

CAMA Holds Quarterly Board Meeting in Nation's Capital



CAMA Board of Directors and Representatives from the Federal Government

The Board of Directors of the Canadian Association of Municipal Administrators (CAMA) held their quarterly meeting in Ottawa on November 28-29, 2019.

DETAILS OF BOARD MEETING

The Board discussed a number of topics, but what follows are the highlights of those discussions:

Meeting with Federal Representatives

CAMA was pleased to host a special breakfast meeting with several Federal staff members to discuss several topics important to Canadian municipalities. There was representation from Infrastructure & Communities, Indigenous Services, Immigration, Refugees and Citizenship Canada, Employment & Social Development Canada, Public Safety & Emergency Preparedness, and Canada Mortgage and Housing Corporation. The Federal representatives are looking forward to continued dialogue and collaboration with CAMA moving forward.

Strategic Plan

We are in the final year of our plan, and the Board will continue to focus on our core services and workplan for the 2020-2021 year. A Committee has been struck to start planning for the new five-year Strategic Plan.

In preparation for charting the Association's future, we are pleased to be working with Brent Barootes from the Partnership Group-Sponsorship Specialists to review all of our assets and programs.

CAO Performance Evaluation Toolkit

CAMA continues to promote the CAO Performance Evaluation Toolkit to our members and elected officials. A sample final evaluation report including comments from Council and the CAO has been prepared to be used as a guide for the process. It is important to note that a performance evaluation does take some time, but it is also meant to be a positive exercise for Council, the CAO and the direction of the community. Watch for this new resource soon!

Political Acumen Toolkit Project & Mentorship Forum



The Board continues to market the [Political Acumen Toolkit](#) and will be working on more materials to present to the administrator and elected official audiences. There is a great powerpoint presentation included in the toolkit that you can use to teach your senior management team and the next generation of leaders about political acumen.

Also, don't forget about the [Mentorship Forum](#) that will connect you with other CAMA members, help you find a mentor, or just to simply network and get support from your colleagues across the country!

CAO Employment Contract Toolkit

The Committee continues to work with Transitional Solutions Inc. on the CAO Employment Contract Toolkit which will be launched at the 2020 Conference.

The Committee continues to work closely with Transitional Solutions Inc. on developing the CAO Employment Contract Toolkit. Thank you to the 170 members that took the time to complete the survey which provided detailed and excellent responses during the research phase. We will be including some case studies (anonymously or publicly) in the toolkit so if you would like to share a specific incident or situation (positive or negative) on your experience in negotiating your contract please contact Jennifer Goodine (admin@camacam.ca).

Here are some of the topics that will be featured in the online toolkit:

- A collection of best practice contracts
- Negotiating Your Contract
- Knowing Your Worth
- Assessing the Community and the Organizational Culture
- The Politics
- Tips for Renegotiating Your Contract
- Importance of Independent Legal Advice
- Typical Negotiation Timeline from Application to Job Start
- Contract Provisions.
- Termination, Resignation and Severance
- Remuneration
- Provincial Salary Averages
- Annual Performance Review
- Automobile, Computer Equipment, Professional Development and General Expenses
- Vacation, Annual Leave and Personal Days
- Provincial Legislative Requirements
- Case Studies

Watch for the launch of this exciting toolkit at the 2020 Annual Conference in Quebec City.

Communications/Member Campaign

We currently have over 670 members and the Communications Committee continues to work on different marketing tactics to promote our Association. New members can join for 50% off the first year and if they join between now (December 2019) and March 2020 they will not be invoiced again until March 2021.

Future Conferences

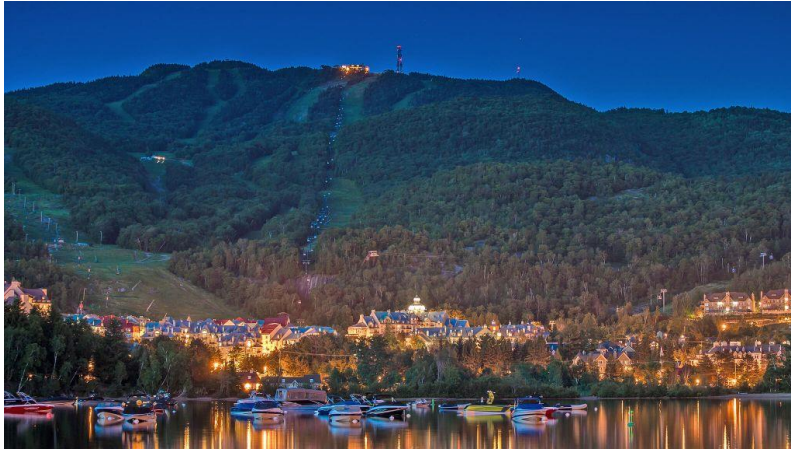


Join us for the 49th Annual CAMA Conference being held in Huntsville at the Deerhurst Resort from June 1-3, 2020. The theme is "Teambuilding: Make Every Connection Matter" with speakers focusing on topics like Partnerships with Provincial and Federal Governments Across Canada, Social Issues, Political Acumen, How to Build Teams with Outside Organizations,

Advice from Retired Members, Employee Recognition, Mental Health and Addictions in the Workplace and of course the launch of our CAO Employment Contract Toolkit.

The Casual Night Out will feature a wonderful evening around the Lake with musical entertainment and the President's Dinner will end the Conference with the ABBAMANIA band performing for a dance.

The Full Conference Program and on-line registration will be available at the end of February 2019. The hotel reservations will be made available January 15th, 2020.



Looking ahead, CAMA's 50th Anniversary Conference will be held at the [Fairmont Tremblant](#). Some of the special celebrations will be announced in Deerhurst for this spectacular event.

Member Services/National Office Update:

Jennifer Goodine, Executive Director, updated the Board on various subjects. Of note were the following:

- The Executive Directors of the Provincial/Territorial Administrator Associations continue to meet quarterly to discuss areas of mutual interest across the country.
- Long service award notices will be sent out in the new year.
- Watch for your membership renewal invoices **by e-mail** in January 2020 which are due no later than March 31st, 2020.
- The on-line nomination forms and details for the 2020 CAMA Awards of Excellence Program will be made available in January 2020 with the deadline being February 21st, 2020.

Update from International City/County Managers Association (ICMA)

ICMA Tim Anderson, Third International Vice-President of ICMA submitted a report on their activities.

ICMA is currently accepting application materials from members interested in serving as regional vice president representing the International Region, for the term that will begin in September 2020 and end in October 2023. Any qualified member, regardless of job title, is eligible to compete to fill this vacancy to replace Tim Anderson, Chief Administrative Officer for the City of Waterloo, Ontario, Canada. Full corporate ICMA members in Canada are eligible this year. Questions on the eligibility to serve may be directed to Amber Snowden, Special Assistant to the Executive Director at icmanominations@icma.org. The deadline for applying is **Monday, January 6, 2020**.

Mark the following dates on your calendar of upcoming ICMA Conferences noting that the 2020 Conference will be held in Canada:

- Toronto, Ontario, Canada: September 21-26, 2020
- Portland/Multnomah County, OR: October 3-6, 2021
- Columbus, Franklin County, OH: September 18-21, 2022
- Austin/Travis County, TX: October 1-4, 2023
- Pittsburgh/Allegheny County, PA: September 22-25, 2024
- Tampa Bay, Hillsborough County, FL: October 26-29, 2025

CAMA Members have a special rate of only \$135.00 US to join. If you would like to join ICMA or need additional details please visit the [website](#).

Board Meetings

The next meeting of the Board will be held in Québec City from March 18-20, 2020. As a commitment to finding ongoing efficiencies in the operation of the organization the Board has committed to a one-year pilot to reduce the number of Board meetings from four to three.

Wishing you all a very Merry Christmas and all the best in 2020!



Jeff Renaud
CAMA President