

REGISTRATION DETAILS

FEES

REFRESHER WORKSHOP

\$549 GST included (paid on or before March 1, 2017)
\$599 GST included (paid after March 1, 2017)

SLGM/LGL FORUM

\$850 GST included (paid on or before March 1, 2017)
\$900 GST included (paid after March 1, 2017)

Fee includes written materials, Welcome Reception, coffee break refreshments, lunch and Awards Banquet. Additional Awards Banquet tickets \$40 each.

PAYMENT DETAILS: Please submit the registration form with payment. You may pay by cheque or purchase order.

CANCELLATIONS: Cancellations must be in writing, before April 21, 2017. A \$100 cancellation fee will be withheld.

ACCOMMODATIONS

DELTA MOUNT KIDD MANOR AT KANANASKIS AND DELTA LODGE AT KANANASKIS

PH. 1.866.432.4322

\$174 PLUS APPLICABLE TAX

QUOTE CONFERENCE BOOKING # SL2

When making your reservation, identify that you are attending the SLGM hosted workshop. Book early as there is limited availability at these rates.

Thinking of bringing your partner?

Kananaskis Village offers a variety of activities; please contact the hotels directly for more information and costs associated with these activities.

Registration takes place at the Delta Lodge at Kananaskis, Conference Centre, Tuesday, May 16, 11:30 am to 5:30 pm

This year each delegate has the choice of receiving a binder or an electronic package.

CHOOSE ONE:

Binder Or Electronic Package

SLGM REGISTRATION FORM

(Photocopy if you require additional registration forms.)

LAST NAME _____

FIRST NAME _____

MIDDLE NAME _____

ORGANIZATION _____

POSITION _____

ADDRESS _____

CITY _____

PROVINCE _____ POSTAL CODE _____

AREA CODE _____ PHONE (BUS) _____

AREA CODE _____ PHONE (CELL) _____

AREA CODE _____ PHONE (RES) _____

EMAIL _____

MAKE CHEQUE PAYABLE TO:

The Society of Local Government Managers of Alberta
Box 308, 4629-54 Avenue, Bruderheim, AB T0B 0S0

SESSIONS/EVENTS SELECTION

Please indicate the sessions/events you plan to attend

SLGM /LGL Forum Performance Leadership:
Getting off to a Good Start (May 15-17, 2017 / 3 day program)

Mountain Refresher Tuesday, Day 1, May 16th

Teamwork and Leadership in Times of Change (1/2 day afternoon)
 Welcome Reception (7:30 to 10:00 pm) Not attending

Mountain Refresher Wednesday, Day 2 May 17th

A Look in The Mirror: Do you Like What You See? (1/2 day morning)
 Let's Get Stronger (1/2 day morning)
 Returning Officer Training (full day)
 R & R: Revisiting & Reinventing the Basics of Municipal Management – So Many Hats and Only One Head: Life as a CAO (1/2 day morning)
 Keeping Coordinates on True North (1/2 day afternoon)
 Using Leadership Strength Effectively (1/2 day afternoon)
 R & R: Revisiting & Reinventing the Basics of Municipal Management – Getting Along – Its' Easy! (1/2 day afternoon)

Mountain Refresher Thursday, Day 3 May 18th

AGM Breakfast (SLGM members only) (7:30 am to 8:45 am)
 Legal Stream I – Points of Contention: Public Involvement in Municipal Governance and the Enforcement of Municipal Law (1/2 day morning)
 Leaders as Teachers (1/2 day morning)
 HR Stream-The Harmful Effects of Bullying in the Workplace (1/2 day morning)
 Thriving During Organizational Change (1/2 day morning)
 Legal Stream II – Current Issues in Planning and Development and Development Law (1/2 day afternoon)
 Leaders as Teachers (1/2 day afternoon)
 HR Stream-Recruitment, Retention & Succession (1/2 day afternoon)
 Thriving During Organizational Change (1/2 day afternoon)
 Awards Banquet (6:30pm to 10:00 pm) Not attending

PLEASE CHECK OFF WHAT YOU ARE REGISTERING FOR:

Mountain Refresher Workshop 2 1/2 day (before March 1) \$549 _____
 Mountain Refresher Workshop 2 1/2 day (after March 1) \$599 _____
 SLGM LGL 3 day Forum (before March 1) \$850 _____
 SLGM LGL 3 day Forum (after March 1) \$900 _____
 SLGM/ LGL Forum Option only, Thursday, May 18 \$175 _____
 Additional Awards Banquet Tickets # _____ tickets @ \$40 ea _____

* GST #866900905 RT0001 (GST included).

TOTAL

MOUNTAIN REFRESHER

Municipal Administration Leadership Workshop

Kananaskis Village, Alberta
May 15 – 19, 2017

Are you a municipal administrator, departmental manager or government employee looking for a professional educational experience which provides practical skills for dealing with contemporary issues?

Then consider attending this year's Mountain Refresher, in breath-taking Kananaskis...

This event draws senior and junior-level administrators from urban and rural, large and small jurisdictions who value an opportunity to learn from each other as well as from experts in the field.

REGISTER NOW!

All registrations received before March 1 will be eligible for the Early Bird Draw on March 1, 2017.

Early Bird Draw: Three nights accommodation at the Delta Mount Kidd Manor at Kananaskis during the workshop.

Keep up-to-date with the Municipal Administration Leadership Workshop as it unfolds by checking our website: www.clgm.net

The Society of Local Government Managers of Alberta
P.O. Box 308, 4629-54 Avenue | Bruderheim, AB T0B 0S0 | Phone: 780-796-3836

MOUNTAIN REFRESHER

DAY 1

Tuesday, May 16

- Teamwork and Leadership in Times of Change (1/2 day session, pm)

DAY 2

Wednesday, May 17

- A Look In the Mirror: Do You Like What You See (1/2 day session, am)
- Let's Get Stronger (1/2 day session, am)
- Returning Officer Training (1 full day session)
- R & R: Revisiting & Reinventing the Basics of Municipal Management – "So Many Hats and Only One Head: Life as a CAO" (1/2 day session, am)
- Using Leadership Strength Effectively (1/2 day session, pm)
- Keeping the Coordinates on True North (1/2 day session, pm)
- R & R: Revisiting & Reinventing the Basics of Municipal Management – "Getting Along – It's Easy!" (1/2 day session, pm)

DAY 3

Thursday, May 20

- Legal Stream I – "Points of Contention: Public Involvement in Municipal Governance and the Enforcement of Municipal Law" (1/2 day session, am)
- HR Stream – "The Harmful Effects of Bullying in the Workplace" (1/2 day session, am)
- Thriving During Organizational Change (1/2 day session, repeated)
- Leaders as Teachers (1/2 day session repeated)
- Legal Stream II – Current Issues in Planning and Development and Development Law (1/2 day session, pm)
- HR Stream – "Recruitment, Retention & Succession" (1/2 day session, pm)

Teamwork and Leadership in Times of Change

Begins: Tuesday, May 16, 1:30 pm
Ends: Tuesday, May 16, 4:30 pm
Presenter: Adam Kreek, Gold Medal Olympic Rower

Adam has built a global leadership consultancy that aims to inspire, educate and entertain.

Adam is passionate about human development and brings a high level of motivational energy into all that he does. He believes in using positive realism to create more powerful people who pull together.

Let's Get Stronger

Begins: Wednesday, May 17, 9:00 am
Ends: Wednesday, May 17, 12:00 pm
Presenter: Adam Kreek, Gold Medal Olympic Rower

If you do not develop, you will not advance. If you do not grow, you will be left behind. In this workshop we will work on your ability to generate authentic influence that creates value. We will make you stronger.

We will reflect upon your past successes and past failures to pull out patterns. This workshop is about you. How can we build upon your strengths to become a more powerful leader?

A Look In the Mirror: Do You Like What You See?

Begins: Wednesday, May 17 9:00 am
Ends: Wednesday, May 17 12:00 pm

Presenter: Leroy Sloan, PhD

Numerous organizations exist from year to year without evaluating the effectiveness of their most important resource, namely their people. In fact, some research suggests organizations commonly use a small fraction of their human capital. If assessments of individuals can increase accountability, improve productivity, and result in more value for money, what is the payoff for organizational assessments or assessments of portions of organizations? There is magic in looking in the mirror. Engaging in organized abandonment means getting rid of waste. Tools for moving from good to great have been identified. You don't have to be sick to want to get better. It is a sign of health. What are your dashboard metrics and how can they ensure your organization does not attempt to run on an empty tank of gas?

Returning Officer Training

Begins: Wednesday, May 17, 9:00 am
Ends: Wednesday, May 17, 4:30 pm

Presenter: TBA

The election process will be reviewed from start to finish, in accordance with the Local Authorities Election Act (LAEA), so that you are fully prepared to properly conduct a local election with your municipality.

Learn about the procedural, management and legal perspectives of conducting a Local Authority Election. You will be provided with a copy of the LAEA, the Election Handbook and a complete set of election forms

R&R: Revisiting & Reinventing the Basics of Municipal Administration /Management – "So Many Hats and Only One Head: Life as a CAO"

Begins: Wednesday, May 17, 9:00 am
Ends: Wednesday, May 17, 12:00 noon

Presenter: Angela Bilski, Desiree Kuori and Debbie McCann – Municipal Affairs

How many different hats does a Chief Administrative Officer (CAO) need to wear while performing this critical function within a municipality? How can one person wear all of them successfully? This interactive session will focus on how the Municipal Government Act (MGA) and other provincial legislation set out the mandated duties and

responsibilities of a CAO's multifaceted role. Participants will have the opportunity to discuss their everyday challenges and identify some of the pitfalls commonly experienced by new and seasoned administrators alike. The session will also explore the best strategies, tips, and tactics to use when encountering difficult situations and make new CAOs aware of the many resources and supports that can help them wear their many hats effectively.

Using Leadership Strength Effectively

Begins: Wednesday, May 17, 1:30 pm
Ends: Wednesday, May 17, 4:30 pm

Presenter: Adam Kreek, Gold Medal Olympic Rower

If you do not know where you are going, you will be taken somewhere you do not want to go. We build on our reflections in Leadership I to build a powerful plan of action.

You want to have more influence? First, you must understand what you can control. We focus on what you can control to create a powerful action plan for your return to work and life.

Keeping the Coordinates on True North

Begins: Wednesday, May 17, 1:30 pm
Ends: Wednesday, May 17, 4:30 pm

Presenter: Leroy Sloan, PhD

Councils get elected and typically experience some kind of orientation. They can be directed toward the administration sandbox or the governance sandbox. Our first year in any endeavor sets a trajectory which is hard to alter at a later date. Focusing on administrative functions may be easy to do because we love our jobs and what we do. That is not the work of the Council. What kind of orientation will best set the stage for the council doing governance work, and what tools can assist in ensuring administration works in a complementary yet discrete manner from that of the council and vice versa?

R&R: Revisiting & Reinventing the Basics of Municipal Administration/Management – "Getting Along-It's Easy"

Begins: Wednesday, May 17, 1:30 pm
Ends: Wednesday, May 17, 4:30 pm

Presenters: Michael Scheidl, Municipal Affairs
Intermunicipal collaboration has become a major priority for the provincial government and municipalities. How can you as a CAO help your municipality work with neighbouring municipalities to collaborate better on intermunicipal planning and regional services? This workshop will look at challenges, processes, skills and resources that can help facilitate these discussions. Learn from seasoned veterans and experts in the field of intermunicipal collaboration on how to build a long-lasting relationship, and sustainable protocols. This interactive session will focus on proven practices, processes and group dialogue to make working together with your municipal neighbour easy.

Legal Stream I: Points of Contention: Public Involvement in Municipal Governance and the Enforcement of Municipal Law

Begins: Thursday, May 18, 9:00 am
Ends: Thursday, May 18, 12:00 pm

Presenter: Kelsey Becker Brookes, Dian Young & Sean Ward, RMRP LLP

Municipalities are sometimes described as the "first point of contact" with the public. This presentation will explore the options set out in the Municipal Government Act for public involvement in municipal governance and issues with which may arise when a municipal council is dealing with controversial or complex policy decisions. Topics will include petitions, public hearings, and managing public participation in council meetings. The presenters will also discuss the implementation of council's policy decisions and the issues which arise when individuals do not comply with municipal laws. Topics will include the processes and mechanisms for enforcing municipal bylaws, and best practices for effective enforcement.

HR Stream: The Harmful Effects of Bullying in the Workplace

Begins: Thursday, May 18, 9:00 am
Ends: Thursday, May 18, 12:00 pm

Presenter: Jeff Nixon, Davies Park

When we think of bullying, our minds often revert to our childhood. The topic can resurrect a painful memory of physical harm or, even more hurtful, an untrue rumor started as our expense. We might even experience a sense of guilt over our very own immature adolescent words and actions. Today, social marketing campaigns continue to heighten awareness of the effects of bullying on our children at school and at play, and bring to light the ever growing threat and impact of bullying online. Unfortunately, bullying does not stop when we grow up.

This working session will address the topic of harmful behaviour in the workplace including physical abuse, verbal abuse, discrimination, sexual harassment as well as how to recognize and counter the psychological impact of bullying. We will also discuss and outline strategies and tactics to take an actionable approach to bully prevention and to restore our workplaces back to healthy and positive working environments.

Leaders as Teachers

Begins: Thursday, May 18, 9:00 am or 1:30 pm
Ends: Thursday, May 18, 12:00 pm or 4:30 pm

Class Limit: 25 students per session

Presenter: Jack Novack, Dalhousie University
Effective municipal administrators are also effective teachers. This may not be apparent at first sight, but whenever you convey information to the public, develop an orientation session for new councillors, direct the activities of an employee, work as a member of a team or provide advice to council, you are teaching. To be an effective teacher, it is important to understand the various ways in which others learn so that you can present the information in a way that is most likely to be understood by the greatest number of people. To acquire this skill, you must first understand your own learning style and

how it may be similar to or different from the ways in which others learn. In this interactive workshop, you will be guided through structured experiences that will help you to understand your personal learning style and how to think about the best way to present information for others.

Thriving During Organizational Change

Begins: Thursday, May 18, 9:00 am or 1:30 pm

Ends: Thursday, May 18, 12:00 pm or 4:30 pm

Presenter: Marvin Washington, PhD.

Jack Welch once said, "If the rate of change on the outside exceeds the rate of change on the inside, the end is near". Many view this as a call to survive periods of change. In this session, I will outline successful approaches that will help you to not only survive periods of change, but to thrive!

To discuss how you can thrive during times of change, we will explore how our current model of work is designed for periods of stability and not periods of change. I then use examples from a variety of organizations, current research, as well as examples from movies to not only provide lessons about thriving during change but to also make our time together fun and engaging!

Legal Stream II: Current Issues in Planning and Development and Development Law

Begins: Thursday, May 18, 1:30 pm
Ends: Thursday, May 18, 4:30 pm

Presenter: Kelsey Becker Brookes, Dian Young & Sean Ward, RMRP LLP

This presentation will explore current and emerging topics in planning and development law. Topics will include: providing effective notice and the determination of appeal periods; the scope of Subdivision and Development Appeal Boards' authority; and municipal liability for decisions in the planning and development context. The presenters will also discuss some of the challenges inherent in dealing with developments without permits, including finding the right use class, redistricting and legal non-conforming uses.

HR Stream: Recruitment, Retention and Succession

Begins: Thursday, May 18 – 1:30 pm
Ends: Thursday, May 18 – 4:30 pm

Presenter: Mike Kerr, Davies Park

The afternoon session on May 18th will include a facilitated discussion / working session to discuss the importance developing a strategy and executing a process to recruit highly qualified individuals to a municipality while having an emphasis on retention and succession planning to ensure the on-going management sustainability for a community's future. Through a presentation, a facilitated exercise and group discussion, Mike will help those participating in the session understand the importance of looking forward to help ensure the municipal organizational structure meets the needs of its citizens. The sessions will be designed for participants to ask questions and to be engaged in a group setting to test their ideas and challenge the ideas of others.

FOURTEENTH ANNUAL ALBERTA LOCAL GOVERNMENT LEADERSHIP FORUM

Hosted by the Society of Local Government Managers and Local Government Leadership (LGL) Institute for civic leaders throughout Canada

GETTING OFF TO A GOOD START: Post-Election Readiness

Dates: Monday, May 15th to Wednesday, May 17th, 2017
Instructor: Gordon McIntosh CLGM, PhD - President of the Local Government Leadership Institute

Political/administrative alignment is critical after an election. Organizational success is dependent on focused council and staff energy on complex community opportunities and challenges. It is therefore incumbent on local government managers to get off to a good start in the post-election orientation program by:

- Ensuring a shared strategic vision and priorities within and with Council
- Clarifying roles and responsibilities for key local government activities
- Determining the process for effective decision and policy making
- Creating shared values and expectations to guide behaviours
- Developing tools and strategies to achieve organizational excellence

Integrate contemporary leadership skills with 'real life' political/administrative situations in

partnership with colleagues. You will leave this session with techniques, a tool kit, guidelines and ideas to make an immediate leadership difference in your organization:

- Orientation checklist to prepare post-elections efforts
- Responsibilities matrix to guide elected officials and staff
- Local government framework to guide processes and systems
- Good government checklist to enhance organizational excellence
- Decision making model to diagnose policy choice processes
- Strategic thinking chart to ensure practical directions and priorities

Join colleagues for a highly interactive opportunity to enhance strategic thinking, process facilitation, political savvy and solution seeking skills and abilities.

The Annual Local Government Leadership Forum is offered by the Local Government Leadership (LGL) Institute and Society of Local Government Managers of Alberta. The session will be facilitated by Dr. Gordon McIntosh, CLGM – President, Local Government Leadership Institute who has delivered over 1,300 sessions for 140,000 civic officials throughout Canada and overseas.

SPECIAL EVENTS

TEAMWORK AND LEADERSHIP IN TIMES OF CHANGE

Adam Kreek is an expert in high performance. An Olympic gold-medal winning rower who was named Athlete of the Year in 2010, Adam seeks to help organizations build stronger teams, create and manage success while overcoming failure, and develop the necessary capacity to effectively deal with change. His warm and energetic presentations combine impactful stories drawn from his thirteen years as an elite athlete with opportunities for authentic audience participation. The result is memorable learning and a renewed passion for personal growth and team betterment.

WELCOME RECEPTION

Tuesday, May 16th
7:00 pm to 10:00 pm
Convention Center,
Delta Lodge at
Kananaskis

AWARDS BANQUET

LAUGHTER IS THE BEST MEDICINE...

Thursday, May 18th,
6:30 pm to 10:00 pm
Entertainment will be provided at the Awards Banquet; you will laugh!
Join us for some good clean fun and great laughs.