Administration

Additional Resources for the *Municipal Government Sustainability Self-Assessment Tool*

A significant part of determining the sustainability of municipalities is associated with the capacity of municipal administration, its ability to provide council with accurate and reliable information and its ability to carry out responsibilities required by statute. Another component of the assessment pertains to actual compliance with legislated requirements.

General administration information

Suggested terms to search on www.saskatchewan.ca to find additional information:

- Access and Privacy Course for Saskatchewan Local Authorities
- Animal control
- Community planning consultants
- Information management handbook
- Local improvement
- Municipal administration
- Municipal administrator's calendar
- Municipal status and boundary changes
- Municipal administrator training
- Records disposal and retention guide and bylaw
- Sample municipal bylaws
- Waterworks regulatory requirements

External resources

- **Saskatchewan Urban Municipal Administrator Association (UMAAS)** http://umaas.ca
  Learn about the statutory requirements for administrators who want to become an UMAAS member.

- **Rural Municipal Administrators' Association of Saskatchewan (RMAAS)** http://rmaa.ca/
  Read about the requirements administrators need to meet to become a certified RMAAS member.

- **Rural Municipal Administrator Internship Program** http://sarm.ca/programs/sarm-programs/maip
  This internship is offered through the Saskatchewan Association of Rural Municipalities.

- **Saskatchewan Municipal Leadership Development Program** http://www.mldp.ca
  A series of workshops targeting specific issues of importance to northern, rural and urban municipalities.

Saskatchewan

- **University of Regina: Certificate in Local Government Authority Program**
  https://www.uregina.ca/cce/career-development/business-management/lga.html
  This program provides correspondence studies leading to receiving a Certificate in Local
  Government Authority.

External Resources for your Human Resource (HR) Department

- **Prince Edward Island Human Resources Management Toolkit** - https://www.peihrtoolkit.ca/
  Information about human resources management tools.

- **State of Michigan Succession Planning Tool Kit -**
  https://www.michigan.gov/documents/mdcs/SuccessionPlanningCareerPipelineToolKit_213235_7.pdf
  A toolkit for succession planning developed by the State of Michigan.

- **Province of Nova Scotia Human Resource Manual -**
  https://novascotia.ca/treasuryboard/manuals/500HRMgmt.htm
  An online resource of the corporate administrative policies and procedures for the Government of
  Nova Scotia.

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