



# 2023 Municipal Affairs Administrators' Training Initiative (MAATI)

Training and education sessions for CAOs and municipal staff

In-Person: October 30 and November 15

Virtual: November 15 to December 15

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## Virtual Sessions Descriptions

### ***Annexations – The Basics***

Join us to learn what you need to know at the start of the annexation process.

### ***Asset Management***

Asset Management is not just about creating a list or a map of things! It is an integrated discipline that helps weigh decisions and trade-offs between how much money a municipality invests in its infrastructure and community services. This session will provide a brief overview of Asset Management in a municipal setting, introduce the IAMA, outline available resources, meaningful first steps, and ways to bring Council on board.

### ***Asset Retirement Obligation (recording available)***

This is one of the most popular topics in municipal accounting today. The presentation will touch base on the basics of Asset Retirement Obligations (ARO) and includes working through some decision points on whether an asset meets the criteria within the new Public Sector Accounting Standard.

### ***Budget 101 (recording available)***

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 members of the public.

### ***By-elections - Overview of Process (recording available)***

A refresher on by-elections, with focus on nomination and election day procedures. This session will include an overview of Parts 1 & 2 of the Local Authorities Election Act, and the role of the returning officer.

### ***Bylaws and Bylaw Enforcement (recording available)***

This session provides a high-level overview of the difference 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.

### ***Dashboards and Digital Data***

Ever wonder where your annual data submission goes, where to find your municipality's financial or statistical information, or the contact information of a municipal office? This session will walk you through ministry's five online dashboards: Municipal Indicators, Municipal Measurement Index, Financial Information Graphs, Municipal Profiles, and our Official's Search. You will also learn how to locate tabular data in the Open Government Portal.

### ***Electronic Meetings - Some Important Considerations*** (recording available)

If your municipal council is using electronic meetings to conduct its business, are you aware of the legislative requirements involved? This session will highlight the new provisions in section 199 and discuss several considerations your bylaw should address to not only ensure legislative compliance but to provide the opportunity for full and meaningful public participation in these meetings.

### ***Finance 101*** (recording available)

If you are new to the municipal world, this session is for you. The session will review the basic legislative requirements under Part 8 of the Municipal Government Act as well as an explanation of the correlation between a municipality's budget, assessment base and the resulting property tax calculations. This session will also include a brief review of Asset Retirement Obligations.

### ***Intermunicipal Library Boards: Shaping Library Service Across Municipal Boundaries*** (recording available)

Public library boards in Alberta have a responsibility to govern public library service in their municipalities. One way that municipalities have determined that this can be achieved is by forming an intermunicipal library board. But what is the difference between an intermunicipal board and a municipal board? Many municipalities provide funding to library boards in neighbouring municipalities, but what does this look like in the case of an intermunicipal library board? In this session, we will examine these questions, and also look at some instances when it may be beneficial for municipalities to partner to offer library service in their communities.

### ***Introduction to Accessible Communications*** (recording available)

From announcing community news and events, to disseminating vital and time-sensitive emergency information, digital communications, particularly those on social media, are key to engaging with the public. However, these communications are often inaccessible to those with print disabilities, thus erecting barriers to inclusion and limiting access to potentially life-saving information. This session will provide an overview of the easy-to-implement yet highly effective steps you can take to make your digital communications accessible to those with print disabilities.

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

Public library service in Alberta is a municipally-based 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.

***Library Board Appointments by the Book*** (recording available)

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.

***Municipal Information Returns and Municipal Tax Rate Bylaw Submissions***

This session will highlight the changes to the submission templates for the upcoming reporting year, including any new lines and schedules on the Financial Information Return and municipal statistics schedule. In addition, we will also be unveiling the 2024 reporting template that municipalities will be required to complete as part of their Municipal Tax submission.

***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.

***Municipal Revenue Streams*** (recording available)

Did you know there are more municipal revenue streams than just property taxation? This presentation will highlight the various ways by which a municipality can collect revenue, including taxation, sales and user fees, government transfers, franchise fees, licences and permits, fines and penalties, and investment income.

***Recall - What CAOs Need to Know*** (recording available)

Under the relatively new recall legislation, CAOs are now responsible for administering and determining the sufficiency of a recall petition from local electors wishing to remove one or more elected officials. The content of this session has been updated to address two recent Ministerial Orders which affect the population numbers used for a petition and will explain the recall process from start to finish in order to prepare administrators for these new responsibilities.

***Regional Service Delivery: RSCs and MCCs***

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

***Style Matters (Conflict Styles)***

Conflict is a common human experience. Have you ever wondered how you would react in conflict, and how you and others can respond to conflict? This workshop will have participants use a conflict style inventory and discover practical tips and tools for working with conflict styles similar and different from our own.

***Tax Recovery Basics*** (recording available)

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 purposes and processes involved in the tax recovery cycle.

***Viability Warning Lights You Can't Ignore*** (recording available)

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'.

***What to Expect When You're Expecting (Your MAP Cycle 2 Review)***

Join us to learn about the upcoming second cycle of the Municipal Accountability Program. You'll learn the changes to the program and what will be reviewed in Cycle 2, so that when its time for your cycle 2 review you will be prepared!

**Questions? Please contact the Capacity Services team:**

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