



LGAA Express

Volume 4, Issue 1

February 15, 2004

Local Government
Administration
Association

Messages from the LGAA Board

Inside this issue:

Conference Thoughts	2
Zone 6 Tackles Privacy Issues	3
Survey Results	3
LGAA Notices	5
UMAA of Sask. Conference	7
Meet a Member Profile	8

The LGAA Board is requesting that members write to Alberta Gaming to reinstitute the funding for the Centennial Program:

Hon. Ron Stevens QC
MLA Calgary Glenmore
#104 10800 - 97 Avenue
Edmonton, AB T5K 2B6
Fax: 780-415-4857

The LGAA Board will be meeting with Municipal Affairs and the AUMA to discuss a number of items. If you have any items you would like discussed, please contact your zone director.

Reminder to members to register for the:
Celebrating 45 years of excellence
2004 LGAA Conference
March 17 - 19, 2004 in Red Deer



Due to unforeseen circumstances, Trevor Panczak, our entertainment for Thursday, is unable to attend. We are fortunate to have, as his replacement, Duane Steele.

Be sure to wear "blue" as 45 years is symbolized by sapphires. So bring your precious jewels, sequin gowns, blue suede shoes, and all your other "blue" clothing and be ready to Celebrate 45 Years of LGAA.

The Employment Contract and Bylaw Drafting Manual on the website are excellent resources. Should you find yourself in need of a legal firm, the LGAA has a listing of firms. Please contact your zone director or Carol. Members may also post jobs on the website for a nominal fee. Contact Carol should you wish to access these services.

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

Regular Board Meetings were held on December 18, 2003 & January 30, 2004:

- Lavinia Henderson will draft a response about the LAPP Stakeholders Group of which the LGAA is not a part.
- Ruth Copeland-Brunelle of Beiseker was welcomed as the new Zone 2 Director.
- The next joint planning meeting with SLGM/ARMAA/ASBOA will be held September 13, 2004.

- Policy Development will be the topic for the spring workshop that will be held either April 20/21 or April 27/28.
- Lavinia Henderson will attend the Joint Provincial Association Meeting in Manitoba.
- Norbert Van Wyk and Al Harvey have put their names forward for the Municipal Dispute Resolution Peer Mentor Program.
- Next Meeting: March 17, 2004 in Red Deer

Conference Thoughts

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

During the 2003 LGAA Conference Workshop, Ron McCullough provided delegates with a summary of the customer audiences with whom the Crowsnest Pass Chief Administrative Officer is interfacing and communication strategies for each audience:

- **Council**
 - Head of Council (daily contact as required, Council and Committee meetings, weekly coffee chat)
 - Committees of Council (Committee meetings)
 - Council (detailed reports, annual visioning/planning, annual 360° performance evaluation process, regular interaction, e-mail and/or hard copy information)
- **Staff**
 - Management Team (bi-weekly meetings, daily interaction as required, annual 360° performance evaluations, professional development/training)
 - Other Staff (daily interaction as required,



front line service provider, dispute or conflict resolution, professional development/training)

- **General Public**
 - General Taxpayer (bi-monthly newsletter, tax & utility payment methods, face-to-face interaction, council meetings, conflict resolution)
 - Special Interest Groups (one day per week for business community, monthly Chamber meetings, local ratepayers association, contractors & service providers, volunteer groups)
 - Media (press releases, interviews as required, opportunities for positive news articles)

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

Just a reminder that LGAA members can bring a non-member for a member rate.

*Resolving Challenging Issues
with
Dynamic Strategies
Winning Solutions
Exceptional Results*



Our Consultants provide innovative and creative management and evaluation approaches to meet your *specific* needs.

"Thank you for your due diligence, flexibility, and good judgement. We could not have done it without your valuable efforts"

- Satisfied Client



Contact: Dennis Pommen E-mail: dpommen@pommen.com
Voice: 780-497-8877 Web: www.pommen.com
Toll Free: 1-800-497-6145 201, 9358 - 49 Street
Fax: 780-461-7700 Edmonton, AB T6B 2L7



Management Information Group

"The Complete Solution"

Windows Financial Applications

G/L, Taxes, Utilities, A/P, A/R, Cash, Payroll, Licensing,
Job Cost, Bank Rec.

- Realtime GIS Integration
- ASSET compliant
- Electronic Meter Read Capability (water or gas)
- Payroll - T-4's, ROE, Direct Deposit

Call MIG (780) 452-3422
e-mail: mig@migfinancial.com
www.migfinancial.com

Zone 6 Tackles Privacy Issues

The Zone 6 Fall Meeting was held on October 7, 2003 in Gibbons with 14 members and 5 guests in attendance.

- Ernie Polsom, Fire Commissioner's Office, dealt with the services and functions that municipalities can anticipate from the Fire Commissioner's Office. It included several new initiatives, such as the Minister's Fire Services Advisory Committee and the Emergency Resource Inventory System.
- Eileen Hendy, Information Management - Access and Privacy Office (IMAP), provided an overview of the IMAP Office, Freedom of Information and Protection of Privacy Act (FOIP) amendments, Personal Information Protection Act (PIPA), and the Personal Information Protection and Electronics Document Act (PIPEDA). Eileen provides advisory services to local public bodies, organizations and the general public as well as supports the administration of the FOIP and PIPA legislation.



- Sandra Dohai, Municipal Affairs, provided an update from Alberta Municipal Affairs. Topics discussed included Local Authorities Election Act, ME First program, Phase III of the Municipal Excellence Program and Municipal Sponsorship funding. Sandra advised that the Department is presently rewriting the Election Manual and that the University of Alberta will continue to conduct Returning Officer sessions. She further advised that of the 243 Municipal Sponsorship funding applications received that 67 were inter-municipal and that three appeals had been received.
- Members in attendance provided a brief update as to activities and issues of interest that their respective municipalities are involved in.
- Thank you to Maisie Metrunc and the Town of Gibbons for hosting the meeting and Lee Danchuk from The Inspections Group Inc. for the wonderful lunch.

For Your Municipal Reclamation Needs

- Underground Petroleum Tanks
- Preparing Reclamation Plans for Gravel Pits
- Landfill Remediation
- Sewer Lagoon Remediation
- Subdivision Development
- Investigation of Tax Recovery Properties

Member of the Canadian Land Reclamation Association
Partnerships in Health and Safety, Certificate of Recognition



CJB RECLAMATIONS LTD.

1710G 31 Street North
Lethbridge, Alberta
T1H 5H1

Bus: (403)381-2144 Fax: (403)381-6636

www.cjbventures.com
email: cjbv@telusplanet.net



COMMUNITY DEVELOPMENT SERVICES

- TECHNICAL PEOPLE PLACEMENT AND EVALUATION OF PUBLIC WORKS AND DEVELOPMENT DEPTS.
- LAND USE PLANNING – SAVE \$\$\$, NO RETAINER AS NEEDED BASIS ONLY
- MAPPING – OVERALL, LAND USE, ADDRESSING, UTILITIES
- LAND AND INFRASTRUCTURE DEVELOPMENT ASSISTANCE
- ENVIRONMENTAL SITE AND IMPACT ASSESSMENTS
- COMMUNITY AND ECONOMIC DEVELOPMENT – DIVERSIFICATION STRATEGIES

CALL ROB - (403) 276-2100 EXT. 227
(403) 312-0582

E-MAIL LMEACAL@TELUSPLANET.NET

Our passion is to help you grow and develop.

Find qualified technical staff *fast!*



Canadian Technical
Employment Network



check it out... www.cten.ca

CTEN is an on-line job referral system. It brings together applied science and engineering technicians and technologists from across Canada with prospective employers - quickly and easily!

Employers can...

- **post** temporary, permanent and contract employment opportunities at a fraction of the cost of newspaper advertising.
- **access** a network of technology professionals, knowing that academic and experience standards have already been met.
- **contact** prospects directly and immediately!

CTEN is updated daily with technical talent from across Canada who have registered with the 10 provincial members of the Canadian Council of Technicians and Technologists.

www.cten.ca

ASET

**The Alberta Society of
Engineering Technologists**

www.aset.ab.ca

Proud partner in the CTEN on-line job referral system

LGAA Notices

Ruth Copeland-Brunelle of Beiseker is the new Zone 2 Director.



Congratulations Ruth!



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

TRIED, TESTED & NEW
MuniSoft

- NEW** WinGL
- NEW** WinAP
- NEW** WinAR
- NEW** Works Manager Suite

MuniSoft
Municipal Software... and More
1-800-663-6864

DURAGUARD FENCE LTD.

10624-214 ST, EDMONTON, ALTA T5S 2A5

Bryan Mayer, C. F. P.

Project Manager

Tel: (780) 447-5465

Fax: (780) 447-3616

1-800-661-7630



**CHAIN LINK FENCE
MANUFACTURER**
PROFESSIONAL INSTALLATION
FORT MCMURRAY - GRANDE PRAIRIE



Management Consultants

- *Creating Productive Workplaces*
- *Straightforward Cost Effective Advice*
- *Simple, Practical, "double" Solutions*

Organizational Effectiveness

Strategic Planning

Council/Board Effectiveness

HR Management

Training & Development

Compensation Review

Email us at hrgroup@hrconsulting.com
or call us at 1-888-474-5463 or (780) 944-9194
Suite 105, 4990 - 92 Avenue, Edmonton, AB T6B 2V4

Want to promote your municipality or advertise an upcoming event?

Advertise for a year or just one newsletter!

Contact Igaacommunications@shaw.ca for further information

serving clients better

FLEMING KAMBEITZ LLP
Barristers & Solicitors

1500, 736 - 6th Ave S.W. Calgary • toll free 1-877-568-5550 • tel 403 266-5550
www.flemingkambeitz.com



Bellamy on Demand Modules:

Financial

- General Ledger
- Budgeting
- Receipting and Banking
- Accounts Payable
- Accounts Receivable
- Fixed Assets
- Debentures
- Payroll
- Human Resources

Services

- Taxation
- Utilities
- Business Licenses
- Animal Licenses
- Bylaw Enforcement
- Cemetery
- Online Customer e-Service

Operations

- Purchasing
- Work Orders
- Requisition
- Job and Project Costing
- Inventory
- Preventative Maintenance

Visit with us at the western GFOA conferences:

Western GFOA: Regina, SK
September 10-12, 2003

Learn more at our brand new web site:

www.bellamysoftware.com

Introducing:

Bellamy on Demand

The Online Municipal Software Service

**Maintain Your Productivity
With the proven, On-Demand Service**

**Municipal Executives constantly tell us they need to do two things:
Enhance service delivery and control costs.**

Now with the **Bellamy On Demand - Local Government Manager Series**, you can do both.

Developed by the leader in Municipal Business Software for over 23 years, Bellamy On Demand integrates the complete finance and administration software suite within a standard web browser.

Features	Benefits
No systems management, or maintenance work	Bellamy infrastructure specialists manage host systems expertly, so you don't have to hire, train or manage your own in-house experts.
No server hardware, software or maintenance contracts	Never worry about capacity or out-of-date infrastructure.
No software to buy	Completely web-based solution, available by annual subscription
High availability	Enterprise-class systems management and our Service Level Agreement guarantees availability
Reliable on-demand system performance	Bellamy ensures that customers have the performance to match the number of users and applications they need when they need it.
Secure, High Availability, anytime from anywhere	Bellamy understands the sensitivity of corporate data and we only use systems and procedures that exceed our customers' standards.
Managed and predictable	MicroAge Bellamy systems specialists perform all daily backups, software updates and hardware maintenance tasks.
Enterprise-class Support services	Software support analysts answer all customers' daily operations questions <ul style="list-style-type: none"> - Live, In-Session Help, at our 1-800 support line - Online FAQs, Discussion Threads, Call logging and tracking - Via email - On Site, if required

Visit us at our newer, bigger corporate offices

BELLAMY SOFTWARE 12040 - 149 Street, Edmonton Alberta T5V 1P2 CANADA

Call us toll-free at **1-800-289-2014** to learn more:

UMAA of Saskatchewan Conference (June 4, 5 & 6, 2003)

Submitted by Brenda Rauckman

It's interesting to see how things are quite the same from Province to Province. It was like I was attending a conference here in Alberta. For the most part, we have the same concerns, with succession planning being in the forefront.

The conference opened with a presentation from the first of two Keynote Speakers, Doug Arden, on "Secrets of Success". His secrets for success were:

- S** - See your goal.
- U** - Understand the obstacles.
- C** - Clear your mind of doubt.
- C** - Create a positive mental picture.
- E** - Embrace the challenge.
- S** - Stay on Track.
- S** - Show the world you can do it.



An Exhibitors Parade was held where all 18 exhibitors were given two minutes to promote their product. The

afternoon included a Department update and legislative changes from the Department of Government Relations, concurrent workshops, dialogue with SUMA President, and the second Keynote Speaker, Laurel Mattison, made an inspirational presentation on "When the Going Gets Tough". Something to remember is - when the window of opportunity opens, do not pull down the shade.

The day concluded with a banquet honouring retirees, years of services and new certificate holders, as well as entertainment and a dance.

The second day consisted of the AGM and elections, a presentation on the roles of Administration vs. Council, concurrent workshops, and networking was the theme for the afternoon (golfing, slo pitch, riverboat ride). A barbeque followed with entertainment by Nestor Pister.

I would like to thank the Board for affording me the opportunity to attend the conference in Saskatchewan.



diamond
software inc.

delivering the difference to municipalities

In partnership with Microsoft,
Diamond Software is the
complete Municipal
Accounting Solution

World-Class Financials and Business Analytics
Web-Based Budgeting with Detailed Workflow
Payroll and Human Resources
Project Accounting
Property Taxation
Utility Billing
Bylaws
And more...

(877) 311-6522 (toll free)

www.diamondsoftware.com



Local Government Administration Association

Box 565
Thorhild, Alberta
T0A 3J0

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

Publications Mail Agreement
Number: 40617062

We're on the Web!
www.lgaab.ca



LGAA Express Newsletter & Web Site

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):

Phone: (403)381-0999

Fax: (403)317-1055

Email: lgaacommunications@shaw.ca

Deadline for article submissions for the next LGAA Express newsletter is **May 5, 2004**.

Meet a Member Profile

Member: Richard Kutt Stettler (Zone 4)



Good day to all of those Local Government types and other interested persons taking the time to read up on a fellow member – **ME!** I have been an LGAA member for over 15 years and have worked for about five (5) different municipalities.

My career in Local Government started in the early 1980's as a Municipal Interim in Taber, Alberta. John Maddison and all the Taber staff provided a great atmosphere, patience and lots of work for the LGA rookie. Without such, I may have had a very short career. After leaving Taber I spent some time at Granum and the County of Ponoka before being appointed Municipal Administrator of the Village of Alix. This small rural community was a great place to work and raise a family of three. After our children graduated from high school, the wife and I moved on to the Town of Stettler where I am presently employed as the Secretary-Treasurer.

Part of an Administrator's duties in a very small community include filling in on the Public Works crew. However, if you accidentally set the garbage truck on fire they don't ask you back!

There are a number of things I like about this career. Challenges, diversification and changes are never ending and constantly stimulating. The Local Government people I have met (all over Alberta) are a great group of people. To do things that are significant and create a better community gives me a lot of self-satisfaction.

My wife Nancy is a substitute teacher at various schools in the Clearview District. After 20 some years as the "Administrator's" wife, she is well versed in the antics of Municipal Councils, the questionable demands of the citizens, and of course the 3:00 a.m. phone calls (why always 3:00 a.m.???). Together we enjoy camping, hiking, golf, and traveling to visit our children in exotic places like Montreal, Quebec; Houston, Texas; and Edmonton, Alberta.

Speaking of golf, this is the time I can puff out my chest and strut about while telling you about my "**hole in one**". This monumental golf shot of the decade (century or millennium) happened on Hole #2, a Par 3 at the Stettler Golf Course, and it was August 25, 2003 at 5:03 p.m. which was a very cold, overcast, and blustery day. A month later, I had an eagle on Hole #1, a Par 4 at Pheasantback. Now I can boast that I have covered the spectrum from 1 to 16 in golf shots per hole!

FORE - Have a Great Day!!