



LGAA Express

Volume 3, Issue 2

May 15, 2003

Local Government
Administration
Association

2003 LGAA Conference was "All In a Day's Work"

This year 155 delegates participated in the 2003 LGAA Conference that focused on key issues, trends, precedent setting cases, customer service, and human resource management.

This year's Trade Show featured 65 trade show booths. Organizations that work within and serve the municipal sector displayed their services to delegates.

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The Conference provided delegates with peer knowledge and experiences in How to Hire/How to Fire, Performance Evaluations, and Interfacing with Customers. Dennis Pommen of Pommen & Associates also provided a consultant perspective on each of the peer panel presentations.



At the Pre Conference, 115 delegates heard from an Accountant, Lawyer, and Professional Planner on key issues and precedent setting cases that have significant impact for our membership and the local government officials, employees, and citizens that we serve.

Delegates also learned "What's New" in municipal administration from Municipal Affairs and shared experiences in Caucus Sessions.

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

The Conference Committee is interested in tracking and analyzing information for the 2004 Conference.

Have you purchased something from one or more of the businesses that had a trade show booth at the 2003 LGAA Conference? Please e-mail Carol Revega at info@lgaa.ab.ca as soon as possible. Thank you for your assistance.

Board Business

Special points of interest:

- * Employment Contracts Handbook on the web
- * Bylaw Drafting Manual prepared by Donald Lidstone is available on the LGAA web site
- * LGAA 2004 Conference March 17 - 19, 2004 in Red Deer

A regular Board Meeting was held on March 19, 2003:

- Sister Conference representatives: Lavinia Henderson will attend the Manitoba Conference, Terry Schneider the BC Conference, and Brenda Rauckman the Sask. Conference.
- Laurie Watt of Carbon and Sandra King of Consort will share the 2003 Advanced LGAA Scholarship.
- Next Meeting: May 26, 2003 in Calgary

The AGM was held on March 20, 2003 in Red Deer:

- Colleen Ewashko was appointed as the auditor for the LGAA for the 2003 year.
- Several amendments were made to the Bylaws. Updated bylaws will be available at www.lgaa.ab.ca
- The following were declared elected:
 - President Brad Watson
 - 1st Vice-President Lavinia Henderson
 - 2nd Vice-President Leigh Randle

Conference Thoughts

The next three editions of the newsletter will feature thoughts & ideas presented at the 2003 LGAA Conference.

During the 2003 LGAA Pre Conference Workshop, Colette Miller (Chartered Accountant, Wilde & Company) provided delegates with guidelines for Due Diligence Planning where the goal is to prevent problems:

- Establish **policies and procedures** to ensure we are doing what we should be doing.
- Compliance **testing** to ensure the system is operating as expected
- **Monitor** to ensure policies and procedures are properly designed and implemented
- **Communicate** expectations through the use of manuals, checklists, performance evaluations
- **Document** systems, processes, problems, changes



- Ensure **adequate staffing** to enable expectations to be met
- Provide proper **training, supervision, and feedback** (formalize performance reviews)
- Establish **reporting** expectations (to supervisor, CFO, CAO, Council . . .)
- **Stay informed** - know the MGA, network with your peers, use third party experts such as your auditor

2004 LGAA Conference

We're working on the 2004 LGAA Conference.
Plan to attend - Mark your calendars now!

March 17 - 19, 2004
Capri Centre, Red Deer

Got ideas for the Conference? Please e-mail them to info@lgaa.ab.ca before May 29.

We are also looking for anyone who would be interested in being a peer presenter.

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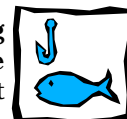
Thank you to all of the sponsors who gave so generously to the 2003 LGAA Conference. We received \$14,500 in cash, draw prizes, and donated services for the Conference and Pre Conference. Our sponsors help make our conference a great success with their support. Please remember to thank them over the upcoming year and do consider them when in the market for goods or services.

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The LGAA Conference Sponsorship Committee would like to extend apologies to Dennis Pommen of Pommen and Associates Limited for missing his name on the Sponsorship Listings that were at the 2003 Conference. Mr. Pommen provided his services to the conference at no charge. Many thanks for your support of our association Dennis.

Also, if any members are interested in renting the Fish video that was featured at the Conference, please contact Dennis Pommen at (780) 497-8877.



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Conference Caucus Session (Municipalities 5000 - 10000)

The following topics were discussed:

- Brian Reid from Alberta Transportation spoke on the Infrastructure Programs. Discussion on the allocation percentages and the higher cost for smaller municipalities for the water/wastewater grant. Larger municipalities have the ability to recover these costs.
- Al Harvey, Town Manager Bonnyville, distributed a Discussion Paper on Linear Taxation: A Shared Revenue Source for All Alberta Municipalities.
- Bernie Kreiner, Town Manager Hinton, spoke on the Transportation Levy as a revenue source. The municipality lost a recent court challenge to charge a Transportation Levy in the Development Agreement.
- George Keen, City of Airdrie, reported on their application to the EUB and efforts to purchase the electrical distribution system in Airdrie. He noted that when municipalities own their own electric and natural gas distribution systems, it is a revenue source and will lower the public utility cost to their taxpayers.
- Delegates presented off-site levies, annexation and if

municipalities should own their own public utilities versus private business as future workshop topics.

- Municipal Sponsorship Grant Applications and projects
- Energy saving initiatives (solar), water service problems, and the LGAA web site. Consensus was the LGAA is a good site and additions to be looked at include a professional development/career page.



A special thank you to all the speakers and presenters who shared their knowledge and experiences with the delegates at the 2003 LGAA Conference.

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Visit with us at these events this summer:

AB GFOA: Camrose, AB May 28-30

UMAAS: Saskatoon, SK June 3-5

BC LGMA: Porticraft, BC June 17-20

Western GFOA: Regina, SK
September 10-12

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Zone 5 Addresses Dispute Resolution

The Zone 5 Spring Meeting was held in Thorhild on May 2, 2003 with 11 members and 2 presenters.

- David Sarsfield (Zone 5 member) provided information on Dispute Resolution. Topics covered included negotiation, mediation, arbitration, and partnership.
- Deb Hamilton (past LGAA President) provided an update on what the LGAA Board will be working on this year.
- U M A Engineering Ltd. Representatives David Klippenstein (Manager, Planning) and John Van Andel (Senior Project Engineer) discussed "everything you need to know about Land Development."
- Next Meeting: **October 17, 2003** in Boyle.



Survey Results From Municipalities with Populations of 300 - 1000

The results from the Survey conducted by the Village of Thorhild are available on the LGAA web site at www.lgaa.ab.ca. Thank you from Deb Hamilton to those who participated in the survey.

Fire Department SOP

The Town of Smoky Lake received over 20 packages regarding Fire Department SOP. Please contact Joseph Trapani at (780)656-3674 for further details. Thank you for your participation.



Penny Fox is the new Zone 7 Director.



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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, 2003**.

Meet a Member Profile



**Member: Sharon Unrau
Nampa (Zone 7)**

I began my Municipal Government career in the Village of Nampa in 1981 and, 22 years later, I am still doing the same job at the same place. The previous Administrator had quit, and all of the Councillors were new, none ever having been in Municipal politics prior to that term. I had grade 12 and bookkeeping experience when I started. What a learning curve. Over the next five years I got my "Certificate in Local Government" from the University of Alberta taking the courses by correspondence, and night courses at the Further Education Centre in Peace River. This plus a full time job, and raising a family was quite a challenge.

When I started all of the office work was done by hand, writing out tax notices, water billings, and general ledgers. The administration of a Village means that you take on many diverse responsibilities. I have helped to plan and implement many major projects including new water and sewer facilities, water reservoir, parks, library, Seniors Drop in Centre, fire hall, water supplier for a regional coop, seniors van, museum and numerous street improvement projects. It has not been a dull job with all of

the various duties and responsibilities. I have one part time office worker to help with the duties required in the office.

One event that sticks out in my memory is the day I was served with a notice that I was being sued for "defamation of character" because I did not allow a sign to remain up. The gentleman had not applied for a license, and the sign did not conform to our land use bylaw. Nothing ever came of it, but you do not forget being sued for doing your job.

Another memorable time was when the council decided that we could not afford to have our streets paved unless we did it ourselves, so we purchased a used asphalt plant, paving machine and rollers, and paved some of our own streets. That was a real learning experience, and today all of our streets are paved.

I was born in Peace River and raised on a farm just outside of Nampa, the eldest of seven children. My grandfather moved his family to the Nampa area to homestead in 1929. I have three children and seven grandchildren. I love to spoil the grandchildren and then send them home to mom and dad. The friendships and associates that I have formed over the years will always be part of my most treasured memories.