

# *Society of Local Government Managers of Alberta*

## *Policy Handbook*

### **Index**

#### Administrative Policies:

	Number
Non-Payment of Membership Fees	1
Mailing Lists	2
Accounts Receivable	3
Privacy Policy	4
MALW Intern Bursary	5
Social Media Policy	6

#### Organization:

Appointment of Committees, Process and Selection	1
--------------------------------------------------	---

#### Legislation- Board

Dues Waiver Policy	1
Recognition of Retiring Practitioners	2
Fellow and Honorary Memberships	3
Reserves	4
Award of Excellence	5

#### Registration Committee:

Good Character and Reputation	1
Continuing Education	2
Management Experience	3
Operational Policies	4
Late Renewals of Membership Fees	5
CMA, CGA, CA (legacy titles)	6

#### Professional Development

Mountain Refresher, Establishment	1
Mountain Refresher , Registration & Refunds	2

# *SLGM Policy Handbook*

## **Administration**

	Non Payment of Membership Fees	Number 1
03 January 1990		Revised 17 Oct. 2014

### **NON-PAYMENT OF MEMBERSHIP FEES:**

Reference: Bylaws of the Society of Local Government Managers of Alberta  
Section 5.3

"if any member is in arrears for fees for assessments for any year, such member shall be suspended at the expiration of three (3) months for the end of such year and shall be entitled to no membership privileges or powers in the Society until reinstated."

### **PROCEDURE**

Purpose: This procedure is developed for the purpose of notifying all members of the consequences of being in arrears for fees or assessments for any year

This procedure will be used to advise all members of the consequences of not paying the assessed fees and the action required to rectify the consequences

The Executive Director shall notify all members:

- a) That non-payment of membership fees would result in the cancellation of membership in the Society.
- b) Membership would not be renewed until arrears were paid.

## *SLGM Policy Handbook*

### **Administration**

	Information Services- Mailing Lists	Number 2
26 April 1991		Revised 17 Oct. 2014

#### **INFORMATION SERVICES-MAILING LISTS:**

Reference:

#### **PROCEDURE**

Purpose: This procedure is developed to ensure mailing list changes are completed in an orderly manner and establishes a time frame for the retention and disposal of these changes.

1. Changes will be made to the appropriate registers in Microsoft Word files by membership category, general membership mailing file as well as Membership Directory Files (Alpha and by employer type)
2. Mailing list changes will be kept on file for two (2) years and then discarded.

## *SLGM Policy Handbook*

### **Administration**

	Accounts Receivable	Number 3
26 April, 1991		Revised 17 Oct. 2014 15 May 1993

#### **ACCOUNTS RECEIVABLE:**

Reference:

#### **PROCEDURE**

Purpose: This procedure is developed to ensure there is a copy of all billings and final notices on file.

3. A copy of the billing form will be included in each years accounts receivable file.
4. One copy of the account receivable will be sent to the member or client.
5. One copy of the account receivable will be kept on file for audit purposes.
6. When paid the receipt number and amount paid will be entered into the membership ledger.
7. Copies of Accounts Receivable will be kept on file for - years and then discarded.

# SLGM Policy Handbook

## Administration

	Privacy Policy	Number 4
19 March 2007		Revised 17 Oct. 2014

### PERSONAL INFORMATION PROTECTION ACT

**Policy Statement:** The *Personal Information Protection Act (PIPA)* shall govern the collection, use and disclosure of personal information in a manner that recognizes the right of individuals to have their personal information protected and the need for Society of Local Government Managers (SLGM) to collect, use or disclose personal information for purposes that are reasonable.

The Society further recognizes that care in collecting; using and disclosing personal information is essential to member confidence and goodwill.

**Guiding Principles:** The SLGM shall ensure protection of personal information and the fair handling of it at all times, throughout the organization and in dealings with third parties by adhering to the following principles:

1. Personal information shall be managed appropriately.
2. The reason for the collection of personal information shall be communicated to the individual(s) concerned.
3. Consent shall be received before collecting, using or disclosing an individual's personal information.
4. Personal information shall not be collected indiscriminately and will be limited to that necessary for the identified purpose.
5. Personal information shall not be disclosed except for the purpose for which it was collected, without the affected individual's consent.
6. The Society shall ensure that personal information is sufficiently accurate, complete and up-to-date for the purpose(s) for which it is collected.
7. Adequate security shall be provided for personal information in our possession/control. Personal information, in any media format, shall be protected against loss or theft.
8. SLGM policies for managing personal information shall be readily available to members, donors, and employees. The name of the individual responsible for compliance with the Act shall be provided upon request.
9. Upon written request, SLGM shall provide an individual with access to his/her personal information, identify the uses to which the information was put and provide the names of any 3rd parties to whom the information was disclosed.
10. The Society shall respond to complaints and take corrective action.

For further information, please contact the SLGM Privacy Officer: Linda M. Davies, CLGM

## *SLGM Policy Handbook*

### **Administration**

	MALW Intern Bursary	Number 5
27 March 2006		Revised 17 Oct. 2014

#### **MALW INTERN BURSARY:**

Reference: 2005/06 Society of Local Government Managers Business Plan

#### **PROCEDURE**

Purpose: To review and award the MALW Intern Bursaries in a timely manner.

1. The Executive Director will provide all current year interns with membership forms and bursary applications.
2. Applications for Membership and the MALW Intern Bursary must be received by 30 April of each year to be considered.
3. The executive Director will review all MALW Intern Bursary applications and student membership forms.
4. The Executive Director will award all MALW Intern Bursaries to the interns in accordance with the terms of the Bursary.

# *SLGM Policy Handbook*

## **Administration**

	Social Media Policy	Number 6
14 March 2016		Revised 17 Oct. 2014

### **1. Policy Statement and Objective**

- 1.1. The Society uses social media for the purposes of communicating with Members and the public, and providing resources to carry-out its legislative mandate of regulating and fostering the profession of local government management.
- 1.2. This policy establishes the principles governing the use of Social Media by the Society.

### **2. Definitions**

- 1.1 "Member" means a member of the Society in good standing.
- 1.2 "Society" means the Society of Local Government Managers.
- 1.3 "Social Media" means an interactive online platform that facilitates the exchange of information, ideas, images, videos and conversation among users.

### **3. Scope**

- 3.1. This policy applies to all employees and Members of the Society using Social Media administered by the Society.
- 3.2. The Executive Director is authorized to create procedures to assist the Society in carrying-out the objective of this Policy.

### **4. Policy**

- 4.1. The Society may utilize Social Media for the purpose of communicating with Members and for the purpose of communicating with the public.
- 4.2. Where the Society utilizes Social Media, the Executive Director shall take reasonable steps to ensure that the Society maintains administrator control over the relevant account, subject to the applicable terms of use.
- 4.3. Members of the Society posting on Society-administered Social Media must:
  - 4.3.1. Comply with applicable laws and the policies of the Society;
  - 4.3.2. Not disclose confidential or sensitive information about the Society or any third party;
  - 4.3.3. Abide by the terms of use of the relevant Social Media platform;

- 4.3.4. Where a Social Media platform is identified as being created for Members only, refrain from providing access to non-members of the Society.
- 4.4. The Executive Director must take reasonable steps to disclaim liability for the Society in relation to posts created by third parties, and to state that the views expressed by third parties are not the views of the Society.
- 4.5. The Executive Director is authorized, but not required, to moderate or review posts on Social Media platforms administered by the Society to ensure compliance with this Policy, and to respond to complaints by Members or the public.



## *SLGM Policy Handbook*

### **Organization**

	Appointment of Committees, Process and Selection	Number 2
Adopted: 3 Jan. 1989		Revised: 17 October 2014 10, Mar. 1995, Aug. 1991,

### **APPOINTMENT OF COMMITTEES, PROCESS AND SELECTION:**

Reference: Local Government Managers Regulation

Section 2 (3), 13 (2) and 17 (2)

"The Registration Committee, the Practice review Committee, the Discipline Committee shall be appointed by the Board in accordance with the bylaws."

### **PROCEDURE**

*Purpose: This procedure is developed for the purpose of informing and recruiting members to sit on standing and special committees of the Society. There will be equal representation from both the rural and urban local governments on all committees.*

This procedure will be used to advise all members of positions which are open on the Society's Committees and solicit regular members to sit on these committees.

The Executive Director shall:

- a) Advertise in the Society's newsletters for volunteers to sit on the Society's various Committees.
- b) The Executive Director will keep a list of all volunteers and the committees they are interested in serving on and advise the Committee Chairs as positions on their committees become vacant.
- c) Once appointed, inform the members of their appointments.

The Board shall:

- a) Appoint members to the various committees
- b) Inform the general membership at the Annual General Meeting of the appointments.

# SLGM Policy Handbook

## Legislation Board

	Dues Waiver Policy & Procedures	Number 1
Adopted: 15 Sept. 1995		Revised 18 Sept 2015 17 Nov. 2014; 17 Oct. 2014

### Dues Waiver Policy and Procedures

REFERENCE: Bylaws for the Society of Local Government Managers

Section 5.4

- (a) In the case of ill health misfortune or such other circumstances as the Board considers appropriate, the Board may extend the time for payment of, or waive in whole or in part and for any period of time the payment of, any fees, dues and levies, and any arrears thereof, otherwise payable or to become payable under these by-laws.
- (b) Without limitation on the Board's direction under subsection (a), the Board may from time to time establish, amend and revoke general policies for the waiver of fees, dues and levies, and arrears thereof, as provided in subsection (a) which policies shall be implemented and administered by the Society's staff having responsibility with respect to fees, dues and levies.

PRINCIPLES:

The Society of Local Government Managers of Alberta recognizes two categories of certified membership: active and retired.

PURPOSE: This procedure is developed for the purpose of establishing criterion to waiver a member's fees in the case of ill health, misfortune, retirement or such other circumstances as the Board has considered appropriate.

Active certified members pay full dues with the following waiver provisions:

1. Unemployed for six months or more: **One-quarter of full dues.**
2. Family leave, interruption (minimum six months) of career due to parental considerations: **One-quarter of full dues for maximum of five years, consecutively or in total.**
3. Long-term illness or disability (medically unable to work): **Full dues waived upon receipt of a medical certificate.**
4. Engaged in full-time study at a post-secondary institution: **One-quarter of full dues.**

DEFINITION:

"Retired certified member" means a certified member who has ceased employment as the result of an intention to end his or her career. A retired certified member pays no dues.

## **Dues Waiver Policy and Procedures. Continued .....page 2**

---

### PROCEDURE:

1. If a member meets the requirements of the above policy, the member may request an application form from the Society, specifying which waiver provision you wish to apply for.
2. The member must complete and return the waiver application promptly to the Registrar at the Society's Office.
3. Payment of reduced dues, if applicable, must accompany all applications.
4. These requests will be presented to the Board for ratification.
5. Should the member become employed in *the practice of* local government management during that calendar that he/she has received a partial waiver of fees, that member will pay to the Society the balance of outstanding fees for that year.

Policies 1 & 3 were combined 17 October 2014 and renumbered.

# SLGM Policy Handbook

## Legislation Board

	Recognition of Retiring Members	Number 2
Adopted: 10 March 1995		Revised: 18 Sept 2015

### **Recognition of Retiring Members of Local Government Management.**

REFERENCE: The Society of Local Government Managers Bylaws and Regulations makes no reference to retiring members.

PRINCIPLES: The Society has over the past few years recognized a number of retiring Society members.

PURPOSE: Recognize retiring members of the SLGM

PROCEDURE: This procedure is developed for the purpose of defining retired for the Registrar and the Board of Directors. This procedure will be used when reviewing a request to recognize a retiring senior local government management practitioner.

#### DEFINITION:

“Retired certified member” means a member who has ceased employment as the result of an intention to end his or her career.

Member: The purchase of a small token recognizing the member’s contribution and support of the Society and profession on the member’s retirement. Presently, a Cross gold plated pen engraved with the retiring member’s name and designation is presented to the retiring member at his/her retirement function.

1. Registered member in good standing: Cross, engraved, gold plated pen, or plaque, or other token deemed appropriate by the Board.
2. Associate member in good standing: Cross, engraved silver pen, or plaque, or token deemed appropriate by the Board.
3. Student member in good standing: A letter recognizing the retirement of the member.

The gift will be presented on behalf of the Society preferably by a member of the Board working or living in the near proximity to the retiring member’s place of work or a registered member of the Society working or living in the near proximity to the retiring member’s place of work. The Board will reimburse the member the cost of the retirement function ticket should there be a cost.

Revised Date: Approved by the Board 18 Sept. 2015

# SLGM Policy Handbook

## Legislation Board

	Distinguished Member	Number 3
Adopted: 27 March 2007		Revised: 17 October 2014

### **DISTINGUISHED MEMBER POLICY - Fellow and Honorary Members**

To recognize CLGM members who by their achievements, bring distinction of the profession and serve as role models for others, and other distinguished individuals, who are not members of the Society and have attained eminence through their contributions to the profession.

**REFERENCE:** Bylaws for the Society of Local Government Managers, Section 4.2

“Membership in the Society shall be limited to persons who are qualified for admission to one of the following categories, subject to limitations contained elsewhere in the bylaws.”

- 4.2 (4) The title "Fellow" shall be granted to certain individuals who are regular members and who have had distinguished careers in Local Government Management. Nomination of candidates may be made to the Board by any member(s) of the Society. A suitable citation shall be awarded at the Annual General Meeting or other appropriate occasion. A Fellow may hold elective and appointive offices and may vote.
- 4.2 (5) Honorary Membership shall be awarded from time to time to distinguished individuals who have attained eminence through their contributions to the profession, but may not be members of the Society. Those contributions need not have been made directly within the area of local government management provided they have influenced the development of the profession. Proposals for Honorary Member shall be made in writing, signed by at least three (3) Certified Local Government Managers and submitted to the Board of Directors for a decision. The names will be announced at the Annual General Meeting. An Honorary Member shall pay no dues, may attend meetings but have no voting privileges.

### **PRINCIPLES:**

The Society of Local Government Managers of Alberta recognizes two categories of outstanding individuals in the field of local government management: Fellow and Honorary member.

### **PURPOSE:**

This procedure is developed for the purpose of establishing criterion to recognize members who by their achievements, bring distinction of the profession and serve as role models for others. And to recognize the contributions made by others that may not have been made directly within the area of local government management but have influenced the development of the profession.

### **FCLGM-Fellow of the Society of Local Government Managers:**

The *FCLGM* is a prestigious, Honorary designation. The award of the *FCLGM* recognizes *CLGMs*, who by their achievements, bring distinction of the profession and serve as role models for others.

The *CLGM* is based on recognition by peers of the achievements of a member. Two or more certified members of the Society are required to nominate another certified member for the designation.

The distinguishing qualities of an *FCLGM* are demonstrated excellence in local government management, commitment to and the pride in the Society and the *CLGM* designation, and a civic-mindedness which brings a community's respect to the member and, through the member to the *CLGM* designation. Members recognized for these qualities are also recognized as role models by others.

The designation is granted by a formal resolution of the Society's Board of Directors.

A citation is presented to each Fellow to recognize publicly, the earned distinction. Fellows may wear a distinctive pin and use the letters *FCLGM* after their name\*.

\* the proper order is *CLGM* and then *FCLGM*.

**CRITERIA:**

- Developed local government management papers and material which have been recognized and implemented into the development of the profession.
- Serves as a role model for members
- Through counseling, was influential in the recruitment of members
- Provided leadership in the development of the profession of Local Government Management
- Individuals should be those possessing a significant level of influence with within the organization (*SLGM*) and whose performance is judged to be exceptional
- Career accomplishments and contribution to the development of the local government management profession

**CLGM (Hon) – Honorary Member of Society of Local Government Managers**

The *CLGM (Hon)* is a prestigious, Honorary designation. The award of the *CLGM (Hon)* recognizes distinguished individuals who have attained eminence through their contributions to the profession, but may not be members of the Society. Those contributions may not have been made directly within the area of local government management but have influenced the development of the profession.

The *CLGM (Hon)* is based on recognition by peers of the achievements of a distinguished individual who brings distinction to the profession. Three or more certified members of the Society are required to nominate another certified member for the designation.

The distinguishing qualities of a *CLGM (Hon)* are demonstrated excellence in their contributions to the profession of local government management, commitment to and the pride in the Society.

The designation is granted by a formal resolution of the Society's Board of Directors.

A citation is presented to each Honorary Member to recognize publicly, the earned distinction. Honorary members may use the letters *CLGM* (Hon) after their name\*.

**CRITERIA**

- Conducted research into strategic local government management issues and published research papers and case studies (outputs).
- Authored/co-authored local government management textbooks
- Provided leadership in the development and delivery of local government management curriculum.
- Developed local government management teaching materials
- As a principal, on-campus, was influential in the recruitment of university students.
- Provided leadership in the development of the profession of Local Government Management.

**Title:** Reserves

**Policy No:** Legislation-Board # 4

**Approval:** Board of Directors Society of Local Government Managers

**Effective Date:** 27 November 2009

**Supersedes Policy No:** 5

**CLGM|SLGM**

Society of Local Government Managers of Alberta

Revised 18 September, 2015

**Policy Statement:** The Society of Local Government Managers of Alberta (the Society) will establish reserve funds. The reserve funds will be set aside and used under the direction of Society's Board of Directors.

**Purpose:** The purpose of the policy is for the Society to set the overall direction concerning why the Society has reserves and how they are used.

**Principles:**

1. The general purpose of reserves is to 'smooth out' the normal fluctuations in the level of Society expenditures from budget year to budget year. This gives members and workshop delegates' greater certainty concerning their membership fees works to avoid large increases in membership or registration fee changes in any given year.
2. The items that would generally cause fluctuations in expenditures would be:
  - a. large expenditures that only happen periodically (e.g. discipline hearings)
  - b. initiatives that were planned and funded for a particular year but delayed until a future year (e.g. Challenge Exam that could not be completed due to time),
  - c. items that have large unpredictable variances from year (e.g. Workshop - SARS), or
  - d. items related to one time startup costs for an initiative (e.g. startup costs related to the provision election training).
3. Reserves will be used so that in most cases the Society will not need to use long term financing to complete initiatives. This means that when we know of a large future initiative the Society will start building reserve funds over a number of years in order to have collected funds in advance to pay for the initiative. Current members and delegates will be paying for future initiatives but would receive the benefits of past initiatives and the benefit of earning rather than paying interest. However, the need to use long term financing should not necessarily cause an initiative to be rejected.
4. The secondary goal of holding reserves is to avoid short term borrowing. Reserve funds are expected to be used to provide internal short term financing after January 1 when fees are assessed but not yet collected. However, reserve funds should not be specifically collected and held to provide short term financing.
5. Should there be times when there are no special projects the board may not be able to fund these reserves (e.g. bursaries, training)
6. The Board approves all reserve transfers.
7. Attached in Appendix A are descriptions for each reserve which lists the purpose of the reserve, regulations specific to the reserve and background information.



# **Appendix A**

## **Policy Legislation – Board No. 4**

### **Society of Local Government Managers Reserves**

#### Operational Reserves:

Legal Contingencies	(1)
Operating	(2)
Workshop Contingencies	(3)
Award of Excellence	(4)
Training	(5)
MALW Intern	(6)
Challenge Exam	(7)
Marketing	(8)

## Policy Legislation – Board No. 4 (1) - Legal Contingency

### Purpose:

The Society of Local Government Managers has established this reserve for the Society's use for legal and court costs relating to Disciplinary Hearings.

This reserve will be maintained at the initial 2002 rate of \$80,000 plus the annual rate of inflation applied to this reserve. It is important to for the Society to maintain this reserve in current dollars.

### Regulations:

1. For financial reporting purposes this reserve is treated as a single reserve.
2. Expenditures for the Society's legal and court costs for disciplinary actions will be funded from this reserve.
3. In the event that any actions may arise that deplete the balance of the reserve to less than \$80,000.00, the annual operating surplus of the Society will be transferred, in the amount of 100%, to replenish the reserve to a balance in excess of \$80,000.00.
4. The annual inflation percentage will be applied and added to this reserve at the end of the financial year.
5. Interest from this reserve may be used to meet the annual inflation percentage.

### Background:

This reserve was established in 2002 with one hundred percent (100%) of the Society's annual operating surplus exclusive of the surplus generated from the annual Municipal Administration Leadership Workshop allocated to this reserve. At the time of registration the SLGM had to demonstrate to the province that it was able to accommodate at least 2 complaints from start through to a court appeal.

## Policy Legislation – Board No. 4 (2) - **Operating**

### Purpose:

The Society of Local Government Managers maintains an operating reserve to mitigate fluctuations in the budget due to extraordinary expenses and revenues at year end or to balance the budget.

### Regulations:

1. For financial reporting purposes this reserve is treated as a single reserve although for internal purposes may be split into individual components.
2. The operating reserve shall be increased only in years where there is a general operating surplus.
3. General reserves are targeted to be at 15% of the annual operating Budget but not to exceed 20%.
4. This reserve does not accrue interest.

## Policy Legislation - Policy 4 (3) - Workshop Contingencies

### Purpose:

The Society of Local Government Managers has established a reserve to ensure the continued success of the annual education workshop and provide for unexpected financial losses due conditions beyond the control of the Society such as weather and/or a pandemic. This reserve is intended to cover contracted obligations.

A portion of this reserve has been identified to assist with extraordinary costs for the workshop to bring renowned speakers and other extraordinary expenditures for the workshop as approved by the Board of Directors.

### Regulations:

1. For financial reporting purposes this reserve is treated as a single reserve although for internal purposes may be split into individual components.
2. Workshop reserves are targeted to be at least 80% of the annual Workshop budget.
3. Use of this reserve must be approved by the Society's Board of Directors.
4. This reserve does not accrue interest.

### Background:

This reserve was initially created to provide for unexpected expenditures due to weather conditions and or a pandemic that would impact our hotel contract. A portion of this reserve was established to provide the Workshop Planning Committee the ability to bring cutting edge speakers to the annual workshop and to provide for other unexpected costs without adversely impacting the registration fee.

## Policy Legislation - Policy 4 (4) – SLGM Award of Excellence

### Purpose:

The Society of Local Government Managers has established a reserve fund is to reward a worthy member with a keepsake award with a keepsake item along with a monetary reward enabling the member to continue their educational studies.

The Society co-sponsors the SLGM award of Excellence.

### Regulations:

1. For financial reporting purposes this reserve is treated as a single reserve.
2. This award must meet the conditions as set out in SLGM Award of Excellence Criteria and application.
3. This award is to be presented annually at the SLGM Awards Ceremony.
4. This co-sponsorship is reviewed at the end of the five year term.
5. Award of Excellence reserves will be no more than \$50,000.
6. This reserve does not accrue interest.

## Policy Legislation - Policy 4 (5) – Training

### Purpose:

The Society of Local Government Managers has established a reserve fund to provide for the professional development and continuing education needs of its members and other local government practitioners in addition to the annual workshop.

### Regulations:

1. For financial reporting purposes this reserve is treated as a single reserve although for internal purposes may be split into individual components to track funds for specific projects.
2. This reserve is funded from the surpluses of special projects undertaken by the Society.
3. As special projects are not undertaken annually, the year these special projects occur will generate funding for this project for up to 3 years. As a result of the nature of the funding;
4. The Training reserves are targeted to be at 15% of the annual operating Budget but not to exceed 25%.
5. This reserve does not accrue interest.

Policy Legislation - Policy 4 (6) – **Municipal Administration Leadership Workshop Intern Bursary**

Purpose:

The Society of Local Government Managers has established a reserve to assist and encourage the current year's Municipal Interns to attend the Society's annual workshop called the Municipal Administration Leadership Workshop.

Regulations:

1. These funds are to be applied for by the Municipal Intern before or on by April 30<sup>th</sup> of each year.
2. The Registrar approves the list of recipients each year in accordance with the budget.
3. These bursaries must meet the conditions as set out in the bursary criteria and application.
4. This reserve is funded from the surpluses of special projects undertaken by the Society
5. As special projects are not undertaken annually, the year these special projects occur will generate funding of these bursaries for up to 3 years at \$500.00 per intern to a max of 15 interns per year.
6. This reserve does not accrue interest.

## Policy Legislation – Policy 4 (7) – **Challenge Exam**

### Purpose:

The Society of Local Government Managers has established a reserve to develop and administer a Challenge Exam for local government practitioners, of good character and reputation, who may have educational and experience which may be equivalent to the standard defined in the Local Government Managers Regulation.

### Regulations:

1. For financial reporting purposes this reserve is treated as a single reserve.
2. The Challenge Exam reserves are targeted to be at 16% of the annual operating Budget but not to exceed 25%.
3. This reserve has reached its limit. This reserve does not accrue interest.



## Policy Legislation - Policy 4 (8) – Marketing Reserve

### Purpose:

The Society of Local Government Managers has established a reserve fund to raise the profile of the Society of Local Government Managers and to provide for the marketing of the Society of Local Government Managers as a professional body.

### Regulations:

1. For financial reporting purposes this reserve is treated as a single reserve although for internal purposes may be split into individual components to track funds for specific projects.
2. This reserve is funded from the surpluses of special projects undertaken by the Society.
3. As special projects are not undertaken annually, the year these special projects occur will generate funding for this project for up to 5 years. As a result of the nature of the funding;
4. The Marketing reserves are targeted to be at 15% of the annual operating Budget but not to exceed 25%.
5. This reserve does not accrue interest.

## *SLGM Policy Handbook*

### **Legislation-Board**

	Award Of Excellence	Number 5
Adopted: 13 Oct. 2000		Revised: 22 Sept. 2017 08 Dec. 2000

#### **Award of Excellence – Society Award Program**

REFERENCE: Bylaws for the Society of Local Government Managers, Section 2

The Society's purpose is to enhance and promote the professional practice of local government management and to ensure that educational opportunities are provided to improve the management abilities of those who are involved in local government administration in Alberta

#### PRINCIPLES:

The Society of Local Government Managers of Alberta recognizes from time to time financial assistance is required to assist members in their pursuit of educational opportunities and continuing professional development.

An Award of Excellence is one way to recognize the efforts, contributions and continuing learning process individuals make in their pursuit of excellence and desire to have a positive impact on or in their community in relation to the field of local government management.

The Society of Local Government Managers of Alberta may solicit the support of a partner to co-sponsor this award.

#### TERMS/CONDITIONS:

The award to a worthy recipient will be in the form of a keepsake item and a monetary gift thereby enabling her/him to continue their educational studies.

The recipient will receive a commissioned sculpture and a cheque in the amount of \$3,000.00 to be used in their continuing education process.

A five year arrangement will be made with a sponsor to assist in funding the award.

The financial contribution from the sponsor will be for the cost of the sculpture and a \$1,500.00 cash award. The Society would contribute a cash award of \$1,500.00 per year.

The sponsor would:

Benefit from increased exposure to municipal decision makers from municipalities rural and urban, large and small form across the province who currently or may in the future make use of the sponsor's products or service;

Be perceived as having a genuine interest and responsibility in fostering excellence in the management and well-being of municipalities across the Province of Alberta;

Involved in the selection and actual presentation of the award on the annual basis thereby providing an opportunity on the role the sponsor plays in fostering quality life improvements throughout Alberta;

Up to four complementary tickets for the Awards Banquet annually and up to two rooms for one night;

Complimentary advertising in the SLGM newsletter which is produced four times a year;

Prominent display of the sponsor's support at the Annual Municipal Administration Workshop by including the sponsor's name in all participant handout material and display board advertising in the SLGM registration and session areas; and

The satisfaction of knowing the sponsorship is helping a worthy candidate continue with their pursuit of continuing education and development of their management skills.

**PURPOSE:** This procedure is developed for the purpose of establishing criterion for the development of a monetary award to assist SLGM members who intend to pursue continuing education.

There are five criteria for evaluation that the award jury will consider in reviewing and evaluating nominations. They are:

- proposed course of study;
- exemplary service and dedication in the field of local government management;
- impact on the profession of local government management;
- supporting materials and documentation as to the worthiness of the candidate;
- Attendance at the Municipal Administration Leadership Workshop and Awards Banquet.

**Documentation to be included with nomination**

- Curriculum Vitae.
- Description of achievements and contributions in local government management.
- Description of educational training being pursued including anticipated cost, and name and location of the learning institution.
- Letters of endorsement/recommendation.
- Reasons why nominee merits the award.
- Any other supporting documentation.

*SLGM Policy Handbook*  
**Registration Committee**

	Good Character and Reputation	Number 1
Adopted: 26 May 1989		Revised: 22 Sept. 2017 17 Oct. 2014; 17 June 1997

**IS OF GOOD CHARACTER AND REPUTATION**

Reference: Local Government Managers Regulation  
Section 9, and 10 (c)  
"is of good character and reputation."

**PROCEDURE**

Purpose: This procedure is developed for the purpose of defining Section 9 and Section 10 (c) for the Registrar and the Registration Committee. This procedure will be used when reviewing candidate applications for registration as "Certified Local Government Managers" (CLGM) and associate memberships.

**DEFINITION**

- a) "is of good character and reputation" shall mean: complies with the Code of Ethics of the Society of Local Government Managers of Alberta (Appendix A\* of the By-laws).

*SLGM Policy Handbook*  
**Registration Committee**

	Continuing Education	Number 2
Adopted: 26 May 1989		Revised: 22 Sept. 2017

**CONTINUING EDUCATION**

Reference: Local Government Managers Bylaws  
Section 4.4  
"these (regular) members shall be encouraged to accumulate appropriate continuing education annually as determined by the Practice Review Committee".

**PROCEDURE**

Purpose: This procedure is developed for the purpose of defining Section 4.4 for the Registrar and the Registration Committee. This procedure will be used when reviewing the Certified Local Government Managers Professional Development Reporting Form.

**DEFINITION**

- a) "continuing education" shall mean: Those activities which maintain or enhance ones capabilities in the field of Local Government Management/Administration, or in the performance as a manager.
- b) "What portion of the time spent was involved in new learning?" is the main criteria for deciding how much time to report for any activity.
- c) "Type" refers to the method by which a professional development activity was taken and are listed below.

- 1. Seminar: Programs of 1/2 to 5 days duration where a full time moderator was present.
- 2. Correspondence: Programs requiring formal submissions of assignments with self-study.
- 3. Technical Writing: Writing technical articles.
- 4. Lecture Course: Programs, which require your regular weekly attendance in a class, room setting.
- 5. Conference: Participation in technical sessions.
- 6. Teaching: Lecturing and/or making a formal program, or developing a Local Government Manager module, or exam.
- 7. Self-study Programmed learning Programs requiring no submission of assignment or assistance from other parties, which use a combination of delivery modes i.e. Workbooks, audiocassette, videotapes, etc.

*SLGM Policy Handbook*  
**Registration Committee**

	Management Experience	Number 3
Adopted: 02 March 1990		Revised: 22 Sept. 2017 01 Aug .2006

**POLICY, MANAGEMENT EXPERIENCE:**

Reference: Local Government Managers Regulation

Section 9 (a) (ii)

"has five years management experience in local government that is acceptable to the Registration Committee."

**PROCEDURE**

Purpose: This procedure is developed for the purpose of defining Section 9 (a) (ii) for the Registrar and the Registration Committee. This procedure will be used when reviewing candidate applications for registration as "Certified Local Government Managers" (CLGM).

**DEFINITION**

- a) "Five Years": will be five years cumulative experience in the last 10 years, from the date of the application, combined with the following experience listed below.
- b) "Management Experience": This demand is to ensure a candidate has had some practical experience working for a local government (operational experience), has experience working for elected officials. To ensure this experience the candidate has to show the following:
  - 1. Is appointed to a management position in a local government. This position shall be no more than 3 levels from the elected body;
  - 2. has direct dealings with the elected local government council or direct committees of that council;
  - 3. has experience managing subordinates in a local government environment;
  - 4. has financial responsibilities i.e. budget preparation, managing a budget and other financial responsibilities.
- c) "Local Government": This is defined as corporations, including special areas and improvement districts, which have been delegated the responsibility, by a provincial government, to provide multiple local government services, in a particular area, in that province.

*SLGM Policy Handbook*  
**Registration Committee**

	Operational Policies	Number 4
Adopted: 14 Sept. 1990		Revised: 22 Sept. 2017

**REGISTRATION COMMITTEE - OPERATIONAL POLICIES**

Reference: Local Government Managers Bylaws  
Section 10.3

"The committee shall carry out the duties outlined in the Local Government Regulation and the Professional and Occupational Associations Registration Act."

**PROCEDURE**

Purpose: This procedure is developed for the purpose of defining for the Registrar and the Registration Committee the process of presenting applications for registration.

This procedure will be used when reviewing all applications for registration under the Certified Local Government Managers Regulation.

a) The Registrar will refer problems and out of the ordinary questions to the Committee.

The Registrar will prepare and present lists of the applications for registration that meet the benchmark requirements of the Local Government Managers Regulation to the Committee for ratification

*SLGM Policy Handbook*  
**Registration Committee**

	Late Membership Renewal Fees	Number 5
Adopted: 19 March 2007		Revised: 22 Sept. 2017

**POLICY, Late Membership Renewal Fees:**

Reference: Local Government Managers Regulation  
Section 7 (c)

“where an application for renewal of registration is made after the date prescribed by the Board, the fee for late renewal of registration.”

**PROCEDURE**

Purpose: This procedure is developed for establishing fees for late membership renewals allowing the Executive Director/Registrar to process the applications and update the member’s status.

**Fees for Late Renewal:**

The SLGM Board accepts the maximum of five (5) years as an acceptable period of time for the late renewal of membership for a CLGM member  
Renewal Fees are set on a sliding scale

Year 1      Current Year i.e. \$325.00  
Year 2      Previous Year i.e. \$320.00  
Year 3-5    \$300.00 for each year



*SLGM Policy Handbook*  
**Registration Committee**

	CMA, CGA, CA (legacy designations)	Number 6
Adopted: Insert Current date		Revised:

**Certified Management Accountant, Certified General Accountant, Chartered Accountant**

Reference: Local Government Managers Regulation  
Section 10 (b)

"the applicant is a certified management accountant, a certified general accountant or a chartered accountant;"

**PROCEDURE**

Purpose: With the amalgamation of the Certified Management Accountant, the Certified General Accountant and the Chartered Accountant's Legislation and Association, this procedure is developed for the purpose of defining Section 10 (b) for the Registrar and the Registration Committee. This procedure will be used when reviewing candidate applications for registration as an associate member and as a "Certified Local Government Manager" (CLGM) member.

**DEFINITION**

- b) " the applicant is a certified management accountant, a certified general accountant or a chartered accountant;" shall mean: Chartered Professional Accountant or CPA  
Note: those grandfathered into the CPA designation may use the letters CMA, CGA, CA in conjunction with the CPA designation for a ten year period.

Background:

We are not sure when the exact date is for the 10 years when people can stop using their legacy designation (CA, CMA, CGA). We are thinking it would be in 2025. However, there is no requirement for them to stop using them. We don't believe many people will drop their legacy designation.

# *SLGM Policy Handbook*

## **Professional Development**

	Mountain Refresher	Number 1
Adopted: 30 November 2000		Revised:22 Sept, 2017

### **POLICY - REFRESHER COURSE**

**Purpose:** In establishing the annual Municipal Administration Leadership Workshop /Mountain Refresher Course, Kananaskis Village it was the intention of the Society's Board to establish guidelines for the Planning Committee to address the development of annual program keeping the format of the very successful and long running "Municipal Refresher " program.

1. The Mountain Refresher will not become a convention of the Society's members.
2. The Refresher will remain an Educational Workshop open to all managers, administrators, assistant administrators and managers as well as other senior managers.
3. There will be no difference in fees between members and non-members. The Society will promote itself at the event. Promotional material will be placed in each binder or delegate package. The Society will place its PR Booth in the registration area and this will be the only booth in the area. The Board chair will speak briefly to the delegates about the benefits of Society membership.
4. A workshop or seminar will start with a formal, but short, presentation given by an expert (usually the instructor although it could also be a guest or one of the workshop/seminar participants assigned to give a presentation) on a specific topic, followed by the active participation of the rest of the workshop/seminar participants with the instructor acting as the facilitator.

A workshop/seminar, in the context of a university, is usually offered to more advanced students, such as graduate students. These advanced students are expected to have enough expertise to engage in high level discussions that are worthwhile substitutes for a lecture that may otherwise take the entire class time. As mentioned earlier, the instructor leads off with a brief presentation, which is meant only to frame the topic and to provide some of his/her own expert opinions. This brief presentation is also intended to stimulate the class to ask questions, share their own views, and to have a lively discussion. In short, a workshop/seminar can and should incorporate the experiences that others bring to the workshop/seminar table.

5. Each delegate will pay a registration rate and a late registration fee if applicable.
6. A professional trade show (universities, colleges, professional consultants) may be considered.

Reviewed Annually by the Mountain Refresher Planning Committee

## *SLGM Policy Handbook*

### **Professional Development**

	Mountain Refresher – Registrations and Refunds	Number 2
Adopted: 30 November 2000		Revised: 22 Sept. 2017

#### **Registrations and Refunds**

Reference: Section 5.2 - Society Bylaw

“The Board has the power to set other fees.”

Purpose: In establishing the annual Municipal Administration Leadership Workshop /Mountain Refresher Course, Kananaskis Village it was the intention of the Society’s Board and Planning Committee to set up guidelines for the registration fees and refund of fees as required.

1. Early Bird Draw will be approximately 10 weeks prior to the workshop. The Early Bird Draw will be for three (3) nights’ accommodation during the Workshop at the Kananaskis Inn or its legal successor should there be a change in ownership during the Society’s contract with the hotel.
2. Early Bird Registration Fee is set by the Planning Committee and will be in place from the time the brochure is finalized until 10 weeks prior to the workshop.
3. Registration Fees will be increased by ten (10) percent after that date.
4. Refunds, less an administration fee, will be paid to the registrant up until three (3) weeks prior to the event. After that date there will be no refund. A replacement may attend

Reviewed annually by the Planning Committee