



RESORT VILLAGE OF KIVIMAA-MOONLIGHT BAY

Annual General Meeting (AGM)

Policy

Policy No.	2100.085	Authority	Resolution No. <u>179-26</u>
Effective Date	<u>Sep 21, 2026</u>	Review Date	As Required

Annual General Meeting (AGM) Policy

1. Purpose

- 1.1 The Council of the Resort Village of Kivimaa-Moonlight Bay voluntarily holds an Annual General Meeting (AGM) to provide residents, property owners and ratepayers with a community-wide opportunity to receive municipal information, hear prepared responses to advance questions and share views with Council.
- 1.2 At the time of adoption, The Municipalities Act does not require a resort village to hold an AGM. Council chooses to do so to support transparency, accountability and communication with the community.
- 1.3 For the purposes of this policy, "AGM" means the Resort Village's voluntary annual community information meeting. It is not a regular or special meeting of Council, and no municipal decisions will be made at the AGM. Matters requiring a Council decision will be considered at a properly called Council meeting.

2. Scope and Legislative Distinction

- 2.1 This policy applies only to the voluntary AGM conducted by the Resort Village.
- 2.2 This policy does not replace any public meeting, public hearing, petition process, appeal, notice requirement or other proceeding required by legislation. Section 129 of The Municipalities Act separately governs public meetings, including those required following a sufficient petition.
- 2.3 Where legislation requires a different process, the legislative requirement prevails over this policy.

3. Notice and Agenda

- 3.1 The date, time and location of the AGM, together with the deadline for advance questions, will be communicated through the Resort Village's usual public communication methods.
- 3.2 The AGM agenda will be prepared by Administration with direction from Council for the purpose of organizing and conducting the meeting.
- 3.3 The AGM agenda will not be distributed in advance as part of the AGM process. Copies will be made available to those attending the meeting. This provision does not limit any statutory right of access to municipal records or any notice or disclosure requirement established by legislation.
- 3.4 The AGM is intended to support efficient community-wide communication and is not intended to create an additional individualized administrative process before the meeting.

4. Questions Submitted in Advance

- 4.1 All questions for which a response is requested at the AGM must be submitted in writing by the deadline stated in the AGM notice. The submission must identify the person submitting the question and provide sufficient information for Administration to understand what is being asked.
- 4.2 Each individual may submit a maximum of three substantive questions. A submission containing several separate or unrelated questions may be treated as more than one question.
- 4.3 Questions are required in advance so Administration has reasonable time to review municipal records, bylaws, legislation, financial information, previous Council decisions, correspondence or information from outside agencies where necessary. The purpose is to provide accurate and useful information rather than requiring Council or Administration to answer complex matters without the information needed to do so.
- 4.4 Questions received after the deadline, or questions first raised during the meeting, will not be researched or answered at the AGM.

4.5 Administration may combine substantially similar questions, organize questions by subject and determine the most efficient format for presenting the responses.

4.6 Where Council or Administration has previously provided a substantive response to substantially the same question, the previous response may be referenced rather than preparing the answer again. Further clarification may be provided where new information is presented, an error requires correction, or Council determines that additional information would benefit the community.

4.7 Questions that are outside municipal jurisdiction, seek confidential or personal information, concern privileged legal advice, active enforcement or investigation matters, or otherwise cannot appropriately be discussed publicly will not be answered publicly at the AGM. Where appropriate, the reason the matter cannot be addressed publicly may be explained.

4.8 A submission that is primarily a request for municipal records may be directed to the appropriate access-to-information or records-request process rather than being treated as an AGM question.

5. Attendance and Advance Questions

5.1 A person who submits advance questions is expected to attend the AGM or arrange for another person to attend on their behalf.

5.2 Questions submitted by a person who is not present or represented at the AGM will not normally be presented or answered during the meeting. The Chair may make an exception where the subject is of significant general interest and the response would benefit the community members in attendance.

5.3 This attendance expectation is intended to be fair to residents who make the effort to attend, listen and participate. It also helps ensure that meeting time is not unnecessarily extended by questions from a person who does not attend to hear the response or participate in the discussion.

5.4 Submitting a question for the AGM does not create an entitlement to a separate written AGM response where the submitter is not present or represented. The matter may instead be addressed, where appropriate, through the Resort Village's normal correspondence or service-request process.

6. Open Discussion

6.1 An open discussion period may be provided near the conclusion of the AGM to allow residents and ratepayers to share comments, concerns, suggestions and matters they believe Council should be aware of.

6.2 The open discussion period is not an additional question-and-answer period. Questions raised for the first time during open discussion will not be answered at the AGM.

6.3 Council and Administration may listen to and record matters raised during open discussion for possible future review. A matter requiring Council direction, expenditure, a resolution, a bylaw or another formal decision must be brought forward at a properly called Council meeting.

6.4 Participation in open discussion remains subject to the direction of the Chair and the time available for the meeting.

7. Fair Participation and Meeting Management

7.1 The Chair is responsible for maintaining order, directing the sequence of the meeting and providing a fair opportunity for community participation.

7.2 The Chair may combine similar matters, limit repetitive discussion, establish reasonable speaking times, redirect discussion that is outside municipal business and conclude a discussion when sufficient opportunity has been provided.

7.3 Participants are expected to speak respectfully. Personal attacks, harassment, disruptive conduct and discussion of confidential personal matters are not appropriate at the AGM.

7.4 The meeting will be managed so that it can conclude within a reasonable period of time while still providing a meaningful opportunity for those in attendance to participate.

8. Administrative Resources

8.1 Council recognizes that preparing extensive individualized responses can require significant administrative resources. The purpose of the AGM is to communicate with all residents in an efficient, transparent, and equitable manner while ensuring public resources are used responsibly.

8.2 Preparation for the AGM should focus on providing accurate information that is useful to the community as a whole. Administration is not required to prepare extensive individualized reports beyond what is reasonably necessary to respond to an advance question for the meeting.

8.3 The AGM is not intended to replace regular service requests, formal complaints, access-to-information requests, statutory appeals, public hearings or ongoing individual correspondence with the Resort Village.

9. Meeting Record and Follow-Up

9.1 Administration may maintain an attendance record and a general summary of the AGM. The Resort Village is not required to prepare a verbatim transcript of the meeting.

9.2 Council may make presentations, prepared responses or a general meeting summary publicly available following the AGM where doing so would benefit the broader community.

9.3 A matter raised at the AGM may be referred for future administrative review or placed before Council at a future meeting where Council consideration or a formal decision is appropriate.

10. Authority and Review

10.1 This policy is adopted by resolution of the Council of the Resort Village of Kivimaa-Moonlight Bay.

10.2 Council may amend this policy by resolution. The Administrator may make administrative changes that do not alter the substance of the policy, including formatting, contact information and updates to legislative references.

10.3 This policy will be reviewed as required and whenever legislative changes materially affect the procedures described in this policy.

Approved by Council

Mayor:

Archie MacLeod

Date:

21/09/26

Administrator:

Amanda Bischler

Date:

21/09/26