

ANNUAL PRESIDENT'S  
**REPORT**

FOR THE YEAR ENDING MARCH 31, 2021

**CAMA**  **ACAM**  
CANADIAN ASSOCIATION OF MUNICIPAL ADMINISTRATORS



# AGM INSTRUCTIONS

**Webinar Format: You will see the speaker, presentation and motions**

**Lines will be muted to reduce noise.**

**Use the chat feature only if you have any technical issues.**

**If you have any questions, raise your “virtual” hand and we will answer them at the end of the meeting.**

**Motions: Vote “In Favour” or “Opposed” – one vote per member.**

**The AGM will last approximately 45 minutes and is being recorded for the entire membership.**



**WELCOME & CALL TO ORDER**

# AGENDA

**Approval of 2020 AGM Minutes**

**Presentation of Executive Summary of Annual Report**

**Approval of 2020-2021 Audited Financial Statements and Appointment of Auditors for the 2021-2022 Year**

**Approval of Report of the Nominating Chair and 2021-2022 Board of Directors**

**Remarks by Incoming President Jack Benzaquen**

**Adjournment of AGM**

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



**Moved by Jack Benzaquen, seconded by Cory Bellmore THAT the minutes of the CAMA Annual General Meeting held on June 2, 2020 using a Zoom Webinar Meeting Platform be approved.**

**Il est proposé par Jack Benzaquen et appuyé par Cory Bellmore QUE le procès-verbal de l'assemblée générale annuelle de l'ACAM qui s'est tenue le 2 juin 2020 sur la plateforme de webinaires Zoom soit approuvé.**

# 2020-2021 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.





Fredericton, New Brunswick

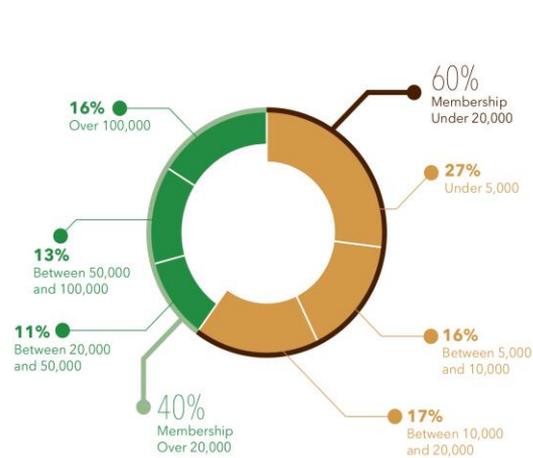
## CAMA NATIONAL OFFICE

- Thank you Fredericton for your support since 2005.
- Renewed the Operating Agreement for another 5 year term + another 5 years for IT Services.
- Congratulations to:
  - New CAO Steven Hart (CAMA Member and President of AMANB)
  - Retiring CAO and Honourary Life Member Chris MacPherson
  - Jennifer Goodine, CAMA Executive Director on 26 years as Office Administrator for the Mayor and CAO

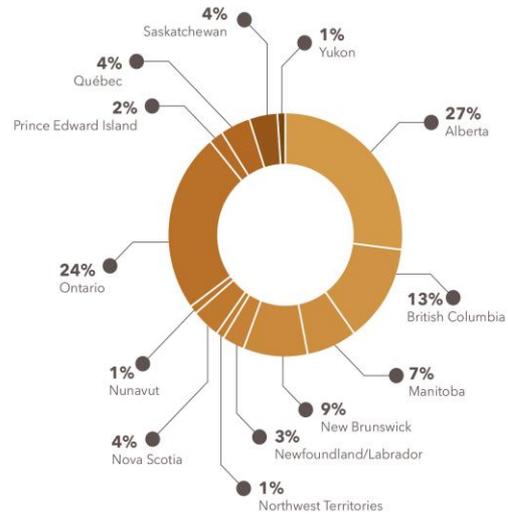
# Membership

The membership of our Association continues to remain solid with CAMA currently having 620 members from across the country with sixty percent of our membership being from communities with populations under 20,000.

## Population



## Province



# STRATEGIC PLAN

**The last year of a five-year Strategic Plan with an Annual Review.**

**Launch and promotion of five toolkits, Making Life Happen and Mentorship Forum.**

**Report cards of all projects for the past five years in the Annual Report.**

**New Strategic Plan planning process postponed due to COVID.**

**Thank you Rose Fernandes for completing CAMA's Inventory Analysis Variation.**

# WORKPLAN FOR THE NEXT 18 MONTHS

Outreach to municipalities to join CAMA.

Increase the outreach to elected officials so they see the value.

2022 Annual Conference will continue to be the priority (if its safe)

Free webinars will be offered as part of the 50<sup>th</sup> Anniversary Professional Development Series.

Launch of CAO Human Resources Toolkit – Fall 2021 and promotion of other toolkits.

Promote CAMA's 50<sup>th</sup> Anniversary.

Continue to work with Provincial/Territorial Associations, International Affiliates and FCM.



# LIFECYCLE OF A CAO

LIFECYCLE STEPS	ACTIVITIES
<b>Recruiting the Next Generation of Leaders to Local Government</b>	<ul style="list-style-type: none"> <li>• <b>Making Life Happen Campaign</b></li> </ul>
<b>Mentoring and Succession of Aspiring CAOs</b>	<ul style="list-style-type: none"> <li>• <b>The Political Acumen Toolkit includes information on political acuity for all employees in the organization.</b></li> <li>• <b>A Mentorship Forum.</b></li> <li>• <b>A CAO Employment Contract Toolkit.</b></li> </ul>
<b>Support to the CAO During Their Career</b>	<ul style="list-style-type: none"> <li>• <b>Performance Evaluation Toolkit.</b></li> <li>• <b>Political Acumen Toolkit.</b></li> <li>• <b>Member in Transition Toolkit.</b></li> <li>• <b>A Quality Annual Conference for Professional Development and Networking (with scholarships and first-time delegates rates).</b></li> <li>• <b>CAO Employment Contract Toolkit.</b></li> <li>• <b>Council Orientation Toolkit.</b></li> </ul>
<b>Retirement of the CAO</b>	<ul style="list-style-type: none"> <li>• <b>The option to sign up in muniSERV for interim CAO opportunities.</b></li> <li>• <b>Attendance at the Annual Conference at a reduced fee.</b></li> <li>• <b>The option to sign up as a mentor in the Mentorship Forum.</b></li> </ul>



## CAMA CELEBRATES 50 YEARS

- \$5,000 donated to the Canadian Mental Health Association in January 2021.
- Join our Virtual Journey celebrating 50 years.
- Thank you Jennifer Goodine, Alycia Bartlett and Honourary Members Paul Stapleton, Bob Linner, Cecil Vincent, Duncan Campbell and Doug Lagore for helping with the history.



## ANNUAL CONFERENCE

- **CAMA's 49<sup>th</sup> and 50<sup>th</sup> Annual Conferences in Deerhurst (2020) and Mont Tremblant (2021) were cancelled due to COVID.**
- **These events have been rescheduled to 2023 at the Deerhurst Resort and 2025 at Mont Tremblant due to contractual obligations at these locations.**
- **2022 Conference in Regina.**



## 50<sup>th</sup> ANNIVERSARY PROFESSIONAL DEVELOPMENT SERIES

- CAMA Connects sessions were held to share best practices.
- 50<sup>th</sup> Anniversary Professional Development Series.
- Thank you to our webinar partners: Microsoft, FlashVote, DataVisual, Vortex, PSD, Calix, Eleven-X, StrategyCorp, and CSA group.
- A special thanks to RSM Canada for being a Silver Partner for our webinar series.
- Topics have included mental health, adapting to virtual meetings, social issues, community engagement, economic recovery from COVID, splashpad funding programs, tips for a new CAO, technology in the Council Chamber, and asset management.

# ICMA



## NETWORKING & PARTNERSHIPS

- Continue to work with partners from the USA, Australia, New Zealand and the UK.
- Thank you Tim Anderson, outgoing ICMA Canadian International Vice-President and congratulations to Chris MacPherson elected in September 2020 for a 3 year term.
- Consider being an ICMA member.
- Great Relationship with FCM
- Provincial/Territorial Associations



## 2021 AWARDS OF EXCELLENCE

Chair – Marc Melanson (NB Representative)

Awards Jury Members: John Skorobohacz, Murray Clarke, Rick Quail, Chris MacPherson, Kim Wingrove

CATEGORY AND WINNER	MUNICIPALITY/NAME OF PROJECT/AWARD
Willis Award for Innovation – Under 20,000	Municipality of Meaford – Deep-Rooted in Serving Our Community
Willis Award for Innovation - Between 20,001 and 100,000	County of Lennox & Addington – “It’s OK to not be OK” – Lennox & Addington’s Corporate Peer Support Program
Willis Award for Innovation – Over 100,000	City of Surrey – Surrey Makes PPE
Environment Award – Between 20,001 and 100,000	Town of Okotoks – Natural Asset Inventory
Environment Award – Over 100,000	City of Markham – Taking the Lead: Markham Targets Single-Use Plastics Styrofoam Packaging Recycling
Professional Development Award – Under 20,000	Municipality of Hastings Highlands: Succession Planning
Professional Development Award – Between 20,001 and 100,000	City of Moose Jaw: Succession Planning
Professional Development Award – Over 100,000	Regional Municipality of York and York Regional Police: YorkLEADS



**Chris Fulsher and Garth Mitchell (Top)  
Harry Riva Cambrin (Bottom)**

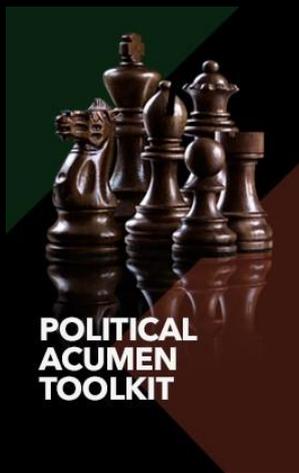
## LONG SERVICE AWARDS

- 79 members received long service awards this year.
- Congratulations to forty year recipients that were honoured at the May 11<sup>th</sup> Awards of Excellence and Leadership Recognition Ceremony:
  - Chris Fulsher, CAO, RM of Headingley, MB
  - Garth Mitchell, CAO, RM of Wallace-Woodworth, MB
  - Harry Riva Cambrin, Municipal Manager, Municipal District of Foothills #31, AB



## **HONOURARY MEMBERSHIP FOR LIFE JANICE BAKER**

- **More than three decades of experience in municipal government.**
- **CAO of the Region of Peel and previously CAO/City Manager for Mississauga.**
- **CAMA President in 2017.**
- **During her career has received numerous professional awards.**
- **Served on various municipal and community boards.**
- **Under her leadership, launched several CAMA toolkits.**
- **Chair of the successful 2018 Conference in Fredericton.**
- **First woman in the CAMA's 50 year History to receive CAMA's Honourary Life Membership Award.**



**You Are Not Alone**

We Are Here to Help You Through Your Journey

CAMA recognizes the landscape of transitioned CAOs throughout Canada continues to grow. We are pleased to provide you with a Members in Transition Toolkit should you find yourself in transition or as a valuable resource while you are employed. Visit the Member's Section of the CAMA website to find this resource.

The Toolkit:

- Identifies the needs at various stages of transition.
- Provides peer support and guidance, inspirational quotes and practical tips from those who have experienced transition
- Links to professional resources to help you through transition

With this toolkit, we want to offer our support and let you know you are not alone.

"Preparing yourself for any possible future transition starts before you accept a CAO position"

**CAMA ACAM**  
Administrative Excellence  
[www.camacam.ca](http://www.camacam.ca)

# TOOLKITS

- Council Orientation Toolkit.
- Political Acumen Toolkit and Mentorship Forum
- Performance Evaluation Toolkit with new addition of a completed evaluation form and an evaluation and mandate letter for direct reports.
- CAO Employment Contract Toolkit available in the Member's Section.
- Members in Transition Toolkit also available in the Member's Section.

**THANK YOU**

**CAMA Board of Directors**

**CAMA National Office Staff**

**Past President Jeff Renaud**

**Congratulations to the new Board and  
Incoming President Jack Benzaquen**

# TREASURER'S REPORT 2020-2021

Clean audit report.

Ended the fiscal year with a surplus of \$42,394 and an accumulated surplus of \$644,720.

Significant savings on travel costs due to all Board meetings being held virtually.

Free webinars – thanks to our many partners!

Key projects funded from accumulated surplus: completion of CAO Employment Contract Toolkit, Asset Inventory, 50<sup>th</sup> Anniversary, and CAO Human Resources Toolkit.

# MOTION #2: Financial Statements / États financiers



**Moved by Beverly Hendry,  
seconded by Tony Kulbisky THAT the  
Financial Statements of the  
Canadian Association of Municipal  
Administrators for the year ended  
March 31, 2021 be approved.**

**Il est proposé par Beverly Hendry et  
appuyé par Tony Kulbisky QUE les  
états financiers de l'Association  
canadienne des administrateurs  
municipaux pour l'exercice terminé  
le 31 mars 2021 soient approuvés.**

# MOTION #3: Appointment of Auditors / Nomination des vérificateurs



Moved by Mike Dolter, seconded by Brenda Orchard THAT Spacek, Armstrong & Norrad Chartered Professional Accountants be appointed as the auditors for the 2021-2022 fiscal year.

Il est proposé par Mike Dolter et appuyé par Brenda Orchard QUE le cabinet de comptables professionnels agréés Spacek, Armstrong & Norrad soit nommé à titre de vérificateur pour l'exercice 2021-2022.

# 2021-2022 BOARD OF DIRECTORS



- **Jack Benzaquen**, President, Québec
- **Cory Bellmore**, First Vice-President, Yukon Territory, Northwest Territories, and Nunavut
- **Beverly Hendry**, Second Vice-President, Member-At-Large for a Municipality with a Population Less than 100,000
- **Tony Kulbisky**, Treasurer, Alberta
- **Jake Rudolph**, Past President
- **Dawn Chaplin**, Newfoundland and Labrador
- **Brenda Orchard**, Ontario
- **Marc Melanson**, New Brunswick
- **Mike Dolter**, Nova Scotia & Prince Edward Island
- **Jamie Paik**, Manitoba & Saskatchewan
- **Gary Kent**, Member At Large for a Municipality with a Population Over 100,000
- **Vincent Lalonde**, British Columbia

## **MOTION #4: Nominating Committee/Slate of Officers for 2021-2022 Comité des candidatures/Liste des représentants pour 2021-2022**



**Moved by Jeff Renaud, seconded by Marc Melanson THAT the Nominating Committee Report and the Slate of Officers for the 2021-2022 year be approved.**

**Il est proposé par Marc Landry et appuyé par Marc Melanson QUE le rapport du Comité des candidatures et la liste des représentants pour l'année 2021-2022 soient approuvés.**

# 2021-2022 CAMA PRESIDENT



**City Manager of the City of Dollard-des-Ormeaux (Québec) since 2000.**

**Bachelor's degree in electrical engineering, MBA and a University degree in governance.**

**Project Engineer at Goodyear Canada and Johnson & Johnson and Director of Technical Services at Jewish General Hospital.**

**President of ADGMQ (2011 to 2014) and current President of CERIU since 2019.**

**Joined CAMA Board in 2014 and has been First Vice-President, Second Vice-President, Treasurer and was the Conference Liaison for the successful 2019 Québec City Conference.**

**Chaired the Awards Jury, Strategic Planning Committee, Code of Conduct Committee and is the current Chair of the CAO Human Resources Toolkit Committee. A member of many other CAMA Committees.**



**What do you and your communities need to be resilient in the “new normal”?**

**Send us your feedback on the Federal Government Programs**

**Continue to participate in the 50<sup>th</sup> Anniversary Professional Development Webinar Series**

# MOTION #5: Adjournment / Levée de l'assemblée



**Moved by Dawn Chaplin, seconded  
by Jamie Paik THAT the 2021  
Annual General Meeting be  
adjourned.**

**Il est proposé par Dawn Chaplin et  
appuyé par Jamie Paik QUE  
l'assemblée générale annuelle 2021  
soit levée.**

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