

RM of Mervin No. 499

POLICY TITLE Reporting Policy		ADOPTED BY R.M. Council Resolution	 0320-24
ORIGIN/AUTHORITY Hamlet Board of Spruce Lake	JURISDICTION RM of Mervin No. 499	EFFECTIVE DATE: March 12, 2024 April 8, 2024	PAGE # 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 31st 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 meeting minutes, both board and annual general, must be submitted to the R.M. within 10 days of the meeting.