



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

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Her Worship Kathleen Wight
Mayor
Village of Longview
PO Box 147
Longview AB T0L 1H0

Dear Mayor Wight and Council,

Thank you again for your cooperation and participation in the preliminary review conducted by my ministry in response to the petition for an inquiry into the affairs of the council of the Village of Longview.

As noted in my July 7, 2017, letter, a preliminary review was completed and identified concerns. At that time, I advised that I was deferring my decision on further action, if any, until after the municipal election. With the conclusion of the election and review of the continued situation, sufficient concerns remain that justify an in-depth review. As such, I will be ordering a municipal inspection.

A municipal inspection is an extraordinary measure and is not undertaken lightly. The objective of the inspection process is for the Inspector to report to me on any matter connected with the management, administration, or operation of the municipality, and to identify matters that may indicate the municipality is managed in an irregular, improper, or improvident manner.

Inspectors are appointed by contracting the services of an independent consultant through a request for proposal process. Under Section 571 of the *Municipal Government Act (MGA)*, the Inspector has the same powers, privileges, and immunities as a commissioner under the *Public Inquiries Act*. These include the power to:

- require the attendance of any officer of the municipality (or of any other person whose presence the Inspector considers necessary);
- require persons to give evidence on oath and to produce any documents, papers, or things the Inspector considers to be required; and
- engage the services of experts and persons having special technical or other knowledge.

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The scope of the inspection can include any matter connected with the management, administration, or operation of the municipality, or any assessment prepared under Part 9 (Property Assessment) of the *MGA*. As such, the Village of Longview inspection may include, but is not limited to:

- a review and evaluation of:
 - bylaws and key policies for adequacy, relevancy, consistency, and conformity with legislation;
 - the structure of council committees in relation to legislative requirements;
 - the process and procedures used to prepare for council meetings;
 - council's understanding of their role and responsibilities;
 - council's leadership and effectiveness in working together;
 - the Chief Administrative Officer's (CAO) understanding of his role and responsibilities;
 - the process for preparing and approving council meeting minutes and a review of recent minutes;
 - the financial status of the municipality;
 - the financial reporting to council;
 - the budget process; and
 - key planning documents.
- attendance at, and evaluation of, the conduct of a council meeting;
- a comparative analysis of the property assessment and tax rates with similar municipalities; and
- interviews with members of council and the CAO, staff, and a sample of residents.

After the inspection is completed, the Inspector is required to provide me with a report. Following my acceptance of the report, a summary of the results will be presented to council.

Section 574 of the *MGA* provides that I may, by order, direct the council, the CAO, or a designated officer of the municipality to take any action considered proper in the circumstances if I believe, based on the inspection report, the municipality is managed in an irregular, improper, or improvident manner. Directives normally have timelines for required actions. If one or more directives are not carried out to my satisfaction, I may dismiss the council or any member of it, or the CAO.

I will advise you once an Inspector has been appointed.

Sincerely,



Hon. Shaye Anderson
Minister of Municipal Affairs