



LGAA Express

Volume 2, Issue 4

November 15, 2002

Local Government
Administration
Association

LGAA Board Gets Strategic

In October, the LGAA Board met to develop a Strategic Plan for 2002 - 2005. The Strategic Plan includes the LGAA vision, mission, goals, success measurements, and key areas of focus.

For 2002 - 2005, 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
 - Clearly define policies, procedures, roles, and responsibilities
- Promote high quality communication to membership and facilitate networking and information sharing
- Develop a financial plan for financial stability
- Define LGAA role in professional development



The LGAA Goals are to facilitate networking and information sharing among members and agencies, provide resource material for local government operations, organize an annual provincial conference, support zone activities, represent local government administration, and provide timely information and services to meet member's changing needs and expectations.

The complete Strategic Plan is available on the web site at www.lgaa.ab.ca.

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Board Business

Regular Board Meetings were held on September 18 and October 18, 2002:

- LGAA Executive will meet with the AUMA Executive and Brad Pickering (Deputy Minister of Municipal Affairs) on December 13, 2002.
- LGAA Board will meet with the Society of Local Government Managers, Alberta Rural Municipal Administrators Association, and the Association of School Business Officials on December 16, 2002.

- Municipal Affairs will post the Employment Contract on the Municipal Excellence website (www.menet.ab.ca) in read only format
- Next Meeting: December 13, 2002 in Edmonton

Special points of interest:

- * In 2003 the odd numbered zones will be having elections for Zone Directors
- * LGAA Scholarship Deadline is January 31, 2003
- * 2003 Conference March 19 - 21, 2003



Conference Thoughts

The next edition of the newsletter will feature final thoughts & ideas presented at the 2002 LGAA Conference.

During the 2002 Conference, Rod Krips (Viking) provided delegates with 12 core elements that are needed to attract, focus, and keep the most talented employees. He used the stages of a mountain climb to summarize:

Base Camp - What Do I Get?

- Do I know what is expected of me at work?
- Do I have the right materials & equipment I need to do my work right?

Camp One - "What Do I Give?"

- At work, do I have the opportunity to do what I do best every day?
- In the last seven days, have I received recognition or praise for doing good work?
- Does my superior, or someone at work, seem to care about me as a person?



- Is there someone at work who encourages my development?

Camp Two - "Do I Belong Here?"

- At work, do my opinions seem to count?
- Does the mission/purpose of my company make me feel my job is important?
- Are my co-workers committed to doing quality work?
- Do I have a best friend at work?

Camp Three - "How Can We All Grow?"

- In the last six months, has someone at work talked to me about my progress?
- This last year, have I had opportunities to work to learn and grow?

The Summit

General Management Consultants

- Strategic Business Development
- Community and Economic Development
- Infrastructure and Service Delivery
- Risk Assessments
- Performance Measures
- Facilitation and Partnerships
- Mediation and Arbitration

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UTILITIES

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 Importing of Electronic meter reading.

GIS

Our systems integrate with various GIS systems, Online live updating of GIS system.
 Utilize our in house data integration specialist to make this happen

Other Fully integrated modules

Accounts Payable, commitment accounting, Purchase order. Multiple level Accounts Receivable, License and Permitting, Payroll, Absence, Job cost / Project accounting/Gravel

Zone 4 & Zone 6 Elect New Directors

The Zone 6 Spring Meeting was held in Spruce Grove with 15 members and 5 presenters:

- Barry Huybens and Amy Yu gave an update on the M.I.M.S. project.
- Sandra Dohei provided an overview of Municipal Affairs activities including the Municipal Sponsorship Grant Program.
- Wendy Peters showcased the Municipal Excellence Program web site (www.menet.ab.ca).
- Concern was expressed about Alberta Municipal Finance Corp. and the Reduction of Retained Earnings. LGAA members are encouraged to get their Councils to support the City of Airdrie's position paper presented to the Minister of Finance.
- Concerns were raised about the MLA Policing Review.

The Zone 4 Fall Meeting was held in Daysland with 18 members:

- Jim Moroney, Alberta Health and Safety Association, presented information on topics ranging from AMHSA to WCB (PIR) and Occupational Health Issues.
- Tom Roberts, Municipal Advisor from Municipal Affairs discussed the Municipal Sponsorship Program, Municipal Inspections, LAEA, Property Tax Clerks Seminar, Roles and Responsibilities of Council and Administration, and the ASSET Program.
- Round table discussions focused on cemetery policies, business license registration fees, response time for municipalities to respond to other levels of government, insurance (in particular additional named insureds), new pension changes, performance/merit rating evaluations, building and selling residential houses, water issues, sidewalk replacement, timecards and ENMAX and electrical deregulation.

Welcome to Brenda Rauckman of Fort Saskatchewan as the new Zone #6 Director.



Welcome to Jody Quickstad of Vegreville as the new Zone #4 Director.

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What Happens on Short Term and Long Term Disability?

Submitted by: **Joseph Trapani**

In July 2002, LGAA members were asked (via e-mail) if their municipality accumulates any sick days or annual vacation days while their full time employees are on Short Term or Long Term Disability. There were 13 responses to the e-mail.



- 3 municipalities accumulate sick days or annual vacation days while their employees are on Short Term Disability but there is no accumulation on Long Term Disability
- 10 municipalities do not accumulate sick days or annual vacation days while their employees are on Short Term Disability or Long Term Disability

Based on the responses the Town of Smoky Lake decided not to accumulate any sick days or vacation days while their full time employees are on Short Term or Long Term Disability.

Thank you for your participation from the Town of Smoky Lake.

Got a Question?

Any LGAA member who wants to ask a question to the LGAA membership (such as the Short Term and Long Term Disability question) can send their question to info@lgaa.ab.ca

The member is then responsible for preparing a summary report of the responses for the LGAA Express newsletter.

Questions about Land Use Bylaws?



A Planner is scheduled to attend the 2003 Pre-Conference Workshop in Red Deer to address updates to Land Use Bylaws. He has advised that if the membership has any planning issues they would like him to cover specifically, he would be happy to incorporate information into his presentation based on our requests. If you have any issues you would like covered, please forward your requests to **Barb Kowalchuk** by fax (780) 689-3998 or e-mail at barb@villageofboyle.com before November 30th. *Thanks for your input!*

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<i>"We can add more modules later if We need them?..."</i>	<i>"Yes"</i>
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LGAA 2003 Conference is "All in a Day's Work"

March 19 - 21, 2003

**Delta Red Deer (former Capri Centre)
Red Deer, Alberta**

Great effort is being undertaken to ensure that the 2½-day conference is another worthwhile, knowledge gaining and sharing, and enjoyable experience.

Wednesday March 19th Pre Conference Workshop

Hear about key issues and trends, and precedent setting cases that have significant impact for our membership and the local government officials, employees, and citizens that we serve.

- The **Accountant** will address critical topics regarding "due diligence" for financial operations, and white-collar crime criteria to watch out for.

- The **Lawyer** will provide detailed information about "municipal policies: what is needed, what is obsolete, and details important for when and how to draft policy.

- The **Planner** will deal with Land Use Bylaw issues and pitfalls to avoid.

Each session will be filled with information and case study examples from the municipal government (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.



Thursday March 20th

Workshop

MIMS latest update that is **Up and Running!!!**

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

- Interfacing with our Customers
- How to Hire and Fire
- Performance Appraisals

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

Friday March 21st

AGM & Caucus Sessions

WHAT'S NEW from Municipal Affairs, Alberta Infrastructure, and Alberta Environment. We welcome your topics for round table discussions for the Caucus Sessions. Please forward topic ideas to:

Brad Watson, Conference Chair

Fax (780) 333-4547

Phone (780) 333-4477

email: bwatson@townofswanhills.com

We have high quality entertainment scheduled for Thursday evening - **Music, Magic, Comedy**

**MARK YOUR CALENDARS! BOOK YOUR ROOM!
SEE YOU THERE!**

WATCH FOR THE CONFERENCE BROCHURE and Registration Package being mailed in the near future or it will be available on the web site:

www.lgaa.ab.ca

Conference Registration Fees are: \$107.00 Pre-Conference, \$133.75 (including GST) Conference for LGAA members, and \$187.25 (including GST) Conference for Non-Members.

Suggestions for possible Conference Trade Show exhibitors? Contact **Rick Mah** by phone (780)415-4303 or e-mail aagi@telusplanet.net.

LGAA Thank You & Reminders

LGAA Development Agreement Workshop

The LGAA hosted a Development Agreement Workshop on October 29 in Edmonton and October 30 in Calgary. Pat Stop with the law firm of Caron and Partners and Blair Birch representing the Consulting Engineers of Alberta were the presenters. A total of 104 participants attended the workshops. Thank you to the gentlemen for donating their time for the LGAA.

Presenting workshops is a new area for the LGAA. Your comments on the evaluation forms provide us with valuable feedback in order for the LGAA to know what format the workshops should take. We thank you for your support and patience as we try to get the "right mix" for future workshops.

LGAA Scholarship Deadline Approaching

The application deadline for the LGAA scholarship is January 31, 2003. Information is available at:

www.lgaa.ab.ca



LGAA Membership Invoices Next Month



LGAA membership rates will remain the same for 2003. The first member of the municipality is \$139.10 and the second and other members are \$96.30. Membership invoices will be sent in December.

Local Government Administration Association

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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

Deadline for article submissions for the next LGAA Express newsletter is February 5, 2003.

Meet a Member Profile



Member: Dianne Kreh Black Diamond (Zone 2)

It was December 24, 1976 when our furniture arrived and we started calling Black Diamond home. It was quite a move from the City of Toronto to the Town of Black Diamond; a move we have never regretted.

I started in the municipal field in June 1977 working part time at the Town office. Part time was a day or two a month or less. In August 1978 I left this part time position to obtain more permanent work at the bank. In November 1978, the Council asked me to come back to work full time as the Municipal Secretary: the Municipal Administrator had vacated her position. In 1985 I decided that this was the field I wanted to work in and, since I had no training and limited experience, I began taking the LGA courses. In 1986 I was appointed as the Municipal Administrator and then in 1993 I was appointed as Town Manager.

The job has been, and is, challenging and interesting and never are two days the same. I have survived the 5 town water wells going dry all at the same time, two floods, and dealing with "developers". I was pleased to be a part of many joint ventures which the Town is now involved with – regional ambulance service, regional handibus, regional library, regional hockey arena, regional sewage system etc. Councils past and present are great to work

with and I have the good fortune of having a great team to provide support. Because of the size of our community, I have been everything from the dog catcher's assistant to the CAO and I must admit I prefer the CAO position.

My time in the municipal field has been a continuous learning process; just when you get the system figured out it gets changed. Funding cut backs have made us all more creative and resulted in some excellent initiatives being implemented.

My husband Ken and I are into raising llamas. There is a saying that llamas will steal your heart and I can assure you this is so true! Four years ago, after about three years of debating, we went to purchase our llama. Needless to say we came home with two pregnant llamas. Today our herd consists of 19. We have sold some for pets, for pack animals, and for cart animals. We've attended numerous shows (even winning a grand champion) and met many wonderful, dedicated people. Llamas are such calming animals after a hectic day.

It is hard to choose a single highlight of my career. My day can be made by a simple thank you from someone I have helped. I have received recognition from Council on two different occasions – during Municipal Involvement week in 1990 and on the occasion of my 20th anniversary with the Town: I guess the next one will be when I retire. There are trying times and there are good times but always the good times outweigh the trying times.