

Organized Hamlet of South Bay

POLICY TITLE		ADOPTED BY	
Providing Notice to Residents Policy		R.M. Council Resolution	0319-24
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE:	PAGE #
Hamlet Board of South Bay	RM of Mervin No. 499	March 26, 2024 April 8, 2024	1 of 2

1.0 PURPOSE

- 1.1 The purpose of this policy is 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 by the Hamlet Board.
- 1.2 This policy outlines the requirements so that all areas of communication on behalf of the Hamlet Board are managed appropriately to ensure consistency and professionalism are upheld and the hamlet's reputation is in good standing.
- 1.3 This policy fosters and supports engagement, communication and transparency on behalf of the organization. Communication can take a variety of forms, including, but not limited to:
 - a. Online communications (internet, social media);
 - b. News media – both reactive and proactive contact;
 - c. Events and promotional activities.

2.0 MATTERS FOR WHICH NOTICE MUST BE GIVEN

- 2.1 For the purpose of this policy, the following matters are what Hamlet Boards must provide notice for:
 - a. Annual General Meetings (AGMs) and minutes;
 - b. Regular board meetings and board meeting minutes;
 - c. Board policies;
 - d. Any other matters relating to procedures of Hamlet Boards

3.0 NOTICE TO THE GENERAL PUBLIC AND AFFECTED PARTIES

- 3.1 Notice of all Annual General Meetings and board meetings shall be posted a minimum of 7 days before the meeting. Notices shall include the date, time, location and virtual information as well as a contact person.
- 3.2 All approved meeting minutes and board policies are to be submitted for approval to the R.M. of Mervin Council. Once minutes and policies have been submitted, they are to be posted on the R.M. of

Mervin website for the hamlet and made available on any social media or website the hamlet has in place. Copies of the documents should also be available to the public at all meetings or by request of a resident of the hamlet. (See Meeting Procedures Policy 3.8 Minutes d,e & f

3.3 Notice shall be given to the general public for all matters set out in section 2.0.

4.0 METHODS OF PROVIDING NOTICE

4.1 Board members may utilize the social media platforms that they deem to be most effective for providing notice including, but not limited to:

- a. Facebook;
- b. Twitter;
- c. Instagram;
- d. Hamlet website (as long as the requirements outlined in section 3.0 are met).

4.2 Boards may utilize resources such as NotifybyNetwork.com, etc. to send information out to residents as long as the requirements outlined in section 3.0 are met.

4.3 Information may be shared to the public via posters, flyers, etc. as long as the requirements outlined in section 3.0 are met.