



R.M. OF LUMSDEN No. 189

POLICY

Title: Organized Hamlets – First Meeting, Budget Submission and Joint Meetings

Effective: September 20, 2024

Amended:

Purpose:

Section 22.3 of *The Municipalities Regulations* requires the municipality to establish policy respecting:

- (a) scheduling the first meeting of an organized hamlet in accordance with section 23;
- (b) requirements for the budget submission in accordance with section 34; and
- (c) the format and timing of joint meetings of the municipality and hamlet board.

Definitions:

“**Organized Hamlet**” means all organized hamlets within the Rural Municipality of Lumsden No. 189

“**Municipality**” means the council of the Rural Municipality of Lumsden No. 189

Policy Statement:

(a) Scheduling the First Meeting:

If the minister has declared an organized hamlet to be established, the municipality shall:

- (i) Within at least 14 calendar days’ notice, establish the time and date for the first meeting of the organized hamlet;
- (ii) Appoint the Division Councillor for the Division in which the organized hamlet is located to make the necessary arrangements for the meeting mentioned in clause (a)(i). The Division Councillor may enlist the assistance of the Chief Administrative Officer to make arrangements;
- (iii) Give public notice of the first meeting of the organized hamlet in accordance with the municipality’s Public Notice Policy; and
- (iv) Appoint the Division Councillor for the Division in which the organized hamlet is located to preside as chairperson at the first meeting of the organized hamlet.

(b) Budget Submission

Submission of the organized hamlet budget to the municipality shall occur as follows:

- (i) By January 20 of each year, the Chief Administrative Officer (CAO) of the municipality shall annually provide to the organized hamlet an unaudited financial report outlining the revenues, expenditures and reserve balance(s) as of the last day of the previous fiscal year.
- (ii) By January 31 of each year, the CAO shall provide to the organized hamlet a budget template in the required format to align with municipal budgeting practices for the current year.
- (iii) By March 31 of each year, the organized hamlet board shall submit to the municipality a balanced budget for the current year. The budget must specifically include:

- (a) the percentage of municipal taxes to be allocated to the hamlet account in accordance with clause 69(1)(b) of the Act;
 - (b) the percentage of a special levy, if any, to be allocated to the hamlet account in accordance with subsection 70(2) of the Act; and
 - (c) the mill rate of the hamlet, if different from the mill rate of the municipality.
- (iv) The CAO shall review the organized hamlet's budget to ensure that funds will be available in the organized hamlet's account(s), and that the purposes indicated for expenditures from the account are authorized under *The Municipalities Act*.
 - (v) Following review of the budget by the CAO, the budget shall be presented to the municipality. Acceptance and approval of the budget shall be by Council resolution.
 - (vi) Approval of the budget constitutes an agreement by the municipality to pay any expenditures submitted by the organized hamlet board that are included in the current year's budget.

(c) Joint Meetings

An organized hamlet board may request a meeting with the municipality (and vice versa) at any time to address any matter of concern.

--- end ---