

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: B. General Administration	Effective Date: Feb. 1, 2013
Topic: 2. Governance	Replaces: July 1, 2010
Subject: 2.02. General Meeting	
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POLICY

Timing

A **General** Meeting of all municipalities and the unincorporated area participating in the operation of the Board shall be held **when deemed most appropriate by the Board in accordance with [Resolution #12-60](#) approved at the June 28, 2012 DSB Board meeting.**

Location

The meeting will occur in a public facility which can accommodate the expected attendance. The location may change from time to time as determined by the Board.

Notice

Notice of the **General** Meeting shall be sent to all member municipalities by regular mail and also by email at least 30 days before the date of the meeting. The Board may post notice of the meeting in other media as it sees fit. The meeting, although directed at municipal councilors and staff, will be open to the public.

Information Booths

Information booths will be set up for each program area. These will be staffed by Managers and a frontline staff who can answer questions and explain program delivery. The booths will contain pictures and text which gives the viewer a sense of the program. Program brochures and handouts will be available to supplement the visual material. The booths are open before the official meeting commencement and reopen following the meeting's closure.

Agenda

At a minimum, the agenda will contain the following:

1. Opening of meeting by Board Chair.
2. Minutes of the previous **General** Meeting (if any) as distributed.
3. Report (normally verbal) from the present Board Chair providing highlights from a political perspective.
4. Report (normally written) from the CAO which focuses on any major program changes in the past or which are underway in the current year.

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5. Overview of programs, presentation by Program Directors or Managers through a Power Point Presentation. These overhead slide presentations (maximum 10 minutes in length) may be followed by a short question period. These are high level summaries of the programs which may include any service delivery pressures which have occurred.
6. Presentation of prior year's audit and present year budget summary.
7. Open question and answer period.
8. Adjournment.

Audit Distribution

Copies of the current year budget and prior year audit to be available for the **General Meeting**.

Attendance Record

All visitors should be asked to sign the attendance register.

Meeting Purpose

The purpose of the meeting is to provide information on the Board's operations. The municipal councilors and the unincorporated representatives at the **General Meeting** have the right to raise and discuss any issue relevant to the Board's operations. The Board Chair has the power to ensure questions and discussions proceed in an orderly manner.

Municipal representatives 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 cannot be settled at the **General Meeting** but must go back to each individual municipality for an individual municipal council resolution.

Minutes

The minutes of the **General Meeting** are placed on the Board website within 10 calendar days following the **General Meeting** date. These **General Meeting** minutes are not officially passed until the **next General Meeting**.