

UMAAS best practices manual worksheet

Topic & Subtopic
Duties and Authority of Administrators
Administration bylaw
Administrator/CAO job description
Municipal employees
Council-Administration Relations
Appointment of administrator
Appointment of acting administrator
Council/administration covenant
Administration employment agreement
Post election council orientation
Priority setting / strategic planning
Administration-Public Relations
Public conduct policy
Governance Matters
Power of council
Duties of council members
Remuneration of council members
Committees of council
Resignation of council members
Procedure of fill vacancy
Council procedures bylaw
Public notice bylaw
Expenditure authorization bylaw
Public interest disclosure and annual declaration
Conflicts of Interest
Identifying conflicts
Declaring conflicts
Dealing with allegations
Code of Ethics
Receiving Code of Ethics complaints
Investigation and procedural fairness
Remedial action
Council code of ethics bylaw
Employee code of ethics / conflict policy
Elections
Election calendar
Election procedures
Recounts / Controverted elections
Vacancies
Procedures for Meetings of Council
Public meetings

Topic & Subtopic
Passing Bylaws
Resolutions
Voting
Ministerial approval
Amending or Repealing Bylaws
Bylaw Enforcement
Order to remedy contraventions
Remedying contraventions
Custom work charges
Dangerous animals
Nuisance and property standards
Business licenses
Summary conviction proceedings
Financial Matters
Municipal accounts
Budgets
Investments
Debt limits
Borrowing
Reserve
Financial Statements
Annual waterworks declaration
Annual MRS (municipal revenue sharing) declaration
Annual audit
Tax tools
Bank reconciliations
Monthly financial reporting to council
Emergencies
Protective services cost recovery
State of emergency
Procurement
Tenders
RFPs
Procurement policies
Contracts
Municipal contracts
Inter-municipal Agreements
Cost sharing
Servicing
Mutual aid
Fire service
Intermunicipal dispute resolution

Topic & Subtopic
Organized Hamlets
Governance structure
Hamlet board elections and terms
Meetings and record-keeping
Financial management
Special hamlet account
Budgeting and financial reporting
Services and utilities
Dispute between Hamlet board and council
Streets and roads
Road maintenance agreements
Utilities
Planning and development
Zoning bylaws and official community plan
Interim development control bylaw
Development permit process
Development appeals board and planning appeals committee
Development levies
Development levy bylaw
Subdivisions
Servicing agreements
Saskatchewan municipal board
Building permits
Annexation issues
Amalgamation
Restructuring
Expropriations
Taxation
Tax bylaws
Tax roll and notices
Tax enforcement proceedings
The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP)
Collecting information
Use of personal information
LA FOIP Access to information requests
Exemptions
Reviews by information and privacy commissioner
Judicial Reviews
Challenges to bylaws and resolutions
Lawsuits
Limitation issues
Personal liability of council members

UMAAS best practices manual feedback

Your responses will be used to gather insights on best practices, concerns and preferred manual formats. The questions included in the form are as follows:

1. Are there any additional topics you think might be helpful in your role that are not listed here?

2. Are there any topics in the list that you feel may be less relevant or helpful for you?

3. Building on the previous questions, what are your top 3 most pressing concerns on a day-to-day basis?

4. What format (searchable PDF, webpage or other) would be the best for you to access the manual?

5. Finally, is there anything else you would like us to know?



Please use the link below or **scan the QR code** and respond by 4 p.m. on June 30, 2026

[Start Questionnaire](#)

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