

# MUNICIPAL GOVERNMENT ACT (MGA) IMPLEMENTATION CHECKLIST

## Financial Requirements March – July

### PROCESS REQUIREMENTS

- ✓ Ensure no council member is performing employee duties
- ✓ Post public notice of all regular and special meetings
- ✓ Ensure there are no secret votes
- ✓ Ensure council member disclosure statements are filed with CAO
- ✓ Open committee meetings to the public
- ✓ Designate a municipal office (Dec 2022) (May be shared.)
- ✓ Develop and adopt a Code of Conduct policy for employee(s) - MGA section 86(2)(f)

### STRATEGIC WORK

- 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 Financial Plan

**Mar 31:** Adopt 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

**SEPT 30:** Receive reviewed/audited Financial Statements

**OCT 15:** Share Financial Statements with Mayor and Council

**OCT 15:** Financial Statements and Annual Municipal Information Return (AMIR) to Minister

**OCT 31:** Publish Financial Statements

*Notify Provincial Tax Commissioner by December 31 if changing tax rate groups for future years*

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

### REQUIRED BYLAWS

- Procedural
- Code of Conduct
- Conflict of Interest
- Procurement (TBD)
- Records Retention and Disposal
- Election
- Access to Information and Protection of Privacy

### BYLAWS ALSO REQUIRED WHEN THE MUNICIPALITY:

- Has more than one tax rate groups (commercial I & non-commercial)
- 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 PROCESS REQUIREMENTS AND NOTES

- ✓ File certified copy with Minister (through Municipal Affairs) of all approved non-planning bylaws with Minister
- ✓ 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)

- ✓ **2021** Emergency Management Program
- ✓ **2022** Accessible municipal office min. 20hrs/week **(May be shared.)**
- ✓ **2023** Municipal land use planning services