



# LGAA Express

Volume 2, Issue 2

May 15, 2002

Local Government  
Administration  
Association

## The Pursuit of Excellence Found at the 2002 LGAA Annual Conference!

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This year 170 delegates participated in the 2002 LGAA Conference that focused on legal issues, time management, and work/employee efficiency.

The Conference provided delegates with the most current information relative to local government administration.

Delegates learned from leading law firms and also heard from peers who have achieved success in meeting arduous challenges.

At the Pre-Conference Workshop, delegates heard from three leading law firms regarding key issues, trends and legal cases that will have significant impact on the LGAA membership, local government officials, employees, and the citizens of Alberta communities.



Conference presentations by peers and consultant John Szumlas (President, Activation Analysis Group Inc.) focused on Stop the Interruptions, Motivation Techniques & Rewarding Employees, Balancing Life and Work, and Loving & Living with a Municipal Administrator.

This year's Trade Show featured 61 booths hosted by 57 companies. Businesses that work within and serve the municipal sector displayed their services to delegates.

Delegates also learned "What's New" in Municipal Administration from Alberta Municipal Affairs and shared their experiences in Caucus Sessions.

Congratulations to the Conference Committee and many thanks to the Conference Sponsors for their support.

### Special points of interest:

- \* LGAA web site has 2002 Conference Presentation Notes & Pictures: [www.lgaa.ab.ca](http://www.lgaa.ab.ca)
- \* LGAA web site has updated Bylaws: [www.lgaa.ab.ca](http://www.lgaa.ab.ca)

A regular Board Meeting was held on March 20, 2002 in Red Deer:

- Leagh Randle volunteered to be on joint LGAA/SLGM/ARMA Committee
- Debbie Hamilton will pursue interest expressed in FOIP Course for front end staff.
- Walter Hornby resigned as Zone 1 Director. New Director will be elected at Zone 1 Meeting May 14, 2002.
- Next Board Meeting: May 22, 2002 Calgary Delta Airport Hotel

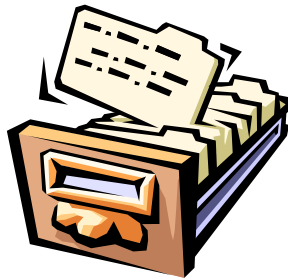
The AGM was held on March 22, 2002:

- 2001 Audited Financial Statements along with President's, Conference, Membership & Marketing, and Nominating Committee Reports were accepted as circulated/presented.
- Numerous changes to the Bylaws were proposed and carried. Updated bylaws will be online at [www.lgaa.ab.ca](http://www.lgaa.ab.ca)
- LGAA will send a letter in support of the proposed amendment to Section 535 of the Municipal Government Act.

## Conference Thoughts

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

During the 2002 LGAA Pre-Conference Workshop, Hillary Lynas (Manager Advisory Services Information Management, Access and Privacy Alberta Govt. Services) and Marilyn Mun (Portfolio Officer, Office of the Information and Privacy Commissioner) provided delegates with some quick tips in terms of Freedom of Information and Protection of Privacy (FOIP).



### Protect Privacy

- Collect and use personal information only when necessary to perform your duties.
- Disclose personal information only when authorized.
- Ensure personal information is kept secure and confidential.
- Use passwords to protect electronic records.

### Create Records With Access In Mind

- Your records (letters, memos, notes, reports) could be the subject of a FOIP request.
- Use professional language and be prepared to justify what you write.
- Record professional observations not personal opinions.

### Organize And Manage Your Records

- Dispose of transitory records (most drafts, working copies, post-it notes, phone messages) when no longer useful.
- Do not destroy original records before the retention period and without proper authorization.

For further information about FOIP along with a FOIP PowerPoint Presentation for Newly Elected Officials, visit:

[www3.gov.ab.ca/foip](http://www3.gov.ab.ca/foip)

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## Conference Caucus Session (Municipalities Under 1000)

James Robertson of AUMA provided the following information:

- **Insurance:** AUMA will not be using Alarie. Any overcontribution will be returned to the municipality. MuniX will cover insurance claims \$0 - 10,000. Eric Breikrits (AUMA) can answer all insurance questions.
- **Energy Invoices:** Rigmor Short is in negotiations with ENMAX to get compensation to municipalities. Municipalities should contact Rigmor with their time and compensation information. E-mail Debbie Hamilton (Debbie@Thorhild.com) if you want to use a template she has created for each of her accounts. James was unsure if municipalities could opt out of the agreement without going through AUMA.
- **Gas Aggregation:** James will confirm whether the Enron billing system will be used. There will be two invoices - one for the distribution service from the distributor and one from ENMAX for the gas used.

Brian Quickfall of Municipal Affairs provided the following information:

- **Regional Partnership Program:** The budget and

program were not affected.

- **Municipal Sponsorship Program:** The new guidelines have been mailed (summer villages are still not included).
- **Legacy Grant:** This grant has been deferred for another fiscal year (not accepting new applications).
- **M.I.M.S.:** Workshops will start in April. Pilot projects are underway. The program is being designed to incorporate all the common GIS and AutoCAD programs.

Alain Mamedi of Infrastructure provided the following information:

- **Street Improvement Program:** New program announced is \$60.00 per capita with a base amount that will be announced soon.
- **Resource Road Program:** This program has been cancelled in the upcoming year.

Other questions, comments and concerns along with complete Caucus Notes will be online:

[www.lgaa.ab.ca](http://www.lgaa.ab.ca)

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## Conference Caucus Session (Municipalities 1000 - 3500)

A representative from Alberta Transportation discussed the following:

- **Street Improvement Program:** Established at \$60.00 per capita for all municipalities. Plan to reduce program by 70% in next three years but department is hoping better funding will allow retention of plan at present level. Population at date of approval is what is utilized. Advancing of the \$60.00 per capita can be made using the same agreement as before. Canada Alberta Infrastructure Grant Program applications should be submitted as early as possible.
- **Resource Road/New Industry Program:** Program will end this year; no new applications will be considered.
- **Water/Wastewater Program:** Program will still be at \$25,000,000 and there could be enough funds available for some future applications this year. Projects are split into categories: Health Related (normally water projects); Waste Projects (where Alberta Environment is pressing); System Expansion
- **Road Construction:** Everyone can expect time delays for any projects.

James Robinson, AUMA, discussed the following:

- **ENMAX Problems:** AUMA is as frustrated as LGAA.
- **SUPERNET:** Need further information from AUMA.
- **ALARIE:** AUMA recommends not paying recent ALARIE billing concerning claims.
- **Community Lottery Board:** Funding should be administered by Councils directly and not local Board.
- **Education Capping Policy:** This policy is critical to smaller municipalities as capping growth areas means that everyone else is paying more than their share. AUMA will take a strong stand against local requisitioning by School Boards.
- **Policing:** More local input into hiring of local commanders is required.

Brian Quickfall, AUMA, discussed the following:

- **Municipal Sponsorship Program:** Program will continue with minor changes.

Other questions, comments and concerns along with complete Caucus Notes will be online:

[www.lgaa.ab.ca](http://www.lgaa.ab.ca)

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## Conference Caucus Session (Municipalities Over 3500)

The following topics were discussed:

- **Regional Services:** Interest in wastewater services. Programs support local facilities. Regional granting is not available.
- **Maintaining Sustainability with Provincial/Local:** Need to approach this with a positive attitude. Joint Committee AUMA needs to include developers and development with municipalities and an understanding and better working relationship between developers and municipalities. Need to become independent and manage own taxes.
- **Legacy Grant:** Grant is on hold.
- **Joint Initiatives with Sister Association:** Need to collaborate rural and urban.
- **LAPP:** Need representative on LAPP. Province wants to maintain control. This is a very important issue.
- **Secondary Highways:** No RV quads.
- **Policies for Use of Municipal Vehicles:** Personal tax issue - for further information contact John Rop, Rockyview (MD).
- **GIS:** Strathcona has a very extensive GA. Please contact Strathcona County for further information.

- **Policing:** Some issues need to be resolved. AUMA is focusing on 63 municipalities that have agreements. Need to choose detachment commander; have some input.
- **Ambulances:** Some communities may not want advanced life support.
- **ENMAX:** Frustration with electrical issue.
- **Contaminated Sites Fuel:** Private members bill has been introduced.
- **Casinos:** Land use issues. Province issues license.
- **Water:** Encouraged to attend Provincial Water Strategy hosted by Alberta Environment; water resources are diminishing quickly.

Other questions, comments and concerns along with complete Caucus Notes will be online:

[www.lgaa.ab.ca](http://www.lgaa.ab.ca)



### 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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## Zone 5 Focuses on Health & Safety

The Zone 5 Spring Meeting was held in Vilna with 14 members and 1 presenter.

- Jim Moroney from Alberta Municipal Health and Safety Association provided information on health and safety. Mr. Moroney was also very knowledgeable about Worker's Compensation and answered many questions asked by the members.



- LGAA President Debbie Hamilton provided an update on board activities, the upcoming 2002 LGAA Conference and the LGAA Bylaw Workshop. Our LGAA membership continues to grow.
- The Zone gave recognition to two (2) of our long time colleagues Cliff Sawatzky and Harold Gyte who were retiring. Cliff and Harold were both invited to come to the Red Deer conference. They will be missed.
- Next Meeting: **September 2002** in Lac La Biche.



## Bylaw Workshops Exceed Expectations

**Submitted by: Carol Revega**

The attendance at the bylaw workshops held in Edmonton on April 23, and Calgary on April 24 surprised the LGAA Board. In Edmonton, there were 80 participants and in Calgary 50. This far exceeded expectations, and did result in a few glitches with the hotels.

This was the first time that the LGAA has hosted independent workshops and from comments received on the evaluations, members and non members would like to see this continue. This particular workshop was at the suggestion of LGAA members.



Donald Lidstone of Lidstone Young and Anderson facilitated the workshops. One of his comments was that in order to become familiar with bylaw drafting it would require a two day workshop. Many of you commented that you would like to see an intermediate and advanced level of training.

Many comments were received about the need for future workshops on areas ranging from minute taking, policies, risk management, evaluations, insurance, building permits/inspections and the list goes on. The Local Government Administration Association Board will be seriously considering the comments provided. Thank you to all who attended and provided your honest feedback.



## Dealing with Adversity

**Submitted by: Bernie Kreiner**

(from The Winner's Circle with Lou Tice  
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With the global economy still struggling to return to normal, and widespread layoffs continuing, I thought it might be appropriate to revisit some information that may help you recover should you find yourself in challenging situations.

When adversity strikes, whether it be loss of your job, an illness, a natural disaster or when you take a big hit that really knocks you off your feet for a while, how fast you get up again depends on a number of things such as:

- How good your support network is,
- How solid your self-esteem is,
- The extent to which you believe that you can control your own destiny, and
- Your experiences of overcoming adversity in the past.



If you want to shorten the time it takes to get back on your feet, try this:

- Ask yourself how it will look when you no longer have your current problems.
- Spend time visualizing yourself in that picture and imagining how you'll feel.
- Do it over and over, day after day, week after week.
- List your strengths and past accomplishments and add to it on a daily basis.

At the same time,

- Set and prioritize some immediate, short-term goals to improve your situation.
- Write a detailed plan of action for the top three, including day and time.
- Once you've accomplished a few short-term goals, you may feel ready to do some long-term visioning and goal-setting.
- Finally - and this is important - no matter how much you've lost, take time to help someone else who is struggling. Even the worst adversity can be used to learn and grow.

Lou Tice  
The Pacific Institute  
<http://www.thepacificinstitute.com>

## Thank You to the 2002 LGAA Conference Sponsors

Thank you to the following organizations for their donations and sponsorship of the 2002 LGAA Conference:

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Also thank you to Brownlee Fryett & the other law firms for their work in the Sam Hall Case.

## 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):

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

## Meet a Member Profile



### Member: Betty Swanson Chauvin (Zone 4)

My work in municipal administration started in August of 1979 in Chauvin. I had no idea what the job involved, something I would certainly not recommend to anyone starting out today. The Village of Chauvin has a population of about 400 and services an agricultural and oilfield community. In addition to Local Government responsibilities we own our gas distribution system and since 1982 have an ATB Agency in our office.

When I started, Council was in the midst of building a new water treatment plant. Tax notices had been mailed the day before I started and I worked with the resigning administrator for 1 week. She had the job for 6 months in a one person office. I had a very supportive council and they encouraged my immediate enrollment in the Local Government Certificate Program, which I completed by 1982. Within three years we completed the water treatment plant, built a new sewage lagoon, constructed a new curling rink, started a 17 lot subdivision and worked with Alberta Municipal Affairs and CMHC to locate a Seniors self contained 4-Plex in the Village. Remember the days when there were lots of grants?? I was also on a first name basis with the people at AMFC. I now have one full time and one part-time assistant.

I have worked with many excellent council members over the years. Many trips to the Annual Administrator's Refresher Course, LGAA Workshops and AUMA Conventions have provided learning and fun times. These functions have resulted in the formation of many life-long friendships. I am presently enrolled in the Senior Executive Fellows program and have completed half of the required courses.

Community involvement was very important to my parents and they passed this along to myself and my siblings. At one time during the 1980's I had a brother on council in Norman Wells, NWT; another brother working as treasurer for the City of Lloydminster; and our mother was the Mayor of Marsden, Sask. I am the only one remaining in the field. I have been active in the Home and School Assoc., 4-H, Chauvin Educational Loan Fund, The Chauvin Curling Club and the Chauvin Community Theatre Group.

My husband, Ken and I have three grown children, all married, and six grandchildren. We spend a lot of time at arenas during the winter with five grandsons playing hockey. We enjoy camping and fishing, particularly trips to the lake with our family.

It is hard to choose a highlight of my career, but I was honored by the surprise party arranged by Village staff and council in recognition of my 20 years of work for the Village. I felt very honored.