

# Hamlet of Parkland Beach

**POLICY TITLE**

**Hamlet Reporting Policy**

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

## 1.0 PURPOSE

- 1.1 The purpose of this policy is to outline the reporting requirements.
- 1.2 Minutes of the AGM and Board meetings:
  - a. The Secretary shall compile the minutes and:
    - Forward them to the R.M. within 10 days of that meeting
    - Make them available at the next AGM
    - Make them available, on request, to any resident or their spouse
    - Have the R.M. post them on the website
- 1.3 Annual Reporting of Activities:
  - a. The Secretary, with the assistance of the Board, shall compile a list of activities that have occurred during the past year.
  - b. This report shall be given at the next AGM.
  - c. This report shall be given to the R.M., with the other required information for the mailout package.
- 1.4 Election Results:
  - a. The results of all elections will be announced immediately after the vote is taken.
  - b. The election results will be posted on the Hamlet bulletin boards and the R.M. website within 5 days of the election.
  - c. The Hamlet Board positions: Chairman and Secretary, will be posted on the Hamlet bulletin boards and the R.M. website within 7 days of the AGM.
- 1.5 Permanent Residents:
  - a. The Secretary will advise the R.M. of the Hamlets permanent residents prior to March 1<sup>st</sup>, annually.
- 1.6 The Hamlet Board will respond to all other requests by the R.M., as required.
- 1.7 The Hamlet Board will respond to all requests from Hamlet residents for information.