

# Administrative Capacity

## Additional Resources for the *Municipal Growth Readiness Checklist*

A municipality needs to be aware of the capacity of its municipal administration to provide council, residents, and businesses with accurate and reliable information to:

- Fund and implement infrastructure required for growth;
- Get borrowing in place; and
- Carry out responsibilities required by statute.

Meeting the challenges of growth requires a dedicated and professional municipal administration. It requires an administration that understands its strengths as well as its limitations. Municipalities require the human, technical and mechanical resources to operate on a daily basis and support council decisions with respect to planning for growth.

### Related legislation

Visit Publications Saskatchewan (<https://publications.saskatchewan.ca/#/categories/1505>) to search and refer to the following Acts:

- *The Cities Act*
- *The Municipalities Act*
- *The Northern Municipalities Act, 2010*
- *The Urban Municipal Administrators Act*
- *The Rural Municipal Administrators Act*

### General administration information

Suggested terms to search on [www.saskatchewan.ca](http://www.saskatchewan.ca) to find additional information:

- Sample municipal bylaws
- Municipal administrator's calendar
- Community planning consultants
- Council Member's Handbook
- Access and privacy course for local authorities
- Municipal administrator training
- Municipal administrator career
- Information management handbook
- Waterworks regulatory requirements
- Records disposal and retention

## External resources

Suggested external sites to visit:

- **Saskatchewan Urban Municipal Administrator Association (UMAAS)** <http://umaas.ca>  
Learn about the statutory requirements for administrators who want to become an UMAAS member.
- **Rural Municipal Administrators' Association of Saskatchewan (RMAAS)** <http://rmaa.ca/>  
Read about the requirements administrators need to meet to become a certified RMAAS member.
- **Saskatchewan Municipal Leadership Development Program** <http://www.mldp.ca>  
A series of workshops targeting specific issues of importance to northern, rural and urban municipalities.
- **Saskatchewan Professional Planners Institute** <http://sppi.ca/>  
Site includes list of professional community planners licensed to practice in Saskatchewan.
- **International Association of Public Participation** <https://www.iap2.org/>  
This organization explains the public participation 'spectrum' and different methods of communicating and involving citizens in order to achieve different goals.
- **Rural Municipal Administrator Internship Program**  
<http://sarm.ca/programs/sarm-programs/maip>
- **University of Regina: Certificate in Local Government Authority Program**  
<https://www.uregina.ca/cce/career-development/business-management/lga.html>
- **Elected Officials Handbook from the Saskatchewan Urban Municipalities Association**  
<https://suma.org/publications>