



Fall 2024 Municipal Affairs Administrators' Training Initiative (MAATI)

Training and education sessions for CAOs and municipal staff

September 16 to October 31, 2024

Registration Opens September 5 @ [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

Accessible Document Creation

Did you know that 10% of people may qualify as having a print disability, and that many digital documents are inaccessible to print-disabled folks? As content creators, we have the power to easily create accessible documents. This 90-minute training will offer you both insights on what it means to have a print disability and easy-to-implement tools on how to incorporate features that support creation of more accessible documents for your audience.

Alberta's Disaster Assistance: Policy and Process

This session will provide municipal administrators with insight into the federal and provincial policy domain for disaster financial assistance, and the provincial process for establishing Disaster Recovery Programs (DRPs) and Municipal Wildfire Assistance Programs (MWAP). The session will cover: 1) Federal Disaster Financial Assistance Arrangements, 2) Disaster Assistance Guidelines, 3) Key policy, legislative and regulatory tools, 4) Considerations for municipal administrators when analyzing hazards and adopting risk management approaches, 5) Provincial processes when a disaster occurs, and 6) Role of municipal administration in the establishment and lifecycle of a DRP.

Alberta Emergency Management Agency's Operational Services for Municipalities

This session will provide municipal administrators with general information about AEMA's outward-facing operations programs that can be accessed by communities. The presentation will include a brief overview of Alberta's de-centralized emergency management system as it pertains to local government emergency management operations, and how the province can support communities with training, advice, and referrals to resources and provincial platforms/applications. Topics to include: 1) The AEMA Regional Filed Officer / local Director of Emergency Management relationship, 2) Requirements for municipalities under the Emergency Management Act and the Local Emergency Management regulation, 3) The Alberta Emergency Alert application (training, access, and support), and 4) AEMA Emergency Social Services (training, support from ESS Officers, and the registration and reception centre system).

Apologies Unraveled

Apologies don't have to be scary! They help resolve conflict and begin the healing process. Despite our best intentions in relationships, our words and actions may cross boundaries and create conflict - knowingly or unknowingly. While apologies are challenging, there are generally two parties, different degrees of responsibility, and vary in authenticity. This is an interactive session where you will learn the components of an apology and how to incorporate dispute resolution skills (active listening, empathy, and "I" statements) into an apology.

Asset Retirement Obligations

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.

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.

Dispute Resolution 101: What is Negotiation, Mediation, and Arbitration and How are They Used?

Negotiation, mediation, and arbitration are common ways to resolve conflicts and are typically words that people use interchangeably and the differences are not always understood. Can you negotiate on your own? How do you know if you need a mediator? Where do you find someone to help? When do you need someone to make a decision for you? When should you involve your legal counsel? Is there any grant money to help me pay for getting help? Come join us for this informative workshop that will help to clarify what these processes are and what supports are available to help you and your municipality resolve conflicts collaboratively.

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.

Land Use Planning 101

This session will provide a high-level overview of the municipal land use bylaw and statutory plans, and other planning documents in Alberta.

Municipal 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 members of the public.

Municipal Census: So You're Thinking About Doing a Census?

The session is designed to help municipalities decide whether to conduct a municipal census. It focuses on the pre-planning steps required and factors that need to be considered prior to conducting a census.

Municipal Collaboration 101: Boldly Going Where No One Else Wants to Go

The Municipal Collaboration program is the most recent installment in Municipal Affairs's 26-year odyssey of encouraging the use of dispute resolution by municipalities (council and administration) and the public. Designed, administered, and delivered by a team of conflict management professionals, the program provides support to municipalities for dispute resolution, collaborative governance, mediation, facilitation, training, and education, along with grant funding resources. Please join us to see how we can support your municipal needs.

Municipal Grants

The Grants and Education Property Tax Branch offers grant programs to provide funding for municipalities. 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.

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>