

**Local Government Administrators' Association
Zone 6 Meeting
November 2, 2007 – Town of Stony Plain**

Present:

Catherine Dunn	Louise Frostad	Linda Zacharias
Maisie Metrunec	Wilma Weiss	Leagh Randle – President
Debbie Turner	Randy Dubord	George R. Jones
Dennis Evans	Ryan Bard	Norm McInnis – 1 st Vice President
Greg Gayton	Christine Pankewitz	Eileen Simmers
Susan Evans		

Guests:

Gary Sandbert, Director of Planning and Coordination, Municipal Affairs and Housing (MAH)
Craig Gromnisky, Policy Advisor, Grants and Administration, MAH
Brenda Putz, Coordinator, Training, Municipal Organization Development, MAH
Kristine Jonah, Training Advisor, Municipal Organizational Development, MAH
Dave Winch, Grants Technologist, Alberta Infrastructure and Transportation (AIT)
Dean Litke, Grants Engineer, AIT

Catherine Dunn called the meeting to order at 9:05 a.m. She welcomed everyone and had all present introduce themselves.

Mayor Ken Lemke brought greetings on behalf of the host municipality, Town of Stony Plain.

Infrastructure and Transportation

Dave Winch, Grants Technologist, gave a presentation on the various grant programs administered through AIT.

- 65% - 70% of municipalities have signed and returned agreements for the Alberta Municipal Infrastructure Program (AMIP) funds for the first year to be sent to them.
- Non-core projects – declaration letter format is available on AIT website. You only need to submit one letter, not one for each non-core project
- It takes about 4 to 6 weeks for acceptance of the project applications as they need to pass through two ministers.
- When filling in the Statement of funding expenditures (SFE) forms they prefer that municipalities use the earned interest first and not carry it forward.
- For a toolkit to work on the Municipal Sustainability Plan contact Jill Pelton, Policy Analyst at AAMD&C for a template. The phone number is 780-955-4096

Dave's power point presentation will be available on the Local Government Administrators' Association website for review.

Municipal Affairs and Housing

Gary Sandberg gave a brief overview of happenings in Municipal Affairs. Of first note was that Brian Quickfall is retiring and Michael Merritt is being promoted to the position of Assistant Deputy Minister. Congratulations to Michael.

The Municipal Sustainability Initiative adjustments were reviewed. These include:

- Fewer conditions on the money – just two pots, those being capital and operating
- Base funding set at \$35,000 for the first increasing to \$120,000 in the 4th year when AMIP is finished
- A nine year commitment
- Allocation calculated using 48% per capita funding; 48% education requisition and 4% on the length of road in a municipality (review your Statistical Information Return annually to assure this figure is correct.
- Municipalities can carry forward the operating funds into 2008 but must use the 2007 funds by the end of 2008
- Municipalities can also use expenses back to April 1, 2007 if they need or want and the expenses would be approved under the existing conditions

Brenda Putz made a presentation on the Grade 6 Curriculum update that is being worked on by Municipal Affairs in conjunction with Alberta Education. This is a really exciting project to provide resources for municipal personnel with a resource that can be used in conjunction with the teachers to expose Grade 6 students to the municipal field. A presentation on this will be made at the AUMA convention in November. Workshops to help municipal workers feel comfortable with the material and the presentation will hopefully be available in 2008 as the curriculum will be available for teachers for September 2008 (on a voluntary basis) and will be required for September 2009.

Kristine Jonah made a presentation on the Grade 11 Curriculum project that is being presented through the Career and Life Management (CALM) classes that high school students must take. Again, resources for a 40 minute or 80 minute presentation will be available to municipal administration and elected officials to help them get the message across that municipal work is varied and interesting.

Kristine also noted that the Internship Guidebook, which is used as a resource for the Municipal Interns, is being revised and will be available as an in-house training guide available for municipalities for their new employees. This should happen in 2008.

LGAA Updates:

Leagh Randle, President of the LGAA, provided a brief update. A written report was made available to those attending. Leagh noted that the membership of the LGAA is increasing which means a greater need for volunteers to help with various tasks.

Louise Frostad provided an update on the Tangible Capital Assets project as she is representing the LGAA on the task force. The big message she wants to get out is don't wait! Municipalities should be starting to work on policies and procedures and starting their inventory of equipment, buildings and so on. There is a Tangible Capital Asset toolkit available on the MENET website. An engineer has been hired to work on a formula for valuation of various assets. This will be provided in a handbook.

Louise noted that in the last two weeks of January the Government Finance Officers Association (GFOA) is planning to hold some hands-on workshops. Space will be limited. There will be 11 workshops with a limit of 20 participants in each. When the information comes out people will need to register quickly. It is also important that there be access for many municipalities so send the key people only, if possible.

Another point that Louise made is to make sure that the Council knows about this project as it will take time and effort.

Catherine Dunn reminded everyone that Zone 6 is the zone responsible for table displays and entertainment at the LGAA Conference – March 12-14, 2008 at the Capri Centre in Red Deer. She requested that those planning to attend bring their municipality's displays, consider possible draw prizes and asked for volunteers to work on developing an entertainment idea, be it skit or song or whatever.

She also reminded those attending that the Zone directors for even numbered zones are elected in even numbered years. Therefore, Zone 6 Director elections would be held sometime in 2008.

Catherine thanked everyone for attending and invited everyone to enjoy lunch, provided by the Multicultural Centre in Stony Plain.

The meeting adjourned at 12:07 p.m.

NEXT MEETING: The Town of Westlock volunteered to host the spring meeting. It will be in late May or early June depending on schedules. (Pending confirmation, tentative schedule - June 13, 2008)