**HAMLET REQUIREMENTS POLICY**

**THE RURAL MUNICIPALITY OF MARQUIS No. 191**

**Policy Number 01-2024**

**1.0 PURPOSE**

* 1. The purpose of this Policy is to establish the requirements for Organized Hamlets (OH) within the Municipality.

**2.0 DEPARTMENT(S) AFFECTED (SCOPE)**

2.1 Department(s) Affected: **General Government Administration**

**3.0 RESPONSIBILITIES**

3.1 The Administrator is responsible for ensuring compliance with this policy.

3.2 Council shall review the policy every five (5) years.

**4.0 FIRST MEETING**

4.1 The first meeting of any newly established Organized Hamlet (OH) shall be held within thirty-one (31) days after the date of establishment.

4.2 Public notice shall be given to all landowners of the OH for a minimum of fourteen (14) calendar days prior to the meeting.

4.3 The date, time and place shall be determined by the Administrator in consultation with Council of the Municipality.

**5.0 JOINT MEETINGS**

5.1 Council and each individual OH Board shall have at minimum one (1) joint meeting every two (2) years. The meeting date shall be called by the Administrator and held in the RM Council Chambers.

5.2 The format of the meeting shall be to discuss the following:

 1. General operations such as snow removal, roadwork, mowing;

 2. Bylaws and policies;

 3. Financials such as the previous year financial statement, current year tax tools;

 4. Legislative requirements of the OH in accordance with *The Municipalities Act* and *The Municipalities Regulations*; and

 5. Any other pertinent matter(s).

5.3 Additional joint meetings shall be at the discretion of the Council. OH Boards may request a joint meeting to the Administrator at any time.

5.4 Any relevant materials required for the joint meeting must be submitted by the OH Board to the Administrator a minimum of two (2) working days prior to the meeting.

**6.0 HAMLET SUBMISSIONS TO MUNICIPALITY**

6.1 Each OH Board shall submit an annual budget by March 15th of each year to the Administrator in the provided form.

**7.0 HAMLET TAX ALLOCATION**

7.0 Each OH shall be allocated all grants received on behalf of the OH as well as 65% of the municipal taxes collected in the OH, as revenues to the OH.

**8.0 SHARED SERVICES**

8.1 The remaining 35% of municipal taxes collected shall be retained by the RM and must be sufficient enough to cover the provision of shared services, as follows:

 1. Assessment Services (SAMA)

 2. Policing (RCMP)

 3. 911 and Ambulatory Services

 4. Administration

8.2 The cost of shared services provided to the OH shall be prorated based on the number of properties within the urban limits of the OH compared to the total number of properties in the RM. Should the 35% not be sufficient to cover the prorated portion of shared services, the difference shall be added as a general expenditure item to the OH and deducted from Surplus Reserves as required.

**9.0 FINANCIAL STATEMENT**

9.1 The Administrator shall prepare and provide to each OH Board the annual unaudited Financial Statement by January 20th of the following year.

**10.0 DISPUTES AND APPEALS**

10.1 Any disputes between the OH and the RM shall be resolved pursuant to *The Municipalities Act* and *The Municipalities Regulations*

**11.0 dOCUMENT APPROVAL**

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| **ROLE** | **POSITION** | **NAME OF THE APPROVER** | **DATE APPROVED** |
| Author | Administrator | **RM Council** | **July 9, 2024** |
| Final Approver | RM Council | **Resolution: #**  | **144-2024** |

**12.0 Revision history**

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| --- | --- | --- | --- |
| **EFFECTIVE DATE** | **REVISION LETTER** | **DOCUMENT AUTHOR** | **DESCRIPTION OF CHANGE** |
| July 9, 2024 | A | Administrator | Initial release and adoption |
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