



## **ORGANIZED HAMLET MEETING MINUTES**

Policy Objective	To ensure that Organized Hamlet meeting minutes are completed in a consistent fashion that provides important information to the R. M. Council and readers of minutes
Authority	Resolution # 217/2018
Supporting Bylaw	
Related Policy(s)	

### **LEGISLATIVE AUTHORITY**

*The Municipalities Regulations*

#### **Minutes**

- 30(1) Within 30 days after a meeting of the hamlet board, the secretary of the hamlet board shall transmit to the council of the rural municipality in which the organized hamlet is located a copy of the minutes of the meeting.
- (2) The minutes of all meetings of a hamlet board shall be open to inspection at the annual meeting of the organized hamlet.

### **OBJECTIVE**

This meeting minutes policy is implemented to ensure continuity and consistency with respect to the presentation of minutes by all Organized Hamlet Boards within the boundaries of the Rural Municipality of McKillop No. 220 (the RM). Council requires a specific group of criteria to be met when meeting minutes are recorded and presented for Council review.

This policy is adopted as an affirmation of Council's commitment to accountability and transparency to the ratepayers of the Municipality by ensuring that all information that may be legally distributed is available to the ratepayers. Council also recognizes its responsibility and accountability to all ratepayers. By implementing this policy, Council seeks to reconcile these two objectives.



## SCOPE

Establishment of a set of criteria to be used by all Organized Hamlet Board secretaries when preparing meeting minutes.

## DEFINITIONS

- a) "Council" means the Council of the Rural Municipality of McKillop No. 220
- b) "RM" means the Rural Municipality of McKillop No. 220

## POLICY

### 1. Preparation of Meeting Minutes

- 1.1. Every Organized Hamlet Board secretary is required to record and prepare minutes for each meeting of the Organized Hamlet Board. These minutes must be submitted to the RM administration office within thirty (30) days of the meeting date.
- 1.2. All annual meeting minutes must be prepared using the meeting minutes template defined in Section 5. Beyond the requirements set out in the Organized Hamlet Board meeting minutes template, any additional information that is deemed appropriate by the Secretary to be included in the meeting minutes may be added.
- 1.3. Any additional information included by the Secretary beyond that required by the meeting minutes template must be completely free of all personal bias held by the Secretary and completely free of all personal comment.

### 2. Meeting Minutes Template

- 2.1. All minutes prepared by the Secretary of an Organized Hamlet Board must be presented using the following template:
  - 2.1.1. Organized Hamlet Board meeting details
    - (a) Name of Organized Hamlet Board
    - (b) Date of meeting
    - (c) Location of meeting
    - (d) Name and position of each Organized Hamlet Board member in attendance



- 2.1.2. Typewritten list of names of all individuals in attendance, except the Organized Hamlet Board members who have been previously named
- 2.1.3. Statement of the exact time that the meeting was called to order by the Chair
- 2.1.4. Approval of the prior meeting minutes
- 2.1.5. Summarization of Organized Hamlet Working Committee reports
- 2.1.6. Summarization of presentation made by RM Council members in attendance
- 2.1.7. Financial report presentation approval
- 2.1.8. Old Business
  - (a) Summarization of discussion relating to items previously discussed
  - (b) Resolutions made by Organized Hamlet Board ratepayers relating to items within the jurisdiction of the Organized Hamlet Board
- 2.1.9. New Business
  - (a) Summarization of discussion relating to new items that have been presented for consideration
  - (b) Resolutions made by Organized Hamlet Board ratepayers relating to items within the jurisdiction of the Organized Hamlet Board
- 2.1.10. Election of Hamlet Board members
  - (a) Name of individual who has completed his/her term of office or name of individual that has resigned from the Organized Hamlet Board, if applicable
  - (b) Name(s) of individual(s) nominated for the vacant Organized Hamlet Board seat along with the name of the nominator(s)
  - (c) If a vote is needed, identification of the process by which the vote occurred (show of hands, secret ballot, etc.)
  - (d) If no vote is needed, a statement identifying acclamation must be made in the minutes
  - (e) Name of successful candidate
  - (f) Should more than one Organized Hamlet Board member be required to be elected at an annual meeting, this process shall be recorded for each nomination and election or acclamation
- 2.1.11. Statement setting the date for the next meeting of the Organized Hamlet Board
  - (a) If the minutes pertain to the Annual Meeting of the Organized Hamlet Board, the date and location of the next Annual Meeting must be set
  - (b) If the minutes pertain to any other meeting of the Organized Hamlet Board, the date and location of the next intended meeting must be set



2.1.12. Adjournment

- (a) A resolution to adjourn must be made and the mover of that resolution must be identified
- (b) The time that the resolution to adjourn was made must be recorded.

**3. Approval of Meeting Minutes**

- 3.1. Upon receipt of the Organized Hamlet Board meeting minutes, the Council of the RM will accept and review the minutes at the next regularly scheduled Council meeting.
- 3.2. Prior to presentation of the meeting minutes to Council, the RM administration staff shall review the meeting minutes. Should this review result in a finding that the minutes have not been prepared in accordance with the requirements of this policy, the Chair of the Organized Hamlet Board will be contacted by the RM administration staff and directed to instruct the Secretary to resubmit the meeting minutes using the appropriate template and appropriate presentation.

**4. Publication of Meeting Minutes**

- 4.1. Following Council acceptance of the meeting minutes prepared by an Organized Hamlet Board Secretary, the meeting minutes will be posted on the R. M. website in the section applicable to the Organized Hamlet to which to meeting minutes apply.
- 4.2. All meeting minutes will remain on the RM website for a period of three (3) calendar years after the meeting occurs. Following the expiration of the three (3) year period, the minutes will be removed from the website.