until that member's successor is elected. Within 7 days after an annual general meeting, the hamlet board members shall select a chairperson and a secretary from among their members

Vacancies

1.4 As referenced in Section 31 of the Act:

- (1) If a vacancy occurs in the membership of a hamlet board by reason of a member's death, resignation, disqualification or otherwise, the hamlet board may:
 - (a) call a meeting of the voters of the organized hamlet for the purpose of filling the vacancy for the unexpired term of the member being replaced; or
 - (b) wait until the next annual general meeting to fill the vacancy.
- (2) If 2 or more vacancies occur in the membership of a hamlet board by reason of death, resignation, disqualification or otherwise:
 - (a) the hamlet board shall call a meeting of the voters of the organized hamlet

for the purpose of filling the vacancies for the unexpired term of the members being replaced; or

(b) if no board members remain, then the administrator of the municipality shall call and chair an annual general meeting of the hamlet board.

(3) If a meeting is called pursuant to subsection (1) or (2), notice of the meeting shall be given pursuant to section 24.

Election Nominating, Voting, Recording Process

1.5 As referenced in Section 1.2.12 of Schedule C being The Organized Hamlet Board Minute Requirements and Structure Policy:

- a) Name of the individual who has completed his / her term of office of name of individual that has resigned from the OHB if applicable
- b) Name(s) of individual (s) nominated for the vacant OHB seat along with the name of the nominators
- c) If vote is needed, identification of the process by which the vote occurred (show of hands, secret ballot, etc.)
- d) If no vote is needed, a statement identifying acclamation must be made in the minutes
- e) Name of successful candidate
- f) Should more than one OHB member be required to be elected at an annual meeting or regular meeting for bi-election purposes, this process shall be recorded for each nomination and election or acclamation.

Conflict of Interest

1.6 As referenced in Section 31.1 of the Act:

- (1) Sections 141 and 141.1, subsections 142(1), (2) and (6) and sections 143,144, 144.1 and 144.2 of the Act apply to hamlet board members, with any necessary modification.
- (2) If a member of the hamlet board has a conflict of interest in a matter before the board, that member shall follow the steps outlined in subsection 144(1) of the Act, with any necessary modification.
- (3) Every declaration of a conflict of interest made pursuant to subsection 144(1) must be recorded in the minutes of the meeting.

** no modifications will be made at this time**

Disqualification and Removal of Organized Hamlet Board Member

1.7 As referenced in Section 31.2 of the Act:

- (1) A member of the hamlet board is disqualified from the board if the member:
 - (a) is absent from 3 consecutive board meetings unless authorized by:

- (i) a resolution of the hamlet board; or
 - (ii) a leave of absence policy adopted by the hamlet board;
 - (b) is convicted while in office:
 - (i) of an offence punishable by imprisonment for 5 years or more; or
 - (ii) of an offence pursuant to section 123, 124 or 125 of the *Criminal Code*; or
 - (c) ceases to be a voter of the organized hamlet.
- (2) A member of the hamlet board who is disqualified must resign immediately.
- (3) If a member of the hamlet board who is disqualified does not resign as required by subsection (2), sections 148 and 150 of the Act apply with any necessary modification

** no modifications will be made at this time**



Rural Municipality of Rosthern No. 403

Schedule E

Organized Hamlet Board Code of Ethics

Short Title

1. This policy may be cited as the “Code of Ethics Policy”.

Preamble

2. The board members of the Organized Hamlet recognize that their actions have an impact on the lives of all residents and property owners in the community. Fulfilling their obligations and discharging their duties responsibly requires a commitment to the highest ethical standards.

The members of the board recognize that the quality of the public administration and governance of the Organized Hamlet, as well as the reputation and integrity, depends on their conduct as elected officials.

Purpose and Interpretation

3. The purpose of this policy is to outline basic ethical standards and values for members of the board. It is to be used to guide members of the board respecting what their obligations are when fulfilling their duties and responsibilities as elected officials. It also explains the procedure for filing a complaint, investigating a complaint, and enforcing these standards and values.

This policy is to be interpreted in accordance with the legislation applicable to the Organized Hamlet, the common law and the policies and policies of the Organized Hamlet.

Neither the law nor this policy is to be interpreted as exhaustive. There will be occasions which the board will need to adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government. It is the responsibility of each member of the board to uphold the standards and values set out in this policy.

Definitions

4. In this policy:
 - a) **Act:** means *The Municipalities Act*.
 - b) **Complainant:** means an individual/organization/municipal employee/member of the board.
 - c) **Designated Officer:** means a person designated by the board or a person to whom power or authority is delegated or, in the absence of a designation by the board, the administrator.
 - d) **Members of The Board:** means members of the board of the Organized Hamlet

PART II

STANDARDS AND VALUES

5. Members of the board must uphold the following standards and values:
- a) Honesty
 - i. Members of the board shall be truthful and open in their roles as the board members and as members of the communities they serve.
 - b) Objectivity
 - i. Members of the board shall make decisions carefully, fairly and impartially.
 - c) Respect
 - i. Members of the board shall treat every person, including other members of the board, members of the municipal council, municipal employees and the public, with dignity, understanding and respect;
 - ii. Members of the board shall not engage in discrimination, bullying or harassment in their roles as members of the board;
 - iii. Members of the board shall not use derogatory language towards others;
 - iv. Members of the board shall treat people with courtesy; and
 - v. Members of the board shall recognize the importance of the different role's others play in local government decision making.
 - d) Transparency and Accountability
 - i. Members of the board shall endeavour to conduct and convey the board business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in a closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions; and
 - ii. Members of the board are responsible for the decisions they make. This responsibility includes acts of commission and acts of omission.
 - e) Confidentiality
 - i. Members of the board shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by the board to do so; and
 - ii. Members of the board shall not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position and that is not in the public domain. This includes complying with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as members of the board of a local authority.
 - f) Leadership and the Public Interest
 - i. Members of the board shall serve their constituents in a conscientious and diligent manner and act in the best interests of the Organized Hamlet;
 - ii. Members of the board shall strive, by focussing on issues important to the community and demonstrating leadership, to build and inspire the public's trust and confidence in local government;

- iii. Members of the board are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing or unethical conduct; and
 - iv. Members of the board shall not accept a gift or personal benefit greater *that is connected directly or indirectly with the performance of their duties.*
- g) Responsibility
- i. Members of the board shall act responsibly and in accordance with the Acts of Parliament of Canada and the Legislature of Saskatchewan, including *The Municipalities Act*;
 - ii. Members of the board shall disclose actual or potential conflicts of interest, either financial or otherwise, related to their responsibilities as members of the board, following the policies and procedures of the Organized Hamlet, and exercising all conferred powers strictly for the purpose for which the powers have been conferred; and
 - iii. Members of the board are individually responsible for preventing potential and actual conflicts of interest.

PART III

COMPLAINT PROCESS

Informal Complaint Process

6. Any person who has witnessed or believes that a member of the board has contravened the policy may advise the member that they are in contravention of this policy and encourage the member to stop.

Formal Complaint Process

7. To report an alleged contravention of the policy, the complainant shall submit the Complaint Form found in Schedule A, personally or by sending the form directly to the designated officer by mail, email, fax or courier.
8. As soon as possible after receiving the complaint, the designated officer will issue the Receipt of Complaint form, found in Schedule B, to the complainant, personally or by sending the form by mail, email, fax or courier.
9. Within 7 days of issuing the Receipt of Complaint, the designated officer will review the complaint to ensure the following:
 - a) The complaint meets the scope of the code of ethics policy; and
 - b) The complaint form is filled out completely and in detail.
10. After review of the complaint, the designated officer shall within 14 days notify:
 - a) The complainant in writing that the complaint does not meet the scope of this policy or that the complaint form is not filled out completely. If applicable, the designated officer will direct the complainant to another process for addressing the complaint; or
 - b) The complainant in writing that the complaint meets the requirements of this policy; and
 - c) The alleged the board member(s) in writing that a complaint has been filed pursuant to this policy.
11. The designated officer shall inform all parties of the following:
 - a) Who will be investigating the complaint;

- b) The investigation process;
 - c) When the investigation will be initiated; and
 - d) How the investigation's findings will be communicated.
12. At the next the board meeting, upon being informed by the designated officer, the board will acknowledge by resolution that a code of ethics complaint has been filed and will initiate the investigation process.

Investigation - Option 1: The board is the Investigator

13. The board shall establish a committee to investigate, report and to make recommendations based on the findings of the complaint to the board.
14. The board member(s) who the complaint is made against shall not participate in conducting the investigation.
15. If the complainant is a board member, that the board member shall not participate in conducting the investigation.
16. Should the board need assistance the RM Administrator or other designated officer shall assist.
17. The investigation shall be done in a confidential, objective and impartial way.
18. The investigation must, as is reasonably possible, protect the names of all parties involved.
19. The investigative committee shall review the complaint and clarify any information with the complainant, if required.
20. The investigative committee shall serve a copy of the complaint and supporting documents to the alleged the board member(s) and request a written response to the claim within 14 days of receiving complaint.
21. If the alleged board member(s) provide a written response, that response is to be provided to the complainant with a request for a written response within 14 days.
22. The investigation committee must verify the information provided from all parties, which may include speaking to anyone relevant to the complaint.
23. The investigation committee must determine what section(s), if any, of this policy was contravened.
24. When the investigative committee is satisfied that all the relevant information has been provided, they will prepare a written report summarizing the allegations, the findings and their recommendation as to whether or not the complaint is substantiated.
25. The complainant and alleged the board member(s) shall be provided a copy of the written report.
26. The investigating committee will provide the report to the board in a closed meeting.
27. The board member(s) who the complaint is made against shall not participate in the closed meeting.
28. If the complainant is a board member, that board member shall not participate in the closed meeting.
29. If the board is satisfied with the report from the investigation committee, in an open meeting, the board shall pass a motion stating that the complaint is either unsubstantiated or substantiated.
30. If the complaint is unsubstantiated, it is deemed dismissed and the board shall notify all parties involved of the following:
- a) The reasons the complaint is dismissed; and
31. If the complaint is substantiated, the board shall provide all parties involved the following:

- a) The reasons for the substantiation;
- b) What remedial action(s), if any, will be imposed as per section 31; and

Investigation - Option 2 - Third Party is the Investigator

13. The investigation must, as is reasonably possible, protect the names of all parties involved.
14. The investigation shall be done in a confidential, objective and unbiased way.
15. At a minimum, the investigation must:
 - a) Clarify what the complaint is about;
 - b) Verify the information provided in the complaint is relevant and accurate;
 - c) Provide an opportunity for all parties involved to review the preliminary findings and to provide contrary and/or additional information that may be relevant;
 - d) Determine what section(s), if any, of this policy was contravened; and
 - e) Summarize the results of the investigation into a written report.
16. The investigator will provide the report to the board in a closed meeting.
17. The board member(s) who the complaint is made against shall not participate in the closed meeting.
18. If the complainant is a board member, that board member shall not participate in the closed meeting.
19. Upon the report from the investigator, in an open meeting, the board shall pass a resolution stating that the complaint is either unsubstantiated or substantiated.
20. If the complaint is unsubstantiated, it is deemed dismissed and the board shall notify all parties involved the following:
 - a) The reasons the complaint is dismissed; and
21. If the complaint is substantiated, the board shall provide all parties involved the following:
 - a) The reasons for the substantiation;
 - b) What remedial action(s), if any, will be imposed as per section 22; and

Remedial Action

22. The remedial action(s) imposed should be corrective and progressive and have a realistic time frame for completion. The board should take into consideration the nature and severity of the violation as well as whether the board member(s) has previously violated this policy.
23. The remedial action(s) imposed by the board shall be decided by resolution, at a meeting open to the public. The remedial action may include, but is not limited to:
 - An apology, either written and/or verbal, by the member of the board to the impacted individual(s), the board and/or the general public.
 - Educational training on ethical and respectful conduct.
 - Repayment of moneys/gifts received.
 - Removal of the member from the board committees and/or bodies.
 - Dismissal of the member from a position of chairperson of a committee.
 - Reduction in remuneration and/or benefits and/or expenses.
24. Failure to comply with the course(s) of action set out by the board may lead to further remedial action and possibly to suspension.

Dispute Resolution

- 25. If the board believes it to be desirable, the board may offer the parties to a complaint an opportunity to mediate the complaint.
- 26. Mediation must be agreed upon by all parties
- 27. Mediation shall be handled by a neutral third-party who has experience in the mediation process.
- 28. Mediation shall be confidential.

PART IV

MISCELLANEOUS

- 29. This policy shall also apply to members of committees.

PART V

COMING INTO FORCE

- 30. This policy shall come into effect on the day of its final passing.

Passed At Council

this ____ day of _____

Motion number: _____

Administrator Signature

Schedule A
Complaint Form

Complainant Name: _____

Complainant Address: _____

Complainant Phone Number(s): _____

Complainant Email: _____

I have reasonable and probable grounds to believe that the board member(s):
(List name(s) of the board member(s) whom the complaint is against)

has (have) contravened the Code of Ethics Policy by reason(s) of the following:

1. Insert date(s), time and location of conduct

2. Include the sections of the Code of Ethics Policy that have been contravened

3. Provide the particulars and names of all persons involved and of all witnesses

4. Provide contact information for all people

5. Number of exhibits attached (if applicable): _____

6. If more space is required, please attach additional pages if needed.

I declare that the information given by me with respect to the above statements is true in all respects. I understand that signing a false affidavit may expose me to prosecution under the Criminal Code of Canada.

Dated this _____ day of _____, 20 _____.

(Signature of Complainant)

For Office Use Only	
_____ <i>(Date received)</i>	_____ <i>(Reference number)</i>
_____ <i>Signature of Designated Officer</i>	

Schedule B

Receipt of Complaint

I acknowledge that I have received a completed Complaint Form as prescribed in the Code of Ethics Policy, Schedule A from:

_____, dated on the _____.
(Name of complainant) (Date the complainant signed)

Dated at _____, on _____.
(Location) (Date of issuing the Receipt of Complaint)

(Signature of Designated Officer)



Rural Municipality of Rosthern No. 403

Schedule F

Organized Hamlet Board Duties, Responsibilities and Renumeration Policy

Authority:

The Municipalities Act Regulations

Policy Objective:

The purpose of this policy is to establish the duties, responsibilities and renumeration for Organized Hamlet.

Definitions:

- a) "Council" means the Council of the Rural Municipality of Rosthern No. 403.
- b) "RM" means the Rural Municipality of Rosthern No.403.
- c) "Administrator" means the Administrator of the Rural Municipality of Rosthern No. 403
- d) "Secretary" means the Organized Hamlet Board appointed Secretary.
- e) "Organized Hamlet Board (OHB)" means the Organized Hamlet Board Members

Policy:

Duties & Responsibilities

1.1 Duties and Responsibilities for the OHB are set out in each Schedules A through E what duties apply to each corresponding member appointed as Chairperson and Secretary. The act sets out all responsibilities of the OHB to the public and to the RM on certain matters. It is the responsibility of the OHB members to review these policies and Acts for full compliance.

Board Renumeration

1.2 Public Notice shall be given when the OHB is setting the annual renumeration for the OHB, this renumeration shall be reviewed every year. Once the renumeration has been decided it will be recorded within the OHB minutes.

Annual Disclosure Statements

1.3 Annual disclosure statements for shall be filled out and submitted by each board member within 30 days of the AGM or during the year if changes are to be made, these are prescribed forms as attached to this policy as FORM 1 through FORM 3. Forms shall be collected by the secretary and submitted to the RM office for file and safe keeping.

**** for reference of family member is all family members living at home****

FORM 1

Name: _____

Address: _____

Disclosure of Employer, etc.:

I hereby disclose the name of every employer, person, corporation, organization, association, or other body from which I or someone in my family receives remuneration for services performed as an employee, director, manager, operator, contractor, or agent:

My Name or Name of Family Member	Payee	Nature of Relationship

Disclosure of Corporate Interests:

I hereby disclose the name of each corporation in which I or someone in my family has a controlling interest, or of which I or someone in my family is a director or a senior officer:

My Name or Name of Family Member	Name of Corporation

Disclosure of Partnerships:

I hereby disclose the name of each partnership or firm of which I or someone in my family is a member:

My Name or Name of Family Member	Name of Partnership or Firm

Disclosure of Business Arrangements:

I hereby disclose the name of any corporation, enterprise, firm, partnership, organization, association, or body that I or someone in my family directs, manages, operates or is otherwise involved in that:

- (a) transacts business with the municipality;
- (b) the council considers appropriate or necessary to disclose¹; or
- (c) is prescribed:

My Name or Name of Family Member	Name of Corporation, Enterprise, Firm, Partnership, Organization, Association, or Body

Disclosure of Property Holdings:

I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- (i) me or someone in my family; or
- (ii) a corporation, incorporated or continued pursuant to *The Business Corporations Act* or the *Canada Corporations Act*, of which I or someone in my family is a director or senior officer or in which I or someone in my family has a controlling interest:

Owner(s)	Municipal Address or Legal Description	Municipality

Disclosure of Contracts and Agreements:

I hereby disclose the general nature and any material details of any contract or agreement involving me or someone in my family that could reasonably be perceived to be affected by a decision, recommendation or action of the council and to affect my impartiality in the exercise of my office:

My Name or Name of Family Member	General Nature and Any Material Details of Any Contract or Agreement

DECLARATION

I, _____, of the Organized Hamlet of _____, in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this ____ day of _____, 20____.

Witness

Signature of Declarant

Date Received: _____

FORM 2

Name: _____

Address: _____

I hereby declare that no material change has occurred since my last Public Disclosure Statement was filed.

OR

The following are changes to my last Public Disclosure Statement:

	Name
	Address
	Disclosure of Employer, etc.
	Disclosure of Corporate Interests
	Disclosure of Partnerships
	Disclosure of Business Arrangements
	Disclosure of Property Holdings
	Disclosure of Contracts and Agreements

Details of Changes:

DECLARATION

I, _____, of the Organized Hamlet of _____, in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this ___ day of _____, 20___.

Witness

Signature of Declarant

Date Received: _____

FORM 3

Name: _____

Address: _____

My public disclosure statement should be amended as follows:

	Name
	Address
	Disclosure of Employer, etc.
	Disclosure of Corporate Interests
	Disclosure of Partnerships
	Disclosure of Business Arrangements
	Disclosure of Property Holdings
	Disclosure of Contracts and Agreements

Details of Changes:

DECLARATION

I, _____, of the Organized Hamlet of _____, in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this ___ day of _____, 20___.

Witness

Signature of Declarant

Date Received: _____