

MINUTES

ZONE 3 LOCAL GOVERNMENT ADMINISTRATION ASSOCIATION SEPTEMBER 30, 2005 AT THREE HILLS

- IN ATTENDANCE:** Jack Ramsden – Three Hills, Dale Mather – Innisfail, Bob Jenkins – Lacombe, Michelle Smith – Elnora, Rick Binnendyk – Penhold, Andy Weiss – Bowden, Brenda Christie – Three Hills, Nita Bartholow – Town of Sundre, Jay Merchant – Red Deer County, Lavinia Henderson – Kneehill County, Curtis Herzberg – Town of Ponoka, Jeannette Austin – Town of Carstairs, Brenda Hemming – Didsbury, Bernice Birtsch – Rimbey, Laurie Watt – Kneehill County, Joanne Weller – Acme, Dan Proctor – Cremona, Debra Grosfield – Carbon, Debbie Bobocel – Delburne, Maureen Malaka – Trochu, Tim Ainscough – Innisfail, Tammie Dick – Linden, Darryl Joyce – Olds, Gary Sandberg, Jerry Husar & Lynda Downey – Alberta Municipal Affairs, Jim Evans & Mike Ciezki – RBC Financial.
- CALL TO ORDER** Zone Director Darryl Joyce called the meeting to order at 9:30 a.m.
- WELCOME** Kevin Edwards, Mayor of Three Hills and Murray Woods, Reeve of Kneehill County, brought greetings from their respective Councils.
- AGENDA** The following items were added to the agenda:
- 8f) Chinook's Edge school reserve
 - 8g) Shared I.T. Contract
 - 8h) MGA Changes for AUMA Convention
- MINUTES** The minutes of the June 2005 zone meeting were reviewed and accepted without any changes.
- CAUCUS SESSION #1** **Dialog With Alberta Municipal Affairs**
- Gary Sandberg, Jerry Husar and Lynda Downey attended and did a presentation on assessment services. Items noted included:
- Brenda Christie asked about the shortage of qualified assessors in the Province. Lynda noted they realize there is a shortage of assessors and, to assist, there was an internship pilot project going on in Saddle Hills and there was 30 students going through Lakeland College.
 - Bob Jenkins asked when it would be legislated for municipalities to go to the income approach on commercial properties. Gerry noted it was not an absolute necessity although those that adopted the best practices now used that method.
 - Darryl mentioned Olds had gone to the income approach which did create some confusion with commercial property owners. He stated, when the assessment audit was done, it almost felt like the Town had to go with this approach.
 - Darryl also questioned when the requests to review ASSET funding would be done and Gerry mentioned it was in the hands of the ASSET Steering Committee which was undergoing some major changes.
 - Rick Binnendyk commented on the farm assessments in urban areas.

- Lynda Downey did a short presentation and highlighted:
 - The equalized assessment would be out by November 1st and all changes MUST be done through the ASSET system.
 - In 2005 the average seniors rebate was only \$37.00.
- A question was raised about the cap on the City of Calgary's school requisition and who was picking up the balance.

CAUCUS SESSION #2 LGAA President Report/Zone Director Report

President Lavinia Henderson gave a verbal report highlighting:

- LGAA will be trying to hold workshops in more than two locations
- Discussed the pre-conference workshop.

Zone Director Darryl Joyce gave his report highlighting:

- The Board had its annual retreat in Nisku on September 22nd and 23rd.
- The 2006 budget was reviewed and now included zone grants, from Municipal Affairs.
- The three year strategic plan was reviewed and several changes/additions were done.
- A brochure and PowerPoint presentation have been developed, by the Association, to show at high school, college and university career days. At this point the PowerPoint presentation was shown to the group.
- Zone 3 had five submissions into the Municipal Excellence program which was a great improvement over 2004.

CAUCUS SESSION #3 RBC Financial Presentation

Jim Evans and Mike Ciezki, from RBC Financial, gave a presentation on their AP/AR link program. They indicated, within the next two years, paper will cease for notifications and that payments, at banks, will be handled just like online payments.

LUNCH Recessed for lunch, sponsored by RBC Financial at 12 noon.

RECONVENE The meeting reconvened at 1:00 p.m.

CAUCUS SESSION #4 2006 LGAA Conference

Darryl noted that Zone 3 was being showcased, at the 2006 Conference, and a working group needed to be formed to pull together display panels, prizes and some entertainment at the Thursday banquet.

Brenda Christie and Bernice Birtch volunteered to work on organizing the display panels. Debbie Bobocel, Michelle Smith and Tammie Dick volunteered to work on some entertainment for the banquet.

CAUCUS SESSION #5 Open Discussion

Employee Purchase Plans

Darryl asked if any municipalities, in the zone, had employee purchase plans including participating in the purchase of bulk fuel at AAMD&C prices.

Andy Weiss suggested he thought the MGA stated this could be illegal.

Debbie Bobocel commented this should be checked out through the AUMA.

Records Management Systems

Lavinia asked if anyone was running an electronic records management system and Jack Ramsden stated the Town of Three Hills did.

Jay Merchant and Curtis Herzberg stated their municipalities used laser fiche.

Debbie Bobocel and Bob Jenkins stated their municipalities designed their own systems.

Credit Card Payments

Darryl asked what area policies were on the use of credit cards for payments and if there were any limits on amounts accepted given the percentage the card company made off each payment.

Nita Bartholow stated Sundre took credit cards for every type of payment and suggested looking at what everyone currently pays for the monthly payment plans.

Jeanette Austin and Rick Binnendyk stated their municipalities also took credit cards for everything.

Succession Planning

Brenda Christie asked how many municipalities had succession plans in place and there was no indication, from the group, that anyone had one in place.

Discussion took place about the challenges over getting the Municipal Interns into villages.

It was suggested that Terry Brown, from Municipal Affairs, be invited to do a presentation on succession planning at a future zone meeting.

SuperNet

Lavinia mentioned that, if the municipality did not sign up to get SuperNet access, they risked having the company come in and take out the router.

Some discussion took place and it was noted there seemed to be much confusion over what SuperNet had to offer. Curtis suggested AUMA should consider becoming an ISP for the SuperNet.

Chinook's Edge Reserves Agreement

Debbie Bobocel asked who had signed the new school reserves agreement and who had not.

Concern was expressed over the Memorandum of Understanding going out before all the committee had seen the final draft.

Shared I.T.

Brenda Christie asked if there was any interest in sharing I.T. personnel.

MGA Changes

Dale Mather stated the Town of Innisfail was concerned over a proposed change, to the MGA, which stated Intermunicipal Development Plans must be entered into and not may be entered into.

NEXT ZONE MEETING

It was decided the next zone meeting would be held in Olds on June 9, 2006. Door prizes were then given out to those in attendance.

ADJOURNMENT

The meeting adjourned at 2:05 p.m.