

Best Practices Manual for the Urban Municipal Administrators Association of Saskatchewan



Speaker



Milad Alishahi
Partner



Western Canada's Law Firm

MLT Aikins is a western Canadian law firm, distinguished by full-service capabilities and a national reputation for excellence.

Our areas of municipal expertise include:

- Governance, conflicts of interest and codes of ethics
- Procurement and tax enforcement
- Planning, development, annexations and expropriations
- Inter-municipal agreements and disputes
- Freedom of information and privacy (LA FOIP)
- Bylaw drafting, policy development and bylaw enforcement
- Lawsuits, judicial reviews and administrative proceedings
- Regulatory compliance, workplace health and safety and crisis response
- Municipal taxation, including compliance with the *Tax Enforcement Act*

Meet our project team



Milad Alishahi
Partner



Shawna Sparrow
Associate



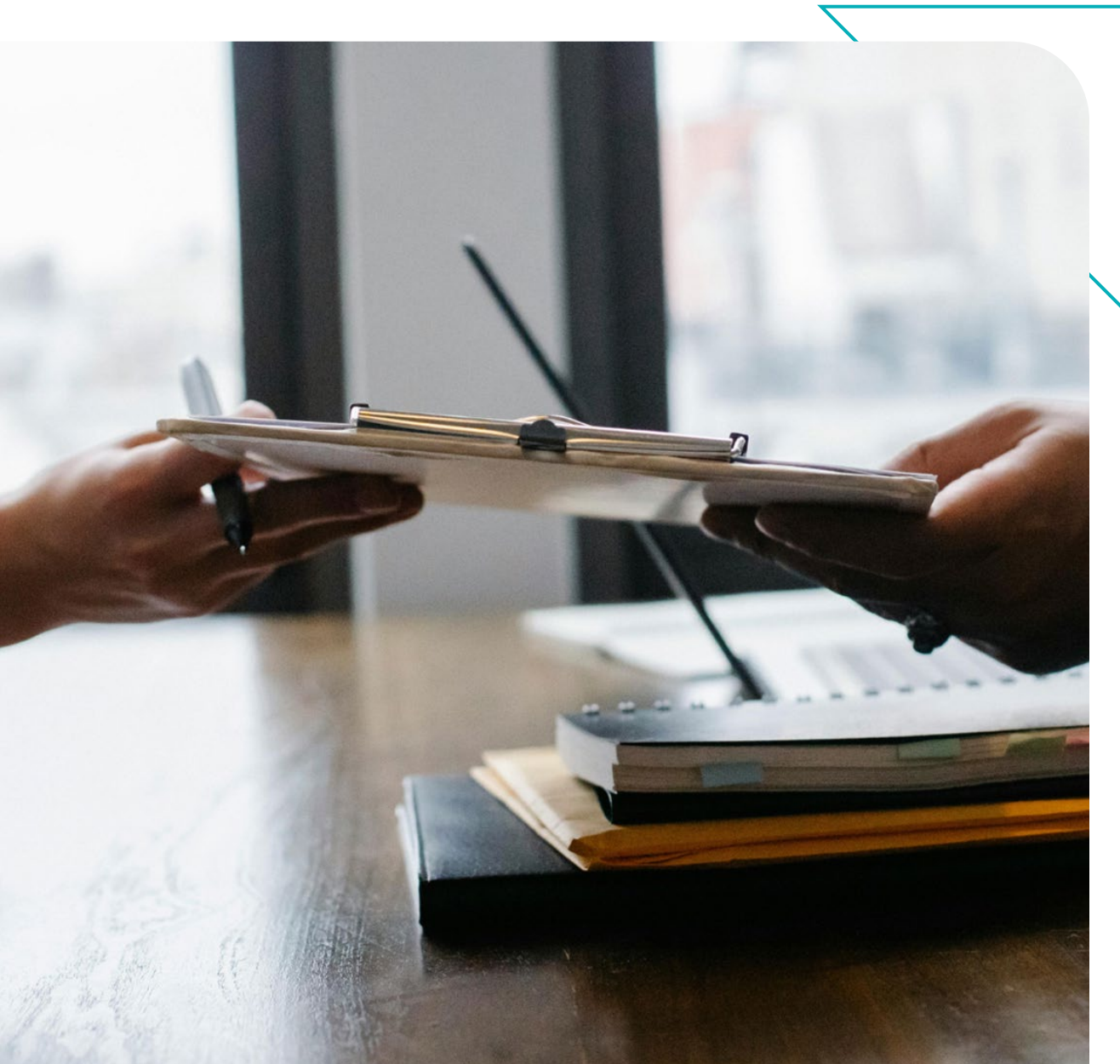
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The project: UMAAS Best Practices Manual

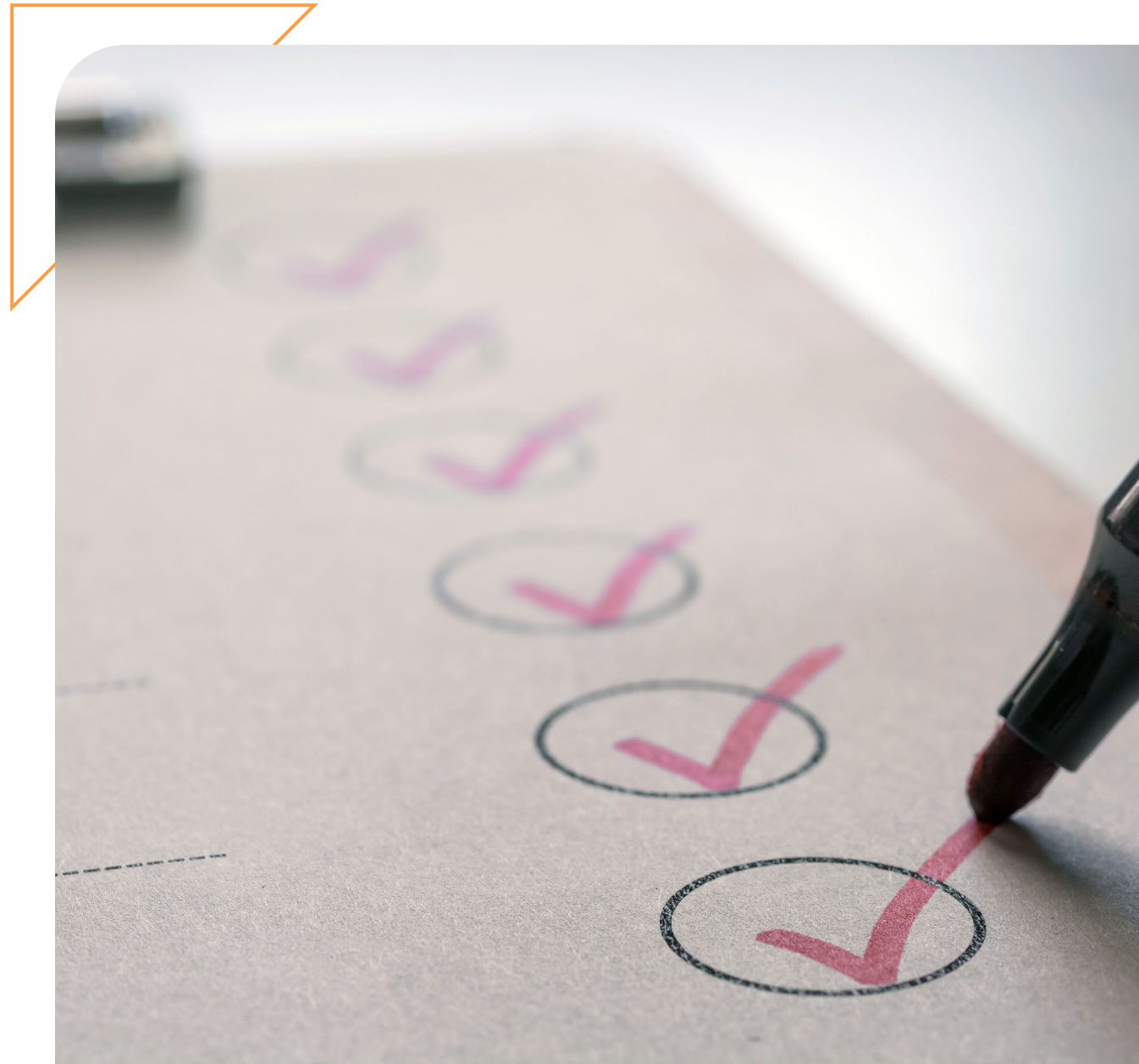
The Manual interprets and applies the statutes that govern Saskatchewan municipalities, including:

- *The Municipalities Act*
- *The Cities Act*
- *The Northern Municipalities Act*
- *The Local Government Elections Act*
- *The Local Authority Freedom of Information and Protection of Privacy Act*
- *The Planning and Development Act*
- *The Tax Enforcement Act*

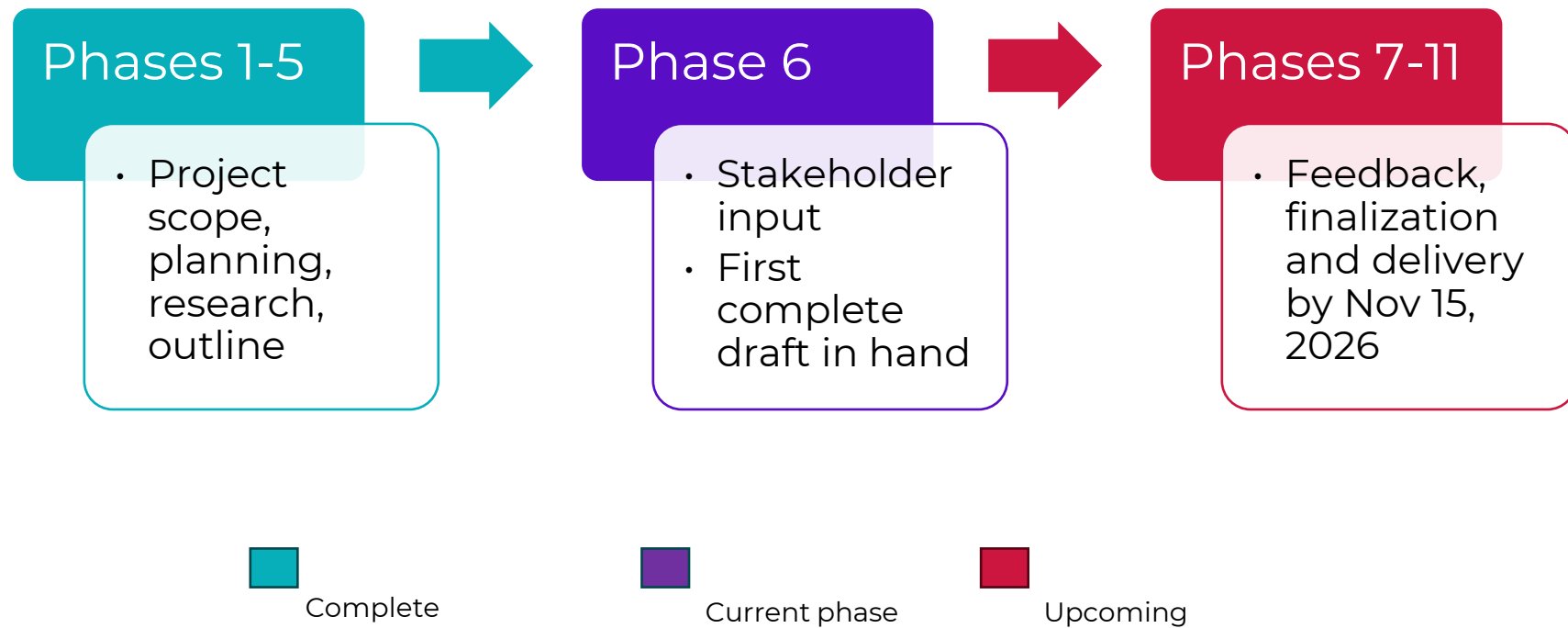
The project: UMAAS Best Practices Manual

The Manual will include:

- Model bylaws
- Policy templates
- Checklists
- Plain-language guidance



The project: where we are



The project: background

Collaborative approach

- Our project team offers a range of practical experience from on-the-ground municipal administrative experience to experience with municipal law and regulatory frameworks
- We worked with the UMAAS Best Practices Committee to develop the index and select the bylaw templates

Topic areas

- The Manual is intended to be comprehensive and practice-ready
- The Manual spans 22 topic areas, covering the full lifecycle of municipal administration

Parts 1-5

- Duties & authorities of administrators
- Council-administration relations
- Administration-public relations
- Governance matters
- Conflicts of Interest

Parts 6-10

- Code of Ethics
- Elections
- Procedures for meetings of council
- Passing & amending or repealing bylaws
- Policy & bylaw development

Parts 11-16

- Bylaw enforcement
- Financial matters
- Emergencies
- Procurement
- Contracts
- Inter-municipal Agreements

Parts 17-22

- Organized hamlets
- Streets and roads
- Road Maintenance Agreements
- Utilities
- Planning & development

Parts 23-28

- Annexation
- Expropriations
- Taxation
- LA FOIP
- Judicial Reviews
- Lawsuits

How to use the Manual

- Treat the Manual as a guide to help you know where to go and how to start
- Municipal law is not one-size-fits-all: local bylaws, policies, and circumstances vary widely
- When administrators need specific guidance, we are available to help navigate issues



Delivery of Manual & Updates

- Working with UMAAS to determine the format for the manual
- Potential for annual updates



We want to hear from you!

- As UMAAS members, your input helps shape the final Manual
- Take 10 minutes to review the topics and work as a group to fill in the work sheet on your table

1. Duties and Authority of Administrators
2. Council-Administration Relations
3. Administration-Public Relations
4. Governance Matters
5. Conflicts of Interest
6. Code of Ethics
7. Elections
8. Procedures for Meetings of Council
9. Passing Bylaws
10. Amending or Repealing Bylaws
11. Bylaw Enforcement
12. Financial Matters
13. Emergencies
14. Lawsuits
15. Contracts
16. Inter-municipal Agreements
17. Organized Hamlets
18. Streets and Roads
19. Road Maintenance Agreements
20. Utilities
21. Planning and Development
22. Annexation Issues
23. Expropriations
24. Taxation
25. LA FOIP
26. Judicial Reviews
27. Procurement

Thank you

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