

Hamlet of Parkview in the RM of Marquis 191

Policy Title: Annual General Meeting Policy		Adopted By Hamlet of Parkview Board of Directors	Policy No. 01-2024
Authority Hamlet of Parkview Board of Directors	Jurisdiction RM of Marquis 191	Effective Date: June 15, 2024	Revision Date: April 14, 2025
Directors at time of Revisions Leona Messer, chair Ron Ackerman, vice chair Lynne Guick, secretary			

PREAMBLE: AN AGM is a yearly meeting between the public and organized hamlet. An AGM is legally required for a hamlet to keep its status active.

PURPOSE: To establish a procedure for discussing hamlet matters, reviewing financial statements, and electing board directors in accordance with the Municipalities Act and Regulations

Definitions:

AGM - Annual General Meeting

Clear Days - the day of posting, and the day of the meeting are not counted in the notice period.

Electronic technology - social media, email, online meeting platforms and electronic storage files

Notice - fair warning

OH - the organized hamlet board of directors

Organized Hamlet Board - a three-person resident elected board that acts in an advisory capacity to the RM council, representing the needs and interests of the community

Public - in the context of meetings, public means open to general public, allowing anyone to attend and observe

Quorum - residents in attendance over the age of eighteen (18)

Resident - an individual who: (i) has resided in the organized hamlet for at least ninety (90) days preceding an AGM or election; or (ii) owns property in the organized hamlet

Resolution - the results of a voted motion.

RM - the Rural Municipality of Marquis 191

POLICY

This policy serves to establish a formal mechanism for residents to conduct OH elections and participate in discussions pertaining to present and future strategic planning and financial matters, thereby enhancing organizational transparency and accountability.

POLICY PROCEDURE

1(a)NOTICE

Notice and location shall be given in accordance with the Public Notice Policy #07-2025.

1(b)QUORUM

A quorum shall consist of those residents present and in good standing.

1(c) AGM AGENDA

A typical AGM agenda:

- Attendance
- Call to Order
- Introductions
- Approve the Agenda
- Adopt Last Year's Minutes
- Financial Report
- Old Business
- New Business
- Board Elections
- Set Date for next year's AGM
- Adjournment

1(d)VOTING

- Eligibility for voting in board elections is restricted to hamlet residents who meet the voting criteria outlined in clauses 36(1)(a), (b), (c), and (e) of The Local Government Election Act, 2015;
- To be eligible to vote on motions, individuals shall be residents in good standing.

1(e)PUBLIC ENGAGEMENT

The presiding chair shall ensure that members of the public are provided with the opportunity to participate in the meeting by posing inquiries, expressing concerns, and presenting feedback or information that may be pertinent to the Organization.

1(f)RESOLUTION

Resolutions adopted at the Annual General Meeting are non-binding. The OH and RM retain the authority to overturn any such resolution deemed to be financially or ethically detrimental to the hamlet's interests.

1(g)ELECTIONS

Pursuant to the Municipalities Act, all Board positions must be filled exclusively at the AGM. .