



# LGAA Express

Volume 1, Issue 4

November 15, 2001

Local Government  
Administration  
Association

## LGAA Board Develops Strategic Plan for 2001 - 2004

In September, the LGAA Board met to develop a Strategic Plan for 2001 - 2004. The Strategic Plan includes the LGAA vision, mission, goals, success measurements and key areas of focus.

The LGAA Vision is that the LGAA is recognized for the outstanding services it provides for its members, and promotes and is proactive in "Striving for Excellence".

The LGAA Mission is to advance the interest of municipal employees through networking and to serve as spokesman for its members to the Provincial Government and liaise with other agencies and organizations in the area of municipal administration

For 2001 - 2004, the Board has committed to the following areas of focus:

- Improve participation in the Annual Conference
- Maintain and attract new members
- Improve relationships and raise profile of the LGAA with provincial departments and elected organizations
- Define LGAA role in professional development and designation
- Organized review of policies and procedures
- Presentation of timely, accurate professional communication to membership



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### Special points of interest:

- \* LGAA 2002 Conference March 20-22 Red Deer
- \* LGAA web site has updated Bylaws: [www.lgaa.ab.ca](http://www.lgaa.ab.ca)
- \* LGAA Scholarship Deadline January 31, 2002

## Board Business

A regular Board Meeting was held on September 5 & 6, 2001 in Nisku:

- The final draft of the Employment Contract was presented.
- The LGAA logo and zone map are now available in electronic format.
- The Bylaw and Legislative Committee will submit a response to the Assessment & Taxation Consultation Document as Information Only.
- Concerns about "Supernet" service and costs will be sent to Municipal Affairs.
- Policies reviewed and approved:
  - Scholarships
  - Election
  - Retirement
  - Membership Disclosure and Distribution
- Terms of Reference reviewed and approved:
  - Membership and Marketing
  - Bylaw and Legislative
  - Nominating Committee
- Next Board Meeting: November 14, 2001 Edmonton

## Conference Thoughts

The next edition of the newsletter will feature final thoughts & ideas presented at the 2001 LGAA Conference.

During the 2001 LGAA Conference, George B. Cuff presented his ideas on Ethics and Values Management.

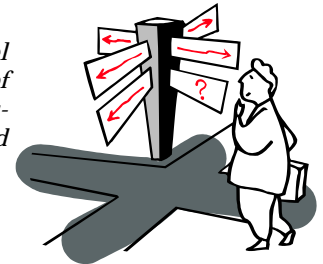
It is important for local government administrators to consider the following:

- Determine the rationale and objectives in advance
- Schedule a workshop on this topic
- Bring in guest speakers
- Invite all levels of employees
- Define the key messages
- Suggest how these will be reflected in the style of management employed by senior staff
- Communicate that to Council; ask for their support
- Provide examples of ethical behaviour and challenges
- Indicate the downside of inappropriate behaviour

It is important for the LGAA to consider the following:

- Encourage the industry of local government to recognize this as a Profession
- Ensure that all municipalities are aware of the expected professional competencies
- Educate the consulting/recruitment industry on what makes this a profession
- Reinforce the need for ongoing professional development with each Council
- Offer ongoing, intermittent professional development seminars
- Act as a respected professional in your community and away

*“What can we do to role model and promote high standards of ethical behaviour and values-based leadership for elected and appointed officials?”*



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## President's Report

Submitted by: **Debbie Hamilton**

For those who were unable to attend Fall Zone Meetings, the following is a summary of the President's Report:

• Statistics	<u>2000</u>	<u>2001</u>
Membership	157	221
Conference Participation	130	166
Trade Show Booths	38	49

- The Board is in the final stages of reviewing and updating old policies/procedures and developing required new policies. The Board is committed to develop policy as issues arise so that future boards have direction and established precedence.
- The Board is also updating Committee Terms of Reference and internal Job Descriptions.
- Board members as well as some LGAA members have represented our profession and provided input on various Municipal Affairs and AUMA committees, task forces and advisory groups.



- Joint meeting between Sister Associations (Society of Local Government Managers, Alberta Rural Administrators Association, the Alberta School Business Officials) and Alberta Municipal Affairs was held to discuss the municipal administration profession. It is estimated that over the next 5 - 7 years as many as 45% of our managers will be retiring from the field. Issues discussed included:
  - Compilation of a package to be made available to schools and municipalities, promotion at job fairs, etc. Municipal Affairs will also head up a task force regarding this issue.
  - Only 6 interns will participate in the Municipal Internship Program this year. The Program will be more available to smaller jurisdictions next year.
  - Kananaskis Conference/Municipal Leadership Programs was well received this year and is scheduled next year for May 9 - 12, 2002.
  - Discussion regarding possible legislation changes to MGA to incorporate the "good faith" clause to protect employees like CAO from actions done by their employees.

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- # monthly newsletter

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## LGAA Scholarship Deadline Approaching

### Eligibility

1. The scholarship award is available to any registered, associate, or student member of the association who is a member in good standing.

An individual may receive only one scholarship within a three-year period.

2. The application must contain the following:
  - a. Details of the courses or educational and professional development goals of the applicant and how the proposed course or educational opportunity helps to fulfill those goals.
  - b. A statement of the career, education and professional development goals of the applicant and how the proposed course or educational opportunity helps to fulfill those goals.
  - c. Costs that are estimated to be incurred in connection with the course or educational opportunity and contributions that will be received from the applicants' employer or from other sources.
  - d. A short autobiography of the applicant providing information on past and present positions within local government.

The scholarship award shall be used in relation to the course or educational opportunity for which the application was made.

The funds may be used to defray costs of tuition, registration, course materials, travel, or accommodation.

Within one-year of receipt of the scholarship, the recipient must return to the secretary a written statement accounting for the use of the scholarship award and will return any funds unused by the recipient.

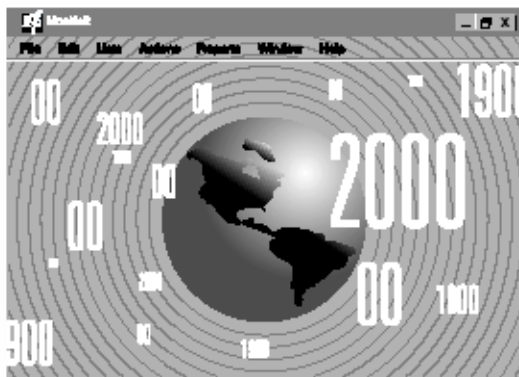
Failure to provide such a statement or to return unused or inappropriately used funds from the scholarship award will result in the recipient being classified as a member who is not in good standing.

Application deadline: **January 31, 2002**



Please submit Scholarship applications to:

Carol Revega LGAA Secretary Treasurer  
 Box 567  
 Thorhild Alberta  
 T0A 3J0  
 Fax: 780 398 2100  
 Email: carol@thorhild.com



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## Zone 2 Meeting Examines Issues and Initiatives

The Zone 2 Fall meeting was held in Beiseker with 13 members (including 3 members from Zone 3) and 3 presenters.

- Sandra Dohei, Alberta Municipal Affairs provided information about the Election statistics from the October 15, 2001 municipal elections, the Local Authorities Election Act issues that arose from the elections, and the Regional Health Authority elections. The ASSET program (the initiative to provide province-wide internet access to assessment information) was outlined. Information was presented on the Regional Partnership Initiative (maximum of \$75,000 available for an exploration grant). The Municipal 2000 Sponsorship Program update was presented (224 applications received, appeals must be submitted by November 14<sup>th</sup>, and projects must achieve a minimum of 60 quality points to qualify for multi-year funding). Municipal Affairs is now gathering data for municipal "best practices" for the Municipal Excellence program and the website is planned to be functional by May 2002. The web based safety codes permit system "POSSE" was



discussed. Discussion about the Municipal Internship Program and the communities approved for the program took place.

- Barry Huybens, Municipal Infrastructure Management Systems (MIMS) provided information about the system, the communities involved in the pilot projects, and the plans for providing the system for municipalities in the future.
- LGAA President Debbie Hamilton provided an update on board activities, the LGAA Strategic Plan, plans for the 2002 LGAA Conference, the increased focus on membership communication, and the success in raising the profile of the LGAA.
- The members had a roundtable discussion of the Big Horn negligence case with information from Brownlee Fryett case study "Personal Liability of Municipal Managers" which was presented at the AARMA September 2001 conference. The group discussed employment contracts and Council Orientation sessions.
- Next Meeting: **April 2002** at the Town of Crossfield

## Volunteers Needed!

Several LGAA Committees need your help including the 2002 Conference Committee.

Anyone who may be interested in serving on a LGAA committee, please e-mail [info@lgaa.ab.ca](mailto:info@lgaa.ab.ca)

Thank you for your participation!





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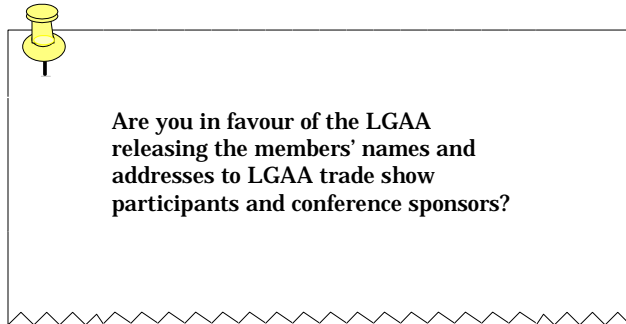
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## What's Your Opinion Update

In the last 2 newsletters, the LGAA Board asked for your response to the following question:

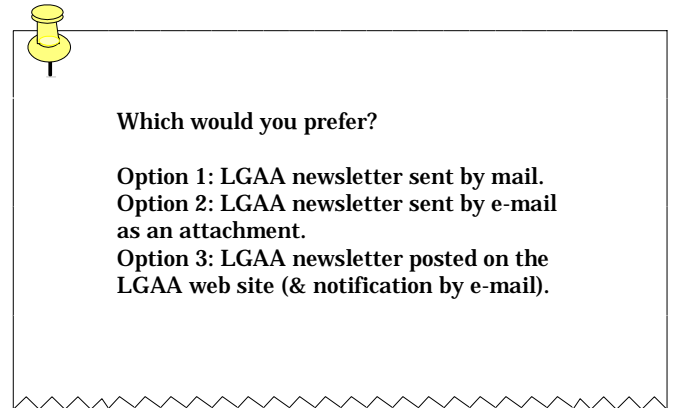


The LGAA Board has decided that each LGAA member can choose whether to have their name and address released to LGAA trade show participants. LGAA members will be asked for their preference on their Membership Renewal form.

Thank you for your input!



In the last newsletter, the LGAA Marketing Committee asked for your response to the following question:



The LGAA Board will discuss this issue at their November meeting.

Thank you for your input!

### Emergency Preparedness

- **Emergency Planning for Elected Officials (1 day)**
- **Basic Emergency Preparedness for Municipalities (1 day)**
- **Emergency Operations Centre Management (2 days)**
- **Emergency Site Management (3 days)**
- **Emergency Public Information Officer (3 days)**

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- **Emergency Service By-Law Development**
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- **Municipalities and the Environment**
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## LGAA Conference March 20 - 22, 2002

### Capri Centre, Red Deer

The conference theme is

### ***L.G.A.A. - IN PURSUIT OF EXCELLENCE***

Great effort is being undertaken to ensure that the 2½-day conference is another very worthwhile, knowledge gaining and sharing, and enjoyable experience. Although not all events have been finalized the tentative outline provides an excellent insight as to the quality of conference that is planned.

#### **Wednesday, March 20<sup>th</sup>**

#### **Pre Conference Workshop**

Conference attendees will hear from three leading law firms regarding key issues and trends and law cases that have significant impact for our membership and the local government officials, employees, and citizens that we serve.



Then Freedom of Information and Privacy Act specialists will provide critical update information and case study examples from the municipal government and MASH sectors; followed by an opportunity for "Questions and Answers".

These sessions have been planned with all sizes of municipal offices and operations in mind. Participants will return home armed with the latest material for themselves, their employees, and their new councils.

#### **Thursday, March 21<sup>st</sup>**

#### **Workshop**

Some of our peers will share with us their knowledge and experiences on:

- Balancing Life and Work
- Motivation Techniques and Rewarding Employees
- Stop the Interruptions

A prominent consulting firm will also offer in-depth insight on each of the topics.



#### **Friday, March 22<sup>nd</sup>**

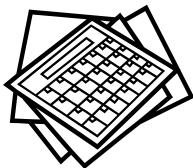
#### **Annual General Meeting & Caucus Sessions**

We welcome your topics for round table discussions for the Caucus Sessions. Please forward the same to Brad Watson Conference Chair; Fax (780) 333-4547; Phone (780) 333-4477; or email: swanhills@vennercs.com



We have high quality "G" rated entertainment scheduled for Thursday's banquet. Tribute Artist Robert Larrabee will present "THE LEGENDS" with over twenty full costume impersonations of legendary artists.

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### LGAA Express Newsletter & Web Site

If you have any suggestions or feedback regarding the LGAA Express newsletter or web site please feel free to contact Lori Johnson (LGAA Communications Coordinator & Newsletter Editor):

Phone: (403)381-0999

Fax: (403)317-1055

Email: [lgaacommunications@shaw.ca](mailto:lgaacommunications@shaw.ca)

Deadline for article submissions for the next LGAA Express newsletter is February 5, 2002.

## Meet a Member Profile



### Member: Susan Dzus Seba Beach (Zone 6)

Having spent twenty years of my working career in the private sector, which included five years in a Provincial Government accounting setting as well as seven years as a stockbroker I accepted the position of Municipal Administrator in Seba Beach in 1988. I was sure that with my vast knowledge in the work place I would have no problem coping with the simple day to day business of local government.

**NOT!** I immediately gained a new respect for local government administration, enrolled in the University of Alberta Studies Program and obtained a Certificate in Local Government.

I have experienced Seba Beach becoming increasingly progressive and enjoyed the successful completion of numerous projects over the past years. We have been very successful in providing and cost sharing services with some of our neighbors. I have learned that flexibility is just another part of every day and that in the world of municipal government



“the only thing that remains the same is that everything always changes”.

Most memorable and rewarding have been the contacts and friendships which I have formed with many of my peers. I believe that local government employment opportunities must read “persons without integrity need not apply”.

My family was fortunate to have had a summer home in Seba Beach all of my childhood life. The decision to eventually work here was one of the simple things in life. My husband Morris and I live in the community as do our children and grandchildren. We serve on various community boards, create stained glass for family and friends and travel the world as much as time and finance permit.

