



LGAA Express

Volume 3, Issue 3

August 15, 2003

Local Government
Administration
Association

The 2004 LGAA Conference Committee Needs You!

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Do you manage your meetings well? Do you have some tips and tools you would like to share about holding public hearings? Does your municipality have a really good procedural by-law? Do you have someone in your organization that writes great agendas and minutes? If any of these apply to you.... then we could use your expertise.

One of the topics at the 2004 peer panel will be meetings and public hearings.... from setting the agenda to finishing the minutes. We just need someone to share their information and be part of the peer panel.

If you are looking for a new challenge, don't mind speaking in front of a big crowd and, most of all, would like to share your expertise with your peers - contact Penny Fox at foxys@telus.net.

The 2004 Conference Committee would also request that you complete the attached survey and return it by **August 25, 2003** to:

Carol Revega
LGAA
Box 565
Thorhild, AB T0A 3J0



Thank you for your feedback!

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
- * Information from the LGAA Spring Government Dialog Workshop on the web
- * LGAA 2004 Conference March 17 - 19, 2004 in Red Deer

A regular Board Meeting was held on May 26, 2003:

- Accepted ARMA request for zone boundary changes as information.
- Town of Fox Creek moved from Zone 6 to Zone 7.
- Jody Quickstad and Leigh Randle will represent LGAA on the Municipal Excellence Review Committee. Brenda Rauckman and Penny Fox will be alternates.
- Membership drive will focus on rural

municipal support staff and larger municipalities that only have one member.

- For criteria for pin recognition, years of membership will now be based on total years of membership even if there is a gap in membership.
- Municipal Resolution Dispute video is finished and will be available on the web site.
- Next Meeting: Oct. 16 - 17, 2003 in Nisku

Conference Thoughts

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

During the 2003 LGAA Pre Conference Workshop, Gordon Garside (Davis & Company) provided delegates with suggestions when writing policies:

- Have a philosophical discussion
- Determine the rules or policy statements arising from beliefs and values that indicate what should be done about the issue
 - To which situations will the policy apply?
 - What are the broad parameters of action?
 - What impact will this policy have on existing policies?
 - Are there any legal and political implications of this policy?
 - Does the policy support the overall mission of the Municipality?



- Determine the procedures for the implementation of the policy directives (What will have to be done to enforce the directives of the council? How will people react to this policy? What is the cost of implementing the policy? What effect will implementing the policy have on human, financial, and physical resources? Get legal assistance.)
- Document as much of the discussion as possible as to what factors went into making the decision
- Do not just adopt another municipality's policy
- Use discretionary language in policies (i.e., "may")

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

This will be the 45th Anniversary of the LGAA and the theme is to wear blue for the banquet.

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Zone 1 Spring Meeting Considers Succession Planning

The Zone 1 Spring Meeting was held on May 23, 2003 in Lethbridge with 20 people in attendance.

A Succession Planning Workshop was facilitated by Glenda Reynolds. Topics included:

- What is succession planning?
- The challenges you face
- The Relevance of Succession Planning
- Impacts
- Territories of Experience
- Moving to Purpose and Strategy
- Exploring Strategies
- Challenges and Opportunities for Smaller Organizations
- Things to think about
- Key Learnings
- Related Study Material Index



Other presenters included:

- Blair Hurt, Benchmark Assessment Services, addressed the general data requirements that

assessors are required to produce for communities.

- Victoria Brown, AUMA, discussed the AUMA Municipal Excellence Program
- Ken Mundy, Town of Taber, discussed benefits of the Municipal Internship Program
- Terrence Schneider was elected as Zone 1 Director
- Next Meeting: **November 14, 2003** in Raymond

Survey Results from the Town of Milk River

In February 2003, LGAA members were asked (via e-mail) about policies and procedures concerning staff training and development, including the CAO and Council. There were 24 responses to the e-mail.

A draft policy complete with procedures is being compiled by the town and will be made available to those interested. If you would like to obtain a copy please email lavinia@town.milkriver.ab.ca. Lavinia Henderson extends her thanks to everyone who responded.

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LGAA Notices

Darryl Joyce of Bowden is the new Zone 3 Director.



Goodbye and good luck to Rosemary Wittevrangel who has moved from Zone 2.

Carol is looking for volunteers to help out at the LGAA trade show booth at the AUMA convention in Calgary.

September 25 8:00 a.m. - 4:30 p.m.
There are no set times, just pick a time and let Carol know when you can help out. The LGAA's new trade show booth display will be used for the first time in Calgary.



Congratulations to **Monica Northey** (Village of Forestburg) on receiving the 2003 LGAA Scholarship for the first level of the Local Government Certificate Course.

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BC Local Government Managers Association Annual Conference

Submitted by: Terrence Schneider

I attended this conference and was well received by President Debbie Comis and other members of the Board of Directors.

I thought I would be a stranger in the midst of these BC folk but found this to be a small world! I met former Albertan's Evan Parliament and Fred Banham as I mingled and was also pleasantly surprised to see trade show participants such as Muniware & Diamond Software.

Annual Meeting

At their Annual Meeting, Mark Brown from Qualicum Beach was elected as the new President of their Association for a 1 year term.

It was interesting to learn that their association has a full time executive director on staff and they pay him a rather substantial salary. This association is responsible for the education and professional development of their

membership. Intermediate, Senior, General, and Advanced certificate local government training programs are offered and well received by their membership.

Convention

Presenters included:

- Chris Johnson, www.doctorlaugh.com, spoke on Humour and Wellness in the Workplace
- Michael Smyth, Vancouver Provincial newspaper, spoke on current provincial and municipal government affairs from a non-government official perspective
- Kirk Laidlaw & Barry Comis, E2 Energy Conservation Technologies, spoke on Energy Conservation
- Cathy Fitzgerald Michaluk, Okanagan University College, spoke on Recruiting for the Future

I made new friends and contacts and encourage other members of the board to travel to bring home ideas and information from other conferences.



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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 **November 5, 2003.**

Meet a Member Profile



Member: Greg Gayton Mayerthorpe (Zone 6)

I originally began the years of servitude as a newspaper reporter in Peace River for four years and then briefly in Westlock. This required attendance at many municipal council meetings, and sparked my interest in local government. I wanted to be involved in the discussion making process and not just observe it. Besides, there was all that juicy stuff "in a camera" that the reporter never gets to hear.

In 1982 an opening became available in the Village of Berwyn for an administrator, and I was fortunate enough to get the job. I worked in Berwyn from 1982 to 1991, and then went to Rimbey to be their Town Manager from 1991 to 2000. It was a good growth experience, and I learned a lot in the Friendly International Town. In September of 2000 I moved to the Town of Mayerthorpe and have been the C.A.O. here for almost three years.

My two most memorable local government experiences were:

1. Helping Berwyn land the head offices of the Mackenzie Regional Planning Commission in 1985.
2. Being a founding father of the P.G.A (Par Golf Administrators) tour with Evan Parliament, Gary Gelech, Dale Mather, and Harvey Doering in the 90's. We played at many of Central Alberta's finer courses and refused to network.

In Mayerthorpe I'm still hacking away at golf, and doing the usual C.A.O. things (meetings, meetings, meetings).

I'm a member of our Lions Club and continue to enjoy small-town life. I still think it's a good thing to go into a grocery store and know half the people shopping there.

