

REGISTRATION DETAILS

Fees

REFRESHER WORKSHOP

\$499 GST in (paid before March 7, 2014)

\$549 GST in (paid after March 7, 2014)

SLGM/LGL FORUM

\$800 GST included (paid before March 7, 2014)

\$850 GST included (paid after March 7, 2012)

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 24, 2014. A \$75 cancellation fee will be withheld.

Accommodations

Delta Mount Kidd Manor
at Kananaskis

and

Delta Lodge at
Kananaskis

Ph. 1-866-432-4322 \$169 plus applicable tax

Quote Conference Booking # SO 0507_001

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 13 – 11:30 am to 5:30 pm

Municipal Administration Leadership Workshop

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.

Kananaskis Village • Alberta
May 13 – 16, 2014
Register Early

All registrations received before March 8
will be eligible for the Early Bird Draw on March 7, 2014

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

The Society of Local
Government Managers
of Alberta

P.O. Box 308, 4629-54 Avenue
Bruderheim, AB T0B 0S0
Phone: 780-796-3836

Our website:

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

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 (RES)

AREA CODE

PHONE (BUS)

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 "Seeking Council/Staff Alignment" (3 day program) May 12-14, 2014

Mountain Refresher Tuesday, Day 1 – May 13th

- ☐ Leadership Legacy Part 2 (1/2 day afternoon)
☐ Welcome Reception (7:30 to 10:00 pm) ☐ Not attending

Mountain Refresher Wednesday, Day 2 – May 14th

- ☐ Ethics in Action (1/2 day morning)
☐ Trust and Leadership (1/2 day morning)
☐ R & R: Revisiting & Reinventing the Basics of Municipal Management – Working With Your Municipal Neighbour (1/2 day morning)
☐ Ethics in Action (1/2 day afternoon)
☐ Leadership at the Movies: Volume 2 (1/2 day afternoon)
☐ R & R: Revisiting & Reinventing the Basics of Municipal Management – Tax Recovery 101 (1/2 day afternoon)

Mountain Refresher Thursday, Day 3 – May 15th

- ☐ AGM Breakfast (SLGM members only) (7:30 am to 8:45 am)
☐ Legal Stream I – Come Together Right Now – sustainability in Trying Times (1/2 day morning)
☐ HR Stream: Succession Planning (1/2 day morning)
☐ Social Media: Why Your Municipality Needs an Effective Digital Media Strategy (1/2 day morning)
☐ Legal Stream II – "Don't Tell Anyone – It's Protected Under FOIP": Balancing Confidentiality and Transparency (1/2 day afternoon)
☐ Social Media: Why Your Municipality Needs an Effective Digital Media Strategy (1/2 day afternoon)
☐ Responding With Confidence: Working with the News Media to Get Your Message Out (1/2 day afternoon)
☐ Awards Banquet (6:30 pm to 10:00 pm) ☐ Not attending

PLEASE CHECK OFF WHAT YOU ARE REGISTERING FOR:

- ☐ Mountain Refresher Workshop 2 1/2 day (before March 7) \$499 _____
☐ Mountain Refresher Workshop 2 1/2 day (after March 7) \$549 _____
☐ SLGM LGL 3 day Forum (before March 7) \$800 _____
☐ SLGM LGL 3 day Forum (after March 7) \$850 _____
☐ SLGM/ LGL Forum Option only, Thursday, May 15 \$150 _____
☐ Additional Awards Banquet Tickets # _____ tickets @ \$40 ea _____

* GST #866900905 RT0001 (GST included).

TOTAL

MOUNTAIN
Refresher



Day 1

Tuesday, May 13

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

The Leadership Legacy Part 2 of 2: Mentoring Others

Begins: Tuesday, May 13 – 1:30 pm
Ends: Tuesday, May 13 – 4:30 pm
Presenter: Gordon McIntosh CLGM, PhD - President of the Local Government Leadership Institute

Looking for tools and techniques to help your staff develop their potential? Following the 2013 Conference session, the Society of Local Government Managers' Board have engaged civic personnel throughout Alberta in the creation of leader profiles for supervisors, managers and chief administrative officers in local government. The Local Government Leaders Profile series will be launched at this session to provide core competencies, expectations and training options for:

- Enhancing employee performance evaluations
- Guiding self and staff professional development
- Developing in-service training efforts

This interactive session will provide hands on experience to:

- Work through a step-by-step process using the profile
- Practice mentoring skills – feedback and powerful questions
- Use practical tools for the workplace

You will leave this session with practical tools, techniques and experiences to make an immediate leadership difference in your organization.

Trust and Leadership

Begins: Wednesday, May 14 – 9:00 am
Ends: Wednesday, May 14 – 12:00 noon
Presenter: Klay Dyer, PhD

Too often overlooked in today's hectic and efficiency-driven world, trust remains a key element of the effective leadership and management of any team. In this multi-media, interactive workshop, you will learn about the eight key drivers of trust within an organization as well as some very practical strategies for building and sustaining trust in these challenging times and in this rapidly changing world.

Day 2

Wednesday, May 14

- Ethics in Action (1/2 day session repeated)
- Trust and Leadership (1/2 day session, am)
- R & R: Revisiting & Reinventing the Basics of Municipal Management – Working With Your Municipal Neighbour (1/2 day session, am)
- Leadership At the Movies: Volume 2 (1/2 day session, pm)
- R & R: Revisiting & Reinventing the Basics of Municipal Management – Tax Recovery 101

Ethics in Action

Begins: Wednesday, May 14 – 9:00 am or 1:30 pm
Ends: Wednesday, May 14 – 12:00 noon or 4:30 pm

Presenter: Leroy Sloan, PhD

Your system is perfectly designed... to get you the results you are now getting. If you desire different results, what investments in ethics will pay the greatest dividends?

Unethical conduct of elected officials and administrators is not rare and the negative consequences of such conduct are significant such as the destruction of careers, loss of reputation, and public confidence. Frequently ethical politicians and administrators are forced to pay at least a portion of the cost of these consequences. In addition, at times the whistle blower suffers as much or more than the ones who have acted inappropriately. Clearly ethics is everyone's concern and inaction can have a considerable impact on the workplace. Join Dr. Sloan to examine ways to pro-actively build an ethical culture and what to do when standards of behavior or codes of ethics are breached.

R&R: Revisiting & Reinventing the Basics of Municipal Administration/Management – Working With Your Municipal Neighbour

Begins: Wednesday, May 14 – 9:00 am
Ends: Wednesday, May 14 – 12:00 noon
Presenter: Michael Scheidl

This session will equip leaders with tools and skills that will help them work collaboratively on highly conflictual and politically sensitive issues. You will examine the role of chief appointed officials and municipal staff where they are expected or wanting to collaborate with their municipal neighbour/s. The session will provide processes and principles on how to build trust and positive collaborative relationships. You will also get to share and hear from your colleagues on their experiences and strategies for building collaborative arrangements in various politically challenging and sensitive issues.

Day 3

Thursday, May 15

- Legal Stream I – Come Together Right Now – sustainability in trying times (1/2 day session, am)
- HR Stream: (1/2 day session, am)
- Social Media: Why Your Municipality Needs an Effective Digital Media Strategy (1/2 day session repeated)
- Legal Stream II – "Don't Tell Anyone – It's Protected Under FOIP": Balancing Confidentiality and Transparency (1/2 day session, pm)
- Responding With Confidence; Working With the News Media to Get Your Message Out (1/2 day session, pm)

Leadership At the Movies: Volume 2

Begins: Wednesday, May 14 – 1:30 pm
Ends: Wednesday, May 14 – 4:30 pm
Presenter: Klay Dyer, PhD

More leadership lessons, more movie clips. Returning to the very popular format of my earlier workshop "Greed is Good: And Nine Other Leadership Myths," we will explore some of the key leadership lessons to be learned from Brad Pitt, Ashton Kutcher, and Clive Owen, to name but a few. And for those of you wondering: yes, popcorn is included.

R&R: Revisiting & Reinventing the Basics of Municipal Administration/Management – Tax Recovery 101

Begins: Wednesday, May 14 – 1:30 pm
Ends: Wednesday, May 14 – 4:30 pm
Presenter: To Be Advised

This session will provide a brief explanation of the purpose and processes behind Tax Recovery, how to do it and how to meet the legislated requirements.

Legal Stream I – Come Together Right Now – sustainability in trying times

Begins: Thursday, May 15 – 9:00 am
Ends: Thursday, May 15 – 12:00 noon
Presenter: Michael S. Solowan, Brownlee LLP

This legal session will focus on amalgamations and dissolutions under the Municipal Government Act. Applicable process and procedures will be reviewed, including the recent legislative amendments that mandate "viability reviews". Proactive steps to enhance municipal sustainability and strategic alternatives to avoid restructuring will be discussed, along with practical advice on mitigating the impacts of dissolution.

HR Stream: Succession Planning

Begins: Thursday, May 15 – 9:00 am
Ends: Thursday, May 15 – 12:00 noon
Presenter: E. Barry Mitchelson,

A commitment to leadership succession planning is a commitment to ensuring that talented and skillful leaders are available as existing leaders leave organizations for any number of reasons. The best strategy to ensure that talented and skillful leaders are available is for an organization to proactively commit to train, develop and mentor their own staff into skillful and committed leaders.

Barry Mitchelson, through thought provoking dialogue, will present strategies and methods how organizations can best prepare their next generation of leaders.

Social Media: Why Your Municipality Needs an Effective Digital Media Strategy

Begins: Thursday, May 15 – 9:00 am or 1:30 pm
Ends: Thursday, May 15 – 12:00 noon or 4:30 pm

Presenter: Walter Schwabe, fusedlogic inc.

How do you "tell your story" to your citizens? How do you engage them effectively? How do you develop a digital media action plan for your municipality? This promises to be an informative and entertaining session. Since Walter Schwabe's last appearance at the Mountain Refresher in 2011, most municipalities will have taken on at least the basics of social media: a Facebook page, a Twitter account, and maybe a bit of YouTube video production. A "Digital Media Strategy" for a municipality needs to include plans for those channels – and much more. In this fun, easy to understand presentation Walter will provide an update on the fast-changing world of social media and open government and make the case for implementing the "finer points" of engaging with citizens in all manner of available methods. You will leave Walter's session with increased confidence, and understanding of how to develop an effective digital media strategy while having a few laughs along the way.

Legal Stream II – "Don't Tell Anyone – It's Protected Under FOIP": Balancing Confidentiality and Transparency

Begins: Thursday, May 15 – 1:30 pm
Ends: Thursday, May 15 – 4:30 pm
Presenter: Lorne I. Randa, Brownlee LLP

Municipalities have a difficult responsibility to balance the interests of protecting private and confidential information while ensuring accountability and transparency in its government decisions and actions. This balancing act comes particularly into play with the application of the Freedom of Information and Protection of Privacy Act.

This legal workshop will provide a basic overview of the roles and responsibilities as a public body under the FOIP Act, and explore common requests and issues regarding access to municipal information (including development and subdivision applications, development

agreements, business licenses, bylaws, expenditures, and councillor records). In addition, the workshop will provide an update on current case law in this area affecting municipalities and emerging issues such as social media, employee and council confidentiality, surveillance cameras and cloud computing.

Responding With Confidence: Working With the News Media to Get Your Message Out

Begins: Thursday, May 15 – 1:30 pm
Ends: Thursday, May 15 – 4:30 pm
Presenter: Garth Norris and Anne Marie Downey, Downey Norris & Associates Inc.

Increasingly municipal governments are recognizing the need for, and benefits of, positive media relations, particularly in times of crisis, disaster or when dealing with significant issues.

Well managed, proactive media relations programs and effective media interviewing skills help build positive images of organizations in the minds of the public, and gain understanding and support for government initiatives, especially in cases of crisis or emergency.

Yet media interviews are often intimidating for many, making it difficult to effectively communicate information to the public through those interviews.

The Responding with Confidence media training session will help participants better understand the needs and priorities of the news media; know how to better prepare for media interviews through the development of key messages; and provide the practical techniques necessary to effectively and confidently communicate those key messages through the interview process.

Special Events

Leadership Legacy – Part 2

Mentoring Others

Keynote: Dr. Gordon McIntosh – CLGM

Looking for tools and techniques to help your staff develop their potential?

The Local Government Leaders Profile series will be launched at this session to provide core competencies, expectations and training options for:

- Enhancing employee performance evaluations
- Guiding self and staff professional development
- Developing in-service training efforts

Awards Banquet

Thursday, May 15th
6:30 pm to 10:00 pm

The Wardens

Superb musicianship, haunting vocals and chilling tales from three men who spent their careers in the most rugged of all places. The Wardens bring it. True tales from these Men for the Mountains.

Reflecting over 65 years of adventure. The Wardens share original songs and stories about the traditions of Canada's National Park Service from the backcountry of the Canadian Rockies.

WELCOME RECEPTION

Tuesday, May 13
7:00 pm to 10:00 pm
Convention Center,
Delta Lodge at Kananaskis

Eleventh 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

Seeking Council/Staff Alignment

3 day course

Dates: Monday, May 12th to Wednesday, May 14th, 2014

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

County Commissioner returns from vacation to find herself terminated! A Department Head recently hired as Town Manager, finds himself out of favor with elected officials. After the election, administration realizes the honeymoon period is over!

This timely session is designed for current and emerging Chief Administrative Officers and senior managers in regional and local government wishing to:

- Ensure strategic vision and priority alignment with Council
- Develop an effective Mayor or Reeve relationship
- Improve the decision making process
- Enhance elected official confidence in civic operations and services
- Mentor staff for successful Council/staff relations

Integrate contemporary leadership skills with 'real life' political/administrative situations in partnership with colleagues. You will leave this session with techniques, a tool kit and ideas to make an immediate leadership difference in your organization. To register for the Alberta LGL Forum use the registration form on the back of this brochure or go to Website: www.clgm.net

The Annual Local Government Leadership Forum 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'. The session will be facilitated by Dr. Gordon McIntosh (CLGM) – President, Local Government Leadership Institute who has delivered over 1,000 sessions for 130,000 civic officials throughout Canada and overseas.

Endorsed by: Alberta Association of Municipal Districts & Counties, Alberta Urban Municipalities Association, Alberta Rural Municipal Administrators' Association and Local Government Administration Association

H O S T E D B Y T H E S O C I E T Y O F L O C A L G O V E R N M E N T M A N A G E R S O F A L B E R T A