

ADMINISTRATIVE REPORT: SCHEDULE B

Village of Wabamun Non-Tax Financial Services Matters Bylaws for Repeal

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LIST OF BYLAWS AND RATIONALE FOR REPEAL

1. Village of Wabamun Bylaw No. 17-2019: Designated Officer Bylaw

Parallel Parkland County Bylaws: *Bylaw No. 23-00: Municipal Assessor Bylaw*

Rationale for repeal: This bylaw duplicates the existing Parkland County Bylaw 23-00.

Bylaw document: available at [Appendix A](#)

2. Village of Wabamun Bylaw No. 06-89: Meridian Foundation Bylaw

Parallel Parkland County Bylaws: N/A

Rationale for repeal: This Bylaw provided a one-time approval and is no longer necessary.

Bylaw document: available at [Appendix B](#)

3. Village of Wabamun Bylaw No. 02-2019: Operating Expenditures Borrowing Bylaw

Parallel Parkland County Bylaws: N/A

Rationale for repeal: This Bylaw is no longer necessary as Parkland County is now responsible for Wabamun's finances and operating expenses.

Bylaw document: available at [Appendix C](#)

4. Village of Wabamun Bylaw No. 16-2019: Assessment Review Board Bylaw

Parallel Parkland County Bylaws: *Bylaw No. 2015-28: Assessment Review Board Bylaw*

Rationale for repeal: This bylaw duplicates the existing Parkland County Bylaw 2015-28.

Bylaw document: available at [Appendix D](#)

APPENDIX A:
WABAMUN BYLAW NO. 17-2019: Designated Officer Bylaw



BY-LAW NO 17-2019
OF THE VILLAGE OF WABAMUN
IN THE PROVINCE OF ALBERTA

BEING A BY-LAW OF THE VILLAGE OF WABAMUN IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF A DESIGNATED OFFICER.

WHEREAS, pursuant to the provisions of Section 210 of the Municipal Government Act, the Council may pass a By-law to establish one or more positions to carry out the powers, duties and functions of a designated officer.

NOW THEREFORE, The Council of the Village of Wabamun, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. Short Title

This Bylaw may be referred to as the "Designated Officer Bylaw"

2. Definitions

- a. "municipal assessor" means a designated officer appointed under section 284.2 to carry out the functions, duties and powers of a municipal assessor under the MGA;
- b. "Council" means the duly elected Council of the Village of Wabamun;

3. General

- a. That the position of Municipal Assessor be established as a designated office of the Village of Wabamun to carry out the duties and responsibilities of an assessor as designated in the Municipal Government Act and other applicable legislation
- b. The appointment of an assessor shall be made by resolution of Council
- c. Bylaw 06-2002 is hereby rescinded in its entirety upon this bylaw coming into force
- d. This bylaw shall take full force and effect upon signing after passage of third and final reading

READ A FIRST TIME IN COUNCIL THIS 21ST DAY OF MAY, 2019

READ A SECOND TIME IN COUNCIL THIS 21ST DAY OF MAY, 2019

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 21ST DAY OF MAY, 2019

Signed by the CEO this date

CHIEF ELECTED OFFICIAL

Signed by the CAO this date

CHIEF ADMINISTRATIVE OFFICER

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APPENDIX B:
WABAMUN BYLAW NO. 06-89: Meridian Foundation Bylaw

BY-LAW NO. 06-89
OF THE
VILLAGE OF WABAMUN
IN THE PROVINCE OF ALBERTA

BEING A BY-LAW OF THE VILLAGE OF WABAMUN IN THE PROVINCE OF ALBERTA TO SPLIT THE BOUNDARIES OF THE MERIDIAN FOUNDATION.

- WHEREAS,** *the Senior Citizen's Housing Act, being Chapter 5 - 17 of the Revised Statutes of Alberta, 1980, as amended, provides a means whereby low rental housing units and homes for senior citizens of the Province of Alberta may be made available in or to the municipalities thereof; and*
- WHEREAS,** *the Senior Citizen's Housing Act provides for non-profit foundations to enter into an agreement with individual or groups of individual municipalities and the Alberta Mortgage and Housing Corporation for the operation and management of Senior Citizen's Homes; and*
- WHEREAS,** *The Meridian Foundation presently operates senior citizens homes under the Senior Citizen's Housing Act in Stony Plain, Alberta, and Drayton Valley, Alberta; and*
- WHEREAS,** *the present contributing municipalities of the Meridian Foundation, being the County of Parkland, the City of Spruce Grove, the Town of Stony Plain, the Village of Wabamun, the Village of Entwistle, the Town of Drayton Valley, and the Municipal District of Brazeau, deem it is expedient to separate the present large Meridian Foundation into two (2) smaller, separate entities; and*
- WHEREAS,** *capital fund and revenue fund surpluses are presently held by the Meridian Foundation; and*
- WHEREAS,** *the recent formation of the new Municipal District of Brazeau has resulted in a larger area to be administered by the Foundation and an additional contributing municipality;*
- NOW THEREFORE,** *The Council of the Village of Wabamun hereby enacts as follows:*
1. *The Council of the Village of Wabamun, in concert with the other several councils of the contributing municipalities to the Meridian Foundation, shall jointly petition the Minister of Municipal Affairs, the Minister Responsible for Senior Citizen's Housing, to provide an Order-In-Council effecting the separation of the present Meridian Foundation and creating two (2) new foundations under the Senior Citizen's Housing Act, according to the following premises:*
 - (a) *that the Meridian Foundation be separated to form two (2) separate and distinct foundations; and*

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By-Law No. 06-89
Village of Wabamun
Province of Alberta

- (b) that the boundaries of the Meridian Foundation be delineated as they currently exist, i.e., including the municipal boundaries of the County of Parkland, the Municipal District of Brazeau, the City of Spruce Grove, the Town of Drayton Valley, the Town of Stony Plain, the Village of Wabamun, and the Village of Entwistle; and
- (c) that one (1) new foundation be established to include the municipal boundaries of the County of Parkland, the City of Spruce Grove, the Town of Stony Plain, the Village of Wabamun, and the Village of Entwistle (hereinafter referred to as Foundation No. 1); and
- (d) that a second foundation be established to include the municipal boundaries of the Municipal District of Brazeau and the Town of Drayton Valley and other municipalities, if applicable (hereinafter referred to as Foundation No. 2); and
- (e) that the Meridian Lodge located at Stony Plain, in the Province of Alberta be placed under the jurisdiction of Foundation No. 1; and
- (f) that the Shangri-La Lodge located at Drayton Valley, in the Province of Alberta be placed under the jurisdiction of Foundation No. 2; and
- (g) that the separation of the Meridian Foundation be effective as of January 1, 1990; and
- (h) that the December 31, 1989 audited capital fund and revenue fund surplus of the Meridian Foundation be distributed in accordance with Schedule "A" attached hereto and forming a part of this By-Law; and
- (i) that in the calculation of the operating deficit for the 1989 fiscal year, the auditor shall accrue such Alberta Housing and Mortgage Corporation Lodge Assistance Grant and Requisitions from Municipalities as are due to the Meridian Foundation as at December 31, 1989 including such amounts as relate to the 1989 fiscal year; and
- (j) that in each case the operating deficits for each of the newly formed Foundations shall be recovered from the contributing municipalities of each Foundation based on each municipality's proportion of the total equalized assessment for each foundation, according to the terms of the present Master Agreement between the contributing municipalities and the Meridian Foundation; and
- (k) that each of the municipal councils agree to be bound by all of the provisions and subsequent amendments contained in the Senior Citizen's Housing Act, the Foundation Charter and the Master Agreement which form the basis for the two (2) newly created Foundations.

Done and passed as a By-Law of the Village of Wabamun in the
Province of Alberta this 15th day of May
A. D. 1989.



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Village of Wabamun
Province of Alberta

Read a first time this 15th day of May , A.D. 1989.

Read a second time this 15th day of May , A.D. 1989.

Read a third time this 15th day of May , A.D. 1989.



MAYOR



ADMINISTRATOR

EAP:mai

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 Village of Wabamun
 Province of Alberta

SCHEDULE 'A'

MERIDIAN FOUNDATION
DISTRIBUTION OF SURPLUSES

<u>Municipality</u>	<u>1989 Equalized Assessment for the Meridian Foundation</u>	<u>%</u>	<u>Surplus Entitlement</u>
<hr/>	<hr/>	<hr/>	<hr/>
Total	Total Equalized Assessment	100% ----	\$ Actual Capital Fund & Revenue Fund Surplus Total -----

APPENDIX C:**WABAMUN BYLAW NO. 02-2019: Operating Expenditures Borrowing Bylaw**

**BY-LAW NO. 02-2019
OF THE
VILLAGE OF WABAMUN
IN THE PROVINCE OF ALBERTA**

A BY-LAW OF THE VILLAGE OF WABAMUN TO AUTHORIZE A BORROWING AND ESTABLISH A LINE OF CREDIT FOR THE PURPOSE OF FINANCING OPERATING EXPENDITURES

WHEREAS Section 251 of the *Municipal Government Act* provides that a municipality may make a borrowing if the borrowing is authorized by a borrowing bylaw;

AND WHEREAS Section 256 of the Act provides that a municipality may make a borrowing for the purpose of financing operating expenditures of the municipality provided that the amount to be borrowed, together with the unpaid principal of other borrowings made for this purpose, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made;

AND WHEREAS Section 256 of the Act further provides that a borrowing bylaw does not have to be advertised if the term of the borrowing does not exceed three (3) years;

AND WHEREAS the Council of the Village of Wabamun deems it advisable to borrow to meet the operating expenditures of the Village of Wabamun

AND WHEREAS the municipality has no existing debt and that this borrowing will not cause the municipality to exceed its debt limit.

AND WHEREAS the total amount of taxes to be levied in 2019 by the Village of Wabamun is estimated to be the sum of \$759,828;

NOW THEREFORE, the Council of the Village of Wabamun, in the Province of Alberta duly assembled, enacts as follows:

1. Short Title

This By-Law may be referred to as the "Operating Expenditures Borrowing By-Law"

2. Definitions

- a. "Act" means the *Municipal Government Act*, R.S.A. 2000 c.M.-26 as may be amended from time to time or any legislation which replaces the Act and includes any regulation to the Act or to any replacement legislation;
- b. "Borrowing or Borrowings" shall refer to any and all financing advanced pursuant to this By-Law;
- c. "Chief Administrative Officer" means the chief administrative officer of the Village of Wabamun
- d. "Council" means the Council of the Village of Wabamun;
- e. "Village" means the corporation known as the Village of Wabamun;

3. Line of Credit

- a. The Village may borrow from Servus Credit Union sums of money from time to time to meet the operating expenditures of the Village, provided that the total principal sum owed to Servus Credit Union at any one time shall not exceed the sum of \$700,000

- b. All sums borrowed under this Bylaw shall be borrowed on the general credit and security of the Village at large
- c. The Chief Administrative Officer is hereby authorized to:

apply to Servus Credit Union and obtain a revolving line of credit facility with a credit limit not to exceed the maximum amount this Bylaw authorized may be borrowed;

4. Interest Rate, Term and Terms of Repayment

- a. All sums borrowed under this Bylaw shall bear interest at a rate per annum not to exceed Servus Credit Union Prime less 0.25% provided that, in any event, the Prime Lending Rate does not exceed a maximum rate of interest of 10% and such interest will be calculated daily and due and payable monthly on the last day of each and every month. All sums borrowed under this Bylaw, including principal and interest, shall be due and payable in full by January 31, 2022 or payable on demand

5. Repayment Source

Revenue derived from the collection of municipal taxes levied and general revenues will be used to repay the principal borrowed and interest owing under this Bylaw.

6. Severability

Every provision of this Bylaw is independent of all other provisions and it is the intention of the Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

- 7. By-Law #02-2009 is hereby repealed.
- 8. This Bylaw comes into effect upon third and final reading.

READ A FIRST TIME IN COUNCIL THIS 5th DAY OF FEBRUARY, 2019

READ A SECOND TIME IN COUNCIL THIS 5th DAY OF FEBRUARY, 2019

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 5th DAY OF FEBRUARY, 2019

Signed by the CEO this date

CHIEF ELECTED OFFICIAL

Signed by the CAO this date

CHIEF ADMINISTRATIVE OFFICER

APPENDIX D: WABAMUN BYLAW NO. 16-2019: Assessment Review Board Bylaw



BYLAW NO. 16-2019 OF THE VILLAGE OF WABAMUN IN THE PROVINCE OF ALBERTA

A BY-LAW OF THE VILLAGE OF WABAMUN FOR THE PURPOSE OF ESTABLISHING ASSESSMENT REVIEW BOARDS AND THE APPOINTMENT OF A DESIGNATED OFFICER TO ACT AS CLERK OF THE ASSESSMENT REVIEW BOARDS

WHEREAS Section 454 of the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto, requires that Council must by bylaw establish a Local Assessment Review Board and a Composite Assessment Review Board;

WHEREAS Section 456 of the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto, requires that Council must appoint a Designated Officer to act as the Clerk of the Assessment Review Boards having jurisdiction in the Village of Wabamun;

NOW THEREFORE, the Council of the Village of Wabamun duly assembled, enacts as follows:

1. Short Title

This Bylaw may be referred to as the "Assessment Review Board Bylaw"

2. Definitions

- a. "Assessment Review Board (ARB)" means either the Local Assessment Review Board (LARB) or the Composite Assessment Review Board (CARB);
- b. "Clerk" means the Designated Officer appointed pursuant to Section 456 of the *Municipal Government Act* who is accredited by the Municipal Government Board to act as the Clerk of the Assessment Review Board for the Village of Wabamun;
- c. "Commission" means Capital Region Assessment Services Commission;
- d. "Composite Assessment Review Board (CARB)" means a board established pursuant to section 454 of the *Municipal Government Act* to hear and make decisions on complaints referred to in Section 460.1(2) of the *Municipal Government Act*;
- e. "Council" means the duly elected Council of the Village of Wabamun;
- f. "Local Assessment Review Board (LARB)" means a board established pursuant to section 454 of the *Municipal Government Act* to hear and make decisions on complaints referred to in section 460.1(1) of the *Municipal Government Act*;
- g. "Municipal Government Act" means the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto;
- h. "Panelist" – means an appointed member of an ARB selected to hear an appeal hearing, in the case of a CARB this would include a provincial member
- i. "Provincial Member" - means an individual who is accredited by the Alberta Municipal Government Board to hear assessment complaints and who will be appointed to the Assessment Review Boards;
- j. "Village" means the Village of Wabamun

3. General

- a. Council hereby establishes the following boards:
 - i. Local Assessment Review Board; and
 - ii. Composite Assessment Review Board

4. Duties and Authorities

- a. The Assessment Review Boards shall carry out the duties and responsibilities as set out in the Municipal Government Act and its regulations
- b. Annually, Council shall by resolution appoint:
 - i. The list of ARB members;
 - ii. The names of the Chair of the LARB and CARB; and
 - iii. The Clerk provided to the Village by the Commission
- c. All members and the Clerk serve at the pleasure of Council and may be removed by resolution of Council where, in the opinion of Council, removal is warranted

5. Board Establishment

- a. A council must appoint at least 3 persons as members of the LARB and prescribe the term of office of each member appointed
- b. A council must appoint at least 2 persons as members of the CARB and prescribe the term of office of each member appointed
- c. The clerk of an ARB is established as a designated officer

6. Fees

- a. Compensation payable to the Commission for its performance including annual fees, hearing fees, Panelist fees and Clerk fees as outlined in a Memorandum of Agreement between the Commission and the Village
- b. Filing a Complaint
 - i. Upon receipt of an assessment complaint, the Village shall provide to the Commission a completed Assessment Review Complaint form and supporting documentation in a timely manner
 - ii. A complaint must be accompanied by the appropriate fee as established in Schedule 'A' of this bylaw

7. Effectiveness and Review

- a. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid
- b. Bylaws #18-2011 and #17-2011 are hereby rescinded in their entirety upon this bylaw coming into force

- c. This bylaw shall take full force and effect upon signing after passage of third and final reading

READ A FIRST TIME IN COUNCIL THIS 21ST DAY OF MAY, 2019

READ A SECOND TIME IN COUNCIL THIS 21ST DAY OF MAY, 2019

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 21ST DAY OF MAY, 2019

Signed by the CEO this date

CHIEF ELECTED OFFICIAL

Signed by the CAO this date

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE A

a) Assessment Appeals

- | | | |
|------|---|--|
| i. | Residential – 3 or fewer Dwellings
(required with application) | \$100/property or dwelling |
| ii. | Residential – 4 or more dwellings
with application) | \$100/property or dwelling (required with application) |
| iii. | Non-residential | \$200 (required with application) |

Fees and refunds subject to Sec. 481 and 468.1 of the MGA or other applicable legislation

Fees for appeals which are withdrawn at least 14 days prior to the sitting of an ARB will be refunded