



ORGANIZED HAMLET CAPITAL TRANSACTIONS

Policy Objective	To ensure that Organized Hamlet capital transactions occur in an orderly fashion with the approval of the R. M. Council
Authority	Resolution #
Supporting Bylaw	
Related Policy(s)	ADM-001, ADM-002, OH-002

LEGISLATIVE AUTHORITY

OBJECTIVE

This capital transactions policy is implemented to support the desire for moderate autonomy sought by Organized Hamlets within the Rural Municipality of McKillop No. 220 (the RM) as allowed by *The Municipalities Act* while still protecting the interests of the RM with respect to public property and other acquisitions.

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. By implementing this policy, Council seeks to reconcile these two objectives.

SCOPE

Establishment of a framework for all capital transactions that are intended to be pursued by Organized Hamlet Boards.

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 capital purchases made by Organized Hamlet Boards are the property of the RM and must be completed following of the requirements of the Council of the RM.
- 1.2. All capital disposals made by Organized Hamlet Boards are disposals of RM property and must be completed following the requirements of the Council of the RM.
- 1.3. The Organized Hamlet Board members shall be included in the determination of the award of tenders relating to capital projects, however the final decision as to the successful tender shall be that of the Council of the RM.

2. Construction of Buildings and Structures

- 2.1. Every Organized Hamlet Board that wishes to construct a building or structure must provide the Council of the RM with a detailed written proposal in regard to the intended project prior to any action being taken relating to commencement of the project.
- 2.2. The detailed written proposal relating to construction of a building or structure must be received by the Council of the RM no later than November 15 in the year prior to the year in which the capital project will occur.
- 2.3. No work relating to the construction project, including preparation of construction drawings or purchase deposits, shall occur prior to the Organized Hamlet Board receiving formal written approval for the project from the Council of the RM.
- 2.4. Every construction project proposed by an Organized Hamlet Board must conform to all the requirements of the bylaws of the RM and provincial legislation. No deviations from the requirements of the bylaws and provincial legislation shall be considered by the Council of the RM.
- 2.5. Every building and structure proposed for construction must be located on property owned by the municipality located within the boundaries of the RM.
- 2.6. Every building and structure located on property owned by the RM must be constructed to conform to commercial building standards.



- 2.7. Every play structure located on property owned by the RM must be stamped with a current commercial safety seal. Any structures that do not meet current commercial safety requirements must be demolished and removed from RM property immediately.
- 2.8. All municipal property on which a building or structure is to be located shall be surveyed by a legal land surveyor prior to the commencement of any construction activities. The cost of the legal land survey shall be the full responsibility of the Organized Hamlet and shall be charged to the Organized Hamlet account by the RM.
- 2.9. All construction of buildings or structures shall be inspected by the RM building inspector throughout the construction process. The cost of the building inspections shall be the full responsibility of the Organized Hamlet and shall be charged to the Organized Hamlet account by the RM.
- 2.10. Following the completion of construction of a building or structure located on municipal property, a real property report shall be acquired from a legal land surveyor. The cost of the real property report shall be the full responsibility of the Organized Hamlet and shall be charged to the Organized Hamlet account by the RM.
- 2.11. All construction projects must be completed in accordance with the RM purchasing policy, Policy #ADM-001, and the R. M. of McKillop No. 220 contractor insurance policy, Policy #ADM-002. The RM administration staff shall be responsible for the required tendering process and ensuring that all the necessary documentation is obtained from and provided to the contractor that is awarded the tender for the construction project.
- 2.12. The Organized Hamlet Board shall be responsible to ensure that weekly progress reports are submitted to the RM administration office during the course of a construction project. Any changes to the initial construction plan must be reported to the RM administration office for approval by the Council of the RM prior to the changes being implemented.



3. Purchase of Equipment

- 3.1. Every Organized Hamlet Board that wishes to purchase equipment for use within the boundaries of the Organized Hamlet must provide the Council of the RM with a detailed written proposal regarding the intended equipment purchase prior to any action being taken relating to the equipment purchase.
- 3.2. The detailed written proposal relating to the purchase of equipment must be received by the Council of the RM no later than November 15 in the year prior to the year in which the equipment purchase will be made.
- 3.3. No inquiries relating to the proposed equipment purchase shall occur prior to the Organized Hamlet Board receiving formal written approval for the project from the Council of the RM.
- 3.4. All equipment purchases must be completed in accordance with the RM purchasing policy, Policy #ADM-001. The RM administration staff shall be responsible for completing the tendering process, if required.

4. Shoreline Improvement Projects

- 4.1. Every Organized Hamlet Board that wishes to complete a shoreline improvement project within the boundaries of the Organized Hamlet must provide the Council of the RM with a detailed written proposal in regard to the intended shoreline improvement project prior to any action being taken relating to the project.
- 4.2. The detailed written proposal relating to the shoreline improvement project must be received by the Council of the RM no later than November 15 in the year prior to the year in which the capital project will occur.
- 4.3. No work relating to the shoreline improvement project shall occur prior to the Organized Hamlet Board receiving formal written approval for the project from the Council of the RM.
- 4.4. Every shoreline improvement project proposed by an Organized Hamlet Board must conform to all of the requirements of the bylaws of the RM and provincial legislation. No deviations from the requirements of the bylaws and provincial legislation shall be considered by the Council of the RM.



- 4.5. All municipal property on which a shoreline improvement project is to be located shall be surveyed by a legal land surveyor prior to the commencement of any work. The cost of the legal land survey shall be the full responsibility of the Organized Hamlet and shall be charged to the Organized Hamlet account by the RM.
- 4.6. All construction projects must be completed in accordance with the RM purchasing policy, Policy #ADM-001, and the RM contractor insurance policy, Policy #ADM-002. The RM administration staff shall be responsible for the required tendering process and ensuring that all the necessary documentation is obtained from and provided to the contractor that is awarded the tender for the construction project.
- 4.7. The RM administration staff shall ensure that the necessary Aquatic Habitat permit is obtained prior to the commencement of any shoreline improvement project within the boundaries of an Organized Hamlet and shall ensure that the contractor for the project is provided with a copy of the Aquatic Habitat permit prior to any work taking place.
- 4.8. The Organized Hamlet Board shall be responsible to ensure that weekly progress reports are submitted to the RM administration office during the course of a shoreline improvement project. Any changes to the initial shoreline improvement plan must be reported to the RM administration office for approval by the Council of the RM prior to the changes being implemented.

5. Sale of Buildings, Structures, and Equipment

- 5.1. Every Organized Hamlet Board that wishes to sell a building, structure or equipment that is no longer useful to the Organized Hamlet Board shall notify the Council of the RM in writing of the Organized Hamlet Board's desire to dispose of the building, structure, or equipment. Written notification shall include a full detailed description of the building, structure or equipment that is to be disposed of, including mechanical condition, if applicable, and all other pertinent information.
- 5.2. Any building, structure, or equipment desired to be disposed of by an Organized Hamlet Board shall be sold by way of public tender administered by the RM administration staff.
- 5.3. All proceeds of the sale of a building, structure, or equipment that was originally purchased by an Organized Hamlet Board shall be deposited into the Organized Hamlet account upon receipt of the proceeds of sale.