

## **Organized Hamlet of Day's Beach**

### **Minutes of the Meeting of the Hamlet Board**

Feb 23<sup>rd</sup>, 2024 – 2pm SK time

Attendees: Colleen Brennan, Chris Sarsons & Kyle Aschim

Location: Zoom

Meeting Secretary: Colleen Brennan

#### Agenda:

1. Approval of prior meeting minutes
2. Approval of early 2023 minutes not previously approved
3. Ratify decisions made since the last meeting
4. RM of Meota matters
5. Public Disclosure filings
6. 2024 Budget
7. OHDB policies – new legislative requirement
8. Housekeeping matters – Electronic Signing of Documents

#### Summary of Actions:

- HB011-23 Motion to approve the Jan 18<sup>th</sup>, 2024, minutes as presented.  
Seconded. Motion carried
- HB012-23 Motion to ratify the decision to relist the sell the 84" Farm King snow blower.  
Seconded. Motion carried.
- HB013-23 Motion to ratify the 2023 budget as amended and authorize two board members to sign it and submit it to the RM by Feb 29<sup>th</sup>, 2024. Seconded. Motion carried
- HB014-23 Motion to approve the OHDB Board Member Policy (POL DB 001 – 2023) as amended at the meeting. Seconded. Motion carried
- HB015-23 Motion to approve the OHDB Hamlet Procedures Policy (POL DB 002 – 2023) as amended at the meeting. Seconded. Motion carried
- HB016-23 Motion to approve the OHDB working relationship at with the RM of Meota Policy (POL DB 003 – 2023) as amended at the meeting. Seconded. Motion carried
- HB017-23 Motion that the resolutions made in this meeting as well as any future resolutions, minutes, Purchase Order or other form of authorization, may be signed and executed by any one or more of the elected Members of the Hamlet

Board for the Organized Hamlet of Days Beach (OHDB) in two or more counterparts or by facsimile or electronic transmission and scanning (pdf), no one of which must be signed by all of the Members but all of which together shall have the same force and effect as if the Members had signed the same document. Seconded. Motion carried.

### **Matters discussed**

Meeting called to order at 2:04pm

1. Approval of Prior meeting minutes

HB011-23 Motion to approve the Jan 18<sup>th</sup>, 2024, minutes as presented. Seconded. Motion carried

2. Approval of 2023 minutes not previous approved

Discussed if we should do this. Agreed that it isn't required.

3. Ratify decisions made since the last meeting

Only one decision made by the board between board meetings; relisting the 84" inch Farm King snow blower.

HB012-23 Motion to ratify the decision to relist the sell the 84" Farm King snow blower. Seconded. Motion carried

4. RM of Meota matters

RM Council Meetings – Feb meeting was attended by Colleen. Learned the RM's Official Community Plan (OCP) is being updated.

Colleen to follow up on what the process of updating the OCP will be.

5. Public Disclosure filings

Unwitnessed Form 1 for Colleen and Chris submitted. RM has requested they be witnessed and resubmitted. Colleen and Chris to resubmit their Form 1s. Kyle to complete and submit his Form 1 in the next few weeks.

6. 2024 Budget – Discussion of proposed 2024 budget distributed with the agenda. Agreed that Waste Collection budget was too low so should be increased by \$1,000.

Colleen to follow up with the RM for an explanation of why transfer site costs increased by 40% in 2023.

HB013-23 Motion to ratify the 2023 budget as amended and authorize two board members to sign it and submit it to the RM by Feb 29<sup>th</sup>, 2024. Seconded. Motion carried.

7. OHDB policies

Discussed the policies as distributed and Chris' comments. Agreed to make changes as per Chris' comments.

HB014-23 Motion to approve the OHDB Board Member Policy (POL DB 001 – 2023) as amended at the meeting. Seconded. Motion carried.

HB015-23 Motion to approve the OHDB Hamlet Procedures Policy (POL DB 002 – 2023) as amended at the meeting. Seconded. Motion carried.

HB016-23 Motion to approve the OHDB working relationship at with the RM of Meota Policy (POL DB 003 – 2023) as amended at the meeting. Seconded. Motion carried.

8. Resolution regarding Electronic Signing of Documents

Discussion about electronic signing of documents

HB017-23 Motion that the resolutions made in this meeting as well as any future resolutions, minutes, Purchase Order or other form of authorization, may be signed and executed by any one or more of the elected Members of the Hamlet Board for the Organized Hamlet of Days Beach (OHDB) in two or more counterparts or by facsimile or electronic transmission and scanning (pdf), no one of which must be signed by all of the Members but all of which together shall have the same force and effect as if the Members had signed the same document. Seconded. Motion carried.

9. Any other business

- a. Next Meeting: April 25th, 2024 at 3pm

Meeting adjourned at 2:42pm