

COUNTY OF  
HASTINGS  
SOCIAL SERVICES  
DEPARTMENT  
HOUSING PROGRAMS  
BRANCH



15 VICTORIA AVENUE  
2<sup>ND</sup> FLOOR, BOX 7  
BELLEVILLE, ONTARIO  
K8N 1Z5  
613-968-3465  
Fax 613-968-3197

Hastings County  
Housing Programs Branch  
Administrative Policies and Procedures

<b>SUBJECT :</b> Board of Directors' Meetings Policy		
<b>APPROVED BY :</b> County Council		
<b>POLICY #:</b> H.P. 1		
<b>ORIGINAL ISSUED</b>	<b>SUPERCEDES</b>	<b>CURRENT VERSION</b>
n/a	n/a	November 2012

**PURPOSE**

This policy is intended to outline a time frame the Board of Directors of the *Housing Services Act, 2011* Part VII Prescribed Housing Programs must adhere to regarding required number of meetings to be held.

**SCOPE**

This policy will apply to *Housing Services Act, 2011* Part VII Prescribed Housing Programs.

**REQUIREMENT**

The service manager requires that the *Housing Services Act, 2011* Part VII Prescribed Housing Programs' Board of Directors meet a minimum of four (4) times a year.

Regular Meeting: Regular meetings of the members shall be held at least quarterly.

Annual Meeting: An annual meeting is required once per year at a location to be determined by the *Housing Services Act, 2011* Part VII Prescribed Housing Programs' Providers.

**RESPONSIBILITY**

The *Housing Services Act 2011*, Part VII Prescribed Housing Programs' Board of Directors will be required to keep adequate minutes showing that the Board has met at a minimum of four (4) times per year with a quorum.

**REFERENCES**

*Housing Services Act, 2011*  
Ontario Regulation 367/11 s. 100