



**ORGANIZED HAMLET BOARD EXPENDITURE  
AUTHORIZATION PARAMETERS**

Policy Objective	To establish the expenditure parameters authorized by the Council of the RM of McKillop No. 220 for Organized Hamlet Boards use of municipal funds
Authority	Resolution # 217/2018
Supporting Bylaw	
Related Policy(s)	OH-001

**LEGISLATIVE AUTHORITY**

*The Municipalities Act*

**Expenditures**

- 72 The council of the rural municipality shall pay moneys on behalf of the hamlet board from the hamlet account if:
- (a) the hamlet board requests the council to pay an indemnity to members of the hamlet board or to pay moneys for any other purpose authorized by this Act; and
  - (b) money in the hamlet account is available to the credit of the organized hamlet to make the payment in accordance with the request.

**Provision of services**

- 74(1) The hamlet board and the council of the rural municipality may agree that the hamlet board is to be responsible, if there are sufficient funds available to the credit of the organized hamlet in the hamlet account, for providing one or more services within the organized hamlet.
- (2) In an agreement mentioned pursuant to subsection (1), the parties may require the rural municipality to:
- (a) retain the services of one or more employees and specify their duties; or (b) enter into agreements with other parties for the purpose of carrying out the terms of the agreement between the hamlet board and the council.



## OBJECTIVE

This expenditure authorization parameters policy is implemented to support the desire for moderate autonomy sought by Organized Hamlets within the Rural Municipality of McKillop No. 220, as allowed by *The Municipalities Act*. The Council of the Rural Municipality of McKillop No. 220 authorizes financial authority within a series of defined parameters.

This policy is adopted as an affirmation of Council's commitment to accountability and transparency to the ratepayers of the Municipality by ensuring that all information that may be legally distributed is available to the ratepayers. Council also recognizes its responsibility and accountability to all ratepayers for the diligent use of public funds. By implementing this policy, Council seeks to reconcile these two objectives.

## SCOPE

Establishment of a set of parameters in which Organized Hamlet Boards have financial authority providing the appropriate agreements are in place with the RM.

## DEFINITIONS

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

## POLICY

### 1. General

- 1.1. All intended expenditures of an Organized Hamlet Board must be identified in the annual budget that is required to be submitted to Council for approval.
- 1.2. It is the responsibility of the Organized Hamlet Board to ensure that all expenditures are incurred within the authorizations set out.
- 1.3. Failure to abide by the requirements set out will result in payments being turned back to the financial responsibility of the individual(s) who authorized the expenditure.



## **2. Authorized expenditures not requiring Council's prior approval**

### **2.1. General Government**

- (a) Meeting facility rental with a value of less than \$ 300.00 per meeting
- (b) Office supplies expenditures (ie - paper, printer ink, copying fees, coffee supplies) with an annual value of less than \$ 250.00
- (c) Indemnity paid to Organized Hamlet Board members in an annual amount of less than \$ 1,000.00 per Hamlet Board member

### **2.2. Protective Services**

- (a) All payments with an annual value of less than \$ 500.00 to a contractor approved by Council

### **2.3. Transportation Services**

- (a) All intended purchases for purposes of street light maintenance in the Organized Hamlet with an annual value of less than \$ 1,000.00
- (b) All intended purchases for purposes of sidewalk maintenance in the Organized Hamlet with an annual value of less than \$ 1,000.00
- (c) All payments with an annual value of less than \$ 500.00 to a contractor approved by Council

### **2.4. Environmental Health**

- (a) All payments with an annual value of less than \$ 500.00 to a contractor approved by Council

### **2.5. Recreation Services**

- (a) All payments with an annual value of less than \$ 500.00 to a contractor approved by Council
- (b) Supplies for social events or community celebrations (including food and non-alcoholic beverages) to a maximum annual value of \$ 250.00
- (c) All payments for repairs to existing capital assets to a maximum value of \$ 750.00

### **2.6. Water and Sewer Services**

- (a) All intended purchases for purposes of water system maintenance in the Organized Hamlet with an annual value of less than \$ 1,000.00
- (b) All intended purchases for purposes of sewer system maintenance in the Organized Hamlet with an annual value of less than \$ 1,000.00
- (c) All payments with an annual value of less than \$ 500.00 to a contractor approved by Council



### **3. Authorized expenditures requiring Council's prior approval**

#### **3.1. General Government**

- (a) Payments to Organized Hamlet Board member's next-of-kin (spouse, child, grandchild or other extended family member) for work completed within the Organized Hamlet

#### **3.2. Protective Services**

- (a) Payments to Organized Hamlet Board member's next-of-kin (spouse, child, grandchild or other extended family member) for work completed within the Organized Hamlet

#### **3.3. Transportation Services**

- (a) All intended purchases for purposes of street light maintenance in the Organized Hamlet with an annual value in excess of \$ 1,000.00
- (b) All intended purchases for purposes of sidewalk maintenance in the Organized Hamlet with an annual value in excess of \$ 1,000.00
- (c) All payment with an annual value in excess of \$ 500.00 to a contractor approved by Council
- (d) Payments to Organized Hamlet Board member's next-of-kin (spouse, child, grandchild or other extended family member) for work completed within the Organized Hamlet
- (e) All capital expenditures

#### **3.4. Environmental Health**

- (a) All payment with an annual value in excess of \$ 500.00 to a contractor approved by Council
- (b) Payments to Organized Hamlet Board member's next-of-kin (spouse, child, grandchild or other extended family member) for work completed within the Organized Hamlet
- (c) All capital expenditures

#### **3.5. Recreation Services**

- (a) All payment with an annual value in excess of \$ 500.00 to a contractor approved by Council
- (b) Payments to Organized Hamlet Board member's next-of-kin (spouse, child, grandchild or other extended family member) for work completed within the Organized Hamlet
- (c) Supplies for social events or community celebrations (including food and non-alcoholic beverages) in excess of an annual maximum value of \$ 750.00



- (d) All capital expenditures

**3.6. Water and Sewer Services**

- (a) All intended purchases for purposes of water system maintenance in the Organized Hamlet with an annual value in excess of \$ 1,000.00
- (b) All intended purchases for purposes of sewer system maintenance in the Organized Hamlet with an annual value in excess of \$ 1,000.00
- (c) All payment with an annual value in excess of \$ 500.00 to a contractor approved by Council
- (d) Payments to Organized Hamlet Board member's next-of-kin (spouse, child, grandchild or other extended family member) for work completed within the Organized Hamlet
- (e) All capital expenditures

**4. Prohibited expenditures**

**4.1. General Government**

- (a) Liquor
- (b) Donations to private individuals or groups
- (c) Payments or donations to Organized Hamlet Board member's next-of-kin (spouse, child, grandchild or other extended family member) for purposes other than work approved by Council prior to the expenditure occurring
- (d) Goods or donations in expression of sympathy or appreciation
- (e) Political contributions
- (f) Website development and maintenance
- (g) Payments to contractors or professionals not approved by Council

**4.2. Protective Services**

- (a) Payments or donations to Organized Hamlet Board member's next-of-kin (spouse, child, grandchild or other extended family member) for purposes other than work approved by Council prior to the expenditure occurring
- (b) Payments to contractors or professionals not approved by Council

**4.3. Transportation Services**

- (a) Payments or donations to Organized Hamlet Board member's next-of-kin (spouse, child, grandchild or other extended family member) for purposes other than work approved by Council prior to the expenditure occurring
- (b) Payments to contractors or professionals not approved by Council



**4.4. Environmental Health**

- (a) Payments or donations to Organized Hamlet Board member's next-of-kin (spouse, child, grandchild or other extended family member) for purposes other than work approved by Council prior to the expenditure occurring
- (b) Payments to contractors or professionals not approved by Council

**4.5. Recreation Services**

- (a) Payments or donations to Organized Hamlet Board member's next-of-kin (spouse, child, grandchild or other extended family member) for purposes other than work approved by Council prior to the expenditure occurring
- (b) Entertainment contractors
- (c) Fireworks
- (d) Payments to contractors or professionals not approved by Council

**4.6. Water and Sewer Services**

- (a) Payments or donations to Organized Hamlet Board member's next-of-kin (spouse, child, grandchild or other extended family member) for purposes other than work approved by Council prior to the expenditure occurring
- (b) Payments to contractors or professionals not approved by Council