

Spring 2025 Municipal Affairs Administrators' Training Initiative (MAATI)

Training and education sessions for Chief Administrative Officer and municipal staff

April 7 to May 9, 2025

Registration Opens March 26 @ [Training for Municipal Officials](#)

- All sessions are offered via Zoom (online)
- Sessions are available at no cost, but registration is required to receive the online log in information and pre-session materials
- Dates and times are provided on the registration webpage

Sessions

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 the 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.

Dealing with Difficult Workplace Situations

This session will cover how to deal with difficult situations in the workplace. More details to come.

Elections Database

This session is designed to help municipalities use the Election Database to submit election results to Municipal Affairs.

Excel Templates Again - seriously what has changed this time?

This session will provide a high-level overview of recent changes to the 2024 Financial Information Return (FIR) template, the 2025 Municipal Tax Information Return (TAX), how to submit your data and what happens if your municipality flags a Municipal Indicator.

Irregular, Improper, or Improvident: Lessons from Municipal Inspections

This session will go through recent findings in municipal inspections and delve into issues that were found to be irregular, improper, or improvident that may exist in other Alberta municipalities.

Key Ideas for Councils on Public Library Service

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 (including the recent changes to the *Libraries Act* and *Libraries Regulation*), explore the specific responsibilities of municipal council as defined by the *Libraries Act*, and share best practices for library board appointments and strengthening relationships with your local and system library boards.

Legislative Compliance Check and the Municipal Accountability Program: What You Need to Know

This session will discuss the Municipal Accountability Program and Legislative Compliance Check, how to request a Legislative Compliance Check, common legislative errors found during reviews and how to fix them.

Municipal Grants

The Grants and Education Property Tax Branch offers grant programs to provide funding for local governments. Join us to gain an understanding of the programs available to help address your community's needs, the grant application and review processes, and best practices for submitting successful applications.

The Role of Intermunicipal Library Boards: Shaping Library Service Across Municipal Boundaries

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 look at some instances when it may be beneficial for municipalities to partner to offer library service in their communities.

Tick Tock...The Countdown to April 30, 2025: Electronic Council Meetings 2.0

A significant amendment under Bill 20 is the requirement for every council to have a bylaw in place by April 30, 2025, to provide for public hearings for planning and development matters to be conducted by electronic means. Does your municipality's current bylaw meet this new mark or will changes need to be made before this fast-approaching deadline? This session will review the requirements in *MGA* 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 electronic council meetings and public hearings.

Two Finance Topics for the Price of One: Understanding the Requirements of Municipal Debt and New Public Sector Accounting Standards

Part A – Is your municipality thinking about assuming a loan or borrowing past your municipality's debt limit? Join us as we outline the basic requirements and everything you need to know about municipal borrowing and getting ready for that loan application or debt limit extension. This presentation walks you through the process from first reading to third reading and beyond, to ensure the proper steps are followed when assuming debt, and that your next debt limit extension request is as smooth as possible.

Part B - Did you know there are major updates and revisions coming to the layout and presentation of municipal financial statements? Please join us for an exciting conversation that will highlight the various Public Sector Accounting Board (PSAB) changes that will take effect April 1, 2026. Topics will include Conceptual Framework for Financial Reporting in the Public Sector and Financial Statement Presentation (PS 1202).

Your Burning Election Questions...Answered!

So many aspects of municipal election processes have changed through Bill 20's amendments to the *Local Authorities Election Act*. This session is an opportunity to hear from a panel of election advisory staff answering questions about election requirements that have been submitted in advance.

Questions? Please contact the Capacity Services team:

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

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