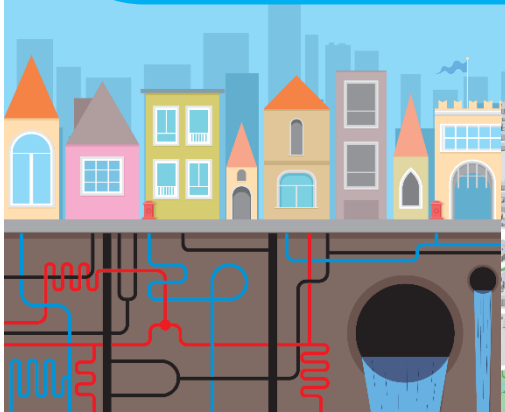


Long

Municipal Basics Webinar

January 29, 2020
10:00 – 11:30 MST

- ✓ A unique professional development experience that has benefit for all municipal staff, including small, medium and large municipalities!
- ✓ An energized presentation that provides an overview of municipalities from top to bottom, with a special emphasis on key processes and today's complex financial challenges.
- ✓ This webinar will benefit everyone from finance professionals to elected officials, CAO's, municipal managers, and front-line staff.
- ✓ Watch as a team for a great team building experience.
- ✓ Leadership is served by bringing a shared understanding of municipal government to your organization!



Registration Details:

GFOA Alberta (within Alberta)
<https://www.gfoa.ab.ca/event/municipal-basics-webinar/>

Bloom CME (outside Alberta)
<https://bloomcme.com/education/>

Municipal Basics - Curriculum Snapshot

- ✓ **Municipality defined.** Gain an understanding of the basic definition of a municipality including history, purpose, legislation and structure.

- ✓ **Governance and Administration.** A summary of the key differences between governance and administration.



Discussion on and the roles of council versus administrative staff. The CAO role defined. Includes tips on maintaining healthy communication and council/administration relationships.

- ✓ **Municipal structure.** Learn about best practices in municipal structure and the logic behind why municipalities are structured the way they are. Included: musings on avoiding silos and increasing cooperation between departments.



- ✓ **Key municipal processes.** Strategic planning, business planning, budgeting, service delivery and reporting explained. Each process will be explained in detail and how they interact with each other to achieve success.



- ✓ **Legislation review.** The *Municipal Government Act (MGA)* explained. What is its purpose? What is in it? How did it evolve? Learn the fundamentals of the legislation that governs municipalities.



MUNICIPAL GOVERNMENT ACT

Revised Statutes of Alberta 2000
Chapter M-26
Current as of January 1, 2020

- ✓ **Council meeting overview.** Council meeting basics including a discussion on Robert's rules, open session versus in-camera, what is a bylaw, how the process of creating municipal bylaws works, and discussion on a typical council agenda. A short overview of the election cycle is included.



- ✓ **Municipal finance explained.** The basics of assessment and taxes vs. user fees vs. utility rate revenue. Discussion on the financial challenges faced by municipalities today, and musings on how to overcome the current economic downturn. Municipal economics - the realities.



- ✓ **Municipal challenges.** Discussion on politics, media challenges, public engagement, intermunicipal collaboration, asset management, service delivery demands, climate change, cost downloading, and long-term sustainability.



Course Creator / Instructor
Tim Duhamel

Tim Duhamel is the **founder and President of Bloom Centre of Municipal Education.**

He is a municipal veteran whose **career has spanned over 21 years.** He has been a proud member of GFOA Alberta since 1998.

His passion is creating educational material and conducting lectures for municipal professionals. He has lectured as far away as Kiev, Ukraine for the Federation of Canadian Municipalities. Tim is the lead creator of education material and course delivery for GFOA Alberta.

His **municipal consulting practice** has numerous repeat clients in Alberta with ongoing projects ranging from:

- ✓ **General mentorship and in-house training**
- ✓ **Strategic planning (Council, Executive Team and department workshop facilitations)**
- ✓ **Leadership training, team building, Council/Admin relationship**
- ✓ **Process improvement reviews, change management, municipal scans, service reviews**
- ✓ **Financial plans, feasibility studies, priority reviews, long term operating and capital plans, priority-based budgeting, forecasting**

Tim is the former:

- ✓ **Manager** of Financial Planning for Strathcona County
- ✓ **Chief Administrative Officer** for the Town of Bruderheim
- ✓ **General Manager** of Community and Protective Services for the City of Spruce Grove



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