



LGAA Express

Volume 2, Issue 1

February 7, 2002

Local Government
Administration
Association

LGAA Board Refines Strategic Plan for 2001 - 2004

Earlier this year, the LGAA Board refined the Strategic Plan for 2001 - 2004. In terms of strategic direction and actions, the Board has committed to the following:

1. Improve Participation in the Annual Conference
 - Develop a 3 year conference plan
2. Maintain and Attract New Members
 - Provide a members resource column/section in newsletters and the web site for Zone meeting reports
3. Improve Relationships and Raise Profile of the LGAA with Provincial Departments and Elected Organizations
 - Correspond LGAA views to Municipal Affairs (Deputy Minister or ADM; staff)
4. Define LGAA Role in Professional Development and Designation
 - Ask LGAA members (through questionnaire) what they see the Association providing in terms of training
5. Organized Review of Policies and Procedures
 - Ensure all policies, roles and responsibilities are clearly defined
6. Presentation of Timely, Accurate Professional Communication to Membership
 - Further development of the LGAA web site to provide greater member services (contracts, bylaws, mentors for specific problems or information, etc.)



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Special points of interest:

- * LGAA 2002 Conference March 20-22 Red Deer
- * LGAA web site has updated Bylaws: www.lgaa.ab.ca
- * LGAA Scholarship Deadline extended February 28, 2002

Board Business

Regular Board Meetings were held on November 14 & 22, December 18, 2001 and January 18, 2002:

- The Employment Contract Template will be presented at the LGAA Conference. The template is a tool and is to be used as a guide. Members will receive a hard copy with their membership application.
- LGAA session and trade show booth at the AUMA conference were both well received.
- Concerns about Municipal Internship Program (i.e., students sent to larger cities) will be sent to Minister.
- Conference delegates will be asked about their preference for an e-mail or mail out LGAA newsletter.
- Scholarship policy amended to include 2 scholarships.
- Bylaw Writing course scheduled for April and May 2002.
- Next Board Meeting: March 20, 2002 Red Deer

Conference Thoughts

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

During the 2001 LGAA Conference, George B. Cuff presented his ideas on Council - Manager Relations.

In order to create good Council - Manager, there should be:

- Respect for role differences (in-depth orientations)
- Evidence of trust
- Transparent communication
- No surprises; advance notice on issues
- Respect for Council decisions; prompt follow-up
- Quality and consistent leadership to the administration
- Courteous treatment of the public
- Regular performance reviews
- Common treatment of all Council members
- Confidence in stressful circumstances
- Current skill development
- Attention to the Council agenda

Common causes and/or signals of problems include:

- Lack of respect
- Lack of trust
- Lack of confidence
- Lack of transparency
- Unprofessional conduct
- Mistreatment of staff (by Council and/or the CAO)
- Failure to act
- No coherency to the administrative agenda
- No performance review followed by insistence on review
- Infrequent face to face contact with the Mayor
- General sense that something is amiss
- A belief that you are irreplaceable

In order to promote good Council - Manager Relations, there can be no surprises - there is a need for advance notice on issues.



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LGAA Conference 2002 In Pursuit of Excellence

March 20 - 22, 2002
Capri Centre, Red Deer

Don't miss this 2½-day conference that will focus on legal issues, time management, and work/employee efficiency.

Wednesday, March 20th
Pre-Conference Workshop

Conference attendees will hear from three leading law firms regarding key issues and trends and law cases that have significant impact for our membership and the local government officials, employees, and citizens that we serve.

Freedom of Information and Privacy Act specialists will also provide critical update information and case study examples from the municipal government and MASH sectors, followed by an opportunity for "Questions and Answers".

Participants will return home armed with the latest material for themselves, their employees and their new councils.

Thursday, March 21st
Workshop with Peers

Some of our peers will share with us their knowledge and experiences on:

- Stop the Interruptions
- Motivation Techniques and Rewarding Employees
- Balancing Life and Work

John Szumlas (President, Activation Analysis Group Inc.) will also offer in-depth insight on each of the topics.

Friday, March 22nd
Annual General Meeting & Caucus Sessions
 Bylaw updates, policy updates, reports and election of officers

To obtain a Conference Brochure or Conference Registration Form, please refer to the LGAA website at www.lgaa.ab.ca or contact Carol Revega at **(780)398-3688**

To book your room at the Capri Centre, call **1-888-784-3088**

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 E-mail: amhsa@telusplanet.net Website: www.amhsa.net

ASSET in Development Phase

Submitted by: Alberta Municipal Affairs

ASSET (Assessment Shared Services Environment), Alberta's new online assessment data-sharing program is on track for phased-in operation starting in 2002 and full implementation in 2004.

The system will provide municipalities with Internet access to online functions and data that will assist them with their assessment operations. The system will also lead to enhancements in provincial processes for auditing local assessments and preparing equalized assessments.

The ASSET system is being developed in response to municipal concerns about Alberta's equalized assessment process, and will address several recommendations made by the municipal-provincial Equalized Assessment Panel in July 2000.

"Stakeholders are playing a key role in bringing the new system online," points out John Scott, ASSET business system manager with Alberta Municipal Affairs. "A technical committee made up of members from the municipal associations, assessment community, and the province meets every week to find ways to address the challenges and issues raised by the panel."

John is impressed by the time and effort being devoted to the project by both private and municipally employed assessors.

"It's exciting to see the group work together to come up with solutions," he observes. "These professionals have been coming to the table over a period of several months to map out an assessment process that will respond to the panel's recommendations."

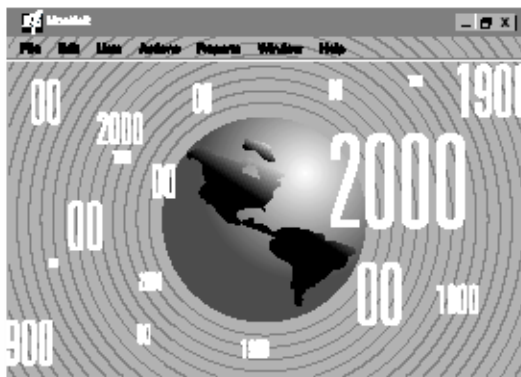
Alberta's assessment process will be improved in a number of ways as a result of the project. For example:

- Beginning in 2004, the province will use each municipality's current assessment to prepare its equalized assessment.
- Municipalities will be able to increase the accuracy of their property assessments by tapping into a province-wide collection of assessment-related information.
- Quality assurance standards will be more clearly defined for property assessments in Alberta. A municipality will also be able to run an audit test over the Internet before declaring its assessment roll complete.

The technical committee sends out bulletins periodically to update stakeholders on its activities. The bulletins are also posted on the Alberta Municipal Affairs Web site. The first bulletin, published in the fall, includes a list of members and their e-mail addresses for those with questions or comments related to the committee's work.

For further information about the ASSET project, contact John Scott at (780) 422-8415 or John.Scott@gov.ab.ca

or by mail at:
 Alberta Municipal Affairs,
 Assessment Services Branch
 15th Floor
 10155 – 102 Street
 Edmonton, Alberta T5J 4L4



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Two Opportunities for Professional Development

One of the requirements of membership in the Local Government Administration Association is professional development. In order to support and encourage the professional development of LGAA members, the Board has recently announced that it will award two scholarships per year:

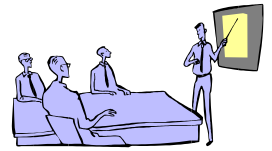
1. One scholarship (value up to \$500.00) is to encourage professional development of members of the LGAA for courses in the Local Government Certification Program.
2. The other scholarship (value up to \$500.00) is to encourage professional development of members of the LGAA for other educational courses that encourage professional development in the municipal field.

For the purposes of this scholarship program;

- 'Course' shall mean a seminar or course, whether an individual offering or as part of course studies, delivered through direct attendance, correspondence, home study or an electronic medium.



- 'Educational Opportunity' shall mean a symposium, convention, conference, exchange, or other structure or formalized activity.



The scholarships are available to any registered or associate member of the Association who is a member in good standing. For further information about the Scholarships, please refer to the LGAA web site at:

www.lgaa.ab.ca

Please submit Scholarship applications to:

Carol Revega
 LGAA Secretary Treasurer
 Box 567
 Thorhild, Alberta
 T0A 3J0
 Fax: (780)398-2100

Due to these recent changes, the deadline for Scholarship applications has been extended to **February 28, 2002**.

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!





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Reminders & Notices

Small Community Conference

April 12 - 13, 2002
Legal, Alberta

This conference is of special interest to all municipalities with a population of 3,000 or less. The conference is intended for community leaders, volunteer members of community groups, Chamber of Commerce executives and members, parent advisory councils, student councils, recreation groups, municipal government staff and elected officials along with any person or group wanting to see small communities survive and thrive.

There will be a wide variety of sessions to meet the interest of each delegate. Registration packages will be sent out in early February. Registration fees are a very affordable \$45.00/person, meals included.

For further information, please contact
 Wilma Weiss at
wweiss@town.legal.ab.ca



Bylaw Writing Course

The LGAA will be holding two Bylaw Writing Courses in late April or May 2002. The courses will be held in Calgary and Edmonton. Please watch for further information by mail and e-mail. If you have any questions, please contact Carol Revega at (780) 398-3688 or carol@thorhild.com.



Denim Shirts For Sale



The LGAA will have denim shirts for sale at the 2002 LGAA Conference in Red Deer March 20 - 22, 2002. The blue shirts will have LGAA on the front and will cost \$45 each.

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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Proposal to Establish National Advanced Certificate in Local Authority Administration

Submitted by: Ross D. Rawlusk (Chair, Professional Development Committee) as presented at the ARMAA and LGAA Joint Meeting on January 31, 2002

The Extension Faculty Council has approved and endorsed a proposal to establish a National Advanced Certificate in Local Authority Administration. The submission contains a proposal to establish a 12 course National Advanced Certificate in Local Authority Administration (NACLAA) that will be delivered on-line to local administrators across Canada. The NACLAA will comprise two levels of achievement. Students can obtain Level 1 upon completion of eight semester length courses that focus on local government administration. Graduates of Level 1 can move directly into Level 2 which comprises four additional courses.

The NACLAA is being developed in partnership with Dalhousie University's Henson College. The University of Alberta is working with other partner Universities to establish this level of training as the national certification for our profession.



The University of Alberta's current Local Government Certificate (LGC) will be replaced with NACLAA courses, and policies and procedures will be revised so that they conform to those of the national accreditation. The LGC will be retained, however, and will be deemed equivalent to NACLAA Level 1. The Faculty of Extension is developing a plan to migrate all students currently registered in the Local Government Certificate program or the Senior Executive Fellows Program into the NACLAA program, or to ensure that they have an adequate opportunity to complete the programs that they are registered in. A chart summary of the proposed program changes is presented below.

The Professional Development Committee is currently completing a detailed review of the University's proposal, and we hope to develop an implementation program in the very near future. The implementation program will include recommendations on which levels of certification will be required to obtain membership in the Society.

Additional information on the program changes is available through links from:

www.extension.ualberta.ca/govstudies

Government Studies Program Comparison			
CURRENT Local Government Certificate Program	NEW Local Government Certificate Program (LGCP) - NACLAA Level I		
<p>Required Courses (7):</p> <ul style="list-style-type: none"> ● Alberta's Local Government ● Municipal Law ● Administrative Principles ● Administrative Behavior ● Local Government Finance ● Introduction to Accounting Fundamentals ● Local Government Accounting <p>Electives (1):</p> <ul style="list-style-type: none"> ● Introduction to Land Use Planning ● Property Assessment & Taxation in Alberta ● School Administration ● School Law ● Information Access and protection of Privacy Foundations ● Interpersonal Communications 	<p>Required Courses (5):</p> <ul style="list-style-type: none"> ● Local Government ● Public Administration Professionalism ● Municipal Law ● Organizational Behavior and Leadership ● Local Government Finance <p>Upon completion of the 5 required courses, students take 3 electives from the following list:</p> <p>Electives (3):</p> <ul style="list-style-type: none"> ● Organizational Design & Management ● Local Government Accounting ● Financial Management ● Assessment and Taxation ● Information Access and Protection of Privacy ● Civic Engagement and Consultation (higher fee) ● Municipal Law II (higher fee) ● Policy Planning and Program Evaluation (higher fee) ● Sustainable Communities 		
	<p>Upon graduation from the LGCP (NACLAA Level I) students may choose to continue their studies in the:</p> <p style="text-align: center;">National Advanced Certificate in Local Authority Administration NACLAA Level II</p>		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>LCCP graduates pre September 2006 must take the following courses to receive NACLAA Level II</p> <p>Required Courses (4):</p> <ul style="list-style-type: none"> ● Public Administration Professionalism ● Municipal Law II (higher fee) ● Policy Planning & Program Evaluation (higher fee) ● Civic Engagement and Consultation (higher fee) </td> <td style="width: 50%;"> <p>Graduates of Level II must ensure they have taken the following course either as electives in Level I or as part of their studies in Level II.</p> <p>Required Courses (4):</p> <ul style="list-style-type: none"> ● Organizational Design and Management ● Municipal Law II (higher fee) ● Policy Planning & Program Evaluation (higher fee) ● Civic Engagement and Consultation (higher fee) <p>Students who have completed any or all of these courses in Level I may substitute a course from the Level I elective list outlined.</p> </td> </tr> </table>	<p>LCCP graduates pre September 2006 must take the following courses to receive NACLAA Level II</p> <p>Required Courses (4):</p> <ul style="list-style-type: none"> ● Public Administration Professionalism ● Municipal Law II (higher fee) ● Policy Planning & Program Evaluation (higher fee) ● Civic Engagement and Consultation (higher fee) 	<p>Graduates of Level II must ensure they have taken the following course either as electives in Level I or as part of their studies in Level II.</p> <p>Required Courses (4):</p> <ul style="list-style-type: none"> ● Organizational Design and Management ● Municipal Law II (higher fee) ● Policy Planning & Program Evaluation (higher fee) ● Civic Engagement and Consultation (higher fee) <p>Students who have completed any or all of these courses in Level I may substitute a course from the Level I elective list outlined.</p>
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LGAA Express Newsletter & Web Site

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Fax: (403)317-1055
Email: lgaacommunications@shaw.ca

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

Meet a Member Profile



**Member: Harold Gyte
Athabasca (Zone 5)**

I started my municipal career with the City of Cranbrook as an Accounting Clerk in November 1972. I then took the position of Clerk Administrator for the Village of Elkford, B.C. from July 1975 to December 1976.

I became the Treasurer for the Town of Leduc in January 1977 and later became the Director of Finance for the City of Leduc until July 1995.

I have been the Treasurer for the Town of Athabasca since July 1995 and effective March 1, 2002 will be retiring after nearly 29 years in the municipal field.

Throughout my career I have had several memorable experiences, some of which we can not put in print. However, of the experiences that we can print (but not necessarily in this order), my most memorable experiences have been:

1. When the Town of Leduc became a City.
2. When I was Treasurer of the City of Leduc and we undertook the construction of a \$4.5 million City Hall without any debt.



3. When the City Engineer and I had to check out the yellow lines on Friday afternoons.
4. All my years in Athabasca have been most enjoyable.

I have been married to my wife Carole and have 3 sons and a daughter, along with 3 fantastic grandchildren. During retirement, Carole and I plan to golf at every golf course in Alberta!



Happy Retirement Harold!