

Organized Hamlet of Day's Beach

Minutes of the Hamlet Board Meeting

May 21st, 2025 3:00pm SK time

Attendees: Colleen Brennan, Chris Sarsons & Kyle Aschim

Location: Zoom

Meeting Secretary: Colleen Brennan

Agenda:

1. Notice and Quorum
 - Confirm notice was given in accordance with the Hamlet's policy
 - Confirm board members present allow for quorum and the meeting is valid/quorate
2. Declaration of interest
 - Declare the nature and extent of interest in any of the matters to be discussed to the other board members
3. Approval of prior meeting minutes – April 16th, 2025
4. Ratify decisions made since the last meeting
5. RM of Meota matters
6. Maintenance Committee items
7. AGM – June 29th at 10am
8. Preliminary 2026 budget
9. Welcome letter
10. 2025 Board vacancy
11. Next Meeting – June 16th at 3pm

Summary of actions

HB021-24 Motion to approve the minutes of the April 16th, 2025 Board meeting as distributed and authorise Colleen to send them to the RM. Seconded. Motion carried

HB022-24 Motion to ratify the May 5th email update and the signing of POs # 5660, 5661 and 5662. Seconded. Motion carried

HB023-24 Motion to approve a revised mill rate of 2.25 and authorise Colleen to send the request to the RM. Seconded. Motion carried

HB024-24 Motion to authorise all the board members to sign the Hamlet Financial Agreement and authorise Colleen to send it to the RM. Seconded. Motion carried

HB025-24 Motion to confirm with the RM that our changes are acceptable and then distribute the amended Resident email policy consent form with the Annual General Meeting package. Seconded. Motion carried

HB026-24 Motion to confirm with the RM that our changes are acceptable and then distribute the amended Hamlet Board email policy consent form. Seconded. Motion carried

HB027-24 Motion to approve the request for an additional speed sign and the purchase of two signs, a load of gravel and \$1,000 of small equipment. Seconded. Motion carried

HB028-24 Motion to approve Amended Board Member Policy. Seconded. Motion carried

Matters Discussed

1. Notice and Quorum

- Confirmed notice for the meeting was given in accordance with the Hamlet's policy.
- All board members present, quorum declared and the meeting is valid/quorate

2. Declaration of interest

- No conflict of interest identified by board members present at the meeting

3. Approval of prior meeting minutes – April 16th, 2025

HB021-24 Motion to approve the minutes of the April 16th, 2025 Board meeting as distributed and authorise Colleen to send them to the RM. Seconded. Motion carried

4. Ratify decisions made since the last meeting

- Response to RM email about consolidation request – no concerns
- Approval to buy buoy supplies (chains, hardware & reflective tape) to prepare the buoys for the season
- PO's
 - i. #5660 \$548.32 Chris Sarsons – buoy supplies
 - ii. #5661 \$103.95 Licensed to Kill – spider spraying of the shed
 - iii. #5662 \$221.95 Howard Kirby – gopher bait

HB022-24 Motion to ratify the May 5th email update and the signing of POs # 5660, 5661 and 5662. Seconded. Motion carried

5. RM of Meota matters

- Revised Mill Rate – As 2024 was a complete reassessment year the RM of Meota is giving all hamlets an opportunity to adjust their mill rate to remain revenue neutral. Colleen did some sensitivity analysis and proposed a mill rate of 2.25 to remain revenue neutral as possible within the constraints of the maximum charge of 60%

HB023-24 Motion to approve a revised mill rate of 2.25 and authorise Colleen to send the request to the RM. Seconded. Motion carried

- Hamlet Financial Agreement – Final version of the agreement received. Colleen has reviewed it and it is consistent with the agreement presented, as amended, at the Hamlet Annual meeting.

HB024-24 Motion to authorise all the board members to sign the Hamlet Financial Agreement and authorise Colleen to send it to the RM. Seconded. Motion carried

- Resident email policy - discussed policy. Colleen amended the consent to refer to the policy.

HB025-24 Motion to confirm with the RM that our changes are acceptable and then distribute the amended Resident email policy consent form with the Annual General Meeting package. Seconded. Motion carried

- Hamlet Board email policy - discussed policy. Colleen amended the consent to refer to the policy

HB026-24 Motion to confirm with the RM that our changes are acceptable and then distribute the amended Hamlet Board email policy consent form. Seconded. Motion carried

6. Maintenance Committee items

- Maintenance Committee met the morning of May 21st. Minutes will be distributed to board as soon as practical
- 5 items were discussed that needed board approval to proceed. There were:
 - i. Approval to request the RM install an additional 30km speed sign at the corner of Lakeview Ave and Day Road.
 - ii. Approval to buy two new signs for the East Parking Area
 1. No dumping of any kind
 2. For use by Day's Beach Residents only
 - iii. Approval to purchase a load of gravel to fill the ditch west of the maintenance shed
 - iv. Approval to spend up to \$1,000 purchasing small equipment, such as a chainsaw, ShopVac and a battery charger, for the Maintenance Committee
 - v. Request that the board consider distributing fire smart pamphlets to all residents

HB027-24 Motion to approve the request for an additional speed sign and the purchase of two signs, a load of gravel and \$1,000 of small equipment. Seconded. Motion carried

7. AGM – June 29th at 10am
 - Meet & Greet – similar to 2024, to be held immediately following the AGM
 - Contact list – reviewed the list, agreed to distribute by email with AGM materials
 - Recording secretary – Jacquie Code has been booked to take the minutes
 - Agenda & Materials timeline
 - i. Letter, Agenda and Email consent to the RM May 29th
 - ii. AGM Meeting materials posted to website by May 29th
 8. Preliminary 2026 Budget – general discussion. Board member to review and send questions to Colleen by May 27th
 9. Welcome letter – looks good. Colleen and Chris to work together to finalize
 10. 2025 Board Vacancy – no one has contacted us
 11. Any other business
 - Board Member Policy – needs to be amended to reflect the 2024 changes to the Municipalities Act. Colleen presented Amended Board Member Policy
- HB028-24 Motion to approve Amended Board Member Policy. Seconded. Motion carried
12. Next meeting – June 16th 3pm
 13. Meeting adjourned – 3:35pm