

R.M. of Frenchman Butte No. 501

POLICY TITLE		ADOPTED BY	POLICY NO.
Governance and Operational Procedures for an Organized Hamlet		RM Council Resolution No. 2024-05-08-025	100-19
		EFFECTIVE DATE	
		May 8, 2024	
ORIGIN/AUTHORITY	JURISDICTION	Amended:	Resolution No.
RM Council	RM of Frenchman Butte No. 501	Rescinded:	Resolution No.

1.0 PURPOSE:

- 1.1. Whereas the Council of the Rural Municipality of Frenchman Butte No. 501 aims to establish clear guidelines and procedures for the initial and ongoing governance and operational management of the Organized Hamlets within the RM of Frenchman Butte, ensuring compliance with section 22.3 of the Municipalities Regulation. The policy focuses on:
- Organizing the initial and subsequent annual meetings.
 - Outlining budget submission requirements.
 - Setting the format and timing for joint meetings between the Hamlet Board and the RM of Frenchman Butte Council.

2.0 DEFINITIONS:

- 2.1. Council: Refers to the elected governing body of the RM of Frenchman Butte No. 501.
- 2.2. Organized Hamlet: Refers to an area declared to be an organized hamlet by order of the minister.
- 2.3. Hamlet Board: The elected body responsible for addressing the needs of the Hamlet, facilitating community engagement, and liaising with the Council.
- 2.4. Budget Submission: The process by which the Hamlet Board prepares and submits a detailed plan of expected income and expenditure for the next fiscal year to the Council for approval.
- 2.5. Joint Meetings: Scheduled meetings between the Hamlet Board and the Council to ensure ongoing communication, collaboration, and coordination on matters affecting the Hamlet.
- 2.6. Fiscal Year: The period used for calculating annual financial statements in the RM of Frenchman Butte No. 501, defined as January 1 to December 31.
- 2.7. Transparency: The practice of being open and transparent in the Council's and Hamlet Board's decision-making processes, ensuring that information is freely available and directly accessible to those who will be affected by such decisions, thereby fostering accountability and trust.
- 2.8. Stakeholders: Refers to any individual, group, or organization that has an interest in or is affected by the governance and operations of the Hamlet of Frenchman Butte, including residents, businesses, and governmental bodies.
- 2.9. Public Notice: Formal communication intended to inform the public of time-sensitive information, meetings, or decisions, posted in accessible locations and/or published through local media or online platforms.

3.0 SCOPE:

- 3.1. This policy applies to the RM of Frenchman Butte No. 501 Council, the Administrator of the RM of Frenchman Butte, the Hamlet Board and all residents within the hamlet.





POLICY TITLE

Governance and Operational Procedures for an Organized Hamlet

4.0 POLICY DETAILS:

4.1. Initial Meeting of the Organized Hamlet:

4.1.1.Scheduling: The first annual meeting of the organized hamlet shall be scheduled within 60 days of the establishment of the hamlet. The municipal administrator shall set the date, time, and venue, ensuring at least 14 days' notice is provided to all residents.

4.1.2.Agenda: The agenda shall include the election of the Hamlet Board, discussion of governance procedures, and community development plans.

4.2. Budget Submission Requirements:

4.2.1.Format and Deadlines: The Hamlet Board is required to submit an annual budget to the RM Council by November 30th each year. The budget should be formatted according to the municipal template, which includes projected revenues and expenditures.

4.2.2.Supporting Documentation: Budget submissions must include justifications for expenditure requests and projected revenue sources.

4.3. Joint Meetings of the Hamlet Board and RM Council:

4.3.1.Frequency and Scheduling: Joint meetings shall be held twice a year, with dates set at the beginning of each fiscal year. Emergency meetings can be scheduled as needed with at least seven days' notice.

4.3.2.Objectives: These meetings will focus on budget reviews, project updates, and strategic planning to ensure alignment between the Hamlet Board and the RM Council.

5.0 IMPLEMENTATION:

5.1. Responsibilities: The RM of Frenchman Butte Council is responsible for overseeing the implementation of this policy and providing resources and support to the Hamlet Board.

5.2. Compliance: The municipal administrator shall monitor compliance and report to the Council semi-annually.

6.0 MONITORING AND EVALUATION:

6.1. Review: This policy shall be reviewed every five years by the RM Council to ensure its effectiveness and relevance. Feedback from residents and stakeholders will be considered during the review process.

6.2. Amendments: Amendments to this policy may be made based on the outcomes of the review or as required by changes in provincial regulations or municipal needs.

7.0 DOCUMENTATION AND TRANSPARENCY:

7.1. Public Access: All policy documents, meeting minutes, and related communications shall be made available on the municipal website to ensure transparency.

7.2. Record Keeping: All documentation related to the governance and operations of the Hamlet of Frenchman Butte will be maintained by the municipal administrator and will be accessible for public review upon request.



Incorporated

R.M. of Frenchman Butte No. 501

POLICY TITLE

Governance and Operational Procedures for an Organized Hamlet

8.0 REPEALING:

- 8.1.1.** This policy shall be administered and interpreted by the CAO; however, this policy cannot be amended without Council approval.
- 8.1.2.** This policy replaces all previous policies and resolutions that have been passed by the Council of the Rural Municipality of Frenchman Butte No. 501 with respect to the application of any and all parts of this policy and the terms and conditions contained herein.
- 8.1.3.** This policy shall come into force and take effect on May 8, 2024, and shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.