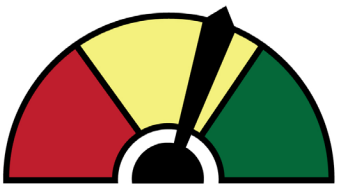
Municipal Government Sustainability Self-Assessment Tool

Governance



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These resources may help you improve your sustainability score for Governance. See the links below for information about activities and resources related to municipal governance.

Elections

Elections-General
This link provides information for candidates, voters and newly elected officials.
http://www.municipal.gov.sk.ca/Administration/Elections-General

Elections - Frequently Asked Questions
This link answers frequently asked questions related to elections.
http://www.municipal.gov.sk.ca/FAQs-Elections

Elections-Rural, Urban and Resort Villages
This link provides access to various information sites related to elections including election calendars, forms, and election guides or manuals for rural, urban and resort villages.
http://www.municipal.gov.sk.ca/Administration/Elections

Council

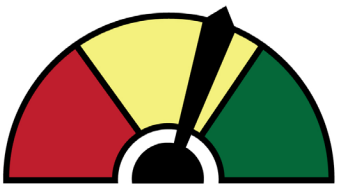
Council Procedures - Frequently Asked Questions
This link answers frequently asked questions related to council procedures.
http://www.municipal.gov.sk.ca/FAQs-Council-Procedures

Municipal Council Meeting Guide
This link provides a guide for municipal staff and council members related to conducting council and council committee meetings.
http://www.municipal.gov.sk.ca/Elections/Training/Council-Meeting-Guide

Conflict of Interest Booklet
This link provides clear procedures for council members to use in avoiding conflict of interest situations.
http://www.municipal.gov.sk.ca/Administration/Guides/Conflict-Of-Interest

Council Member's Handbook for Municipalities
This link provides a handbook to assist elected officials in carrying out their role in public office by providing an overview of the duties and responsibilities of municipal council members.
http://www.municipal.gov.sk.ca/Elections/Training/Council-Member-Handbook

Council Responsibilities Fact Sheet #6.0
This link provides a fact sheet about the duties and responsibilities of municipal council members.
http://www.municipal.gov.sk.ca/Elections-General/Understanding-the-Role/Council-Responsibilties



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Council - cont.

Council Responsibilities - Administrator Fact Sheet #6.1
This link provides the requirements of a council to establish and hire a qualified administrator.
http://www.municipal.gov.sk.ca/Administration/Guides/Council-Responsibilities-Administrator

Councilor's Checklist
This link provides a checklist for a quick snapshot of how well a municipal corporation and council is functioning.
http://www.municipal.gov.sk.ca/Administration/Guides/councillors-checklist

Authority and Powers

Mandatory and Optional Municipal Services/Functions in Legislation
This link provides a summary of the main function categories and specific services that municipalities are required or enabled to provide under provincial legislation.
http://www.municipal.gov.sk.ca/Administration/MandatoryOptionalMunicipalServices-PDF

Natural Person Powers Fact Sheet #1
This link provides information about a council's natural person powers related to its rights, privileges and limitations in carrying out or administering its activities.
http://www.municipal.gov.sk.ca/Administration/Guides/Natural-Person-Powers

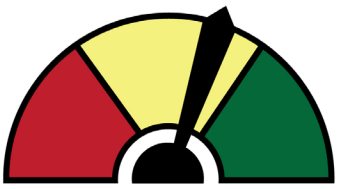
Municipal Bylaws
This link provides information about a variety of bylaws, bylaw examples, bylaw factsheets and links to municipal websites hosting their bylaws.
http://www.municipal.gov.sk.ca/Administration/Bylaws

Bylaw Guide for Municipalities
This link provides a manual for municipalities in the preparation of municipal bylaws.
http://www.municipal.gov.sk.ca/Administration/Bylaw-Guide-Municipalities

Bylaw Examples
This link provides examples of various municipal bylaws.
http://www.municipal.gov.sk.ca/Administration/Bylaws-Municipal

Municipal Status

Comparison of Formal Entities in the Municipal Government System
This link provides a comparison of the different types of municipalities (excluding cities); their legal status, authority and powers, responsibilities and duties, administration and finance.
http://www.municipal.gov.sk.ca/Administration/Guide/Comparison-Formal-Entities



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Municipal Status - cont.

Municipal Status
This link provides information about making changes to a municipality's structure or boundaries.
http://www.municipal.gov.sk.ca/Administration/Municipal-Status-Boundaries

A Guide for Municipal Boundary Alterations (Annexation)
This link provides a guide explaining the process for seeking boundary alterations.
http://www.municipal.gov.sk.ca/Administration/Municipal-Status/Annexation/Guide-Municipal-Boundaries-Annexation

Urban Municipality Dissolution - Frequently Asked Questions
This link answers frequently asked questions related to dissolution, amalgamation, incorporation and annexation.
http://www.municipal.gov.sk.ca/FAQs-Urban-Municipality-Dissolution

Municipal Expropriation Guide
This link provides a guide to assist municipalities in understanding the expropriation provisions of *The Municipal Expropriation Act.*
http://www.municipal.gov.sk.ca/Programs-Services/Community-Planning/Expropriation-Guide

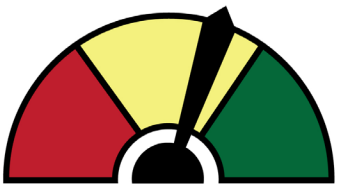
Planning

A Guide to Community Planning Process in Saskatchewan
This link provides a guide to the municipal development permit and the subdivision approval process in Saskatchewan.
http://www.municipal.gov.sk.ca/Community-Plan/Community-Planning-Process

Community Planning, Land Use and Subdivision
This link provides answers to questions related to zoning, subdivisions, servicing agreements and what services Community Planning provides.
http://www.municipal.gov.sk.ca/programs-services/community-planning-land-use

Official Community Plan
This link provides information about the process and benefits of having an Official Community Plan in managing future growth and development.
http://www.municipal.gov.sk.ca/Programs-Services/Community-Planning/Official-Community-Plan

Servicing Agreements
This link provides and explanation of servicing agreements which allow for the provision services and facilities that directly or indirectly serve a subdivision.
http://www.municipal.gov.sk.ca/Programs-Services/Community-Planning/ServicingAgreements



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Planning - cont.

Subdivision
This link provides information about what a subdivision is and about how to complete a subdivision application.
http://www.municipal.gov.sk.ca/Programs-Services/Community-Planning/Subdivision

Zoning
This link provides information about zoning bylaws which divides a municipality into zoning districts and regulates the development and use of land in those districts.
http://www.municipal.gov.sk.ca/Programs-Services/Community-Planning/Zoning

Assessing Your Planning Needs
This link provides information about how to evaluate your community development planning needs.
http://www.apcps.ca/index.php?option=com_content&view=article&id=24&Itemid=35

Finding Planning Professionals
This link provides ideas about how to find and hire community planning professionals.
http://www.municipal.gov.sk.ca/District-Intermunicipal-Planning/Planning-Services

Managing the Cost of Municipal Planning
This link provides information about how to manage and fund the cost of municipal planning.
http://www.municipal.gov.sk.ca/District-Intermunicipal-Planning/Managing-The-Costs

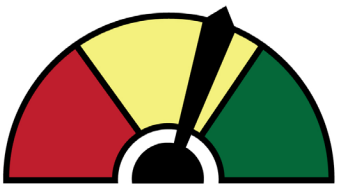
Planning Consultants in Saskatchewan
This link provides a directory list of consulting firms with professional community planners who are licensed to practice in Saskatchewan.
http://www.municipal.gov.sk.ca/Programs-Services/Subdivision/PlanningConsultants

Request for Proposals
This link provides a guide for developing a Request for Proposals (RFP).
http://www.municipal.gov.sk.ca/Community-Planning/RFP-Guide

Sample Request for Proposal
This link provides an example of a Request for Proposals (RFP) for community planning services.
http://www.municipal.gov.sk.ca/District-Intermunicipal-Planning/Sample-RFP-Word

General/administrative

Saskatchewan Municipal Awards
This link provides information on innovative practices of Saskatchewan's municipal governments.
http://www.municipalawards.ca/index



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General/administrative - cont.

Guide to Hiring Your Administrator
This link provides a guide for hiring a municipal administrator.
http://www.sarm.ca/assets/File/Members%20Only/Guide%20to%20Hiring%20Your%20Administrator.pdf

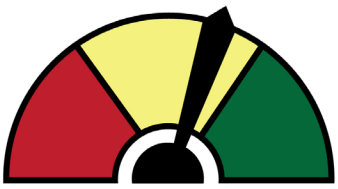
Website Design and Creation
The public library systems has many books about website design and creation, some of these are:
"Absolute beginner's guide to creating web pages"
http://www.sasklibraries.ca/search~S1?/dWeb+sites+design/dweb+sites+design/1%2C19%2C484%2CB/frameset&FF=dweb+sites+design&3%2C%2C429/indexsort=-
"Creating Web Pages Simplified"
http://www.sasklibraries.ca/search~S1?/tCreating+Web+Pages+Simplified/tcreating+web+pages+simplified/1%2C2%2C3%2CB/frameset&FF=tcreating+web+pages+simplified++++2nd+edition&1%2C1%2C/indexsort=-
"Web sites made painless"
http://www.sasklibraries.ca/search/t?SEARCH=Web+sites+made+painless&sortdropdown=-&searchscope=1

Policy Manual Examples
These links provide examples of policy manuals from the:
Village of Earl Grey, SK
http://theartwebs.com/earlgrey/pdfs/policy-manual.pdf
Town of Kindersley, SK
http://www.kindersley.ca/archives/80/Council%20Policy%20Manual.pdf
Policy Manual Example for a Rural Municipality
http://www.municipal.gov.sk.ca/General-Administration/Rural-PolicyManual
Town of Whitecourt, AB
http://www.whitecourt.ca/LinkClick.aspx?fileticket=lpztmpI7zfs%3D&tabid=512

Community/Citizen/Public Engagement

Effectively Developing Public Support for Your Initiative
This link provides a starting point for developing public support and engagement for your initiative.
http://www.municipal.gov.sk.ca/Administration/Guides/Developing-Public-Support

Public Participation
This link from the International Association of Public Participation summarizes the public participation 'spectrum' and different methods of communicating and involving citizens to achieve different goals.
http://www.iap2.org/associations/4748/files/IAP2%20Spectrum_vertical.pdf



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Contact Us

If you have questions about the Municipal Government Sustainability Self-Assessment Tool or related resource materials please email muninfo@gov.sk.ca or contact Advisory Services by phone at (306) 787-2680 or by mail at
1010 – 1855 Victoria Avenue,
Regina, Saskatchewan, S4P 3T2.

Community/Citizen/Public Engagement - cont.

Example of Saskatoon's Citizen Engagement Plan
This link provides an example of the citizen engagement plan and strategy adopted by the City of Saskatoon for use engaging the public in civic matters.
http://www.saskatoon.ca/DEPARTMENTS/Community%20Services/Communitydevelopment/Documents/ce_fullmanual.pdf

St. Walburg Community Survey
This link provides an example of a community planning survey for a small urban community and its surrounding region.
http://stwalburg.com/forms/communitySurvey.doc