

# 2025 Awards

## Dedicated Chief Administrative Officer



**CLGM** | **SLGM**  
Certified Local Government Manager | Society of Local Government Managers of Alberta

 **Alberta  
Municipalities**  
Strength  
In Members

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

Completed nominations are to be submitted to the Society of Local Government Managers by June 27, 2025.

E-mail:  
[linda.davies@shaw.ca](mailto:linda.davies@shaw.ca)

Mail:  
Society of Local Government Managers  
P.O. Box 308 4629-54 Ave.  
Bruderheim, AB T0B 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 an Alberta 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 recommendation will be forwarded to the Alberta Municipalities Board of Directors for final acceptance, prior to the annual ABmunis Convention. Following board approval, the recipient will be notified of their selection and the Alberta Municipalities will post all the successful applicants on the Alberta Municipalities website prior to the annual ABmunis Convention

## Number of Awards

One Dedicated Chief Administrative Officer Award annually.

## Type of Award

The Dedicated Chief Administrative Officer Award will include a \$2,000 cheque 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 2025.

## 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 \_\_\_\_\_, 2025.  
Month, Day

Professional Development:

Signed: \_\_\_\_\_

Name: \_\_\_\_\_  
Printed

Position held: \_\_\_\_\_

# Dedicated CAO Nomination

## Checklist:

I have completed the nomination form and 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](mailto:linda.davies@shaw.ca)

Mail: Society of Local Government Managers P.O. Box 308 4629-54 Ave. Bruderheim, AB T0B 0S0

Deadline: June 27, 2025 *No late admissions accepted*

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