

Municipal Affairs Administrators' Training Initiative (MAATI) Fall 2026

Training and education sessions for chief administrative officers and municipal staff

November 9 to 27, 2026

Registration Opens October 8th

- Both live and pre-recorded MAATI sessions are available
- All live sessions are offered via Zoom (online)
- Sessions are available at no cost
- Ticket registration is required to receive session links, recordings, calendar invitations and materials
- Ready to register for the 2026 Fall sessions? [Click here to register.](#)

ADMINISTRATION

Administrative Penalties Program: An Enforcement Tool under the *Safety Codes Act*

(Live, Wednesday, November 18, 1:30 p.m.)

This session will provide an overview of the Administrative Penalties Program, including governance, scope, decision-making processes, appeals, collections, and potential outcomes.

Municipal Record Management That Stands Up to Scrutiny: From the Wild West to Well-Managed

(Live, Tuesday, November 10, 10:00 a.m.)

Is your municipality's records management more "Wild West" than well-managed? This practical session introduces the fundamentals of municipal recordkeeping, including key legislative considerations, records retention, substantive versus transitory records, and the records lifecycle. Participants will leave with a better understanding of how to manage records in a consistent, defensible, and legally compliant manner, along with resources to support their municipality's records management efforts.

Practical Guide to *Municipal Affairs and Housing Statutes Amendment Act, 2026* for Municipal Administrators: Navigating Change

(Pre-recorded session, Friday, November 25, 10:00 a.m.)

The *Municipal Affairs and Housing Statutes Amendment Act, 2026*, introduced significant changes to Alberta's municipal legislative framework, addressing governance, transparency, planning and development, assessment and taxation, and other municipal responsibilities. This session provides municipal administrators with a practical overview of the key *Municipal Government Act* amendments, including what has changed, timelines, and steps municipalities should consider upon implementation. Participants will also explore areas where additional regulations, policies, or local processes may be needed.

ELECTIONS/CENSUS

Municipal Census - Getting Started

(Pre-recorded session available Thursday, November 26, 1:30 p.m.)

This session will focus on the key planning activities required before a municipal census begins. The session will help municipalities prepare for a successful census by covering important considerations such as budgeting, staffing, and developing a communications plan. It will also explore census administration tasks, including preparing enumeration area maps, selecting enumeration methodologies, and developing survey forms and supporting materials. By the end of the session, participants will have a better understanding of the foundational steps needed to organize and deliver an effective municipal census.

FINANCIAL

Financial Strategies to Address Municipal Cash Flow Challenges

(Pre-record session available Monday, November 23, 1:30 p.m.)

Strong financial management requires ongoing cash flow monitoring, not just an annual budget. This prerecorded session will show municipal administrators and elected officials how to use monthly cash flow forecasting to anticipate cash pressures, plan expenditures, manage borrowing needs, and support informed financial decisions.

Municipal Tax Information Return

(Pre-recorded session available Tuesday, November 17, 1:30 p.m.)

This session will show municipalities how to use the new Data Submission Template for the 2027 tax bylaw. This will be a walkthrough using an example bylaw from 2026.

Tax Recovery Success: Planning for the 2027 Cycle

(Pre-recorded session available Tuesday, November 10, 1:30 p.m.)

This session provides an overview of Alberta's tax recovery process, including key legislative requirements, timelines, and best practices for municipalities administering tax recovery proceedings. The presentation has been updated to reflect the dates and milestones for the 2027 tax recovery cycle, ensuring participants have current information to support planning and compliance activities. Suitable for both experienced practitioners seeking a refresher and those new to the tax recovery process.

GOVERNANCE

Opening the Door on Closed Meetings of Council

(Pre-recorded session available Monday, November 9, 1:30 p.m.)

When can council close the door, and what happens once it does? This prerecorded session explores the rules governing municipal closed meetings and practical best practices to help elected officials and administrators balance confidentiality with public transparency.

Building Strong Council-Administration Relationships: Working Better Together

(Pre-recorded session available Tuesday, November 24, 10:00 a.m.)

What makes a great council-administration relationship? It starts with understanding roles, responsibilities, and respect. This session will explore councillors' legislated duties, the CEO's leadership role, accountability expectations, confidentiality obligations, and how information flows between council and administration. We'll also discuss common governance challenges and practical strategies to help councils and administrations work together more effectively for the benefit of their communities.

GRANTS

An Overview of Municipal Affairs Grants

(Live, Monday, November 16, 1:30 p.m.)

This session is an overview of Municipal Affairs grant programs, including funding opportunities, eligibility requirements, reporting expectations, and key resources to support municipal administrators.

INFORMATION/REPORTING

Dashboards and Digital Data

(Pre-recorded session available Thursday, November 12, 1:30 p.m.)

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 prerecorded session will walk you through the ministry's online dashboards, including Municipal Indicators, Municipal Measurement Index, Financial Information Graphs, and Municipal Profiles.

Goodbye Excel, Hello MFIS 2.0: Take Control of Your Municipal Submissions

(Live, Thursday, November 19, 1:30 p.m. and Wednesday, November 25, 1:30 p.m.)

This live session will share information about the Municipal Finance Information System. If you or your organization submits Municipal Indicators, Financial Information Returns, Census Results, or Tax Rate bylaws to Municipal Affairs, this is a session you cannot afford to miss! Take full control of your team's workflow with the all-new Municipal Financial Information System (MFIS) upgrade. Join us to see exactly how easy it is to manage user roles, securely assign submission permissions, and eliminate traditional administrative bottlenecks. Together, we will say a heartfelt good-bye to our legacy Excel reporting templates. Secure your spot today and learn how to effortlessly transition to a fully digital submission workspace!

INTERMUNICIPAL COLLABORATION FRAMEWORK

ICF Portal How-To

(Pre-recorded session available Friday, November 20, 10:00 a.m.)

In this self-paced, pre-recorded session, participants will learn how to use the new Intermunicipal Collaboration Framework (ICF) Reporting Tool. Whether you are new to ICF reporting or looking for a refresher, this session will provide practical guidance on using the new reporting tool, answer common technical questions, and walk you through each step to help you share the status of your ICF accurately and consistently with Municipal Affairs.

LAND USE PLANNING (LUP)

Land Use Planning 101

(Pre-recorded session/Live Question and Answer, Thursday, November 19, 10:00 a.m.)

Municipal governments are the primary land-use planning approvers within their boundaries. In Alberta, this authority is set out in Part 17 of the *Municipal Government Act*, which provides for the preparation and adoption of plans, subdivision and development approval, and a variety of tools through which municipalities can achieve land use planning objectives. The presentation will provide a high-level review of Part 17 (Planning and Development). NOTE: This is a repeated recording from Fall 2025. Have questions after viewing the recording? Make sure to participate in the live Question and Answer session on Thursday, November 19 from 11:00 -11:30 a.m.

LIBRARIES

Municipality-Library Board Agreements

(Pre-recorded session available Friday, November 27, 10:00 a.m.)

Clear, well-documented agreements between a municipality and a library board are essential to effective governance, legal compliance, and maintaining productive working relationships. This prerecorded session examines when and why written agreements are strongly recommended, and how they support accountability, risk management, and collaboration while respecting the authority and autonomy of both the library board and the municipality. NOTE: This is a repeated recording from Spring 2026.

Redrafting Your Library Board Establishment Bylaw

(Pre-recorded session available Wednesday, November 18, 10:00 a.m.)

Council establishes a municipal library board by passing a bylaw under the authority of the *Libraries Act*. Municipalities often revisit these bylaws when changes are unnecessary and can unintentionally create confusion or conflict with legislation. In this brief webinar, we will explain the narrow legal purpose of an establishment bylaw and common pitfalls that arise when extra content is included. NOTE: This is a repeated recording from Spring 2026.

OTHER

Online Lunch-And-Learn How-To: Strategies to facilitate a virtual learning session

(Live, Tuesday, November 17, 10:00 a.m.)

In this live session, participants will gain practical tips, tools, and techniques for planning and delivering engaging virtual lunch and learn sessions. Through examples, best practices, and actionable strategies, participants will learn what contributes to a positive virtual learning experience, how to confidently use common facilitation tools and resources, and ways to assess and improve future sessions.

Participants walk away with a stronger understanding of effective virtual facilitation design, practical approaches for managing common challenges, and knowledge of available Government of Alberta resources and supports to enhance their virtual facilitation skills.

Alberta Municipal Health and Safety Association

(Live, Thursday, November 12, 10:00 a.m.)

This live session is an introduction to the Alberta Municipal Health and Safety Association.

TO REGISTER:

Click this [registration link](#).

Looking for other MAATI opportunities? See the [Training for Municipal Officials](#) website.

Questions? Please contact the Capacity Services team:

Email: ma.training@gov.ab.ca

Phone: Toll free 1-800-310-0000 (then 780-427-2225)

Website: www.alberta.ca/training-for-municipal-officials