

This Issue:

- 1 Update on MGA Review
- 2 Message from the Chair
- 2 Elected Officials Education Program
- 3 Elected Officials mentorship forum
- 4 Supporting diversity
- 5 Learning opportunities
- 6 New toolkits now available
- 7 Upcoming webinars

EOPD Committee

The Elected Officials Professional Development Committee's mandate is to strengthen the knowledge base and skills of elected officials to for all municipal elected officials and to provide supports to enable the increased participation of under-represented groups in municipal governance.

Elected Officials Professional Development NEWSLETTER

Fall 2015

Update on MGA Review

AUMA is pleased to provide you with an update on our work on the MGA review which has been AUMA's number one priority over the past few years as we identified, advocated and negotiated for required changes.

Building on comprehensive research over the previous seven years, our journey to identify changes with our members included education sessions across the province in early 2014, the creation of an AUMA member taskforce, a 2014 President's Summit later that year and extensive dialogue at our two Mayors Caucuses in 2015.

During this period, AUMA was also an active advocate on the MGA working group struck by Municipal Affairs that included AAMDC, Edmonton, Calgary and a range of business organizations. I can assure you that AUMA worked relentlessly on your behalf to profile municipal challenges and opportunities and the imperative for associated changes to the MGA. Through these processes, we built awareness and understanding of our issues with the provincial government and business representatives. Given the province's desire for consensus solutions, we worked closely with all parties, including AAMDC and the cities of Edmonton and Calgary, to negotiate and agree on MGA changes. While the needs of municipalities are certainly diverse and full consensus is not always possible, I am very proud that our relationship with AAMDC in

particular has enabled us to reach agreement on 30 key policy positions. AUMA and AAMDC can together be a formidable force of change for our respective members.

The results of our work are reflected in the enclosed submissions to the Minister of Municipal Affairs.

- **Key Outcomes** that need to be achieved through the remaining MGA amendments and associated regulations. They include:
 - A collaborative government to government partnership that increases the ability of municipalities to make local decisions without provincial oversight, while requiring the province to engage municipalities on provincial legislation, policy changes and any downloading of services.
 - Comprehensive changes to the municipal funding model through five key actions:
 - A shift away from conditional grants to statutory and indexed grants for core services;
 - A sharing of provincial revenue;
 - Reforms to property tax revenue so funding is more aligned with property service responsibility;
 - A greater ability for municipalities to levy fees and charges; and
 - The requirement for municipal agreement and

appropriate funding for any downloading of provincial responsibilities.

- Reflection of the growing importance of regionalization including governance and financial models.
- **Key Policy Changes Requested by AUMA and AAMDC** spanning a range of matters relating to the provincial-municipal relationship, funding, planning, and property assessment and taxation.
- **Additional Policy Changes Requested by AUMA** encompassing annexation, amalgamation, code of conduct, and revenue. Many of these relate directly to the work that we accomplished at our Mayors Caucuses on regulatory requirements.
- **Inventory of Required Changes** refreshes our original 2014 submission on the MGA review, reflecting some policy shifts and new issues through resolutions and other dialogue with members.

We look forward to the Minister of Municipal Affairs presentation at next week's Convention where he will outline the process and timing for the next stages of the MGA review.

Convention includes an education session on the impacts of changes made to date to the MGA through Bill 20. For further details on this session, [click here](#).

Get involved! Volunteer for a 2016 AUMA Committee

Get the most out of your AUMA membership by getting involved in one of our [committees](#). Joining a committee means you can:

- influence the course and direction of policies and initiatives;
- ensure that your community interests are being addressed;
- gain a greater understanding of AUMA/AMSC activities and initiatives and how they benefit our members;
- increase your networks and connections; and
- enhance your leadership skills.

[Complete the committee application form.](#)

Applications are due by Monday, September 28.

Message from the Chair

Our committee has completed its first year under its new mandate and restructure as the Elected Officials Professional Development (EOPD) Committee. The committee met three times, and introduced the online mentorship Facebook group, provided input into the upcoming changes to elected officials code of conduct and conflict of interest provisions for the MGA, and reviewed supports for CAO appraisals.

The EOPD Committee reviewed and provided input into the Elected Officials Education Program, along with other programs and presentations that were

included in various digest articles and/or newsletters.

Our enthusiastic group is proud of the various initiatives that we've participated in this year, and I encourage all elected officials to look joining an AUMA committee this fall. It's a great way to provide input into provincial issues and concerns that we all share in our communities, and look for solutions, both short and long term. We would love for you to join our Facebook page dedicated to municipal elected officials. It's called the Alberta Municipal Elected Officials Mentorship Program—and I hope to see you there soon!



**EOPD Committee Chair
Mayor Maryann Chichak,
Town of Whitecourt**

We would welcome your insights into priority needs and opportunities for elected official supports. Please forward your comments to Tammy Arif at 780-409-4315 or tarif@auma.ca.

Travel tips

Flying—Sometimes, flying into Calgary could reduce your overall costs of gas, time, and parking rates in the downtown core. Visit Air Canada or WestJet for schedules and rates.

Bus—Taking the bus can be a convenient, relaxing and cost-effective choice. Carriers have private row seating, complimentary snacks and drinks, as well as plush seating and entertainment. For bus service, current rates, and routes in and around your home, visit Greyhound or Red Arrow.

Carpooling—Have you considered carpooling? Carpooling is not only flexible and economical, but it helps reduce air pollution, traffic congestion and consumption of nonrenewable energy resources.

Here are a few tips to get you started with a potential riding partner:

- Where will the designated pick-up point be? Some car pools have door to door service, while others prefer to meet at a convenient church or grocery store.
- Establish smoking/non-smoking policies.
- Is eating/drinking allowed?
- Will there be any unscheduled stops?
- Who will be your alternate drivers in cases of illness or emergency?
- How long will you wait for someone if they are late?
- There are a number of online applications for carpooling – try carpool.ca or erideshare.com

Alberta Elected Officials Mentorship forum— finding answers at your fingertips

By Cathy Needham, Councillor Town of Raymond

The Alberta Elected Officials Mentorship Forum Facebook page has been a great success in creating a forum for sharing information between councillors and mayors across Alberta. The Mentorship Forum's membership currently stands at 154 members and is restricted to elected officials as a closed Facebook group. The status of a closed group ensures a confidential and comfortable exchange of ideas and information. Membership includes councillors from first term to those that

have had multi-terms, which offers a wide variety of questions and experiences.

Posts on the forum vary from informational releases from AUMA to questions posed by forum members seeking input and information. Topics have included citizen engagement practices, community events, success stories, policies and procedures, questions of conflict, and many other areas of concern, accolades and information. Members are encouraged to ask questions, however, are

given the opportunity to ask anonymous questions through a private message to the forum administrator (an AUMA Policy Analyst).

If you have experiences to share or questions to ask, then the Mentorship Forum is the place to join. The Forum is successful because its members find the ideas they are seeking, share the knowledge they've gained and encourage one another to make the difference we all wish to be in our communities. We look forward to seeing you there!

Alvin Law: keynote speaker at AUMA Convention opening ceremonies

Join us to see Alvin Law, motivational rabble-rouser at the AUMA Convention opening ceremonies September 23 starting at 12:30 pm.

Alvin Law is a Hall-of-Fame keynote speaker who uses his story to challenge and inspire even the most resistant, heard-it-all-before audience. As a living, breathing example of the power of attitude, he busts through the self-imposed blockages we all have about who

we are and what we can achieve, and provokes us to examine and rewrite the stories we tell ourselves about our role, our abilities and our lives.

Take the time to [register now](#) or [learn more about the event.](#)



Resources to support diversity in your municipality

Diversity in council and engagement in local government are important to ensure that a variety of viewpoints and different demands and priorities are part of policy-making.

Earlier this year, FCM published the Head Start for Young Women guidebook, which provides a step-by-step instruction on how to create Head Start groups in your municipality. Head Start for Young Women helps participants identify not only the barriers that prevent women from advancing in politics, but ways to break them down. The guidebook is based on the experiences of six municipalities across the country that set up a Head Start program during 2013-2014. Click [here](#) to download the guidebook.

To support and strengthen in the inclusion of women's voice in municipal government, FCM has created a national network of Regional Champions who work within their individual communities to encourage, support

and mentor women interested in entering local politics. If you are interested in becoming a Regional Champion, please check out FCM's [How to](#) guide or the guide produced by the [City of Toronto](#) and contact the [Program Coordinator](#).

If you are mentoring someone and seeking to encourage them to put their name on a ballot, then make sure to access a copy of Equal Voice's [Essential Guide to being elected](#). Developed in partnership with Carleton University, this guide provides potential candidates with information on various aspects of campaigning from the decision to run to maintaining work-life balance. It also provides a self-assessment questionnaire to assess their strengths and challenges. While the guide has been designed for federal election candidates, it offers important information which is applicable for elections at any level of government (e.g. fundraising tips, sample campaign calendar and how to develop a campaign strategy).

If your community is looking to engage youth, then make sure to download a copy of FCM's new Municipal Youth Engagement Handbook to help municipalities ensure young Canadians are active and engaged in local governance. The handbook outlines strategies and tools that elected municipal officials can use to engage and recruit youth as future municipal leaders and workers.

For more ideas about how you can engage all members of your community, be sure to access AUMA's Citizen Engagement Toolkit. The Toolkit provides assistance in developing an effective engagement plan, harnessing the power of social media, and more.

If your community has a success story or would like to share best practices, please [contact us](#), and see your story profiled in the next EOPD newsletter!

2015 Summer Mayors' Caucus was a success!

Thank you to the town of Strathmore for being the host community for our June Mayors' Caucus where elected officials and senior administrators gathered to discuss solutions to key municipal challenges and opportunities.

The Caucus included key sessions such as the MGA review, Code of Conduct and Conflict of Interest, policing, and land use planning. Leaders also discussed how to work with the new government.

[Click here](#) to access a copy of the presentations from the Mayors' Caucus.

EOEP learning opportunities

As an elected official, you face a number of challenges. The demanding arena of municipal politics requires you to continuously expand your knowledge and skills by staying current. The diverse selection of Elected Officials Education Program (EOEP) courses provides a solid foundation for leading your community.

The EOEP was developed to provide municipal elected officials with an opportunity to

broaden their knowledge and skills – which raises the quality of municipal government and enables those in office to effectively achieve the goals of their community. While designed specifically for Alberta municipal elected officials, EOEP's online program is open to anyone. Individuals interested in running for a municipal council will find this program an excellent source of professional development to build the skills and knowledge that



future leaders need.

[Register here](#) for these courses and to learn more about EOEP.

EOPD Convention Session: How to be an effective mentor

Wednesday, September 23, 2015 8:30 - 9:45 am

In addition to reporting on their year's activities, the EOPD committee will be hosting a session on how elected officials can inspire those around them and be

an effective mentor. In a survey of AUMA's elected officials, enabling peer mentorships was identified as a key action item for achieving results. Join us to learn from Mayor Roxanne Carr and Councillor Carla

Howatt on how to be an effective mentor for your peers, colleagues and staff—and how to help to guide, inspire, and encourage them in achieving their goals.

October forum on Rural Economic and Community Development

The Alberta Centre for Sustainable Rural Communities is hosting a forum on October 2-4, 2015 on rural economic and community development to discuss challenges, best practices and strategies. Located at Augustana Campus in Camrose, the forum will be an excellent opportunity for elected officials

and municipal staff to engage in knowledge exchange and network development.

Session topics include governance, social policy and services, natural resources management, investment attraction, business succession strategies, infrastructure, transportation and logistics,

youth retention and recruitment, and grant writing.

Registration for the event is \$175 + tax. For more information about the forum, please [visit the website](#).

New toolkits to support municipalities

Over the years, AUMA has developed a variety of toolkits and resources to support municipalities. From an asset management guide to rural-urban cost sharing, AUMA strives to create tools that will strengthen municipalities' capacity.

The new **Elected Officials Expenses Disclosure Toolkit** was developed after AUMA members requested that AUMA provide a resource guide to help disclose elected officials' expenses. It was created through consultations with members to determine the current practice, level of interest, and needs of Alberta's diverse municipalities. The toolkit includes best practices from diverse governmental and quasi-governmental organizations from within Alberta and across the country.

The toolkit includes:

- A report of best practices pertaining to disclosure;
- Examples from various Alberta municipalities;
- A template for disclosure of expenses and related guidelines for elected officials and administrators to use in completing the template;
- Explanatory material for the public that municipalities can post on their website outlining their commitment to transparent disclosure and an explanation of the expenditures;
- A question and answer document to assist municipalities in implementing the toolkit; and,

- A customizable toolkit, so that users can modify the disclosure categories and reporting frequency as appropriate to their needs.

To receive a copy of this toolkit, please [contact us](#).

Tourism Vitality Alberta

Want to develop tourism opportunities in your community? If so, then the Tourism Vitality Alberta (TVA) toolkit is for you. Tailored to small communities, TVA allows municipalities to quickly assess strengths and weaknesses in tourism in seven key areas, determine action steps to strategically improve tourism, and access resources to further this important economic development opportunity. The toolkit also includes three tourism case studies from small communities (two from Alberta), and an accompanying video instruction guide.

To find out more about how your community can develop tourism, check out the TVA toolkit at www.auma.ca under toolkits and initiatives. Make sure to [sign up](#) for our October 14, 2015 webinar to learn more about how you can use TVA in your community.

Enterprise Risk Management Toolkit

A new Enterprise Risk Management (ERM) toolkit has been developed to help municipalities identify and evaluate risks so that risks can be effectively mitigated and monitored. ERM is beneficial in helping make strategic decisions that can help save time and

money, reduce risk over time, assist in knowledge transfer to new employees or councillors, and reduce legal liability.

The ERM toolkit includes a guide with an appendix of sample documents such as an ERM policy and charter, glossary of terms, common municipal risks and risk types, and a scoring system for measuring the likelihood and impact of risks. There is also a user-friendly risk register that will allow municipal leaders to track and communicate their risks.

To find out more about Enterprise Risk Management and how your community can use it, check out the ERM toolkit at www.auma.ca under toolkits and initiatives.

Be sure to tune into the [ERM webinar](#) on October 26, 2015 to learn more about this toolkit and how it can be utilized in your municipality.

Citizen Engagement Tools

AUMA and AAMDC have created a refreshed Citizen Engagement Toolkit (CET) and a new Social Media Resource Guide. The CET outlines the scope and benefits of engagement, and provides a range of resources that municipalities can use to plan, implement and evaluate their citizen engagement activities. The resources are very customizable and can easily be adopted for a particular use. Please visit www.auma.ca or [email](#) to receive the links to the toolkits.

Mark your calendars for these upcoming webinars

<i>Date and Time</i>	<i>Description</i>
<p>Engaging youth and young Albertans Friday, September 18 10:00 – 11:00 a.m.</p>	<p>Given that Alberta is the youngest province in the country with nearly 33 per cent of our population under the age of 25, it is important that municipalities are able to use innovative solutions to engage youth and young adults in their community. Join us in a webinar to learn about the Town of Drayton Valley’s Protégé Program and City of Edmonton’s NextGen.</p> <p>Register here</p>
<p>Pulling in the same direction: aligning land use decision making Wednesday, September 30 10:00 – 11:00 a.m.</p>	<p>Presenters from the Land Use Secretariat and Municipal Affairs will provide a brief update on the status of regional plans under the Land Use Framework (LUF) and introduce new tools to help municipalities determine if local plans and bylaws comply with regional plans.</p> <p>Register here</p>
<p>Community Wellness Thursday, October 8 11 a.m.—noon</p>	<p>AUMA is working with the Alberta Recreation and Parks Association and Alberta Policy Coalition for Chronic Disease Prevention to highlight programs and grants that support community wellness (e.g. recreation, walkable communities, healthy eating, etc.) during this webinar.</p> <p>Register here</p>
<p>Tourism Vitality Alberta Wednesday October 14 10–11:30 a.m.</p>	<p>Join us to learn more about AUMA’s new toolkit, Tourism Vitality Alberta (TVA). This webinar will instruct you on how to use TVA and assess your community’s tourism potential.</p> <p>Register here</p>
<p>Enterprise Risk Management toolkit Monday, October 26 2:30 – 4:00 p.m.</p>	<p>A new Enterprise Risk Management (ERM) toolkit has been developed to help municipalities identify, evaluate, mitigate, and monitor risks. This webinar will help guide you through the resource guide and to navigate the automated risk register so that you can easily track and communicate risks.</p> <p>Register here</p>
<p>Policing Wednesday October 21 Time TBD</p>	<p>Join the Alberta Association of Police Governance, Alberta Justice & Solicitor General, and the Royal Canadian Mounted Police to talk about police governance and how you can become more involved in improving policing in your community. Topics include: what is police governance; why does it matter to you; what is a police commission, policing committee and police advisory committee; what is the municipal police service agreement; and what role can you have in policing in your community. Learn where you can turn for resources and have your questions answered.</p>
<p>This old plan: preserving Alberta’s history through land use planning Wednesday, October 28 11:00 a.m. – noon</p>	<p>AUMA is collaborating with the province to host a webinar series for municipalities to learn more about and provide direct input to the development and implementation of regional plans under the provincial Land Use Framework.</p>

Visit AUMA’s [website](#) to find out more about upcoming events. Please [email](#) to access previous webinar recordings.

