

## Alberta Municipal Sustainability Strategy (MSS) Capacity Building Tools

This inventory provides a list of capacity building tools currently offered by Municipal Affairs, the Alberta Urban Municipalities Association (AUMA), the Alberta Association of Municipal Districts and Counties (AAMDC), and other municipal associations and municipally-related entities, for each of the eight broad subject areas covered in the MSS Self-Assessment Questionnaire. Additional resources and services may be available through these organizations.

Title	Description	Source	Form	Web Reference
<b>Citizen Engagement</b>	<b>Self-Assessment Questions 1.1 to 1.5</b>			
Citizen Engagement Toolkit	This toolkit is intended to assist municipalities create an effective engagement plan by providing a usable set of tools to involve citizens in many different ways.	AUMA / AAMDC	Publication	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/citizen-engagement-toolkit-social-media-resource-guide">www.auma.ca/advocacy-services/programs-initiatives/citizen-engagement-toolkit-social-media-resource-guide</a>
Public Input Toolkit with Digital Engagement	This Toolkit provides some guidance about how municipalities can maintain good relationships through appropriate public input into decisions made by Council.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/documents/MDRS/AMA_Public_Input_Toolkit_Sept2014.pdf">www.municipalaffairs.gov.ab.ca/documents/MDRS/AMA_Public_Input_Toolkit_Sept2014.pdf</a>
Grade 6 – Building Communities Through Local Government	The Alberta Grade 6 Social Studies program allows students to focus on citizenship, identity and democratic processes of decision-making within our society.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/edu_grade6">www.municipalaffairs.gov.ab.ca/edu_grade6</a>

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Title	Description	Source	Form	Web Reference
Grade 11- Career and Life Management: Careers in Local Government	Promotes local government to high school students in an interactive format.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/edu_grade11">www.municipalaffairs.gov.ab.ca/edu_grade11</a>
Local Government Participatory Practices Manual	A toolkit to support public participation in municipal decision making.	FCM	Publication	<a href="http://www.fcm.ca/Documents/tools/International/Local_Government_Participatory_Practices_Manual_EN.pdf">www.fcm.ca/Documents/tools/International/Local_Government_Participatory_Practices_Manual_EN.pdf</a>
Petitions	A guide for the general public, elected officials and municipal officers on how to complete the petition document.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/am_petition_information_for_electors">www.municipalaffairs.gov.ab.ca/am_petition_information_for_electors</a>
Municipal Advisory Services	Advisors are available to answer questions regarding the citizen engagement mechanisms available	MA	Service	

**Local Elections**

**Self-Assessment Questions 1.6 to 1.9**

Election Advisory Services	Advisors are available to answer questions regarding the Local Authorities Elections Act as well as other election related concerns.	MA	Service	<a href="mailto:ma.lgsmail@gov.ab.ca">ma.lgsmail@gov.ab.ca</a>
Returning Officer Training	Training for election officials is presented under the auspices of Municipal Affairs.	MA	Instruction	Completed
Candidate Training	A training session related to candidate requirements.	MA	Instruction	Completed

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Title	Description	Source	Form	Web Reference
Election Resources - Procedure Manual / Calendar / Forms	Provides information explaining the conduct of an election and the forms associated with an election.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/mc_elections">www.municipalaffairs.gov.ab.ca/mc_elections</a>
Running for Municipal Office in Alberta	Provides information on running for municipal office, explains legislative requirements and councillors duties once elected.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/documents/Running%20for%20Municipal%20Office%20in%20Alberta%20-%20A%20Candidate%27s%20Guide.pdf">www.municipalaffairs.gov.ab.ca/documents/Running%20for%20Municipal%20Office%20in%20Alberta%20-%20A%20Candidate%27s%20Guide.pdf</a>

**Municipal Councils Self-Assessment Questions 1.10 to 1.14**

Women in Local Government	FCM has developed a set of strategies and tactics that municipal councils can use to further the involvement of women in municipal government.	FCM	Instruction/ Publication	<a href="http://www.fcm.ca/home/programs/women-in-local-government.htm">www.fcm.ca/home/programs/women-in-local-government.htm</a>
Procedural Bylaws	Samples of Procedural bylaws from Municipal Excellence Network submissions	MA	Municipal Excellence Network Best Practices	<a href="https://maportal.gov.ab.ca/EXT/MeNet/default.aspx">https://maportal.gov.ab.ca/EXT/MeNet/default.aspx</a>
Agenda Preparation for Council Meetings	A document containing best practices for a municipality to consider when constructing an agenda.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/documents/ms/A_GUIDE_FOR_PREPARING_A_COUNCIL_MEETING_AGENDA_2016.pdf">www.municipalaffairs.gov.ab.ca/documents/ms/A_GUIDE_FOR_PREPARING_A_COUNCIL_MEETING_AGENDA_2016.pdf</a>
A Guide to the Preparation of Council Meeting Minutes	A document outlining best practices and legislation for minute taking for council meetings.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/documents/ms/A_GUIDE_FOR_PREPARING_A_COUNCIL_MEETING_AGENDA_2016.pdf">www.municipalaffairs.gov.ab.ca/documents/ms/A_GUIDE_FOR_PREPARING_A_COUNCIL_MEETING_AGENDA_2016.pdf</a>

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Title	Description	Source	Form	Web Reference
Basic Principles of Bylaws	Identifies bylaw requirements according to the MGA and provides samples of common bylaws.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/documents/ms/Basic_Principles_of_Bylaws_2016.pdf">www.municipalaffairs.gov.ab.ca/documents/ms/Basic Principles of Bylaws 2016.pdf</a>
Retention and Scheduling of Municipal Records	This document describes the various types of municipal records and provides a suggested retention schedule for the disposition of a them.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/documents/ms/Retention_and_Scheduling_2014.pdf">www.municipalaffairs.gov.ab.ca/documents/ms/Retention and Scheduling 2014.pdf</a>
Policy Development	Samples of policies developed by councils to ensure efficient and fair operations within municipalities.	MA	Municipal Excellence Network Best Practices	<a href="https://maportal.gov.ab.ca/EXT/MeNet/default.aspx">https://maportal.gov.ab.ca/EXT/MeNet/default.aspx</a>
Municipal Advisory Services	Advisors are available to answer questions regarding legislative and procedural matters that come before council.	MA	Service	

**Training Opportunities and Participation Self-Assessment Questions 1.15 to 1.16**

Elected Officials Education Program	A wide selection of online professional development for Elected Officials, appointed members of municipal agencies, boards and committees, municipal administration and the general public.	AUMA / AAMDC	Microsite	<a href="http://eoep.ca/home">http://eoep.ca/home</a>
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Title	Description	Source	Form	Web Reference
Municipal Elected Officials Orientation Training	Coming Soon through the Elected Officials Education Program.	AUMA / AAMDC	Instruction	Coming Soon
Roles and Responsibility Training– Elected and Appointed officials	A program designed to help council and administration understand their respective roles as outlined in the MGA.	MA	Instruction	Email: MA-lgs@mail@gov.ab.ca
Now That You've Been Elected	An overview of the responsibilities of an elected official and is intended to help understand the powers and duties of a municipal council.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/documents/NowThatYou%27veBeenElected%202017.pdf">www.municipalaffairs.gov.ab.ca/documents/NowThatYou%27veBeenElected%202017.pdf</a>
Pecuniary Interest for Municipal Councillors	Explains pecuniary interest and the procedures elected officials must follow according to the MGA.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/documents/Pecuniary_interest_%202017.pdf">www.municipalaffairs.gov.ab.ca/documents/Pecuniary_interest_%202017.pdf</a>
International Publications	FCM has paired Canadian municipal experts with peers in Asia, Africa, the Middle East, Eastern Europe, Latin America and the Caribbean to share knowledge, solve problems, deliver services and forge closer connections.	FCM	Publication	<a href="http://www.fcm.ca/home/programs/international/our-programs.htm">www.fcm.ca/home/programs/international/our-programs.htm</a>

Title	Description	Source	Form	Web Reference
<b>Strategic and Long Term Planning Self-Assessment Questions 1.17 to 1.19</b>				
Integrated Community Sustainability Plan (ICSP) Tools	The AAMDC has developed a toolkit to assist administrators facilitate long-term, sustainable planning for their communities.	AAMDC	Publication	<a href="http://www.aamdc.com/advocacy/toolkits-initiatives/209-integrated-community-sustainability-plan-icsp-toolkit">www.aamdc.com/advocacy/toolkits-initiatives/209-integrated-community-sustainability-plan-icsp-toolkit</a>
Energy Policies Framework	Provides a framework to guide the development of municipal energy policies.	AUMA	Microsite	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/energy-policies-framework">www.auma.ca/advocacy-services/programs-initiatives/energy-policies-framework</a>
Municipal Planning Hub	Outlines the purpose and principles of land use planning, provincial and municipal land use plans and legislation including the impact of pending MGA amendments and a summary of planning tools and resources.	AUMA	Microsite	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/municipal-planning-hub">www.auma.ca/advocacy-services/programs-initiatives/municipal-planning-hub</a>
Municipal Sustainability Planning	MSPs provide an outlet for wisdom and expertise of community members to discover innovative solutions that address social, cultural, economic, environmental and governance challenges today while leaving a positive legacy for future generations.	AUMA	Microsite	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/municipal-sustainability-planning">www.auma.ca/advocacy-services/programs-initiatives/municipal-sustainability-planning</a>

Title	Description	Source	Form	Web Reference
<b>Human Resources Self-Assessment Questions 2.1 to 2.2</b>				
Municipal Careers Awareness Toolkit	Provides several tactics that will bring positive attention to municipal employees and raise the public's interest in municipal career opportunities.	AUMA / AAMDC / ARMAA / LGAA / SLGM	Publication	<a href="http://www.aamdc.com/advocacy/toolkits-initiatives/210-municipal-careers-awareness-toolkit">www.aamdc.com/advocacy/toolkits-initiatives/210-municipal-careers-awareness-toolkit</a>
Internship (Municipal Administration, Financial and Land-use Planning)	Supports municipalities and planning service agencies to host interns, and recruit recent post-secondary graduates interested in a career the province's municipalities.	MA	Service	<a href="http://www.municipalaffairs.alberta.ca/ms/internship/">www.municipalaffairs.alberta.ca/ms/internship/</a>
Hiring a Chief Administrative Officer	This documents provides information on hiring a CAO.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/documents/ms/Hiring_Chief_Administrative_Officer.pdf">www.municipalaffairs.gov.ab.ca/documents/ms/Hiring_Chief_Administrative_Officer.pdf</a>
CAO Performance Evaluation Toolkit	A three-step CAO Performance Evaluation Toolkit that will benefit municipalities across the country	CAMA	Publication	<a href="http://www.camacam.ca/about/resources/cao-performance">http://www.camacam.ca/about/resources/cao-performance</a>

**Staff Training and Development Opportunities Self-Assessment Questions 2.3 to 2.5**

Resources for supporting staff development	All provide courses for staff development	Various Websites	Instruction	SLGM / LGAA / ARMAA /Tax Clerks Association/ Municipal Clerks
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Title	Description	Source	Form	Web Reference
Municipal Corporate Reviews (MCR)	A cooperative effort between council, administration and Alberta Municipal Affairs to evaluate a municipality's strengths and identify potential for improvement. The review addresses governance, administration, and financial management practices.	MA	Service	<a href="mailto:ma.lgsmail@gov.ab.ca">ma.lgsmail@gov.ab.ca</a>
Information Bulletins	Provides information on important municipal dates, changes to legislation etc.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/mah_info_bulletins">www.municipalaffairs.gov.ab.ca/mah_info_bulletins</a>

**Technology Resources**      **Self-Assessment Questions 2.6 to 2.8**

Broadband Toolkit	To assist municipalities explore potential roles in delivering high-speed Internet to rural ratepayers.	AAMDC	Publication	<a href="http://www.aamdc.com/advocacy/toolkits-initiatives/214-broadband-toolkit">http://www.aamdc.com/advocacy/toolkits-initiatives/214-broadband-toolkit</a>
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**Budget**      **Self-Assessment Questions 3.1 to 3.9**

Financial Advisory Services	Advisors are available to answer questions regarding all aspects of municipal finances.	MA	Service	
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Title	Description	Source	Form	Web Reference
Budget Analyst Academy	3-day course to provide finance professionals with an in-depth understanding of budgeting and how it fits with, and supports, achievement of broader organizational goals and priorities.	GFOA	Instruction	<a href="http://www.gfoa.ab.ca/">www.gfoa.ab.ca/</a>
Municipal Fundamentals Workshop	A comprehensive 3-day course designed to educate the finance officer who is new to municipal operations, advance the finance officer who has a desire to move up in municipal finance, or refresh the knowledge of the finance officer who has experience in municipal finance.	GFOA	Instruction	<a href="http://www.gfoa.ab.ca/">www.gfoa.ab.ca/</a>
Sample Municipal Budgets	A collection of sample budgets for reference or for the preparation of your own municipal budget material.	AUMA	Microsite	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/sample-municipal-budgets">www.auma.ca/advocacy-services/programs-initiatives/sample-municipal-budgets</a>

**Debt Self-Assessment Questions 3.10 to 3.13**

Debt Limit Worksheet	Worksheet provides a step by step calculation to determine debt limit and debt service limit.	Alberta Capital Finance Authority	Worksheet	<a href="http://www.acfa.gov.ab.ca/loan-form-script/dlw_index.html">www.acfa.gov.ab.ca/loan-form-script/dlw_index.html</a>
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Title	Description	Source	Form	Web Reference
<b>Taxes Self-Assessment Questions 3.19 to 3.27</b>				
Property Assessment and Taxation Hub	Provides an overview of Alberta’s property assessment and taxation system as well as best practices in communicating information to property owners.	AUMA	Microsite	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/property-assessment-and-taxation-hub">www.auma.ca/advocacy-services/programs-initiatives/property-assessment-and-taxation-hub</a>
Guide to Equalized Assessment in Alberta	A general explanation of equalized assessments and how they relate to the allocation of property taxes that support provincial or regional programs.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/1571">www.municipalaffairs.gov.ab.ca/1571</a>
Tax Recovery – A Guide	Describes the processes that must be undertaken by a municipality to recover unpaid taxes.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/documents/ms/Tax_Recovery_updated_08-13.pdf">www.municipalaffairs.gov.ab.ca/documents/ms/Tax Recovery updated 08-13.pdf</a>
Tax Recovery Training	Full day training session based on the publication “Tax Recovery – A Guide”	MA	Instruction	<a href="mailto:ma.lgs@mail@gov.ab.ca">ma.lgs@mail@gov.ab.ca</a>
Property Tax – Adding Amounts To The Tax Roll	Outlines the various Provincial Statutes and Regulations that authorize municipalities to add unpaid costs or fees to the tax roll.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/documents/msb/Adding_Amounts_to_the_Tax_Roll.pdf">www.municipalaffairs.gov.ab.ca/documents/msb/Adding Amounts to the Tax Roll.pdf</a>

Title	Description	Source	Form	Web Reference
Property Tax Exemptions – A Guide	Intended to provide a descriptive overview of the Act and the Regulation that affect the property tax status of facilities held by non-profit organizations.	MA – Assess. Services	Publication	<a href="http://www.municipalaffairs.alberta.ca/documents/as/pte_guide_2005.pdf">www.municipalaffairs.alberta.ca/documents/as/pte_guide_2005.pdf</a>
Municipal Advisory Services	Advisors are available to answer questions regarding property taxation in Alberta.	MA	Service	

**Financial Planning and Risk Management Self-Assessment Question 3.32**

Asset Management	Provides support documents to assist Alberta municipalities in managing their infrastructure assets.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/asset-management">www.municipalaffairs.gov.ab.ca/asset-management</a>
Municipal Financial & Statistical Data	Provides comparison to like sized municipalities.	MA	Service	<a href="http://www.municipalaffairs.gov.ab.ca/municipal_financial_statistical_data">www.municipalaffairs.gov.ab.ca/municipal_financial_statistical_data</a>
A Quick Guide to Financial Statements	Guide to understanding the typical information contained in a municipality's annual audited financial statements.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/documents/ms/A_Quick_Guide_to_Municipal_Financial_Statements.pdf">www.municipalaffairs.gov.ab.ca/documents/ms/A_Quick_Guide_to_Municipal_Financial_Statements.pdf</a>
Financial Information Return Manual	Provides guidance for the preparation of annual municipal financial information returns.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/documents/msb/FIR_2016_Manual_update.pdf">www.municipalaffairs.gov.ab.ca/documents/msb/FIR_2016_Manual_update.pdf</a>

Title	Description	Source	Form	Web Reference
<b>Service Delivery Self-Assessment Questions 4.1 to 4.2</b>				
Sustainable Transportation: List of Programs	Lists examples of programs that can help municipalities make their transportation systems more sustainable.	AUMA	Publication	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/transportation">www.auma.ca/advocacy-services/programs-initiatives/transportation</a>
Municipal Excellence Network	A collection of best practices from municipalities of all sizes for reference.	MA	Municipal Excellence Network Best Practices	<a href="https://maportal.gov.ab.ca/EXT/MeNet/default.aspx">https://maportal.gov.ab.ca/EXT/MeNet/default.aspx</a>
Water For Life	The three goals of Water for Life are: Safe, secure drinking water; Healthy aquatic ecosystems; and Reliable, quality water supplies for a sustainable economy.	AEP	Website	<a href="http://www.aep.alberta.ca/water/default.aspx">www.aep.alberta.ca/water/default.aspx</a>
Water Management Hub	Water is an increasingly precious resource for Alberta's communities and it is critical that governments, industry, community organizations, and citizens work together to protect and sustain our water resources for current and future generations.	AUMA	Microsite	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/water-management">www.auma.ca/advocacy-services/programs-initiatives/water-management</a>

Title	Description	Source	Form	Web Reference
Municipal Climate Change Action Centre (MCCAC)	The MCCAC provides technical assistance and expertise to municipalities on actions to increase energy efficiency of operations and improve community-wide conservation of greenhouse gases.	AUMA / AAMDC / AEP / MA	Microsite	<a href="http://mccac.ca/">http://mccac.ca/</a>

**Regional Commission and Other Inter-Municipal Arrangements Self-Assessment Questions 5.1 to 5.3**

Collaborative Governance Initiative	A proactive approach that provides an opportunity to look internally and inter-municipally and find creative, locally-relevant ways to improve.	MA	Service	<a href="http://www.municipalaffairs.gov.ab.ca/mdrs_collaboration">www.municipalaffairs.gov.ab.ca/mdrs_collaboration</a>
Inter-municipal Dispute Resolution Initiative	Encourages the use of mediation or other dispute resolution alternatives to resolve inter- municipal conflict, rather than referring the issue to a higher authority.	MA	Service	<a href="http://www.municipalaffairs.gov.ab.ca/MDRS_mediation">www.municipalaffairs.gov.ab.ca/MDRS_mediation</a>
Municipal Dispute Resolution Services	The <i>Let's Resolve</i> program provides mediation and dispute resolution support and training to municipalities who want to improve how they deal with conflict.	MA	Service	<a href="http://www.municipalaffairs.gov.ab.ca/1486">www.municipalaffairs.gov.ab.ca/1486</a>

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Municipal Collaboration and Mediation Services	MDRS delivers programs and services to Alberta's municipalities to help improve inter-municipal collaboration, resolve inter-municipal disputes, and build municipal capacity to manage conflict.	MA	Service	<a href="http://www.municipalaffairs.gov.ab.ca/1486">www.municipalaffairs.gov.ab.ca/1486</a>
Significant shared services programs includes Rural-Urban Cost Sharing Toolkit	Provide municipalities with constantly updated information, resources and tools that they will need to begin or continue effective working relationships with other municipalities.	AUMA / AAMDC		<a href="http://www.auma.ca/advocacy-services/programs-initiatives/ruralurban-cost-sharing">www.auma.ca/advocacy-services/programs-initiatives/ruralurban-cost-sharing</a>

**Planning**

**Self-Assessment Questions 5.4 to 5.5**

Brownfield Redevelopment	Provides information on legislation, policies, best practices, case studies, and resources.	AUMA	Microsite	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/brownfields">www.auma.ca/advocacy-services/programs-initiatives/brownfields</a>
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Title	Description	Source	Form	Web Reference
Integrated Community Sustainability Plan Tool Kit	Build community capacity by providing municipal governments with tools that will facilitate long-term, term, sustainable planning for their communities; and •Give municipal governments the tools required to access funds under the New Deal for Cities and Communities.	FCM	Publication	<a href="http://www.fcm.ca/Documents/presentations/2007/mission/Integrated_Community_Sustainability_Planning_ICSP_Toolkit_EN.pdf">www.fcm.ca/Documents/presentations/2007/mission/Integrated_Community_Sustainability_Planning_ICSP_Toolkit_EN.pdf</a>
Planning Advisory Services	Advice on planning issues related to Part 17 of the MGA – LUB, IDP, ASP, Subdivisions.	MA	Service	
The Legislative Framework for Regional and Municipal Planning, Subdivision and Development Control	This document discusses the legislated regional and municipal planning framework, outlines the legislated steps in the subdivision and development control process, and notes the statutory exemptions and limitations to municipal planning authority.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/documents/ms/THE_LEGISLATIVE_FRAMEWORK_2012-08_Version.pdf">www.municipalaffairs.gov.ab.ca/documents/ms/THE_LEGISLATIVE_FRAMEWORK_2012-08_Version.pdf</a>

**Infrastructure**

**Self-Assessment Questions 6.1 to 6.5**

New Building Canada and Community Sustainability	Access to several links pertaining to superstructure and sustainability.	Canada	Microsite	<a href="http://www.infrastructure.gc.ca/plan/plan-eng.html">www.infrastructure.gc.ca/plan/plan-eng.html</a>
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Title	Description	Source	Form	Web Reference
Guide For Municipal Asset Management Plans	Asset management is an all-encompassing program that not only looks at life-cycles and full cost accountability but also provides a guide to stewardship for the public works sector, administrative accountability and public transparency.	AUMA	Microsite	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/asset-management">www.auma.ca/advocacy-services/programs-initiatives/asset-management</a>
Asset Management for Sustainable Service Delivery - A BC Framework	A high-level, systematic approach that supports local governments in moving toward service, asset and financial sustainability through asset management.	Asset Mgmt. BC	Microsite	<a href="http://www.assetmanagementbc.ca/">www.assetmanagementbc.ca/</a>
Grants Advisory Services	Grants Portal - information on all provincial grant programs supporting municipalities.	MA	Microsite	<a href="http://www.municipalaffairs.gov.ab.ca/municipal-grants-web-portal">www.municipalaffairs.gov.ab.ca/municipal-grants-web-portal</a>
Capital Planning Policies	Policies developed by municipalities to ensure proper capital planning for longer term sustainability.	MA	Municipal Excellence Network Best Practices	<a href="https://maportal.gov.ab.ca/EXT/MeNet/default.aspx">https://maportal.gov.ab.ca/EXT/MeNet/default.aspx</a>
SWOT analysis, prioritizing and data collection toolkit	Before planning for the future it is best to look at the strengths, weaknesses, opportunities and threats that the municipality is dealing with.	MA	Municipal Excellence Network Best Practices	<a href="https://maportal.gov.ab.ca/EXT/MeNet/default.aspx">https://maportal.gov.ab.ca/EXT/MeNet/default.aspx</a>



Title	Description	Source	Form	Web Reference
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**Demographics**                      **Self-Assessment Questions 7.1 to 7.4**

Municipal Census Training and Manual	A step-by-step guide for census taking at the municipal level. It assists census coordinators and enumerators in complying with the Determination of Population Regulation and all other procedures and policies related to the census.	MA	Publication	<a href="http://www.municipalaffairs.alberta.ca/mc_official_populations">www.municipalaffairs.alberta.ca/mc_official_populations</a>
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**Economic Vitality**                      **Self-Assessment Questions 7.5 to 7.10**  
**Community Vitality**                      **Self-Assessment Questions 7.11 to 7.14**

Public Engagement Toolkit and Guides	Provide guidance on how municipalities can maintain good relationships through appropriate public input.	MA	Publication	<a href="http://www.municipalaffairs.gov.ab.ca/documents/MDRS/AMA_Public_Input_Toolkit_Sept2014.pdf">www.municipalaffairs.gov.ab.ca/documents/MDRS/AMA_Public_Input_Toolkit_Sept2014.pdf</a>
Welcoming and Inclusive Communities Toolkit	The WIC initiative supports municipalities who have joined the Canadian Coalition of Municipalities Against Racism and Discrimination.	AUMA	Microsite	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/welcoming-and-inclusive-communities">www.auma.ca/advocacy-services/programs-initiatives/welcoming-and-inclusive-communities</a>
Community Development	Community Development facilitators design and facilitate customized services to strengthen and build capacity in organizations and groups on topics.	Alberta Culture	Services	<a href="http://www.culture.alberta.ca/community/programs-and-services/">www.culture.alberta.ca/community/programs-and-services/</a>

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Title	Description	Source	Form	Web Reference
Housing Hub	Enables small and mid-size municipalities to advance affordable housing through strategy development, tools for tracking progress and information on available funding from other levels of government.	AUMA	Microsite	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/welcoming-and-inclusive-communities">www.auma.ca/advocacy-services/programs-initiatives/welcoming-and-inclusive-communities</a>
Business Vitality Alberta	An easy-to-use tool designed to help you maximize your community's business and economic vitality. This tool show you to solidly build a healthy community, support entrepreneurs and foster small business growth.	AUMA	Microsite	<a href="https://www.auma.ca/advocacy-services/programs-initiatives/business-vitality-alberta">https://www.auma.ca/advocacy-services/programs-initiatives/business-vitality-alberta</a>
Economic Development Resources Hub	Provides toolkits and other resources to advance economic development through creating entrepreneurial and business friendly communities, facilitating business growth, leveraging tourism and utilizing available funding.	AUMA	Microsite	<a href="https://www.auma.ca/advocacy-services/programs-initiatives/economic-development-resources-hub">https://www.auma.ca/advocacy-services/programs-initiatives/economic-development-resources-hub</a>

Alberta Municipal Sustainability Strategy (MSS) Capacity Building Tools

Title	Description	Source	Form	Web Reference
Policing Hub	Provides information on how police services are delivered and the associated legislation, governance and funding mechanisms across federal, provincial and municipal governments.	AUMA	Microsite	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/policing-hub">www.auma.ca/advocacy-services/programs-initiatives/policing-hub</a>
Tourism Vitality Alberta Toolkit	Allows municipalities to quickly assess strengths and weaknesses in tourism in seven key areas, determine action steps to strategically improve tourism, and access resources to further this important economic development opportunity.	AUMA	Microsite	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/tourism-vitality-alberta-toolkit">www.auma.ca/advocacy-services/programs-initiatives/tourism-vitality-alberta-toolkit</a>

**Risk Management**

**Self-Assessment Questions 2.6 to 2.8**

Enterprise Risk Management	Enterprise risk management (ERM) is a process for identifying and evaluating risks so that risks can be effectively mitigated and monitored. ERM helps measure and prioritize risk mitigation as an interrelated system, rather than looking at risks in silos.	AUMA	Service	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/enterprise-risk-management">www.auma.ca/advocacy-services/programs-initiatives/enterprise-risk-management</a>
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Alberta Municipal Sustainability Strategy (MSS) Capacity Building Tools

Title	Description	Source	Form	Web Reference
Marijuana Production and Regulation Resources	Helps municipalities navigate changes to the status of marijuana in Canada.	AUMA	Microsite	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/marijuana-production-and-regulation-municipal-resources">www.auma.ca/advocacy-services/programs-initiatives/marijuana-production-and-regulation-municipal-resources</a>
Insurance, Risks and Claims	AMSC provides insurance and risk management for municipalities and municipally-related organizations.	AUMA/ AMSC	Service	<a href="http://www.auma.ca/business-services/insurance-risk-claims">www.auma.ca/business-services/insurance-risk-claims</a>
Casual Legal Phone Line	Casual Legal Advice is general guidance to AUMA members to assist them in avoiding a potential legal problem.	AUMA	Service	<a href="http://www.auma.ca/business-services/member-services">www.auma.ca/business-services/member-services</a> Email: <a href="mailto:casuallegal@amsc.ca">casuallegal@amsc.ca</a>
Emergency Management and Disaster Response	Guides municipalities in responding effectively to emergencies within their borders.	AUMA	Microsite	<a href="http://www.auma.ca/advocacy-services/programs-initiatives/emergency-management-and-disaster-response">www.auma.ca/advocacy-services/programs-initiatives/emergency-management-and-disaster-response</a>
Basic Emergency Management Course / Exercise Design 100 Course / Incident Command System Training (ICS) Course	Online public safety training	MA - Alberta Public Safety Training	Instruction	<a href="http://apsts.alberta.ca/online-courses/">http://apsts.alberta.ca/online-courses/</a>

Alberta Municipal Sustainability Strategy (MSS) Capacity Building Tools

Title	Description	Source	Form	Web Reference
Personal Disaster Preparedness Municipal Elected Officials Persons with Functional Needs Emergency Social Services Planning Course  Registration and Inquiry Course  Emergency Coordination Centre Course  Scribing for Emergency Management Course	Public safety training conducted by AEMA training officers in a classroom situation provided by the municipality.	MA - Alberta Public Safety Training	Instruction	<a href="http://apsts.alberta.ca/course-catalogue/">http://apsts.alberta.ca/course-catalogue/</a>