

# Hamlet of Parkland Beach

POLICY TITLE

**Hamlet Notices to Residents Policy**

EFFECTIVE DATE: May 1, 2024  
Amendments: Feb 16, 2026

## 1.0 PURPOSE

- 1.1 The purpose of this policy is to provide notice of the following:
- Annual general meetings (AGM's)
  - Hamlet Board meetings
  - Hamlet policies
  - Hamlet events

## 2.0 ANNUAL GENERAL MEETING (AGM)

- 2.1 Notice of AGM's will be:
- a. posted on Hamlet bulletin boards
  - b. posted on the R.M. website
  - c. be given via the mailout information package sent to all ratepayers
- 2.2 Notices of AGM's shall be provided a minimum of 7 days prior to the meeting.
- 2.3 Notices shall contain the date, time, and location of that meeting.

## 3.0 HAMLET BOARD MEETINGS

- 3.1 Hamlet Board meeting dates will be scheduled annually.
- 3.2 The Board meeting schedule will:
- Be made available at the AGM
  - Be posted on Hamlet bulletin boards
  - Be posted on the R.M. website
  - Be available from the Board members
  - Contain dates, times, and location of the meeting
- 3.3 An person/delegation wishing to attend a Board meeting shall give the Board a minimum of 14 days notice.
- 3.4 Any deviation from the Board meeting schedule will be posted on Hamlet bulletin boards and the R.M. website a minimum of 7 days prior to the meeting.
- 3.5 Minutes of all AGM's and Board meetings are provided as outlined under the Reporting policy.
- 3.6 Other events and matters of interest shall be posted on Hamlet bulletin boards, the R.M. website, or at the discretion of the Board via a general mailout.

## 4.0 HAMLET POLICIES

- 4.1 Hamlet policies will be posted in the Hamlet garage/Library.
- 4.2 Any changes to the Hamlet policies will be announced:
- a. at the next AGM
  - b. on Hamlet bulletin boards
  - c. on the R.M. website
  - d. At the discretion of the Board via a general mailout

## **5.0 MEDIA ANNOUNCEMENTS**

- 5.1 With the exception of the R.M. website, and the Hamlet newsletter, no media releases are to be made without the approval of the R.M. administrator.