



## RM OF LUMSDEN NO. 189 POLICY



Title: **Deer Valley Public Notice Policy**

Effective: March 8, 2024

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### **Purpose:**

*The Municipalities Regulations* (section 24) requires a hamlet board to establish a policy respecting 'notice' of the following:

- Annual General Meetings;
- Board Meetings;
- Board Minutes;
- Board Policies;
- And other matters relating to the procedures of hamlet boards that may require notice.

The method of notice is also to be defined as per section 24 of *The Municipalities Regulations*.

### **Definitions:**

**"Hamlet"** means the Organized Hamlet of Deer Valley

**"Municipality"** means the council of the Rural Municipality of Lumsden No. 189

### **Policy Statement:**

#### **1.0 Annual General Meetings (AGM) (section 26 of the Regs)**

Notice of an Annual General Meeting must be given at least 7 days before the meeting.

Notification of an AGM will include one or more of the following:

- Notice emailed to all residents of record a minimum of seven (7) days prior to the scheduled meeting;
- Notice to be posted in two (2) locations within the hamlet that are publicly visible by residents. These will be posted a minimum of seven (7) days prior to the scheduled meeting;
- Notice to be posted on the hamlet website; and/or
- Any other means considered effective for reaching the greatest number of residents in the hamlet.

## **2.0 Board Meetings (*section 27 of the Regs*)**

Notice of a board meeting must be given at least 7 days before the meeting. Notification of a board meeting will be posted on the hamlet website. The board shall meet at least 4 times per year. The time between regularly scheduled board meetings shall not exceed 120 days. Board meetings may be held by any electronic or virtual means that allows participation of each hamlet board member.

## **3.0 Board Minutes (*section 27.1 of the Regs*)**

The secretary of the hamlet board shall ensure that minutes are taken at every hamlet board meeting and every annual general meeting. The 'draft' minutes will be provided to board members for review prior to being forwarded to the municipality. Within 10 days after a hamlet board meeting, the secretary shall provide to the municipality a copy of the minutes of the meeting, and the municipality shall make the minutes available for public inspection by posting the minutes on the hamlet's website. Following the next hamlet board meeting, the minutes previously posted on the hamlet website shall be replaced with the official, signed minutes. The minutes of all hamlet board meetings shall be open to inspection at the annual general meeting.

## **4.0 Board Policies**

The board, at its discretion, may consult hamlet residents when contemplating the creation of new policy or an amendment to existing policy. All policies created by the hamlet board shall be forwarded to the municipality for approval. Following municipal approval, the policy will be distributed to hamlet residents via email as well as posted on the hamlet website.

### **Method of Notice:**

The board, as much as is practicable, will maintain an email distribution list of hamlet residents and commercial establishments for the purpose of sharing hamlet information.

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