

### 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

2017 was a busy and exciting year for the Society of Local Government Managers. In addition to addressing a number of priorities as set out in our 2017 - 2019 Strategic Plan we also realized success with a number of other important initiatives. On behalf of our Board or Directors I am pleased to highlight the following:

#### Increased SLGM Membership

We ended our 2017 Municipal Administration Leadership Workshop in fine form by awarding CLGM designations to 19 deserving recipients at our Awards Banquet. This tied the previous record of designations awarded set in 2016. Congratulations to our newest CLGM's ... glad to have you with us!

While our Board has undertaken a number of initiatives to attract new members, our current members are without doubt our best advocates for this. If you know of a colleague or perhaps someone who recently moved into your area who you think would benefit from a CLGM designation please encourage them to contact us

#### Memorandum of Understanding – Dalhousie University

We recently executed a new Memorandum of Understanding with Dalhousie University which ensures they will continue to deliver the NACLAA Levels I and II courses required for the CLGM designation. In addition to providing our students with course selection and scheduling options having both the U of A and Dalhousie provide our courses ensures programming continuity should an issue arise with either university resulting in them no longer delivering NACLAA

#### Legislation of CAO Qualifications

The Board continues to work towards our goal of having the Province legislate qualifications for CAO's. The next step in our process will be obtaining feedback regarding this initiative from our members as well as members of LGAA and ARMAA. We anticipate circulating the survey this fall.

#### CLGM Challenge Exam

We have made considerable progress on this project over the past year. Dalhousie University has agreed to



Kananaskis Country, Mountain Refresher Course

evaluate course equivalences and Dr. Leroy Sloan has been engaged to assist us in developing the exam. The draft exam will be tested by a group of CAO's prior to being released in its final form. December 31<sup>st</sup> of this year has been targeted as the exam adoption and implementation date.

In closing I would like to acknowledge the hard work and dedication of our Board and Executive Director in advancing the goals and objectives of the SLGM. We are honored to serve our members and as always welcome your feedback and participation.



Tim Timmons CLGM  
Chair, 2017/2018



Certified Local Government Managers  
(CLGM) 18 May 2017

*“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 Administration 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

- Letters were sent 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

- 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

- Examine applicability and use of advocacy scorecard for stakeholder groups.
- 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

- Develop a plan for a CLGM challenge exam.
- Adopt and implement a CLGM challenge exam.

Maintain administrative continuity and effectiveness

- Develop a succession plan to address the eventual retirement of the Executive Director/Registrar

- Develop a contingency plan to ensure continuity of the Society in the event of an unexpected departure of the Executive Director/Registrar

*“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 the University of Alberta regarding the NACLAA program.



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

**CLGM – the key to success**

*Annual Report*

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**The Committees**

**Registration:**

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

**Professional Development:**

Chair Duane Coleman, CLGM; S. Crombez, 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; Maureen Chalack, CLGM; Doug Tymchyshyn, CLGM ; and L. Fitzgerald, CLGM

**Discipline:**

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

**The Committees Continued:**

**Nomination:**

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

**MALW Planning:**

Chair Duane Coleman CLGM; Lucien Cloutier CLGM; Doug Henderson CLGM; Coral Murphy, CLGM; Ryan Morrison, CLGM; Gerald Rhodes, CLGM; Corinne Newman, CLGM; Jessie Sopko CLGM; Martin Taylor, CLGM 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; Dale Mather, CLGM; Wayne Bullock, CLGM; Sheldon Steinke, CLGM; and Case Van Herk, CLGM

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**The Board**

Chair, Tim Timmons, CLGM  
*Lacombe County*

Vice Chair, Peter Smyl, CLGM  
*Town of Whitecourt*

Bob Beck, CLGM, Director,  
*Beaver County*

Duane Coleman, CLGM, Director,  
*Leduc County*

Dean Krause CLGM, Director  
*Town of Rocky Mountain House*

Helen Rice, *Public Member*

Luana Smith, CLGM, Director,  
*Village of Cremona*

Linda Davies CLGM, *Executive Director and Registrar*



Reach Your Peak— Plan on attending the 15th Annual Municipal Administration Leadership | Mountain Refresher in beautiful Kananaskis Country May 14-17 2019

