

Annual Report

Chair's Report

Mission Statement

To serve the public and ensure that educational opportunities are provided to improve the management abilities of those involved in local government administration.

Core Values

- Committed Members Practicing Quality Professional Management
- Develop Partnerships
- Effective Leadership
- Education / Continuing Education
- Ethical Practices

2018 was a busy and exciting year for the Society of Local Government Managers. On behalf of our Board or Directors, I am pleased to highlight the following:

Increased Membership

We ended our 2018 Municipal Administration Leadership Workshop in fine form by awarding CLGM designations to 16 deserving recipients at our Awards Banquet, and we anticipate a like number this year.

Bylaw Updates - It's not often that bylaw updates are highlighted as a significant accomplishment, but the Board worked on this matter for a number of meetings last year to get it right. It had been some time since the SLGM bylaws were last updated, and this required some critical thinking and legal review: it was more than just housekeeping. The updated set of bylaws will be presented to the membership in short order for a vote.

Legislation of CAO Qualifications - The Board continues to work towards our goal of having the Province legislate qualifications for CAO's. A

survey has been developed to gather feedback from members and CAO's from around the Province. Over the past year the Board has met with ARMAA, LGA, Alberta Municipal Affairs, and the two elected official associations on this important matter. As well, the Board will be meeting with full ARMAA and LGAA boards to continue discussions on this and other matters. Finding a date to meet has been our biggest challenge, but we wish to work with ARMAA and LGAA on this and other matters

CLGM Challenge Exam - We have adopted a policy for the Challenge Exam and Dalhousie University has agreed to evaluate course equivalences. The Practice Review Committee with the assistance of Dr. Leroy Sloan, our consultant has developed the exam process and we hope to have some SLGM members and non-members "test" the exam and challenge process for us to ensure we are on track.

Executive Director Succession Plan - So much of our success is due to one person (Executive Director and

Registrar Linda Davies). We are lucky to have such a dedicated, knowledgeable and expert Executive Director and Registrar, but the board recognized that there was a risk with a one manager office and took steps to protect the Society by with the development of a contingency plan for administrative coverage

I would like to acknowledge the hard work and dedication of our Board, Executive Director and our valuable committees over this past year. Lastly, I would like to thank Tim Timmons and Dean Krause for their dedication and hard work on the Board as they leave this year. We are honored to serve our members and as always welcome your feedback and participation.

Sincerely,



Bob Beck, CLGM
SLGM Chair

May 16, 2019



Certified Local Government Managers
(CLGM) 17 May 2018

*“Good Government
through professional
management”*

1. Become recognized as the premier provider of quality professional development for municipal administration in Alberta

Provide and promote quality professional development opportunities

- Continually, inventory the Society's Offerings and participation levels.

Strive to become the top-of-mind contact for municipal leaders seeking services and professional development

- Constantly, Gather and analyze member feedback

to determine their needs, desires and perceptions.

- Summarize the members' needs and impressions of the Society and plan next necessary steps to address gaps and pursue opportunities
- Benefits of Membership - Obtain and make use of testimonials from partici-

pants, members and other stakeholders

- Consider gathering feedback from non-members to understand impressions and what could bring them on board. Contact through the Alberta Rural Municipal Administrator Association and the Local Government Administrant Association Zone Meetings.

2. Increase awareness and relevance by promoting SLGM's unique position in municipal sector

Promote and enhance local government management as an important profession

- Develop and implement a communications plan focused on marketing and promotion to the Local Government Industry including Local Government Elected Officials.
- Develop and implement a public relations plan focused on external stakeholders to build general awareness towards the Society of Local Government Managers.

Raise awareness and develop partnership incentives with employers

- Send a letter to every CAO from SLGM Chair about the Society, its purpose and services.
- Include a letter in convention packages (AUMA & RMA) targeting elected and appointed officials
- Board members make a personal phone call to new CAOs to welcome them and provide information, and encourage membership.

- Enhance the map developed for the use of Board members to establish Board member contact areas

- Address elected officials at AUMA & RMA conventions (orientation sessions)

Pursue steps for legislation of CAO qualifications with CLGM being one option

- Develop and Implement specific advocacy plan to connect with provincial decision makers.

3. Provide and Promote Value-added services and benefits to attract new members

Formalize and Promote Existing Offerings

- Marketing materials for Leadership Legacy and In-transition Programs have been developed.
- Disseminate program offerings electronically and in hard copy at public events, and directly to stakeholders.

Determine top-value added services and explore future needs based on member feedback

- Continually examine which services provide most overall value/return for the time invested. Determine if anything should be expanded or abandoned.

- Explore development of mentorship program and level of formality.



SLGM's Public Relations Booth



4. Foster relationships with other municipal entities and related stakeholders

Leverage Strengths to develop a deliberate plan to increase awareness and understanding among the Society's stakeholders.

- Stakeholder mapping for the documentation and understanding of stakeholders to guide public relations plans has been completed
 - An advocacy scorecard for stakeholder groups has been developed and implemented.
 - Explore holding a stakeholder information event annually to reach multiple groups at once.
- Develop champions and vocal advocates by engaging elected Officials.
- Identify influencers and likely advocates among officials



Award of Excellence "Mountain View Bison"

5. Ensure strategic risks are effectively managed

Review Qualifying eligibility for credentialing for membership

- The plan for a CLGM challenge exam has been completed.
- CLGM challenge exam process and been completed and adopted.
- Develop a succession plan to address the eventual retirement of the Executive Director/Registrar
- A contingency plan to ensure continuity of the Society in the event of an unexpected departure of the Executive Director/Registrar

Maintain administrative continuity and effectiveness

"The Electronic Market Place reaches 680 potential municipal employees"

6. Business Continuity Activities

Pursue actions to ensure the National Advanced Certificate in Local Authority Administration (NACLAA) continues.

- Monitor any changes to the Municipal Government Act pertaining to the Chief Administrative Officer.
- Maintain contact with post-secondary institutions to continue having a voice when needed.
- Purposefully and publicly, identify NACLAA as the top professional development opportunity within organizations advancing professional competencies.
- Assess and respond to member's feedback to ensure that SLGM professional development sessions are current and relevant. advancing professional competencies.
- Continue to collaborate with NACLAA program providers.
- Explore the development and execution of a Memorandum of Understanding with Dalhousie University and Government Studies regarding the NACLAA program.



Government Studies, Faculty of Extension, U of A, Graduation

CLGM – the key to success

Annual Report

The Committees

Registration:

Chair Peter Smyl, CLGM; Jack Ramme , CLGM; Dean Screpnek, CLGM; and Mike Primeau, CLGM

Professional Development:

Chair Duane Coleman, CLGM; Lucien Cloutier, CLGM; Cathy Duplessis, CLGM and Steve Thompson, CLGM

Practice Review:

Chair Dean Krause CLGM; David Churchill, CLGM; Ryan Payne and Rob Stoutenberg, CLGM

Communications:

Chair Luana Smith CLGM; S. Crombez, CLGM; Doug Tymchyshyn, CLGM ; and L. Fitzgerald, CLGM

Discipline:

Chair Paul Benedetto, CLGM; Tim Timmons, CLGM; Shelly Armstrong, CLGM, Julian deCocq, CLGM; Tony Martens, CLGM; D. Krizsan, CLGM & P. Salvador,

The Committees Continued:

Nomination:

Chris Jardine, CLGM – Chair, Frank Coutney, CLGM and Paul Benedetto, CLGM

MALW Planning:

Chair Ryan Morrison CLGM; Duane Coleman CLGM; Lucien Cloutier CLGM; Rick Deans CLGM; Mike Haugen CLGM; Coral Murphy, CLGM; Ryan Morrison, CLGM; Gerald Rhodes, CLGM; Corinne Newman, CLGM; Ryan Payne CLGM; Martin Taylor, CLGM; Patrick Thomas and Linda Davies, CLGM – Workshop Coordinator

Minister’s Awards of Excellence Committee

Bob Beck, CLGM

Professional Examination Board in Local Government Management:

Chair Larry Kirkpatrick, CLGM and Dean Screpnek, CLGM

In-Transition Support Team:

Chair Rob Stoutenberg, CLGM; Alan Martens, CLGM; Faye Kary, CLGM; Larry Kirkpatrick, CLGM; Leo Ludwig, CLGM; Wayne Bullock, CLGM; Sheldon Steinke, CLGM; and Case Van Herk, CLGM

The Board

Chair, Bob Beck, CLGM
Beaver County

Vice Chair, Peter Smyl, CLGM
Town of Whitecourt

Duane Coleman, CLGM, Director,
Leduc County
Dean Krause CLGM, Director
Town of Rocky Mountain House

Helen Rice, *Public Member*
Luana Smith, CLGM, Director,
Town of Sundre

Tim Timmons, CLGM Director
Lacombe County

Linda Davies CLGM, *Executive Director and Registrar*



Reach Your Peak— Plan on attending the 20th Annual Municipal Administration Leadership | Mountain Refresher in beautiful Kananaskis Country May 12-15, 2020

