

MAP

Alberta

Municipal Affairs

MUNICIPAL ACCOUNTABILITY PROGRAM

OBJECTIVE

To collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities.

HIGHLIGHTS

Designed to support municipalities by helping to understand legislative requirements.

Assisting CAOs in confirming the areas where they are doing well, and identifying any areas of concern to avoid concerns from developing into significant problems.

A proactive approach with the ministry working collaboratively with CAOs to develop a report for the CAO that will contain recommendations and resources.

SUMMARY

The Municipal Accountability Program (MAP) will review municipal processes and procedures to help develop knowledge of mandatory legislative requirements. This will support municipalities with their legislative compliance.

The MAP will consist of multi-year cycle reviews, ordered by the Minister under Section 571 of the *Municipal Government Act*. Municipalities with populations of 5,000 or less will participate in the MAP.

The primary contact for the ministry will be the chief administrative officer (CAO). Ministry staff will co-ordinate the visit with the CAO and make document requests through the CAO, or their designate. The attached sample checklist provides examples of the type of information that will be reviewed.

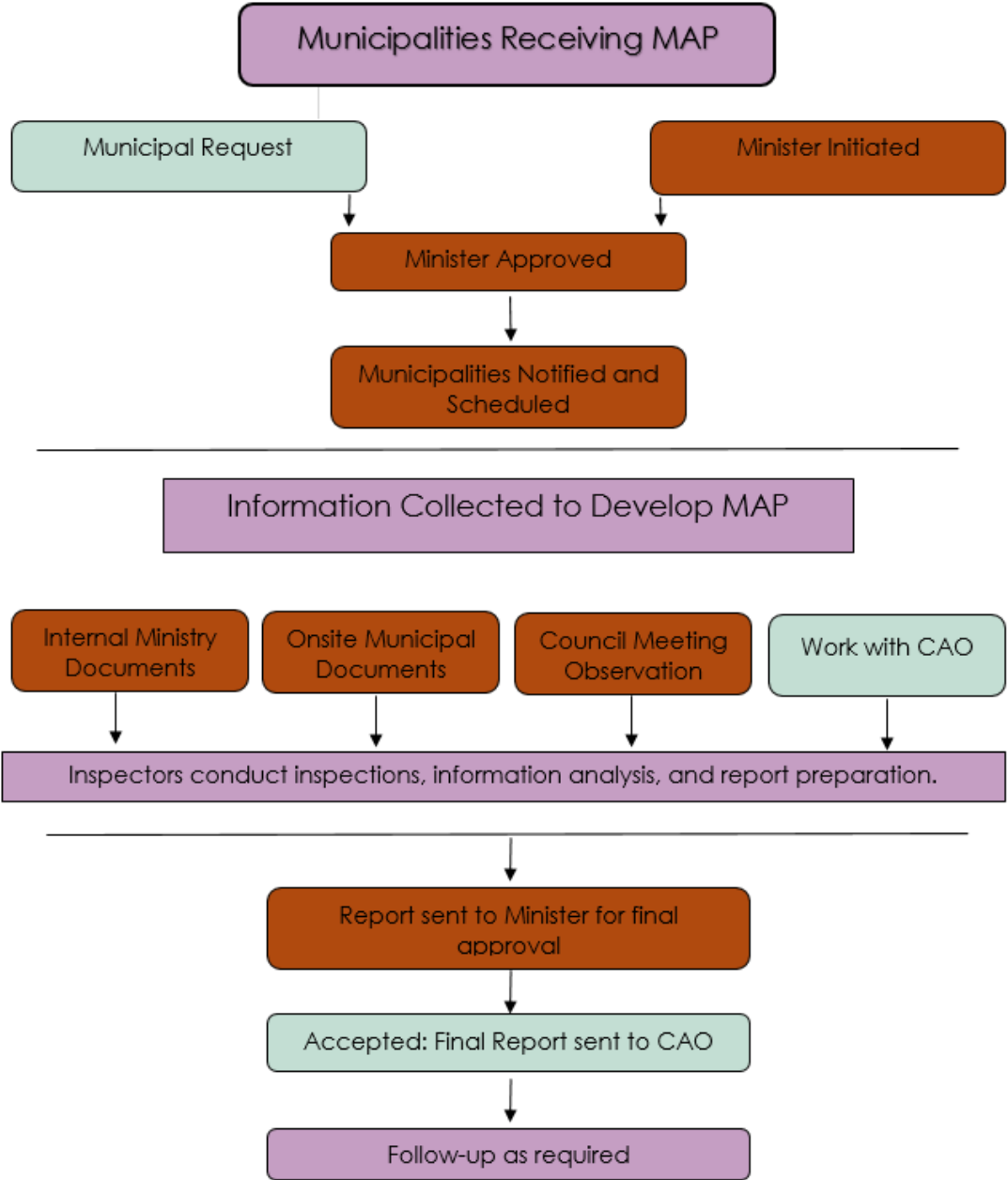
Working collaboratively with the CAO, a customized 'MAP' report will be provided to the CAO, which will identify areas of compliance, as well as include recommendations and resources to assist in remedying any legislative inconsistencies that may exist.

Continued proactive contact, support, and relationship building will be maintained throughout the four-year cycle with each municipality as needed or as requested, regardless of compliance status.

There is no cost to municipalities participating in the MAP.

Interaction with elected officials will be limited to a presentation explaining the attached MAP Process and attendance at a council meeting to confirm legislative meeting requirements are met.

MAP





While not a complete or exhaustive list, following is a sample of what items could be reviewed and assessed as part of the MAP process.

Bylaw review

- Mandatory
 - Code of Conduct
 - CAO
 - Borrowing
 - Property Tax Rate
 - Subdivision Authority and Development Authority
 - Subdivision and Development Appeal Board
 - Municipal Development Plan
 - Land-use Bylaw
 - ICF's
 - Emergency Advisory Committee
- Discretionary
 - General review (Procedural, Tax penalties, Animal Control, Utilities, etc.)

Policy review

- Public Participation
- Budget
- Operational and Capital Plans
- Municipal Emergency Plan

Procedure review

- Reporting
 - Financial and Statistical Information Returns
 - Financial Reporting to Council
- Tax
 - Tax Notices
 - Tax Recovery
 - Tax Agreements
 - Penalties
- Administration
 - CAO Evaluation
 - Document Security
 - Elections
 - Petitions
 - Advertising
- Meeting Procedures
 - Adoption of minutes
 - In accordance with procedural bylaw (if it exists)
 - Closed meetings
 - Council minutes-content
- Planning
 - Development permits
 - Appeals
- Notifications