

RM of Mervin No. 499

POLICY TITLE		ADOPTED BY	
Providing Notice to Residents Policy		R.M. Council Resolution	0973-24
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE:	PAGE #
Hamlet Board of Livelong	RM of Mervin No. 499	November 30, 2024 December 10, 2024	1 of 2

1.0 PURPOSE

- 1.1 The purpose of this policy is to provide notice of the following:
- Annual general meetings (AGM's).
 - Hamlet Board meetings.
 - Hamlet policies.
 - Hamlet events.

2.0 ANNUAL GENERAL MEETING (AGM)

- 2.1 Notice of AGM's will be:
- posted on Hamlet bulletin boards;
 - posted on the R.M. website; and
 - be given via the mailout information package sent to all ratepayers.
- 2.2 Notices of AGM's shall be provided for a minimum of 7 days prior to the meeting.
- 2.3 Notices shall contain the date, time, and location of that meeting.

3.0 HAMLET BOARD MEETINGS

- 3.1 Hamlet Board meeting dates will be scheduled annually.
- 3.2 The Board meeting schedule will:
- Be made available at the AGM;
 - Be posted on Hamlet bulletin boards;
 - Be posted on the R.M. website;
 - Be available from the Board members; and
 - Contain dates, times, and location of the meeting.
- 3.3 A person/delegation who wishes to attend a Board meeting shall give the Board a minimum of 14 days' notice.
- 3.4 Any deviation from the Board meeting schedule will be posted on Hamlet bulletin boards and the R.M. website a minimum of 7 days prior to the meeting.
- 3.5 Minutes of all AGM's and Board meetings are provided as outlined under the Reporting policy.
- 3.6 Other events and matters of interest shall be posted on Hamlet bulletin boards, the R.M. website, or at the discretion of the Board via a general mailout.

4.0 HAMLET POLICIES

- 4.1 Any changes to the hamlet policies will be announced:
- a. At the next AGM;
 - b. On hamlet bulletin boards;
 - c. On the R.M. website; and/or
 - d. At the discretion of the board via a general mailout.

5.0 MEDIA ANNOUNCEMENTS

- 5.1 With the exception of the R.M. website, and the Hamlet newsletter, no media releases are to be made without the approval of the R.M. administrator.