



2026 FALL WORKSHOP

Introduction to the UMAAS Best Practices Manual

Workshop Description

The *Introduction to the UMAAS Best Practices Manual* is a practical workshop designed to familiarize administrators with the UMAAS Best Practices Manual, a comprehensive resource covering a broad range of topics related to municipal administration. MLT Aikins will provide this workshop in coordination with the Best Practices Manual Committee.

Participants will receive a high-level overview of key topic areas, including Governance, Conflicts of Interest, Elections, Bylaws, Financial Administration, Planning & Development, LA FOIP, and other key areas of municipal administration. Through interactive tabletop exercises and real-world scenarios, participants will learn how to apply the Manual's guidance to day-to-day decision-making, promote transparency and accountability, and build confidence in addressing common municipal challenges.

The workshop is designed for new administrators, experienced administrators, and mentors, providing both an introduction to the Manual and a valuable refresher for those with municipal administration experience.

Registration starts at 9:00 am, and the workshop starts at 10:00 am.

Workshop Fee: \$157.50 (\$150 + GST)

How to Register?

Please complete the attached registration form and indicate the location where you will attend. **Email your registration form to the Director in charge** of the specific location by September 20, 2026.

Payment Options

Payment by Cheque:

Please make cheques payable to "UMAAS" and mail them to the mailing address of the Director in charge, as indicated on the registration form.

Payment by E-Transfer:

Please send e-transfers to urbanmaas@gmail.com. In the message field, please include the participant's name and the location you will be attending.

Cancellation Policy:

No refunds will be issued for cancellations received after September 20, 2026.



2026 FALL WORKSHOP

Introduction to the UMAAS Best Practices Manual

REGISTRATION FORM

Participant's Name _____

Title/Position: _____

Municipality: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Mode of Payment: ____ Cheque ____ E-Transfer

Select Your Workshop Location

Please check the box on the left side and email your registration to the contact person.

If paying by cheque, mail it directly to the contact person's mailing address below.

Date	Location	Contact Person
☐ September 28, 2026	Outlook Heritage Centre Railway Ave W Outlook, SK S0L 2N0	Kyle Van Den Bosch Division 4 Director Box 10, Central Butte, SK S0H 0T0 Phone: 306-796-8028 Email: umaasdiv4@gmail.com
☐ September 29, 2026	Prince Albert Coronet Hotel 3551 2nd Ave W Prince Albert, SK S6V 5G1	Heather Sten Division 6 Director Box 172, Canwood, SK S0J 0K0 Phone: 306-468-2016 Email: umaasdiv6dir@gmail.com
☐ October 1, 2026	North Battleford Heritage Hall, Western Development Museum Highways 16 & 40, North Battleford, SK S9A 2Y1	Amanda Flasch Vice President Box 610, Meadow Lake, SK S9X 1Y5 Phone: 306-658-3500 Email: umaasvp@gmail.com
☐ October 5, 2026	Swift Current Coast Hotel 905 North Service Road East, Swift Current, SK S9H 3V1	Tamara Knight Division 2 Director Box 270, Morse, SK S0H 3C0 Phone: 306-629-3300 Email: umaasdiv2@gmail.com
☐ October 6, 2026	Weyburn McKenna Hall 317 3rd Street N.E., Weyburn, SK S4H 0W6	Brandi Morissette Division 1 Director Box 149, Oxbow, SK S0C 2B0 Phone: 306-483-2300 Email: umaasdiv1@gmail.com
☐ October 9, 2026	Melville CN Community Centre – Cornerstone Event Centre 575 - 2nd Avenue West Melville, SK S0A 2P0	Jason Chorneyko Executive Director Box 220, Wynyard, SK S0A 4T0 Phone: 306-554-3425 Email: exdumaas@gmail.com

Dietary and/or Accessibility Requirements: _____