

Local Government Administration Association of Alberta (LGAA)
Strategic Plan – 2009-2011
September 26, 2008 – Nisku AB

Our Vision -

The Local Government Administration Association is recognized for the outstanding services it provides for its members, and promotes and is proactive in “Striving for Excellence, in Municipal Administration.”

Our Mission –

Develop a broad base of highly qualified municipal employees through networking and knowledge enhancement opportunities.

In addition, serving as spokesperson for its members to the Provincial Government and liaise with other agencies and organizations in the area of municipal administration.

Our Goals –

- Facilitate networking and information sharing among members and agencies
- Provide resource material for local government operations
- Organize an annual provincial conference
- Support zone activities
- Represent local government administration
- Provide timely information, workshops, and services to meet members changing needs and expectations
- Continually increase and strengthen our membership base
- Raise the profile of a career in local government

Success To Us Means –

- Strong membership awareness and involvement, throughout Alberta
- High level of member satisfaction
- Partnerships with other agencies and organizations
- Long term financial stability
- Valued, pro-active involvement in the decision making of the provincial government and other municipal agencies and organizations.

LGAA Strategic Plan – 2008 – 2010

What do we, the Local Government Administration Association (LGAA), need to address in the next 3 years?

Focus Area	Strategic Direction	Actions	By Whom & By When
<ul style="list-style-type: none"> • Improve Participation In Annual Conference 	<ul style="list-style-type: none"> • Increase annual conference attendance 	<ul style="list-style-type: none"> • Insure trade show exhibitors are pertinent and varied and applicable • Must have timely notification • Cost effective participation (registration fees, location) • Must deal with or address current issues • Participant feedback • Encourage non members to participate in LGAA activities • Monitor and challenge zones to participate • Review Conference lists to determine which members are attending 	<p>First Vice President Conference Committee and other members. Board and all members</p> <p>Board</p>
<ul style="list-style-type: none"> • Maintain and Attract New Members 	<ul style="list-style-type: none"> • Representation of all municipalities at zone meetings. • Expand services for members • Attracting new members • Increase members appreciation, support & satisfaction of and for the association • Strive for membership from each municipality 	<ul style="list-style-type: none"> • Maintain Members Contact lists are updated & provided to all membership on an annual basis Provide a members resource column/section in newsletters and website Zone meeting reports Quality activities • Encourage all municipalities to send representation to zone meetings. • Invite non-members to zone meetings • Welcome new administration – early personal contact • Send membership applications and conference information to all municipalities • Banner stand to be used by each zone director • Communications • Provide education sessions • Conduct members survey 	<p>When: Ongoing Board and all members</p> <p>Executive Assistants FOIP Personnel Clerks</p>

Focus Area	Strategic Direction	Actions	By Whom & By When
		<ul style="list-style-type: none"> • Zone Directors to contact non member communities • Past President to welcome new members • Workshops/conference information to be sent to other organizations 	
<ul style="list-style-type: none"> • Maintain and Attract New Members cont'd 		<ul style="list-style-type: none"> • Site Locations • Identify champions to promote the Association • Develop strategic alliances • Succession planning • Encourage joint ventures 	Executive Assistants, FOIP Personnel, Clerks
Improve Relationships and Raise Profile of the LGAA with Provincial Departments and Elected Organizations	<ul style="list-style-type: none"> • Influence with Government Department decisions • Corresponding LGAA views to Municipal Affairs Deputy Minister or ADM Staff • Gain higher profile with elected people and associations • Increased provincial government relationships, recognition, and support • Promote LGAA to elected officials 	<ul style="list-style-type: none"> • Offer to provincial departments and AUMA/AMD&C to become <i>more</i> involved in the decision making process (ie: task forces and focus groups) • Invite department staff and officials to meet at zone meetings and conference • Meet with targeted Deputy Ministers • Meet with AUMA/AMD&C as required • Respond to inquiries of key current and future issues on a timely basis • Trade show booth at AUMA conference and assist as required at AUMA elections. • Trade show booth at AMD&C • Establish relations with Deputy Ministers, Assistant Deputy Ministers Executive Assistants • Establish Ad Hoc Committees for Special Projects 	<p>President takes the lead role, along with the Board, Committee Chairs, and membership. Zone Directors</p> <p>LGAA Executive</p> <p>Every 2nd year (2010)</p>

Focus Area	Strategic Direction	Actions	By Whom & By When
Policies and Procedures	<ul style="list-style-type: none"> • Policies, roles and responsibilities are clearly defined 	<ul style="list-style-type: none"> • Record Board decisions in policy format • Apply review date to each policy and procedure • Link strategic plan to agenda, to policies and to budget. 	President and Board Various time periods.
<ul style="list-style-type: none"> • Communication to Membership 	<ul style="list-style-type: none"> • High quality communications • Facilitate networking and information sharing among members and agencies • Enhance website utilization techniques 	<ul style="list-style-type: none"> • LGAA Board updates at zone meetings • Web page • Email • Newsletter • Trade show booth • Zone group e-mails • Links to relevant web sites • Personal contacts – Board to Members • Enhance trade show booth • Best practice • Calendar of events on website 	Zone Directors Secretary - Treasurer Communications Coordinator When: Ongoing
<ul style="list-style-type: none"> • Financial Planning 	<ul style="list-style-type: none"> • Financial Stability • Review policies related to budget 	<ul style="list-style-type: none"> • Maintain the plan for reserves and surplus funds • Explore new revenue generators • Develop a financial strategic plan 	Board yearly

