



## HAMLET COMMITTEE

### PURPOSE

The Hamlet Committee will aid the Council of the RM of McKillop No. 220 in meeting its responsibilities regarding transparency and accountability to rate payers residing in Organized and Unorganized Hamlets. The Hamlet Committee will also aid with the responsibility to convey all decisions made by the Council of the RM of McKillop No. 220 to property owners residing in Organized and Unorganized Hamlets.

### DEFINITIONS

- a) **Council** - the Council of the Rural Municipality of McKillop No. 220
- b) **RM** - the Rural Municipality of McKillop No. 220

### LEGISLATIVE AUTHORITY

*The Municipalities Act*

#### **Council committees and bodies**

81 A council may establish council committees and other bodies and define their functions.

#### **General duties of mayor or reeve**

93(2) The mayor or reeve is a member of all council committees and all bodies established by council pursuant to this Act unless the council provides otherwise.

#### **Meetings to be public, exceptions**

120(2) Councils and council committees may close all or part of their meetings to the public if the matter to be discussed:  
(b) concerns long-range or strategic planning.

### SCOPE

1. The Hamlet Committee shall be responsible to:

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Terms of Reference: **Hamlet Committee**

Date Approved: July 14, 2020 Resolution No. 2020/0352

Date Revised: May 10, 2022 Res No.: 2022/0255

Date Revised: June 6, 2023 Res. No. 2023/0262

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- a) Liaise with Organized Hamlet Boards and Unorganized Hamlet Representatives to convey information regarding Council policies and procedures and legal requirements.
  - b) Convey all decisions made by Council regarding services provided to Organized Hamlets and Unorganized Hamlets as well as any other information deemed pertinent by the Council.
  - c) Collect information from Organized Hamlet Boards and Unorganized Hamlet Representatives regarding the needs of each of the Organized Hamlets and Unorganized Hamlets for services and improvements;
  - d) Arrange meetings with Organized Hamlet Boards and to allow the Organized Hamlet Boards and Unorganized Hamlet Representatives to act in their advisory capacity to convey information to Council.
2. No member of the Hamlet Committee shall provide approval to any individual, Organized Hamlet Board or Unorganized Hamlet Representative to carry out an activity or operation that has not been discussed by the Committee for recommendation and approval of Council.
3. Members shall follow RM policies and procedures and comply with applicable legislation.

#### **Committee Members and Appointments**

4. The Hamlet Committee shall be comprised of five (5) members:
  - a) Two (2) shall be members of the public.
  - b) Three (3) shall be members of Council
    - i. One (1) Councillor shall be appointed committee chair.
  - a) The Reeve is an ex-officio member of the Committee.
5. The RM Chief Administrative Office, the Public Works Manager and community members shall be contributor(s) to the Hamlet Committee.
6. Appointments to the Hamlet Committee shall be made at the regular Council meeting held in January when committee appointments are required.
7. Appointments of public members to the Hamlet Committee shall be made for a two (2) year term, at the regular Council meeting held in January when Committee appointments are required.
8. Appointments of public members are to be chosen by Council as a whole through consensus from submitted "Expression of Interest" see Form "A". "Expressions of

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Interest” must be submitted no later than December 1<sup>st</sup> of the previous year to be considered at the regular Council meeting held in January when Committee appointments are required. Eligibility criteria for a public member candidate includes but is not limited to:

- a) Must be a resident and/or ratepayer of the RM of McKillop;
  - b) Must possess relevant professional qualifications; or
  - c) Can demonstrate expertise related to administrative and communication practices.
9. In the event Council can not reach a consensus when choosing public members of the committee, Council may choose candidates at random by drawing name(s) from a hat or container.

### **Committee Meetings and Procedures**

10. The Hamlet Committee shall meet twice annually with Organized Hamlet Board(s) and Unorganized Hamlet Representative(s) to receive information from that community regarding the services that are currently provided in the community as well as services that would be beneficial to provide to the community.
11. All Hamlet Committee meetings must be held in a public venue with all procedures relating to the meetings being in accordance with the requirements of the Council Procedures Bylaw. Exceptions apply to public members of the committee, public members cannot move for a closed session.
12. At the next regular meeting of Council following a meeting with an Organized Hamlet or Unorganized Hamlet, the Hamlet Committee shall present a written report or meeting minutes relating to the discussions with the Organized Hamlets or Unorganized Hamlets.
13. The Chair of the Committee shall be responsible to call any additional Committee meetings.



**FORM A – EXPRESSION OF INTEREST**  
**HAMLET COMMITTEE**  
(Please Print)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Legal Land Description: \_\_\_\_\_

Telephone: Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Contact Info: \_\_\_\_\_

Reason for Interest: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand and agree to the following:

1. Terms for members of the public on the Hamlet Committee are two (2) years.
2. To best represent the interest of the public.
3. Attending meetings is a requirement.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

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APPROVED