

# Organized Hamlet Guide

In Saskatchewan



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## Introduction

This guide provides information about organized hamlets (OH). The first part explains how to apply to become an OH in a rural municipality (RM). The second part discusses the governance, powers and duties of the OH Board. The process and requirements in Part 1 and 2 refer to sections 49-78 of *The Municipalities Act* (Act) and sections 23-38 of *The Municipalities Regulations* (Regulations). The information in this document is not a substitute for legislation. It is important to examine the exact wording of legislative references. Questions of a legal nature should be directed to a solicitor.

## Definitions

### Hamlets

An area in an RM is a hamlet if it has:

- at least five occupied dwellings;
- at least 10 subdivided lots, blocks or parcels; and
- a majority of parcels that are less than one acre in size.<sup>1</sup>

### Organized Hamlets

An area in an RM is an OH if it is:

- declared an OH by order of the Minister of Government Relations.<sup>2</sup>

An OH is not incorporated. It does not have legal authority to carry out business and it remains part of the RM. The RM is the legal governing body.

## Legislative Requirements to Become an Organized Hamlet

Make sure the area meets the definition of hamlet before pursuing organized hamlet status.

If the hamlet is beside another OH or urban municipality, it may not qualify to be a separate OH. The hamlet should first look to becoming part of the adjacent organized hamlet or urban municipality. An application to establish a separate OH may only be considered when:

- the existing OH or urban municipality refuses to annex the hamlet;
- natural physical barriers separate the hamlet from its neighbours;
- there is lack of continuity in development between the organized hamlet and another organized hamlet or neighbouring municipality; or
- access is limited between the hamlet and its neighbours, by factors such as a body of water or valley.<sup>3</sup>

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<sup>1</sup> Clause 2(1)(o) *The Municipalities Act*

<sup>2</sup> Clause 2(1)(z) *The Municipalities Act*

<sup>3</sup> Subsection 50(1.1) *The Municipalities Act*

The minister will consider all factors, including the exceptions, when reviewing an application.

Contact a municipal advisor early in the process to discuss the exceptions, criteria and prescribed forms. Contact information is at the end of this guide.

### **Minimum criteria**

- A permanent population of at least 80 as shown:
  - in the most recent census taken pursuant to the *Statistics Act* (Canada), or a municipal census of the proposed area conducted by the council of the RM;
  - information from a voters list prepared in accordance with *The Local Government Elections Act 2015*, from the most recent general election conducted in the RM; or
  - any other source the minister may direct or approve.
- 40 separate dwelling units or business premises;
- A taxable assessment of \$4 million;
- Meets or exceeds all other criteria and application requirements; and
- Any additional information the minister may consider appropriate.<sup>4</sup>

### **Application Requirements**

- A proposal showing preparedness and ability to meet all legislative requirements of an OH;
- The reasons why the hamlet wants to become an OH;
- A map or plan showing in detail the boundaries of the proposed OH, including a legal description verified by the administrator;
- An outline of plans for future growth;
- Evidence of capacity for municipal governance, accountability and sustainability;
- An operating and capital budget for the proposed OH and the RM affected by the application;
- Copies of public notices and any written submissions respecting the proposal; and
- Minutes of the public meeting.<sup>5</sup>

## **Considering Organized Hamlet Status**

OH status is the first step to become incorporated as a village or resort village. Consider the area's ability to take on responsibilities under the RM's direction. An OH has no power or authority on its own. The board elected to represent the OH has an advisory role on certain matters.

The first step to pursue OH status is to meet with the RM when all the minimum criteria are met.

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<sup>4</sup> Section 6.01 *The Municipalities Regulations*

<sup>5</sup> Application prescribed Form E *The Municipalities Regulations*

The working relationship established at this time should include:

- respect;
- trust;
- honesty;
- transparency; and
- open communication.

Take time to have respectful, frank discussions with the RM council. Discuss the reasons for the application, including the future vision for the proposed area. Be prepared for concrete facts about the finances and other matters currently facing council. Both parties will need to enter these discussions with open minds and a resolve to work together toward the best possible solution on behalf of the voters in the proposed OH and those in the rest of the RM.

The ministry looks for the following when reviewing applications to be designated an OH:

- Does the area meet or exceed minimum requirements?
- Can the area support future growth and development?
- Is there evidence of current growth?
- Does the area have people willing to serve as hamlet board members?
- Will the area be able to provide municipal services to its residents in the near future?
- Did the residents meet and discuss potential budgets with the RM council?
- Do the residents have a vision?
- Will the area meet the village or resort village minimum requirements within the next three to five years?
- In the near future will the area be able to support:
  - infrastructure;
  - policing;
  - fire protection;
  - recreation;
  - water and waste water services; and
  - solid waste management.

## **Alternatives to OH Status**

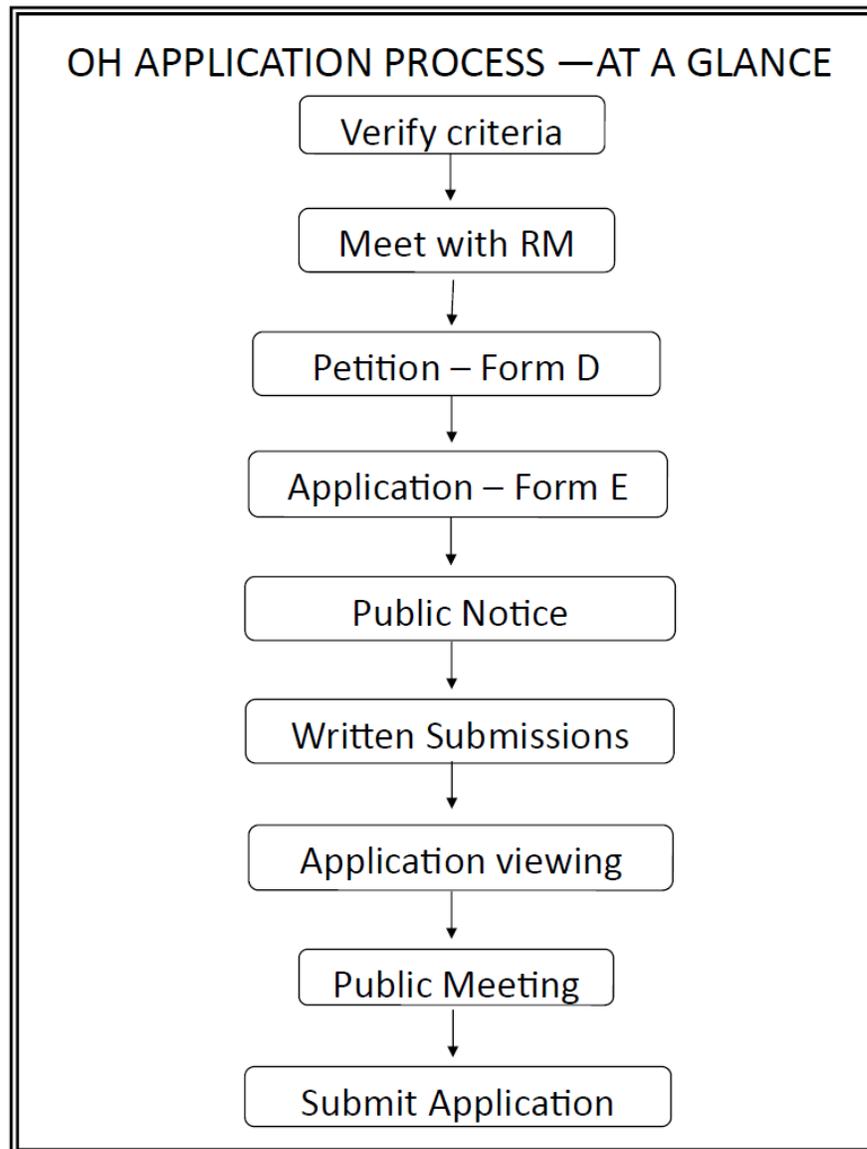
An important consideration is whether the establishment of an OH is right for the area. There are other options available to help the area accomplish its goals.

Through its decisions and policies your municipal council provides services, facilities and other things that, in its opinion, are necessary or desirable for all or part of the municipality. If you feel council should consider, or change, a particular policy or decision for services in an area, there are steps citizens can take in an effort to bring about change. More information about citizen's ability to influence council decisions may be found online at: [A Citizens Guide To Shaping council Decisions](#).

You may wish to discuss alternatives with your RM council to determine your best options such as (but not limited to): special tax, local improvement, better representation on council, division boundary change, additional service area, advisory committee, or public utility.

## Process to Apply

### OH Application Process – At a Glance



- Ensure the area meets all legislative requirements and there is evidence of its ability to work together with the RM as it takes on new responsibilities prior to considering the formal process.
- Meet and discuss the proposal with the RM.

**Tip:** Contact a Municipal Advisor early in the process to ensure legislative requirements are met.

- Submit a petition signed by at least 30 voters.<sup>6</sup>
  - “Voters” are people who own property or live in the hamlet. They are Canadian Citizens and at least 18 years old.
  - The petition<sup>7</sup> must have a statement signed by a person living in the proposed OH that is representing the petitioners (part of the prescribed form D).
  - Each page of the petition must have an identical statement of purpose.<sup>8</sup>
  - Each page of the petition must include an attached copy of the map clearly identifying the boundaries.
- Submit the petition to the administrator of the RM where the hamlet is located.
- The administrator has 30 days to determine if the petition is sufficient and inform council.<sup>9</sup>
  - If the petition does not meet the requirements, the administrator informs the representative and no further action is taken.
  - If the petition is sufficient, the council is required to make application for the area to be established as an OH.

**Tip:** Read the italics on prescribed Form D carefully to prevent the petition from being rejected.

### **The Application Process**

- The representative of the petitioners submits the proposed map, its boundary description, and reasons for the proposal to the administrator.
- The RM will publish a notice of the proposed application in a newspaper. The publication will run once a week for two weeks.
  - The notice must include:
    - a map and description of the area;
    - reasons and a brief explanation for the proposal;
    - where and when the application may be examined;
    - a statement that a person can file an objection to the proposal for four weeks after the last publication; and
    - the date, time and place for a public meeting. This meeting must be at least one week after the notice is published, delivered or sent.<sup>10</sup>

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<sup>6</sup> Section 55 *The Municipalities Act* (Form D of *The Municipalities Regulations*)

<sup>7</sup> Petition Prescribed Form D *The Municipalities Regulations*

<sup>8</sup> Prescribed Form D -Read Italics carefully as a petition may be determined insufficient if not all directions are adhered too.

<sup>9</sup> Section 55 *The Municipalities Act*

<sup>10</sup> Section 56 *The Municipalities Act*

- Before the public meeting the OH representative and the RM administrator will prepare the application<sup>11</sup> using prescribed form E.<sup>12</sup> The completed form must be available for the public to view at the public meeting.
- The RM council conducts the public meeting.<sup>13</sup>
  - Any person can present their opinion at the meeting.
- Once the application process is completed, the municipality ensures all signatures and final information, including the minutes from the public meeting and any written submissions are included in the application.
- A complete application is then sent to:
  - The Ministry of Government Relations
  - Advisory Services and Municipal Relations Branch
  - 1010 – 1855 Victoria Ave.
  - Regina, SK S4P 3T2

## Governance of Organized Hamlets

A Minister’s Order declares an area an OH. The order will set the date, time and place for the first meeting of the OH. The order appoints a person to advertise and preside at the first meeting until a chairperson for the first meeting is elected. This person is often the RM administrator and presides at the first meeting until the voters have elected a chairperson for the meeting. The person elected as chairperson for the meeting is not the chairperson of the OH Board. Voters elect OH Board members later at this meeting.

### **Authority and Responsibilities of the RM council**

The RM council is the legal governing body of the municipality including the area established as an OH.

All municipal councils have natural person powers. Natural person powers provide a council the rights and powers of a ‘natural person’ to carry out its activities, subject to any other limitations that may be contained in legislation or regulations. This does **not** confer or expand any law-making, bylaw, or taxing powers since *natural persons* do not have that authority.

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<sup>11</sup> Section 59 *The Municipalities Act*

<sup>12</sup> Application prescribed Form E *The Municipalities Regulations*

<sup>13</sup> Section 57 *The Municipalities Act*

The purpose of a municipality is:

- to provide good government, services and other desirable things;
- to develop and maintain safe and viable communities; and
- to ensure economic, social and environmental wellbeing.

In addition, legislation sets specific duties and responsibilities to RM councils about an OH, which includes:

- the allocation of grants and taxes collected on behalf of the OH;
- the recording of revenues and expenditures to a special hamlet account;
- the levy of taxes;
- payment of expenses;
- the provision of services; and
- the annual financial report provided to the OH Board.

These duties are discussed in detail later in this guide.

### **Authority and Responsibilities of the OH Board**

An OH is not incorporated. An OH is different from a committee or other body established by council. An OH is created by Minister's Order to work with the RM council.

An OH Board has limited authority and duties as set out in *The Municipalities Act* and *The Municipalities Regulations*. Some duties are:

- Requesting the RM council pay for certain types of expenses;
- Preparing and submitting an annual budget to the RM council;
- Holding an annual electors meeting;
- Holding elections for Board members;
- Requesting a Special levy if needed;
- Working with the RM council to provide services; and
- Advising council on OH matters.
  - For example, the OH Board does not have the authority to adopt bylaws, only the council of the RM has this power. If the OH Board decides a particular bylaw is needed, it may recommend the RM council enact the bylaw. However, it is the RM council, which will make the final decision.

These duties are discussed in detail later in this guide.

## Election of Board Members

The voters will elect three members to the OH Board. Candidates for the hamlet board must be voters of the OH. The OH Board members' terms of office will be set out in the Minister's Order. They will be set out in a rotating order.

At the first meeting, voters will:

- Elect one person to a four year term;
- Elect one person to a three year term; and
- Elect one person to a two year term.

At the next annual meeting there will not be an election. In subsequent years, as each term expires, voters elect a board member to a four-year term. Voting in an OH may be by secret ballot, show of hands or by standing. The voters decide how the voting will happen at the meeting.

After the meeting the OH Board will meet and determine, from among their members, who will sit as their chairperson and who will act as their secretary.

The secretary records the minutes of the board meetings. The chairperson presides at the meetings. Recording the members' terms of office each year in the minutes will ensure the board member elected serves the correct term. The copy of the meeting minutes are sent to the council of the RM.

If a vacancy occurs on the OH Board, the board calls a meeting of the voters to elect a person. The person elected serves the unexpired term of the person being replaced.

Remember to give at least seven clear days' notice of meetings to the voters of the OH.

When an OH has a population over 100, the OH Board may apply to the Ministry of Government Relations to create a separate division for the OH. An OH considering this option should consult with the RM about their intent. If a separate division is approved, the voters of the new division (same boundaries as the OH) would now elect a councillor for the RM specifically for the new division. The council member representing the new division on the RM council is also a member of the OH Board.

## Communication

Good communication involves all parties understanding each other's roles. It is a good practice to establish when and how often the RM council and the OH Board will meet. This may vary from:

- a time set aside at RM council meetings;
- monthly;
- quarterly;
- yearly; to
- special meetings.

**Tip: Publicly post a list all board members and their terms of office. This will help voters know the expired or vacant terms.**

**Tip: Voters do not elect a chairperson or secretary.**

There may be other times where the need for a meeting may arise in between scheduled meetings to discuss:

- budget;
- other concerns;
- proposals; and
- future plans.

OH Board members work with the RM council. They learn about the OH's operations from a municipal point of view. It is important for OH Board members to take the time to learn about:

- proper conduct for meetings;
- conflict of interest;
- local governance; and
- other hamlet matters.

The OH Board should be prepared to research proposals and provide the RM council with a factual plan of when and how the OH's proposal may be implemented. Include how the proposal will be financed. When specific projects are undertaken it is important for both parties to communicate closely so that everyone is on the same page.

## Meetings of the Organized Hamlet Board

OH Board members make decisions on behalf of their voters. The OH Board advises the council of the RM on OH matters. They make recommendations through resolutions recorded in OH minutes.

The OH Board decides how, when or how often they will meet. Each OH Board will discuss and determine what works best for them. OH Board meetings should be open meetings that anyone may attend. Provide space and seating for voters to observe meetings.

**Tip:** It is a best practice for an OH Board to meet openly, in a similar manner as the RM council.

An OH Board may implement policies and procedures for voters to address the OH Board, much like delegations to RM councils. The OH Board could use a similar structure to its RM council. Legislation requires a council to pass a bylaw about its meeting procedures and conduct.

**Tip:** Reviewing policy decisions helps ensure awareness and consistent application.

The OH Board may wish to review the RM's meeting procedures to develop consistent practices.

An RM council acts only on resolutions passed by an OH Board. Council will not act by direction of an individual OH Board member. An OH Board can pass a policy that delegates a single board member to advise the RM on certain matters. The RM council will debate and decide on recommendations by resolution.

The secretary is required to send a copy of the minutes of OH Board meetings to the council of the RM within 30 days. All meeting minutes of the OH Board are available at the annual meeting of the voters. A best practice is to keep annual meeting minutes available for inspection at all times

## Annual Meetings of the Voters

Each year, the OH Board shall hold an **annual meeting** of the voters of the OH. Each year at the annual meeting, the voters will set a place, date and time for the next annual meeting.

If the voters do not decide when and where the next annual meeting is to be held, the OH Board will make the decision.

The OH Board is required to provide at least seven clear days' notice of the time and place of the annual meeting. Clear days do not include the first and last days, therefore the notices are posted at least nine days before the meeting. The notice shall be posted in three separate conspicuous places in the OH.

The secretary of the board prepares a report of the board's activities including any dispute resolution appeals for the year. The report is shared with the voters at the meeting.

The secretary sends a copy of the annual meeting minutes to the council of the RM within 30 days of the meeting.

**Tip:** Next year's annual meeting date should be set by the voters by resolution at the current year's annual meeting.

## Financial Matters of the Organized Hamlet

### Administration of funds

The RM handles all finances for the OH. The OH does not have its own bank account or authority to collect the taxes.

The OH Board can request certain expenditures be paid for services in the OH when funds are available in the OH account. Funds must be spent on purposes authorized by *The Municipalities Act*.<sup>14</sup>

The RM is legally responsible for agreements and outcomes. The RM approves the signing of agreements by resolution or bylaw.<sup>15</sup> The original agreements should be kept at the RM office.

**Tip:** The RM shall provide the funds requested IF there is sufficient funds and IF it is for a municipal purpose.

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<sup>14</sup> Section 4, 69 and 72 *The Municipalities Act*

<sup>15</sup> Section 119 *The Municipalities Act*

## Taxes

The OH Board does not have the authority to levy taxes. Tax levies and collection of taxes are the responsibility of the RM. Properties in the OH are assessed and taxed, as are properties in the rest of the RM. The OH Board may request the RM council set a different mill rate for the OH. The OH Board may also request a different minimum or base tax than the rest of the RM. Council sets a uniform mill rate. Council may also use tax tools (minimum tax, base tax and mill rate factors), for the municipality as a whole. The RM may use different tax tools and a different uniform mill rate for the OH only if the OH Board requests or consents to it.<sup>16</sup> The OH is required to pass a resolution consenting to the mill rate and tax tools if they are different than the rest of the RM.

The percentage of municipal taxes allotted to the OH is agreed upon by the council and the OH Board. The amount must be between 40 per cent and 75 per cent of the taxes collected within the OH.<sup>17</sup>

In addition, council may authorize a special tax for a specific service or purpose within all or part of the municipality.<sup>18</sup> Therefore, where the specific purpose or service benefits only the OH, the tax will be applicable to those properties only.

The OH Board may request, on or before March 1<sup>st</sup> of any year a special levy be applied to the properties within the OH. Of this special levy a sum of 85 per cent or any amount agreed upon by the board and council shall be allotted to the OH ledger account.<sup>19</sup>

**Tip:** When an OH Board requests a special levy by March 1<sup>st</sup>, the RM council is required to apply the levy.

## Grants

The RM receives a revenue sharing grant for the OH. The grant is placed in an OH ledger account. The RM may also apply for conditional grants for the OH. All grants received on behalf of the OH are credited to the OH ledger account(s).

## Special License Fees and Other Fees

Any fees collected in the OH will be credited to special OH ledger accounts. Some examples of fees that may be collected on behalf of an OH are water utility service fees or license fees. Any other revenues generated in the OH are also credited to the OH accounts.

## Expenditures

Just like grant money collected is allocated to OH ledger accounts, expenditures for services provided to the OH will also be allocated to OH ledger accounts.

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<sup>16</sup> Subsection 283 (2.1); 285(3); 289(3); 290(4) *The Municipalities Act*

<sup>17</sup> Subsection 69(1)

<sup>18</sup> Section 312 *The Municipalities Act*

<sup>19</sup> Section 70 *The Municipalities Act*

Shared expenses may be calculated by various methods. For example: when the expense is based on population, such as policing, the OH portion of the expense may be calculated using population. When the expense is based on assessment, the OH portion may be based on assessment. Sometimes a cost is calculated using percentage. Services or items that benefit the OH only, would not be prorated. This example is only one of the options. The sample budgets in the appendix of this guide show at least two different options to calculate shared expenses.

## **Budget**

The OH Board is required to prepare a budget each year. It must be submitted to the RM prior to March 1<sup>st</sup>. Preparing a budget helps the OH Board understand the financial decisions made by the RM council regarding the OH. If no budget is submitted to the council, the OH Board has not met its legal duties.<sup>20</sup> By regularly submitting a detailed budget, both sides can evaluate the financial viability of the OH.

The administrator of the RM provides data to help the OH Board during the budget process. It is important for the OH Board to know:

- assessment and taxable assessment totals for each property class;
- average expenses;
- prorated expenses;
- any future costs; and
- reserves previously established.

No later than January 20<sup>th</sup> of each year the RM administrator must provide the OH Board with a statement. This statement includes:

- the funds credited to and expended from the OH account during the previous calendar year;
- the balance of accumulated reserve for the OH; and
- revenues and expenditures of any waterworks and sewage system provided to the OH.<sup>21</sup>

This statement will help the board prepare a budget for the OH. Note that any funds not used from previous years are accumulated.<sup>22</sup> They are placed in a ledger reserve account.

The administrator can discuss the different types of tax, special levy and tax tools available to the OH Board.

As discussed earlier, the RM may use different tax tools and a different uniform mill rate for the OH. This happens only if they have the consent, or at the request of the OH Board. Therefore, the OH Board should review and consider different levies and the use of different tax tools when preparing its budget. They can make recommendations to the RM when they have done so. The final responsibility for setting the OH budget lies with the RM.

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<sup>20</sup> Section 69.1 *The Municipalities Act*

<sup>21</sup> Section 34 *The Municipalities Regulations*

<sup>22</sup> Section 32 *The Municipalities Regulations*

## Services Provided to the Organized Hamlet

One or more services may be provided in the OH. This happens when:

- the board and council agree; and
- there are enough funds available in the OH account.

Services may be delivered by:

- hiring employees; and/or
- contracting third parties.<sup>23</sup>

Remember the OH cannot hire an employee or approve a contract. They may advise council of their recommendations. The RM will pass the appropriate resolutions, assign duties, make payments and charge the OH accounts.

If requested by the OH Board, the council may install a water and/or sewer system in the OH.<sup>24</sup> Any waterworks or sewage system provided in the OH must follow provincial regulations. More information may be found in The Act and Regulations<sup>25</sup> and online from the Water Security Agency at: <https://www.wsask.ca>.

Revenues collected from utility fees are used by the council to maintain and operate the system.<sup>26</sup> Revenues and expenditures of the water and/or sewer system should be recorded separately. If the revenues received from the current year do not cover the costs of providing the service, there is a deficit amount. The deficit will be paid using any funds saved from previous year's water and/or sewer reserve accounts first. Then any remaining balance will be charged against the monies received on behalf of the OH.<sup>27</sup>

## Dispute Resolution

When a dispute arises between the board of an OH and the council of the RM, they should meet to try to resolve the matter. Some issues are complex. It may be necessary to break the issue down listing each concern. Sometimes there is an underlying problem that is the root of most of the concerns; for example: communications, reporting or understanding of the expectations. Try to resolve each concern, one at a time. This may take more than one meeting. If both parties cannot resolve the matter an appeal board is appointed. The appeal board hears the position of both parties and determines a solution to the dispute.

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<sup>23</sup> Section 74 *The Municipalities Act*

<sup>24</sup> Section 73 *The Municipalities Act*

<sup>25</sup> Sections 23- 39 *The Municipalities Act* and Sections 50-55 *The Municipalities Regulations*

<sup>26</sup> Subsection 33(a) *The Municipalities Regulations*

<sup>27</sup> Subsection 33(b) *The Municipalities Regulations*

The appeal board consists of:

- one person appointed by the RM;
- one person appointed by the OH Board; and
- one person to act as Chair appointed by the two persons appointed above.<sup>28</sup>

Members of the council of the RM and members of the OH Board cannot be appointed to this appeal board.<sup>29</sup>

The appeal board decides when and where the appeal is heard. It gives at least seven days' notice to the RM and to the OH.

During the hearing, the appeal board allows both the parties to:

- present oral or written evidence;
- cross examine any witnesses; and
- rebut any evidence given by the other party.

The cost of the appeal hearing is split between the RM and the OH as the appeal board sees fit.<sup>30</sup>

Decisions of the appeal board are made in writing. A copy of the decision is sent to the council of the RM and the OH Board. The decision of the appeal board is binding.<sup>31</sup>

## Reversion of an Organized Hamlet

An OH Board may request the reversion of the OH when:

- they deem it to be in the best interest of their voters;
- the OH has decreased in size;
- the OH Board is no longer able to meet its duties and responsibilities; or
- other reasons as decided upon by the board.

In this event, the OH Board passes a resolution recommending the OH's reversion and then forwards it to the RM. The RM shall then apply to the Ministry of Government Relations for the reversion.

Some OH Boards may not know their duties and responsibilities and fail to comply with legislation. When the OH Board is not active for at least two years, the RM council is required to ask the Minister of Government Relations to revert the OH.<sup>32</sup>

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<sup>28</sup> Section 77 *The Municipalities Act*

<sup>29</sup> Section 35 *The Municipalities Regulations*

<sup>30</sup> Section 36 *The Municipalities Regulations*

<sup>31</sup> Section 37 *The Municipalities Regulations*

<sup>32</sup> Section 52 *The Municipalities Act*

## Legal Decision

There are limited judicial decisions involving OHs. This may be due largely to the fact that legislation provides a binding method for dispute resolution. However, the decision referenced below addresses roads within an OH and other OH matters in one of the cases. The citation for this case is 2008 SKQB 496. It is available online at: <https://www.canlii.org/en/sk/>. You can enter the citation number directly or search by using the word 'hamlet' to see the details.

In summary, the judge's decision is that the RM has jurisdiction over municipal streets and roads, including within an OH. Legislation does not give the hamlet any jurisdiction over roads. Keep in mind that although the RM has jurisdiction, the OH may be charged for costs related to streets and roads.

Court decisions may provide a good resource. You may wish to check the above website regularly for new decisions that affect OHs.

## APPENDICES

**Appendices A, B and C are examples only.** RM council members and OH Board members are encouraged to work together toward an agreement that is both fair and equitable.

### Appendix A – Allotment Calculation

The OH’s share of taxes may be determined in different ways. It is important for both parties to know the basis for this percentage. In some cases, the RM’s share is for administrative purposes. The council and the board should negotiate an acceptable percentage between 40 per cent and 75 per cent.

One way an equitable percentage may be determined is by applying the following data sources to the common services for the entire RM:

- the OH’s share of the assessment; or
- the OH’s share of the population.

The approach shown below involves using a combination of assessment and exact population to calculate the OH’s share of specified expenditures.

#### Sample Calculation for an OH Allotment Percentage

OH of Happy Valley RM of Nearly Perfect No. 999

*Hamlet Population* 70

#### Hamlet Assessment Percentage Calculation:

<b>Hamlet Assessment</b>		<b>387,950</b>		<b>X 100%</b>		<b>= 4.16%</b>
<b>Total R.M. Assessment</b>	=	<b>9,325,720</b>				

#### Hamlet Costs

#### Municipal Expenditures Shared by Hamlet

Total General Government Expenditures	30,736			
Less: Non Shareable - council Indemnity & Travel	(2,890)			
	27,846	x 4.16% =		1,158

#### Protective Services

Total Protective Services	9,287			
Less: Grants	(2,802)			
	6,485	x 4.16% =		270

**Shareable Requisitions**

Regional Library	70 x per capita levy @ \$2	140
Regional Park	1,728 x 4.16% =	72
SAMA Requisition	10,293 x 4.16% =	428

**Other Sharable Costs**

Waste Disposal	4,595	
Cemeteries	1,675	
Planning/zoning	1,011	
Recreation	3,992	
Discounts	15,670	
	<hr/>	
	26,943	
Less revenues	(185)	
	<hr/>	
	26,758 x 4.16% =	1,113
<b><i>Total Hamlet Portion of Shareable Expenditures</i></b>		<hr/> <hr/> 3,181

Municipal levy within OH (20 mills on assessment of \$387,950)	\$7,759	
Less: OH portion of R.M. expenditures	3,181	
	<hr/>	
<b>Amount allocated for OH expenditure</b>	<b>\$4,578</b>	<b>59%</b>

The actual assessment, levy and expenditure figures can be obtained from the previous year's financial statement. Many other items may be included depending on local circumstances. Charges such as street lighting, snow removal, policing, garbage collection etc. would be charged against the hamlet allotment.

## Appendix B – Sample Budget

### OH of Good Times

Budget for January 1, 2006 to December 31, 2006

#### Revenues

Collected Taxes (OH Share only)	7,780	
Grants	1,450	
		<b>9,230</b>

#### Expenditures

Office	100	
Insurance	700	
Protective Services		
RCMP Share	200	
Fire Department	100	
Transportation Services		
Street Maintenance	500	
Street Lights	1,600	
Tractor Maintenance	600	
Environmental Health Services		
Waste Collection	1,500	
Recreation Services		
Beach Maintenance	500	
PARCS Membership	100	
PARCS Conference	300	
		<b>6,200</b>
<b>Excess Revenue over Expenditures</b>		<b><u>3,030</u></b>

**Water and Sewer Utility**

Revenue

Water Fees 3,300 **3,300**

Expenditures

Well Maintenance 2,000 **2,000**

**Surplus revenue** will be retained by the RM for future expenditures **1,300**

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This illustration is an **example** only of a budget that might be submitted by the OH Board to the council. In this situation, 50 per cent of the taxes plus designated revenues are allocated to the OH. **The council and the board should negotiate an acceptable agreement regarding revenues and expenditures.**

## Appendix C – Statement of Revenue and Expenditures

### OH of Smallville

	Budget	Actual
<b><u>Revenue</u></b>		
Collected Taxes (OH Share only)	7,000	7,940.20
Grants	1,450	1,527.00
Utilities	<u>7,100</u>	<u>7,675.00</u>
<b>Total</b>	<b>15,550</b>	<b>17,142.20</b>
<b><u>Expenditures</u></b>		
General Government Services	1,075	837.27
Protective Services	300	192.00
Transportation Services	2,500	3,100.28
Environmental Health Services	<u>3,430</u>	<u>3,841.34</u>
<b>Total</b>	<b>7,305</b>	<b>7,970.89</b>
Estimated Operating Surplus (Deficit)	8,245	9,171.31
Add: Surplus (Deficit) as of January 1 <sup>st</sup>	6,892	6,891.64
<b>Reserves (Accumulated Surplus) as of December 31<sup>st</sup></b>	<b>15,137</b>	<b>16,062.95</b>

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This **example** illustrates addition of the annual operating surplus to the accumulated reserve in respect of the OH.

## Appendix D – Contact Information

For further information contact:

Ministry of Government Relations  
Advisory Services and Municipal Relations Branch  
1010 – 1855 Victoria Avenue  
REGINA, Saskatchewan S4P 3V7  
Phone: 306-787-2680  
Email: [muninfo@gov.sk.ca](mailto:muninfo@gov.sk.ca)