

# Organized Hamlet of South Bay

<b>POLICY TITLE</b>		<b>ADOPTED BY</b>	
<b>Reporting Policy</b>		R.M. Council Resolution	0168-26
<b>ORIGIN/AUTHORITY</b>	<b>JURISDICTION</b>	<b>EFFECTIVE DATE:</b>	<b>PAGE #</b>
Hamlet Board of South Bay	RM of Mervin No. 499	March 26, 2024 Feb 13, 2026	1 of 1

## 1.0 PURPOSE

- 1.1 The purpose of this policy is to assist with forecasting income and expenditures for decision making for hamlets.
  
- 1.2 This policy states that early in the year the Hamlet Board prepares a list of equipment maintenance and major capital requirements to be considered for the year and incorporated into the budget. If Members have any items to be considered for budgeting purposes, they should be brought to a meeting before December 31<sup>st</sup> for the upcoming year. In September/October, or sooner if possible, the Hamlet Board prepares a list of any infrastructure that will require upgrades or repairs in the next year.
  
- 1.3 The Board will compile the Annual Report of Activities for the hamlet for ratepayers at the Annual General Meeting (AGM) that outlines what was accomplished, events that were held, and any other activities that occurred in the past year. This report must be submitted to the R.M. with your AGM minutes.
  
- 1.4 All approved board meeting minutes and AGM minutes must be submitted to the R.M. within 30 days of the meeting.
  
- 1.5 Within 7 day of the AGM provide the RM with an updated contact list for the Board and identifying the Chairman and Secretary and supply a Public Disclosure Statement – Form 1 for the newly elected member.