

MUNICIPAL GOVERNMENT ACT (MGA) IMPLEMENTATION CHECKLIST – 2019

January 2019

Financial Requirements March – July

By June 30

PROCESS REQUIREMENTS (immediate)

- ✓ Refer to oath of office extension deadline if needed
- ✓ Ensure no council member is performing employee duties
- ✓ Post public notice of all regular and special meetings
Ensure there are no secret votes
- ✓ Review drafting schedule to adopt necessary bylaws
Ensure council member disclosure statements are filed with CAO
- ✓ Open committee meetings to the public
- ✓ Designate a municipal office
- ✓ Develop and adopt a Code of Conduct policy for employee(s) - MGA section 86(2)(f)
- ✓ Identify or reconfirm accounting professional for audit (or review engagement)

STRATEGIC WORK FOR 2019

- Review municipal website:
 - Ensure provides for posting of notices and contains up to date information
 - Ensure maintenance and updating as needed (ie all meeting notices, required public documents)
- Review records management procedures
- Build Asset Management Plan:
 - Contact the Infrastructure Secretariat for training, tips and tools
 - Develop inventory & management plan

12 MONTH FISCAL YEAR

- **PUBLIC MEETING:** At least 2 weeks before Council's adoption of 2019-2020 Financial Plan
- **Mar 31:** Adopt 2019/20 Financial Plan (capital and operating budgets and 5 year capital plan with asset management plan), establish tax rates
- **Mar 31:** Submit tax rate info to Taxation
- **APR. 15:** Submit Financial Plan to Minister
- **JUN 30:** Receive 2018/19 reviewed/audited Financial Statements
 - Review engagement budgeted expenditures of less than \$62,500 (2018/19 only).
 - Full audit budgeted expenditures of \$62,500 or more (2018/19 only).
- **July 15:** Share Financial Statements with Mayor and Council
- **July 15:** Submit 2018/19 Financial Statements and Municipal Financial information Return (MFIR) to Minister
- **July 31:** Publish 2018/19 Financial Statements

Notify Provincial Tax Commissioner by December 31 if changing tax rate groups for 2020

Notify Provincial Tax Commissioner by September 30 if municipality is being restructured for 2020

REQUIRED BYLAWS

(By June 30, 2019)

- Procedural
- Code of Conduct
- Conflict of Interest
- Procurement (Regulation to include date due)

(Extension Dec. 2019)

- Records Retention and Disposal
- Access to Information and Protection of Privacy

BYLAWS ALSO REQUIRED WHEN THE MUNICIPALITY:

- Has more than one tax rate groups (comm'l & non-comm'l)
- Has or is establishing reserve funds
- Is borrowing funds
- Charges fees
- Provides grants
- Uses bylaw enforcement tickets
- Provides animal control
- Deals with noise, nuisance, or property maintenance.
- Regulates cosmetic pesticides
- Establishes a tourism accommodation levy
- Provides remuneration to council
- Proposes a change to council size
- Operates a public utility
- Shares services with another municipality

Ongoing through 2019 and beyond

ONGOING PROCESS REQUIREMENTS AND NOTES

- ✓ File certified copy of all approved non-planning bylaws with Minister (through Municipal Affairs)
- ✓ Advise Municipal Affairs of any vacancies on Council
- ✓ Advise Municipal Affairs of a change in CAO
- ✓ Council resignations require letter to CAO
- ✓ Leave of absence is required to run in federal or provincial elections
- ✓ Public notice provided of all council and committee meetings, even if it is a closed meeting
- ✓ By-elections required within six months of any resignation

LONGER TERM (begin preparations now)

- **2020** Full audit for all municipalities
- **2020** Emergency Management Program
- **2022** Municipal land use planning services;
- **2022** Accessible municipal office in municipality min. 20hrs/week

Last updated July 4, 2019