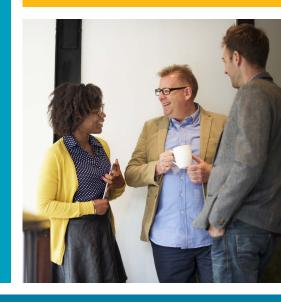
2023 Awards **Dedicated Chief** Administrative

Officer



CLGM SLGM

Certified Local Government

Society of Local Government Manager Managers of Alberta



The purpose of this Alberta Municipalities & SLGM sponsored award is to recognize dedicated Chief Administrative Officer in an urban municipality.

Completed nominations are to be submitted to the Society of Local Government Managers by June 16, 2023.

E-mail: linda.davies@shaw.ca

Mail: Society of Local Government Managers P.O. Box 308 4629-54 Ave. Bruderheim, AB TOB 0S0

No late submissions accepted

Dedicated Chief Administrative Officer Award

The purpose of this Alberta Municipalities & SLGM sponsored award is to recognize a dedicated Chief Administrative Officer in a municipality.

Criteria	 This annual award recognizes an individual who has served over 10 years as a Chief Administrative Officer and who is respected and worked with a high level of integrity to make an outstanding contribution to the field of municipal administration through a combination of the following: a) Leadership – administration, council, community and profession b) Policy development c) Council relations d) Human resources management e) Financial management f) Long-term strategic planning g) Project planning and implementation h) Community relations i) Professional development j) Respected and seen to have a high level of integrity 	
Nominating Process	A Council may nominate an active CAO for the Dedicated Chief Administrative Officer Award by completing the nomination form.	
Award Committee	The Society of Local Government Managers will review the applications based on the criteria approved for the award. The Nominating Committee will include urban administrators on the board of the Society of Local Government Managers. Their recommendations will be forwarded to the Alberta Municipalities Board of Directors for final acceptance, prior to the Annual Convention. After board approval, recipients will be notified of their selection.	
Number of Awards	One Dedicated Chief Administrative Officer Award annually.	
Type of Award	The Dedicated Chief Administrative Officer Award will include a \$2,000 to the recipient and a certificate, plaque or other form of suitable recognition for the municipal office. This award is a contribution from both the Society of Local Government Managers and Alberta Municipalities.	
Time of Award	The award will be presented during the fall of 2023.	





Dedicated CAO Nomination

Nominee:	Policy development:
Municipality:	
Address:	
Town/City:	
Prov: Postal Code:	Council relations:
E-mail:	
Primary telephone:	
Length of service as CAO:	
Dedicated service/exemplary performance in: Leadership - administration, council, community and profession:	

Human resources management:

Financial management:

Dedicated CAO Nomination

Long term strategic planning:

Respected and seen to have a high level of integrity:

Project planning and administration:

	Approved by resolution of Council:
	Date of council:
	Municipality:
	Confirmation of service:
	I,, City Clerk/Municipal Secretary
Community relations:	of the Municipality
	have confirmed through checking the minutes of the municipal council or otherwise, that the nominee is eligible for the Alberta Municipalities/SLGM Dedicated Chief Administrative Officer Award.
	Dated the, 2023 Month, Day
Professional development:	Signed:
	Name: Printed
	Position held:

Dedicated CAO Nomination

Checklist:

I have completed the nomination form and am including it in my submission. Completed award nominations are to be submitted with the subject line **Dedicated CAO Award**.

I have emailed 4 - 6 photos (high resolution JPG) as part of my submission. By submitting these photos I give Alberta Municipalities permission to use them for promotional purposes.

Email your completed submission to: linda.davies@shaw.ca Mail: Society of Local Government Managers P.O. Box 308 4629-54 Ave. Bruderheim, AB TOB 0S0

Deadline: June 16, 2023 No late admissions accepted