**ALBERTA RURAL MUNICIPAL ADMINISTRATORS ASSOCIATION**

**EXECUTIVE MEETING MINUTES**

**June 3, 2016**

The Alberta Rural Municipal Administrators’ Association meeting was called to order by President Rod Hawken on June 3, 2016 at 8:34 a.m. in the Spit Fire Room, Royal Executive Inn, Nisku, Alberta

**PRESENT:**

Rod Hawken President

Cindy Vizzutti Vice President

Luc Mercier Director, Zone 3

Peter Thomas Director, Zone 4

Tyler Lawrason Director, Zone 5

Irene Cooper Executive Director

**ABSENT:**

Leo Ludwig Director, Zone 1

Al Hoggan Director, Zone 2

**GUESTS:**

Kim Heyman AAMDC - Arrived at 11:49 a.m.

**ADOPTION OF AGENDA**

Moved by Luc Mercier that the Agenda for the June 3, 2016 meeting be adopted as circulated.

Carried.

**ADOPTION OF MINUTES**

Moved by Cindy Vizzutti that the Minutes of the January 22, 2016 meeting be adopted as circulated.

Carried.

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**COMMITTEE REPORTS**

**Viability Reviews**

The Executive reviewed the reports as submitted by Mike Morton for the Village of Botha and Faye Kary, the Village of Rycroft.

Cindy Vizzutti reported that a Board decision for the Village of Hill Spring should be released shortly.

**Sustainability Committee**

Rod Hawken advised that the next meeting is scheduled for June 21, 2016 and the Committee will be dealing with the MGA Regulations.

**MGA Meeting with Municipal Affairs**

Luc Mercier reported that that Frank Coutney and himself represented ARMAA at a meeting hosted by Municipal Affairs where the proposed changes to the Municipal Government Act were discussed.

**Assessment & Taxation**

Tyler Lawrason reported that the regulatory process is due to commence shortly.

**Financial Report**

The Executive reviewed the Balance Sheet and detailed General Ledger Report.

Moved by Tyler Lawrason that all reports be accepted for information.

Carried.

**Strategic Plan**

Moved by Tyler Lawrason that the Strategic Plan be presented to the membership at the Business Meeting , September, 2016.

Carried.

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**Conference Sponsorship Policy**

Moved by Luc Mercier that Conference Sponsorship Policy No. 01-16 be adopted as presented.

Carried.

**2016 Conference – The Brave New World**

The Executive reviewed the Conference Information Update.

**Panel Discussions**

One of the Panel discussions will address Regional Partnerships. Cindy Vizzutti will contact Leo Ludwig, CAO for Vulcan County and Kevin Stephenson, CAO for County of Newell discuss their possible presentation regarding the cooperation in the southern region.

The Executive will determine if they will have a second Panel Discussion of a guest speaker. Information will be forward to Irene Cooper by June 10, 2016

**Reynolds Mirth Presentation**

Reynolds Mirth will be requested to present on CAO Performance Appraisals, what questions should be included and what should be excluded.

**Brownlee LLP Presentation**

Brownlee LLP will be requested to present on CAO Employment Contracts, what should be included and what should be excluded.

**AUMA**

AUMA will be asked to present on the Association’s prospective of the MGA.

**AAMD&C**

AAMD&C will be asked to present on the Association’s prospective of the MGA.

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**Municipal Procedures Project**

Rod Hawken advised that the Municipal Procedures Project is an initiative with AUMA, AAMDC, AB Municipal Clerks Association and the Manning Foundation. The mandate of the initiative was to produce a Directory of Municipal Procedures which will provide a knowledge base for Municipal Elected Officials regarding rules of order for Council Meetings. ARMAA was requested to appoint a member, however the initiative has been put on hold. Rod requested that the Executive appoint a representative so that in the event the initiative proceeds we have a member in place.

Moved by Peter Thomas that Cindy Vizzutti be appointed to the Municipal Procedures Project Committee.

Carried.

**Village of Rycroft Viability Review**

Faye Kary, ARMAA representative on the Village of Rycroft Viability Review will be retiring in August, 2016. She advised that she was willing to continue as the representative following her retirement, if the Executive was in agreement.

Moved by Cindy Vizzutti that Faye Kary continue as the ARMAA representative on the Village of Rycroft Viability Review.

Carried.

**Deputy Minister’s Meeting**

No future date for the meeting has been set.

**Lunch Break**

The meeting adjourned for lunch at 11:05 a.m. and reconvened at 11:49 p.m.

**Next Meeting**

The next meeting will be held November 14, 2016, commencing at 1:00 p.m. at the Shaw Conference Centre.

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**AAMD & C**

Kim Heyman updated the Executive on AAMD&C’s activities in regards to the MGA. The main concern is the timelines that have to be met for the ICF’s, IDP’s and other legislative requirements. Kim reviewed the questions that had been posed to the government regarding legislative changes and the responses received.

Luc Mercier was excused from the meeting at 12:31 p.m.

Discussion ensued regarding the proposed change to centralized assessment services.

Kim Heyman exited the meeting at 12: 42 p.m.

**ADJOURNMENT**

Rod Hawken adjourned the meeting at 12:43 p.m.

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**Rod Hawken, President I. Cooper, Executive Director**