



Certified Local Government Manager

# Society of Local Government Managers of Alberta

## APPLICATION FOR MEMBERSHIP AS A REGULAR MEMBER

**Please complete all information requested on this application. Please print clearly.**

Name: \_\_\_\_\_  
Last First Middle Initial

Present Address: \_\_\_\_\_  
No. Street City Province Postal Code

Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

**Regular Membership** - Fee \$440.00  
Pursuant to section 9 Local Government Managers Regulation

**Educational Qualification** - *Please have the school forward original transcripts to the Society Registrar. Faxed and photo copied transcripts are not accepted. For further clarification contact the Society's Registrar.*

Type of School	Name and Address	From	To	Graduated	Course or Major
Post-Secondary				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Post-Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you presently enrolled in a program or a course of study?  Yes  No  
If Yes, what?

\_\_\_\_\_

If you have obtained other professional designations, please complete this section.

Designation: \_\_\_\_\_ Year Obtained: \_\_\_\_\_ Designation: \_\_\_\_\_ Year Obtained: \_\_\_\_\_

### Work Experience Qualification (example provided)

Dates		Name and Address of Municipality	Position Title
From	To		
Oct/1	Jan/20	Town of Claresholm, AB Box 00, Claresholm, AB	C.A.O.
Reporting to: Council and responsible for the general management and statutory functions.			

### Work Experience Qualification (List in reverse order, latest employer first)

Dates		Name and Address of Municipality	Position Title
From	To		

Reporting to:			
From	To		
Reporting to:			
From	To		
Reporting to:			
From	To		
Reporting to:			

Have you ever been subject to (a) prosecution under any federal or provincial law, (b) disciplinary proceedings by a professional organization; or (c) disciplinary action (including a termination for just cause, a resignation in the face of possible discipline, suspension, or written discipline) by an employer or former employer? Yes  No   
 If yes, state the nature of the offense or proceeding, the outcome, and relative time period.

By submitting this application for membership, and pursuant to Part 2 of the *Personal Information Protection Act*, you consent to the collection, use and disclosure of your personal information by SLGM for the purpose of allowing SLGM and its employees Board and Committee members to consider your application for registration; this includes your consent for SLGM to contact references, previous employers or supervisors, or other individuals for the purpose of substantiating the information provided to SLGM and ensuring compliance with statutory and regulatory requirements. Your personal information is managed pursuant to the *Personal Information Protection Act*, and the SLGM's Privacy Policy, which may be accessed at [www.clgm.net](http://www.clgm.net); for questions about the collection, use and disclosure of your personal information, please contact the Registrar at 780.796.3836 or [linda.davies@shaw.ca](mailto:linda.davies@shaw.ca)

**STATUTORY DECLARATION**

I \_\_\_\_\_ do solemnly declare that:

All information given herein as part of this application for registration is true and complete.

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at \_\_\_\_\_ in the Province of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Commissioner for Oaths/Notary Public for  
 Province of: \_\_\_\_\_  
 Print name: \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
 Applicant's Signature

***I agree, if this application for registration is approved, to observe and be bound by the Bylaws of the Society of Local Government Managers of Alberta, including the Code of Ethics.***

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Applicant's Signature

Please return the completed, executed, original application form (copies will not be accepted) with a cheque or an E-transfer in the amount of \$440.00 (GST does not apply) to the: **Society of Local Government Managers of Alberta**  
 P.O. Box 308, 4629- 54 Avenue, Bruderheim, Alberta T0B 0S0 Attention: Linda M. Davies, CLGM

# APPLICATION FOR REGISTRATION AS A REGULAR MEMBER

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(PURSUANT TO SECTION 9 LOCAL GOVERNMENT MANAGERS REGULATION)

SURNAME	FIRST NAME	INITIAL
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MAILING ADDRESS		CITY	PROV.	POSTAL CODE
BUSINESS PHONE	CELL NUMBER	RESIDENTIAL PHONE	E-MAIL ADDRESS	

<b>FULL LEGAL NAME(S) to be shown on certificate - <i>Please Print</i></b>		
FIRST	MIDDLE NAME(S)	LAST

<b>TWO CERTIFIED LOCAL GOVERNMENT MANAGERS WHO ATTEST TO THE APPLICANT</b>			
I have known the applicant for ___ years (a minimum of five years) and in my opinion he/she would be a good member of the Society of Local Government Managers of Alberta.			
..... Sponsor's Signature	..... First Name	..... Surname Name	..... Member Number

I have known the applicant for ___ years (a minimum of five years) and in my opinion he/she would be a good member of the Society of Local Government Managers of Alberta.			
..... Sponsor's Signature	..... First Name	..... Surname Name	..... Member Number

I agree that the Society of Local Government Managers of Alberta notify my employer, if this application for registration is approved. This letter should be sent to:	<b>APPROVED BY THE REGISTRATION COMMITTEE</b>		
Mr.        INITIALS        SURNAME Mrs. Ms.			
POSITION TITLE			
NAME OF MUNICIPALITY OR ORGANIZATION			
MAILING ADDRESS	DATE	REGISTRATION NUMBER	
CITY	Province	Postal Code	
REGISTRAR			

**This page must be submitted with original signatures. Copies of this page will not be accepted.**

A complete application must contain the original application, payment and original transcripts from the issuing post-secondary institution – mailed to the SLGM Registrar.

# CODE OF ETHICS

## *Society of Local Government Managers of Alberta*

The Code of Ethics sets out the values and responsibilities of local government managers. Members of the Society of Local Government Managers of Alberta (the "Society") are expected to:

- a) uphold and protect the best interests of the public;
- b) ensure the standing of the profession of local government managers is held in the highest regard; and
- c) display the knowledge, skill, and judgment of a competent member of the profession.

A member's ethical obligations extend to their conduct in local government, their conduct on behalf of the Society, their conduct towards the public, and their conduct as a representative of the profession.

Failure to adhere to the Code of Ethics may result in suspension or expulsion of Members from membership in the Society pursuant to the Local Government Managers' Regulation. Members may also be struck from the register of members for any breach of the Code of Ethics.

Decisions relating to disciplinary matters are within the sole discretion of the Society's Discipline Committee.

### CORE PRINCIPLES

In particular, the Society requires all members to uphold the following core principles.

**1. Members shall be dedicated to the concept of effective and democratic local Government.**

Members are expected to dedicate themselves to the concept of a democratic local government run by responsible elected officials. Members must also believe and demonstrate that professional management is essential to the achievement of this objective. Members must affirm the dignity and worth of the services rendered by local government and maintain a constructive, creative, and practical attitude towards local government and a sense of social responsibility as a trusted public servant.

**2. Members shall carry out their duties and responsibilities to the best of their ability.**

Members shall perform the services rendered in municipal management with the degree of care, diligence, and skill that would be exercised in comparable circumstances by a reasonably prudent member suitably trained and experienced for the competent performance of services.

Members shall endeavour through education and by other means available to continually improve the member's ability as a professional administrator and a member shall endeavour to develop the competence and abilities of associates in the use of management techniques.

Members shall sustain their professional competence by keeping themselves informed of, and in compliance with, developments in

professional standards pertaining to the profession.

**3. Members shall carry out their duties fairly and impartially.**

Members shall resist any encroachment on the member's professional responsibilities, believing that members should be free to carry out official policies without interference, and a member shall handle each problem without discrimination on the basis of principle and justice.

Members shall endeavour to handle all personnel matters fairly and impartially.

**4. Members shall conduct themselves in a professional manner.**

Members must at all times conduct themselves professionally and shall, when communicating with other members, the Society, or the public, ensure that their conduct is professional and maintain the standard of the profession.

Members are responsible for upholding and protecting the reputation of the Society and the profession. It is imperative that members behave in a manner that merits the respect and confidence of elected officials, other officials, employees, and members of the public.

Members shall refrain from conduct that is incompatible with the best interests of the public or the members of the Society, and which tends to harm the standing of the Society generally.

**5. Members shall promote community well-being and engage the community in decision-making.**

Members must recognize that the chief function of local government is to serve the best interests of the public. In order to achieve this goal, members must engage the community they serve in order to promote public participation in local government.

Members shall keep the community informed on local Government affairs; encourage communication and dialogue between the members of the public and the officers and employees of local Government; emphasize friendly and courteous service to the public and seek to improve the quality and image of public service.

**6. Members shall assist elected officials in a politically neutral manner.**

While the role of members includes providing advice and assistance to elected officials, members must ensure advice and assistance is provided in an unbiased, neutral, and impartial manner.

Members shall provide elected officials with facts and advice on matters of policy as a basis for making decisions and setting goals; and a member shall uphold, implement, and execute policies adopted by elected officials. Members must refrain from political participation in the election of the members of the employing legislative body and from all political activities which could impair the member's performance as a professional administrator, or which could harm the member's employer.

It is imperative that members carry out their roles and responsibilities in a manner that protects the reputation of the profession and the Society.

**7. Members shall put the interests of the Society before their own self-interest.**

Members must avoid all conflicts of interest, whether perceived or real. Members shall inform their employer of any interests, affiliations or relationships which the member's employer might reasonably be expected to be aware of.

Members shall not enter into any agreement or undertake any activity which may be in conflict with the interests of the member's employer or which would prejudice the performance of the member's professional duties.

Members must cooperate with the Board of the Society, Practice Review Committee, or

the Discipline Committee in an investigation into alleged misconduct on the part of a member.

Members must refrain from abusing a position of trust.

**8. Members shall refrain from committing or participating in any illegal, unethical, or improper acts.**

If a member is convicted of an offence under the *Criminal Code*, or participates in or is associated with an act that amounts to an offence under the *Criminal Code*, they may face expulsion from the Society.

Members may also face expulsion if the Discipline Committee determines they have misappropriated funds.

Members may also be disciplined if they:

- provide false or misleading information; or
- associate themselves with a written document or financial statement which they knew or ought to have known was materially false or misleading; or
- provide misleading financial information through the structuring of transactions.

Members must abide by and comply with the *Professional and Occupational Associations Registration Act*, the *Local Government Managers' Regulations*, the Bylaws of the Society, and the Code of Ethics.

**9. Members shall uphold the letter and spirit of the law and this Code of Ethics.**

A member shall uphold the laws of Canada and the laws of the Province of Alberta (or such other laws applicable in the jurisdiction in which the member is practicing). A member shall also uphold the Bylaws of the Society and this Code of Ethics.

If a member becomes aware of any illegal, or unethical conduct which presents a risk to the member's employer or employees, they must take all steps necessary, where possible, to correct or stop the improper conduct and, where the misconduct was engaged in by another Member of the Society, he or she must report the conduct to the Society's Discipline Committee.

**10. Members shall safeguard and uphold the reputation of the profession and the Society.**

December 22, 2020