

Village of Hines Creek Council Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2019
Originated By:	Leanne Walmsley, Chief Administrative Officer
Title:	Unfinished Business – Hines Creek Registry
File:	1226

BACKGROUND/PROPOSAL:

I received correspondence concerning the process of owning a Municipal Owned Registry.

Village of Hines Creek will need to start the process to own a private corporation. To do this, we must submit a Ministerial Order under section 73 of the Municipal Government Act. The registry agent agreement must be between a private corporation and Service Alberta.

MGA 73 Control of Profit Corporation

1. In this section, “corporation” means a corporation that operates for the purpose of making a profit.
2. No municipality may, by itself or with other municipalities, control a corporation except in accordance with the regulations.
3. The Minister may make regulations.
 - a. respecting information that must be provided to the Minister before a municipality or group of municipalities controls a corporation;
 - b. providing that certain corporations may not be controlled by a municipality or group of municipalities unless the Minister’s approval is obtained.
 - c. respecting terms and conditions that apply when a municipality or group of municipalities controls a corporation.
 - d. specifying or describing by reference the provisions of this or any other enactment that do not apply, or apply with modifications, to a corporation controlled by a municipality;
 - e. specifying or describing by reference any provisions that are to be added to or that are to replace the provisions of this or any other enactment in respect of a corporation controlled by a municipality.
4. The regulations may apply to one corporation or one approval or may be general.

*Note

We are required to complete all sections in the attached REG0030 form except for the financial information section, although please indicate the source of funding. To assist us in completing section A, the name of the corporation would be the Village of Hines Creek Registry Corporation, the 100% shareholder will be the Village of Hines Creek,

the directors will be the Village CAO, Manager and anyone else from our administration that we want as director. The Mayor and Councillors would not be on the corporation as they could be different after an election. The Designated Representative will be the Village CAO.

To assist us in forecasting revenue, residents of Hines Creek in the past have processed as much as 3,500 motor vehicles transactions annually. On average, motor vehicles transactions make up 90% of the total transactions for a registry agent and the average revenue from service charges is \$10 per service. Service charges comprise mostly capped (\$9) and a few uncapped (variable, usually greater than \$10).

For forecasting expenses for equipment, the Village would be responsible for a vision screener (approximately \$5,000), registry agent workstations (computers – see attached Policy Requirements for registry agent owned equipment) as well as any costs for construction/renovation for the site where the Village of Hines Creek will provide registry services. Service Alberta will provide the specialized equipment for driver' licenses, driver knowledge testing and network router. The Village of Hines Creek will be responsible for the expenses of hiring and staffing for the registry. Service Alberta may also provide some initial introductory training for new staff.

Attached are the following:

Appendix "A" Request for Approval of the Minister
Application Form – Registry Agent Purchase Application
Registry Agent General Administration Manual

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

Initials show support- Reviewed by:	Manager:	C.A.O. <i>fw</i>
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