



LGAA Express

Volume 1, Issue 3

August 15, 2001

Local Government
Administration
Association

LGAA Concerned About Recruitment of Students into Municipal Work

At the June 2001 Board Meeting, the recruitment of students into municipal work was discussed.

Questions were also raised about the Internship Program and initiatives by Alberta Learning and Municipal Affairs.

The major concern was that in the future, older employees will move to higher paying jobs to finish their careers. This may mean moving to larger centers. Therefore, smaller centers may find it difficult to recruit administrators.

The LGAA wants to encourage students to consider a career in municipal employment. Several strategies were considered including providing Career Councilors with information packages on Local Government.



President Debbie Hamilton will invite representatives from the Alberta Rural Municipal Administrators Association (ARMAA) and the Society for Local Government Managers (SLGM) to a joint meeting to discuss this issue. The meeting will be held on September 6, 2001.

What are your opinions on this issue? Please send your ideas to:

info@lgaa.ab.ca or
Fax: 780-398-2100

Inside this issue:

Conference Thoughts	2
AUMA Conference	3
One Size/Solution Doesn't Fit All	4
SPAG Review	5
Zone 5 Meeting Goes Underground	6
Zone 7 Re-elects Greg Scerbak	7
Meet a Member Profile	8

Special points of interest:

- * LGAA 2002 Conference March 20-22 Red Deer
- * LGAA web site has updated Bylaws: www.lgaa.ab.ca
- * AUMA Conference & Trade Show Nov 14 - 17, 2001

Board Business

A regular Board Meeting was held on June 15, 2001 in Calgary:

- AUMA Conference: Debbie Hamilton is arranging the AUMA session on Council Orientation, Carol Revega is arranging for the design and layout of the trade show booth, and Lori Johnson is creating an LGAA brochure to be distributed at the Conference.
- Activation Analysis was awarded a one-year Trade Show Coordinator contract.
- The Policy/Bylaws Committee is developing the following policies: Scholarship, Elections, Retirement, Membership List, Newsletter/Email System, Payment for LGAA Board Members
- The LGAA Board will hold a retreat where they will discuss the LGAA mission statement, vision, goals/objectives and review the code of ethics.
- Next Board Meeting & Retreat: September 5 & 6, 2001 Nisku

Conference Thoughts

During the next two editions of the newsletter, some of the thoughts & ideas presented at the 2001 LGAA Conference will be featured.

During the Conference, George B. Cuff presented his ideas on Council Orientation Training.

Some of the topics that need to be addressed in Council Orientation training include:

- Brief history of local government in this area
 - Overview of the key legislation
 - Review of basic roles and responsibilities of Council and of its individual members
 - Information provided by the municipality's solicitor or an external legal counsel on the key legal issues which may confront Council such as confidentiality, ethics, etc.
 - Review of the separate power/duties of the Mayor
 - Review of the roles and services of AUMA, LGAA and FCM
 - Assessment of the roles and powers of the CAO
 - Structure of a Council meeting
- Schedule of meetings
 - Protocol of meetings
 - Rudiments of presenting motions; seeking follow-up
 - Protocol regarding delegations; why is it important?
 - Who attends meetings and why
 - Importance of preparation by Council and CAO
 - Seating arrangements
 - Confidentiality; what it means; purpose of in camera meetings
 - Overview of key issues, policy issues of concern, financial health of municipality, forecast of population/finances, step-by-step presentation on the budget process, relationship to neighboring municipalities and Provincial Government
 - Overview of the structure and key personnel

Refrain from making the session into "here's how we manage—isn't that exciting?"



YOUR SINGLE POINT OF CONTACT FOR ALL TRANSPORTATION AND INSPECTION SERVICES

EPCOR offers electrical, building, gas and plumbing permit issuance and inspection.

We also offer a full range of street lighting and traffic products and services from signal controllers, displays, traffic control cabinets, and central system software through to full integration of all components including installation, maintenance, and repair.

Put our experience to work for you

1-888-997-9999

www.epcor.ca

EPCOR
essential elements for living



Management Information Group

DEFINED, DESIGNED & SUPPORTED

In Alberta - For Alberta

Windows Financial Applications

General Ledger	Taxes
Accounts Payable	Utilities
Accounts Receivable	Payroll
Cash Receipts	more...

"The Complete Solution"

Call MIG (780) 452-3422

e-mail jbenson@migfinancial.com

www.migfinancial.com

AUMA Conference (November 14 - 17, 2001)

Submitted by: Debbie Hamilton

The LGAA is organizing a workshop at the AUMA Conference called **Facilitating Teamwork and Strat Planning with a New Council**. It is scheduled for the Friday afternoon session (Nov 16). Here is an overview of the workshop:

It's a new term of office. You may have new members on Council or it may be familiar faces. No matter what Council looks like, it is the way they work together that is most important. A Council that can work together as a team, set strategic goals and objectives, understands their roles and responsibilities, and maximizes its collective strengths will be a tremendous asset for the community.

Take part in this interactive forum - share your ideas, learn some new ones and add some tools to your administrator's kit.



For many years the LGAA has assisted the AUMA with their elections. The AUMA would now like us to take on a bigger role regarding these elections. We have set up an Election Committee headed by Past President Julian deCocq. This committee will be responsible for organizing the majority of the election responsibilities rather than simply assisting on the day of the elections.

In exchange the LGAA will have a trade show booth at the AUMA Conference Trade Show and will organize an Administration session (as indicated above). This all results in more exposure for the LGAA.

If anyone is interested in volunteering to help with the AUMA elections, please contact:

Julian deCocq
 Phone: (403)932-2075
 Fax: (403)932-6032
 E-mail: decocq@town.cochrane.ab.ca

CJB RECLAMATIONS LTD



**For Your
 Reclamation
 Needs**

We've Moved! Our New Location:

1710G 31 Street North
 Lethbridge, Alberta
 T1H 5H1

Phone: (403)381-2144
 Fax: (403)381-6636
 E-mail: CJBV@telusplanet.net



**VISION: Preventing Workplace
 Injury & Illness**

The Alberta Municipal Health & Safety Association (AMHSA) is a non-profit organization funded by its members - all Alberta municipalities. The Association's programs focus on managing health and safety effectively and on education in the prevention of occupational injuries and disease.

AMHSA offers the following courses, products & services:

- # approximately 20 different H&S training & education programs
- # computer-based H&S training (CSTS)
- # on-site workshops, presentations or courses
- # videos for rent and purchase
- # resource material (publications, sample policies, procedures, etc.)
- # consultation on H&S issues and OHS legislation
- # monthly newsletter

Contact us for further information:

#502, 1101 - 5th Street, Nisku, AB T9E 7N3 Toll Free: 1-800-267-9764
 PH: (780) 955-3701 FAX: (780)955-3989
 E-mail: amhsa@telusplanet.net Website: www.amhsa.net

LGMA Conference Proves "One Size/Solution Doesn't Fit All"

Report from: Greg Scerbak, LGAA Fraternal Delegate

Thank you to President Hamilton, members of the Board and the membership for the opportunity to represent the LGAA at the 2001 LGMA Conference in Whistler, BC.

The theme of the conference this year was "ONE SIZE/SOLUTION DOESN'T FIT ALL". (The different sized fonts are intended.)

They tried something new with their educational sessions this year. They offered four in-depth sessions beginning on Wednesday afternoon. Binders from other programs were available for purchase. The four programs were:

- Happy Trails (including trail construction and a biking study tour of trails thru Whistler)
- People Assets (to find & keep talented employees, avoid stress, top 10 human resources)
- Road to Riches (sustainability, partnerships, funding progs, stewardship, guided study tour)
- Talk Tourism (key trends, assessing potential, community capacity, organizational structures)

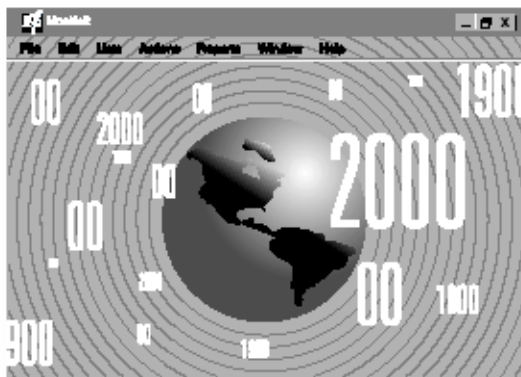


As well, they had a trade show. While smaller in number of booths than ours, their trade show lasted longer. It started on Tuesday right after lunch and went through to lunch on Thursday. They had a passport game like we have except delegates pay to purchase their passports to be eligible for prizes (\$2 each or three for \$5). Proceeds from the sale of passports go to the education committee. There were lots of opportunities to visit with each of the booths over the course of the conference.

The social events were fabulous. The President's Welcome Reception (Tuesday evening) offered a free drink and no speeches or comedians – just an opportunity to network. At the opening ceremony Wednesday morning, they featured an improv comedy group called Rock-Paper-Scissors – very funny - and it was right after the AGM. The AGM was scheduled for 20 minutes and I don't think it even lasted that long and that included the election of a new board member (and the three candidates spoke for up to two minutes each). Another social event was a "nightlife tour" which was a pub crawl. Interestingly they used the pub crawl to raise more funds for their education committee by selling 50-50 tickets and raffle tickets (over \$600 that evening). There was a gondola ride to the luncheon atop Whistler Mountain at the Roundhouse Ski Lodge – wow! The final event was the annual banquet with a dress casual theme that began with an indoor lumberjack show and ended with a dance.

Following the improv group on Wednesday morning was the Keynote Speaker, Linda Edgecombe (an Albertan). Her message was to loosen up, lighten the load and laugh. Extremely perky, vibrant, energizing. Her focus was on dealing with change in a positive way.

Another fraternal representative was Rob Coon. Rob is the District 4 board member from ARMAA (Rob and I hold joint LGAA/ARMAA meetings regularly twice a year). The co-operative spirit and camaraderie between rural and urban administrators in the BC Local Government Management Association impressed both Rob and me. The combined strength in numbers really enlarges their Association and permits them the ability to hold larger conferences and have more professional staff. Something for our respective associations to think about.



MuniSoft System Solutions for the New Millennium

Toll-free

- (in Canada) 1-800-663-6864
- (in Ontario) 1-800-668-6864

Internet: www.munisoft.ca



MuniSoft

Municipal Software... and More

Special Property Assessment Guide (SPAG) Review

Report from: Corinne Newman

On behalf of the LGAA I have participated in the Working Group to review the Special Property Assessment Guide (SPAG). The makeup of the working group is 14 Industry representatives, 3 Local Government representatives, 1 AUMA representative from the assessment area, 6 Assessment Representatives, numerous Municipal Affairs representatives and Angus MacKay, the author of the new draft.

- April 18 - This first meeting was an overview of industrial property assessment in Alberta.
- May 8 - Each member outlined their highest priority issue in regards to the discussion draft. I stated the need to make the regulated assessment process more understandable to Alberta's small towns (not all have assessment staff and administration is expected to have a working knowledge of the process). Mr. Angus MacKay (Farranta Consulting Ltd) discussed new draft guidelines.
- May 23 - Presentation of Group Member submissions. Some industry submissions

were made by consultants hired to review the draft. Written submissions were received from industry and the assessment community. Started review of Included / Excluded costs in the new draft.

- June 5 - Guest Speaker from BC assessment community, Tom Johnstone spoke on the BC experience. Extensive discussion on reproduction vs. replacement costs. Continued review of included / excluded costs. Facilitator was brought in to help classify issues for clarification or substantive issues.
- June 19 - Review of issues list established at previous meeting.
- July 5 - Continuation of issues list. Process incomplete. There will be a 2 day session set in September to finalize the review.

This is the recap up to this point and if any member would like to have a copy of the manual, submissions or minutes please let me know and I will forward them.

e-mail: cnewman@town.hinton.ab.ca
 phone: (780) 865-6015



General Management Consultants

- Strategic Development
- Business
- Infrastructure & Service Delivery
- Facilitation & Partnerships
- Performance Measures
- Mediation & Arbitration

Contact : Dennis Pommen

E-mail: dpommen@pommen.com
 Voice: 780.497.8877
 1.800.497.6145
 Fax: 780.461-7700



**"Your Phone Call is Free—
 Our Services Are Priceless!"**



Organizational Effectiveness
 Organizational Review and
 Staff Development
Human Resources Consulting
 Including Recruitment, Salary Surveys,
 Employee/Labour Relations, Policies

Providers of the AUMA...



Human Resource Line

Immediate access to an experienced HR Professional
Specializing in Human Resources Management
Certified Human Resource Professionals

#105, 4990 - 92 Avenue Edmonton, AB T6B 2V4 **Phone: 780-944-9194**
 Fax: 780-466-6262, **Email- hrgroup@oanet.com**



FLEMING KAMBEITZ
Barristers and Solicitors

Suite 1500, 736 - 6th Avenue S.W.
 Calgary, Alberta T2P 3T7

Telephone: (403)266-5550
 Toll Free: 1-877-566-5550
 Fax: (403)265-6910
 Website: www.flemingkambeitz.com

Zone 5 Meeting Goes Underground

The Zone 5 Spring meeting was held on May 17, 2001 in Athabasca with 13 members and 5 presenters.

- Margaret Klebek, Douglas Pankewich, and Dave Lapp from Alberta Environment provided information about reclamation of abandoned underground storage tanks and properties. Many questions and concerns arose as to who qualifies (active or non-active facilities) for the grant.
- James Robertson, representing AUMA discussed shared services between surrounding Towns, Counties, Villages, to help offset costs. Discussion about information that could be obtained through the on-line service took place.
- Stan Hayter, Municipal Infrastructure Management Systems (MIMS) provided information about the system, what has happened to date and what their plans are for the future.



- LGAA President, Debbie Hamilton provided an update on LGAA Board activities.
- The Fall Zone 5 meeting will be held in the Town of Smoky Lake on September 28, 2001. The election of the Zone Director will also be held at this meeting.

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

Thank you for your participation!



Emergency Preparedness Training

- **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)**

What You'll Gain

- The skills, confidence and security to respond appropriately in an emergency situation
- A teamwork approach to planning for and managing emergencies

The AFTS Advantage

- Training based on Alberta Disaster Services model
- Realistic scenarios, using actual recent events
- Interactive instruction and exercises, with full simulations
- Presentations from professionals with first-hand experience in responding to major emergencies

For solutions to your municipality's emergency planning needs, contact:
George Roddick
(780) 385-1531 or 1-888-863-2387
george.roddick@afts.ab.ca

The AFTS Workshop Series

- Intensive workshops on topics of municipal responsibility
- A new and practical concept in municipal risk management
- Offered at various Alberta locations
- Led by expert resource personnel in municipal issues

Topics include...

- **Drafting Standard Operating Procedures**
- **Drafting Contracts and Agreements**
- **Emergency Service By-Law Development**
- **Financial Due Diligence**
- **Health Risk Communication**

Offered in cooperation with...

Alberta Association of Municipal Districts & Counties
Alberta Fire Chiefs Association
Alberta Urban Municipalities Association

For details, contact:
Judy Harvie
(780) 581-2011 or 1-888-863-2387
judy.harvie@afts.ab.ca

www.afts.ab.ca



Zone 7 Re-elects Greg Scerbak

The combined Zone 7 LGAA & District 4 ARMAA Meeting was held on Friday, April 27, 2001 in Grimshaw with 14 members and 2 presenters.



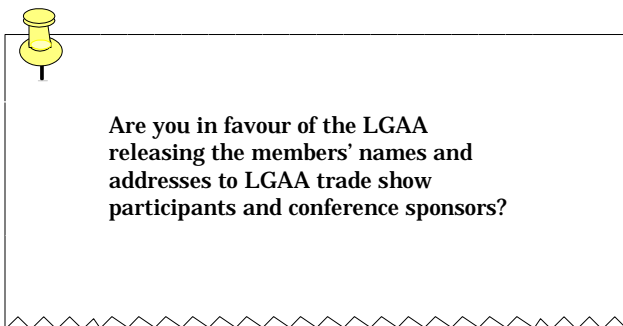
- Alberta Environment Report Card Swap. A very lively discussion included issues such as environmental assessments for road construction, file inspections, fines, bridges, culverts, sewage lagoons, due diligence, and legislation.
- Dealing with Unsightly Premises. The major concern was around abandoned gas stations where the gas company is not undertaking an environmental clean up.
- Reclamation of Old Gravel Stockpile Sites. Concerns were discussed regarding the transfer of old sites and with contaminant clean up.
- M.I.M.S. Stan Hayter from Alberta Municipal Affairs and Barry Huybens from Sierra Systems gave a PowerPoint presentation of an initial overview of the Municipal Infrastructure Management Systems

(MIMS). They also provided a handout of their presentation. Some pilot projects will occur later this summer and by June 2002 a working model will be available. UMA is working on a data model currently and are looking at models from Alberta Transportation and Alberta Environment. Final reports will be on their website www.albertamims.org

- LGAA Zone Election. Zone 7 Director for the 2001 - 2003 term:
 Greg Scerbak
 Bag 4000
 Grande Prairie, AB T8V 6V3
 Phone: (780) 538-0383
 Fax: (780) 814-7560
 e-mail: gscerbak@city.grande-prairie.ab.ca
- Next Meeting: **Friday, October 26, 2001 at 10:00 am in Fox Creek.** Items may include inviting the Federal Representatives located in Peace River and Alberta Transportation. Greg Scerbak will give a PowerPoint presentation on the \$77 million recreation/school project being constructed in Grande Prairie.

What's Your Opinion?

Last newsletter, the LGAA Board asked for your response to the following question:



So far, the responses have been:

5 in favour 1 opposed

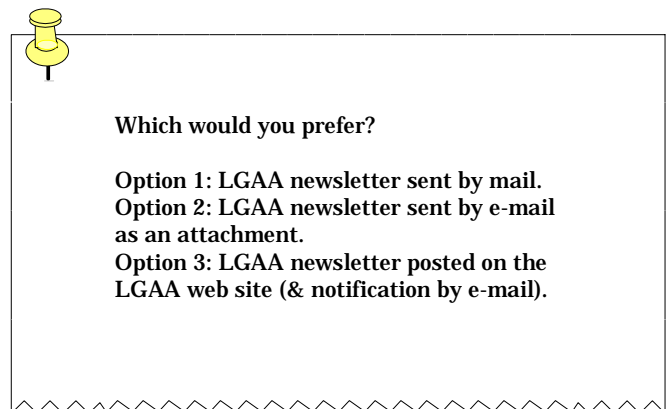
There's still time to respond so please e-mail your response to this question with "Membership List" in the subject line to:

info@lgaa.ab.ca

Thank you for your input!



The LGAA Marketing Committee is reviewing its distribution strategy for the LGAA Express newsletter. The Committee would like your response to the following question:



Please e-mail your responses to this question with "Newsletter Distribution" in the subject line to:

info@lgaa.ab.ca

Thank you for your input!

Local Government Administration Association

Box 565
Thorhild, Alberta
T0A 3J0

Phone: 780-398-3688
Fax: 780-398-2100
Email: info@lgaa.ab.ca

We're on the Web!
www.lgaa.ab.ca



LGAA Express Newsletter & Web Site

If you have any suggestions or feedback regarding the LGAA Express newsletter or the web site please feel free to contact Lori Johnson:

Phone: (403)381-0999
Fax: (403)317-1055
Email: lgaacommunications@home.com

Deadline for article submissions for the November LGAA Express newsletter is **November 5, 2001**.

Meet a Member Profile



Member: Ken Hollinger Sprit River (Zone 7)

I started my Municipal career in Wanham on January 1, 1979, part time, in conjunction with being a General Insurance Agent. It was after a year I felt I needed to decide to either pursue a career in Municipal Administration or General Insurance. An opportunity arose in Caroline, and I started work for the Village of Caroline on May 1, 1980. I subsequently enjoyed my work as the Municipal Administrator in Coronation and Bow Island. I started my present position as the CAO for the M. D. of Spirit River #133 on June 1, 1998. M. D. 133 has gone through an exciting growth spurt with the construction of 3 large grain terminals in 1998. The construction and upgrading of roads to serve the grain terminals and farming industry continues to be a challenge.

My most memorable experience was in Coronation, where shortly after I arrived the Council decided to replace all the old cast Iron water mains and pave all the streets. Fortunately the down-turn in construction costs enabled the Town to proceed, which substantially transformed the nature of the Town.

Personally, I have been married to my dear wife for over 30 years. We have 4 children and 2 grandchildren.

2002 Conference Peer Panel

For the past two years during the annual conference we have been privileged to hear from some of our colleagues. These sessions have proven very successful and beneficial to our members as noted from the survey submissions.

The 2002 conference committee is planning to again have a Peer Panel Session. Some members have expressed interest in having opportunity to share experiences and personal knowledge on issues that are encountered frequently in municipal government work environments.

Therefore we invite those interested to submit their ideas for the committee's consideration. Please ensure that your proposal contains sufficient information to allow the committee to assess its significance to the majority of membership.

Submit your proposal by **September 30** to the LGAA Conference Committee:

c/o Chairman Brad Watson
Box 175, Swan Hills, AB T0G 2C0
or FAX (780) 333 - 4547
or email swanhills@vennercs.com



Questions?? Phone (780) 333 - 4477
Thank you for your interest in our 2002 conference. Plan now to attend and participate.