



Types of questions

You will find three different types of questions: Scenarios, Agreement and Quantitative.

Scenario questions provide you with a general question and then four descriptive scenarios that might describe your municipality or its operations. For these questions, select the scenario that best describes your situation. While none may be an exact representation of your municipality, select the one that is closest by putting any character in the box directly below the description.

Agreement questions provide you with a statement. You then may indicate whether you Strongly Disagree, Disagree, Agree or Strongly Agree with the statement, again, by placing any character in the corresponding box. Select the one that best represents your situation.

Quantitative questions provide you with the question and then ranges of possible answers. Select the one that best describes your municipality, again, by placing a character in the box provided below the intended response.

Overview

The Ministry of Municipal Affairs has developed a self-assessment tool for Saskatchewan municipalities focused on indicators of sustainability for municipal government. Municipal government sustainability focuses on eight core areas:

- Governance,
- Administration,
- Finance and Financial Management,
- Service Delivery,
- Public Safety,
- Infrastructure,
- Demographics and Economic Trends, and
- Partnerships.

This is a tool for municipalities, with results for use by municipalities. The tool aims to alert local officials to problems before they become unmanageable and help identify areas where more work may be needed. Results are not required to be reported to the province or shared with other municipalities, unless so desired.

Navigating the response tabs

It is important to ensure that you have maximized the Excel window so that you can see the response tabs on the bottom of the page. To maximize the screen, click the expansion box in the top right corner. Excel's zoom level can be adjusted if necessary to see more of the worksheet. To complete the tool you must answer the questions within each of the eight core area tabs. You do not need to answer the questions and tabs in order and you can save your work at any time and complete the self-assessment at a later date.

Entering responses

On each of the tabs for the eight core areas, you will find a series of questions for you to answer. You can move from question to question using the tab or arrow buttons on your keyboard and denote your answer with any character that you choose such as an "X." Indicate your response by entering any character in the box below the choice that best reflects your answer. All questions are assumed to apply to your municipality. If you leave a question blank, the tool assigns a default response of the farthest left option even if a character is not shown.

If you select more than one answer for any question, all the answer boxes will become highlighted in yellow. You can correct this by deleting the extra response. Please note that if you do leave a question with two answers the tool will use the answer farthest to the left to calculate a score for that question.



Results Ranges

The ranges on the gauges are broken down into three equal ranges. The ranges indicate the following:

Red Range: Below 33%

Gauges scoring in the red range should caution the municipality that this may be an area where sustainability can be improved.



Yellow Range: 34% - 65%

Gauges scoring in the yellow range indicate that the municipality is likely moderately sustainable in this area.



Green Range: Above 66%

Gauges scoring in the green range suggest a highly sustainable municipal organization in this area.



Response results

As you answer the questions, you will notice movement in your “Sustainability Gauge” for that category. These indicators move as you complete a question. Don’t be alarmed if you come to a tab and already see a score attributed to the indicator before you have completed a question for the section. In some cases, the indicator is influenced by questions from other categories.

Viewing results

To view a summary of your answers to the Self-Assessment Tool, go to the “Summary” tab. The responses to each question are rolled up based on specific formulae to provide a sustainability score for each category.

The ranges on the gauges are broken down into three equal ranges. In establishing the gauges, the acceptable ranges were broken down into thirds and then formulas were generated based on the acceptable percentages.

- Red Range: Below 33%
- Yellow Range: 34% - 65%
- Green Range: Above 66%

Saving results

To save your results, simply save the spreadsheet as you would any other Microsoft document.

Printing reports

The tool is already preformatted to print on most printers and printing adjustment should not be required. To print the report select print at the top left hand corner of the tool or press “Ctrl+p.” When the print box appears, select “Entire workbook” in the bottom left hand corner.

More Information

For more information or to access the Municipal Government Sustainability Self-Assessment Tool please refer to the links below:

Municipal Government Sustainability Self-Assessment Tool

www.municipal.gov.sk.ca/Administration/Assessment/MGSST-Tool

Municipal Government Sustainability Self-Assessment Tool webpage

www.municipal.gov.sk.ca/Administration/Assessment/MGSST

Municipal Government Sustainability Self-Assessment Tool Toolkit

www.municipal.gov.sk.ca/MGSST-Toolkit