

**SUMMER VILLAGE OF WHITE SANDS
COUNCIL MEETING AGENDA
February 1st, 2018
9:00 AM
Town of Stettler Board Room, 5031 – 50 St.**

1. Call to Order
2. Additions to Agenda
3. Minutes
 - a. Adoption of the Minutes of the Regular Summer Village of White Sands Council Meeting held on December 15th, 2017 2-5
4. Financial
 - a. Bank Reconciliation as of December 31st, 2017 6
 - b. Statement of Revenue & Expenses 7
 - c. Accounts Payable as of December 31st, 2017 8-12
5. Administration/Current Concerns
 - a. Assessment Services 13-14
 - b. Council/Staff Reports verbal
6. Correspondence
 - a. Municipal Government Act Amendments – Legislative Checklist 15-30
 - b. Resident Concerned over Council Decision not to sell MR 31-38
 - c. Investing in Canada Infrastructure Plan 39-41
 - d. Alberta Builder Licensing Program 42-44
7. Bylaws
 - a. Land Use Bylaw amendment (1st Reading) to be added
8. Additions
9. In-Camera Session
10. Next Meeting Date
11. Adjournment

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE SUMMER VILLAGE OF WHITE SANDS COUNCIL
HELD ON DECEMBER 15, 2017
TOWN OF STETTLER BOARD ROOM**

Present: Mayor Lorne Thurston
Councillor Bill Sanchuck
Councillor Carl Cornelssen
Chief Administrative Officer Graham Scott
Corporate Secretary Charleen Smith

Absent: None

1. **Call to Order:** Mayor Thurston called the Council Meeting to order at 9:00 a.m.

2. **Agenda Additions/Approval**

Motion 17:12:01 Moved by Councillor Sanchuck to approve the agenda as presented.

MOTION CARRIED
Unanimous

3. **Adoption of Minutes**

(a) Minutes of the Regular Council Meeting held on November 24, 2017

Motion 17:12:02 Moved by Councillor Cornelssen that the Minutes of the Regular Council Meeting held on November 24, 2017 be approved as presented.

MOTION CARRIED
Unanimous

(b) Business Arising from the November 24, 2017 Council Meeting

- Assessment Appeal Fee – Will be discussed with the Development Officer to see if an increase from \$200 to \$500 can be amended in the Land Use Bylaw and if proper forms are in place.
- Drones in Village – Will look into the regulations of operating a small drone in the Village. Information may go in the spring newsletter.
- Foundation for Truck Fill Station – Are getting screw piles.
- Truck Fill – Fire Chief suggested changing the fire truck fill to a 6" line at a cost of approximately \$4,800.
- Fire Bylaw – In the process of amending the Fire Bylaw including fireworks and fire pits. Graham is working with the Fire Department on definitions.
- Outstanding RV Permits – Graham advised that a couple of the outstanding permits have been paid. He will check to see if interest can be collected on items other than taxes.
- Parkland Regional Library Budget – Graham has notified them that their budget was approved.
- Lacombe County – Take it Off Program for fishing shacks.

4. **Financial** (a) Bank Reconciliation as of November 30, 2017

Motion 17:12:03 Moved by Councillor Sanchuck that the Summer Village of White Sands Council approve that Financial Item 4(a) be accepted for information.

MOTION CARRIED
Unanimous

(b) Statement of Revenue & Expenses as of November 30, 2017

Motion 17:12:04 Moved by Councillor Cornelssen that the Summer Village of White Sands Council approve that Financial Item 4(b) be accepted for information.

MOTION CARRIED
Unanimous

(c) Accounts Payable as of December 8, 2017

Motion 17:12:05 Moved by Councillor Sanchuck that the Accounts Payable for the periods: November 23 - \$13,944.81, & December 8 - \$30,386.19 in the total amount of \$44,331.00 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

5. **Administration/Current Concerns**

(a) Memo re: 2018 Interim Operating Budget

CAO G. Scott informed Council that Section 242 of the *Municipal Government Act (MGA)* requires Council to adopt an operating budget for each calendar year. Section 242 further states that a Council may adopt an interim operating budget for part of a calendar year.

Since the Summer Village's 2018 Operating Budget will not be adopted until May/June 2018, an Interim Operating Budget is required to provide legal expenditure authority per Section 248 of the MGA.

The Interim Operating Budget is not used to set property tax rates; rather its purpose is to be used as the authority to provide services, programs and overall corporate continuity. An Interim Operating Budget ceases to have any effect when the Operating Budget and Tax (Mill) Rate Bylaw is finally adopted in 2018.

At this time of year, it has been usual administrative practice to simply recommend that Council approve the same level of interim operational expenditures for 2018 as was finally approved for the previous year 2017.

Motion 17:12:06 Moved by Councillor Cornelssen that the Summer Village of White Sands adopt, per Sections 242(2) and 248 of the *Municipal Government Act*, an Interim Operating Budget with expenditures and surplus totaling \$626,280 for that part of 2018 prior to the Operating Budget being adopted by Council.

MOTION CARRIED
Unanimous

(b) Maintenance Contractor Pay

CAO G. Scott explained that the annual increases in pay for our maintenance contractor have corresponded to negotiate union rates at the Town of Stettler. For 2018 this rate has not been negotiated (negotiations will be held starting January 26, 2018).

This item is tabled until negotiation union rates with the Town of Stettler have been set.

(c) Christmas Bonus/Town Staff Appreciation

Motion 17:12:07

Moved by Councillor Sanchuck that the Summer Village of White Sands Council recognize the efforts of the Maintenance Contractor through an award of a Christmas Bonus in the amount of \$300.00 as an appreciation for his continued effort, commitment and loyalty,

MOTION CARRIED
Unanimous

Motion 17:12:08

Moved by Councillor Cornelssen that the Summer Village of White Sands Council award a Town of Stettler staff appreciation gift of \$250 Heart of Alberta Dollars.

MOTION CARRIED
Unanimous

(d) Council/Staff Reports

- a. SWMA - has budgeted to repair bins and fences.
- b. Housing Authority – roof to be done in the spring, orientation of new Board Members and work is being done in the court yard.
- c. Footings to be surveyed for new residential buildings (Land Use Bylaw Amendment).
- d. Water Lease to extend existing lease on right-of-way into water.
- e. Signage for Jack's Pond – Graham will add to maps.
- f. Signage on Buffalo Road and Front Street – where Hall is located. Graham to change multi-purpose building to Village Hall on maps.
- h. Designate area to move in homes – amendment to Land Use Bylaw – incorporate maps in Land Use Bylaw.

6. Correspondence (a) None

7. Bylaws (a) None

8. Additions (a) Dust Control

Councillor Sanchuck advised that he had contacted Mike Holliday from Kortech and they have quoted a price of \$14,000 plus GST for 2 miles of 50,000 litres MG30 dust control at the Village.

Discussion ensued on additional costs for a grader and packer, having the work done after the long-weekend in May (weather permitting) and to invite Mike Holliday to the Village to review the road.

**SUMMER VILLAGE OF WHITE SANDS MINUTES
DECEMBER 15, 2017
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Motion 17:12:09 Moved by Councillor Sanchuck that the Summer Village of White Sands Council approve the dust control on 2 miles of Village road to Kortech at a cost of \$14,000 plus GST.

MOTION CARRIED
Unanimous

Corporate Secretary C. Smith departed the meeting at 11:01 am.

9. **In-Camera Session** (a) Labor - Advice from Officials Section 24(1)(b) & (d)

Motion 17:12:10 Moved by Councillor Cornelssen that the Summer Village of White Sands Council proceed into an In-Camera Session with the CAO present to discuss the In-Camera item.

MOTION CARRIED
Unanimous at 11:01 a.m.

Motion 17:12:11 Moved by Councillor Sanchuck that the Summer Village of White Sands Council return to the regular meeting.

MOTION CARRIED
Unanimous at 11:32 a.m.

10. **Next Meeting Date** Call of the Chair

11. **Adjournment**

Motion 17:12:1 Moved by Councillor Cornelssen that this Regular Meeting of the Summer Village of White Sands Council be adjourned.

MOTION CARRIED
Unanimous at 11:32 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
As of December 31, 2017**

Net Balance at End of Previous Month	\$ 1,250,752.34
ADD: General Receipts	12,544.47
Interest Earned	1,633.61
Investments Matured	<u>0.00</u>
SUBTOTAL	1,264,930.42
LESS: General Disbursements	132,683.66
Investments	0.00
Returned Cheques	0.00
Bank Charges	<u>8.66</u>
SUBTOTAL	<u>132,692.32</u>
NET BALANCE AT END OF CURRENT MONTH	<u><u>\$ 1,132,238.10</u></u>

Balance at End of Month - Bank	1,142,438.46
ADD: Outstanding Deposits	0.00
LESS: Outstanding Cheques	<u>10,200.36</u>
NET BALANCE AT END OF CURRENT MONTH	<u><u>\$ 1,132,238.10</u></u>

INVESTMENTS:	0.00
	<u>0.00</u>
SUBTOTAL	<u>0.00</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 1,132,238.10

THIS STATEMENT SUBMITTED TO SUMMER VILLAGE OF WHITE SANDS THIS
1st DAY OF JANUARY 2018

MAYOR

CHIEF ADMINISTRATIVE OFFICER

GENERAL RECEIPTS SUMMARY		
Tax	AR	12,474
RV Permits		0
Bldg Permits		55
Holdback		0
Fines		0
Other		<u>15</u>
Total		12,544

**SUMMER VILLAGE OF WHITE SANDS
STATEMENT OF REVENUE AND EXPENDITURES
AS OF DECEMBER 31, 2017**

	YTD Actual	Variance	Annual Budget
Revenue			
General Administration	9,324.02	541.98	9,866.00
Protective Services	1,524.00	(574.00)	950.00
Roads, Streets, Transportation	11,783.00	250.00	12,033.00
Planning & Development	18,933.81	(2,733.81)	16,200.00
Recreation & Parks	-	-	-
Taxes/Penalties	581,589.54	1,641.46	583,231.00
Other Revenue	15,048.41	(11,048.41)	4,000.00
	<u> </u>	<u> </u>	<u> </u>
Total Revenue	\$ 638,202.78	\$ (11,922.78)	\$ 626,280.00
Expenses			
Council & Legislative	13,254.20	745.80	14,000.00
General Administration	60,274.66	7,025.34	67,300.00
Fire Fighting & Preventive	34,742.73	5,257.27	40,000.00
Disaster Services	500.00	-	500.00
Ambulance	-	-	-
Bylaw Enforcement	1,339.00	1,661.00	3,000.00
Roads, Streets, Transportation	57,447.59	12,435.41	69,883.00
Water Department	6,115.87	3,331.13	9,447.00
Garbage Collection & Disposal	18,281.20	(897.20)	17,384.00
Planning & Development	20,636.90	3,863.10	24,500.00
Parks & Recreation	44,766.18	133.82	44,900.00
Culture	6,652.09	1,797.91	8,450.00
Requisitions	314,390.05	(0.05)	314,390.00
Contingency	12,000.00	-	12,000.00
	<u> </u>	<u> </u>	<u> </u>
Total Expenses	\$ 590,400.47	\$ 35,353.53	\$ 625,754.00
Surplus/Deficit	\$ 47,802.31	\$ (47,276.31)	\$ 526.00

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	5426
Cheque Date	First	Last		5438

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
AAMDC	5426	2017-12-21	\$1,517.21

Invoice Description		Invoice Number	Invoice Amount
Common Svcs - signs/uchannel		1121-50003961	\$1,517.21

Access Gas Services	5427	2017-12-21	\$192.35

Invoice Description		Invoice Number	Invoice Amount
Trans/Multi - Nov Gas Bill		201711-3683	\$192.35

AltaLIS JV	5428	2017-12-21	\$141.75

Invoice Description		Invoice Number	Invoice Amount
Pl & Dev - 5 yr subscription		49162	\$141.75

Berger, Allen	5429	2017-12-21	\$4,489.96

Invoice Description		Invoice Number	Invoice Amount
Trans/Parks - December contrac		686165	\$4,239.96
Trans - fuel & cellphone		2017.12.05	\$250.00

Chapman Riebeek	5430	2017-12-21	\$110.25

Invoice Description		Invoice Number	Invoice Amount
Admin - Nov legal services		1712412	\$110.25

Enmax	5431	2017-12-21	\$424.05

Invoice Description		Invoice Number	Invoice Amount
Trans/Multi - Nov power bill		17-2739347	\$424.05

Gra-Core Consulting & Investme	5432	2017-12-21	\$1,890.00

Invoice Description		Invoice Number	Invoice Amount
Pl & Dev - Oct-Dec contract		2017-010	\$1,890.00

Horne, Geraldine	5433	2017-12-21	\$425.00

Invoice Description		Invoice Number	Invoice Amount
Trans - 2017 hall cleanup		2017.12.18	\$425.00

IJD Inspections Ltd.	5434	2017-12-21	\$1,299.86

Invoice Description		Invoice Number	Invoice Amount
Pl & Dev - Nov permits		WS2017-11	\$1,299.86

Rollies Vac Systems (1991)	5435	2017-12-21	\$1,181.25

Invoice Description		Invoice Number	Invoice Amount
Trans - portable pumpout		17856	\$1,181.25

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Trans - heartland dollars	505		\$300.00
Thurston, Lorne	5438	2017-12-21	\$3,021.57
Invoice Description	Invoice Number	Invoice Amount	
Council/Office Expense Aug-Dec	2017.12.15	\$3,021.57	
	Total Cheques		\$15,272.40

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	5439
Cheque Date	First	Last		5446

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Cornelissen, Carl	5439	2017-12-29	\$796.00

Invoice Description	Invoice Number	Invoice Amount	

Council - Honorarium/Mileage	2017.12.19	\$796.00	

John Deere Financial	5440	2017-12-29	\$55.59

Invoice Description	Invoice Number	Invoice Amount	

Parks&Rec - locks	449848	\$32.36	
Trans - Oil filter	445131	\$23.23	

Sanchuck, Bill	5441	2017-12-29	\$613.62

Invoice Description	Invoice Number	Invoice Amount	

Council - Honorarium/mileage	2017.12.19	\$613.62	

Schwartz Home Building Centre	5442	2017-12-29	\$71.32

Invoice Description	Invoice Number	Invoice Amount	

Parks&Rec - lumber	677055	\$71.32	

Stettler Home Hardware	5443	2017-12-29	\$264.33

Invoice Description	Invoice Number	Invoice Amount	

Trans - Paint	111124	\$49.08	
Trans - Ballast	111039	\$69.28	
Trans/Parks - screws, towels	111072	\$72.41	
Trans - icemelt, windshield wa	111165	\$23.17	
Parks&Rec - brush,paint tray	111015	\$50.39	

Stettler Waste Management Auth	5444	2017-12-29	\$4,498.75

Invoice Description	Invoice Number	Invoice Amount	

Landfill - Q4 requisition	SWM-0000991	\$4,498.75	

Town of Stettler	5445	2017-12-29	\$2,027.90

Invoice Description	Invoice Number	Invoice Amount	

Trans - Stationery	IVC027777	\$110.98	
Admin - 2018 webhosting	IVC027776	\$1,050.00	
Misc expenses	IVC0274769	\$866.92	

United Farmers of Alberta	5446	2017-12-29	\$147.99

Invoice Description	Invoice Number	Invoice Amount	

Parks&Rec - lumber	304251578	\$56.36	
Parks&Rec - lumber, drill bits	304251828	\$91.63	

Total Cheques			\$8,475.50
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	5447
Cheque Date	First	Last		5452

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Access Gas Services	5447	2018-01-15	\$211.51
=====			
Invoice Description		Invoice Number	Invoice Amount

Trans/Multi - Nov 2017 Gas		201712-3683	\$211.51
=====			
Chapman Riebeek	5448	2018-01-15	\$196.89
=====			
Invoice Description		Invoice Number	Invoice Amount

Admin - Oct legal fees		1711422	\$196.89
=====			
Five Star Ventures Ltd.	5449	2018-01-15	\$147.00
=====			
Invoice Description		Invoice Number	Invoice Amount

Landfill - 12/02/17 bin dump		6112	\$31.50
Landfill - 12/19/17 bin dump		6151	\$31.50
Landfill - 12/29/17 bin dump		6192	\$31.50
Landfill - bin rental		6298	\$52.50
=====			
Parkland Regional Library	5450	2018-01-15	\$236.25
=====			
Invoice Description		Invoice Number	Invoice Amount

Library - 1st Qtr requisition		180253	\$236.25
=====			
United Farmers of Alberta	5451	2018-01-15	\$1,334.48
=====			
Invoice Description		Invoice Number	Invoice Amount

Trans - bulk diesel		111235963	\$1,334.48
=====			
Yesterday's Meals on Wheels Se	5452	2018-01-15	\$115.50
=====			
Invoice Description		Invoice Number	Invoice Amount

Trans/Multi - septic pumpout		17588	\$115.50
=====			
		Total Cheques	\$2,241.63
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	5453
Cheque Date	First	Last		5458

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
A.U.M.A.	5453	2018-01-25	\$964.70

Invoice Description	Invoice Number	Invoice Amount	
2018 AUMA Membership	20180071	\$964.70	

Berger, Allen	5454	2018-01-25	\$4,489.96

Invoice Description	Invoice Number	Invoice Amount	
Jan Maintenance Contract	686166	\$4,239.96	
Dec Fuel & Phone Allowance	2018.01.07	\$250.00	

Chapman Riebeek	5455	2018-01-25	\$169.42

Invoice Description	Invoice Number	Invoice Amount	
Admin Dec Legal Services	2017.12.31	\$169.42	

Enmax	5456	2018-01-25	\$447.84

Invoice Description	Invoice Number	Invoice Amount	
Dec Power Bill Trans/Multi/Wat	18-2744082	\$447.84	

IJD Inspections Ltd.	5457	2018-01-25	\$486.66

Invoice Description	Invoice Number	Invoice Amount	
Dec Building Permits	WS2017-12	\$486.66	

Shirley McClellan Regional Wat	5458	2018-01-25	\$2,261.57

Invoice Description	Invoice Number	Invoice Amount	
2017 Admin Fee 2016 True Up	SMRWSC-000644	\$2,261.57	

Total Cheques			\$8,820.15

MUNICIPAL PROPERTY CONSULTANTS (2009) LTD.

A2 83 Burnt Park Drive
Red Deer, AB. T4P 0J7
Phone (403) 309-4190
Fax (403) 309-4149

January 9, 2018

Steve Gerlitz
Assistant Chief Administrative Officer
5031 - 50 Street
Town of Stettler
Stettler, AB.
T0C 2L0

**Re: SUBMISSION FOR ASSESSMENT SERVICES FOR THE SUMMER VILLAGE OF
WHITE SANDS**

Assessment Year	Annual Rate Per Parcel
2019	\$25.50/ parcel
2020	\$25.50/ parcel
2021	\$25.50/ parcel
2022	\$26.00/ parcel
2023	\$26.00/ parcel

PLEASE NOTE THE FOLLOWING CONDITIONS

1. The cost per parcel rate will be charged per account per annum.
2. G.S.T. will be applied to the above quoted prices.
3. The above quotes are for a complete assessment service for the 2019 to 2023 assessment cycle (January 1 through to December 31 annually).

4. If Municipal Property Consultants (2009) Ltd. (MPC) is not awarded an additional five year extension at the completion of the 2023 assessment cycle, we will be responsible to deliver the completed assessment roll to the Summer Village of White Sands prior to February 28, 2024. MPC will be responsible in handling all enquiries and the appeal process pertaining to the 2023 assessment year. MPC will cooperate in good faith with the Summer Village of White Sands through a transition period, including the negotiation of fair and reasonable compensation for the ongoing continuity of some assessment services in the event that the Agreement is not extended or renewed.
5. The Summer Village of White Sands will be responsible for the annual lease cost of the CAMAlot computer system @ \$1.25 per parcel.
6. Method of payment will be monthly invoices throughout the assessment year unless alternative payment options have been agreed upon.
7. For Local Assessment Review Boards Hearings there will be no extra charge unless it is mutually agreed on by MPC and the Summer Village of White Sands. Mileage will be paid to MPC at \$0.55 / km for travel to any other destination.

Sincerely,

Terry Willoughby, A.M.A.A.
Municipal Property Consultants (2009) Ltd.
A2 83 Burnt Park Drive
Red Deer, AB.
T4P 0J7
t.willoughby@telus.net

Municipal Government Act Amendments – Legislative Checklist

The following tables capture all of the changes to the *Municipal Government Act (MGA)*, as well as when new requirements under the Act need to be completed. For more information, or to access tools and templates, please go to the Municipal Affairs website section for Municipal Administrators (CAOs) (<http://www.municipalaffairs.alberta.ca/1912>).

Subject Matter	Description of the Change	When Does This Come Into Force/When is it Due By
Orientation Training	<p>Municipalities must offer orientation training within 90 days after each councillor takes the oath of office.</p> <p>The training must address key topics outlined in the act.</p> <p><u>What Does A Municipality Need to Do</u> Ensure that orientation training is offered to all councillors following a municipal election within 90 days of the councillors taking the oath of office.</p> <ul style="list-style-type: none"> • The municipality may use internal and/or external resources to deliver the training. <p>Each municipality may include additional topics in its curriculum to reflect local circumstances as it considers appropriate.</p>	<p>Came into force July 1, 2017.</p> <p>Training must be offered within 90 days after councillor takes the oath of office.</p>
Public Participation Policy	<p>Municipalities must adopt a public participation policy as per the requirements in the Public Participation Policy Regulation.</p> <p><u>What Does A Municipality Need to Do</u> Each municipality must ensure that any existing or newly created public participation policy meets the new requirements:</p> <ul style="list-style-type: none"> • the policy must identify the types or categories of approaches the municipality will use to engage municipal stakeholders, and the types or categories of circumstances in which the municipality will engage municipal stakeholders; • make the policy available for public inspection, which may include posting it on the municipality’s website; and • review the policy at least once every four (4) years. 	<p>The related sections of legislation and the regulation came into force on October 26, 2017.</p> <p>The policy must be in place by July 23, 2018 (270 days (9 months) from it coming into force).</p>
Code of Conduct for Elected Officials	<p>Municipalities must establish a code of conduct bylaw as per the Code of Conduct for Elected Officials Regulation that governs the conduct of councillors and is applied to all councillors equally.</p> <p><u>What Does A Municipality Need to Do</u> Ensure the municipality’s existing/newly established code of conduct bylaws meet the minimum standards established by the Code of Conduct for Elected Officials Regulation; which includes addressing the following items:</p> <ul style="list-style-type: none"> • representing the municipality; • communicating on behalf of the municipality; 	<p>The related sections of legislation and the regulation came into force on October 26, 2017.</p> <p>The Code of Conduct must be in place by July 23, 2018 (270</p>

	<ul style="list-style-type: none"> • respecting the decision-making process; • adherence to policies, procedures and bylaws; • respectful interactions with councillors, staff, the public and others; • confidential information; • conflicts of interest; • improper use of influence; • use of municipal assets and services; • orientation another training attendance; and • set out a complaint process and sanctions for breach of Code of Conduct. <p>Municipalities must review/update the code of conduct bylaw at least once every four (4) years.</p>	<p>days (9 months) from it coming into force).</p>
<p>Subdivision and Development Appeal Board (SDAB) Training Requirements</p>	<p>As per the Subdivision and Development Appeal Board Regulation, SDAB members and clerks must undergo mandatory training based on a standard training program to be approved by the Minister of Municipal Affairs. Training may be delivered locally or regionally.</p> <p>All SDAB members and clerks must successfully complete the SDAB training as approved by the Minister.</p> <p><u>What Does A Municipality Need to Do</u></p> <p>Municipalities must:</p> <ul style="list-style-type: none"> • ensure the municipality’s SDAB clerks and members complete the required training before the April 1, 2019 deadline; • submit an annual report containing information on the number of SDAB clerks and members they have appointed, and those who have completed and enrolled in the required SDAB training; and • ensure SDAB clerks and members take the required refresher on the SDAB training every three (3) years to stay current with the roles and responsibilities of the position. 	<p>The regulation will come into force April 1, 2018.</p> <p>Training must be completed by April 1, 2019 (within one year of the regulation coming into force).</p>
<p>Transparency of Non-Statutory Planning Documents</p>	<p>Municipalities must list, publish and keep updated the list of all planning policy documents, and describe how they relate to each other and to the municipality’s statutory plans.</p> <p><u>What Does A Municipality Need to Do</u></p> <p>Municipalities must publish this information on their websites.</p>	<p>The related sections of legislation will come into force January 1, 2018.</p> <p>All planning policy documents must be listed and published by January 1, 2019.</p>

<p>Municipal Corporate Planning</p>	<p>As per the Municipal Corporate Planning Regulation, municipalities must adopt, as a minimum standard, a written three (3)-year financial plan and five (5)-year capital plan in addition to the annual budget.</p> <p><u>What Does A Municipality Need to Do</u></p> <p>Municipalities must, for the 2020 budget year, prepare financial plans that include:</p> <ul style="list-style-type: none"> • anticipated total revenues and total expenditures by major category; • anticipated annual surplus or deficit; and • anticipated accumulated surplus or deficit. <p>Capital plans must include:</p> <ul style="list-style-type: none"> • planned capital property additions; and • allocated or anticipated funding sources. <p>These financial/capital plans must be reviewed by council annually.</p>	<p>The related sections of legislation and the regulation came into force on October 26, 2017.</p> <p>The first financial plans will need to be prepared by the end of 2019 and cover the 2020-22 (financial) or 2020-24 (capital) period.</p>
<p>Intermunicipal Collaborative Frameworks</p>	<p>All municipalities must adopt intermunicipal collaboration frameworks (ICFs) with each municipality they share a common border with. The ICFs must align with the requirements outlined in the act and the Intermunicipal Collaboration Framework Regulation.</p> <p><u>What Does A Municipality Need to Do</u></p> <p>Municipalities must work with neighbouring municipalities, and negotiate in good faith, to develop an ICF that addresses at minimum: transportation; water and wastewater; solid waste; emergency services; and recreation. Municipalities who already have existing agreements that cover off the minimum requirements of an ICF do not need to recreate the framework, so long as it meets the requirements set out in the Act and regulation.</p> <p>ICFs also need to address intermunicipal land-use planning and how servicing will support development, as well as regional service delivery and funding. An ICF is not complete unless municipalities have also adopted an Intermunicipal Development Plan (IDP).</p> <p>Where multiple municipalities with common boundaries exist in a given area, nothing in these provisions would prevent those municipalities from entering into one ICF for the area, if the participating municipalities deem it appropriate (e.g. a rural municipality with all of the urban municipalities with which it shares common boundaries).</p> <p>Municipalities that do not have common boundaries may voluntarily be parties to a framework.</p> <p>Municipalities that are members of a Growth Management Board (GMB) are required to create a framework with other members of the same GMB only in respect of those matters that are not addressed in the growth management plan.</p>	<p>The related sections of legislation and the regulation will come into force on April 1, 2018.</p> <p>ICFs must be in place by April 1, 2020 (within two years of coming into force), or a mandatory arbitration process will be initiated.</p>

<p>Municipal Development Plans</p>	<p>All municipalities, no matter their population, must create a Municipal Development Plan (MDP).</p> <p><u>What Does A Municipality Need to Do</u> An MDP must address matters such as:</p> <ul style="list-style-type: none"> • the future land use within the municipality; • the manner of and the proposals for future development in the municipality; • the provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities; and • the provision of municipal services and facilities either generally or specifically. <p>They must also contain policies that:</p> <ul style="list-style-type: none"> • are compatible with the subdivision and development regulations to provide guidance on the type and location of land uses adjacent to sour gas facilities; • respect the provision of municipal, school or municipal and school reserves, including but not limited to the need for, amount of and allocation of those reserves and the identification of school requirements in consultation with affected school boards; and • respect the protection of agricultural operations. <p>An MDP must also be consistent with any IDP that may be in effect for lands identified in both of these plans.</p>	<p>The related sections of legislation will come into force April 1, 2018.</p> <p>MDPs must be in place by April 1, 2021 (within three (3) years of it coming into force).</p>
<p>Collaboration with Indigenous Communities</p>	<p>Municipalities must notify neighbouring Indigenous communities of any new municipal development plans or area structure plans.</p> <p>Municipalities may invite neighbouring Indigenous communities to collaborate on future regional service delivery and enter into agreements with them.</p> <p><u>What Does A Municipality Need to Do</u> Municipalities must, when preparing a municipal development plan or area structure plan, notify the Indian band of any adjacent Indian reserve, or any adjacent Métis settlement of the plan preparation and provide opportunities to that Indian band or Métis settlement to make suggestions and representations. These requirements do not apply if a municipality is only making amendments to a statutory plan.</p>	<p>The related sections of legislation came into force on October 26, 2017.</p>
<p>Council Meetings</p>	<p>The Minister of Municipal Affairs was provided the authority to make regulations defining “meeting” for purposes of one or more provisions of the Act. The Council and Council Committee Meetings Regulation was established under this authority.</p> <p>Procedures around when a meeting is closed to the public as well as other</p>	<p>The related sections of legislation and the regulation came into force on October 26, 2017.</p>

existing councillor duties to support transparency of councils were clarified in the legislation.

What Does A Municipality Need to Do

Before holding part of a meeting that is to be closed to the public, a council must:

- approve by resolution the part of the meeting that is to be closed; and
- identify the basis for which the part of the meeting is to be closed (i.e. identifying the related section of FOIPPA).

If council or a council committee allow one or more other persons to attend a closed meeting, the names of those persons and the reason for their attendance must be recorded in the minutes of the council meeting.

Once the closed meeting discussions are completed municipalities must:

- notify people outside the meeting room that the meeting is now open to the public, and
- provide a reasonable amount of time for those members of the public to return before the meeting continues.

**Streamlining
Bylaw Revisions**

Council **may**, when a bylaw needs revision for non-substantive changes, pass a revised bylaw without the need for advertising it to the public.

What Does A Municipality Need to Do

In order to use the streamlined processes for bylaw revision a municipality must ensure those revisions meet the requirements outlined in Section 63 of the Act.

The related sections of legislation came into force on October 26, 2017.

**Petitioning
Process**

Municipalities **may**, by bylaw, choose to decrease the required percentage of eligible signatories, accept online petitions, extend the time period for collecting signatures.

The timeline for petition validation is extended to 45 days.

The personal information on petitions must be protected from disclosure and petitions must include a confidentiality statement on each page.

What Does A Municipality Need to Do

A municipality must not disclose to anyone except the Chief Administrative Officer (CAO) and the CAO's delegates personal information contained in a petition. The municipality must not use this information for any other purpose than validating the petition.

If the witness affidavit is not included in the filed petition, the municipality must exclude the associated signatures from the petition.

The CAO must make a declaration to the council or Minister, if necessary, on whether the petition is sufficient or insufficient within 45 days.

The related sections of legislation came into force on October 26, 2017.

<p>Public Notification Methods</p>	<p>Municipalities may choose alternative advertisement methods, including electronic advertising, by passing an advertisement bylaw.</p> <p><u>What Does A Municipality Need to Do</u> If the municipality wishes to use alternate advertising methods, the municipality must establish a bylaw that meets the following requirements:</p> <ul style="list-style-type: none"> • council must be satisfied that the method provided for in the bylaw is likely to bring the matter to the attention of substantially all residents in the relevant area; • a public hearing must be held on the bylaw; • the notice of the bylaw must be advertised by newspaper or residential mail or delivery; and • bylaws passed under this section must be made available for public inspection. 	<p>The related sections of legislation came into force on October 26, 2017.</p>
<p>Roles and Responsibilities of Council and Administration</p>	<p>The roles and responsibilities of council and the CAO have been clarified, including the CAO’s ability to delegate.</p> <p>Some specific CAO duties have also been moved to specific sections in other divisions of the Act that deal with the specific type of activity.</p> <p><u>What Does A Municipality Need to Do</u> Ensure elected officials are aware of the change; clarifying that the outlined responsibilities are clearly placed on administration.</p>	<p>The related sections of legislation came into force on October 26, 2017.</p>
<p>Parental Leave</p>	<p>Municipalities may provide for extended councillor parental leave by bylaw.</p> <p>Councillors will be exempt from disqualification when absent under the provisions of a local parental leave bylaw.</p> <p><u>What Does A Municipality Need to Do</u> If a municipality wishes to establish a parental leave bylaw, the bylaw must contain:</p> <ul style="list-style-type: none"> • provisions in respect to the length of the leave and other terms and conditions of the leave entitlement; and • provisions that address how the municipality will continue to be represented during periods of leave. 	<p>The related sections of legislation came into force on October 26, 2017.</p>
<p>Municipal Amalgamation (Notification Process)</p>	<p>An initiating municipality must notify all local authorities that operate or provide services in the affected municipalities when initiating an amalgamation.</p> <p><u>What Does A Municipality Need to Do</u> A municipality initiating an amalgamation must give written notice to all local authorities that:</p> <ul style="list-style-type: none"> • have jurisdiction to operate in the initiating municipality; • provide services in the initiating municipality; or • meet either of the above conditions in any of the municipalities proposed to be amalgamated. 	<p>The related sections of legislation came into force on October 26, 2017.</p>

	<p>The written notice must include proposals for consultation with all local authorities, and the public, about the proposed amalgamation.</p> <p>Municipalities may jointly initiate activities such as signing/certifying the report to the Minister and provide notice to affected local authorities.</p>	
<p>Municipal Amalgamation (Report of Negotiation)</p>	<p>To assist in forming the contents of an amalgamation order, municipalities must submit a report that should contain:</p> <ul style="list-style-type: none"> • a list of the matters agreed on; • matters on which there is no agreement between the municipal authorities; and • relevant matters, if any, related to contents of any formation orders or amalgamation orders. <p><u>What Does A Municipality Need to Do</u></p> <p>The initiating municipal authority must approve the report by passing a resolution of council, rather than delegating signing authority to another person or body.</p> <p>The other municipal authorities that propose to amalgamate with the initiating municipal authority must also pass a resolution of council to approve the report.</p> <ul style="list-style-type: none"> • The report must include a certificate by the initiating municipal authority stating that the report accurately reflects the results of the negotiations. <p>A municipal authority that does not pass a resolution of council to approve the report may include in the report its reasons for not approving.</p>	<p>The related sections of legislation came into force on October 26, 2017.</p>
<p>Voluntary Amalgamation (Summer Villages)</p>	<p>Summer villages with non-contiguous boundaries may now amalgamate if they share a common body of water, and retain their status as a summer village.</p>	<p>The related sections of legislation came into force on October 26, 2017.</p>
<p>Conservation Reserve</p>	<p>Municipalities may designate land for a new type of reserve, called Conservation Reserve (CR), in order to protect environmentally significant features such as wildlife corridors, significant tree stands, or other environmentally significant features a municipality chooses to conserve.</p> <p><u>What Does A Municipality Need to Do</u></p> <p>If the municipality wishes to designate land as CR it must include policies addressing conservation reserve in their municipal development plans and area structure plans.</p> <p>If the municipality designates land as CR it must pay compensation to the landowner in an amount equal to the market value of the land at the time the application for subdivision approval was received by the municipality's subdivision authority Within thirty (30) days after the Registrar issues a new certificate of title for a CR.</p>	<p>The related sections of legislation came into force on October 26, 2017.</p>

	<ul style="list-style-type: none"> If the municipality and landowner disagree on the market value, the matter must be determined by the Land Compensation Board. <p>It must not sell, lease or otherwise dispose of conservation reserve and must ensure that the land remains in its natural state.</p>	
Off-site Levies (Expanded Scope)	<p>The scope of off-site levies was expanded so municipalities may use the funds to build community recreation facilities, fire halls, police stations and libraries.</p> <p>The Off-Site Levies Regulation was updated to align with these changes.</p> <p>Developers would contribute costs based on that proportional benefit, while municipalities will fund the rest through general revenue.</p> <p><u>What Does A Municipality Need to Do</u></p> <p>In determining the basis upon which the levy is calculated, a municipality must at a minimum consider and include or reference in the bylaw imposing the levy:</p> <ul style="list-style-type: none"> a description of the specific infrastructure and facilities; a description of each of the benefitting areas and how those areas were determined; supporting technical data and analysis; estimated costs and mechanisms to address variations in cost over time; and a requirement for a periodic review of the calculation of the levy in the bylaw imposing the levy. <p>Municipalities must ensure the information used to calculate levies are kept current and that there is a correlation between the levy and the benefits of new development.</p>	<p>The related sections of legislation and the regulation came into force on October 26, 2017.</p>
Off-site Levies (Intermunicipal)	<p>Municipalities may jointly create off-site levy bylaws for projects that benefit portions of two or more municipalities, including the expanded uses (libraries, police stations, fire halls, community recreation facilities, connection of a municipal road to a provincial highway).</p> <p>The Off-Site Levies Regulation was updated to align with these changes.</p> <p><u>What Does A Municipality Need to Do</u></p> <p>If a municipality wishes to charge this levy the municipalities must enter into such agreements as are necessary to outline what capital costs are to be funded by the levy and establish bylaws that meet the requirements outlined in the related sections of the act and associated regulation.</p>	<p>The related sections of legislation and the regulation came into force on October 26, 2017.</p>
Provincial Transportation Referrals	<p>Require municipal statutory plans within 1.6 km of a provincial highway to be referred to Alberta Transportation for review.</p> <p>The Subdivision and Development Regulation was updated to align with this change.</p>	<p>The related sections of legislation came into force on October 26, 2017 and the regulation</p>

	<p><u>What Does A Municipality Need to Do</u> Ensure statutory plans within 1.6 km of a provincial highway are referred to Alberta Transportation for review.</p>	came into force on November 1, 2017.
Land-Use Policies	<p>The current <i>MGA</i> land-use policies will continue to be phased out of force as new regional plans under the <i>Alberta Land Stewardship Act</i> come into force.</p> <p>The <i>MGA</i> will provide the authority, through regulation, to create land-use policies for municipal planning matters that are not included in a regional plan under the <i>Alberta Land Stewardship Act</i>.</p> <p><u>What Does A Municipality Need to Do</u> Municipalities in an area where a regional plan is currently in place are encouraged to review the regional plan and contact Municipal Affairs if they feel a gap exists between the regional plan and the 1996 land-use policies.</p>	The related sections of legislation came into force on October 26, 2017.
Hierarchy and Relationship of Plans	<p>The hierarchy and relationship of statutory plans is identified, so that each plan will be consistent with the plans above it and, in the event of an inconsistency, which provisions in what plan will prevail.</p> <p><u>What Does A Municipality Need to Do</u> A municipality must observe the hierarchy of statutory plans when reviewing an application for a subdivision.</p> <ul style="list-style-type: none"> • Subdivision and development appeal boards (SDABs) are also bound by the hierarchy of statutory plans when hearing an appeal and rendering a decision. <p>If a conflict or inconsistency between statutory plans is identified, then the municipality must observe the hierarchy and relationship of plans in the decision making process.</p>	The related sections of legislation came into force on October 26, 2017.
Impartiality of Appeal Boards	<p>Municipal councillors are no longer able to form the majority of any legislated appeal board hearing panel.</p> <p><u>What Does A Municipality Need to Do</u> Municipalities must ensure that no more than one councillor participates as a member on any Assessment Review Board (ARB) or Subdivision & Development Appeal Board (SDAB) panel regardless of the municipality they represent.</p> <p>Municipalities that experience challenges in obtaining panel members who are not municipal councillors are encouraged to work with neighbouring municipalities to develop regional options. The Minister may by order exempt a municipality from the provisions restricting councillor participation in extenuating circumstances.</p>	The related sections of legislation will come into force January 1, 2018.

<p>Access to Information for Assessors and Property Owners</p>	<p>The existing scope of information requirements for both property assessors and property owners has been clarified within the Act, by enhancing the regulation-making authority, and by providing detailed direction in The Access to Information Guide.</p> <p>The Matters Relating to Assessment and Taxation Regulation 2018, Matters Relating to Assessment Complaints Regulation 2018 were updated to align with these changes.</p> <p><u>What Does A Municipality Need to Do</u> Municipalities must provide to an assessed person, when requested in the manner required:</p> <ul style="list-style-type: none"> • information that is in the municipal assessor’s possession at the time of the request, showing how the municipal assessor prepared the assessment of that person’s property; • a summary of the most recent assessment of any assessed property in the municipality of which the assessed person is not the owner, which must include the following information: <ul style="list-style-type: none"> ○ description of the parcel of land and any improvements; ○ the type and use of the property; ○ size and measurements of the parcel of land; ○ age and size or measurements of any improvements; ○ key attributes of any improvements to the parcel of land; and ○ assessed value and any adjustments. <p>Municipalities are not obligated to respond to a request for information for a property after a complaint is made by the person assessed until the complaint has been heard and decided on by an ARB.</p>	<p>The related sections of legislation and the regulations will come into force January 1, 2018.</p>
<p>Corrections to Assessment under Complaint</p>	<p>Assessor will be able to make corrections to assessments under complaint without needing ratification from the ARB or having the complaint withdrawn first.</p> <p>If an assessment that is under complaint is amended the complaint will be cancelled and all taxpayer rights reset, unless the amended assessment has been agreed to by both parties (in which case no further appeal or amended assessment notice is required).</p> <p><u>What Does A Municipality Need to Do</u> Assessors must follow the processes outlined in the Matters Related to Assessment Complaints Regulation in regard to making correction to assessments under complaint.</p>	<p>The related sections of legislation and the regulation will come into force January 1, 2018.</p>
<p>Linking Residential and Non-Residential Tax Rates</p>	<p>The highest non-residential tax rate can be no more than five (5) times the lowest residential tax rate. Within this 5:1 ratio, municipalities will continue to be able to set their own tax rates.</p> <p><u>What Does A Municipality Need to Do</u> Municipalities must ensure their tax rate bylaws set rates that are within</p>	<p>The related sections of legislation came into force May 31, 2016.</p>

the legislated ratios. Non-conforming municipalities (municipalities whose ratio was greater than 5:1 prior to May 31, 2016) will be required to reduce their ratios over time in accordance with a regulation to be developed in consultation with affected municipalities.

Splitting the Non-Residential Property Classes

Municipalities are enabled to split the municipal non-residential class into subclasses that are specifically defined in the Matters Related to Assessment Sub-Classes Regulation.

What Does A Municipality Need to Do

If a municipality wishes to split the municipal non-residential class into sub-classes they may update their tax rate bylaw to include the three prescribed sub-classes:

- vacant non-residential property;
- small business property; or
- other non-residential property.

If a municipality wishes to create a sub-class for “small business property” they must:

- ensure the municipality’s bylaw makes reference to the number of full-time employees across Canada that will be employed by the business to identify whether a business qualifies as a “small business”; and
- ensure the tax rate set for the "small business property" sub-class is not greater than the tax rate set for the "other non-residential property" sub-class or less than 75 per cent of the tax rate set for the "other non-residential property" sub-class.

The related sections of legislation and the regulation will come into force January 1, 2018.

Centralization of Industrial Property Assessment

Designated industrial property will be defined as major plants, properties regulated by provincial and federal regulators, linear property, and rail property.

The assessment of all designated industrial property will be centralized within Municipal Affairs. Costs associated with centralizing assessment will be recovered from designated industrial property owners through a requisition and a separate tax rate shown on the notice for all designated industrial property.

Supplementary assessment on linear properties will be allowed, and a standard assessment condition date of October 31 annually will be established for designated industrial properties.

All appeals related to designated industrial property will be heard by the Municipal Government Board.

The Matters Relating to Assessment and Taxation Regulation has been updated to align with these changes.

Designated industrial property assessment will be the responsibility of the province January 1, 2018.

	<p><u>What Does A Municipality Need to Do</u> The municipal assessor must, in accordance with the regulations, provide the Minister or the provincial assessor with information that the Minister or the provincial assessor requires about property in the municipality. The designated industrial property requisition tax rate (set by the Minister of Municipal Affairs) must be shown separately on designated industrial property tax notices.</p>	
<p>Centralization of Industrial Property Assessment (Access to Assessment Information)</p>	<p>Municipalities may request information regarding designated industrial property within their jurisdiction, subject to confidentiality restrictions that do not preclude use of the information in an appeal.</p> <p>The Matters Relating to Assessment and Taxation Regulation has been updated to align with this change.</p> <p><u>What Does A Municipality Need to Do</u> A municipality may ask the provincial assessor, in the manner required by the provincial assessor, to let the municipality see or receive information in the provincial assessor’s possession at the time of the request, showing how the provincial assessor prepared the assessment of designated industrial property in the municipality.</p> <p>Information obtained by a municipality under this section must be used only for assessment purposes and must not be disclosed except at the hearing of a complaint before the Municipal Government Board.</p>	<p>The related sections of legislation and the regulation will come into force January 1, 2018.</p>
<p>Assessment and Taxation of Farm Buildings (Improvements)</p>	<p>All farm buildings in urban and rural municipalities will not be assessed or charged municipal or education property taxes. Provisions were put in place to phase in farm building exemptions in urban municipalities over five (5) years.</p> <p>The Matters Relating to Assessment and Taxation Regulation 2018 has been updated to align with these changes.</p> <p><u>What Does A Municipality Need to Do</u> The municipal assessor must assess farm buildings in urban using the schedule in the regulation. At the end of five years all farm buildings in urban and rural municipalities will not be assessed or charged municipal or education property taxes.</p>	<p>The related sections of legislation and the regulation will come into force January 1, 2018.</p>
<p>Assessment of Farmland Intended for Development</p>	<p>Farmland will continue to be assessed as farmland until it is no longer used for farming operations. The definition of farmland and farming operations in the Matters Relating to Assessment and Taxation Regulation 2018 has been clarified.</p> <p><u>What Does A Municipality Need to Do</u> The municipal assessor must ensure that farmland with its top soil removed, or no longer being used for farming operations is assessed and taxed at market value, or where applicable according to the Minister’s</p>	<p>The related sections of legislation and the regulation will come into force January 1, 2018.</p>

Guidelines.		
Brownfields	<p>Municipalities may grant multi-year tax exemptions, deferrals or reductions as a means of incentivising cleanup and redevelopment of brownfields. Councils may pass bylaws encouraging remediation and redevelopment of brownfield properties by developers through full or partial tax exemptions or tax collection deferrals.</p> <p><u>What Does A Municipality Need to Do</u></p> <p>If a municipality wishes to use the above tax tools to incentivise cleanup and redevelopment of brownfields, they must establish a bylaw that:</p> <ul style="list-style-type: none"> • must identify the brownfield properties in respect of which an application may be made for a full or partial exemption from taxation, or for a deferral of the collection of tax; <ul style="list-style-type: none"> ○ the bylaw may set criteria to be met for a brownfield property to qualify for an exemption or deferral; • must specify the taxation year or years for which the identified brownfield properties may qualify for an exemption or deferral; and • must specify any conditions the breach of which cancels an exemption or deferral, and the taxation year or years to which the condition applies. <p>Hold a public hearing when identifying and setting criteria for brownfield properties.</p>	The related sections of legislation will come into force January 1, 2018.
Notice of Assessment Date	<p>Municipalities and the provincial assessor will be required to set a “notice of assessment date” between January 1 and July 1; and mail the assessment notices seven (7) days prior to the “notice of assessment date”.</p> <p>Municipalities and the provincial assessor are enabled to establish additional notice of assessment dates for amended and supplementary assessment, which could occur at any time throughout the year.</p> <ul style="list-style-type: none"> • The amended or supplementary assessment notice would state the deadline for filing a complaint regarding that assessment. <p><u>What Does A Municipality Need to Do</u></p> <p>The municipal assessor must set a “notice of assessment date” between January 1 and July 1 and mail the assessment notices a minimum of seven days prior to the “notice of assessment date”.</p>	The related sections of legislation will come into force January 1, 2018.
Tax Receipts	<p>Municipalities are not required to provide property tax receipts unless requested by the taxpayer.</p> <p><u>What Does A Municipality Need to Do</u></p> <p>Municipalities must notify taxpayers how to request a receipt.</p>	The related sections of legislation will come into force January 1, 2018.

<p>Municipally Controlled Corporations</p>	<p>Municipalities may establish these for-profit corporations <u>without</u> the requirement for ministerial approval.</p> <p>New procedural and consultative requirements focused on accountability and transparency will be put in place to ensure the public has a meaningful opportunity to review new proposals for the corporations, and to provide input before final decisions are made.</p> <p><u>What Does A Municipality Need to Do</u> A council resolution must be passed to establish a municipally controlled corporation (MCC) and indicate that prior to a resolution the council must consider a business plan that addresses:</p> <ul style="list-style-type: none"> • the costs related to establishing the MCC; • the value of assets to be transferred; • a cash flow projection for three (3) years, or five (5) financial statements if taking control of an existing corporation; and • holding a public hearing. 	<p>These legislative provisions are NOT in force at this time. The related sections of legislation and the regulation are anticipated to come into force April 2018.</p>
<p>Off-site Levies (Provincial Transportation)</p>	<p>Municipalities may, by bylaw, charge off-site levies for municipal road projects that connect to or improve the connection to provincial highways.</p> <p>The updates to the Off-site Levy Regulation that align with this change are currently being developed.</p> <p><u>What Does A Municipality Need to Do</u> If a municipality wishes to charge this levy it must meet the requirements outlined in the related sections of the act and associated regulation.</p>	<p>These legislative provisions are NOT in force at this time. The related sections of legislation and the regulation are anticipated to come into force April 2018.</p>
<p>Joint Use and Planning Agreements</p>	<p>Municipalities <u>must</u> develop joint use and planning agreements with school boards, through amendments to the <i>MGA</i> and the <i>School Act</i>.</p> <p>The updates to the <i>School Act</i> and accompanying regulations are currently being developed.</p> <p><u>What Does A Municipality Need to Do</u> A municipality must, within three (3) years of the related sections of the Act coming into force, establish agreements with school boards operating within its boundaries that contain provisions:</p> <ul style="list-style-type: none"> • Establishing a process for discussing matters relating to: <ul style="list-style-type: none"> ○ the planning, development and use of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality; ○ transfers under Section 672 or 673 of municipal reserves, school reserves and municipal and school reserves in the municipality; ○ disposal of school sites; ○ the servicing of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality; and 	<p>These legislative provisions are NOT in force at this time. The related sections of legislation and the regulation are anticipated to come into force April 2018.</p> <p>The agreements must be in place within three (3) years of the related sections coming into force.</p>

	<ul style="list-style-type: none"> ○ the use of school facilities, municipal facilities and playing fields on municipal reserves, school reserves and municipal and school reserves in the municipality, including matters relating to the maintenance of the facilities and fields and the payment of fees and other liabilities associated with them; ● respecting how the municipality and the school board will work collaboratively; ● establishing a process for resolving disputes; and ● establishing a time frame for regular review of the agreement. <p>The agreement must also, subject to this <i>MGA</i>, the regulations, the <i>School Act</i> and the regulations under that Act, contain any other provisions the parties consider necessary or advisable.</p>	
Compliance with Linked Tax Rate Ratio	<p>Authority was created for the Minister of Municipal Affairs to develop a regulation that will require non-complying municipalities to comply with the tax rate ratio of 5:1 over a period of time.</p> <p>This regulation is currently under development.</p> <p><u>What Does A Municipality Need to Do</u> Non-complying municipalities will be required to come into compliance with the legislated tax rate ratios as per the process outlined in the associated regulation.</p>	The related sections of legislation and the regulation coming into force dates have yet to be determined.
Community Organization Property Tax Exemptions	<p>A new Community Organization Property Tax Exemption Regulation (COPTER) is being drafted that will replace the existing COPTER regulation.</p> <p><u>What Does A Municipality Need to Do</u> Continue to use the current COPTER for the 2018 taxation year.</p>	The current COPTER will be extended until December 31, 2018, and it is expected the revised COPTER will come into force on January 1, 2019.
Tax Exemptions for Community Organizations	<p>The Minister of Municipal Affairs was provided regulation making authority to assist in clarifying terms such as “held by” and “used in connection with”.</p> <p><u>What Does A Municipality Need to Do</u> The municipal assessor does not need to change approach until the new regulation comes in force.</p>	The related sections of legislation and the regulation coming into force dates have yet to be determined.

Municipal Government Act Amendments – Regulatory Checklist

Theme	Regulation	Coming into Force Date
Governance	Municipal Corporate Planning Regulation	October 26, 2017
	Public Participation Regulation	October 26, 2017
	Municipal Gas Systems Core Market Regulation	October 26, 2017
	Code of Conduct for Elected Officials Regulation	October 26, 2017
	Council and Council Committee Meetings Regulation	October 26, 2017
	Crown Land Area Designation Regulation	October 26, 2017
	Crowsnest Pass Regulation	November 1, 2017
	Determination of Population Regulation	November 1, 2017
Municipally Controlled Corporations Regulation	*Anticipated April 2018	
Planning and Development	Calgary Airport Vicinity Protection Area Regulation	October 26, 2017
	Edmonton International Airport Vicinity Protection Area Regulation	October 26, 2017
	Planning Exemption Regulation	October 26, 2017
	Subdivision and Development Appeal Board Regulation	October 26, 2017
	Community Aggregate Payment Levy Regulation *Maximum levy rate is \$0.40 per tonne of sand and gravel effective January 1, 2018	October 26, 2017
	Off-Site Levy Regulation	October 26, 2017
	Subdivision and Development Regulation	November 1, 2017
	Subdivision and Development Forms Regulation	November 1, 2017
	Intermunicipal Collaboration Framework Regulation	April 1, 2018
	Inclusionary Housing	*Anticipated April 2018
	Reserve Land Assembly Area Regulation	*Anticipated April 2018
	Joint Use Planning Agreements	*Anticipated April 2018
	Edmonton Metropolitan Region Regulation	October 26, 2017
Calgary Metropolitan Region Regulation	January 1, 2018	
Assessment and Taxation	Qualifications of Assessors	June 2017
	Matters Relating to Assessment Complaints Regulation	January 1, 2018
	Matters Relating to Assessment and Taxation Regulation	January 1, 2018
	Matters Relating to Assessment Sub-Classing	January 1, 2018
	Business Improvement Area	*Anticipated April 2018
	Community Organization Property Tax Exemption Regulation	*Anticipated January 1, 2019

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Availability: This document is available online at <https://open.alberta.ca/publications/mga-amendments-checklist>

From: Chris Greyell <chris.greyell@gmail.com>
Sent: January 24, 2018 10:38 AM
To: Graham Scott
Subject: Re: 11 Front Street.

Hi Graham,

Please submit all our conversations. Ultimately if they could just sell a portion that our house is on then we would go for that. They seemed to be entertaining it last we spoke at the town office as you said they looked at it but still wouldn't solve the issue. Well we meet the setback so it most definitely would. If it didn't fix the issue I agree there would be no need to proceed, but it will solve everyone's problems positively.

On Jan 24, 2018, at 9:40 AM, Graham Scott <GScott@stettler.net> wrote:
Hi Chris,

There does not seem to be interest from Council to change their decision to sell any MR, but I can get it on the next agenda once again. I don't know if there is a specific request you would like me to forward, or if I should just copy all of our correspondence regarding this. They are not happy with another property and want me to have the cabin removed at the owner's expense, so they seem to take a hard line on things. I work for two municipalities and we are doing annual strategy and union negotiations right now. We also just did our safety audit for White Sands last week. I wasn't able to have a Council meeting during this. We do not have a day yet for our February Council meeting. I'll get our tax folks to respond to your tax payment questions.

Cheers,

Graham Scott
Summer Village of White Sands
(w) 403-742-8305
gscott@stettler.net
Professional Profile

From: Chris Greyell [mailto:chris.greyell@gmail.com]
Sent: January 24, 2018 9:09 AM
To: Graham Scott <GScott@stettler.net>
Cc: nlwpbtaylor@hotmail.com; Amy Greyell <Greyell.amy@spartancontrols.com>
Subject: Re: 11 Front Street.

Morning Graham,

Hope you had a great Christmas and New Years!

I'm just following up to my last email, when we spoke last you mentioned even if they decided to sell the land we still wouldn't meet the setbacks, we did a measurement and I recall it was around 13.6 feet and you mentioned the setback was around 9.8 feet. I sent that in an email and haven't heard anything. I was also wondering when the next meeting is and if you have it scheduled to be discussed in that meeting.

On another note, for taxes, will that me mailed to us? Wondering how we go about paying it out right or monthly.

Thanks and take care.
Chris Greyell

On Dec 18, 2017, at 9:15 AM, Graham Scott <GScott@stettler.net> wrote:
Hi Chris,

If you want to come in and look at the property file I should be here nearly all week 8:30am to 4:30pm at the Town of Stettler office (5031 – 50 St.). I coach basketball at the high school and they had to schedule us for early practices this week. So on Tuesday and Thursday I will be leaving right after 3pm. Leann, our Development Officer will be in the office for the Town of Stettler on Tuesday and Thursday 8:30am to 4:30pm. If she is available, I find she is a great resource when navigating a property file.

Unfortunately, I could not put your request for Council to revisit their decision on the agenda for the last meeting. I prepare the agendas the week before and I needed a meeting with our Development Officer prior to preparing a report for Council. Last week at that planning meeting I tried to look at the option of selling part of the MR to include the house. It was pointed out that even if we did sell MR, the house would still be non-compliant because it won't meet the setbacks.

We'll see you soon Chris.

Cheers,

Graham Scott

Sent from Mail for Windows 10

From: Chris Greyell
Sent: December 15, 2017 10:30 PM
To: Graham Scott
Cc: nlwpbtaylor@hotmail.com; Amy Greyell
Subject: Re: 11 Front Street.

Hi Graham,

Just wondering how the meeting went today. I looked at the minutes and it doesn't appear our request to have the sale of the land revisited was brought up...

On another note, when we spoke in the summer you indicated there was a large file of paper work on this property. I would like to come in next week what ever works for you and review those documents.

Please let me know when and where

Thanks.

On Dec 4, 2017, at 11:31 AM, Graham Scott <GScott@stettler.net> wrote:
Hi Warren,

As requested here is the memo to Council, the minutes, and email correspondence (below) that I have seen regarding #11 Front Street.

Cheers,

Graham Scott
Chief Administrative Officer
Summer Village of White Sands
(w) 403-742-8305
gscott@stettler.net
Professional Profile

From: Amy Greyell [mailto:Greyell.Amy@spartancontrols.com]
Sent: December-04-17 11:01 AM
To: Graham Scott

Cc: nlwpbtaylor@hotmail.com; Chris Greyell (chris.greyell@gmail.com);
kathyandlorne@yahoo.ca
Subject: 11 Front Street.

Good Morning Graham,

Per my husband's email below, both my father and I would like you to please re- vote on selling the MR.

I also give my husband permission to speak on my be-half.

Thanks,

Amy Greyell

Amy Greyell | Project Coordinator
Spartan Controls | 305 - 27 Street S.E. | Calgary | AB | T2A 7V2 | Canada
T+1 (403) 695-2401 | C+1
www.spartancontrols.com
An Emerson Local Business Partner

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From: Chris Greyell <chris.greyell@gmail.com>
Date: December 4, 2017 at 10:50:06 AM MST
To: Graham Scott <GScott@stettler.net>
Cc: Amy Greyell <amygreyell@gmail.com>,
nlwpbtaylor@hotmail.com
Subject: Re: 11 Front Street.
Hi Graham,

Yes it's their wishes. I've copied them now. They will respond here shortly.

Thanks.

On Dec 4, 2017, at 10:38 AM, Graham Scott
<GScott@stettler.net> wrote:
Hi Chris,

I see you are not a registered landowner. Is it the wishes of the registered landowners (Amy Greyell and Warren Taylor) for our Council to revisit this? I don't see them as copied on any of this correspondence.

By "beneficiary" I meant that you are benefiting to some extent from having your cistern and the building on that land, whereas others in the municipality are not able to utilize it to the same extent (especially if a portion is fenced off). Also, since it is MR, you do not pay taxes on that land. If you owned the MR, your property taxes would be higher.

Cheers,

Graham Scott
Summer Village of White Sands
(w) 403-742-8305
gscott@stettler.net
Professional Profile

From: Chris Greyell
[mailto:chris.greyell@gmail.com]
Sent: December-04-17 10:10 AM
To: Graham Scott
Subject: Re: 11 Front Street.

Thanks for the follow up.

I would appreciate a vote on this again. If they proceed to sell the MR surely there could be some sort of right-of-way on the land for future utilities and usage. I'm just throwing out ideas here, but is there a way to prevent certain things on that land, like road access? I just want my property to conform that's all.

When we spoke there were concerns of the garage permits but it was also mentioned that the inspection company back then, more or less up and left and that they didn't turn in all paperwork. There was no mention of siting whatsoever. No one seems to have known until after we had taken possession. If there was the deal wouldn't have proceeded so quickly. And believe me we tried to get an rpr from the seller, which he would not provide. But I got a signed addendum indicating he had all relevant permits and inspections for the garage.

Please explain what exactly being the beneficiary of that land means.

Also touching on non-confirming. Not only would it be trickier to sell, it devalues the property significantly...

Thanks for your time and talk soon,
Chris Greyell
403-708-0208

On Dec 4, 2017, at 8:42 AM,
Graham Scott <GScott@stettler.net>
wrote:

Hi Chris,

I can ask if Council would like to vote on this again. I agree, it is unfortunate that it was unnoticed. The only other way that I am aware of for the property to be conforming is if Council required the cistern and/or house to be moved.

I don't know the details of #45 Front St. other than it happened decades ago, was the decision of a past Council, and it looks like there was no roadway adjacent to the MR.

I have not seen a reason in conversation with the Mayor and our development officer why a fence would be a problem on the MR as it can always be removed if the village needed access. The stop sign is brand new, so hopefully folks will get used to it.

When myself and our development officer spoke to you we all seemed aware that there could be issues with the property regarding permits and siting. We recommended that any buyer should get a real property report. I was very surprised that you went ahead and bought the property soon after our conversation.

Currently you are the beneficiary of the MR property that your house and cistern are on, and yet that area does not add to your assessment and increase your property taxes. So with this financial "benefit" I don't see the Council decision to utilize an encroachment agreement as solely a financial penalty as you describe. Although, I can see how a non-conforming property would be trickier to sell.

At a later point, that MR could be crucial for village infrastructure (pathway, storm water, water, sewer, fiber cable, electricity, gas lines etc). With the village hall and other amenities just north of you that MR could be crucial for future needs. Also, the MR prevents unsafe accesses from cropping up. Although you may have no intention of making that intersection more dangerous and acting in a selfish manner, we don't know what future owners will do, and so we seek such MR's in subdivisions.

Thank you for bringing your concerns forward again.

Graham Scott
Summer Village
of White Sands
(w) 403-742-
8305
gscott@stettler.
net
Professional
Profile

From: Chris Greyell
[mailto:chris.greyell@g
mail.com]
Sent: November-27-17
2:53 PM
To: Graham Scott
Cc:
kathyandlorne@yahoo.c
a
Subject: 11 Front
Street.

Hello Graham,

I'm not sure if you recall, but we spoke a few times this past summer regarding this specific property that was listed for sale. Nothing was mentioned about the encroachment as apparently it has just come to light. We're still baffled as to how this big mistake happened in the first place and was only caught almost 10 years later!

Anyhow I would really appreciate if the sale of the MR land would be brought back to the table. As I understand council wants to move forward with an encroachment. I have just learned that this will mean my house is non-conforming. This effectively reduces the current value and future resale value of my property, and that's all in the hands of council. And my understanding is the only way for this to be conforming would be for the sale of the MR to us.

I had a look at the map and noticed that #45 Front Street's back lot line was significantly farther out than the rest of the lots. Further to my investigation the MR land was sold to that property owner. It's been done in the past so why can't it be done again?

The other concern I have is the road and the speed that many vehicles travel along it. As I mentioned in another email, people aren't obeying the stops signs or speed limits. To keep my kids and dog away from the road I wanted to put up a page wire fence, as things stand now that's a bit difficult with the way the house sits.

Selling the MR would solve all these problems and wouldn't financially penalize us like the current option. We're being penalized for past inspectors not doing their job. I understand council has the best interests of the village, however I am also a part of this village and currently this is negatively affecting me and my family in several different aspects.

Please reconsider the complete impact of the current decision, Thanks for your time.

Chris & Amy Greyell
403-708-0208
11 Front Street

<11 Front Street Encroachment Council Report.pdf>
<Oct18.pdf>



ALBERTA
INFRASTRUCTURE

*Office of the Minister
MLA, Calgary - Northwest*

20 December 2017

His Worship Lorne Thurston
Mayor
Summer Village of White Sands
PO Box 119
Stettler, AB T0C 2L0

DEC 29 2017

Dear Mayor Thurston:

It was a pleasure to connect with municipal leaders in November at the Alberta Association of Municipal Districts and Counties and the Alberta Urban Municipalities Association conventions.

Many municipalities indicated they had questions about phase two of the federal government's Investing in Canada Infrastructure Plan (ICIP). I committed to providing a fact sheet to all municipalities on what the Government of Alberta currently knows about ICIP funding and related processes.

I am pleased to provide you with a fact sheet about the Investing in Canada Infrastructure Plan. It outlines the four funding streams and cost-sharing requirements and provides information on the Canada Infrastructure Bank and our understanding of next steps. If you have questions about the Investing in Canada Infrastructure Plan, please submit them by email to Alberta.ICIP@gov.ab.ca.

I look forward to continuing our work on issues that are of importance to your community and Alberta.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sandra Jansen'.

Sandra Jansen
Minister

Attachment: The Investing in Canada Infrastructure Plan – What It Means for Alberta

cc: Graham Scott Chief Administrative Officer

The Investing In Canada Infrastructure Plan What It Means For Alberta



The \$180+ billion investing in Canada Infrastructure Plan will be delivered over 12 years. Of this, \$33 billion will be made available through bilateral agreements between Infrastructure Canada and each of the provinces and territories.

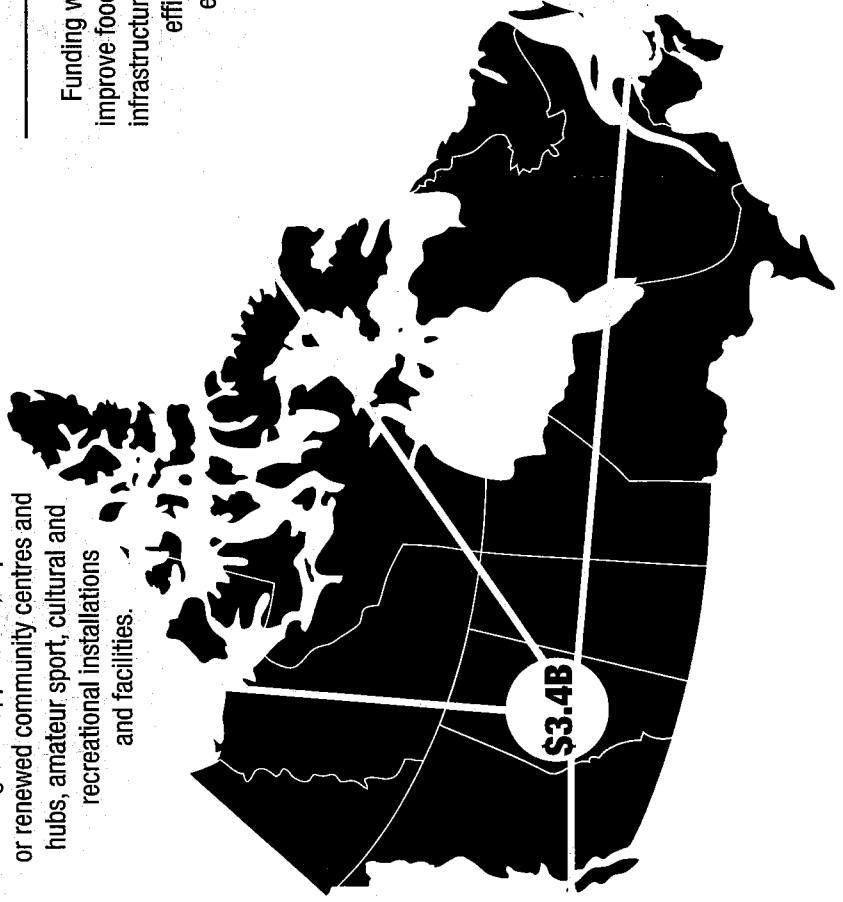
The Governments of Alberta and Canada are currently negotiating this Phase 2 bilateral agreement, expected to be signed in March 2018. **Alberta's allocation is \$3.4 billion for: Public Transit, Green Infrastructure, Community, Culture and Recreation and Rural and Northern Communities.**

COMMUNITY, CULTURE AND RECREATION

Funding will support new, expanded or renewed community centres and hubs, amateur sport, cultural and recreational installations and facilities.

RURAL AND NORTHERN COMMUNITIES

Funding will support projects that improve food security, local road or air infrastructure, broadband connectivity, efficient and reliable energy sources.



PUBLIC TRANSIT

Helping Canadian communities to improve and expand their existing public transit systems.

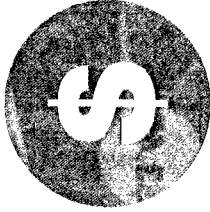
GREEN INFRASTRUCTURE

Consists of three separate sub-streams: Greenhouse Gas Mitigation; Adaptation, Resilience and Disaster Mitigation; and Environmental and Environmental Quality.

Cost Sharing

The federal government will provide cost-sharing for eligible projects up to the following:

- **Provincial:** maximum of 50 per cent for each project;
- **Municipal:** maximum of 40 per cent for each project. Provinces are required to cost-share on municipal projects at a minimum of 33.33 per cent of eligible costs;
- **Not-for-profit sector:** maximum of 40 per cent for each project;
- **Indigenous communities:** maximum of 75 per cent;
- **Private sector, for-profit owned:** maximum of 25 per cent (not eligible for the Community, Culture and Recreation stream);
- Under the Rural and Northern Communities stream, Canada will invest up to 50 per cent for provincial, municipal and not-for-profit projects.



The Canada Infrastructure Bank

The Canada Infrastructure Bank is a new tool that provincial, territorial, municipal and Indigenous government partners can use to access innovative financing for revenue-generating infrastructure projects. It aims to attract private and institutional investment to such projects in Canada, which will help public dollars go further by leveraging the capital and expertise of the private sector.



The Bank will invest \$35 billion from the federal government towards revenue-generating infrastructure projects that are in the public interest, with a focus on projects such as public transit systems, trade and transportation corridors, and green infrastructure.

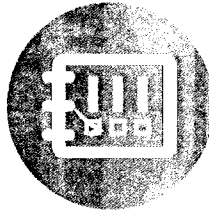
For more information on the Canada Infrastructure Bank, visit: <http://canadainfrastructurebank.ca/>

Next Steps on the Agreement

Alberta is responsible for identifying and submitting projects to the federal government, who will then determine approval. Alberta will work with municipalities and other partners to determine eligible projects to be submitted.

Projects will be prioritized based on the fiscal situation and provincial priorities and will be submitted after the agreement is signed in 2018.

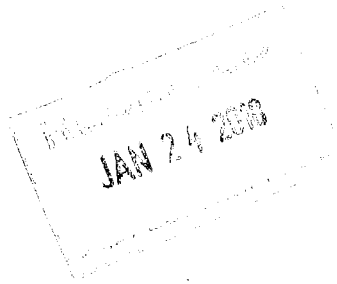
Interested municipalities are encouraged to work with applicable Ministries to identify and prioritize projects.



Questions?

Email us at alberta.icip@gov.ab.ca





January 19, 2018

Now that the Government of Alberta's Builder Licensing Program has officially launched, we know there will be questions surrounding the program, how it works and what it means for builders, municipalities and those who wish to purchase a new home. As such, we have prepared the enclosed brochure to answer some basic questions that builders and others in the residential building and development industry may have regarding the program.

The brochure contains a small sample of the much larger pool of information available on the Builder Licensing Program website at www.builderlicensing.alberta.ca. We will continue to update the website with new questions and answers and further information based on public feedback.

If you require more brochures, or if you have any questions regarding the program, please call us at 1-866-421-6929 or email us at builderlicensing@gov.ab.ca.

Sincerely,

Erin Black, Manager, Builder Licensing Program

Frequently Asked Questions

Q. How do I apply for a builder licence?

- Through an online application at www.builderlicensing.alberta.ca.

Q. What are the fees?

- An initial application costs \$600.
- Each renewal application costs \$500.

Q. How long is the licence valid?

- One year from the date of issue, unless otherwise stated by the Registrar.

Q. What happens on December 1, 2017?

- From that date forward, residential builders who plan to obtain building permits for new homes will need a licence.

Q. How will consumers know if a builder is licensed?

- The public registry will list all licensed builders in Alberta.

Q. Where can I go for more information?

- Web: www.builderlicensing.alberta.ca
- Email: builderlicensing@gov.ab.ca
- Phone: 1-866-421-6929

Key Dates

December 1, 2017 – Program requirements come into effect. Provisional licences are issued to existing builders with a clean record of compliance.

March 31, 2018 – All builders, including those with a provisional licence, are encouraged to apply for their licence before this date to avoid processing delays that could impact their business.

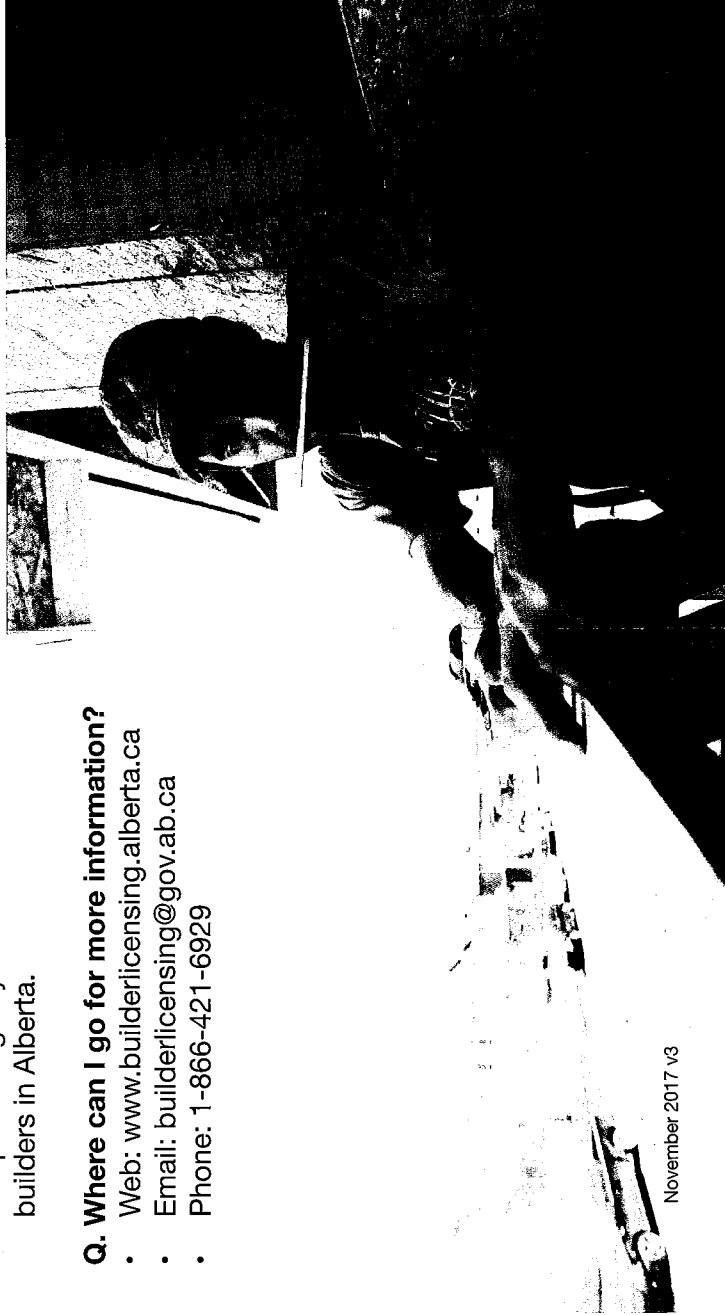
May 1, 2018 – Provisional licences expire. All builders must possess a licence to build new homes in Alberta.

Contact Us

Web: www.builderlicensing.alberta.ca

Email: builderlicensing@gov.ab.ca

Phone: 1-866-421-6929



Alberta Builder Licensing.

What You Need to Know

What's Changing?

Beginning December 1, 2017, all residential home builders are required to have a licence when they go to obtain a building permit for a new home. Builder licensing applies to the construction of new homes to which the *New Home Buyer Protection Act* applies, including condominiums.

Provisional Licence

Experienced builders who have built at least two new homes in the last two years may qualify for a temporary licence. There is no application required. This provides builders with additional time to submit their application for a full builder licence. **A provisional licence expires on May 1, 2018.**

Full Licence

New builders or existing builders who do not qualify for a provisional licence must apply for a full builder licence if they intend to build homes in Alberta after December 1, 2017. Applications can be submitted through the New Home Buyer portal beginning December 1, 2017. The licence fee is \$600 and is valid for one year, unless otherwise indicated. Licence renewal is \$500.

Owner Builder Authorization

Individuals planning to build their own home must apply to the Registrar for an Owner Builder Authorization, whether building with or without warranty. For more information, visit www.homewarranty.alberta.ca.

Information for Permit Issuers

Currently under the *New Home Buyer Protection Act*, a building permit cannot be issued unless appropriate warranty coverage or an exemption from the coverage requirement is in place on the property. That process remains in place, and beginning December 1, 2017, the permit applicant is also required to provide proof of a builder licence.

Permit issuers, accredited municipalities and accredited agencies can confirm an applicant's licence status by checking the applicant's Registrar's Certificate, their Certificate of Licence, as well as the builder registry at www.builderlicensing.alberta.ca.

Applying for a Builder Licence

Builders can apply for a licence online at www.builderlicensing.alberta.ca. The application will ask for:

- Basic business contact information, including contact information for directors
- List of associated building companies
- Proof of acceptance by a warranty provider
- Any history of fraud
- Any undischarged bankruptcies or arrangements under the *Companies' Creditors Arrangement Act* that have not been completed
- Building-related court proceedings
- Compliance record with safety and consumer protection legislation
- Photocopies of the driver's licences or government-issued identification associated with all company directors

Two Licence Classes

Builders can apply as either a developer or a general contractor, depending on what types of homes they intend to construct. Both may sell new homes directly to a consumer.

1. Licensed Developer

- A licensed developer typically builds residential projects with five or more dwelling units, such as condominiums.
- When the project requires the involvement of a coordinating registered professional, the builder is required to have a developer licence.
- A coordinating registered professional coordinates the design work and field review of the other registered professionals required to comply with the Alberta Building Code.

2. Licensed General Contractor

- A general contractor builds single-family homes or multiple-family dwellings up to four dwelling units.
- These residential buildings do not require a coordinating registered professional but may require the involvement of registered professionals for certain aspects of the building.

For more information, visit www.builderlicensing.alberta.ca