

# MOUNTAIN Refresher

## Day 1

Tuesday, May 14

- The Leadership Legacy (1/2 day session, pm)

## Day 2

Wednesday, May 15

- Ethical Leadership Is Not For Wimps (1/2 day session repeated)
- HR Stream: Recruiting for Retention (1/2 day session, am)
- R & R: Revisiting & Reinventing the Basics of Municipal Management – Financial Management (1/2 day session, am)

- HR Stream: Retaining and Re-Training Existing Employees for Long-Term Employment (1/2 day session, pm)
- R & R: Revisiting & Reinventing the Basics of Municipal Management – Working With Council (1/2 day session, pm)

## Day 3

Thursday, May 16

- Returning Officer Training (1 full day session)
- Legal Stream I – Doin' it Right (1/2 day session, am)
- Leadership and the Art of Delay (1/2 day session, am)
- Walking the Tight Wire: Stress Management from the Inside Out (1/2 day session repeated)
- Legal Stream II – Growing Pains (1/2 day session, pm)
- Once Upon a Time, There Was a Leader (1/2 day session, pm)

### **The Leadership Legacy: The Future of Local Government Leadership**

Begins: Tuesday, May 14 – 1:30 pm

Ends: Tuesday, May 14 – 4:30 pm

**Presenter:** Gordon McIntosh CLGM, PhD – President of the Local Government Leadership Institute

Wishing Council had clear expectations of the CAO? Looking for tools to develop leadership capacity in your organization? Join your colleagues for a very important discussion about the future of local government leadership in Alberta. The contemporary community context and senior staff attrition necessitates rethinking of competencies required for successful civic administration. We will use a local government leadership model to identify critical leadership characteristics for future managers and Chief Administrative Officers. The session will produce the following for continuing access on the SLGM website:

- 10 trends affecting local government leadership
- Career path chart for staff aspiring to become managers in local government
- Leadership profiles for CAO's to guide the development of managers
- CAO profile to assist Council's in hiring CAO's
- 10 critical competencies for professional development efforts of SLGM

This timely session will be facilitated by Dr. Gordon McIntosh (CLGM) with over 35 years of experience in local government and has conducted over

950 sessions for over 120,000 civic officials throughout Canada and overseas.

### **Ethical Leadership Is Not For Wimps**

Begins: Wednesday, May 15 – 9:00 am or 1:30 pm

Ends: Wednesday, May 15 – 12:00 noon or 4:30 pm

**Presenter:** Leroy Sloan, PhD

Do the all too common media reports about corruption, kickbacks, entitlement, and padded expense claims make you long for more ethical leadership? Any movement in this direction will require powerful, courageous, steadfast, transformational leadership. Being consistently ethical is a challenge for those in positions of authority. Leading in a manner which creates an environment conducive to ethical behavior is even more challenging. In this session Dr. Sloan will examine what ethical leadership involves, and how it can be fostered. Since it is preferable to light a candle than curse the darkness, he will also recommend some practical tools an ethical leader can employ to build and maintain a strong ethical culture.

### **HR Stream: Recruiting for Retention**

Begins: Wednesday, May 15 – 9:00 am

Ends: Wednesday, May 15 – 12:00 noon

**Presenter:** Mike Kerr, Davies Park

A focus on recruitment and retention of staff is essential for today's businesses especially in the Municipal Sector. Organizations are aware that competitiveness is devised from talent and it follows that recruitment and retention are not just human resource issues but an

important part of business strategy. Human capital management now sits alongside business strategy so organizations can be certain they have the right people, in the right place at the right time, doing the right thing. Retention is critical for all businesses; if you shore up your existing workforce, ensure they understand your employer brand and develop their potential, then recruitment becomes easier. Existing employees are an organization's best advocates and can be a cost-effective way of introducing new talent into the organization. To learn more about these concepts and their impact on your recruiting strategies, you won't want to miss this plenary session.

### **R&R: Revisiting & Reinventing the Basics of Municipal Administration/Management – Finance 101**

Begins: Wednesday, May 15 – 9:00 am

Ends: Wednesday, May 15 – 12:00 noon

**Presenter:** Christina Parkins, Aleks Nelson

This session is designed for the non-financial person and will provide insight into the mystery of the financial legislative requirements of the Municipal Government Act. The presenters will demystify the operating and capital budget process and cycle. You will learn how, when and why a municipality borrows and what legislative requirements must be followed. And, you will be provided with a quick and simple way to read and understand financial statements a skill that can be applied in many other circumstances.

### **HR Stream: Retaining and Re-Training Existing Employees for Long-Term Employment**

Begins: Wednesday, May 15 – 1:30 pm

Ends: Wednesday, May 15 – 4:30 pm

**Presenter:** Rick Vogel, Davies Park

This course will be composed of two sections. First, we will examine the benefits of retaining the "right" people in your organization. How do you identify, develop and keep your "A" team? Do you even know what your "A" team looks like? Why is this so important to you and your organization? Second, we will discuss what it takes to retain the best people in your organization (Hint: It may not always be about compensation).

### **R & R: Revisiting & Reinventing the Basics of Municipal Management – Working with Council**

Begins: Wednesday, May 15 – 1:30 pm

Ends: Wednesday, May 15 – 4:30 pm

**Presenter:** Desiree Khouri

Does the thought of the 2013 elections cause you to panic? The primary focus of this session will be on the role of administration as it relates to the role of council. You will discuss

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seful tools to help new and seasoned councillors understand their role as elected officials. This session will also include how to develop an orientation session for new and seasoned councillors, and explore the council/administration role separation issues that sometimes arise.

#### **Returning Officer Training**

Begins: Thursday, May 16 – 9:00 am

Ends: Thursday, May 16 – 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.

#### **Legal Stream I – Doin' It Right "Municipal Enforcement"**

Begins: Thursday, May 16 – 9:00 am

Ends: Thursday, May 16 – 12:00 noon

**Presenter:** Bill Barclay and Daina Young, Reynolds, Mirth, Richards & Farmer LLP

In this session the lawyers of Reynolds, Mirth, Richards & Farmer LLP will discuss a number of municipal enforcement topics. Those topics will include not only prosecutions and civil enforcement through Stop Orders, but will also address issues related to the Safety Codes Act, including enforcement, the pros and cons of accreditation, and liability issues. The use of Peace Officers and Bylaw Enforcement Officers and how municipalities can most efficiently utilize their resources in regard to enforcement issues will also be discussed.

#### **Leadership and the Art of Delay**

Begins: Thursday, May 16 – 9:00 am

Ends: Thursday, May 16 – 12:00 noon

**Presenter:** Klay Dyer, PhD

In a business world in which speed, in all its forms, seems to rule (faster technology, faster decisions), this session will provide a much needed moment to reflect upon the Art of Delay as a leadership strategy. Built on the collective wisdom of comedians, chess players, and chefs from around the world, this hands-on (or should it be hands-off) multi-media workshop will provide not only key strategies for incorporating the leaderfull pause into your repertoire, but will prove an engaging justification for slow thinking, afternoon naps, strategic delay as instrumental for moving your organization forward.

#### **Walking the Tight Wire: Stress Management from the Inside Out**

Begins: Thursday, May 16 – 9:00 am  
or 1:30 pm

Ends: Thursday, May 16 – 12:00 noon  
or 4:30 pm

**Presenter:** Denise Burrell, the Performance Group

Today the question isn't are you stressed but how stressed out are you? This workshop will move you beyond merely coping and managing stress in the challenging context of today's municipal government. Taking an inside out approach, you'll learn to reframe the events that cause stress into opportunities to thrive. As a part of this engaging, interactive workshop you will:

- assess your current state on the stress-o-meter to discover whether you're in the zone or on your way to burn out,
- identify what happens to your mental and physical health when under stress, and
- develop your own stress-busters and thrive plan using the top ten stress reduction techniques.

#### **Legal Stream II – "Growing Pains" Legal Aspects of Growth & Development**

Begins: Thursday, May 16 – 1:30 pm

Ends: Thursday, May 16 – 4:30 pm

**Presenter:** Bill Barclay and Daina Young, Reynolds, Mirth, Richards & Farmer LLP

In this session the lawyers from Reynolds, Mirth, Richards & Farmer LLP will discuss some of the legal- and not so legal – aspects of growth and development. Topics that will be addressed include Regionalization, Annexation, Amalgamation, Dissolution, Development Agreements and Off-Site Levies. These topics will be discussed both in terms of general policy, and in terms of the detailed processes and procedures which are applicable to them.

#### **Once Upon a Time, There Was a Leader**

Begins: Thursday, May 16 – 1:30 pm

Ends: Thursday, May 16 – 4:30 pm

**Presenter:** Klay Dyer, PhD

And this leader knew the power of a good old-fashioned story in sharing ideas, influencing people, and developing a strong culture within the organization. Building of examples from such successful organizations as Microsoft, Motorola, and NASA, this interactive session will prove an engaging "How-To" session that explores various key strategies for delivering organizational messages in a clear and engaging fashion. As Robert McAfee Brown notes, "Storytelling is the most powerful way to put ideas into the world," and as this session will underscore, it is one of the most powerful tools available to leaders of today.

## Special Events

### "The Leadership Legacy?"

### The Future of Local Government Leadership

#### Keynote:

**Dr. Gordon McIntosh, CLGM**

Do you want to have an impact and help shape the future of local government? Join an interactive session to shape the future of local government management by identifying critical leadership characteristics to produce:

- Career path chart for aspiring managers and HR specialists
- Leadership profiles for CAO's to coach managerial development
- CAO profile to assist Council's in hiring and evaluating CAO's
- Targeted areas for SLGM professional development efforts

## Tenth Annual Alberta Local Government Leadership Conference

*Hosted by the Society of Local Government Managers and Local Government Institute for civic leaders throughout Canada*

## FACILITATING: Group Excellence Problem Solving & Strategy

**Monday, May 13th to Wednesday, May 15th, 2013**

#### Group Excellence

**Instructor:** Gordon McIntosh CLGM, PhD - President of the Local Government Leadership Institute

The Local Government Facilitator Program is offered by the Local Government Leadership (LGL) Institute and Society of Local Government Managers of Alberta 'to help civic executives make a leadership difference in local government'. It is for experienced community leaders who wish to facilitate team excellence, guide group problem solving, and implement strategic processes. The program competencies focus on the requirements of administrative leaders from local, regional,

## Welcome Reception

**Tuesday, May 14th  
7:00 pm to 11:00 pm  
Convention Centre  
Delta Lodge**

## Awards

## On The Lighter

**Thursday, May 16th  
6:30 pm to 10:00 pm**

Trent McClellan is a comedian. He is current coast in clubs and week in and week out. Described as talented, Trent likes to bring to the stage that y

Métis and First Nations groups have overwhelming indicated that they need a leadership advancement program, 'real life' experiential implementation tools. Program participants will have a 'time' session during the Administration Leadership conference participants enhance the future of local government in Alberta. To register for the conference, use the registration form on the back of this brochure or go to Website.