



LGAA Express

Volume 4, Issue 2

May 15, 2004

Local Government
Administration
Association

2004 LGAA Conference Celebrated 45 Years of Excellence

This year 163 delegates participated in the 2004 LGAA Conference that celebrated 45 years of excellence and brought delegates face-to-face with issues on the leading edge of municipal administration.

Handbook. Michael Kerr (The Workplace Engineer) showed delegates how to put humour to work.

This year's Network Neighborhood Trade Show featured 53 trade show booths. Organizations that work within and serve the municipal sector displayed their services.



At the "What's New" session, delegates heard from Municipal Affairs, Alberta Transportation, and AUMA. Delegates also shared experiences in the Caucus Sessions.

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

The Conference provided delegates with peer knowledge and experiences in Best Boss Protocols, Council Proceedings/Minutes/Agenda, and How to Interview and How to be Interviewed. Darwin Park of Davies Park provided a consultant perspective on each of the peer panel presentations.

At the Pre Conference, 112 delegates heard from Field Law about improving the working environment, termination rights, and the LGAA Employment Contract

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Board Business

Special points of interest:

- * Employment Contracts Handbook on the web
- * LGAA 2004 Conference Presentations and Handouts are on the LGAA web site
- * LGAA 2005 Conference March 16 - 18, 2005 in Red Deer

A regular Board Meetings was held on March 17, 2004:

- Leagh Randle is still trying to find a consultant for the Spring workshops so the dates may have to be changed.
- Twila Petrushka of Vilna will receive the Level 1 LGAA Scholarship. Carey Keleman of Innisfail will receive the Level 2 LGAA Scholarship.
- Next Meeting: May 28, 2004 in Edmonton

The AGM was held on March 18, 2004 in Red Deer:

- Colleen Ewashko was appointed as the LGAA auditor for 2004.
- The President's, Auditor's, Conference Committee, and Membership & Marketing Committee Reports were approved/accepted.
- The following were declared elected:
 - President Brad Watson
 - 1st Vice President Lavinia Henderson
 - 2nd Vice President Leagh Randle

Conference Thoughts

The next three editions of the newsletter will feature thoughts & ideas presented at the 2004 LGAA Conference.

During the 2004 LGAA Pre Conference Workshop, Michael Kerr (The Workplace Engineer) provided delegates with 130 Ways to Put Humour to Work:

- Work to music - studies show it can help productivity and creativity
- Allow staff to personalize work areas
- Create a fun waiting room or reception area that sends a positive message
- Program your computers to play inspirational music each time they start
- Create an official "lighten up!" room with books, posters, videos, and toys
- Decorate your office with humorous posters, pictures and props, and add a humour section to the office bulletin boards
- Create your own "hall of fame" photo gallery highlighting employees and achievements
- Offer training in stress management

- Offer training in humour in the workplace to all employees
- Offer training in creativity in the workplace - creativity and humour feed off each other
- Create a humour, stress and creativity library of books and tapes
- Hold weekly or daily work related trivia contests to promote knowledge of the company
- Use role plays, cartoons, game-show style quizzes, funny videos & props in training sessions

For the complete list, please check the LGAA web site.

2005 LGAA Conference

Got a Palm Pilot? Have a computer program to schedule your events or a Day Timer? Whatever you use - grab it now and mark your calendar for the 2005 LGAA Annual Conference and Network Neighborhood

March 16 - 18, 2005
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Zone 7 Learns about Grants and Guides

The Zone 7 Spring Meeting was held at the Dunes Golf and Country Club in the County of Grande Prairie on April 23, 2004. This was a joint meeting of the Zone 4 ARMAA and Zone 7 LGAA.

- Ross Bennett (Fire Commissioner's Office) provided information on the services provided from his office. He gave an update on the Fire Inventory System, Fire Electronic Reporting System, Website, Regional Training Grant and the recent consultation process to "Define the Fire Service" and the legislation that will be coming later this year.
- Cathy Muth (Alberta Municipal Affairs) discussed the changes to the Election Act and the training for both the returning officers and candidates that is being planned.
- John Scott (Alberta Municipal Affairs) discussed the ASSET system. The new user guide has recently been drafted and added to the program. Information



bulletins are also coming out on a regular basis as this program progresses.

- Danny Jung (Alberta Transportation) provided the group with an overview of the current grant structures administered by his department. He also explained that details are being worked out for the new MREF grant and should be announced later this year.
- Gary Sandberg (Alberta Municipal Affairs) provided an update on the MGA restructuring, MIMS, Supernet grant and the Municipal Sponsorship 2004 grant. Gary also received some comments from the floor to relay back to Municipal Affairs.
- Morris Seiferling (Alberta Agriculture) and Maureen Schwab (NRCB) gave an update on the legislative process in regards to confined livestock operations and the processes involved in the application process through Bill 17.
- Next Meeting: **Friday, October 8, 2004** in the Town of Fairview.

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LGAA Notices

A special thank you to all the speakers and presenters who shared their knowledge and experiences with the delegates at the 2004 LGAA Conference.



Reminder that if you survey the LGAA membership via e-mail, you need to prepare a short summary report of the responses for the LGAA Express newsletter.

LGAA Strategic Plan for 2004 - 2006

Want to know what issues the LGAA Executive will be addressing in the next three years?

Check out the LGAA Strategic Plan at:

www.lgaa.ab.ca

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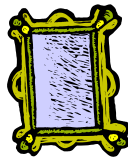
MMAA Conference (April 18 - 21, 2004)

Submitted by Ruth Copeland-Brunelle

I had the great honour and pleasure, on behalf of the LGAA, to attend the 73rd Manitoba Municipal Administrators' Association Conference in Winnipeg from April 18 - 21, 2004.

The theme for this year's conference was "Changes and Challenges", a very poignant theme given the current state of municipal governance and administration no matter what Province we may live in!

The format for the MMAA conference is very similar to our own. There were over 200 registered delegates for the conference. The pre-conference seminar was on Wrongful Dismissal. Dave Angus, the President of the Winnipeg Chamber of Commerce, gave a very inspiring and motivational speech on "Looking in the Mirror". We, as Council and Administration, determine the success of our organization. We should be able in two or three words, to describe our own municipality or organization.



We also heard from both the Minister and Deputy Minister of Intergovernmental Affairs for the Province of Manitoba as well as Winnipeg's Mayor Glen Murray. The keynote speaker at the conference was Shep Shell. Mr. Shell has been blind since childhood but that has not stopped him from running in many marathons including the Paralympics in Seoul, Korea. He is also an avid cyclist and has cycled throughout Canada and the United States. A true inspiration!

This year's conference workshops covered topics such as InfraGuide (a national guide to sustainable municipal infrastructure); Public Meetings; GIS Presentation; Personal Mastery; Emergency Measures Organization; Work/Life Balance; and Clean Sweep - Office Organization. A small Trade Show ran during the first day of the conference.

I would like to thank the LGAA for allowing me to attend the Manitoba Conference as our fraternal delegate. It was certainly a very enjoyable experience!

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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, 2004.

Meet a Member Profile

Member: Maureen Malaka Trochu (Zone 3)



After being informed that I was the successful candidate as the Assistant Administrator of the Village of Acme, I began my career on April 1, 1980 (yes April Fools Day) and arrived at the Village Office excited about my new career at 8:50 a.m. for a nine o'clock start. Council had informed me that they needed someone who was punctual. At about 10:30 a.m., near tears (I don't remember being a crier before this) and quite disgruntled, I noticed the Administrator and her assistant coming down the street to open the office. I was welcomed and we proceeded inside for a wee bit of tea. About 11:30 a.m. we went through the mail and then stopped for lunch. About 1:30 p.m. things got into full swing and I received various instructions. At precisely 3:30 p.m., we closed the office for the day. Day two was similar however, at 11:30 a.m., I was informed that was it for the day as the Administrator had a doctor's appointment and because I didn't know anything, I couldn't be left alone. Also because it was a Wednesday, the Administrator didn't work Thursday so I needn't come back till Tuesday (because of Good Friday and Easter Monday). I was able to read the minutes and get familiar with the office but lacking anything to do and not knowing what to do, I photocopied and re-wrote my recipes.

Two months later, I became the Administrator. After a few days the Municipal Inspector arrived, unannounced, to do the annual municipal inspection. Once again, I was very near tears, but thankfully Doug set a course of action with the Mayor, which included enrolling me in the Local Government

Certificate program. I received this certificate in 1988. My previous background had included accounting courses, payroll, sales, building construction, farming and motherhood. Looking back, I think that motherhood was probably the most valuable experience I brought to the workplace. It is now called multitasking.

After 10 years with the Village of Acme, I became the Town Manager for the Town of Crossfield where I experienced one of my most memorable incidents. As the secretary to council and I were going into Council, she told me that she had not actually finished the minutes so wondered what we would tell Council. I decided that we would keep mum and I prayed to the Minute God. The Mayor called for a motion to accept the phantom minutes and one of the Councillors rose to the occasion complimenting the secretary on her grammar, dictation skills, format, efficiency and a job well done. Needless to say, I could not look at Cheryl for that entire meeting and it has only been in the last few years we have shared our story.

In 1994 I completed the Seniors Executive Fellows Program from the University of Alberta and my first grandchild was born. In 1995 I became the Administrator for the Town of Trochu and I hold this position today. I spent three years as the secretary of the LGAA. The Banff Municipal Refresher Course annually renewed my sanity and was an enjoyable reward for a year's work.

In my non-municipal life, I enjoy a six-pack, three boys and three girls who call me "Grammy". I have three married children, a boy and two girls. I enjoy camping, sewing, quilting and movies.