



## **Annual Meetings Policy and Procedure Summary**

### **Timing**

#### **As required by the Board Constitution**

##### Section #3

*An Annual general meeting of all municipalities participating in the operation of the Board shall be held the fourth Thursday in April of each year.*

### **Notice**

#### **As required by the Board Constitution**

##### Section #5:

*Notice of a general meeting shall be served, by the Board, on all municipalities participating in the operation of the Board, by certified mail at least 15 days before the time fixed for the holding of the meeting.*

Notice should be provided by certified mail as noted above and also by e-mail to member municipalities.

The notice must contain, at a minimum: time, date and place of the meeting. The notice must be accompanied by an agenda.

### **Agenda**

At a minimum the agenda must contain the following:

1. Opening of meeting by Board Chair
2. Minutes of the previous Annual Meeting as distributed.
- 3, Report (normally verbal) from the present Board Chair
4. Annual Report for prior year (normally written) from the CAO
5. Presentation of prior year's audit and present year budget summary
6. Open question and answer period

7. Other Business

8. Adjournment

### **Audit Distribution**

Ideally a copy of the audit for the prior year should be sent to each member municipality as the current year budget is distributed. At a minimum, if there are unavoidable delays, the audit must be available for the Annual meeting.

### **Attendance Record**

All delegates and visitors shall be asked to sign the attendance register. Please note that any member municipality may send as many elected representatives or other observers as they wish but only one of the elected representatives can be registered as a delegate. Please note that if a municipality has more than one representative on the Board (e.g. Elliot Lake) they still have only one voting delegate at the meeting. The unincorporated representative elected to the Board is the voting delegate at the Annual meeting.

### **Voting**

As the registration proceeds, one delegate from each member municipality is provided with a voting card. These voting cards are held up when voting occurs to facilitate the counting of votes.

### **Meeting Purpose**

The delegates at the Annual meeting have the right to raise and discuss any issue relevant to the Board's operations. They have the power to pass or amend the prior year's minutes, to accept, amend or reject reports and to adjourn the meeting. They do not have the power to change the approved budget or reject the audit. The Board approves both the budget and the audit. Any change requiring double majority vote can not be settled at the Annual meeting but must go back to each individual municipality for an individual municipal resolution.

The Board in power has often used the Annual meeting to assess the potential level of support there may be for initiatives being considered by the Board. These meetings have also been used to explain significant changes in costs or apportionment of costs.

### **Minutes**

The minutes of the Annual meeting are placed on the Board website within 5 calendar days following the Annual meeting date. During the next 10 calendar days Board members can ask for interim amendments to those minutes. Following this 15 calendar day period they are posted on the Board public website. However, these Annual minutes are not officially passed until the following year's Annual meeting. See prior years Annual meeting minutes in the minute's section of the Board website.