

TOWN OF ECKVILLE-COUNCIL AGENDA

Monday, September 8, 2025

Town Office Council Chambers Eckville, AB 6:00 pm

(Councillors may attend via electronic means)

- | | | |
|--|-------|---|
| 1. CALL TO ORDER | 1.1 | |
| 2. DELEGATIONS/PUBLIC HEARING | 2.1 | |
| 3. AGENDA | 3.1 | Additional Agenda Items |
| | 3.2 | Adoption of Agenda |
| 4. MINUTES | 4.1 | Regular Council Meeting Minutes – August 11, 2025 pg. 1-4 |
| 5. ACTION ITEMS | 5.1 | Agreement for Millenium Park pg. 5-14 |
| | 5.2 | |
| 6. BYLAWS, POLICIES | 6.1 | Land Use Bylaw Amendment #805-25 pg. 15-16 |
| | 6.2 | Council Code of Conduct Repealing Bylaw #806-25 pg. 17 |
| 7. REPORTS | 7.1 | Management Report – September 8, 2025 pg. 18-20 |
| | 7.2 | Financial Report-AP Report- August 18 to Sept 3, 2025 pg. 21-26 |
| | 7.3-A | 2024-25 Municipal Accountability Program Report pg. 27-96 |
| | 7.3-B | Response Letter to Accountability Report pg. 97-112 |
| 8. COMMITTEE, BOARD REPORTS | 8.1 | |
| 9. CORRESPONDENCE, INFORMATION | 9.1 | Municipal Affairs Engagement Team pg. 113-114 |
| 10. CONSENT AGENDA | 10.1 | |
| 11. SEMINARS, MEETINGS SPECIAL EVENTS | 11.1 | |
| 12. CLOSED SESSION | 12.1 | Section 24: Advice from Officials |
| 13. COMMITTEE OF THE WHOLE | 13.1 | |
| 14. ADJOURNMENT | 14.1 | |

Mtg. Date Sept 8, 2025

Agenda Item 4.1

TOWN OF ECKVILLE – COUNCIL MINUTES

Monday, August 11, 2025
Eckville Town Office, 5023 – 51 Avenue, Eckville, Alberta
(The meeting was available via electronic means)

1. Call to Order

1.1 Mayor Ebden called the meeting to order at 6:00 p.m.

Present: Mayor Ebden
Councillor Engen
Councillor Meyers
Councillor Pacholek
Councillor Palm-Fraser
Councillor See (joined by electronic means)
Councillor Thoreson (joined by electronic means)

Absent

Present:
Staff: CAO, Jack Ramsden, Recording Secretary, Heather Allen.

Press: None Present

Gallery: None

2. Delegations/Public Hearings

2.1 None

3. Agenda

3.1 Additional Agenda Items - None

3.2 Adoption of Agenda

Res. 213.2025

Moved by Councillor Pacholek that the agenda be adopted as presented. **Carried Unanimously.**

4. Minutes

4.1 Regular Council Meeting Minutes – July 14th, 2025

Res. 214.2025

Moved by Councillor See that the minutes of the July 14th, 2025 Council Meeting be approved as presented. **Carried Unanimously.**

5. Action Items

5.1 RFD – 2025 Compensation Agreement – Wastewater Lagoon

Res. 215.2025

Moved by Councillor Engen that the Town of Eckville enter into a new Compensation Agreement with the owner of P.T. S.W. 22 – 39 -3 -W5th MERIDIAN which will provide annual compensation for seepage and flooding that might be caused by the Town's wastewater lagoons, for a period of three years. **Carried Unanimously.**

5.2 RFD – Kristina Martinek – Certificate

Res. 216.2025

Moved by Councillor Palm – Fraser that Eckville Town Council offer its official congratulations to Kristina Martinek for being awarded the “National Advanced Certificate in Local Authority Administration Level 1” from the University of Alberta. **Carried Unanimously.**

5.3 RFD – Collaboration to Protect the Medicine River Watershed.

Res. 217.2025

Moved by Councillor Engen that the Town of Eckville Administration collaborate with Lacombe County, Clearwater County and other municipalities on options for Medicine River Watershed projects that provide stewardship and protection of that vital ecosystem. **Carried Unanimously.**

5.4 RFD – Fencing for Millenium Park.

Res. 218.2025

Moved by Councillor Engen that the Town accept the bid from Rite-Way Fencing in the amount of \$17, 319.63 to remove the existing perimeter fence around the Millenium Park and replace it with 742’ of new 5’ high black chain link fence, complete with two double swing gates. **Carried.**

Councillor Palm-Fraser left the meeting. Time 6:30pm, Returned 6:32pm

5.5 RFD – Additional Voting Stations for 2025 General Election.

Res. 219.2025

Moved by Councillor Pacholek that the Town of Eckville hold an Advance Vote for the 2025 Municipal Election on Thursday, October 9, 2025 from 6:00 pm to 8:00 pm and on Saturday, October 18, 2025 from 12:00 pm to 2:00 pm at the Eckville Community Centre. **Carried Unanimously.**

Res. 220.2025

Moved by Councillor Meyers that the Town of Eckville hold an Institutional Vote for residents of the Eckville Manor Lodge for the 2025 Municipal Election on election day, Monday October 20, 2025 from 10:00 am to 11:30 am. **Carried Unanimously.**

Res. 221.2025

Moved by Councillor Palm-Fraser that the Town of Eckville provides for an Elector Assistance at Home vote for the 2025 Municipal Election in order to take the votes of electors unable to attend the voting station on election day due to a physical incapacity on Monday, October 20, 2025, from 1:30 pm to 3:30pm. **Carried Unanimously.**

5.6 Water Treatment Plant Loan Rate Renewal

Res. 222.2025

Moved by Councillor Engen that the Rate Renewal Option provided by ATB Financial of a three (3) year term at 5.87% for the Town of Eckville Water Treatment Plant Borrowing Bylaw 768-20 be accepted. **Carried Unanimously.**

5.7 Closing Date for Lot Sales – Discussion

- 6. Bylaws, Policies**
- 6.1** Bylaw 804-25 Municipal Borrowing Bylaw
- Res. 223.2025** Moved by Councillor Meyers that Bylaw 804-25 be given first reading. **Carried Unanimously.**
- Res. 224.2025** Moved by Councillor Pacholek that Bylaw 804-25 be given second reading. **Carried Unanimously.**
- Res. 225.2025** Moved by Councillor See that Bylaw 804-25 be presented for third and final reading. **Carried Unanimously.**
- Res. 226.2025** Moved by Councillor Thoreson that Bylaw 804-25 be given third and final reading. **Carried Unanimously.**
- 7. Reports**
- 7.1** Management Report August 11th 2025
- Res. 227.2025** Moved by Councillor Pacholek that a Request for Tender Proposal be put out for milling and asphalt overlay on 51st Avenue from 48th Street to 49th Street and Walking Trail connections from 50th Avenue. **Carried Unanimously.**
- Res. 228.2025** Moved by Councillor Meyers that the Management report for August 11th, be accepted for information. **Carried Unanimously.**
- 7.2** Financial Report-AP Report July 19th – 25th & August 7th, 2025
- Res. 229.2025** Moved by Councillor See that Financial Report-AP Report July 19-25 & August 7, 2025, be accepted for information. **Carried Unanimously**
- 8. Committee & Board Reports**
- 8.1** None
- 9. Correspondence, Information Items**
- 9.1** ATB loans paid in full
- 9.2** Fortis Next Generation AMI Program
- Res. 230.2025** Moved by Councillor Thoreson that the Correspondence and Information items be accepted as information. **Carried Unanimously.**
- 10. Consent Agenda**
- 10.1** RCMP Commanding Officer letter
- 10.2** July Solar Lighting Report.
- Res. 231.2025** Moved by Mayor Ebdon that the Consent Agenda items be accepted as information. **Carried Unanimously.**
- 11. Seminars, Meetings, Special Events**
- 11.1** Town of Penhold Fall Festival invitation.
- Res. 232.2025** Moved by Councillor Pacholek that the Seminars, Meetings and special events items be accepted as information. **Carried Unanimously.**

Mayor Ebdon called for a five minute recess. Time 8:08 pm. The meeting reconvened at 8:14 pm.

12. Closed Session

12.1 Section 23: Local public body confidences &
Section 24: Advice from Officials.

Res. 233.2025

Moved by Councillor Meyers that the meeting move into closed session, excluding all persons except Council Members, and the CAO to discuss an item with respect to Section 23: Local Public body confidences and Section 24: Advice from Officials. Time 8:14 p.m. **Carried Unanimously**

Res. 234.2025

Moved by Councillor Pacholek that the meeting revert back to open session. Time 9:06 p.m. **Carried Unanimously.**

Res. 235.2025

Moved by Councillor Palm-Fraser that Town of Eckville make application to formally become a member of the Sylvan Lake Regional Water/Wastewater Commission. **Carried Unanimously.**

Councillors See and Thoreson left the meeting at 9:00 p.m.

Res. 236.2025

Moved by Councillor Pacholek to approve the proposed Terms of Reference for the proposed Community Services Department. **Carried Unanimously.**

**13. Committee of the
Whole**

13.1 None

14. Adjournment

14.1

Res. 237.2025

Mayor Ebdon adjourned the meeting. Time 9:15pm. **Carried Unanimously.**

Mayor

CAO

THIS AGREEMENT MADE IN DUPLICATE THIS ____ DAY OF _____, 2025

BETWEEN:

Mtg. Date Sept 8, 2025
Agenda Item 5.1

**THE BOARD OF TRUSTEES OF
WOLF CREEK SCHOOL DIVISION**
(hereinafter referred to as the "Board")

Of the First Part

- and -

THE TOWN OF ECKVILLE
(hereinafter referred to as the "Lessee")

Of the Second Part

WHEREAS the Board is the owner of that certain parcel of land situated comprising the Eckville Junior Senior High School in the Town of Eckville, in the Province of Alberta, more particularly described as:

PLAN 4461 HW
LOT B
CONTAINING .29 HECTARES (.72 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

(the "Lands")

subject to such encumbrances as are notified by memorandum underwritten or appearing on the certificate of title therefore;

AND WHEREAS the Lessee wishes to extend the lease of a portion of the Lands for the purpose of constructing and operating a Playground Structure to be maintained and supervised at the Lessee's sole expense upon the terms and conditions contained herein;

NOW THEREFORE in consideration of the rents, covenants and agreements hereinafter reserved and contained on the part of the Lessee to be paid, observed, performed and fulfilled, the Board and the Lessee agree as follows:

1. PREMISES

- 1.1 The Board does demise and lease unto the Lessee that portion of the Lands outlined in red in Schedule "A" which is attached hereto and forms part of this Agreement, and is hereinafter referred to as the "Leased Premises."

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2. **TERM**

- 2.1 The term of this Lease shall be for a period commencing on the 1st day of January, 2025 and to be fully completed and ended on the 31st day of December, 2040 (the "Term").

3. **RENT**

- 3.1 The Lessee covenants and agrees to pay to the Board a lump sum rent for the Leased Premises in the amount of FIFTEEN DOLLARS (\$15.00) the receipt and sufficiency of which is hereby acknowledged.

4. **INSPECTION AND MAINTENANCE**

- 4.1 The Lessee shall conduct semi-annual maintenance and inspection of the Leased Premises and the fencing to ensure that the Playground Structure is safe for use by the general public and is free of disrepair and hazards including, but not limited to, gaps, cracks, and foreign materials.
- 4.2 In the event that the inspection reveals disrepair or a hazard, the Lessee shall immediately close and secure the Playground Structure and take steps to repair the Playground Structure and remove the hazard. The Playground Structure may only be re-opened upon the repair of the Playground Structure and removal of the hazard.
- 4.3 The Lessee shall document all maintenance and inspections of the Playground Structure and provide a copy of such records to the Board when requested by the Board.

5. **UTILITIES**

- 5.1 The Lessee shall pay all charges for utilities servicing the Leased Premises, including all charges for light, power, phones, cable, gas and water.
- 5.2 The Lessee shall be responsible for and shall pay any business tax, license fees and other rates, taxes or charges levied, rated or charged in relation to the Lessee's occupation of the Leased Premises.

6. **TAXES**

- 6.1 The Lessee is responsible for payment of all taxes relating to any local improvement charges, business taxes or similar rates and taxes which may be levied or imposed upon the Leased Premises or the business or activity carried on in the Leased Premises, and also all other rates and taxes which are or may be payable by the Lessee as a tenant and occupant of the Leased Premises.

7. **USE**

- 7.1 The Leased Premises shall be used and occupied by the Lessee solely for the purpose of constructing, operating, supervising and maintaining the Playground Structure.
- 7.2 The Lessee shall not carry on or suffer or permit to be carried on any undertaking which, in the Board's reasonable opinion, is dangerous, or bring or keep anything upon the Leased Premises which in the Board's reasonable opinion is dangerous, or which shall cause any insurance on the Playground Structure to be or become void or voidable or which would increase the premium rate of insurance on the said Playground Structure or on property or contents kept therein, whether owned by the Board or Lessee; or conflict with the laws relating to fire, or with any insurance policy upon the said Playground Structure or any part thereof and to promptly comply with any order or regulation issued by any competent provincial, municipal, or federal government authority or on account of, or applying to, the occupancy of the Leased Premises.

8. **SIGNS**

- 8.1 The Lessee may erect a sign on the leased area related to the Playground Structure. Said sign must comply with any bylaw or other legislative requirements and have prior approval of the Board, said approval not to be unreasonably withheld.
- 8.2 Any signage attached to the Leased Premises or placed on the Lands shall be removed on termination or expiration of the Lease, and the Lessee shall be responsible for any costs for repair of damages related to removal of said sign or signs.

9. **GARBAGE**

- 9.1 The Lessee shall not allow any refuse, garbage or other loose or objectionable material to accumulate in or about the Leased Premises, and shall keep the Leased Premises in a clean and wholesome condition and further, the Lessee covenants that it shall make proper disposal of all garbage and other waste materials.

10. **GROUND**

- 10.1 The Lessee shall be solely responsible for the Lessee's costs for timely and complete

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snow removal respecting all sidewalks and walkways surrounding the Leased Premises.

- 10.2 The Lessee shall be responsible for structural maintenance and repairs in respect of the Leased Premises and Playground Structure.

11. LOCKS

- 11.1 The Lessee shall be responsible for the cost of providing and changing any locks to any portion of the Leased Premises, including the cost of keys.

12. ASSIGNMENT

- 12.1 The Lessee shall not assign this Lease or any part thereof without first receiving the prior written approval of the Board, which consent may be unreasonably withheld.

13. INSURANCE

- 13.1 The Lessee shall maintain third party liability insurance in an amount no less than \$5,000,000.00 per occurrence, and said insurance shall insure the Board and Lessee against all sums which the Lessee may become obliged to pay as damages by reason of injury to or death of persons or damage to or destruction of property in and upon the Leased Premises. The Lessee shall be responsible to maintain insurance coverage in appropriate amounts in respect of the contents of the Leased Premises.
- 13.2 The said policy or policies of insurance shall name both the Board and the Lessee as being the "insureds" and shall provide coverage for any and all liability assumed herein by the Lessee, and shall provide that the inclusion of more than one named insured shall not affect the rights of any named insured against any other name insured. The Lessee shall, during each and every year of the said term, provide the Board with written evidence that the required insurance is in force.
- 13.3 The Lessee shall provide proof of insurance upon demand to the Board, within five (5) business days of such a request being made. Failure to provide proof of such insurance shall be considered to place the Lessee in default under the terms and conditions of this Agreement.

14. LIABILITY OF BOARD

- 14.1 The Board shall not be liable for any damage or injury or death to any person or property including the persons and property of the Lessee, its servants, agents, customers, invitees and licensees, on the Leased Premises from any cause whatsoever.

15. INDEMNIFICATION

- 15.1 The Lessee shall indemnify and save harmless the Board, its servants, officials, agents, and employees against all liabilities, costs, damages, losses, fines, suits, claims, demands and actions or causes of action of any kind on a solicitor-client full indemnity basis, including, but not limited to, negligence howsoever arising, for injuries to persons or loss of life or damage to property for which the Board may become liable or suffer by reason of or arising out of or connected with any negligence, non-compliance with or breach of laws or bylaws or the terms, covenants and provisos of this Lease.
- 15.2 The Lessee acknowledges that it has viewed the Leased Premises and conducted any assessments that it has deemed necessary regarding the suitability of the Leased Premises. The Board makes no representations or warranties regarding the suitability of the Leased Premises for the Lessee's use.
- 15.3 The Lessee acknowledges and agrees to be liable and responsible for the cost to clean up, remediate or otherwise deal with any health or environmental condition, including, but not limited to, the condition of the air, contamination, substances, chemicals metals, materials or hazardous or solid wastes respecting the Leased Premises whether determined to be pre-existing or not. The Lessee acknowledges that it shall bear the responsibility to take the necessary steps to ensure that the Leased Premises is acceptable for the Lessee's intended use and that the Board bears no responsibility for the condition of the Leased Premises or for any remediation that may be required from a health or environmental perspective or that the Lessee might otherwise deem necessary.

16. PROTECTION OF PRIVACY

- 16.1 The Lessee acknowledges that the *Protection of Privacy Act*, SA 2024, c P-28.5 and *Access to Information Act*, SA 2024, C A-1.4, as amended (the "Acts") applies to all information and records relating to, or obtained generated collected or provided under or pursuant to the Agreement and agrees to abide by the Act with respect to all records containing information regarding the Board, its elected officials, employees, volunteers, agents, and students.

17. ALTERATIONS

- 17.1 The Lessee shall not erect any partitions nor make any alterations in or additions to the Leased Premises without the prior written approval of the Board.

18. QUIET ENJOYMENT

- 18.1 The Board covenants with the Lessee that upon the Lessee paying the rent hereby reserved and performing and observing the Lessee's covenants and agreements

herein contained, the Lessee shall and may peaceably possess, occupy and enjoy the Leased Premises for the term hereby granted.

19. DAMAGE TO PREMISES

19.1 If the Playground Structure or the Leased Premises are, at any time during the term hereof, damaged or destroyed by fire, lightning, tempest, acts of God or the Queen's enemies or of the Board, its servants, agents, or workmen or any additional perils, from time to time, and, as a result, the Leased Premises are rendered unfit for the Lessee's use, the Lessee shall close, secure and lock the Playground Structure. The Lessee shall either, at its sole expense:

19.1.1 rebuild the Playground Structure to a condition satisfactory to the Board; or

19.1.2 remove the Playground Structure and remediate the Leased Premises to a grassed and graded condition satisfactory to the Board thereby terminating the Agreement.

20. ENTRY UPON PREMISES AND REPAIRS

20.1 The Board or his agent or agents may at all reasonable times during the said term enter upon the Leased Premises and view the state of repair thereof, and may give the Lessee notice of any repairs and maintenance required and the Lessee shall within a reasonable time, bearing in mind the nature of the damage or want of repair and maintenance and the availability of materials and workmen, commence and diligently proceed to well and sufficiently repair and make good the same.

20.2 Upon the Lessee receiving notice of any repairs and maintenance, the Lessee shall close, secure and lock the Playground Structure until the repairs and maintenance are completed to the satisfaction of the Board.

21. TERMINATION

21.1 If the Lessee fails to pay any rent due under this Lease, or if the Lessee fails to observe or perform any other terms, covenants or conditions of this Lease, or if the Leased Premises are used for any other purpose than that for which the same are demised as hereinbefore provided, the Board may at its option terminate this Lease upon thirty (30) days written notice to the Lessee and may, in the interim, close, secure and lock the Playground Structure at its discretion. Should the Board provide the Lessee with written notice of its intention to terminate the Lease for any of the reasons hereinbefore stated, the Lessee shall have thirty (30) days upon receipt of the written notice to rectify the default and upon rectifying the default to the satisfaction of the Board, the termination of the Lease shall be deemed to be waived by the Board and the Lessee shall be entitled to continue to occupy the Leased Premises pursuant to this Lease.

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21.2 This Lease Agreement may also be terminated:

21.2.1 at any time by the mutual agreement of both parties, said agreement to be in writing and signed by both parties;

21.2.2 by the Board providing the Lessee with twelve (12) months' written notice;

21.2.3 in the event that the Board declares its intent to close the Eckville Junior Senior High School, in which case the Board shall give notice to the Lessee to allow the Lessee to occupy the Leased Premises until the end of the existing school year; or

21.2.4 upon written request of Alberta Education to terminate this Agreement.

21.3 Upon termination of this Agreement, the Lessee shall remove the Playground Structure and remediate the Leased Premises to a grassed and graded condition satisfactory to the Board.

22. AMENDMENT

22.1 This Lease shall not be or be deemed or construed to be modified or amended except by an instrument in writing signed by the parties hereto, specifically asserting that the Lease is thereby amended.

23. LIENS

23.1 The Lessee shall not suffer or permit any lien or other charge to be filed or registered against the Leased Premises or Lands, or any fixtures or improvements on the Lands by reason of work, labour, services or materials supplied, or claimed to have been supplied to the Lessee or anyone holding any interest in any part thereof through or under the Lease. If any such lien shall at any time be filed or registered, the Lessee shall procure its discharge within ten (10) days after the lien has come to the notice or the knowledge of the Lessee. The Board may, but shall not be obliged to procure a discharge of any lien filed or registered at any time if in the Board's judgment the lands or Leased Premises, or the Board's building or any part thereof or the Board's interest therein become liable to any forfeiture or sale or otherwise in jeopardy, and any amount paid by the Board in so doing, together with reasonable costs and expenses of the Board, shall be reimbursed to the Board by the Lessee on demand together with interest at the rate of two percent (2%) per month from the date incurred until paid, and may be recovered as rent in arrears. Nothing herein contained shall preclude the Lessee from discharging any lien through the appropriate proceedings which preserve the Lessee's right to afterwards contest the validity of such lien.

24. ENTIRE AGREEMENT



24.1 This Agreement consists of the entire agreement between the parties such that except as herein expressly set forth there are no representations or warranties by either party with respect to this Lease or the Leased Premises.

25. WAIVER

25.1 Failure of the Board to insist upon performance of any of the covenants or conditions of this Lease or to exercise any right or option herein contained shall not be construed as a waiver or relinquishment of any such covenant, condition, right or option, but the same shall remain in full force and effect. The Lessee undertakes and agrees and any person claiming to be a sub-tenant or assignee undertakes and agrees, that the acceptance by the Landlord of any rent from any person other than the Lessee shall not be construed as a recognition of any rights not herein expressly granted, or as a waiver of any of the Board's rights, or as an admission that such person is, or as a consent that such person shall be deemed to be, a sub-lessee or assignee of this Lease, irrespective of whether the Board or said person claims that such person is a sub-lessee or assignee of this Lease. The Board may accept rent from any person at any time without in any way waiving any right under this Lease.

26. NOTICE

26.1 Any notice may be served under this Lease upon the Board by personal service or by mailing the same in a prepaid registered letter addressed to the Board at:

Wolf Creek Public Schools
6000 Highway 2A
Ponoka, AB T4J 1P6

Attention: Secretary-Treasurer

or at such address as the Lessee may be notified in writing.

Any notice required to be given to the Lessee shall be sufficiently given by personal service or by mailing the same in a prepaid registered letter addressed to the Lessee at:

Town of Eckville
Box 578
Eckville, AB T0M 0X0

Attention: Chief Administrative Officer

or at such address as the Board may be notified of in writing.

26.2 Such notice shall be deemed to have been received by the Board or the Lessee

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respectively on the date on which it shall have been so delivered or seven (7) days after it is so mailed.

27. SEVERABILITY

27.1 If any term or condition of this Lease is determined to be invalid or unenforceable to any extent, the remaining terms and conditions shall not be affected thereby, and each of the remaining terms and conditions shall be valid and enforceable to the fullest extent permitted by law.

28. TIME OF THE ESSENCE

28.1 It is further understood and agreed that time shall be deemed of the essence in this Lease.

IN WITNESS WHEREOF the Board and the Lessee have caused this Lease to be duly executed the day and year first above written.

**THE BOARD OF TRUSTEES OF
WOLF CREEK SCHOOL DIVISION**

Per: _____

Per: _____

THE TOWN OF ECKVILLE

Per: _____

Per: _____

North By NE 1/4 Sec. 16

SURVEYED ROAD P.W.D 6



TOWN OF ECKVILLE

BYLAW No. 805-25

LAND USE BYLAW AMENDMENT

A Bylaw of the Town of Eckville in the Province of Alberta to amend Bylaw No. 729-15 of the Town of Eckville known as Town of Eckville Land Use Bylaw.

WHEREAS it is deemed necessary and expedient to amend the present Land Use Bylaw No. 729-15,

AND WHEREAS pursuant to the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto,

NOW THEREFORE the Council of the Town of Eckville duly assembled enacts and approves amendments to the Land Use Bylaw as follows:

BY AMENDING

SECTION 2.11 DEVELOPMENT PERMIT APPEALS

By deleting:

- (b) Or by any person claiming to be affected by an order, decision or Development Permit made or issued by a Development Authority.

An appeal to the SDAB commenced by filing a written notice of the appeal containing reasons, with the ADAB with fourteen (14) consecutive days,

And by adding:

- (b) Or by any person claiming to be affected by an order, decision or Development Permit made or issued by a Development Authority.

An appeal to the SDAB is commenced by filing a written notice of the appeal, containing reasons, with the ADAB with twenty-one (21) consecutive days,

THAT this Bylaw shall take effect upon final passing thereof.

READ A FIRST TIME this ____ day of September 2025.

Mayor

CAO

READ A SECOND TIME this _____ day of September 2025.

Mayor

CAO

READ A THIRD AND FINAL TIME this _____ day of _____ 2025.

Mayor

CAO

TOWN OF ECKVILLE

BYLAW No. 806-25

COUNCIL CODE OF CONDUCT REPEALING BYLAW

A BYLAW OF THE TOWN OF ECKVILLE IN THE PROVINCE OF ALBERTA TO REPEAL COUNCIL CODE OF CONDUCT BYLAW NO. 744-18.

WHEREAS with the passage of Municipal Affairs Statutes Amendment Act, 2025, there is no longer a requirement to adopt a code of conduct bylaw and any code of conduct bylaw adopted by a municipality has been automatically repealed.

AND WHEREAS Town of Eckville wishes to formally repeal Council Code of Conduct Bylaw No. 744-18.

AND WHEREAS the Municipal Government Act, RSA 2000 and amendments thereto, provides municipalities the power to repeal a bylaw.

NOW THEREFORE the Council of the Town of Eckville duly assembled enacts as follows:

- 1) This bylaw shall repeal Council Code of Conduct Bylaw No. 744-18.

EFFECTIVE DATE

- 2) This Bylaw shall come into effect upon final passing thereof.

READ A FIRST TIME THIS _____ DAY OF _____, 2025

READ A SECOND TIME THIS _____ DAY OF _____, 2025

UNANIMOUS CONSENT GIVEN FOR THIRD AND FINAL READING THIS _____ DAY OF _____, 2025.

READ A THIRD AND FINAL TIME THIS _____ DAY OF _____, 2025

Mayor

CAO

**MANAGEMENT REPORT
TO ECKVILLE TOWN COUNCIL**

September 8, 2025

Mtg. Date Sept 8, 25
Agenda Item 7.1

Current Activities:

- **Proposed Industrial Subdivision on 57 Avenue:** – As previously noted, the subdivision application has been extended for a second time to allow for the sending and receipt of notices to adjoining landowners and to provide additional time for discussions on items such as the provision of municipal reserves. I would hope to discuss this matter with you at the September 8th council meeting.
The Developer and his lawyer have scheduled a remote meeting with BTG and their lawyer in the next week or so to discuss the relocation of an active pipeline which needs to be moved in order for the project to proceed. I have been invited to sit in on the meeting and hope to be able to schedule the time. We will keep you informed.
- **ATCO Gas Franchise Renewal Bylaw:** Assuming that there are no formal objections, the bylaw will be brought back to Council to be considered for second and final readings before the upcoming general elections.
- **Lot Sales:** As previously noted, Larchwood Homes has completed the basement on Lots 25 and 26 and the main floor decking is on each basement. We are assuming that their framing crew will be in soon to work on both homes. We are waiting for Larchwood Homes to drop off the signed copies of our purchase agreements on Lots 23 & 24 so that we can deliver them and the deposit cheques to our Lawyer's office in Red Deer.
We still have two individuals who are interested in purchasing lots in Westview Manufactured Home Subdivision. It looks like we may be signing a purchase agreement on one of the lots with in the next week, and we are still working on the second sale.
- **Effluent Release:** We have been back and forth with Baytex Energy on their proposed purchase of our effluent. Unfortunately, it does not look like they will be taking any effluent this fall and we do find ourselves with full storage cells. Our Public Works Staff have been in touch with Alberta Environment, and we were given permission to start our second release on September 2nd. We will drain for 4 weeks and review the situation again in late October. If necessary we should be able to drain for another 2 weeks.
- **Fire Hydrant Inspections and Repairs:** We have decided to proceed with the upgrade of the 1955 Darling model fire hydrant which is located at the corner of 52nd Street and 55th Avenue. Our Contractor (RCE Hydrant Testing) has ordered the required new hydrant body and new internal parts. They also had a blank flange built so that they can cap the hydrant off if they are not able to successfully remove the insides of the old hydrant.
- **Water Meter Replacement Project:** We are in the final planning stage for the start of this large project. A notice went out in our recent utility bills and letters will be going to all our property owners very soon. Plans are being made to start the test project, which will involve installing new meters at approximately ten properties, and testing the communication system to make sure it is working before they undertake the wholesale meter installation phase. We will keep you informed as things roll out.

Management Report –September 8, 2025

- **Dog Park Improvements:** As previously noted, the fencing project was awarded to Q & Q Fencing of Red Deer. Apparently, they have had the gates built and powder coated, and the crew should be here toward the end of the month to construct the new small dog leashing area and the new dividing fence that will separate the big dogs from the not so big dogs.
- **Millenium Park Fence Project:** Rite-Way Fencing removed the old chain link fence from the perimeter of millenium park on September 3rd and started constructing the new 5' high black chain link fence on September 4th. If all goes well the majority of the fence should be in place by the end of the day on Friday September 5th and the final touches will be done on Monday, September 8th.
- **Public Works Highlights:**
 - **East and West Sewer Lift Stations:** No update on the uninterrupted power supply.
 - **Flushing Sewer Mains:** Our flushing contractor will be back in town later this month to remove several root blockages and to run their camera down the drain line at the wastewater lagoon site. We are hoping to find the problem in this line which runs from the storage lagoon to the river. We will keep you informed.
 - **Main Street Solar Streetlights:** Hoping to have the final battery inspections completed soon so that we can order, receive, and install new batteries before winter.
 - **Spray Park:** We are making arrangements to have our Spray Park Contractor do the shut down this year, to ensure that things are working as they should next spring when we start up.
 - **Proposed 51st Avenue Paving Project:** Tenders for this proposed project closed on September 4th and we are hoping to have a summary of the tenders and a recommendation for your consideration at the September 8th council meeting.
 - **Update on Eckville Medical Clinic:** We continue to work on some minor changes in the examination rooms, and I am glad to report that we are making some progress. The windows in the examination rooms will receive privacy glazing on September 12th and hopefully the desk will be removed from the second examination room within the next few weeks. We are still working on the purchase of a new WOW station for the Doctor's use.
Doctor Gordon started seeing patients at the Akamihk Health Care Services' Eckville Medial Clinic on September 3rd. Doctor Gordon will be open for service two days per week, which is very good news.

Management Report –September 8, 2025

Future / Planned Activities:

- **2025 Town of Eckville General Election** – to date we have received 6 nominations, one for mayor and five for councillor. The deadline for submitting nominations is noon on September 22 at the Town Office.
- **Millenium Park Lease Agreement with Wolf Creek School Division:** We received the draft of a new lease agreement for millennium park from Wolf Creek School Division last week. A copy of this new lease agreement is attached to the September 8th council agenda for your perusal. I look forward to discussing it with you at the September 8th meeting.

Parking Lot:

- **Solar Street Lights** – On hold until next year.
- **Commercial Cardboard Collection** – I am hoping to meet with our current collection company before the September 22nd council meeting.
- **Town Advertising Signage** – Still trying to get to this item.
- **Access to the Walking Path from Railway Avenue at McDonald Heights** – Included in proposed paving project.

Jack Ramsden, CAO

Audit Trail Code: PMCHQ00000953
* Voided transactions

Mtg. Date Sept 8, 2025

Agenda Item 7.2

EFT

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Paid To/Rcvd From		Description		
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ATB - GEN AUMA	Cheque	EFT000000000312	8/18/2025	\$1,227.21
ATB - GEN Central Alberta Window Cleaning	Cheque	EFT000000000313	8/18/2025	\$939.75
ATB - GEN Cleartech Industries Inc.	Cheque	EFT000000000314	8/18/2025	\$977.17
ATB - GEN Empringham Disposal Corp.	Cheque	EFT000000000315	8/18/2025	\$7,680.76
ATB - GEN Everything H2O	Cheque	EFT000000000316	8/18/2025	\$90.00
ATB - GEN Gary Heisler	Cheque	EFT000000000317	8/18/2025	\$1,145.60
ATB - GEN HHID Consulting Ltd.	Cheque	EFT000000000318	8/18/2025	\$787.50
ATB - GEN Lacombe County	Cheque	EFT000000000319	8/18/2025	\$3,963.25
ATB - GEN NextGen Automation	Cheque	EFT000000000320	8/18/2025	\$540.55
ATB - GEN Penny Seiling	Cheque	EFT000000000321	8/18/2025	\$500.00
ATB - GEN Sparrows Auto Service Ltd	Cheque	EFT000000000322	8/18/2025	\$418.07
ATB - GEN Wild Rose Assessment Services	Cheque	EFT000000000323	8/18/2025	\$1,424.15

Total Transactions: 14

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Town Of Eckville
CHEQUEBOOK POSTING JOURNAL
Payables Management

Page: 1
User ID: kristina

EFT

Audit Trail Code: PMVPY00000251

* Voided transactions

Chequebook ID	Type	Number	Date	Amount
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Cleartech Industries Inc.				

Total Transactions: 1

22

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Town Of Eckville
COMPUTER CHEQUE REGISTER
Payables Management

Page: 1
User ID: kristina

Batch ID: CHEQUES
Batch Comment: Aug 21, 2025

Audit Trail Code: FMCHQ00000954
Posting Date: 8/21/2025

Chequebook ID: ATB - GEN

* Voided Cheques

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028556	8/21/2025	00000000000024723	AMS01	Alberta Municipal Supervisors	\$50.00
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028558	8/21/2025	00000000000024725	BAY001	Bay 4 Promtional Printing	\$3,438.22
028559	8/21/2025	00000000000024726	BOR001	Border Paving LTD.	\$409.90
028560	8/21/2025	00000000000024727	BUR001	Bureau Veritas Canada (2019) I	\$652.58
028561	8/21/2025	00000000000024728	CEN014	Central Alberta Co-op Ltd.	\$649.36
028562	8/21/2025	00000000000024729	CIP01	CIP Office Technology	\$157.50
028563	8/21/2025	00000000000024730	ECK26	Eckville Curling Club	\$10,000.00
028564	8/21/2025	00000000000024731	FLO01	Flowpoint Environmental System	\$110.31
028565	8/21/2025	00000000000024732	HAC001	Hach Sales & Service Canada Lt	\$169.05
028566	8/21/2025	00000000000024733	KOV01	Kova Engineering South Ltd.	\$1,644.30
028567	8/21/2025	00000000000024735	MES001	Messer Canada INC.	\$103.50
028568	8/21/2025	00000000000024737	PAR001	Parkland Regional Library	\$2,611.18
028569	8/21/2025	00000000000024738	PER001	Performance Tire & Auto Ltd.	\$1,529.87
028570	8/21/2025	00000000000024739	REC01	RecordXpress	\$116.22
028571	8/21/2025	00000000000024740	RED004	Red Deer Overdoor	\$420.42
028572	8/21/2025	00000000000024741	SHA006	Sharon Lemke	\$1,200.00
028573	8/21/2025	00000000000024742	TEL002	TELUS MOBILITY	\$111.24
028574	8/21/2025	00000000000024743	TH010	The Safety Depot Ltd.	\$209.63
028575	8/21/2025	00000000000024744	THE002	The Western Star	\$441.00
028576	8/21/2025	00000000000024745	UFA001	UFA	\$691.74
028577	8/21/2025	00000000000024746	CLE002	Cleartech Industries Inc.	\$977.17
028578	8/21/2025	00000000000024747	DAR001	Darcy Webb	\$300.00
028579	8/21/2025	00000000000024748	TAG001	Tagish Engineering Ltd.	\$6,318.65

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23

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Town Of Eckville
CHEQUEBOOK POSTING JOURNAL
Payables Management

Page: 1
User ID: kristina

Audit Trail Code: PMCHQ00000956
* Voided transactions

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Total Transactions: 1

Audit Trail Code: PMCHQ00000955
* Voided transactions

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ATB - GEN	Cheque	EFT000000000325	9/3/2025	\$448.61
Canadian Linen and Uniform Serv				
ATB - GEN	Cheque	EFT000000000326	9/3/2025	\$939.75
Central Alberta Window Cleaning				
ATB - GEN	Cheque	EFT000000000327	9/3/2025	\$7,680.76
Empringham Disposal Corp.				
ATB - GEN	Cheque	EFT000000000328	9/3/2025	\$1,163.80
Gary Heisler				
ATB - GEN	Cheque	EFT000000000329	9/3/2025	\$511.69
GTI Petroleum Ltd				
ATB - GEN	Cheque	EFT000000000330	9/3/2025	\$274.72
Helen Posti				
ATB - GEN	Cheque	EFT000000000331	9/3/2025	\$146.90
Hi-Way 9 Express Ltd.				
ATB - GEN	Cheque	EFT000000000332	9/3/2025	\$4,635.71
Lacombe County				
ATB - GEN	Cheque	EFT000000000333	9/3/2025	\$2,600.13
LAPP				
ATB - GEN	Cheque	EFT000000000334	9/3/2025	\$735.00
Missing Link Internet Inc.				
ATB - GEN	Cheque	EFT000000000335	9/3/2025	\$1,424.15
Wild Rose Assessment Services				
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Town Of Eckville
COMPUTER CHEQUE REGISTER
Payables Management

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Batch Comment: Sept 3,2025

Audit Trail Code: PMCHQ00000957
Posting Date: 9/3/2025

Chequebook ID: ATB - GEN

* Voided Cheques

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028581	9/3/2025	00000000000024763	ATB001	ATB Financial Mastercard	\$1,990.77
028582	9/3/2025	00000000000024764	CEI001	CEI Control Services Ltd.	\$346.50
028583	9/3/2025	00000000000024765	CEN04	Central Labs	\$1,001.73
028584	9/3/2025	00000000000024766	CIP01	CIP Office Technology	\$157.50
028585	9/3/2025	00000000000024767	LAC010	Lacombe Regional Waste Service	\$570.00
028586	9/3/2025	00000000000024768	LIF001	Life Saver Girl-Daphne Budgell	\$315.00
028587	9/3/2025	00000000000024769	LIT002	Little Jon's Portable Toilet S	\$1,050.00
028588	9/3/2025	00000000000024770	MES001	Messer Canada INC.	\$51.75
028589	9/3/2025	00000000000024771	OUT002	Outback Lawn Maintenance Inc.	\$2,480.63
028590	9/3/2025	00000000000024772	PC01	PCPS	\$978.47
028591	9/3/2025	00000000000024773	PEN02	Pens.com	\$612.10
028592	9/3/2025	00000000000024774	PET001	Petty Cash	\$179.74
028593	9/3/2025	00000000000024775	PRO005	PROTEC	\$130.62
028594	9/3/2025	00000000000024776	REC	Receiver General	\$12,831.75
028595	9/3/2025	00000000000024777	REC01	RecordXpress	\$58.11
028596	9/3/2025	00000000000024778	TEL001	Telus	\$1,235.31
028597	9/3/2025	00000000000024779	WEL001	Wells Fargo Equipment Fin Co	\$241.06
028598	9/3/2025	00000000000024780	WOL001	Wolseley Canada Inc	\$15,569.96
028599	9/3/2025	00000000000024781	AUM003	AUMA	\$315.00
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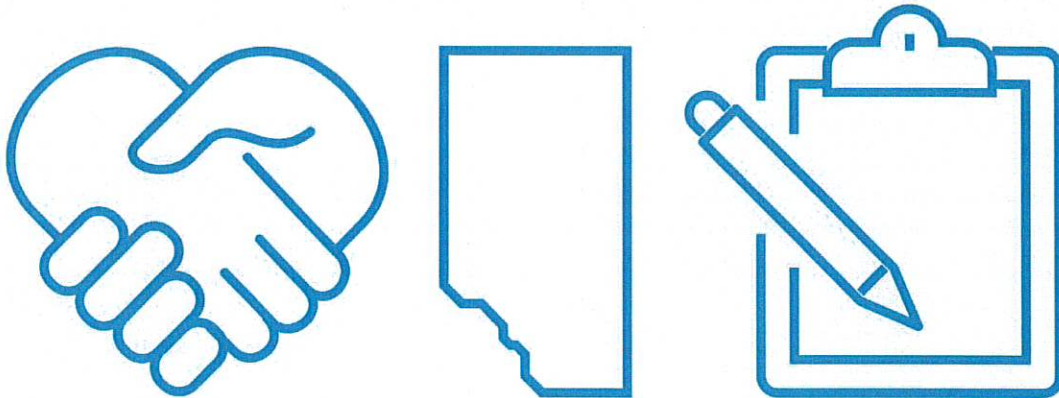
26

Mtg. Date Sept 8, 2025

Agenda Item 7.3 A

2024-25 Municipal Accountability Program Report

Town of Eckville



Alberta

The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

Town of Eckville 2024-2025 Municipal Accountability Program Report | Municipal Affairs

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Section 1: Introduction

1.1 Our Commitment

Alberta Municipal Affairs is committed to assisting municipalities in providing well-managed, accountable local government to Albertans. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs to foster capacity building, transparency, and accountability, which are essential elements for responsible local government.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory and discretionary requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality, and the viability, safety, and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

1.2 The Municipal Accountability Program

With a focus on continuing to strengthen municipal accountability and transparency, the purpose of this program is to:

- enhance their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- assist municipalities in achieving legislative compliance;
- support municipalities in being well-managed, accountable, and transparent; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year review cycles ordered by the Minister under the authority of Section 571 of the *MGA*. While this program is available to all municipalities upon the request of a council and with the approval of the Minister, municipalities with populations of 2,500 or less are automatically scheduled for a visit once every five years. The Town of Eckville was selected for a municipal accountability program review in 2024.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed, accountable municipalities, and a strong collaborative relationship between the CAOs and the ministry.

The results of the Town of Eckville review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Municipal Affairs.

Section 2: Executive Summary

2.1 Methodology

The Municipal Accountability Program consists of a review of council meeting minutes, municipal bylaws, and other municipal documents. A visit and interview with town administration may also be included. These components assist in determining areas where the municipality is compliant with legislative requirements, and to identify any areas that require improvement to achieve compliance with the many requirements of the *MGA* and other legislation imposed on municipalities.

Municipal Affairs staff met with town administration on January 14, 2025, by electronic means. This virtual format was used to complete the Municipal Accountability Program review, and to examine compliance with mandatory requirements of the *MGA* and other legislation under the purview of Municipal Affairs.

The Town of Eckville is commended for their cooperation and assistance throughout the review. As well as the time commitment required, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognize the commitment to the well-being and success of the municipality demonstrated by town administration.

2.2 Legislative Compliance

Overall, the review findings are positive. The areas in which the municipality is meeting legislative requirements includes:

- signing of municipal documents;
- disposal of land;
- delegation of authority;
- special meetings;
- organizational meetings;
- closed meetings;
- public hearings;
- pecuniary interest;
- procedural bylaw;
- establishment of the chief administrative officer position;
- face mask and proof of COVID-19 vaccination bylaw;
- fees and charges bylaw;
- consolidation of bylaws;
- firearm bylaw;
- road closure bylaw;
- alternate methods of advertising bylaw;
- utility services bylaws;
- operating budget;
- auditor, audited financial statements, auditor report;
- investments;
- loans;
- loan guarantees;
- property tax bylaw;
- supplementary assessments;
- supplementary property tax bylaw;
- tax payment and tax penalty bylaws;
- brownfield tax incentives;
- non-residential tax incentives;
- tax agreements (utilities/linear property);
- business tax;
- community revitalization levies;
- special tax;
- local improvement tax;
- clean energy improvement tax;
- other taxes;
- adding amounts to the tax roll (for discussion only);
- tax agreements;
- tax recovery auctions relating to land;
- tax recovery auctions relating to designated manufactured homes;
- municipal development plan;
- subdivision and development appeal board;
- offsite levies;
- municipal planning commissions;
- area structure plans;
- area redevelopment plans;
- joint use and planning agreements; and
- reserve lands.

2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- requirement to conduct regular meetings in accordance with the MGA ([page 12](#));
- requirements that meetings conducted by electronic means be in accordance with the MGA ([page 18](#));
- requirement for the code of conduct bylaw to comply with the MGA and regulation ([page 20](#));
- requirement to establish a bylaw enforcement officer bylaw in accordance with the MGA ([page 22](#));
- requirement to adopt a capital budget ([page 31](#));
- requirements for three-year operating and five-year capital plans ([page 32](#));
- requirement for borrowing bylaws to be in accordance with the MGA ([page 35](#));
- requirement to appoint an assessor, assign classes to assessment, and for dividing assessment classes ([page 38](#));
- requirement for the content of assessment notices to be in accordance with the MGA ([page 39](#));
- requirement to establish the local assessment review board and composite assessment review board ([page 40](#));
- requirement for the content of tax notices to be in accordance with the MGA ([page 42](#));
- requirement to prepare a tax arrears list annually ([page 56](#)); and
- requirement to establish and amend a land use bylaw in accordance with the MGA ([page 61](#)).

2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each area of non-compliance; however, your municipality is not required to use this report to provide its responses and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

Section 3: Municipal Accountability Review Findings

3.1 General Requirements

1. Signing of Municipal Documents (Mandatory)

Legislative requirements: *MGA 210, 213*

1. Are minutes of council meetings, and minutes of council committee meetings dealing with a power, duty, or function delegated by council to the council committee signed by:
 - a. the person presiding at the meetings; and
 - b. a designated officer?
2. Are the bylaws of the municipality signed by:
 - a. the chief elected official; and
 - b. a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
 - a. the chief elected official or by another person authorized by council to sign them, and a designated officer; or
 - b. a designated officer acting alone if so authorized by council?
4. Are signatures reproduced by any method to sign municipal documents?
 - a. If so, has the reproduction of signatures been so authorized by council?

Comments/Observations: The Town of Eckville council meeting minutes reviewed are signed by the person presiding and the CAO. Documents reviewed such as bylaws, agreements, cheques, and other negotiable instruments are signed by the mayor and CAO. Council resolution ORG007.2024 at the Town of Eckville organizational meeting of October 28, 2024, approved the banking signing authority to be two signatures. These must be from any member of council, namely mayor or deputy mayor, and a member of administration, namely the CAO or deputy CAO.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Disposal of Land (Discretionary)

Legislative requirements: MGA 70, 606, 606.1

1. Has the municipality ever transferred or granted an estate or interest in:
 - a. land for less than its market value; or
 - b. a public park or recreation or exhibition grounds?
2. Was the proposal advertised?

Comments/Observations: The Town of Eckville had transferred an estate for less than its market value, which was advertised on the village website in accordance with the town's advertising bylaw (Bylaw 793-24), with details of the property included.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Delegation of Authority (Discretionary)

Legislative requirements: MGA 203

1. Has council delegated any of its powers, duties, or functions under this or any other enactment or a bylaw to a council committee or any person?
 - a. Was the delegation enacted by bylaw?
 - b. Does the delegation of authority include any of the following powers, duties, or functions prohibited by legislation:
 - i. its power or duty to pass bylaws;
 - ii. its power to make, suspend, or revoke the appointment of a person to the position of CAO;
 - iii. its power to adopt budgets under Part 8 of the *MGA*;
 - iv. its power with respect to taxes under Section 347 of the *MGA*; or
 - v. a duty to decide appeals imposed on it by this or another enactment, unless the delegation is to a council committee?
2. Are there any delegations of authority in any of the following bylaws:
 - a. committee bylaws;
 - b. land-use bylaw;
 - c. assessment review board bylaw; or
 - d. subdivision and development appeal board bylaw?If so, are the delegations compliant with Section 203 of the *MGA*?

Comments/Observations: The Town of Eckville has not delegated council's authority to any other person or committee.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.2 Meetings and Meeting Procedures

1. Regular Meetings (Mandatory)

Legislative requirements: MGA 193

1. When specifying the dates, times, and places to hold regularly scheduled council meetings, were all members of council present at the meeting?
2. Has the date, time, or place of a regularly scheduled meeting been changed?
3. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

Comments/Observations: Council resolution ORG008.2024 at the Town of Eckville organizational meeting of October 28, 2024, established the date and time for regular council meetings, specifying that they will be held at 6:00 PM on the second and fourth Monday of each month. If a regular meeting falls on a statutory holiday, the meeting shall be held on the Tuesday following the holiday. The resolution in the organizational meeting minutes did not name the place for the regular council meetings. All members of council were present during the organizational council meeting.

Council resolution 221.2024 passed during September 9, 2024, regular council approved that the time of September 23, 2024, regular council meeting be changed to 4:00 PM.

Meets Legislative Requirements: No

Recommendations/Action Items: Council must pass a resolution to specify the place of regular council meetings in accordance with the legislation.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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2. Special Meetings (Mandatory)

Legislative requirements: MGA 194

1. Has a special council meeting been held:
 - a. when the chief elected official considered it appropriate to do so; or
 - b. within 14 days of receiving a request for the meeting, stating its purpose, from a majority of the councillors?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council before the beginning of the meeting?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

Comments/Observations: The Town of Eckville has not held a special meeting of council.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Organizational Meeting (Mandatory)

Legislative requirements: MGA 150, 152, 154(3), 159(1), 192

1. Is an Organizational Meeting held annually no later than 14 days after the third Monday in October, or before August 31 for summer villages?
2. Is a chief elected official (CEO) appointed, if not elected at large?
3. Is a Deputy CEO appointed?
4. Is the CEO a member of a board, commission, subdivision authority, or development authority?

Comments/Observations: The Town of Eckville held an organizational meeting on October 28, 2024, within the required timeline. Council resolution ORG003.2024 approved the appointment of a deputy mayor. The meeting minutes indicate the mayor is a member of a commission appointed in her own name.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

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4. Closed Meetings (Mandatory)

Legislative requirements: MGA 197

1. Are council and council committee meetings held in public, unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act (FOIPP)*?
2. Before closing all or a part of the meeting to the public:
 - a. Is a resolution passed to indicate what part of the meeting is to be closed?
 - b. Does the resolution identify the exception(s) to disclosure under *FOIPP* applied to the part of the meeting to be closed?
 - c. Are members of the public notified once the closed portion of the meeting is concluded?

Comments/Observations: The Town of Eckville regular council meeting minutes of October 15, 2024, and March 11, 2024, reflect that council entered closed session. The resolution includes the exception to disclosure applicable to the closed session.

Please note, on June 11, 2025, the *Access to Information Act* and the *Protection of Privacy Act* replaced *FOIPP*. Exceptions to disclosure applicable to closed sessions are now contained within Division 2 of Part 1 of the *Access to Information Act*.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

5. Public Hearings (Mandatory)

Legislative requirements: MGA 216.4

1. When council is required to hold a public hearing on a proposed bylaw or resolution, was the public hearing held:
 - a. before second reading of the bylaw; or
 - b. before council votes on the resolution?
2. Was notice of the public hearing given in accordance with Section 606 of the *MGA*?
3. Was the public hearing conducted during a regular or special council meeting?
4. During the public hearing, did council:
 - a. hear any person, group of persons or person representing them who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by council; and
 - b. hear any person who wished to make a representation?
5. Do the minutes of the council meeting record the public hearing to the extent directed by the council?
6. Has the municipality conducted more than one public hearing for the same bylaw or resolution that considers residential developments or developments with residential and non-residential developments under Part 17?
 - a. If so, what authority in the *MGA* or other enactments did the municipality rely upon to conduct more than one public hearing?

Comments/Observations: The Town of Eckville held a public hearing during the regular council meeting of June 10, 2024, for bylaw 796-24, an amendment to land-use Bylaw 729-15. The public hearing was advertised in accordance with the municipality's advertising bylaw and was conducted prior to the second reading of the bylaw.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

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6. Pecuniary Interest (Mandatory)

Legislative requirements: MGA 172

1. When a pecuniary interest is declared:
 - a. Is the general nature of the pecuniary interest disclosed prior to any discussion on the matter?
 - b. Has the councillor abstained from voting on any question relating to the matter?
 - c. Has the councillor abstained from any discussion on the matter (if applicable)?
 - d. Has the councillor left the room where the meeting is being held (if applicable)?
2. Has the abstention from voting and the disclosure of the councillor's interest been recorded in the minutes of meeting?

Comments/Observations: There have been no recent cases of a declaration of pecuniary interest in the Town of Eckville.

For information, amendments to Sections 170 and 172 of the MGA in effect as of October 31, 2024, now permit a councillor to abstain for a conflict of interest or perceived conflict of interest in addition to a pecuniary interest. The member must disclose the nature of the conflict of interest or perceived conflict of interest, and the reason must be recorded in the minutes.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs has prepared [Pecuniary Interest for Municipal Councillors](#). Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

7. Meetings by Electronic Means (Discretionary)

Legislative requirements: MGA 199

1. Does the municipality conduct council or council committee meetings where persons attend by electronic means?
2. Does the municipality have a bylaw providing for council meetings or council committee meetings by electronic means?
3. Does the bylaw:
 - a. specify the type or types of electronic means by which meetings are authorized to be held;
 - b. require the identity of each councillor attending the meeting to be confirmed by a method authorized by the bylaw; and
 - c. except in the case of a meeting that is closed to the public in accordance with Section 197 of the *MGA*, specify:
 - i. a method by which members of the public may access the meeting and make submissions;
 - ii. where information is required to be made publicly available, a method for making the information available before and during the meeting; and
 - iii. a method for giving the public notice of the meeting, of the method by which the public may access the meeting, and the method by which the public may access information required to be made public?
4. Does the municipality have a bylaw providing for public hearings under Part 17 of the *MGA* to be conducted by electronic means?
5. A bylaw for public hearings by electronic means must be passed by April 30, 2025.

Comments/Observations: Bylaw 640-02, the council procedure bylaw, revised and consolidated on November 27, 2023, provides for council meetings to be held by electronic or other communication. The bylaw does not specify the type or types of electronic means by which meetings are authorized to be held. In addition, the bylaw does not provide for how the identity of a councillor attending the meeting will be confirmed, provide a method by which members of the public may access the meeting and make submissions, or the method for making information in respect of the meeting will be made available to the public.

Bylaw 640-02 requires that the council member requesting that the meeting be held through electronic communications shall be responsible for the expenses incurred to accommodate this request.

With recent changes to the *MGA* by the *Municipal Affairs Statutes Amendment Act, 2024*, municipalities must, by bylaw, provide for public hearings under Part 17 to be conducted by electronic means.

Meets Legislative Requirements: No

Recommendations/Action Items: Council must amend the current bylaw or develop a new bylaw to include the requirements for conducting an electronic meeting, including public hearings, to meet legislative requirements.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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8. Procedural Bylaw (Discretionary)

Legislative requirements: MGA 145

1. Does the municipality have a procedural bylaw which is compliant with the MGA?

Comments/Observations: Bylaw 640-02, the council procedures bylaw, was revised and consolidated on November 27, 202, to ensure compliance with the legislation following the gap identified by previous the cycle 1 MAP review for the town.

Except as noted in Section 3.2.7 of this report, the bylaw meets legislative requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.3 Mandatory Bylaws

1. Code of Conduct (Mandatory)

Legislative requirements: *MGA 146.1, 201.1(1)* [Code of Conduct for Elected Officials Regulation 200/2017](#)

1. Has a code of conduct governing the conduct of councillors been established by bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there sanctions for breaching the code of conduct?
4. Does the bylaw include the following topics:
 - representing the municipality;
 - communicating on behalf of the municipality;
 - 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; and
 - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
 - who may make a complaint alleging a breach of the code of conduct;
 - the method by which a complaint may be made;
 - the process to be used to determine the validity of a complaint; and
 - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Has the code of conduct been reviewed in the last four years?

Comments/Observations: At the time of the review, there have been no changes to the code of conduct bylaw (Bylaw 744-18) since the municipality's last MAP review on January 28, 2019. The Town of Eckville approved Bylaw 18-1 as its code of conduct on June 11, 2018. The bylaw had not been reviewed in the last four years as required by the regulation.

However, since the MAP review was conducted and with the passage of *Municipal Affairs Statutes Amendment Act, 2025*, there is no longer a requirement to adopt a code of conduct bylaw, and any code of conduct bylaw adopted by the municipality has been automatically repealed.

Meets Legislative Requirements: No

Recommendations/Action Items: Due to the change in legislation, no action is required to address the legislative gap noted above at the time of the review.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

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2. Establishment of the Chief Administrative Officer Position (Mandatory)

Legislative requirements: MGA 205

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?
3. If more than one person is appointed, has council by bylaw determined how the powers, duties, and functions of the position of CAO are to be carried out?

Comments/Observations: Bylaw 691-09 approved on June 22, 2009, established the CAO position. The municipality has not appointed more than one person as CAO. Council resolution 445-12 passed on December 10, 2012, approved the appointment of the current CAO.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Bylaw Enforcement Officers (Mandatory)

Legislative requirements: MGA 555-556

1. Has the municipality passed a bylaw enforcement officer bylaw?
2. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
3. Does the bylaw include:
 - a. disciplinary procedures;
 - b. penalties; and
 - c. an appeal process?
4. Have all individuals who perform bylaw enforcement within the municipality taken the official oath?

Comments/Observations: A bylaw enforcement officer bylaw has not been enacted by the town as required by Section 555 of the MGA. The town contracts Lacombe County for bylaw enforcement officer services.

Meets Legislative Requirements: No

Recommendations/Action Items: A bylaw must be adopted that establishes the powers and duties of bylaw enforcement officers, and establish disciplinary procedures, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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3.4 Discretionary Bylaws

1. Face Mask and Proof of COVID-19 Vaccination Bylaw (Discretionary)

Legislative requirements: MGA 7.1

1. Since April 21, 2022, has council brought into force a bylaw or amendment to a bylaw that requires:
 - a. an individual to wear a face mask or other face covering for the primary purpose of preventing or limiting the spread of COVID-19 or any other communicable disease, as defined in the *Public Health Act*; or
 - b. an individual to provide proof of vaccination against COVID-19 or proof of a negative COVID-19 test on entering a premises?
2. Does the bylaw or portion of the bylaw apply only to property owned or leased and operated by the municipality?
3. If the bylaw applies to property not owned or leased and operated by the municipality, has the bylaw or amendment to a bylaw been approved by the Minister?

Comments/Observations: The Town of Eckville does not have a face mask or proof of COVID-19 vaccination bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Powers under bylaws (Fees and Charges) (Discretionary)

Legislative requirements: MGA 8(1)(c), 61

1. Is there a bylaw to provide for a system of licences, permits, or approvals, including any or all of the following:
 - a. establishing fees for licences, permits, and approvals, including fees for licences, permits, and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue;
 - b. establishing fees for licences, permits, and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality;
 - c. prohibiting any development, activity, industry, business, or thing until a licence, permit, or approval has been granted;
 - d. providing that terms and conditions may be imposed on any licence, permit, or approval, the nature of the terms and conditions and who may impose them;
 - e. setting out the conditions that must be met before a licence, permit, or approval is granted or renewed, the nature of the conditions and who may impose them; or
 - f. providing for the duration of licences, permits, and approvals and their suspension or cancellation for failure to comply with a term or condition or the bylaw or for any other reason specified in the bylaw?
2. Does the municipality charge fees, tolls, and charges for the use of its property, including property under the direction, control and management of the municipality?

Comments/Observations: The Town of Eckville does not have a fees and charges bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Consolidation of Bylaws (Discretionary)

Legislative requirements: MGA 69(1)

1. Has council, by bylaw, authorized a designated officer to consolidate one or more of the bylaws of the municipality?
2. In consolidating a bylaw, has the designated officer:
 - a. incorporated all amendments to it into one bylaw; and
 - b. omitted any provision that have been repealed or which have expired?

Comments/Observations: Bylaw 751-19 approved on May 27, 2019, authorizes a designated officer to consolidate one or more bylaws.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

4. Firearm Bylaws (Discretionary)

Legislative requirements: MGA 74.1

1. Since May 31, 2022, has the municipality brought into force a bylaw respecting firearms or a bylaw amendment respecting firearms?
2. Was the bylaw approved by the Lieutenant Governor in Council?

Comments/Observations: The Town of Eckville has not enacted bylaws relating to firearms.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.



5. Road Closure (Discretionary)

Legislative requirements: MGA 22

1. Has the municipality permanently closed a road under the direction, control, and management of the municipality?
2. Was the road closure enacted by bylaw?
3. Prior to second reading of the bylaw, was the road closure approved by the Minister of Transportation and Economic Corridors (not applicable to cities)?
4. If the municipality is a municipal district, and the council determines a road is no longer required for use by the travelling public because an alternate route exists, did the municipal district receive the approval of the Minister of Transportation and Economic Corridors prior to closing the road by resolution?

Comments/Observations: The Town of Eckville has not permanently closed a road under the direction, control, and management of the municipality.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.



6. Advertising Bylaw (Discretionary)

Legislative requirements: MGA 606.1

1. Has the municipality provided for one or more methods, including electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other methods?
2. Did the municipality conduct a public hearing before making an advertising bylaw?
3. Was notice of the proposed bylaw advertised?
4. Is the bylaw available for public inspection?

Comments/Observations: Bylaw 793-24 establishing alternate methods of advertising was passed on April 8, 2024. Notice of the public hearing on advertising Bylaw 793-24 was advertised to the public. The bylaw available on the website meets legislative requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

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7. Utility Services Bylaws (Discretionary)

Legislative requirements: MGA 33, 45, 46

1. Does the municipality provide municipal utility service?
 - a. If yes, does the council, by bylaw, prohibit any person other than the municipality from providing the same or a similar type of utility service in all or part of the municipality?
2. Does the council by agreement, grant a right, exclusive or otherwise, to a person to provide a utility service in all or part of the municipality, for not more than 20 years?
3. Does the agreement grant a right, exclusive or otherwise, to use the municipality's property, including property under the direction, control, and management of the municipality, for the construction, operation, and extension of a public utility in the municipality for not more than 20 years?
4. Before the agreement is made, amended, or renewed, is the agreement, amendment, or renewal:
 - a. advertised, and
 - b. approved by the Alberta Utilities Commission?
5. Does a bylaw prohibit a retailer from providing to customers in all or any part of the municipality the functions or services that retailers are permitted to provide under the *Electric Utilities Act* or the regulations under that Act?

Comments/Observations: The Town of Eckville does not offer gas and electric services.

Council resolution 216-2024 approved not increasing the ATCO Gas and Pipelines Ltd. Franchise fee in 2025. Council resolution 257-19 approved not increasing the franchise fee agreement fee with Fortis on September 19, 2020.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

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3.5 Municipal Finance

1. Operating Budget (Mandatory)

Legislative requirements: MGA 242, 243, 244, 248

1. Has an operating budget or interim operating budget been adopted prior to January 1 for the calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
 - a. the amount needed to provide for the council's policies and programs;
 - b. the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove, or improve capital property;
 - c. the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board;
 - d. the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
 - e. the amount of expenditures and transfers needed to meet the municipality's obligations for services funded under an intermunicipal collaboration framework;
 - f. if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in Section 28 of the MGA;
 - g. the amount to be transferred to the capital budget; and
 - h. the amount needed to recover any shortfall as required under Section 244 of the MGA.
3. Does the operating budget include estimated amounts from each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Has council established procedures to authorize and verify expenditures that are not included in a budget?

Comments/Observations: The final operating budget for 2024 was approved by resolution 132.2024 during the May 27, 2024, meeting. The 2024 operating budget includes the estimated amounts as listed above and includes estimated amounts from each source of revenue as required by legislation. The estimated revenues are sufficient to pay the estimated expenditures.

The 2024 operating budget was adopted as the 2025 interim operating budget by resolution 301.2024 passed on December 9, 2024.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

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2. Capital Budget (Mandatory)

Legislative requirements: MGA 245, 246

1. Has a capital budget been adopted prior to January 1 the calendar year?
2. Does the capital budget include the estimated amount for the following:
 - a. the amount needed to acquire, construct, remove, or improve capital property;
 - b. the anticipated sources and amounts of money to pay the costs to acquire, construct, remove, or improve capital property; and
 - c. the amount to be transferred from the operating budget?

Comments/Observations: Council had not approved the 2025 capital budget as of the time of the MAP review and before the January 1 deadline pursuant to Section 245 of the MGA.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, the municipality must adopt a capital budget prior to January 1 annually.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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3. Three-Year Operating and Five-Year Capital Plans (Mandatory)

Legislative requirements: *MGA 283.1*, [Municipal Corporate Planning Regulation 192/2017](#)

1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following:
 - a. major categories of expenditures and revenues;
 - b. annual surplus/deficit; and
 - c. accumulated surplus/deficit?
2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include;
 - a. anticipated expenditures; and
 - b. anticipated sources of revenue?
3. Does the three-year operating plan or the five-year capital plan include the current financial year in which the financial plan or capital plan is prepared?
4. Has council reviewed and updated its financial plan and capital plan annually?

Comments/Observations: The three-year operating plan includes the major categories of expenditures and revenues; however, the operating plan does not include the annual surplus/deficit and accumulated surplus/deficit as required by Section 2(c) of the Municipal Corporate Planning Regulation 192/2017. The five-year capital plan includes planned capital property additions, anticipated expenditures, and anticipated sources of revenue for all five years as required by legislation.

A council resolution approving the three-year operating plan and five-year capital plan was not available for review.

Meets Legislative Requirements: No

Recommendations/Action Items: The operating plan must also include the annual surplus/deficit and accumulated surplus/deficit to meet legislative requirements. Council must review and update the operating plan and capital plan by resolution annually.

Resources: Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: [New Legislative Requirements for Municipal Financial & Capital Plans](#).

Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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4. Auditor, Audited Financial Statements, Financial Information Return (Mandatory)

Legislative requirements: *MGA* 271, 276, 277 280, 281, [Supplementary Accounting Principles and Standards Regulation 313/2000](#); [Debt Limit Regulation 255/2000](#)

1. Have one or more auditors for the municipality been appointed by council?
2. Have annual financial statements of the municipality been prepared for the immediately preceding year in accordance with:
 - a. Canadian generally accepted accounting principles for municipal governments approved by the Public Sector Accounting Board; and
 - b. any modifications of the principles or any supplementary accounting standards or principles established by the Minister by regulation?
3. Do the financial statements include:
 - a. the municipality's debt limit;
 - b. the amount of the municipality's debt as defined in the regulations under Section 271 of the *MGA*;
 - c. revenues received from the granting of rights over its properties for the purpose of providing a utility service, each as separate entries;
 - d. the annual revenues received from the granting of each utility franchise agreement entered into the municipality separately; and
 - e. the salaries of councillors, the CAO, and designated officers of the municipality?
4. Does the municipality make its financial statements, or a summary of them, and the auditor's report of the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?
6. Has the auditor reported separately to the council any improper or unauthorized transaction or non-compliance with this or another enactment or bylaw that was noted during the course of the audit?

Comments/Observations: The Town of Eckville council resolution 218-2023 approved on September 5, 2023, accepted the proposal submitted by an auditor for the provision of financial statement audit services for 2023 and 2024. The resolution did not appoint the auditor(s) to the role in compliance with Section 280(1) of the *MGA*.

The 2023 audited financial statements were prepared and accepted by the town council on April 22, 2024, by resolution 077.2024. The financial statements include information on the town's debt limit and debt servicing limit. The town received a management letter from their auditor.

After the review, council passed resolution 025-2025 on January 27, 2025, appointing an auditor for the town for the 2024 financial year.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

5. Investments (Discretionary)

Legislative requirements: MGA 250

1. Are the investments of the municipality in one or more of the following:
 - a. securities issued or guaranteed by the Crown in right of Canada or an agent of the crown, or the Crown in right of a province or territory or an agent of the province or territory;
 - b. securities of a municipality, school division, hospital district, health region under the *Regional Health Authorities Act*, or regional services commission in Alberta;
 - c. securities that are issues or guaranteed by a bank, treasury branch, credit union, or trust corporation; or
 - d. units in pooled funds of all or any of the investments described above?
2. Does the municipality have any investments in shares of a corporation incorporated or continued under the *Canada Business Corporations Act* (Canada) or incorporated, continued, or registered under the *Business Corporations Act*?
 - a. If so, was the investment approved by the Minister?

Comments/Observations: The Town of Eckville does not have an investment account containing money that was issued or guaranteed by a bank, treasury branch, credit union, or trust corporation.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

6. Borrowing (Discretionary)

Legislative requirements: *MGA 251-259*, [Debt Limit Regulation 255/2000](#)

1. Does the municipality have any debt?
2. Have all borrowings been authorized by a borrowing bylaw?
3. Does the borrowing bylaw set out:
 - a. the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - b. the maximum rate of interest, expressed as a percentage, the term, and terms of repayment of the borrowing;
and
 - c. the source or sources of money to be used to pay the principal and interest owing under the borrowing?
4. Was the borrowing bylaw advertised (if required)?

Comments/Observations: The Town of Eckville passed borrowing Bylaw 792-23 on November 27, 2023, setting out the amount to be borrowed for covering operating costs. The bylaw includes the source of funds to repay the borrowing.

The bylaw did not provide for the maximum interest expressed as a percentage and term of borrowing.

Meets Legislative Requirements: No

Recommendations/Action Items: Council must amend, or repeal and replace, the bylaw to include the requirements for the term of the borrowing and the maximum rate of interest, expressed as a percentage, to meet legislative requirements.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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7. Loans (Discretionary)

Legislative requirements: MGA 264-265

1. Has the municipality loaned money to another organization?
2. Was the recipient of the loan:
 - a. one of the municipality's controlled corporations;
 - b. a non-profit organization; or
 - c. to a designated seller under the *Gas Distribution Act* as part of the capitalization of the designated seller by its shareholders?
3. Is the loan authorized by bylaw?
4. Does the bylaw authorizing the loan set out:
 - a. the amount of money to be loaned and, in general terms, the purpose for which the money that is loaned to be used;
 - b. the minimum rate of interest, the term, and terms of repayment of the loan; and
 - c. the source or sources of money to be loaned?
5. Was the bylaw authorizing the loan advertised?

Comments/Observations: The Town of Eckville has not loaned money to another organization.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

8. Loan Guarantees (Discretionary)

Legislative requirements: MGA 264-265

1. Has the municipality guaranteed the repayment of a loan of another organization?
2. Was the loan guarantee for:
 - a. one of the municipality's controlled corporations; or
 - b. a non-profit organization?
3. Is the loan guarantee authorized by bylaw?
4. Does the bylaw authorizing the loan set out:
 - a. the amount of money to be borrowed under the loan to be guaranteed and, in general terms, the purpose for which the money is borrowed;
 - b. the rate of interest under the loan or how the rate of interest is calculated, the term and terms of repayment of the loan; and
 - c. the source or sources of money to be used to pay the principal and interest owing under the loan if the municipality is required to do so under the guarantee?
5. Was the bylaw authorizing the guarantee advertised?

Comments/Observations: The Town of Eckville has not guaranteed the repayment of a loan for another organization.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.6 Assessment and Taxation

1. Assessment of Property (Mandatory)

Legislative requirements: MGA 284.2(1), 297

1. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
2. When preparing the assessment of property, does the assessor assign one or more of the following assessment classes to the property:
 - a. class 1 – residential;
 - b. class 2 – non-residential;
 - c. class 3 – farm land; and
 - d. class 4 – machinery and equipment?
3. Has the municipality, by bylaw, divided class 1 into sub-classes?
4. Has the municipality, by bylaw, divided class 2 into the sub-classes prescribed by the regulations?

Comments/Observations: The Town of Eckville Bylaw 755-19 was approved on August 19, 2019, establishing the position of an assessor as a designated officer of the municipality; however, a council resolution appointing a qualified individual to the position as required by Section 284.2(1) of the MGA was not located. The municipality has not adopted a subclassification bylaw.

Meets Legislative Requirements: No

Recommendations/Action Items: The assessor is a designated officer of the municipality. In addition to a bylaw, council resolution approving the appointment of an assessor is required to meet legislative requirements.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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Legislative requirements: MGA 303, 308, 310, 311

- Comments/Observations:** The town's assessment notice indicates information sufficient to determine the location of the property and the name and address of the assessed person. The assessment notice includes all information required with respect to exemptions, deferrals and filing a complaint. The assessment notice reviewed had a mailing date of March 28, 2024, and assessment complaint deadline date of May 27, 2024.

Meets Legislative Requirements: No

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

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3. Assessment Review Boards (Mandatory)

Legislative requirements: *MGA 454-456*, [Matters Relating to Assessment Complaints Regulation 201/2017](#)

1. Has the municipality, by bylaw, established a local assessment review board?
 - a. Are at least three members appointed to this board?
 - b. Is the term of office for each member appointed established?
 - c. Has council prescribed the remuneration and expenses, if any, payable to each member?
 - d. Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
 - e. Have the appointed members received the mandatory training?
2. Has the municipality, by bylaw, established a composite assessment review board?
 - a. Are at least two members appointed to this board?
 - b. Is the term of the appointment established?
 - c. Has council prescribed the remuneration and expenses, if any, payable to each member?
 - d. Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
 - e. Have the appointed members received the mandatory training?
3. Has council appointed a person who has received the mandatory training as the clerk of the boards?
4. If the municipality has jointly established the local assessment review board, composite assessment review board, or both with one or more other municipalities:
 - a. Have the member councils jointly designated one of the board members as chair?
 - b. Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
 - c. Have the member councils jointly appointed the clerk of the assessment review boards?

Comments/Observations: Bylaw 757-20 passed on February 10, 2020, establishes the local assessment review board (ARB) and composite assessment review board (CARB) between the town and other municipalities. The bylaw requires the municipality to jointly appoint the ARB clerk to the Central Alberta Regional ARB. The bylaw provides for the terms of appointment, training and remuneration paid to members, chair, and clerk. Training records of the clerk, and members were reviewed.

A council resolution appointing a clerk to the regional assessment review board was not located, as required by Section 456(1) of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: Council must pass a resolution appointing a clerk to the assessment review board.

Resources: Municipal Affairs has developed a website to assist municipalities with respect to [Assessment Review Boards](#). In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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4. Property Tax Bylaw (Mandatory)

Legislative requirements: MGA 326(1)(a), 353-357

1. Is a property tax bylaw passed annually?
2. Does the property tax bylaw authorize the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of:
 - a. the expenditures and transfers set out in the budget of the municipality; and
 - b. the requisitions?
3. Are the requisitions listed within the tax rate bylaw for:
 - a. the amount required to be paid into the Alberta School Foundation Fund under Section 167 of the *Education Act* that is raised by imposing a rate referred to in Section 167 of the *Education Act*;
 - b. the requisition of school boards under Part 6, Division 3 of the *Education Act*;
 - c. the amount required to be paid to a management body under Section 7 of the *Alberta Housing Act*; or
 - d. the amount required to recover the costs incurred for matters relating to the assessment of designated industrial property, and any other matters related to the provincial assessor's operations?
4. Are the rates in accordance with the:
 - a. assessment class pursuant to Section 297 of the *MGA*; and
 - b. a municipal assessment sub-class bylaw?
5. Are the calculations correct?
6. Is there a minimum tax applied?

Comments/Observations: Bylaw 797-24 was passed by the Town of Eckville on June 10, 2024, authorizing rates of taxation for the 2024 taxation year. The tax rate bylaw includes the requisitions for schools, the housing management body, and designated industrial property. The rates are in accordance with Section 297 of the *MGA*, and the calculations are correct.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

5. Tax Notices (Mandatory)

Legislative requirements: *MGA 329, 333-336, 357*

1. Does the tax notice show the following information:
 - a. a description sufficient to identify the location of the property or business;
 - b. the name and mailing address of the taxpayer;
 - c. the assessment;
 - d. the name, tax rate, and amount of each tax imposed in respect of the property or business;
 - e. the total amount of all taxes imposed in respect of the property or business;
 - f. the amount of tax arrears, if any;
 - g. a notation if the property is the subject of an agreement between the taxpayer and the municipality under Section 347(1) of the *MGA* relating to tax arrears;
 - h. a notation of the amount deferred and the taxation year or years to which the amount relates if the property is subject of a bylaw or agreement made under Section 364.1 of the *MGA* to defer the collection of tax;
 - i. a notation of the amount deferred and the taxation year or years to which the amount relates if the property is subject of a deferral granted under Section 364.2 of the *MGA*;
 - j. any other information considered appropriate by the municipality;
 - k. the date the tax notice is sent to the taxpayer;
 - l. the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - m. except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - n. the name and address of the designated officer with whom a complaint must be filed;
 - o. the dates on which penalties may be imposed if the taxes are not paid; and
 - p. information on how to request a receipt for taxes paid?
2. Has the municipality prepared and sent tax notices annually before the end of the year in which the taxes were imposed?
3. Has a designated officer certified the date the tax notices were sent?
4. If the property tax bylaw specifies a minimum amount payable as property tax, does the tax notice indicate the tax rates set by the property tax bylaw that raise the revenue required to pay the Alberta School Foundation Fund requisition?

Comments/Observations: The Town of Eckville prepares and sends tax notices annually. The town's tax notice includes sufficient information to determine the location of the property or business, the name, and address of the taxpayer. In addition, it indicates the date the tax notice was sent to the taxpayer and how to request a receipt for taxes. The CAO notified residents through social media publication that the tax notices were sent.

The certification of the date of mailing, signed by a designated officer, was not located.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, a designated officer must certify the date of mailing of assessment notices to meet legislative requirements.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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6. Supplementary Assessments (Discretionary)

Legislative requirements: MGA 313, 315, 316

1. Does the municipality require the preparation of supplementary assessments for improvements?
2. Is the preparation of supplementary assessments authorized by bylaw?
 - a. Was the bylaw or any amendments passed prior to May 1 of the year to which it applies?
3. Has the assessor set an additional notice of assessment date for supplementary assessment notices?
4. Has the municipality prepared and sent supplementary assessment notices for every assessed improvement shown on the supplementary assessment roll before the end of the year?
5. Does the supplementary assessment reflect the value of an improvement not previously assessed or an increase in the value of the improvement since it was last assessed?
6. Is the supplementary assessment prorated to reflect the number of months the improvement was complete, occupied, located, or in operation?
7. Was the supplementary assessment roll prepared before the end of the year?
8. Did the supplementary assessment roll show:
 - a. the same information required to be shown on the assessment roll; and
 - b. the date the improvement was completed, occupied, moved to the municipality, or became operational?
9. Does the supplementary assessment notice show:
 - a. the same information required to be shown on the supplementary assessment roll;
 - b. the notice of assessment date;
 - c. the statement that the assessed person may file a complaint and the deadline for doing so; and
 - d. information with respect to filing a complaint?

Comments/Observations: The Town of Eckville does not prepare supplementary assessments of properties.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

7. Supplementary Property Tax Bylaw (Discretionary)

Legislative requirements: MGA 369, 369.1

1. Has the council, in the same year when a bylaw authorizing supplementary assessments to be prepared in respect of property, passed a bylaw authorizing it to impose a supplementary tax?
2. Does the supplementary property tax bylaw use the same tax rates set in the property tax bylaw?
3. Are the tax rates required to raise the revenue to pay requisitions referred to in Section 175 of the *Education Act* applied as supplementary tax rates?
4. Has the municipality prepared a supplementary tax roll?
5. Has the municipality prepared and sent supplementary tax notices for all taxable property shown on the supplementary tax roll?

Comments/Observations: The Town of Eckville does not have a supplementary property tax bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

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8. Tax Payment and Tax Penalty Bylaws (Discretionary)

Legislative requirements: MGA 339, 340, 344(1), 345(1), 357(1.1)

1. Has the municipality, by bylaw:
 - a. Provided incentives for payment of taxes by the dates set out in the bylaw?
 - b. Permitted taxes to be paid by instalments, at the option of the taxpayer?
2. Has the municipality passed a bylaw separate from the property tax bylaw that provides for compulsory tax instalment payments for designated manufactured homes?
3. Has the municipality, by bylaw:
 - a. imposed penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice; or
 - b. imposed penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed?

Comments/Observations: Bylaw 785-22 was approved on June 13, 2022, and includes provision for the imposition of penalties for unpaid taxes. The bylaw imposes a penalty of eight (8) per cent addition to all current taxes remaining unpaid after August 31. An additional penalty of 10 per cent is applicable for the taxes remaining unpaid after December 31 of the year for which they are levied.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

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9. Brownfield Tax Incentives (Discretionary)

Legislative requirements: MGA 364.1

1. Has the municipality, by bylaw, provided for full or partial exemptions from taxation, or deferrals of the collection of tax, for brownfield properties?
2. Does the bylaw identify:
 - a. the brownfield properties in respect of which an application may be made;
 - b. the taxation year or years for which the identified brownfield properties may qualify for an exemption or deferral; and
 - c. any conditions the breach of which cancels an exemption or deferral and the taxation year or years to which the condition applies?
3. Was a public hearing held prior to second reading of the bylaw?

Comments/Observations: The Town of Eckville does not offer brownfield tax incentives.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

10. Non-residential Tax Incentives (Discretionary)

Legislative requirements: MGA 364.2

1. Has the municipality, by bylaw, provided for full or partial exemptions from taxation, or deferrals of the collection of tax, for non-residential properties or machinery and equipment?
2. Does the bylaw:
 - a. set criteria to be met for property to qualify for an exemption or deferral;
 - b. establish a process for the submission and consideration of applications; and
 - c. if the bylaw provides for any person other than the council to refuse to grant an exemption or deferral, a process for applying to the council for a review of those decisions, including the period of time within which the application must be made?
3. Does the bylaw allow for an exemption or deferral to apply for more than 15 consecutive taxation years?

Comments/Observations: The Town of Eckville does not provide for non-residential tax incentives.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.7 Other Municipal Taxation Authority

1. Tax Agreements (Utilities/Linear Property) (Discretionary)

Legislative requirements: MGA 360

1. Has the council made a tax agreement with the operator of a public utility or of linear property who occupies the municipality's property?
2. Does the agreement provide that the municipality accepts payment of the amount calculated under the agreement in place of the tax or other fees and charges specified in the agreement?
3. If the agreement is with an operator who is subject to regulation by the Alberta Utilities Commission, has the agreement been approved by the commission?

Comments/Observations: The Town of Eckville does not have a tax agreement with the operator of a public utility or of linear property.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Business Tax (Discretionary)

Legislative requirements: MGA 369.1, 371-379

1. Has the municipality passed a bylaw authorizing a tax in respect to all businesses operating in the municipality?
2. Was the bylaw, or any amendment to it, passed before May 1 in the year to which it applies?
3. Does the bylaw:
 - a. require assessments of businesses operating in the municipality to be prepared and recorded on a business tax roll;
 - b. specify one or more methods of assessment as specified in section 374(b) of the MGA; and
 - c. specify the basis on which a business tax may be imposed as specified in Section 347(c) of the MGA?
4. Does the municipality pass a business tax rate bylaw annually?
5. Does the business tax rate bylaw set the business tax rate, and if applicable, set a business tax rate for each class?
6. If the municipality passes a supplementary assessment bylaw, has the municipality also passed a bylaw imposing a supplementary business tax with respect of those businesses?

Comments/Observations: The Town of Eckville does not impose a business tax in the municipality.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

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3. Community Revitalization Levy (Discretionary)

Legislative requirements: MGA 381.1-381.5

1. Has a community revitalization levy bylaw been passed for the municipality?
2. Has the community revitalization levy bylaw, or any amendment to the bylaw, been approved by the Minister?

Comments/Observations: The Town of Eckville has not passed a community revitalization levy bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

4. Special Tax (Discretionary)

Legislative requirements: MGA 382-387

1. Has the council passed a special tax bylaw annually to raise revenue to pay for a specific service or purpose?
2. Is the special tax imposed on one or more of the following:
 - a. a waterworks tax;
 - b. a sewer tax;
 - c. a boulevard tax;
 - d. a dust treatment tax;
 - e. a paving tax;
 - f. a tax to cover the cost of repair and maintenance of roads, boulevards, sewer facilities, and water facilities;
 - g. a tax to enable the municipality to provide incentives to health professionals to reside and practice in the municipality;
 - h. a fire protection area tax;
 - i. a drainage ditch tax;
 - j. a tax to supply water for the residents of a hamlet; or
 - k. a recreational services tax?
3. Does the special tax bylaw include:
 - a. the specific service or purpose for which the bylaw is passed;
 - b. a description of the area of the municipality that will benefit from the service or purpose;
 - c. the estimated cost of the service or purpose; and
 - d. whether the tax rate is to be based on the assessment prepared, each parcel of land, each unit of frontage, or each unit of area and set the tax rate to be imposed in each case?
4. Is the estimated cost of the specific service or purpose included in the budget of the municipality?
5. Is the revenue raised used only for the specific service or purpose stated in the bylaw?
6. If there is any excess revenue, did the municipality advertise the use to which it proposes to put the excess revenue?

Comments/Observations: The Town of Eckville does not have a special tax.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

5. Local Improvement Tax (Discretionary)

Legislative requirements: MGA 391-409

1. If a local improvement has been proposed, has the municipality prepared a local improvement plan?
2. Does the local improvement plan:
 - a. include the proposed local improvement and its location;
 - b. identify the parcels of land in respect of which the local improvement tax will be imposed, and the person who will be liable to pay the local improvement tax;
 - c. state whether the tax rate is based on the assessment prepared, each parcel of land, each unit of frontage, or each unit of area;
 - d. include the estimated cost of the local improvement;
 - e. include the period over which the cost of the local improvement will be spread;
 - f. include the estimated cost of the local improvement to be paid by the municipality, from revenue raised by the local improvement tax, and from other sources of revenue; and
 - g. include any other information the proponents of the local improvement consider necessary?
3. Did the municipality provide notice to the persons liable to pay the local improvement tax that a local improvement plan has been prepared?
 - a. Did the notice include a summary of the information included in the local improvement plan?
4. Has the municipality passed a local improvement tax bylaw in respect of each local improvement?
5. Does the bylaw include:
 - a. all the information required to be included in the local improvement plan;
 - b. provide for equal payments during each year in the period over which the cost of the local improvement is spread;
 - c. set a uniform tax rate to be imposed based on the cost of the local improvement less any financial assistance provided by the Federal or Provincial government; and
 - d. any other information the council considers necessary?

Comments/Observations: The Town of Eckville approved Bylaw 700-10 on August 23, 2010, to authorize a local improvement tax levy to pay for the construction of the 57 Avenue Local Improvement Project. The plan includes the proposed local improvement, its location, and the estimated cost of the local improvement. In addition, the plan contained parcels of land that were identified, requires equal payments during each year in the period over which the cost of the local improvement is repaid, and the other requirements listed above.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

6. Clean Energy Improvement Tax (Discretionary)

Legislative requirements: MGA 390.1-390.9

1. Has the municipality passed a clean energy improvement tax bylaw?
2. Does the bylaw set out:
 - a. the types of private property that are eligible for a clean energy improvement;
 - b. eligible clean energy improvements;
 - c. the amount of money to be borrowed to finance clean energy improvements;
 - d. the maximum rate of interest, the term, and the terms of repayment of the borrowing;
 - e. the source or sources of money to be used to pay the principal and interest owing under the borrowing;
 - f. indicate that a clean energy improvement tax will be charged based on the clean energy agreement with the owner;
 - g. identify the period over which the cost of each eligible clean energy improvement will be spread, which shall not exceed the probable lifetime of the improvement;
 - h. the process by which the owner of a property can apply for a clean energy improvement;
 - i. any other information the council considers necessary or advisable; and
 - j. any requirements imposed by the regulations?
3. Prior to second reading of the bylaw, was a public hearing held?
4. Before a clean energy improvement is made to a property, did the municipality and the owner enter into a clean energy improvement agreement?
5. Does the clean energy improvement agreement specify:
 - a. the proposed clean energy improvement;
 - b. the property in respect which the clean energy improvement tax will be imposed;
 - c. that the owner of the property is liable to pay the clean energy improvement tax;
 - d. the amount required to recover the costs of the clean energy improvement and the method of calculation used to determine that amount;
 - e. the period over which the clean energy improvement tax will be paid;
 - f. the portion of the amount required to recover the costs to be paid by the municipality, from revenue raised by the clean energy improvement tax, and from other sources of revenue;
 - g. how the clean energy improvement tax will be revised in the event of the subdivision or consolidation of the property; and
 - h. any other information the municipality considers necessary or advisable?

Comments/Observations: The Town of Eckville does not have a clean energy improvement tax bylaw.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

7. Other Taxes (Discretionary)

Legislative requirements: MGA 388, 409.1

1. Does the municipality have a well drilling equipment tax bylaw authorizing a tax in respect of equipment used to drill a well for which a license is required under the *Oil and Gas Conservation Act*?
2. Has the municipality, by bylaw, authorized a levy in respect of all sand and gravel businesses operating in the municipality?

Comments/Observations: The Town of Eckville does not have bylaws related to well drilling equipment taxes, nor a levy respecting sand and gravel businesses operating in the municipality.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

8. Adding Amounts to the Tax Roll (For Discussion)

Legislative requirements: MGA 553

1. Is the municipality aware that the following amounts may be added to the tax roll of a property by council:
 - a. unpaid cost referred to in Section 35(4) or 39(2) of the *MGA* relating to service connections of a municipal public utility that are owing by the owner of the parcel;
 - b. unpaid charges referred to in Section 42 of the *MGA* for a municipal utility service provided to the parcel by a municipal public utility that are owing by the owner of the parcel;
 - c. unpaid expenses and costs referred to in Section 549(5)(a) of the *MGA*, if the parcel's owner contravened the enactment or bylaw and the contravention occurred on all or a part of the parcel;
 - d. costs associated with tax recovery proceedings related to the parcel;
 - e. if the municipality has passed a bylaw making the owner of a parcel liable for expenses and costs related to the municipality extinguishing fires on the parcel;
 - e.1 if the municipality has passed a bylaw requiring the owner or occupant of a parcel to keep the sidewalks adjacent to the parcel clear of snow and ice, unpaid expenses and costs incurred by the municipality for removing the snow and ice in respect of the parcel;
 - f. unpaid costs awarded by a composite assessment review board under Section 468.1 of the *MGA* or the Land and Property Rights Tribunal under Section 501 of the *MGA*, if the composite assessment review board or the Land and Property Rights Tribunal has awarded costs against the owner of the parcel in favour of the municipality and the matter before the composite assessment review board or the Land and Property Rights Tribunal was related to the parcel;
 - f.1 the expenses and costs of carrying out an order under Section 646 of the *MGA*; and
 - g. any other amount that may be added to the tax roll under an enactment?
2. When an amount is added to the tax roll of a parcel:
 - a. is deemed for all purposes to be a tax imposed under Division 2 of Part 10 of the *MGA* from the date it was added to the tax roll; and
 - b. forms a special lien against the parcel of land in favour of the municipality from the date it was added to the tax roll.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.



3.8 Tax Recovery

1. Tax Arrears List (Mandatory)

Legislative requirements: MGA 412, 436.03

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears prior to March 31 annually?
 - a. Have two copies of the list been sent to the Registrar?
 - b. Has a copy of the list been sent to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act* (the Minister of Treasury Board and Finance)?
 - c. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?
2. Has a tax arrears list been prepared showing the designated manufactured homes in the municipality for which there are tax arrears for more than one year?
 - a. Has the municipality registered a tax recovery lein against each designated manufactured home shown on the tax arrears list?
 - b. Were the owners of each designated manufactured home given written notice that a tax recovery lein has been registered against the designated manufactured home?
 - c. Was the owner of each manufactured home community containing one or more designated manufactured homes shown on the tax recovery list notified in writing that a tax recovery lein has been registered?
3. Have the tax recovery lists been posted in a place that is accessible to the public during normal business hours?

Comments/Observations: The Town of Eckville had properties on the tax arrears list for the past year, and copies of the lists were sent to the registrar before March 31, 2024. The persons liable to pay the tax arrears were notified that a tax arrears list had been prepared and sent to the registrar.

Information as to whether a copy of the list had been sent to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act* was not available.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, a copy of the tax arrears list must be sent to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

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2. Tax Agreements (Discretionary)

Legislative requirements: MGA 418(4), 436.09(4)

1. Has the municipality entered into an agreement with the owner of a parcel of land shown on the tax arrears list?
2. Does the period of time for the payment of tax arrears exceed three years?

Comments/Observations: The Town of Eckville has tax agreements in place with a payment period of less than three years.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Tax Recovery Auctions – Land (Mandatory)

Legislative requirements: MGA 418-422

1. Has the municipality offered for sale at public auction any parcel of land shown on its tax arrears list within the timeframe provided if the tax arrears are not paid?
2. Did the council set:
 - a. for each parcel of land to be offered for sale at public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel; and
 - b. any conditions that apply to the sale?
3. Did the municipality advertise the public auction:
 - a. in one issue of The Alberta Gazette, not less than 40 days and not more than 90 days before the date of the public auction; and
 - b. in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 20 days before the date of the public auction?
4. Does the advertisement specify the date, time, and location of the public auction, the conditions of sale, and a description of each parcel of land to be offered for sale?
5. Does the advertisement state the municipality may, after the public auction, become the owner of any parcel of land not sold at the public auction?
6. Did the municipality send a copy of the advertisement placed in The Alberta Gazette to:
 - a. the owner of each parcel of land to be offered for sale;
 - b. each person who has an interest in any parcel to be offered for sale that is evidenced by a caveat registered by the Registrar; and
 - c. each encumbrance shown on the certificate of title for each parcel to be offered for sale?
7. Did the municipality adjourn the holding of a public auction to any date within two months after the advertised date?
 - a. If so, did the municipality post a notice in a place accessible to the public during regular business hours, showing the new date on which the public auction is to be held?

Comments/Observations: The Town of Eckville council resolution 098.2024 approved on May 13, 2024, set public auction reserve bids for two lots during the last tax sale held on September 11, 2024. The municipality advertised the auction in accordance with legislative requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Affairs has developed a resource for assisting municipalities in [A Guide to Tax Recovery in Alberta](#).

4. Tax Recovery Auctions – Designated Manufactured Homes (Mandatory)

Legislative requirements: MGA 436.08-436.13

1. Not later than August 1 following the preparation of the tax arrears list, has the municipality in respect to each designated manufactured home (DMH) shown on the tax arrears list sent a written notice to:
 - a. the owner of the DMH;
 - b. the owner of the manufactured home community where the DMH is located; and
 - c. each person who has a security interest in or a lien, writ, charge, or other encumbrance against the DMH?
2. Does the notice state that if the tax arrears are not paid before March 31 in the next year, the municipality will offer the DMH for sale at public auction?
3. Has the municipality offered for sale at public auction any DMH shown on its tax arrears list within the timeframe provided if the tax arrears are not paid?
4. Did the council set:
 - a. for each DMH to be offered for sale at public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel; and
 - b. any conditions that apply to the sale?
5. Did the municipality advertise the public auction in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 30 days before the date of the public auction?
6. Does the advertisement specify the date, time, and location of the public auction, the conditions of sale, and a description of each DMH to be offered for sale?
7. Did the municipality send a copy of the advertisement to:
 - a. the owner of the DMH;
 - b. the owner of the manufactured home community where the DMH is located; and
 - c. each person who has a security interest in or a lien, writ, charge, or other encumbrance against the DMH?
8. Did the municipality adjourn the holding of a public auction to any date within two months after the advertised date?
 - a. If so, did the municipality post a notice in a place accessible to the public during regular business hours, showing the new date on which the public auction is to be held?

Comments/Observations: The Town of Eckville has not been required to conduct a tax sale for designated manufactured homes. In the event a tax sale arises in the future, a resource has been provided below.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Affairs has developed a resource for assisting municipalities in [A Guide to Tax Recovery in Alberta](#).

3.9 Planning and Development

1. Municipal Development Plan (Mandatory)

Legislative requirements: MGA 216.4, 606, 632, 641, 692

1. Has the municipality adopted a Municipal Development Plan (MDP) by bylaw?
2. Does the MDP address:
 - a. future land-use;
 - b. future development;
 - c. coordination of land-use, growth patterns, and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
 - d. transportation systems within the municipality and in relation to adjacent municipalities;
 - e. provision of municipal services and facilities;
 - f. policies respecting municipal reserve lands; and
 - g. policies respecting the protection of agricultural operations?

Comments/Observations: Bylaw 650-03 approved on January 12, 2004, established an MDP for the Town of Eckville. The MDP has been amended since its adoption, with Bylaw 794-24 MDP approved on May 13, 2024 as the most recent amendment. Previous MAP records indicate a public hearing was conducted regarding Bylaw 650-03. Notice of public hearing for the MDP amendment produced for review was compliant with legislative requirements. The plan addresses all areas required by the legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs has prepared a [Guidebook for preparing a municipal development plan](#). Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Land Use Bylaw (Mandatory)

Legislative requirements: MGA 606, 640, 642(1), 692(4), [Matters Related to Subdivision and Development Regulation 84/2022](#)

1. Is there a land-use bylaw?
2. Does the land-use bylaw:
 - a. divide the municipality into districts (zones);
 - b. establish a method of making decisions on development permit applications, including provisions for:
 - i. the types of development permits that may be issued;
 - ii. processing an application for, or issuing, canceling, suspending, or refusing to issue development permits;
 - iii. the conditions (contained in the land-use bylaw) that development permits may be subject to;
 - iv. how long development permits remain in effect (if applicable);
 - v. the discretion the development authority may exercise with respect to development permits; and
 - vi. how and to whom notice of the issuance of development permits is to be given?
 - c. establish the number of dwelling units permitted on a parcel of land; and
 - d. identify permitted and discretionary uses?
3. When an application to amend or change the land-use bylaw is submitted, did the notice of the amendment include:
 - a. the municipal address/legal address of the parcel of land;
 - b. a map showing the location of the parcel of land;
 - c. written notice to the assessed owner of that parcel of land;
 - d. written notice to the assessed owner of the adjacent parcel of land;
 - e. the purpose of the bylaw amendment or change and public hearing;
 - f. the address where the proposed bylaw, and any documents can be inspected; and
 - g. the date, time, and place of the public hearing?

Comments/Observations: Previous MAP records indicate the Town of Eckville passed their land-use bylaw, Bylaw 729-15, on August 14, 2015, which has since been amended. A signed copy of the bylaw reviewed indicates it addresses all the topics listed above. Bylaw 796-24 approved on June 10, 2024, is the most recent amendment to Bylaw 729-15. The notice of the public hearing contained the map of land, date, time, location of the public hearing.

Bylaw 796-24 cites that an appeal shall be made by serving a written notice of the appeal to the subdivision and development appeal board within 14 days after the date a notice of the decision. Section 686(1) of the MGA requires 21 days for development permit appeals after the date on which the written decision is given.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 796-24 must be amended, or repealed and replaced, to update provisions regarding the time period an appeal may be commenced to meet legislative requirements.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

3. Subdivision and Development Appeal Board (Mandatory)

Legislative requirements: *MGA 627, 628*, [Matters Related to Subdivision and Development Regulation 84/2022](#)

1. Is a subdivision and development appeal board (SDAB) bylaw or intermunicipal agreement established by bylaw?
2. Does the SDAB bylaw describe the functions and duties of the SDAB?
3. Do the SDAB members exclude those who are:
 - a. municipal employees;
 - b. members of the municipal planning commission; and
 - c. individuals who can carry out subdivision and development powers on behalf of the municipality?
4. Is there no more than one councillor appointed to serve on a panel of the board?
5. If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
6. Is there a clerk appointed to the SDAB?
7. Has the clerk successfully completed the required SDAB training?
8. Is the member(s) appointed to the SDAB qualified to do so in accordance with the SDAB provisions in the *MGA* and regulation?
9. Has the municipality completed its Statistical Information Return (SIR) to report that the SDAB clerk and members are trained?

Comments/Observations: Bylaw 756-19 passed on October 15, 2019, establishes a SDAB. The SDAB provides for the functions and duties of the board consisting of maximum of six members, a two-year term of office, training requirements, and remuneration and other expenses. Chairperson and vice-chairperson of the board shall be elected, can be re-elected by vote of the majority of the members. A clerk has been appointed to the SDAB.

Council resolution ORG004.2024 was passed during organizational meeting on October 28, 2024, approving the appointment of members of SDAB.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

4. Offsite Levies (Discretionary)

Legislative requirements: MGA 648, 648.2

1. Has the municipality, by bylaw, provided for the imposition and payment of a levy in respect to land that is to be developed or subdivided, and authorized an agreement to be entered into in respect of the payment of the levy?
2. Does the bylaw impose an offsite levy on land owned by a school board that is to be developed for a school?
3. Does the bylaw provide for the payment of capital costs relating to one or more of:
 - a. new or expanded facilities for the storage, transmission, treatment, or supplying of water;
 - b. new or expanded facilities for the treatment, movement, or disposal of sanitary sewage;
 - c. new or expanded storm water drainage facilities;
 - d. new or expanded roads required for or impacted by a subdivision or development;
 - e. new or expanded transportation infrastructure required to connect, or to improve the connection of, municipal roads to provincial highways resulting from a subdivision or development;
 - f. land required for or in connection with any of the above facilities;
 - g. new or expanded community recreation facilities;
 - h. new or expanded fire hall facilities;
 - i. new or expanded police station facilities; or
 - j. new or expanded libraries?
4. Does another offsite levy bylaw apply to the same lands for the same purpose?
5. Was the offsite levy bylaw advertised?
6. Does the calculation of the offsite levy:
 - a. take into account criteria such as area, density, or intensity of use;
 - b. recognize variation among infrastructure, facility, and transportation infrastructure types;
 - c. maintain consistency across the municipality for that type of infrastructure, facility, or transportation infrastructure; and
 - d. be fair and reasonable in the municipality?
7. Does the bylaw include a requirement for periodic reviews of the offsite levy calculation?

Comments/Observations: The Town of Eckville does not impose offsite levies.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

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5. Municipal Planning Commissions (Discretionary)

Legislative requirements: MGA 625

1. Has the municipality established a municipal planning commission by bylaw?
2. Has the municipality entered into an agreement with one or more municipalities to establish an intermunicipal planning commission or an intermunicipal service agency by bylaw?
3. Does the bylaw establishing the municipal planning commission or the agreement establishing an intermunicipal planning commission:
 - a. provide for the applicable matters described in Section 145(3) of the MGA;
 - b. prescribe the functions and duties of the commission, including but not limited to subdivision and development powers and duties, and
 - c. in the case of an intermunicipal planning commission, provide for its dissolution?
4. Does the bylaw delegate, by agreement, any of its subdivision authority or development authority powers, duties, or functions to:
 - a. municipal planning commission,
 - b. a regional services commission, or
 - c. an intermunicipal service agency?

Comments/Observations: Bylaw 576-95 was passed on November 13, 1995, establishing a municipal planning commission (MPC) and subdivision authority in the town. The bylaw provides for the functions and duties of the committee. Meeting procedures for the committee are included in the bylaw, in accordance with Section 145(3) of the MGA.

Council resolution ORG005.2024 approved the appointment of members of council to the MPC during organizational meeting of October 28, 2024.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

6. Area Structure Plans (Discretionary)

Legislative requirements: MGA 633

1. Has the municipality adopted an area structure plan for the purpose of providing a framework for subsequent subdivision and development of an area of land?
2. Does the area structure plan describe:
 - a. the sequence of development proposed for the area;
 - b. the land uses proposed for the area, either generally or with respect to specific parts of the area;
 - c. the density of population proposed for the area either generally or with respect to specific parts of the area; and
 - d. the general location of major transportation routes and public utilities?
3. Does the area structure plan contain any other matters, including matters relating to reserves, as the council considers necessary?

Comments/Observations: The Town of Eckville has not adopted an area structure plan.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

7. Area Redevelopment Plans (Discretionary)

Legislative requirements: MGA 634, 635, 647

1. Has the municipality designated an area of the municipality as a redevelopment area for the purpose of any or all the following:
 - a. preserving or improving land and buildings in the area;
 - b. rehabilitating buildings in the area;
 - c. removing buildings from the area;
 - d. constructing or replacing buildings in the area;
 - e. establishing, improving, or relocating roads, public utilities, or other services in the area; or
 - f. facilitating any other development in the area?
2. Has the municipality, by bylaw, adopted an area redevelopment plan?
3. Does the plan describe:
 - a. the objectives of the plan and how they are proposed to be achieved;
 - b. the proposed land uses for the redevelopment area;
 - c. if a redevelopment levy is to be imposed, the reasons for imposing it;
 - d. any proposals for the acquisition of land for any municipal use, school facilities, parks and recreation facilities, or any other purposes the council considers necessary; and
 - e. contain any other proposals that the council considers necessary?
4. Does the plan bylaw provide for the imposition and collection of a levy to be known as a "redevelopment levy", and authorize a designated officer, with or without conditions, to perform any function with respect to the imposition and collection of that redevelopment levy?

Comments/Observations: The Town of Eckville has not adopted an area redevelopment plan.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

8. Joint Use and Planning Agreements (JUPA) (For Discussion)

Legislative requirements: *MGA 670.1, 672 and 673, Education Act 53.1*

1. Where a school board is operating within the municipal boundaries of a municipality, has the municipality entered into an agreement with the school board?
2. Does the agreement contain provisions:
 - a. establishing a process for discussing matters relating to:
 - i. the planning, development, and use of school sites on municipal reserves, school reserves, and municipal and school reserves in the municipality;
 - ii. transfers under Section 672 or 673 of the *MGA* of municipal reserves, school reserves, and municipal and school reserves in the municipality;
 - iii. disposal of school sites;
 - iv. the servicing of school sites on municipal reserves, school reserves, and municipal and school reserves in the municipality;
 - v. 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; and
 - vi. how the municipality and the school board will work collaboratively,
 - b. establishing a process for resolving disputes; and
 - c. establishing a time frame for regular review of the agreement, and may, subject to the governing legislation, contain any other provisions the parties consider necessary or advisable?

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

9. Reserve Lands (Mandatory)

Legislative requirements: MGA 664.1(1), 666(1), 667(1), 669(1), 672(1), 673(1), 674(1), 676(1)

1. Does the municipality receive "subdivision approval applications" for approval to subdivide a parcel of land?
2. Does the municipality, as a subdivision authority, require the owner of a parcel of land that is the subject of a proposed subdivision:
 - a. to provide part of that parcel of land as municipal reserve, school reserve, or municipal and school reserve;
 - b. to provide money in place of municipal reserve, school reserve, or municipal and school reserve; or
 - c. to provide any combination of land or money referred above?
3. If money is required to be provided in place of municipal reserve, school reserve, or municipal and school reserve, does the municipality ensure the applicant provide:
 - a. a market value appraisal of the land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made as if the use proposed for the land conforms with any use prescribed in a statutory plan or land-use bylaw for that land; and
 - b. on the basis of what might be expected to be realized if the land were in an unsubdivided state and sold in the open market by a willing seller to a willing buyer on the date on which the appraisal is made; or
 - c. if the applicant and the subdivision authority agree, a land value based on a method other than those described above?
4. Has the municipality as a subdivision authority directed that the requirement to provide all or part of the municipal reserve, school reserve, or municipal and school reserve be deferred against:
 - a. the remainder of the parcel that is the subject of the proposed subdivision approval; or
 - b. other land of the person applying for subdivision approval that is within the same municipality as that parcel of land, or both?
5. Has the municipality ensured if a school board holds an interest in a school reserve, municipal and school reserve, or municipal reserve under this or previous legislation and declares that the reserve is surplus to the school board's needs, the school board must transfer its interest in the land to the municipality where the reserve is located, for the consideration agreed on between them?
6. Has the municipality transferred municipal reserve of its interest in municipal and school reserve to a school board?
7. Did the municipality hold a public hearing in accordance with the legislation and advertise in accordance with the legislation before any of the following occurs:
 - a. the sale, lease, or other disposal of municipal reserve, community services reserve, or municipal and school reserve:
 - i. by a council; or
 - ii. municipal and school reserve by a council and a school board; or
 - b. the making of a bylaw requiring the school building footprint of a school reserve, municipal and school reserve, or municipal reserve referred to in above to be designated as community services reserve; or
 - c. the disposal of conservation reserve by a municipality as permitted by legislation?
8. Has the municipality sold, leased, or otherwise disposed of a conservation reserve?
9. Has the municipality ensured that lands designated as conservation reserve remains in its natural state?
10. Has the municipality, by bylaw, after giving notice in accordance with the legislation and holding a public hearing in accordance with the legislation:
 - a. used an environmental reserve for a purpose not specified in the legislation;
 - b. transferred an environmental reserve to the Crown or an agent of the Crown for consideration, as agreed;
 - c. leased or disposed of an environmental reserve other than by a sale for a term of not more than three years; and
 - d. changed the boundaries of an environmental reserve or environmental reserve easement in order to correct an omission, error, or other defect in the certificate of title, or to rectify an encroachment problem or other concern.

Comments/Observations: The Town of Eckville has not subdivided any lands requiring the designation of municipal or school reserves, or payment in lieu of providing municipal or school reserves. The town has not disposed of any municipal or school reserves, nor received a subdivision approval application to subdivide a parcel of land.

Meets Legislative Requirements: N/A

Recommendations/Action Items: N/A

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Section 4: Conclusion

Your participation and cooperation during the 2024-2025 Municipal Accountability Program review are appreciated. This report is intended to help the Town of Eckville reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety is to be shared with council during an open session to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are posted on the municipality's website.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed, accountable, and transparent local governments.

AR119288

July 02, 2025

Mr. Jack Ramsden
Chief Administrative Officer
Town of Eckville
PO Box 578
Eckville AB T0M 0X0

Dear Mr. Ramsden:

Your participation and cooperation during the Municipal Accountability Program (MAP) review conducted in January 2025 for the Town of Eckville is greatly appreciated. On behalf of the Minister, I have accepted the Town of Eckville MAP report as prepared by the department staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the town.

Attached is a copy of the report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring your attention. Recommendations and resources are also offered to assist the town in remedying any gaps. To ensure these areas are addressed, please prepare a response to the report, including a plan detailing the actions to be taken to rectify these issues, and submit it to my office eight weeks after you receive this letter. The response plan must include a timeline for completion, which is not to exceed one year.

Development of the response plan ensures that you have read the report and the recommendations and have considered the time and resources required to address each item. The plan need not be complex – a simple checklist with anticipated completion dates would suffice. In addition, having a plan would help the advisor provide timely support as needed.

You may email your response plan to MAP@gov.ab.ca, or send it by mail to:

Municipal Affairs – Municipal Services Division
Attention: Nnamdi Njoku
17th floor, Commerce Place
10155 – 102 Street
Edmonton, AB T5J 4L4

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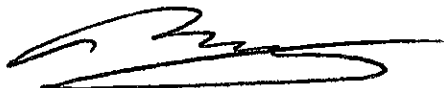
As department staff discussed with you during the review, it is expected the MAP report will be shared with your council to build awareness of the diversity of municipal responsibilities. Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results in a public meeting to demonstrate accountability and transparency with town residents.

Advisor support during plan implementation is an important part of the program. As you proceed with addressing the gaps, please submit records of resolutions passed, any new or updated bylaws, and any other documents which were changed. Staff will use this information to confirm the satisfactory completion of the legislative gaps identified in the report.

Municipal Affairs is committed to maintaining a collaborative working relationship with you as the chief administrative officer for your municipality. We are available to help you address the non-compliant matters identified in the report and welcome your feedback on our review process.

For further information, please contact Nnamdi Njoku, Municipal Accountability Advisor, toll-free at 310-0000, then 780-422-5811 or at nnamdi.njoku@gov.ab.ca.

Yours truly,



Gary Sandberg
Assistant Deputy Minister

Attachment: Town of Eckville 2025 Municipal Accountability Program Report

cc: Honourable Dan Williams, ECA, Minister of Municipal Affairs
Jonah Mozeson, Deputy Minister, Municipal Affairs
Nnamdi Njoku, Municipal Accountability Advisor, Municipal Affairs



TOWN OF ECKVILLE

Mtg. Date Sept 8, 2025

Agenda Item 7.3 B

August 14, 2025

Municipal Affairs – Municipal Services Division
17th Floor, Commerce Place
10155 – 102 Street
Edmonton, AB
T5J 4L4

Attention : Nnamdi Njoku
Municipal Accountability Advisor

Re : Town of Eckville 2025 Municipal Accountability Program Report

Please be advised that we have reviewed the above noted 2025 MAP report that we received via email on July 7, 2025 and have now completed our initial response.

We have chosen to use the fillable PDF as the main body of our 2025 MAP Report as per the option provided to us. A copy of our Initial 2025 MAP Report is attached to this letter.

We would note that the MAP Report contained 13 legislative gaps. One of these gaps was to do with our Council Code of Contact Bylaw No. 744-18, which we had not reviewed in the last four years as per the regulation. As this bylaw was struck down by recent legislation, no action is apparently required, in spite of the fact that we did not meet legislative requirement. We are planning to rescind Bylaw 744-18 with a rescinding bylaw in the next month to ensure that we have a proper paper trail.

We also suggest that we have met the legislative requirements relating to the appointment of our municipal assessor. He is appointed, by name as a Designated Office and further as our Municipal Assessor. We would be pleased to discuss this further if required.

Thanks for conducting this Municipal Accountability Program review. We will do our best to bring everything in line well within the one-year time limit.

Yours sincerely


Jack Ramsden, CAO



TOWN OF ECKVILLE
2025 MUNICIPAL ACCOUNTABILITY PROGRAM
REVIEW

REPORT # ONE

Date: August 14, 2025

From: Jack Ramsden, CAO

2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- requirement to conduct regular meetings in accordance with the MGA ([page 12](#));
- requirements that meetings conducted by electronic means be in accordance with the MGA ([page 18](#));
- requirement for the code of conduct bylaw to comply with the MGA and regulation ([page 20](#));
- requirement to establish a bylaw enforcement officer bylaw in accordance with the MGA ([page 22](#));
- requirement to adopt a capital budget ([page 31](#));
- requirements for three-year operating and five-year capital plans ([page 32](#));
- requirement for borrowing bylaws to be in accordance with the MGA ([page 35](#));
- requirement to appoint an assessor, assign classes to assessment, and for dividing assessment classes ([page 38](#));
- requirement for the content of assessment notices to be in accordance with the MGA ([page 39](#));
- requirement to establish the local assessment review board and composite assessment review board ([page 40](#));
- requirement for the content of tax notices to be in accordance with the MGA ([page 42](#));
- requirement to prepare a tax arrears list annually ([page 56](#)); and
- requirement to establish and amend a land use bylaw in accordance with the MGA ([page 61](#)).

2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each area of non-compliance; however, your municipality is not required to use this report to provide its responses and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

3.2 Meetings and Meeting Procedures

1. Regular Meetings (Mandatory)

Legislative requirements: MGA 193

1. When specifying the dates, times, and places to hold regularly scheduled council meetings, were all members of council present at the meeting?
2. Has the date, time, or place of a regularly scheduled meeting been changed?
3. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

Comments/Observations: Council resolution ORG008.2024 at the Town of Eckville organizational meeting of October 28, 2024, established the date and time for regular council meetings, specifying that they will be held at 6:00 PM on the second and fourth Monday of each month. If a regular meeting falls on a statutory holiday, the meeting shall be held on the Tuesday following the holiday. The resolution in the organizational meeting minutes did not name the place for the regular council meetings. All members of council were present during the organizational council meeting.

Council resolution 221.2024 passed during September 9, 2024, regular council approved that the time of September 23, 2024, regular council meeting be changed to 4:00 PM.

Meets Legislative Requirements: No

Recommendations/Action Items: Council must pass a resolution to specify the place of regular council meetings in accordance with the legislation.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Will present a motion to specify the place of regular council meetings at the 2025 Organizational Meeting to be held on October 27, 2025.

7. Meetings by Electronic Means (Discretionary)

Legislative requirements: MGA 199

1. Does the municipality conduct council or council committee meetings where persons attend by electronic means?
2. Does the municipality have a bylaw providing for council meetings or council committee meetings by electronic means?
3. Does the bylaw:
 - a. specify the type or types of electronic means by which meetings are authorized to be held;
 - b. require the identity of each councillor attending the meeting to be confirmed by a method authorized by the bylaw; and
 - c. except in the case of a meeting that is closed to the public in accordance with Section 197 of the MGA, specify:
 - i. a method by which members of the public may access the meeting and make submissions;
 - ii. where information is required to be made publicly available, a method for making the information available before and during the meeting; and
 - iii. a method for giving the public notice of the meeting, of the method by which the public may access the meeting, and the method by which the public may access information required to be made public?
4. Does the municipality have a bylaw providing for public hearings under Part 17 of the MGA to be conducted by electronic means?
5. A bylaw for public hearings by electronic means must be passed by April 30, 2025.

Comments/Observations: Bylaw 640-02, the council procedure bylaw, revised and consolidated on November 27, 2023, provides for council meetings to be held by electronic or other communication. The bylaw does not specify the type or types of electronic means by which meetings are authorized to be held. In addition, the bylaw does not provide for how the identity of a councillor attending the meeting will be confirmed, provide a method by which members of the public may access the meeting and make submissions, or the method for making information in respect of the meeting will be made available to the public.

Bylaw 640-02 requires that the council member requesting that the meeting be held through electronic communications shall be responsible for the expenses incurred to accommodate this request.

With recent changes to the MGA by the *Municipal Affairs Statutes Amendment Act, 2024*, municipalities must, by bylaw, provide for public hearings under Part 17 to be conducted by electronic means.

Meets Legislative Requirements: No

Recommendations/Action Items: Council must amend the current bylaw or develop a new bylaw to include the requirements for conducting an electronic meeting, including public hearings, to meet legislative requirements.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Anticipate an amended bylaw to be passed prior to year end 2025.

3.3 Mandatory Bylaws

1. Code of Conduct (Mandatory)

Legislative requirements: MGA 146.1, 201.1(1) Code of Conduct for Elected Officials Regulation 200/2017

1. Has a code of conduct governing the conduct of councillors been established by bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there sanctions for breaching the code of conduct?
4. Does the bylaw include the following topics:
 - representing the municipality;
 - communicating on behalf of the municipality;
 - 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; and
 - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
 - who may make a complaint alleging a breach of the code of conduct;
 - the method by which a complaint may be made;
 - the process to be used to determine the validity of a complaint; and
 - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Has the code of conduct been reviewed in the last four years?

Comments/Observations: At the time of the review, there have been no changes to the code of conduct bylaw (Bylaw 744-18) since the municipality's last MAP review on January 28, 2019. The Town of Eckville approved Bylaw 18-1 as its code of conduct on June 11, 2018. The bylaw had not been reviewed in the last four years as required by the regulation.

However, since the MAP review was conducted and with the passage of *Municipal Affairs Statutes Amendment Act, 2025*, there is no longer a requirement to adopt a code of conduct bylaw, and any code of conduct bylaw adopted by the municipality has been automatically repealed.

Meets Legislative Requirements: No

Recommendations/Action Items: Due to the change in legislation, no action is required to address the legislative gap noted above at the time of the review.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Bylaw Enforcement Officers (Mandatory)

Legislative requirements: MGA 555-556

1. Has the municipality passed a bylaw enforcement officer bylaw?
2. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
3. Does the bylaw include:
 - a. disciplinary procedures;
 - b. penalties; and
 - c. an appeal process?
4. Have all individuals who perform bylaw enforcement within the municipality taken the official oath?

Comments/Observations: A bylaw enforcement officer bylaw has not been enacted by the town as required by Section 555 of the MGA. The town contracts Lacombe County for bylaw enforcement officer services.

Meets Legislative Requirements: No

Recommendations/Action Items: A bylaw must be adopted that establishes the powers and duties of bylaw enforcement officers, and establish disciplinary procedures, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Will adopt a bylaw prior to year end 2025.

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2. Capital Budget (Mandatory)

Legislative requirements: MGA 245, 246

1. Has a capital budget been adopted prior to January 1 the calendar year?
2. Does the capital budget include the estimated amount for the following:
 - a. the amount needed to acquire, construct, remove, or improve capital property;
 - b. the anticipated sources and amounts of money to pay the costs to acquire, construct, remove, or improve capital property; and
 - c. the amount to be transferred from the operating budget?

Comments/Observations: Council had not approved the 2025 capital budget as of the time of the MAP review and before the January 1 deadline pursuant to Section 245 of the MGA.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, the municipality must adopt a capital budget prior to January 1 annually.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Will adopt the 2026 Capital Budget prior to year end 2025.

3. Three-Year Operating and Five-Year Capital Plans (Mandatory)

Legislative requirements: [MGA 283.1](#), [Municipal Corporate Planning Regulation 192/2017](#)

1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following:
 - a. major categories of expenditures and revenues;
 - b. annual surplus/deficit; and
 - c. accumulated surplus/deficit?
2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include:
 - a. anticipated expenditures; and
 - b. anticipated sources of revenue?
3. Does the three-year operating plan or the five-year capital plan include the current financial year in which the financial plan or capital plan is prepared?
4. Has council reviewed and updated its financial plan and capital plan annually?

Comments/Observations: The three-year operating plan includes the major categories of expenditures and revenues; however, the operating plan does not include the annual surplus/deficit and accumulated surplus/deficit as required by Section 2(c) of the Municipal Corporate Planning Regulation 192/2017. The five-year capital plan includes planned capital property additions, anticipated expenditures, and anticipated sources of revenue for all five years as required by legislation.

A council resolution approving the three-year operating plan and five-year capital plan was not available for review.

Meets Legislative Requirements: No

Recommendations/Action Items: The operating plan must also include the annual surplus/deficit and accumulated surplus/deficit to meet legislative requirements. Council must review and update the operating plan and capital plan by resolution annually.

Resources: Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: [New Legislative Requirements for Municipal Financial & Capital Plans](#).

Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Will present an updated 3 Year Operating Plan prior to year end 2025.

6. Borrowing (Discretionary)

Legislative requirements: MGA 251-259, Debt Limit Regulation 255/2000

1. Does the municipality have any debt?
2. Have all borrowings been authorized by a borrowing bylaw?
3. Does the borrowing bylaw set out:
 - a. the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - b. the maximum rate of interest, expressed as a percentage, the term, and terms of repayment of the borrowing; and
 - c. the source or sources of money to be used to pay the principal and interest owing under the borrowing?
4. Was the borrowing bylaw advertised (if required)?

Comments/Observations: The Town of Eckville passed borrowing Bylaw 792-23 on November 27, 2023, setting out the amount to be borrowed for covering operating costs. The bylaw includes the source of funds to repay the borrowing.

The bylaw did not provide for the maximum interest expressed as a percentage and term of borrowing.

Meets Legislative Requirements: No

Recommendations/Action Items: Council must amend, or repeal and replace, the bylaw to include the requirements for the term of the borrowing and the maximum rate of interest, expressed as a percentage, to meet legislative requirements.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Short Term Borrowing Bylaw 804-25 will be presented to Council for approval on August 11, 2025.

3.6 Assessment and Taxation

1. Assessment of Property (Mandatory)

Legislative requirements: MGA 284.2(1), 297

1. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
2. When preparing the assessment of property, does the assessor assign one or more of the following assessment classes to the property:
 - a. class 1 – residential;
 - b. class 2 – non-residential;
 - c. class 3 – farm land; and
 - d. class 4 – machinery and equipment?
3. Has the municipality, by bylaw, divided class 1 into sub-classes?
4. Has the municipality, by bylaw, divided class 2 into the sub-classes prescribed by the regulations?

Comments/Observations: The Town of Eckville Bylaw 755-19 was approved on August 19, 2019, establishing the position of an assessor as a designated officer of the municipality; however, a council resolution appointing a qualified individual to the position as required by Section 284.2(1) of the MGA was not located. The municipality has not adopted a subclassification bylaw.

Meets Legislative Requirements: No

Recommendations/Action Items: The assessor is a designated officer of the municipality. In addition to a bylaw, council resolution approving the appointment of an assessor is required to meet legislative requirements.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2226.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

It is our understanding that no motion is required as our assessor has been appointed as a designated to carry out the functions, duties and powers of a municipal assessor as per Bylaw 755-19.

2. Assessment Notices (Mandatory)

Legislative requirements: MGA 303, 308, 310, 311

1. Has the assessor set a notice of assessment date, which must be no earlier than January 1 and no later than July 1?
2. Does the assessment notice show the following information:
 - a. a description sufficient to identify the location of the property;
 - b. the name and mailing address of the assessed person;
 - c. whether the property is a parcel of land, an improvement, or a parcel of land and the improvements to it;
 - d. if the property is an improvement, a description showing the type of improvement;
 - e. the assessment;
 - f. the assessment class or classes;
 - g. a notation if the property is fully or partially exempt from taxation under Part 10 of the MGA;
 - h. a notation if a deferral of the collection of tax under Section 364.1 or 364.2 of the MGA is in effect for the property;
 - i. any other information considered appropriate by the municipality or required by the Minister;
 - j. the notice of assessment date;
 - k. a statement that the assessed person may file a complaint not later than the complaint deadline; and
 - l. information respecting filing a complaint in accordance with the regulations?
3. Have assessment notices been sent no later than July 1, and at least seven days prior to the notice of assessment date?
4. Has a designated officer certified the date on which the assessment notice was sent?
5. Has the municipality published a notice that the assessment notices have been sent?

Comments/Observations: The town's assessment notice indicates information sufficient to determine the location of the property and the name and address of the assessed person. The assessment notice includes all information required with respect to exemptions, deferrals and filing a complaint. The assessment notice reviewed had a mailing date of March 28, 2024, and assessment complaint deadline date of May 27, 2024.

The assessment notice that was reviewed did not contain a notice of assessment date and certification of the date of mailing, signed by a designated officer.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, the assessment notice must contain the notice of assessment date and a designated officer must certify the date of mailing of assessment notices to meet legislative requirements.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Assessment notice has been updated on the Town's financial system to reflect the recommended changes for the 2026 assessment year.

3. Assessment Review Boards (Mandatory)

Legislative requirements: MGA 454-456, [Matters Relating to Assessment Complaints Regulation 201/2017](#)

1. Has the municipality, by bylaw, established a local assessment review board?
 - a. Are at least three members appointed to this board?
 - b. Is the term of office for each member appointed established?
 - c. Has council prescribed the remuneration and expenses, if any, payable to each member?
 - d. Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
 - e. Have the appointed members received the mandatory training?
2. Has the municipality, by bylaw, established a composite assessment review board?
 - a. Are at least two members appointed to this board?
 - b. Is the term of the appointment established?
 - c. Has council prescribed the remuneration and expenses, if any, payable to each member?
 - d. Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
 - e. Have the appointed members received the mandatory training?
3. Has council appointed a person who has received the mandatory training as the clerk of the boards?
4. If the municipality has jointly established the local assessment review board, composite assessment review board, or both with one or more other municipalities:
 - a. Have the member councils jointly designated one of the board members as chair?
 - b. Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
 - c. Have the member councils jointly appointed the clerk of the assessment review boards?

Comments/Observations: Bylaw 757-20 passed on February 10, 2020, establishes the local assessment review board (ARB) and composite assessment review board (CARB) between the town and other municipalities. The bylaw requires the municipality to jointly appoint the ARB clerk to the Central Alberta Regional ARB. The bylaw provides for the terms of appointment, training and remuneration paid to members, chair, and clerk. Training records of the clerk, and members were reviewed.

A council resolution appointing a clerk to the regional assessment review board was not located, as required by Section 456(1) of the MGA.

Meets Legislative Requirements: No

Recommendations/Action Items: Council must pass a resolution appointing a clerk to the assessment review board.

Resources: Municipal Affairs has developed a website to assist municipalities with respect to [Assessment Review Boards](#). In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Will present a motion to Council to appoint the Clerk of the regional assessment review board by the end of September, 2025.

5. Tax Notices (Mandatory)

Legislative requirements: MGA 329, 333-336, 357

1. Does the tax notice show the following information:
 - a. a description sufficient to identify the location of the property or business;
 - b. the name and mailing address of the taxpayer;
 - c. the assessment;
 - d. the name, tax rate, and amount of each tax imposed in respect of the property or business;
 - e. the total amount of all taxes imposed in respect of the property or business;
 - f. the amount of tax arrears, if any;
 - g. a notation if the property is the subject of an agreement between the taxpayer and the municipality under Section 347(1) of the MGA relating to tax arrears;
 - h. a notation of the amount deferred and the taxation year or years to which the amount relates if the property is subject of a bylaw or agreement made under Section 364.1 of the MGA to defer the collection of tax;
 - i. a notation of the amount deferred and the taxation year or years to which the amount relates if the property is subject of a deferral granted under Section 364.2 of the MGA;
 - j. any other information considered appropriate by the municipality;
 - k. the date the tax notice is sent to the taxpayer;
 - l. the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - m. except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - n. the name and address of the designated officer with whom a complaint must be filed;
 - o. the dates on which penalties may be imposed if the taxes are not paid; and
 - p. information on how to request a receipt for taxes paid?
2. Has the municipality prepared and sent tax notices annually before the end of the year in which the taxes were imposed?
3. Has a designated officer certified the date the tax notices were sent?
4. If the property tax bylaw specifies a minimum amount payable as property tax, does the tax notice indicate the tax rates set by the property tax bylaw that raise the revenue required to pay the Alberta School Foundation Fund requisition?

Comments/Observations: The Town of Eckville prepares and sends tax notices annually. The town's tax notice includes sufficient information to determine the location of the property or business, the name, and address of the taxpayer. In addition, it indicates the date the tax notice was sent to the taxpayer and how to request a receipt for taxes. The CAO notified residents through social media publication that the tax notices were sent.

The certification of the date of mailing, signed by a designated officer, was not located.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, a designated officer must certify the date of mailing of assessment notices to meet legislative requirements.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Our Tax Notice has been updated on the Town's financial system to reflect the recommended changes for the 2026 assessment year.

3.8 Tax Recovery

1. Tax Arrears List (Mandatory)

Legislative requirements: MGA 412, 436.03

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears prior to March 31 annually?
 - a. Have two copies of the list been sent to the Registrar?
 - b. Has a copy of the list been sent to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act* (the Minister of Treasury Board and Finance)?
 - c. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?
2. Has a tax arrears list been prepared showing the designated manufactured homes in the municipality for which there are tax arrears for more than one year?
 - a. Has the municipality registered a tax recovery lien against each designated manufactured home shown on the tax arrears list?
 - b. Were the owners of each designated manufactured home given written notice that a tax recovery lien has been registered against the designated manufactured home?
 - c. Was the owner of each manufactured home community containing one or more designated manufactured homes shown on the tax recovery list notified in writing that a tax recovery lien has been registered?
3. Have the tax recovery lists been posted in a place that is accessible to the public during normal business hours?

Comments/Observations: The Town of Eckville had properties on the tax arrears list for the past year, and copies of the lists were sent to the registrar before March 31, 2024. The persons liable to pay the tax arrears were notified that a tax arrears list had been prepared and sent to the registrar.

Information as to whether a copy of the list had been sent to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act* was not available.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, a copy of the tax arrears list must be sent to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

We will reserve comment pending discussion and advice from our legal counsel as to process.

2. Land Use Bylaw (Mandatory)

Legislative requirements: MGA 606, 640, 642(1), 692(4), [Matters Related to Subdivision and Development Regulation 84/2022](#)

1. Is there a land-use bylaw?
2. Does the land-use bylaw:
 - a. divide the municipality into districts (zones);
 - b. establish a method of making decisions on development permit applications, including provisions for:
 - i. the types of development permits that may be issued;
 - ii. processing an application for, or issuing, canceling, suspending, or refusing to issue development permits;
 - iii. the conditions (contained in the land-use bylaw) that development permits may be subject to;
 - iv. how long development permits remain in effect (if applicable);
 - v. the discretion the development authority may exercise with respect to development permits; and
 - vi. how and to whom notice of the issuance of development permits is to be given?
 - c. establish the number of dwelling units permitted on a parcel of land; and
 - d. identify permitted and discretionary uses?
3. When an application to amend or change the land-use bylaw is submitted, did the notice of the amendment include:
 - a. the municipal address/legal address of the parcel of land;
 - b. a map showing the location of the parcel of land;
 - c. written notice to the assessed owner of that parcel of land;
 - d. written notice to the assessed owner of the adjacent parcel of land;
 - e. the purpose of the bylaw amendment or change and public hearing;
 - f. the address where the proposed bylaw, and any documents can be inspected; and
 - g. the date, time, and place of the public hearing?

Comments/Observations: Previous MAP records indicate the Town of Eckville passed their land-use bylaw, Bylaw 729-15, on August 14, 2015, which has since been amended. A signed copy of the bylaw reviewed indicates it addresses all the topics listed above. Bylaw 796-24 approved on June 10, 2024, is the most recent amendment to Bylaw 729-15. The notice of the public hearing contained the map of land, date, time, location of the public hearing.

Bylaw 796-24 cites that an appeal shall be made by serving a written notice of the appeal to the subdivision and development appeal board within 14 days after the date a notice of the decision. Section 686(1) of the MGA requires 21 days for development permit appeals after the date on which the written decision is given.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 796-24 must be amended, or repealed and replaced, to update provisions regarding the time period an appeal may be commenced to meet legislative requirements.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Will amend Bylaw 729-15 to reflect the 21 notice period prior to year end 2025.

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Jack Ramsden

From: MA Engagement Team <ma.engagement@gov.ab.ca>
Sent: Wednesday, August 13, 2025 8:53 AM
To: MA Engagement Team
Cc: Ijeoma Okolo
Subject: Invitation to meet with Minister Dan Williams
Attachments: 2025 ABmunis Meeting Template.xlsx

Mtg. Date Sept 8, 2025
Agenda Item 9.1

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2025 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Calgary TELUS Convention Centre from November 12-14, 2025. These meetings will be in person at the convention centre, as scheduling permits.

Should your council want to meet with Minister Williams during the convention, please submit a request by email with three potential topics for discussion to ma.engagement@gov.ab.ca **no later than September 12, 2025**. The meeting request template is attached.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests meeting the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - Please ensure details on the discussion topics are provided.
- Priority will be given to requests from municipalities at a distance from Edmonton and to municipalities that Minister Williams has not yet had an opportunity to meet with.

Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative meeting opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Thank you.

Engagement Team
Municipal Services Division
Municipal Affairs

Classification: Protected A

Meeting Request:
Alberta Municipalities Fall 2025 Convention

If you have questions, require support and to submit form, please email:

ma.engagement@gov.ab.ca

Municipal Information

Municipality Name: _____

Meeting Topics

Please provide additional details about the topic for discussion

Topic 1	Topic 2	Topic 3

Meeting Participants

- 1 _____ Mayor/Reeve
- 2 _____ Chief Administrator
- 3 _____ Councillor
- 4 _____ Councillor
- 5 _____ Councillor
- 6 _____ Councillor
- 7 _____ Councillor
- 8 _____ Councillor
- 9 _____ Councillor