

2025 Awards

Dedicated Chief Administrative Officer



CLGM | **SLGM**
Certified Local Government Manager | Society of Local Government Managers of Alberta

 **Alberta
Municipalities**
Strength
In Members

The purpose of this Alberta Municipalities & SLGM sponsored award is to recognize dedicated Chief Administrative Officer in an urban municipality.

Completed nominations are to be submitted to the Society of Local Government Managers by June 27, 2025.

E-mail:
linda.davies@shaw.ca

Mail:
Society of Local Government Managers
P.O. Box 308 4629-54 Ave.
Bruderheim, AB T0B 0S0

No late submissions accepted

Dedicated Chief Administrative Officer Award

The purpose of this Alberta Municipalities & SLGM sponsored award is to recognize a dedicated Chief Administrative Officer in a municipality.

Criteria

This annual award recognizes an individual who has served over 10 years as a Chief Administrative Officer and who is respected and worked with a high level of integrity to make an outstanding contribution to the field of municipal administration through a combination of the following:

- a) Leadership – administration, council, community and profession
- b) Policy development
- c) Council relations
- d) Human resources management
- e) Financial management
- f) Long-term strategic planning
- g) Project planning and implementation
- h) Community relations
- i) Professional development
- j) Respected and seen to have a high level of integrity

Nominating Process

A Council may nominate an active CAO for the Dedicated Chief Administrative Officer Award by completing the nomination form.

Award Committee

The Society of Local Government Managers will review the applications based on the criteria approved for the award. The Nominating Committee will include urban administrators on the board of the Society of Local Government Managers. Their recommendations will be forwarded to the Alberta Municipalities Board of Directors for final acceptance, prior to the Annual Convention. After board approval, recipients will be notified of their selection.

Number of Awards

One Dedicated Chief Administrative Officer Award annually.

Type of Award

The Dedicated Chief Administrative Officer Award will include a \$2,000 to the recipient and a certificate, plaque or other form of suitable recognition for the municipal office. This award is a contribution from both the Society of Local Government Managers and Alberta Municipalities.

Time of Award

The award will be presented during the fall of 2025.

Dedicated CAO Nomination

Nominee: _____

Municipality: _____

Address: _____

Town/City: _____

Prov: _____ Postal Code: _____

Policy development:

Council relations:

E-mail: _____

Primary telephone: _____

Length of service as CAO: _____

Dedicated service/exemplary performance in:
Leadership - administration, council, community and
profession:

Human resources management:

Financial management:

Dedicated CAO Nomination

Long term strategic planning:

Respected and seen to have a high level of integrity:

Project planning and administration:

Approved by resolution of Council:

Date of council: _____

Municipality: _____

Confirmation of service:

I, _____,
City Clerk/Municipal Secretary

of the _____
Municipality

have confirmed through checking the minutes of the municipal council or otherwise, that the nominee is eligible for the Alberta Municipalities/SLGM Dedicated Chief Administrative Officer Award.

Dated the _____, 2025
Month, Day

Community relations:

Signed: _____

Name: _____
Printed

Position held: _____

Professional development:

Dedicated CAO Nomination

Checklist:

I have completed the nomination form and am including it in my submission.

*Completed award nominations are to be submitted with the subject line **Dedicated CAO Award.***

I have emailed 4 - 6 photos (high resolution JPG) as part of my submission.

By submitting these photos I give Alberta Municipalities permission to use them for promotional purposes.

Email your completed submission to: linda.davies@shaw.ca

Mail: Society of Local Government Managers P.O. Box 308 4629-54 Ave. Bruderheim, AB T0B 0S0

Deadline: June 27, 2025 *No late admissions accepted*
