



Awards

Dedicated Chief Administrative Officer

The purpose of this AUMA & SLGM sponsored award is to recognize a dedicated Chief Administrative Officer in a Municipality.

Completed Award Nominations are to be forwarded to the attention of the AUMA Chief Executive Officer on or before **June 15**.

Please Fax to 780-433-4454 or
e-mail: awards@auma.ca

No late submissions accepted

Dedicated Chief Administrative Officer Awards

The purpose of this AUMA & SLGM sponsored award is to recognize a dedicated Chief Administrative Officer (CAO) in a Municipality.

Criteria

This Annual Joint Award recognizes long-term excellence and dedication to municipal Government and Chief Administrative Management. The Award includes a financial contribution and a keepsake.

Outstanding contribution in the field of Municipal Administration through a combination of the following:

- (1) Dedicated service to the nominating Municipality
- (2) Over 10 years experience as a CAO
- (3) Exemplary in the following areas:
 - 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 a CAO for the Dedicated Chief Administrative Officer Award by completing the enclosed nomination form.

The Mayor must sign the award nomination form.

Award Committee

The AUMA Executive Committee and the Society of Local Government Managers will review the applications based on the criteria approved for the Award. The Nominating Committee will include the members of AUMA Executive Committee and Urban Administrators on the Board of the Society of Local Government Managers. Their recommendations will be forwarded to the AUMA Board of Directors for final acceptance, prior to the Annual Convention. After Board approval, recipients will be notified of their selection and the AUMA will post all the nominations and the successful applicants on the AUMA web site prior to the Annual Convention.

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 AUMA.

Time of Award

The Dedicated Chief Administrative Officer Award shall be presented during the AUMA Annual Convention, or at such other time as the Board may decide from time to time.

Further Award information and additional nomination forms can be found online at www.auma.ca





Alberta Urban Municipalities Association **Dedicated Chief Administrative Officer Award** Nomination

Nomination Reply: June 15 Mail: 300-8616 51 Avenue Edmonton, AB T6E 6E6 Email: awards@auma.ca Fax: 780.433.4454

Name of Nominee: _____

Municipality: _____

Nominee's Address: _____

Email Address: _____

Dedicated Service / Exemplary Performance in:
Human Resources Management

Telephone: Business _____

Residence _____

Length of Service as CAO: _____

Dedicated Service / Exemplary Performance in:
Leadership - Administration, Council, Community and Profession

Dedicated Service / Exemplary Performance in:
Financial Management

Dedicated Service / Exemplary Performance in:
Policy Development

Dedicated Service / Exemplary Performance in:
Long term strategic planning

Dedicated Service / Exemplary Performance in:
Council Relations



Alberta Urban Municipalities Association **Dedicated Chief Administrative Officer Award** Nomination

Nomination Reply: June 15 Mail: 300-8616 51 Avenue Edmonton, AB T6E 6E6 Email: awards@auma.ca Fax: 780.433.4454

Dedicated Service / Exemplary Performance in:
Project Planning and Implementation

Dedicated Service / Exemplary Performance in:
Community Relations

Dedicated Service / Exemplary Performance in:
Professional Development

Dedicated Service / Exemplary Performance as:
Respected and seen to have a high level of integrity

Approved by Resolution of Council and the Mayor

Date of Council: _____

Municipality: _____

Mayor: _____

Confirmation of Service

I, _____
City of 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 AUMA/SLGM Dedicated Chief Administrative Officer Award.

Dated The _____ Day Of _____, 20_____

Signed: _____

Name (Printed): _____

Position Held: _____

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No late submissions accepted

Additional forms can be found on our website at:
www.auma.ca