



ANNUAL PRESIDENT'S REPORT

FOR THE YEAR ENDING MARCH 31, 2023



CANADIAN ASSOCIATION OF MUNICIPAL ADMINISTRATORS



WELCOME & CALL TO ORDER

AGENDA

Approval of 2022 Annual General Meeting Minutes.

Presentation of Executive Summary of Annual Report.

Approval of 2022-2023 Audited Financial Statements and Appointment of Auditors for the 2023-2024 Year.

Approval of Report of the Nominating Chair and 2023-2024 Board of Directors.

Adjournment of Annual General Meeting.

MOTION #1: AGM Minutes / Procès-verbal de l'AGA



THAT the minutes of the CAMA Annual General Meeting held on May 31, 2022 using a Zoom Webinar Meeting Platform be approved.

QUE le procès-verbal de l'assemblée générale annuelle de l'ACAM qui s'est tenue le 31 mai 2022 sur la plateforme de webinaires Zoom soit approuvé.

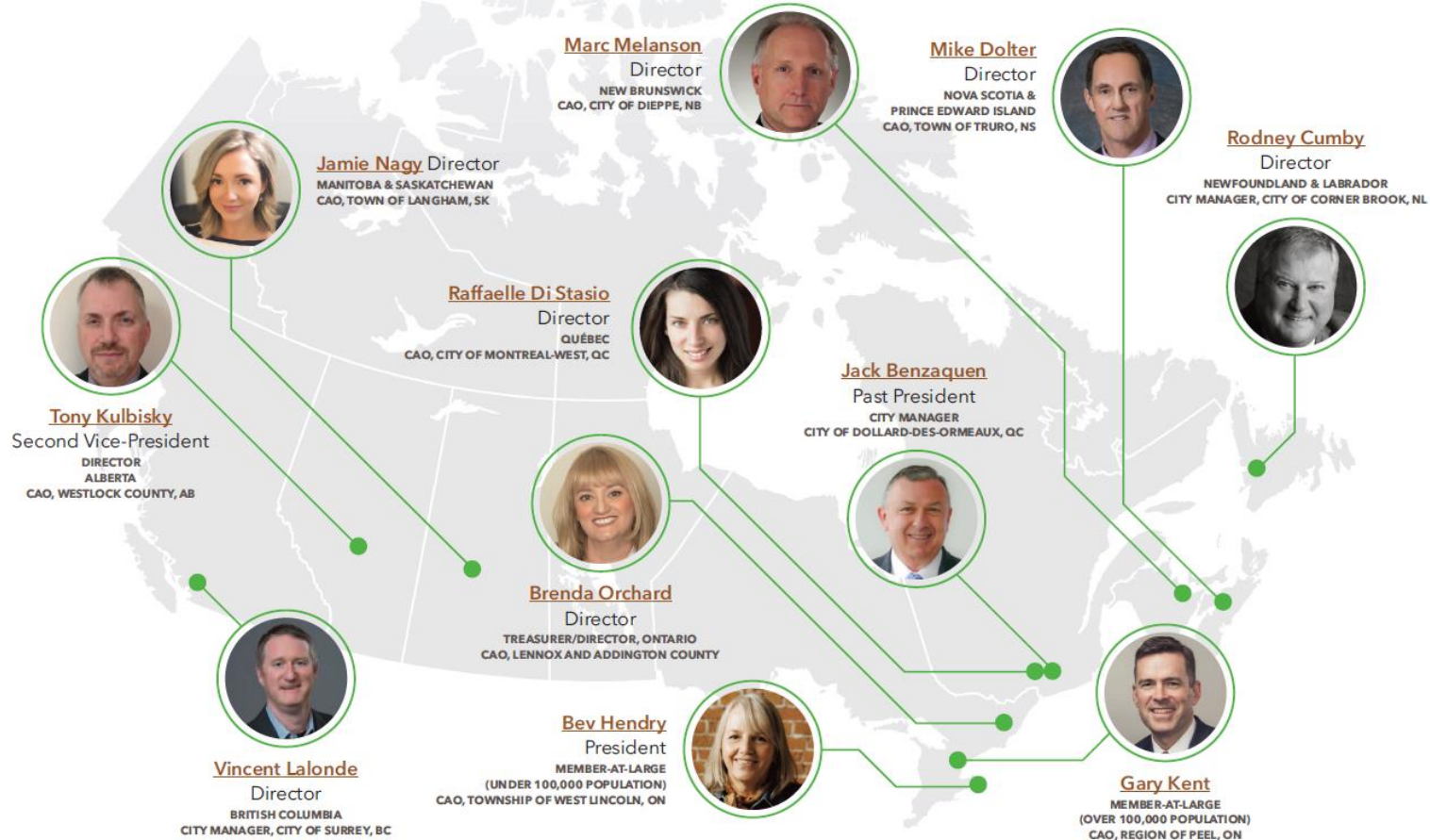


Thank You Cory Bellmore – CAMA Past President

Cory Bellmore was elected President of CAMA during the Annual General Meeting held virtually on May 31, 2022. She is the Association's first-ever First Nations President, and was also the first CAMA Board Representative for the Northwest Territories, Yukon Territory and Nunavut.

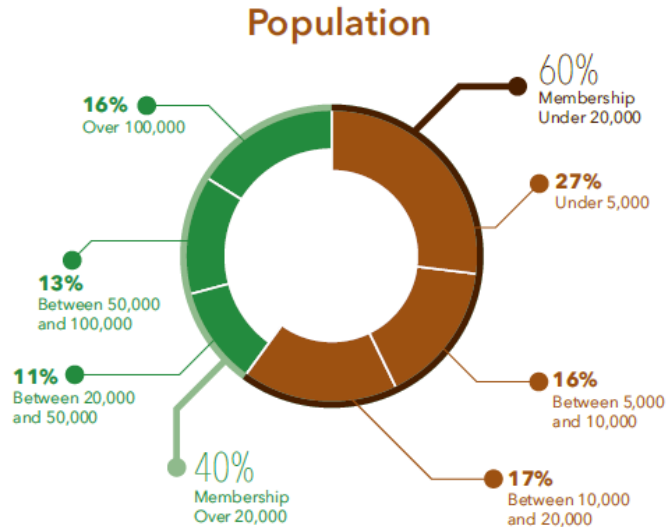
2022-2023 CAMA Board of Directors

The Canadian Association of Municipal Administrators is governed by an 11-member Board of Directors who are elected by the membership along with the Past President. It has been a pleasure working with these dedicated professionals.



Membership

The membership of our Association continues to remain solid with CAMA currently having 700 members from across the country, with sixty percent of our membership being from communities with populations under 20,000.



STRATEGIC PLAN – 2022 - 2027



Membership
Engagement &
Support



Professional
Development



Resilient
Leadership



Strategic
Relationships



A Strong and
Sustainable
Organization

MEMBERSHIP COMMITTEE



Marc Melanson (Chair), Brenda Orchard, Dawn Chaplin, Sean Goin, Noreen Zhang, Troy Fleming, Ann Mitchell

Recruitment and retention of members, outreach to elected officials and input on new member services following a Business Plan.

Launched campaigns in Alberta, Ontario, Nova Scotia and New Brunswick.

Added 123 new members = net increase of 65 members.

HELP GROW OUR MEMBERSHIP – SIGN UP ONE NEW MEMBER



Networking, Peer Interaction & Knowledge Sharing

Who in your organization is ready for leadership development?

What about your neighbouring communities?

New Members Receive 50% off the First Year /
Second and Each Additional Member - \$155.00

HELP GROW OUR MEMBERSHIP

Why Join CAMA? Building Better Communities Together

“I mentor CAO's across the country and I'm always encouraging younger senior leaders to join CAMA for the support system and resources that they provide. They have excellent toolkits on being an effective CAO, political acumen, and how to have a successful performance evaluation with your Council.”



ANN MITCHELL, CAO
CITY MANAGER
CITY OF MEDICINE HAT, AB

50% off first year
camacam.ca/membership

CAMA  ACAM

Why Join CAMA? Building Better Communities Together

“Being a member of CAMA brings a sense of credibility when someone reviews your resume. So, to all young CAO's out there, and to all the Department Heads that want to become a CAO, I would encourage you, if you're not a member of CAMA, to become one today. It can do for you what it did for me.”



BARRY CARROLL, CAO
MUNICIPALITY OF THE DISTRICT
OF GUYSBOROUGH, NS

50% off first year
camacam.ca/membership

CAMA  ACAM

JOB POSTING SERVICE



Members Receive 50% Off - \$250.00/job

CivicJobs.ca, Indeed.ca, workbc.ca, bcjobs.ca

This service is for ANY municipal job – not just your senior management vacancies



**DENISE CORRY
& JULIE STEVENS**

ANNUAL CONFERENCE

Thank you to the Town of Huntsville and Municipal District of Muskoka.

Thank you to Conference Committee members: Mike Dolter (Chair), Marc Melanson, Vincent Lalonde, Jamie Nagy, Rodney Cumby, Raffaele Di Stasio.

Welcome 18 Conference Scholarship Recipients.

Thank you Local Gov Café.

FUTURE CONFERENCES



June 2-5, 2024 – Fairmont Banff Springs, AB

Hotel Room Block Released in September 2023



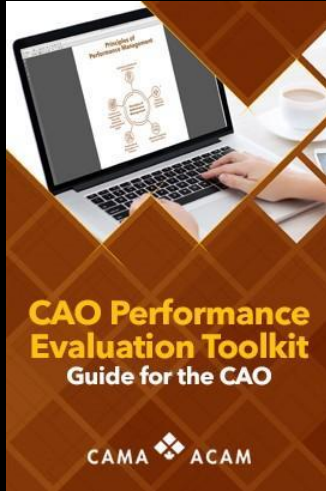
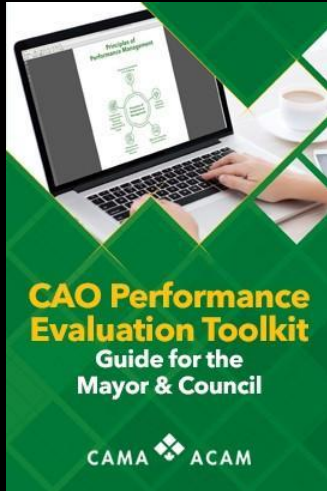
May 25-28, 2025 – Fairmont Mont Tremblant, QC

Future locations and dates beyond 2026 to be confirmed following FCM's schedule.

A Special Thanks to our Webinar Partners



NEW MEMBER SERVICE – PERFORMANCE EVALUATION TOOLKITS



New and Improved 2023 Edition – “A Guide for the CAO” and “A Guide for the Mayor & Council”

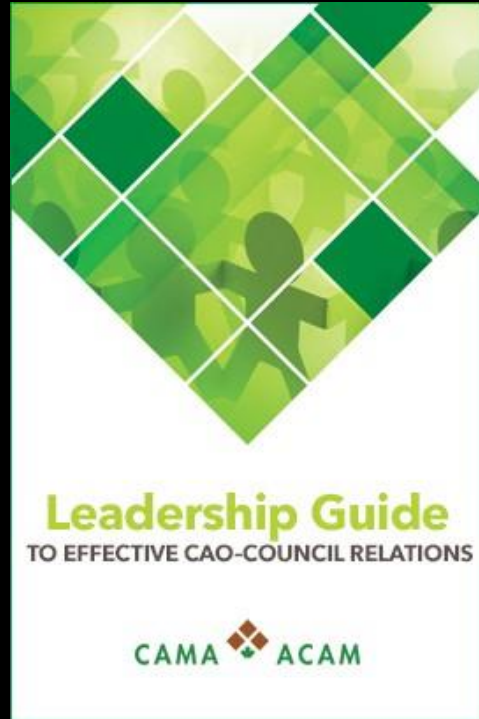
Sample Performance Evaluation Template Without a Rating System & Sample Mandate Letter, a Checklist, and Sample Timeline

COMPLETED Performance Evaluation and Mandate Letter

Performance Evaluation and Mandate Letter for Direct Reports (and completed samples).

NEW MEMBER SERVICE

LEADERSHIP GUIDE TO EFFECTIVE CAO-COUNCIL RELATIONS



We are hoping to make it less lonely at the top!

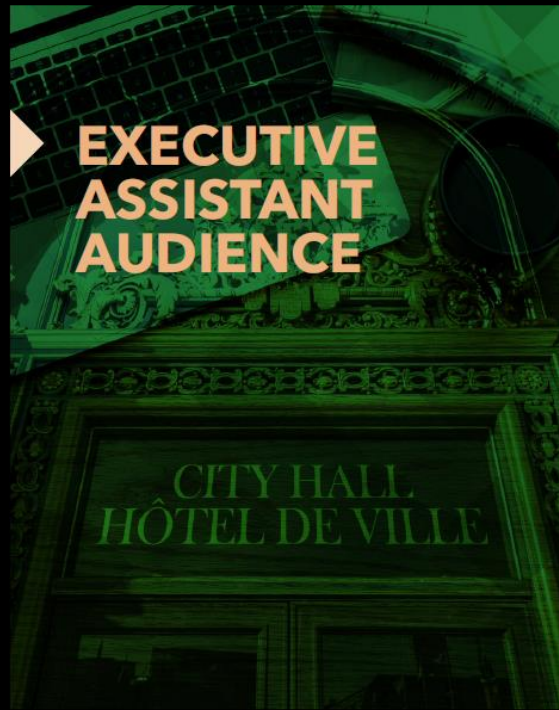
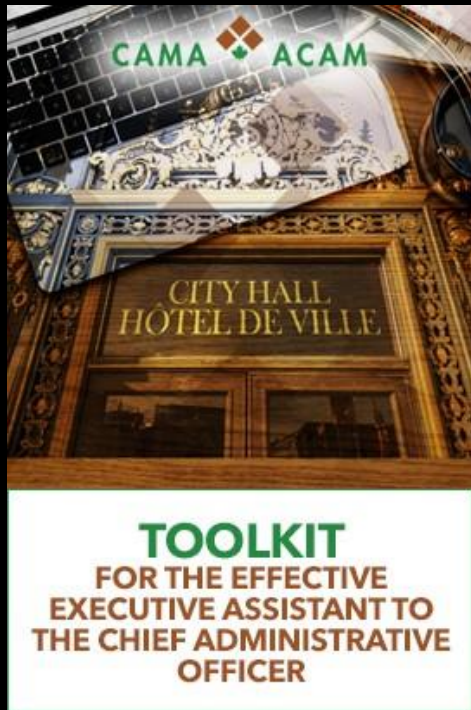
Thank you Communications Committee: Brenda Orchard/Chair, Tony Kulbisky, Jamie Nagy, Gary Kent

Relationship building between Council, the CAO, the Senior Leadership Team, and Staff / Covenants between Council and CAO / Case studies.

Checklists on what to do when Council micromanages, adds priorities, or does not support the Mayor.

NEW MEMBER SERVICE

TOOLKIT FOR THE EFFECTIVE EXECUTIVE ASSISTANT TO THE CAO



CAMA'S TOOLKITS

A Review of all Toolkits has been completed.

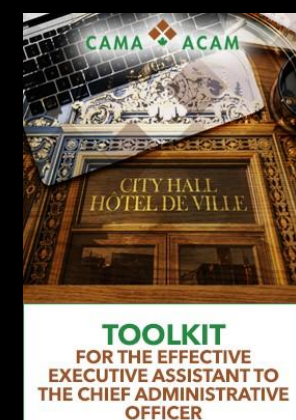
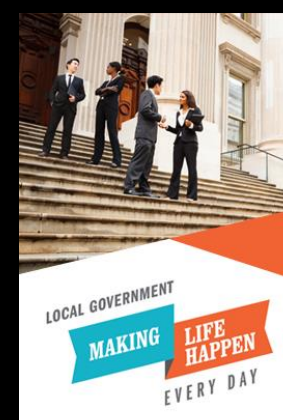
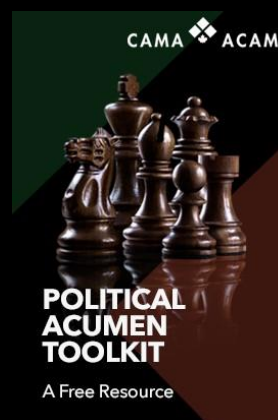
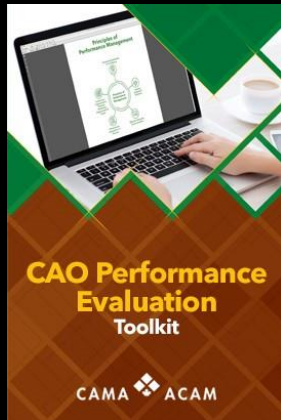
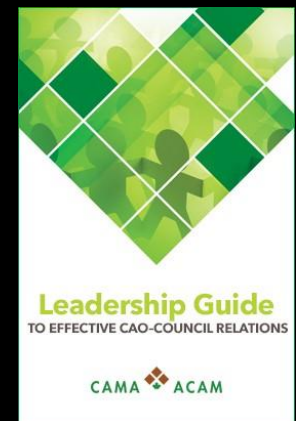
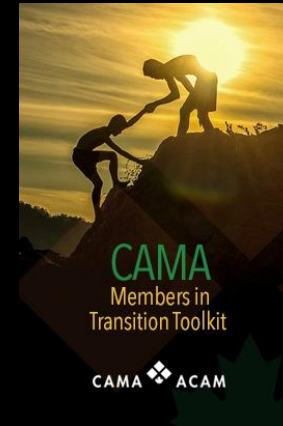
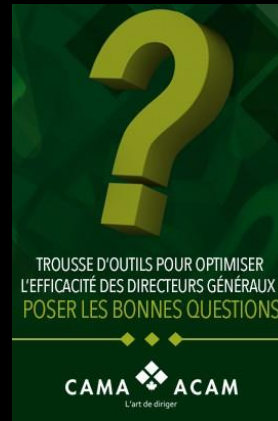
Toolkit Taskforce: Mike Dolter/Chair, Bev Hendry, Marc Melanson, Raffaele Di Stasio, Rodney Cumby

Will be developing more toolkits and examining ways to support you with respect to resilience, self-care and wellness.

Complete the survey circulated the week of May 8th.



CAMA'S TOOLKITS



CAMA'S POSITIONING ON STRONG MAYOR LEGISLATION & THE ROLE OF THE CAO

In July 2022, new legislation was announced in Toronto & Ottawa.

CAMA prepared a “White Paper” on the Legislation and the Pivotal Role of the CAO in Providing Good Governance.

Shared with Provincial/Territorial Administrator Associations, Deputy Ministers and ADMS, relevant Think Tanks, Universities & other parties.

CAMA will be watching this topic.

**MASTERMINDS
NETWORKING
FORUM
“A PILOT PROJECT”**

**Pilot Program facilitated by Chris MacPherson,
CAMA Past President and Honourary Member.**

**Small group of CAMA members to provide a
confidential space to explore sensitive issues.**

**16 members met once a month from January to
April 2023.**

Very positive feedback has been received.

MASTERMINDS NETWORKING FORUM TOPICS

Dealing with Difficult Employees

Lack of Civility by the Public Toward Municipal Employees

The CAO Bubble: How Do You Know What's Really Going On?

What Does Loyalty Really Mean for Public Servants?

93 LONG SERVICE RECIPIENTS / 4 FORTY YEAR RECIPIENTS



Ivan Bruneau



Joe Creron

**Ivan Bruneau, CAO, Rural Municipality of
Victoria, MB**

Joe Creron, CAO, District of Peachland, BC



Robert Jorgensen



Jim Puffalt

**Robert Jorgensen, CAO, Municipal District of
Fairview No. 136, AB**

**Jim Puffalt, Retired City Manager, City of Moose
Jaw, SK**

2023 CAMA AWARDS OF EXCELLENCE

35 NOMINATIONS



- **Vincent Lalonde**, CAMA Board Representative for BC / City Manager, City of Surrey, BC
- **Jake Rudolph**, City of Nanaimo, BC / CAMA Past President
- **Doug Gilchrist**, CAO, City of Kelowna, BC
- **Nathan Peto**, City Manager, City of Portage la Prairie, MB
- **Robert Tremblay**, CAO, Town of Renfrew, ON
- **Shanon Kalra-Ramjoo**, Acting Director, Business Excellence and Operational Performance, City of Vaughan, ON
- **Dermot Chafe**, CAO, Town of Gander, NL
- **Carly Siopis**, Strategic Initiatives Officer, City of Charlottetown, PEI

CAMA ACAM

BUSINESS PARTNER PROGRAM

A Special Thanks to our Business Partners



CAMA  ACAM

PLATINUM
PARTNER

LIDSTONE & COMPANY



canoe
procurement group of canada

**BENEFITS
PROGRAM**

PROVIDED BY **people**
CORPORATION



canoe
procurement group of canada

STRATEGIC PARTNERSHIPS

International Partnerships: Australia, New Zealand, the United Kingdom and ICMA

Quarterly Meetings with the Provincial/Territorial Administrator Associations

Master of Urban Innovation AMCTO Panel

Women in Local Government Administration Working Group (WILGA)



THANK YOU

The 2022-2023 Board of Directors

Jennifer Goodine, Executive Director

Stay involved in the CAMARADERIE of your Association

Complete the Post-Conference Survey to provide your feedback.

TREASURER'S REPORT 2023-2024

Clean Auditor's Report with a surplus of \$28,089 and an accumulated surplus of \$672,809.

Accumulated surplus to be used for future long-term needs of CAMA and for larger one-time Strategic Plan Projects.

Revenues: \$23,000 in memberships, \$12,500 more in job postings, and \$37,500 Platinum Partnerships, Business Partners and advertising.

Expenditures: \$47,000 from accumulated surplus for White Paper and Toolkits, \$5,400 more in translation costs, and three Board meetings versus one last year.

MOTION #2: Financial Statements / États financiers



THAT the Financial Statements of the Canadian Association of Municipal Administrators for the year ended March 31, 2023 be approved.

QUE les états financiers de l'Association canadienne des administrateurs municipaux pour l'exercice terminé le 31 mars 2023 soient approuvés.

MOTION #3: Appointment of Auditors / Nomination des vérificateurs



THAT Spacek Armstrong & Norrad Chartered Professional Accountants be appointed as the auditors for the 2023-2024 fiscal year.

QUE le cabinet de comptables professionnels agréés Spacek, Armstrong & Norrad soit nommé à titre de vérificateur pour l'exercice 2023-2024.

2023-2024 BOARD OF DIRECTORS



Sheila Bassi-Kellett

- **Bev Hendry**, President, Member-At-Large (for Municipalities with Populations Under 100,000)
- **Tony Kulbisky**, First Vice-President, Alberta
- **Brenda Orchard**, Second Vice-President, Ontario
- **Marc Melanson**, Treasurer, New Brunswick
- **Jack Benzaquen**, Past President
- **Rodney Cumby**, Newfoundland and Labrador
- **Mike Dolter**, Nova Scotia & Prince Edward Island
- **Jamie Nagy**, Saskatchewan & Manitoba
- **Gary Kent**, Member-At-Large (for Municipalities with Populations Over 100,000)
- **Vincent Lalonde**, British Columbia
- **Raffaelle Di Stasio**, Québec
- **Sheila Bassi-Kellett**, Yukon Territory, Northwest Territories & Nunavut

MOTION #4: Nominating Committee/Slate of Officers for 2023-2024
Comité des candidatures/Liste des représentants pour 2023-2024



THAT the Nominating Committee Report and the Slate of Officers for the 2023-2024 year be approved.

QUE le rapport du Comité des candidatures et la liste des représentants pour l'année 2023-2024 soient approuvés

MOTION #5: Adjournment / Levée de l'assemblée



THAT the 2023 Annual
General Meeting be
adjourned.

QUE l'assemblée générale
annuelle 2023 soit levée.



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