

Village of Hines Creek Council

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	January 23, 2020
Originated By:	Leanne Walmsley, Chief Administrative Officer
Title:	Unfinished Business – Municipal Accountability Program (MAP) Review.
File:	1220

BACKGROUND/PROPOSAL:

Municipal Accountability Program Review has been scheduled for June 3, 2020. Jeff Nixon from Municipal Affairs will be here around 3-4 hours.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following items are requested for the visit.

Bylaws:

- Bylaw index;
- Code of Conduct Bylaw;
- CAO Bylaw;
- Property tax bylaw and, if enacted, the assessment sub-class bylaw;
- Assessment review board (ARB) bylaw, and any Intermunicipal agreements (if any) associated with the ARB;
- Bylaw enforcement officer bylaw;
- Procedural bylaw (if enacted);
- A borrowing bylaw, if the municipality has any outstanding debt;
- Any bylaw(s) establishing positions as designated officers;
- Municipal development plan and any amendments, as well as any advertising for public hearings;
- Land use bylaw and any amendments, as well as any advertising for public hearings;
- Subdivision authority bylaw;
- Development authority bylaw;
- Subdivision and development appeal (SDAB) board bylaw, and any Intermunicipal agreements (if any) associated with the SDAB;
- Municipal emergency management bylaw; and
- Municipal library board bylaw.

Minutes:

- Minutes from the three most recent council meetings;

- Minutes of the most recent organizational meeting; and
- Minutes of the most recent special meeting, advertisement/notice of the special meeting and/or the signed waiver of council agreeing to the special meeting (if held within 24 hours' notice).

Budget

- Operating budget
- Capital budget

Council Resolutions

- Motion establishing the location of the municipal office.
- Motion appointing the current CAO.
- Motion appointing the current auditor;
- Motion appointing the current assessor; and
- Motion approving the municipality's banking institution(s).

Other:

- Documentation that orientation training was offered to members of council following their election;
- Public participation policy.
- Proof of municipal insurance;
- A bank statement or other documentation confirming the municipality's banking institution(s)
- Audited financial statements;
- Auditor's management letter;
- A sample assessment notice (front and back) and a sample tax notice (front and back) OR a combined assessment and tax notice (front and back).
- Tax arrears list sent to the Land Titles Registrar for the last 2 years.
- Certification/notice of the date tax/assessment notices are sent;
- (If applicable), information regarding the most recent tax recovery auction;
- Nomination forms for the 2017 general election and the most recent by-election (if applicable).
- The ballot account and result of vote from the 2017 general election (Form 13), as well as any subsequent by-elections (Form 19).
- Affidavit of destruction of election records; and
- Campaign financial disclosure statements (if applicable).

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Council receives the Municipal Accountability Program (MAP) review as information.

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