

## PARCS UPDATE #19 – JUNE, 2011



### 1. TALKING ABOUT ORGANIZED HAMLETS

#### An interview with Carol Ingham

In her role as municipal advisor with the Ministry of Municipal Affairs, Carol Ingham has been a valued consultant both at our PARCS conventions and when our members have phoned her with their questions. When we learned that Carol will retire at the end of this -month, we asked Carol for one last consultative session with PARCS. The following is a transcript of that conversation. We talked about organized hamlets.

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#### 1. What is the legal definition of an organized hamlet (OH)?

Under *The Municipalities Act (MA)*, hamlets within the municipality may be designated organized hamlets by an order of the Minister of Municipal Affairs.

#### 2. How does a community become an organized hamlet?

To be declared an organized hamlet a petition signed by at least 30 persons who would be voters of the proposed hamlet must be submitted to the administrator of the rural municipality (RM) in which the hamlet is located.

#### 3. How are organized hamlets governed?

Once the minister has designated an area as an organized hamlet, the council of the RM will appoint a time and place for the first meeting of the voters of the OH and a person to make arrangements for the meeting. At this first meeting, an OH board is elected to advise the RM council on hamlet matters.

#### 4. How are the boards of organized hamlet elected?

Once designated as an OH, the voters shall elect three members to the OH board. Candidates for the OH board must be voters of the OH.

#### 5. What is the importance of the annual meeting of the voters of the organized hamlet?

The MA requires the OH board each year to hold an annual meeting of the voters of the OH. The purpose of the meeting is to elect board members and for the OH board to receive input from the OH voters to advise the RM on OH board matters.

#### 6. What is the importance of the budget that the organized hamlet submits to the RM?

By regularly submitting a detailed budget both the OH and RM council can evaluate the financial viability of the OH. This is not a legislative requirement, but is recommended to assist both the board and council when negotiating the percentage allotted to the OH board account. If no budget is submitted to the council, it may be difficult to justify the need for a larger allotment of revenues collected on behalf of the OH.

#### 7. What is the size of the tax allocation that the RM gives to the organized hamlet?

The percentage of municipal taxes is an amount that may be agreed upon between the council and the OH board. It is to be not less than 40% and not more than 75% of monies collected from within the OH.

#### Share and learn with other hamlets at our pre-convention workshop:

#### Round table for hamlets and organized hamlets

- Friday November 18<sup>th</sup>
- 3:00 p.m. to 5:00 p.m.
- [Manitou Springs Spa](#)
- Several of our hamlet members have been invited to lead the discussion in this round-table session.
- An advisor from Sask Municipal Affairs will be available to provide answers to technical questions
- See **page 5** of this newsletter.

**OH boards who have not been involved in PARCS** should consider attending a summer workshop in their region – to provide input to PARCS and to learn what PARCS can offer them (**page 4**).

## 8. What services can the organized hamlet expect from these monies?

On agreement between the OH board and council and if there are sufficient funds available to the credit of the OH, the OH board may be responsible for providing one or more services with the OH, for example, sewer and water system, street lighting, snow remove, policing, garbage collection.. The agreement may include that the RM hire one or more employees with specific duties in providing the service and it may allow the RM to enter into agreements with third parties for the purpose of carrying out the terms of the agreement.

## 9. What happens when there is a dispute between the organized hamlet board and the council of the rural municipality?

When a dispute arises between the OH board and the council of the RM, an appeal board is appointed to hear and determine a solution to the dispute. The appeal board shall consist of:

- (a) One person appointed by the RM council;
- (b) One person appointed by the OH board; and
- (c) One person appointed as agreed upon by the persons appointed in (a) and (b), who also acts as chairperson for the board.

**FACT** – There are 154 organized hamlets in Saskatchewan. Of these, **60** organized hamlets are **cottage communities**. See lists that follow.

The decision of the appeal board is binding on the council of the RM and the OH board. Decisions of the appeal board are to be given in writing. The chairperson of the appeal board will make sure that a copy of the decision is sent to the council of the RM and OH board.

## 10. What is meant by organized hamlet reversion? (Why has the province recently moved from 172 to 154 organized hamlets?)

*The Municipalities Act*, Section 52 requires the Council of the RM to request the Minister of Municipal Affairs to revert an OH to a hamlet, **if there has been no active OH board for at least two years**.

## 11. When does an organized hamlet get to have a representative on the RM Council?

The board of an OH with a population over 100 may apply to the Ministry of Municipal Affairs to establish the OH as a separate division in the RM. Upon approval of the separate division, the voters of the OH would elect a member of council. The council member representing the OH becomes an additional member on the OH board.

## 12. Who gets to vote in an RM election?

An elector in an RM election is a Canadian citizen who is 18 years of age and who:

- Lives in the RM, **OR**
- Owns taxable land in the RM, **OR**
- Owns a building on land that is exempt from taxation (such as on crown land), **OR**
- Owns a business or a permit for a mobile home, **OR**
- Is the spouse of one of the above.

## 13. How can an organized hamlet and a rural municipality achieve a better working relationship?

The RM council may wish to invite the OH board to regular council meetings to discuss OH matters. The RM council should provide reasons for its decisions on OH matters, and both parties should be transparent and communicate clearly.

### OH's in the South -

#### RM of Fertile Belt #183

- OH of Pelican Shores

#### RM of Grayson #184

- OH of Exner Twin Bay Resort
- OH of Greenspot Resort
- OH of Moose Bay
- OH of Sunset Beach

#### RM of N. Ou'Appelle #187

- OH of Pasqua Lake
- OH of Taylor Beach

#### RM of McKillop #220

- OH of Alta Vista
- OH of Colesdale Park
- OH of Collingwood Estates
- OH of Mohr's Beach
- OH of North Colesdale Park
- OH of Sorenson's Beach
- OH of Spring Bay
- OH of Uhl's Bay
- OH of McPheat Park

#### RM of Last Mtn Valley #250

- OH of Arlington Beach

#### RM of Moose Mtn. #63

- OH of Cannington Lake

#### RM of Marquis #191

- OH of Parkview
- OH of Sand Point Beach

#### RM of Sarnia #221

- OH of Sarnia Beach

#### RM of Pelletier #107

- OH of Darlings Beach

**14. What are the different tax tools available to the RM so as to enact a different mill rate for organized hamlets than for agricultural land in the RM?**

Generally, tax tools (minimum tax, base tax and mill rate factors) will apply uniformly to one or more property classes throughout the RM. At the request or with the consent of the OH board, the rates of various tax tools may be different than those applied elsewhere in the RM.

**15. How does an Organized Hamlet become a Resort Village?**

*The Municipalities Act* (MA) provides the specific legislative requirements and processes before an application may be submitted to the Minister for consideration. To apply for incorporation as a **village** or **resort village**, a community must:

- have a minimum taxable assessment of \$15 million;
- have been an organized hamlet for at least three years (more information below);
- have a population of 100 or more in the most recent census taken pursuant to the *Statistics Act* (Canada); (**permanent population**)
- contain 50 or more separate dwelling units or business premises;
- have an outline of plans for future growth or development; and
- have a proposed operating and capital budget.

In addition to these requirements, it is important to note that once incorporated as a village or resort village, this new urban municipality is responsible for a number of activities, namely to:

- provide for the election and remuneration of a council consisting of a mayor and a minimum of two council members;
- develop and maintain a safe and viable community;
- establish fire protection services;
- provide services, facilities and other things that are necessary and desirable for all or part of the municipality;
- appoint a qualified administrator;
- prepare and approve an emergency plan, establish and maintain an emergency measure organization (EMO), appoint an EMO coordinator;
- have the municipality's assessment confirmed by Saskatchewan Assessment Management Agency;

Further details can be obtained in the Ministry's publication "A Guide to Organized Hamlets in Sask" at:

- <http://www.municipal.gov.sk.ca/Administration/Municipal-Status/Establish-Organized-Hamlets>
- <http://www.municipal.gov.sk.ca/Administration/Municipal-Status/Guide-Organized-Hamlets>

**OH's in the North-**

**RM of Leask #464**

- OH of Pelican Cove

**RM of Big River #555**

- OH of Nesslin Lake
- OH of Phillips Grove

**RM of Meota #468**

- OH of Bayview Heights
- OH of Day's Beach
- OH of Lakeview Beach
- OH of Lanz Point
- OH of Martinson's Beach
- OH of Maymont Beach
- OH of Pelican Point
- OH of Prince
- OH of Sleepy Hollow
- OH of Summerfield
- OH of Travessa Beach
- OH of West Chesterfield

**RM of Spiritwood #496**

- OH of Spruce Bay

**RM of Parkdale #498**

- OH of Indian Point-Golden Sands

**RM of Mervin #499**

- OH of Crystal Bay-Sunset
- OH of Evergreen Acres
- OH of Evergreen Brightsand
- OH of Horseshoe Bay
- OH of Kopp's Kove
- OH of Mowry Beach
- OH of Parkland Beach
- OH of Powm Beach
- OH of Sunset View Beach
- OH of Turtle Lake South Bay

**RM of Loon Lake #561**

- OH of Little Fishing Lake

**RM of Hoodoo #401**

- OH of Balone Beach
- OH of Cudsaskwa

**RM of Sasman #336**

- OH of N. Shore Fishing Lake
- OH of Ottman-Murray Beach

**RM of Bjorksedale #426**

- OH of Barrier Ford

**RM of Good Lake #274**

- OH of Burgis Beach
- OH of Good Spirit Acres

**RM of Keys #303**

- OH of Crystal Lake

**RM of Hudson Bay #394**

- OH of Elbow Lake
- OH of Little Swan Lake

## 2. RE-ORGANIZED SUMMER WORKSHOPS



### Two workshops cancelled:

Due to low registration numbers in the southern part of the province, the summer workshops scheduled for Chaplin and Katepwa have been cancelled. Southern cottage communities still wishing to attend are encouraged to register for the Lumsden workshop.

To register for any of the workshops (Jackfish, Wakaw or Lumsden) just phone, email or fax your numbers to us. We will accept registrations throughout the summer.

### Workshop fees – can be paid on site:

- \_\_\_ \$25 for one participant
  - \_\_\_ \$50 for two participants
  - \_\_\_ \$65 for three participants
  - \_\_\_ \$80 for four participants
  - \_\_\_ \$95 for five participants
- Fees include lunch.

### To register:

- **Call** 854-4658
- **Fax** 854-4412
- **Email** saas@sasktel.net

This is a *rare opportunity* for your cottage owners to share with other cottage owners. Why not plan NOW to bring a car load to the workshop near you?

### The agenda for the summer workshops:

- 10:00 – 11:30 am – Session 1: Issues Facing Cottage Communities Today**
- Power point presentation, table group discussions, reporting back
- 11:30 – 12:15 pm – Lunch on site**
- 12:15 – 1:30 pm – Session 2: A dialogue with Sask Environment**
- An environmental investigation officer, a member from the municipal branch of Sask Environment, and a conservation officer will present an overview of current initiatives and regulations from Sask Environment regarding matters such as:
    - Waste water
    - Landfills
    - Land spreading
    - Potable water
  - Dialogue with delegates from cottage communities.
- 1:30 – 2:45 p.m. - Session 3: How can PARCS best represent you?**
- Power point presentation, table group discussions, reporting back

### Choices for locations of the workshop:

- \_\_\_ Saturday July 16, 10:00 a.m. at Jackfish Lake Golf and Country Club
- \_\_\_ Saturday, Aug.6, 10:00 a.m. at Lumsden (Legion Hall)
- \_\_\_ Saturday, Aug. 13, 10:00 a.m. at Wakaw (Legion Hall)

### 3. CONVENTION 2011

#### Convention Program

##### Friday, November 18<sup>th</sup>

- Pre-convention workshop: Round Table for hamlets and organized hamlets
  - 3:00 p.m. to 5:00 p.m.
  - Manitou Springs Hotel and Spa
  - Several of our hamlet members have been invited to kick off the discussion in this round-table session.
  - An advisor from Sask Municipal Affairs will be available to answer technical questions.
- Registration
  - 5:00 p.m. to 7:00 p.m.
  - Manitou Springs Hotel and Spa
- Convention banquet and social evening at 7:00 p.m.
  - Danceland Historic Dance Hall
  - **Banquet speaker** – Allan Casey, award winning author of *Lakelands*
  - **Celebration of PARCS 25<sup>TH</sup> Anniversary**
  - Recognition of special guests

##### Saturday, November 19<sup>th</sup>

- All sessions at Manitou Springs Hotel and Spa
- 10:00 to 11:30 a.m. – **PARCS annual meeting**
- 11:30 to 12:30 noon – Lunch on site
- 12:30 to 2:00 p.m. – **Lessons Learned from the Flood: Preparing for Emergencies in our Cottage Communities**
  - A panel composed of the Provincial Fire Commissioner, an EMO coordinator from Katepwa and mayors from other cottage communities will provide insights about what a community should have in place for dealing with emergencies.
- 2:00 to 3:30 – **Tourism – Its impact on cottage communities and the challenges it poses**
  - A panel of delegates from cottage communities will be joined by staff from the Department of Tourism, Parks, Culture and Sport and will discuss the following issues:
    - What are the new initiatives for tourism in Saskatchewan?
    - What is the impact of tourism on our cottage communities?
    - Does provincial funding adequately reflect the new expectations on cottage communities as hosts for the growing tourist industry in the province?
- Convention adjourns at 3:30 p.m.

#### Convention Registration

(mail or fax or email)

Name of Community:

\_\_\_\_\_

Contact email:

\_\_\_\_\_

Contact phone no:

\_\_\_\_\_

Number of attending **members**:  
(**voting delegates** - Friday workshop and banquet, Saturday lunch and Saturday sessions)

\_\_\_\_\_ x **\$120** = \$ \_\_\_\_\_

Number of attending **non-members**:  
(**nonvoting delegates** - Friday workshop and banquet, Saturday lunch and Saturday sessions)

\_\_\_\_\_ x **\$220** = \$ \_\_\_\_\_

Number of **Saturday only** delegates:  
(Saturday lunch & Saturday sessions)

\_\_\_\_\_ x **\$100** = \$ \_\_\_\_\_

Number of extra banquet tickets:

\_\_\_\_\_ x **\$20** = \$ \_\_\_\_\_

(no spousal convention packages available)

Number of walk-in registrations for  
SATURDAY AFTERNOON ONLY (no meals)

\_\_\_\_\_ x **\$50** = \$ \_\_\_\_\_

TOTAL Enclosed: = \$ \_\_\_\_\_

Names of Voting Delegates

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Questions?** Call or email

Lynne Saas  
Coordinator of Member Services  
Phone - 854-4658  
Fax – 854-4412  
[saas@sasktel.net](mailto:saas@sasktel.net)