

Hamlet of Parkview in the RM of Marquis 191

Policy Title: Board Meeting Policy		Adopted By Hamlet of Parkview Board of Directors	Policy No. 04-2025
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 Policy Creation <i>Leona Messer, chair</i> <i>Ron Ackerman, vice chair</i> <i>Lynne Guick, secretary</i>			

PREAMBLE: An organized Hamlet is required to hold four (4) meetings in a calendar year. Meetings are open to the public.

PURPOSE: Board meetings shall serve as the official venue for the Hamlet's (OH) directors to convene, deliberate, and determine critical decisions pertinent to the Hamlet's operational management as mandated in the Municipalities Act and Regulations.

DEFINITIONS

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

Executive Sessions - Decisions rendered within executive sessions, shall be officially recorded in the minutes of the subsequent board meeting. These sessions are convened to afford the board the opportunity to conduct deliberations in privacy, addressing information that is both pertinent and potentially sensitive.

Notice - fair warning

OH - Organized Hamlet Board or Organized Hamlet Board of Directors

Public - all individuals

RM - the Rural Municipality of Marquis 191

POLICY

Board meetings will be convened to maintain operational efficiency and effectiveness. The procedural guidelines shall include, but not be limited to, meeting frequency, quorum requirements, meeting format specifications, attendance protocols, confidentiality obligations, and levels of formality.

POLICY PROCEDURE

4(a) NOTICE

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

4(b) NUMBER OF MEETINGS

The OH shall convene a minimum of four meetings annually, ensuring that no more than one hundred and twenty (120) days elapse between each meeting.

4(c) BOARD MEETING AGENDA

A typical board meeting agenda:

- Attendance;
- Call to Order;
- Approve the Agenda;
- Adopt the minutes from the last meeting;
- Financial/Budget Report;
- Old Business; and
- New Business.

- Adjournment

4(d)QUORUM

A quorum shall consist of two (2) members of the OH.

4(e)PUBLIC ENGAGEMENT

- Board meetings shall be open for public viewing;
- Participation from the floor without an invite is prohibited;
- Members of the public wishing to address the OH at a board meeting shall submit their request by email within two (2) days of the meeting. The request should include the following details;
 - Participants name(s);
 - Topic of discussion and possible outcome.
- Members of the public wishing to address the board shall be allotted a time limit of twenty (20) minutes;
- The chair may call for public participation on a particular topic during a board meeting;
 - If deemed necessary, the chairperson will establish a maximum duration of thirty (30) minutes for public input;
 - The chair may solicit a consensus vote for informational purposes only.
- The OH will have a period not exceeding thirty (30) days to provide a response to a member of the public who has addressed the board. A record of this response will be formally recorded into the meeting minutes;
- Residents may be invited to a board meeting for the specific purpose of providing input on a specific topic.

4(f)RESOLUTIONS

Only officially appointed members of the OH Directors are authorized to propose and ratify resolutions at a board meeting. Furthermore, all motions necessitate both a mover and a seconder, each of whom must be a current member of the Board of Directors.