**ALBERTA RURAL MUNICIPAL ADMINISTRATORS ASSOCIATION**

**EXECUTIVE MEETING MINUTES**

**November 18, 2015**

The Alberta Rural Municipal Administrators’ Association meeting was called to order by President Rod Hawken on November 18, 2015 at 9:02 a.m. in Salon 20, Shaw Conference Centre, Edmonton, Alberta

**PRESENT:**

Rod Hawken President

Leo Ludwig Director, Zone 1

Al Hoggan Director, Zone 2

Luc Mercier Director, Zone 3

Peter Thomas Director, Zone 4 Arrived at 10:20 a.m.

Tyler Lawrason Director, Zone 5

Irene Cooper Executive Director

**ABSENT:**

Cindy Vizzutti Vice President

**GUESTS:**

Gary Sandberg A.D.M. Municipal Affairs – Municipal Services & Legislation

Jason Wayward Alberta Municipal Affairs, Grants

Aleks Nelson Alberta Municipal Affairs - Finance

Stephanie Clarke Alberta Municipal Affairs- Municipal Services & Legislation

Steve White Alberta Municipal Affairs - Assessment

Kim Heyman AAMDC Arrived at 9:36 a.m.

**ADOPTION OF AGENDA**

Moved by Tyler Lawrason that the Agenda be adopted with the following additions:

* ARMAA Golf Tournament
* Signing Authority

 **CARRIED**

**ADOPTION OF MINUTES**

Moved by Luc Mercier that the Minutes of the May 27, 2015 meeting be adopted as circulated.

 **CARRIED**

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**MUNICIPAL AFFAIRS**

**MGA**

The Bill will be introduced next spring and the expectation is that it will be passed in the fall of 2016. The Regulations will be undertaken with input from ARMAA and LGAA. There are approximately 40 to 60 that will require detailed review. One of the new Regulations will be Code of Conduct for Councils. The Code of Conduct will be defined in the Regulations, and it will be up to the individual municipality to develop their own Code.

**MSI**

The Basic Transportation Grant has been incorporated into MSI funding. As per the 5 Year Plan of the Provincial Government, MSI will remain funded. The current funding agreements are due to expire and Municipal Affairs is working on the renewals.

The Alberta Community Partnership Program is currently under review. The Department is looking at implementing evaluation criteria as a qualifier for approval.

**LINEAR**

The Board discussed Linear Assessment with the Department. Concerns were expressed regarding the sharing of Linear. It was felt that the majority of the rural municipalities provide funding to their urban neighbours in various ways and if Linear Assessment was mandated, many urban municipalities currently receiving funding would receive less.

Kim Heyman entered the meeting at 9:36 a.m.

Kim Heyman advised that the President of AAMDC will be meeting with the Minister to clarify the references to Linear Assessment that were made at the Conference.

**City Charters**

Gary Sandberg provided an update on the progress of Charters for the City of Edmonton and Calgary.

Representatives from Municipal Affairs left the meeting at 9:45 .m.

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**AAMDC**

Kim Heyman advised that AAMDC has undertaken a survey regarding Linear and revenue sharing. Once all information has been received and compiled it will be shared. It was suggested that AAMDC develop a template and re-circulate the request so that all information reported is uniform.

Peter Thomas entered the meeting at 10:20 a.m.

Kim Heyman advised that based on preliminary information the majority of rural municipalities are providing financial support to their urban neighbours.

Kim Heyman left the meeting at 10:30 a.m.

**VIABILITY STUDIES**

The Executive reviewed the Progress Reports as submitted by ARMAA Representatives serving on Viability Review Studies. It was noted that ARMAA does not have a representative for the Village of Botha Review. Al Hoggan will approach Ross Rawysluk to determine if he would be interested. In the event that Ross cannot undertake this position, the general membership of ARMAA will be approached.

**STRATEGIC PLAN REVIEW**

Review of the Strategic Plan was discussed. It was determined that the Executive will review the document and provide comments to Rod Hawken and Irene Cooper within the month. After receiving the feedback from the Executive the Plan will be circulated to the membership for input. It was requested that the Strategic Plan become a standard session at the Annual General Meeting.

**CONFERENCE**

**Evaluations of 2015 Conference**

The Executive reviewed the Evaluations from the 2015 Conference.

**2015 Revenues & Expenditures**

The Executive reviewed the Statement of Revenues and Expenditures for the 2015 Conference.

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**Thank You Cards**

Thank You Cards from the Conference were circulated for information.

**Conference Sponsorship**

The Executive directed that a Sponsorship Policy be developed prior to the next meeting.

**2016 Conference Theme**

The Theme for the 2016 Conference was discussed. Preliminary thoughts were along the line of Brave New World. Focus will be on the political changes, and legislation changes and ongoing changes within the municipal sphere.

**Key Note Speaker**

After considerable discussion it was determined that for the 2016 Conference, the focus will be on panel discussions as opposed to a Key Note Speaker.

**Registration Gifts**

Consensus of the Executive that Travel Bags would be an appropriate Registration Gift and directed Irene Cooper to explore this option further.

**Speaker Gifts**

The Executive was pleased with the donations to the local 4-H Groups for the 2015 Conference and directed that the same be implemented for the 2016 Conference.

**Trade Show**

Discussion ensued regarding the comments received from the 2015 Trade Show. Feedback indicated that although the 2015 Trade Show realized a profit for ARMAA, there was low delegate participation and participation by the Vendors in 2016 would be limited.

Moved by Peter Thomas that the Trade Show component of the 2016 Conference be put on hiatus and be reviewed for 2017.

 CARRIED

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**Conference Draws**

After considerable discussion it was decided that ARMAA sponsor $500.00 worth of draw prizes in addition to the 2 major draws as opposed to soliciting companies for gifts.

**2016 Golf Tournament**

The Executive reviewed information submitted by Martin Buckley, Chairman of the Golf Committee regarding the 2016 Sponsorship levels for the Golf Tournament. Martin proposed that in consideration of the current economy that the Sponsorship levels be decreased by 20%.

Moved by Peter Thomas that the Executive support a one- time reduction of 20% for golf sponsorship levels for the 2016 Golf Tournament as outlined in Policy No. 10-14.

 CARRIED.

**2016 BUDGET**

Moved by Peter Thomas that the 2016 Budget be approved as amended.

 CARRIED

Moved by Luc Mercier that the 2016 Conference fees be set at $250.00 for the Registration Fee and $100.00 for the Golf Fee.

 CARRIED

**Executive Director Contract**

Moved by Al Hoggan that the Contract for the Executive Director be approved subject to the amendment of Clause 3 to indicated that the Contract will be in effect until December 31, 2017, and that an annual review of compensation be undertaken.

 CARRIED

Irene Cooper will track time allocations for review purposes.

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**2016 Committee Appointments**

Moved by Tyler Lawrason that the Committee Appointments as noted below be approved:

Municipal Sustainability Rod Hawken

Urban/Rural Sharing of Finances Cindy Vizzutti

And Revenues Luc Mercier

Dispute Resolution Cindy Vizzutti

Education Tax Review Complete as per Al Harvey in 2015

ARMAA Golf Committee Captain Martin Buckley, et.al

Municipal Health & Safety Charlie Cutforth

Community Risk Management Initiative

Audit Leo Ludwig

 Vacant

CAO Training Initiative Rod Hawken

AAMDC TRADE Division Sheila Kitz

ASSET Management Sheila Kitz

Assessment & Taxation Tyler Lawrason

Process Issues & Concerns Luc Mercier (Alternate)

 CARRIED

Irene Cooper will poll the membership to fill the vacancy for the Audit Committee.

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**Fraternal Delegate Conferences**

Moved by Luc Mercier that participation at Fraternal Conferences be approved as follows:

LGAA April 6-8 Red Deer Leo Ludwig – ALT – Rod Hawken

RMAA (Sask) May 16-19 Regina Tyler Lawrason – ALT – Rod Hawken

MMAA (Manitoba) April 24-27 Winnipeg Luc Mercier – ALT – Cindy Vizzutti

LGMA (BC) June 21-23 Nanaimo Al Hoggan – ALT – Luc Mercier

 CARRIED

**Public Participation Regulation**

The Public Participation Regulation was reviewed by the Executive. Rod Hawken to follow up with Municipal Affairs.

**Signing Authority**

Moved by Peter Thomas that Sheila Kitz be removed from the signing authority for the ARMAA Bank Account and that current signing authority consist of; Rod Hawken, President, Cynthia Vizzutti, Vice President, and Irene Cooper, Executive Director and that any two (2) of the three (3) signatories be required to sign cheques.

 CARRIED

**Next Meeting**

The next meeting of the ARMAA Executive will be held on January 22, 2016 commencing at 9:00 a.m.

**ADJOURNMENT**

The Meeting was adjourned by President Rod Hawken at 12:10 p.m.

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**PRESIDENT, ROD HAWKEN EXECUTIVE DIRECTOR, IRENE COOPER**