



## RM OF LUMSDEN NO. 189 POLICY



Title: **Deer Valley Meeting Procedures Policy**

Effective: March 22, 2024

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### **Purpose:**

*The Municipalities Regulations* (section 22.2(1)(b)) requires a hamlet board to establish meeting requirements in accordance with section 27, including:

- i. rules of order, including quorum;
- ii. scheduling of meetings, including procedures for rescheduling a meeting; and
- iii. appearances by residents (delegations).

### **Definitions:**

**“Board”** means the board of the Organized Hamlet of Deer Valley

**“Hamlet”** means the Organized Hamlet of Deer Valley

**“Municipal Office”** means 300 James Street North in Lumsden, SK

**“Municipality”** means the council of the Rural Municipality of Lumsden No. 189

### **Policy Statement:**

#### **1.0 Rules of Order, Including Quorum**

- The Board shall consist of three members, a minimum of two (2) board members is required to achieve quorum for board meetings;
- A minimum of two (2) board members are required to attend the annual general meeting (AGM);
- If the Chairperson is unable to attend a board meeting or AGM, the Secretary will act as the Chairperson for that meeting only;
- All scheduled meetings of the board require an agenda, closely mirroring ‘Appendix A’ as much as is practicable. Board meeting agendas will be posted for the public on the hamlet’s website at least three (3) days in advance of the meeting. Board members, and the municipality’s representative, may view the agenda and associated documents on the electronic platform of the day (currently ‘Catalis’) at least three (3) days in advance of the meeting;

- All annual general meetings require an agenda, closely mirroring 'Appendix B' as much as is practicable. AGM agendas will be posted for the public on the hamlet's website at least three (3) days in advance of the meeting. Board members, and the municipality's representative, may view the agenda and associated documents on the electronic platform of the day (currently 'Catalis') at least three (3) days in advance of the meeting;
- Requests for delegations or presentations will be made in accordance with 'Appendix C';
- Board meetings will be held in the Council Chambers of the municipal office and also be accessible to the public virtually on the electronic platform of the day (currently 'Zoom');
- Board members may attend board meetings virtually, but it is highly preferred to attend in person;
- Residents, including board members, will be expected to conduct themselves in a respectful manner during all meetings. Verbal or physical abuse will not be tolerated and will result in the expulsion of the resident or board member from the meeting. In the event an expulsion results in loss of quorum, the meeting shall immediately be adjourned;
- Should a matter arise that is not covered by an existing policy of the hamlet, Robert's Rules of Order will be referenced to manage the discussion;
- Agenda items that require approval will require a motion. All motions must be succinct and describe the item for approval. All motions require a seconder. Motions will be defeated if there are an equal number of votes for and against it; and
- The board may consult the municipality's 'Council Procedures Bylaw' if an unusual circumstance arises.

## **2.0 Scheduling Meetings, Including Procedure to Reschedule**

- Board meeting dates and times will be scheduled for the upcoming year, by the board, at their final board meeting each year;
- Should a board meeting need to be rescheduled, a minimum of three (3) days' notice will be given to those impacted, including the hamlet's residents. In extenuating circumstances, it may be impossible to provide three (3) days' notice. All reasonable means of communication will be implemented to notify of any rescheduling; and
- The date of the annual general meeting (AGM) will be determined at the AGM prior (one year in advance). An alternate date will be set for one week following the original date. If the original date cannot be met, the alternate date will be used. Rescheduling of an AGM is at the discretion of the board. All reasonable means of communication will be implemented to notify of any rescheduling.

## **3.0 Appearances by Residents (Delegations)**

- Residents wishing to appear as a delegation at a board meeting shall complete Appendix C and submit to the email address included on Appendix C at least seven (7) days prior to the board meeting. Appendix C shall be posted on the hamlet's website for easy access; and
- Residents may appear before the board in person or virtually.

Adopted by the Hamlet Board on March 11, 2024

Adopted by the RM Council on March 21, 2024

## **Appendix A**

### **Board Meeting Agenda Format**

- (a) Call to Order
- (b) Additions to Agenda (requires majority vote of board members)
- (c) Approval of Agenda
- (d) Declaration of Conflict of Interest
- (e) Financial Reports
- (f) Accounts for Approval
- (g) Adoption of Minutes
- (h) Delegations
- (i) Unfinished Business
- (j) New Business
- (k) Board Member Forum
- (l) Closed Session
- (m) Adjournment

## **Appendix B**

### **Annual General Meeting Agenda Format**

- (a) Call to Order
- (b) Presentation of Attendance Sheet
- (c) Introduction of Board Members and Municipal Representatives
- (d) Establish AGM Rules
- (e) Report on Previous Year's Activities / Accomplishments
- (f) Reports from Other Community Groups (Social, Water & Sewer Board)
- (g) Presentation of Financial Report
- (h) Board Election (if required)
- (i) Open Forum
- (j) Review Organized Hamlet Service Commitment Document
- (k) Adjournment

## Appendix C

### Request to Appear as a Delegation or to Make a Presentation

#### Organized Hamlet of Deer Valley Delegation Request Form



Submit your request to appear before the board by emailing this document to [board@deervalleysask.ca](mailto:board@deervalleysask.ca) at least 7 days prior to the board meeting.

NAME	
MAILING ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
DATE OF MEETING REQUESTED	
TIME OF DELEGATION REQUESTED (eg. 7:30 p.m.)	
REASON FOR ATTENDING (Attach additional information if necessary)	
ARE YOU REQUESTING A RESOLUTION?	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF SO, WHAT IS THE RESOLUTION?	
SIGNATURE	

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