

# Hamlet of Parkland Beach

POLICY TITLE

**Hamlet Board Member Policy**

EFFECTIVE DATE: May 1, 2024  
Amendments: Nov 9, 2024

## 1.0 PURPOSE

1.1 The purpose of this policy is to outline the requirements and responsibilities of Hamlet Board members:

- a. General duties of board members;
- b. Role of the Chairperson;
- c. Role of the Secretary;
- d. Role of Member at Large;
- e. Filling vacancies of board members;
- f. Disqualification of board members;
- g. Remuneration of board members;
- h. Conflict of interest.

## 2.0 GENERAL DUTIES OF BOARD MEMBERS

2.1 General duties of Hamlet Board members include:

- a. Be familiar with and follow all Hamlet policies.
- b. Ensure practices, policies and procedures in place by the R.M. are being followed.
- c. Represent the well being and best interests of the Hamlet for a 3 year term, unless filling a vacant position (see Vacancies).
- d. Participate in Hamlet annual general meetings (AGM's).
- e. Participate in Board meetings to address Hamlet business and concerns.
- f. Maintain Hamlet financial integrity and be accountable for Hamlet expenditures.
- g. Provide a written report of annual activities to ratepayers highlighting the Hamlets/Boards activities.
- h. Review invoices for the Hamlet. Ensure payment to suppliers. All invoices require a minimum of one Board member signature.
- i. Submit an annual budget to the R.M. as required.
- j. Reply to all requests made by the R.M.
- k. Ensure fair hiring practices. Avoid any conflicts of interest.
- l. Obtain R.M. council approval for any alteration or development on municipal reserves.
- m. Provide assistance to the R.M. development officer as requested.
- n. Provide information to ratepayers as required.

**Failure to submit Annual General Meeting minutes and the Annual Report of Activities could result in losing the hamlet grant and the hamlet being required to DISSOLVE!**

### **3.0 DUTIES OF THE CHAIRPERSON**

3.1 General duties of the Chairperson include:

- a. Chair the AGM or arrange for an alternate chairperson.
- b. Call and chair Board meetings.
- c. Represent the Hamlet at R.M. meetings as required.
- d. Coordinate communications to ratepayers.
- e. Ensure all reporting responsibilities of the Hamlet are met.
- f. Assist the Secretary in preparation of the Hamlet budget, annual activities report, and annual information mail-out package.

### **4.0 DUTIES OF THE SECRETARY**

4.1 General duties of the Secretary include:

- a. Take minutes for all meetings, provide copies to the R.M. office and distribute per our reporting policy.
- b. Prepare the annual budget.
- c. Prepare the annual mailout information package to ratepayers prior to the AGM.
- d. Provide notices of all meetings, policies and other information.
- e. Coordinate with the R.M. to ensure voting eligibility of the Hamlet residents and those attending the meetings.
- f. Prepare the annual report of activities. Present it to the ratepayers and ensure the R.M. receives a copy.
- g. Ensure policies are current and applicable.
- h. Keep track of Board Members terms and when they expire.
- i. Draft, and/or respond to correspondence as required.

### **5.0 DUTIES OF MEMBER AT LARGE**

5.1 General duties of the member at large include:

- a. Be familiar with general duties of the Board.
- b. Participate in the Board meetings and AGM.
- c. Participate in budget preparation.
- d. Participate in compiling annual report of activities.
- e. Participate in maintaining Hamlet infrastructure and general maintenance.

### **6.0 VACANCIES (also reference Elections Policy)**

6.1 If a Board member vacancy occurs for any reason:

- a. Option 1: Call an Annual General Meeting, have an election, fill the position for remainder of term.
- b. Option 2: Wait until next AGM, have an election, fill the position for remainder of term.

6.2 If there are 2 or more Board member vacancies for any reason:

- a. Call an Annual General Meeting, have an election, fill the positions for remainder of terms.

6.3 If no Board members remain the CAO of the R.M. will call and chair an AGM. An election will be held to fill the vacancies for the remainder of the terms.

6.4 In all cases, the notice policy must be followed.

## **7.0 DISQUALIFICATION**

7.1 A member is disqualified from the Hamlet Board if:

- a. The Hamlet board passes a motion of disqualification.
- b. They are convicted of:
  - i. An offence punishable by imprisonment for 5 years or more.
  - ii. An offence under section 123, 124 or 125 of the criminal code.
- c. They cease to be eligible to vote at a Hamlet AGM (refer to Elections Policy).

## **8.0 REMUNERATION**

- Board members incurring personal expenses must submit invoices approved by another member of the Board, to the R.M. for payment.
- Board members are encouraged to have invoices submitted directly to the R.M. for payment. All invoices must be signed by a Board member.
- All R.M. financial policies must be followed.
- Individual remuneration to Board members, by the Hamlet, for general time and expenses incurred, will be determined by motion at an AGM.

## **9.0 CONFLICT OF INTEREST**

- Conflict of interest occurs when a member makes a decision, or participates in making a decision, that directly impacts them or an individual close to them. Any decision or conversation that may provide gain to the member or an individual close to them is a conflict of interest. A member must declare a conflict of interest. They must abstain from any involvement.
- All declared conflicts of interest must be recorded in meeting minutes and a record kept of when the member in conflict left the meeting while the matter was dealt with.
- Board members are required to complete a public disclosure statement within 30 days of being elected, and an annual update.