



# Municipal Affairs Administrators' Training Initiative (MAATI) 2022

Online training and education sessions for CAOs and municipal staff  
November 28 – December 2, 2022

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## New for 2022!

Since 2013, Municipal Affairs has partnered with the Local Government Administration Association and the Alberta Rural Municipal Administrators' Association to offer training and education sessions to chief administrative officers (CAOs), municipal staff, and other municipal officials across the province. These sessions were part of the Regional Training Initiative.

For 2022, the Municipal Services Division of Municipal Affairs will be offering the Municipal Affairs Administrators' Training Initiative (MAATI). This new initiative will feature a broad suite of sessions in a virtual format during the week of November 28 to December 2.

Whether you are new to a topic, you need a refresher on how to undertake a process, or perhaps you are looking for an update on legislative changes, you are invited to attend any and all sessions that are of interest to you.

We look forward to connecting with you!

## Sessions

There are 17 learning sessions during the week. Read on for the agenda and session descriptions.

The week will also include informal Coffee Chat opportunities. Staff from the Municipal Services Division will be available during these chat sessions to answer questions, direct attendees to resources, or to connect on current issues.

## Registration

Register for one or more sessions by visiting the [Municipal Affairs webpage for Training for Municipal Officials](#).

Prior to November 25, you will receive a confirmation on each of your registered sessions, and a follow up message with the link to the virtual session.

All sessions are being provided at no cost.

Registrations will be accepted until November 23, 2022.

Monday November 28	Tuesday November 29	Wednesday November 30	Thursday December 1	Friday December 2
<b>9:00 – 10:00</b> Zoom room (s) will be open for attendees to drop in to check audio, and test out Zoom.	<b>9:00 – 10:30</b> <i>Bill 21 (Red Tape Reduction) and LAEA Changes</i>	<b>9:00 – 10:00</b> <i>Introduction to Public Library Service in Alberta: Understanding the Role of Municipal Council</i>	<b>9:00 – 10:15</b> <i>The Municipal Accountability Program: Tips for Addressing Common Deficiencies &amp; The Future of MAP Accountability</i>	<b>9:00 – 10:00</b> <i>Viability Warning Lights You Can't Ignore</i>
<b>10:00 – 10:30</b> BREAK	<b>10:15 – 10:45</b> COFFEE CHAT	<b>10:15 – 10:45</b> COFFEE CHAT	<b>10:15 – 10:45</b> COFFEE CHAT	<b>10:15 – 10:45</b> COFFEE CHAT
<b>10:30 – 12:00</b> <i>Public Engagement Best Practices</i>	<b>11:00 – 12:00</b> <i>Regional Grant Programs Update</i>	<b>11:00 – 12:00</b> <i>Regional Grant Programs Update</i>	<b>11:00 – 12:00</b> <i>Library Board Appointments by the Book</i>	<b>11:00 – 12:00</b> <i>Joint Use and Planning Agreements</i>
<b>1:00 – 2:00</b> <i>Recall of Municipal Councillors: What CAOs Need to Know</i>	<b>1:00 – 2:00</b> <i>Can You "C" Yourself as Part of a Regional Services Commission or Municipal Controlled Corporation?</i>	<b>1:00 – 2:30</b> <i>Bylaws, Policies, Procedures and Enforcement (Bylaw and Community Peace Officers)</i>	<b>1:00 – 2:30</b> <i>Tax Recovery Process 101</i>	<b>1:00 - 2:30</b> <i>Public Engagement Best Practices</i>
<b>2:15-2:45</b> COFFEE CHAT	<b>2:15 – 2:45</b> COFFEE CHAT	<b>2:15:2:45</b> COFFEE CHAT	<b>2:45 – 3:15</b> COFFEE CHAT	
<b>2:30 – 4:00</b> <i>Sustain'able': Remaining Viable in Challenging Times</i>	<b>3:00 – 4:00</b> <i>Budget 101</i>	<b>3:00 – 4:00</b> <i>Municipal Restructuring: An Option to Consider?</i>		

Register for sessions by visiting Alberta Municipal Affairs [Training for Municipal Officials](#)

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Classification: Public

## MONDAY, NOVEMBER 28

**9:00 – 10:00** The Zoom meeting room will be open for attendees to drop in to test connectivity and audio settings, and to become familiar with Zoom features if needed.

**10:30 – 12:00 Public Engagement Best Practices**

*Wanting to get better outcomes from your public engagement processes? Please join us for an interactive 90 minutes looking at some tools and best practices for sharing information and gathering information from the public.*

**1:00 – 2:00 Recall of Municipal Councillors: What CAOs Need to Know**

*Under the new recall legislation, CAOs will be responsible for administering and determining the sufficiency of a recall petition from local electors wishing to remove one or more elected official. This session will explain the recall process from start to finish in order to prepare administrators for these new responsibilities.*

**2:30 – 4:00 Sustain'able': Remaining Viable in Challenging Times**

*This session explores how municipal administrators can use three over-lapping practices to identify future viability challenges, and how to navigate through them using strategic planning, informed decision-making, and three-year operational and five-year capital plans.*

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## TUESDAY, NOVEMBER 29

**9:00 – 10:30 Bill 21 (Red Tape Reduction) and LAEA Changes**

*This past June, Bill 21 made significant amendments to the Municipal Government Act and the Local Authorities Election Act. This session will delve into the details of the specific changes and their impact on local governance and municipal administration.*

**10:15 – 10:45 COFFEE CHAT**

**11:00 – 12:00 Regional Grant Programs Update**

*Grants are an important component of municipal budgets and can be the determining factor in undertaking projects. This session will provide an awareness of provincial grant funding programs, with an emphasis on programs delivered by the Grants and Education Property Tax Branch. The presentation will look at the competitive grant process and the steps to writing a successful grant application.*

**1:00 – 2:00 Can You “C” Yourself as Part of a Regional Services Commission or Municipal Controlled Corporation?**

*What are they, where are they used, and what are the requirements for each of these in service delivery. Join us for a short presentation and a Q and A session.*

**2:15 – 2:45 COFFEE CHAT**

### **3:00 – 4:00 Budget 101**

*The municipal budget not only determines how much money the municipality will bring in and spend within a year, but also is a critical policy and planning document that outlines a council's priorities. This session will provide an overview of the steps involved in the budgeting process and some best practices to make it meaningful for council, administration, and the public.*

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## **WEDNESDAY, NOVEMBER 30**

### **9:00 – 10:00 Introduction to Public Library Service in Alberta: Understanding the Role of Municipal Council**

*Public library service in Alberta is a municipal service governed by third-party boards. While library boards are autonomous corporations, there remains an integral relationship between a board and its establishing municipality and council. In this session, advisors from the Public Library Services Branch will provide an overview of Alberta's public library governance structure, explore the specific responsibilities of municipal council as defined by the Libraries Act, and share best practices for strengthening relationships with your local and system library boards.*

### **10:15 – 10:45 COFFEE CHAT**

### **11:00 – 12:00 Regional Grant Programs Update**

*Grants are an important component of municipal budgets and can be the determining factor in undertaking projects. This session will provide an awareness of provincial grant funding programs, with an emphasis on programs delivered by the Grants and Education Property Tax Branch. The presentation will look at the competitive grant process and incorporate steps to writing a successful grant application.*

### **1:00 – 2:30 Bylaws, Policies, Procedures and Enforcement (Bylaw and Community Peace Officers)**

*This session provides a high-level overview of the differences between bylaws, policies and procedures, and covers the basic creation of bylaws. It will also cover the enforcement options available through the Municipal Government Act and the utilization of bylaw enforcement officers and community peace officers to provide effective bylaw enforcement programs.*

### **2:15 – 2:45 COFFEE CHAT**

### **3:00 – 4:00 Municipal Restructuring: An Option to Consider?**

*What is the best municipal structure for your residents as local demographics, economies, and needs change? This session will consider the pros and cons of dissolution, amalgamation, and alternate service delivery methods to understand how any of these may be a good option for your council to consider.*

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## THURSDAY, DECEMBER 1

### **9:00 – 10:15 The Municipal Accountability Program: Tips for Addressing Common Deficiencies & The Future of MAP**

*As we approach the end of the first cycle of Municipal Accountability Program reviews, the Accountability Team will provide some advice and guidance for addressing some of the most common deficiencies we find when conducting MAP reviews, and provide an update on what the future of the MAP program will look like as we begin the second cycle of municipal reviews.*

### **10:15 – 10:45 COFFEE CHAT**

### **11:00 – 12:00 Library Board Appointments by the Book**

*Among council's responsibilities regarding public library service, the authority to appoint board members is perhaps the most important. Without proper appointments, a library board, its individual members, and the municipality are exposed to unnecessary legal risk. In this session, you'll learn more about the rules around library board appointments; how you can craft clear and compliant appointment motions; and strategies for improving your appointment process.*

### **1:00 – 2:30 Tax Recovery Process 101**

*Since property tax is a primary source of revenue to fund municipal services and programs, being able to collect these funds is critical to the viability of a municipality. This session will provide an introductory overview of the purpose and processes behind tax recovery.*

### **2:45 – 3:15 COFFEE CHAT**

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## FRIDAY, DECEMBER 2

### **9:00 – 10:00 Viability Warning Lights You Can't Ignore**

*Unsurmountable viability challenges can sneak up on a community if no one is watching for or paying attention to the signs or indicators. This session explores how to identify the potential viability hazards for villages and towns, and how to take corrective action before they become 'life-threatening'.*

### **10:15 – 10:45 COFFEE CHAT**

### **11:00 – 12:00 JUPA! What is a Joint Use and Planning Agreement?**

*Joint Use and Planning Agreements are agreements between school boards and municipalities for the use of reserve lands, school buildings, maintenance and lands surrounding schools used for playing fields, facilities and grounds for recreation and community use. Join us for a short presentation and Q and A about these agreements.*

### **1:00 – 2:30 Public Engagement Best Practices**

*Wanting to get better outcomes from your public engagement processes? Please join us for an interactive 90 minutes looking at some tools and best practices for sharing information and gathering information from the public.*