

RM of Mervin No. 499

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POLICY TITLE		ADOPTED BY	
Reporting 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 1

1.0 PURPOSE

- 1.1 The purpose of this policy is to outline the reporting requirements.
- 1.2 Minutes of the AGM and Board meetings:
 - a. The Secretary shall compile the minutes and:
 - i. Forward them to the R.M. within 10 days of that meeting
 - ii. Make them available at the next AGM
 - iii. Make them available, on request, to any ratepayer or their spouse
 - iv. Have the R.M. post them on the website
- 1.3 Annual Reporting of Activities:
 - a. The Secretary, with the assistance of the Board, shall compile a list of activities that have occurred during the past year.
 - b. This report shall be given at the next AGM.
 - c. This report shall be given to the R.M., with the other required information for the mailout package.
- 1.4 Election Results:
 - a. The results of all elections will be announced immediately after the vote is taken.
 - b. The election results will be posted on the Hamlet bulletin boards and the R.M. website
 - a. within 5 days of the election.
 - b. The Hamlet Board positions: Chairman and Secretary, will be posted on the Hamlet bulletin boards and the R.M. website within 7 days of the AGM.
- 1.5 Permanent Residents:
 - a. The Secretary will advise the R.M. of the Hamlets permanent residents prior to March 1st, annually.
- 1.6 The Hamlet Board will respond to all other requests by the R.M., as required.
- 1.7 The Hamlet Board will respond to all requests from Hamlet ratepayers for information.