

Hamlet of Parkview in the RM of Marquis 191

Policy Title: Public Notice Policy		Adopted By Hamlet of Parkview Board of Directors	Policy No. 07-2025
Authority Hamlet of Parkview Board of Directors	Jurisdiction RM of Marquis 191	Effective Date: April 14, 2025	Revision Date:
Directors at Time of Revisions Leona Messer, chair Ron Ackerman, vice chair Lynne Guick, secretary			

PREAMBLE: As a professional courtesy the OH provides notice as a means of formal communication to facilitate understanding, allow for preparations, and to maintain positive community relationships.

PURPOSE: To ensure the public has adequate notice regarding decisions making processes within the OH in accordance to 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

Electronic Communication - the primary means of sharing information

Notice - fair warning in accordance with Municipalities Act and/ or the Municipalities Regulations

OH - Organized Hamlet Board or Board of Directors

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

Residents - individuals who own property within the hamlet or who meet the legal definition of a renter

RM - the Rural Municipality of Marquis 191

POLICY

The OH shall provide notice that includes the date, time and location for:

- the AGM;
- board meetings;
- board minutes;
- board policies; and
- other matters relating to the procedures or bylaws of the hamlet that may require notice.

POLICY PROCEDURE

7(a)AGM NOTICE

- Five (5) clear days shall be given when calling an AGM;
- Eight (8) hours cancellation notice shall be given if a meeting is cancelled due unforeseen circumstances like road conditions;
- Five (5) clear days notice shall be given for a rescheduled AGM;
- Notice shall be sent to residents by email;
- Notice shall be posted on the Parkview social media page;
- Notice shall be posted on the Parkview bulletin board; and
- Notice shall be sent to the RM of Marquis 191;
- Failure by any subscriber to receive notice of meeting shall not invalidate the meeting.

7(b)AGM LOCATION

- The primary location shall be an RM building within the Hamlet of Parkview;
- The secondary location shall be in a RM building within forty (40) km of Parkview; or
- A virtual format shall only be used in extreme circumstances like a pandemic.

7(c)AGM PACKAGE

The AGM package shall be emailed to residents and the RM. The package shall contain the following:

- Meeting date, time and location;
- Agenda;
- Financial Statement;
- Operational Budget; and
- Any other relevant information.

7(d)AGM MATERIAL ACCESS

The minutes and operational budget from the preceding year, along with the current year's budget, shall be accessible for examination during the AGM.

7(e)AGM MEANS

The Annual General Meeting (AGM) shall be conducted as an in-person gathering unless governmental regulations prohibit such a format.

7(f)BOARD MEETING NOTICE

- Five (5) clear days shall be given when calling a board meeting;
- Eight (8) hours cancellation notice shall be given if a meeting is cancelled due unforeseen circumstances like road conditions;
- Five (5) clear days notice shall be given for a rescheduled board meeting;
- Notice shall be sent to residents by email;
- Notice shall be posted on the Parkview social media page;
- Notice shall be posted on the Parkview bulletin board; and
- Notice shall be sent to the RM of Marquis 191;
- Failure by any subscriber to receive notice of meeting shall not invalidate the meeting.

7(g)BOARD MEETING LOCATION

Meetings of the Board of Directors shall convene within the jurisdictional boundaries of the Hamlet of Parkview or be conducted through a designated electronic virtual meeting platform.

7(h)BOARD MEETINGS AGENDA

The chair shall draft the board meeting agenda. The agenda shall be shared with the OH directors five (5) days prior to the meeting.

7(i)BOARD MINUTES

Current Board minutes shall be

- Sent to the RM within ten (10) days of the meeting;
- Posted on the RM website once approved;
- Remain posted on the website for no less than three (3) years;
- Available in print from for a cost;
- Assessable for reading by appointment at the RM office; and
- On hand at the AGM.

7(j)POLICIES, PROCEDURES, and BYLAWS

Policies, procedures and bylaws shall be

- Adopted at a regular board meeting;

- Located on the RM website; and
- Available in printed form for cost.

7(k) **BUDGET and FINANCIAL STATEMENT**

- The operational budget shall be set at a regular board meeting by March 5 of each year;
- The operational budget shall be set to the RM of Marquis by March 15 of each year;
- The operational budget shall be available to the public upon request;
- The previous and current budget shall be a part of the AGM package;
- The financial statement shall be a part of the AGM package; and
- The operational budget and financial statement shall be available in print form for a cost.

7(l) **RULE OF ORDER**

Core Principles of Robert's Rules of Order

- **Purpose:** The primary goal of Robert's Rules is to facilitate decision-making within groups of any size. It aims to achieve consensus on various issues in a timely manner while ensuring that every member's opinion is considered and respected.
- **Meeting Structure:**
 - **Call to Order:** The meeting begins with a formal announcement by the chairperson, signaling the start of the proceedings.
 - **Old Business:** Any matters that were discussed but not resolved in previous meetings are addressed.
 - **New Business:** New topics and issues are introduced for discussion and potential action.
 - **Voting:** Decisions are made through voting, where members express their support or opposition to a particular motion.
 - **Adjournment:** The meeting is formally closed by the chairperson.
- **Making Motions:**
 - **Proposal:** A member introduces a proposed action or decision in the form of a motion.
 - **Second:** Another member seconds the motion, indicating their support and opening it up for discussion.
 - **Debate:** Members debate the merits and potential implications of the motion, expressing their views and opinions.
 - **Vote:** The motion is put to a vote, and the outcome determines whether it is adopted or rejected.
- **Debate Rules:**
 - **One Speaker at a Time:** Only one person is allowed to speak at any given time, ensuring that everyone has a chance to be heard and that the discussion remains orderly.
 - **Stay on Topic:** Discussions must remain focused on the specific motion under consideration, preventing tangents and irrelevant arguments.
 - **Respectful Communication:** All members are expected to communicate respectfully and courteously, even when disagreeing with one another.
- **Voting:**
 - **Majority Rule:** Decisions are made based on the will of the majority, with different voting methods available depending on the situation.
 - **Voting Methods:** Voting can be conducted through voice votes (aye or nay), show of hands, or secret ballots.
- **Points of Order:**
 - **Addressing Procedural Issues:** Members can raise points of order to bring attention to any violations of the rules or procedures.
 - **Maintaining Order:** The chairperson is responsible for addressing points of order and ensuring that the meeting adheres to Robert's Rules.

By following Robert's Rules of Order, meetings can be conducted in a structured, efficient, and fair manner, promoting effective decision-making and respectful dialogue within any group or organization.

7(m) **ACTIVE CHOICE**

Residents are expected to maintain awareness of pertinent information. This can be achieved through attendance at official meetings, review of meeting minutes, engagement with the official social media page, and correspondence via email. It is incumbent upon each resident to provide the (OH) with a valid, active email address. Those who fail to supply an active email address or who otherwise choose not to engage in communication with the OH will not receive information through alternative channels. Residents bear responsibility for acquainting themselves with all relevant materials and for providing their own copies thereof at the Annual General Meeting.

7(n)LINKS TO STAY INFORMED

[Hamlet of Parkview page, locate on the RM of Marquis website](#)

[Hamlet of Parkview Facebook Page](#)