

Organized Hamlet of Pelican Cove/RM of Leask					
Policy Name	ANNUAL GENERAL MEETING POLICY				
	Motion No.	Date	Chair	Vice-Chair	Secretary
Adopted	33/25	May 8/25		K. F.	H. G.
Amended				'C	

The purpose of this policy is to define AGM procedures specific to the Organized Hamlet of Pelican Cove that will provide direction to the Hamlet Board.

Procedures:

- a) A hamlet board shall hold an Annual General Meeting for residents of the organized hamlet and the public at which:
 1. Hamlet board members are elected to fill expired or vacant terms.
 2. The date for the next annual general meeting is announced in accordance with *Section 26(1), Municipalities Act, Saskatchewan.*
 3. The report outlined in subsection (b) is presented;
- b) In preparation for the annual general meeting, the Secretary of the hamlet board shall make the following available to residents of the organized hamlet;
 1. OH annual financial statements from the municipality.
 2. The final approved budget from the previous year.
 3. The minutes of the last AGM.
 4. The minutes of all hamlet board meetings held since the previous AGM must be available for review upon request.
 5. A copy of OH policies must be available for review upon request.
- c) The hamlet board shall post publicly the date, time and location of the annual general meeting at least seven (7) days before the meeting. *Section 26(3) Municipalities Act, Saskatchewan.*
- d) Notice must be posted in at least three (3) areas. The methods of notice to be followed may include;
 1. Notice on the RM website.
 2. Electronic or public platform
 3. Posting on the organized hamlet billboard.
 4. Any other means considered effective for reaching the greatest number of residents in the organized hamlet. *Section 24(b) Municipalities Act, Saskatchewan.*