



LGMA EXECUTIVE NOMINATION FORM

We, the undersigned, being members in good standing of the Local Government Management Association of British Columbia, hereby nominate:

NAME: Norm McInnis
(Member in Good Standing)

POSITION: Chief Administrative Officer

LOCAL GOVERNMENT: District of Sooke

I ACCEPT NOMINATION: 
(Signature of Nominee)

June 30, 2020
(Date)

TO THE POSITION OF:

- PRESIDENT ☐
- VICE PRESIDENT ☐
- TREASURER ☐
- DIRECTOR AT LARGE ☒
- (two-year term)

Nominator 1	Nominator 2
Name: (Please print)	Name (Please print) Carolyn Mushata
Position	Position Director of Corporate Services
Local Government:	Local Government: District of Sooke
Signature:	Signature: 

TO BE COMPLETED BY THE NOMINATORS: Reasons for Recommendation

How long have you known the nominee?

Nominator 1:	Nominator 2: 1 year
--------------	---------------------

In what capacity?

Nominator 1:	Nominator 2:
	As the CAO for the District of Sooke

Please provide information on why you are recommending this individual and how they fulfill the expertise outlined in the nomination requirements:

The District of Sooke had not had a CAO for 1.5 years and staff were desperate for leadership when Norm accepted the position in 2019. Norm gained the immediate respect of both staff and Council as he helped both staff and the organization recover from a difficult time.

Norm has demonstrated all the attributes you seeking in a nominee. His strategic thinking has focused Council in their own strategic plan and accomplished many outstanding projects. His leadership and relationship-building skills have not only brought together the staff team but inspired me to continue my own education and do my job with more enthusiasm.

Describe the nominee's skills and talents that you feel would benefit the LGMA Board:

In addition to the above, Norm is an out-of-the-box thinker and his innovative ideas would be an absolute benefit to LGMA and its members.

He has a tremendous amount of local government knowledge to share demonstrated throughout his 20 year career as a CAO and contributions made through his teachings and participation as a speaker in local government programs.

TO BE COMPLETED BY THE NOMINEE: Supporting Information

Why are you interested in serving on the LGMA Board?

I feel it is important to give to organizations that I benefit from. I have good experience that will be of value to LGMA, and allow me to continue to grow my professional practice

Please highlight your local government experience, particularly your human resources expertise (attach a resume if relevant):

20 years as CAO in Alberta and BC. HR has always been a direct report to me during my career. In Olds, Alberta I created a full HR Strategic Plan that guided all facets of Human Resource Management. My HR practice and my Leadership style both try to inspire others to do more than they otherwise would do.

Describe areas of expertise and the contributions you feel you can make to the LGMA as a Board Director:

I served the Local Government Administration Association of Alberta as Area representative and through executive positions including two terms as President. I also participated in CAMA initiatives on behalf of LGAA. I have been involved with bylaw and constitution review and building relationships with strategic partners of LGAA.

Other relevant volunteer experience / commitments:

Instructor in the Local Government Program at Dalhousie University

Guest faculty in the MATI Advanced Communications course

2014 Award of Excellence from the Society of Local Government Managers Association of Alberta (SLGM)

Small Communities Committee member – Alberta Urban Municipalities Association

In Transition Committee member (support for CAOs during employment transition) – SLGM

CHECK TO ENSURE THAT THE NOMINATION PACKAGE INCLUDES THE FOLLOWING:

- ☐ Completed nomination form, including all contact information and signatures for the nominee as well as nominators. The nominee's consent is required before a nomination is forwarded to the Nomination Committee; alternatively, provide email verification of the nominee's consent to be nominated.
- ☐ Reasons for recommendation (completed by the nominators)
- ☐ Information to support nomination (completed by the nominee)
- ☐ Additional materials, e.g. resume (optional)

FORWARD NOMINATIONS TO:

Mark Koch,
Past President, LGMA

Please email nomination forms to
E-mail: office@lgma.ca

Norman McInnis, MA Leadership, CLGM

2250 Stone Creek Place, Sooke BC V9Z 1J7

Phone: (250) 507-1771

EDUCATION

	ROYAL ROADS UNIVERSITY	Victoria, British Columbia
	School of Leadership	
2011-2013	Master of Arts in Leadership	
	UNIVERSITY OF ALBERTA	Edmonton, Alberta
	School of Business and Life Long Learning	
2007-2008	Certificate in Municipal Management and Leadership	
	Faculty of Extension	
2004-2007	National Advanced Certificate in Local Authority Administration II	
2000-2004	Certificate in Local Government (<i>with distinction</i>)	
	UNIVERSITY OF CALGARY	Calgary, Alberta
1985-1988	Faculty of Humanities	
	<ul style="list-style-type: none">• <i>Major:</i> Religious Studies	

EMPLOYMENT

2016 – 2019	DALHOUSIE UNIVERSITY	
	Instructor – Halifax, Nova Scotia	
	<ul style="list-style-type: none">• Part time instructor teaching Citizen Engagement and Consultation in the Local Government Program.	
2019 – Present	DISTRICT OF SOOKE	
	Chief Administrative Office – Sooke, BC	
2016 – 2019	CITY OF FERNIE	
	Chief Administrative Officer – Fernie, BC	
2008 – 2016	TOWN OF OLDS	
	Chief Administrative Officer – Olds, Alberta	
2006 - 2008	TOWN OF WESTLOCK	
	Chief Administrative Officer – Westlock, Alberta	
2002 – 2006	TOWN OF PICTURE BUTTE	
	Chief Administrative Officer – Picture Butte, Alberta	
1997 - 2002	WEST HILLHURST COMMUNITY ASSOCIATION	
	Executive Director - Calgary, Alberta	
1992 - 1997	NORTH GLENMORE PARK COMMUNITY ASSOCIATION	
	General Manager - Calgary, Alberta	
1989 – 1991	BEDDINGTON HEIGHTS COMMUNITY ASSOCIATION	
	General Manager - Calgary, Alberta.	

PROFESSIONAL MEMBERSHIP

Local Government Management Association, Society of Local Government Managers of Alberta, Canadian Association of Municipal Managers

ROYAL ROADS UNIVERSITY



It is certified that

Norman Steven McInnis

*having completed the required course of study and having complied with all
other requirements of the University is hereby admitted to the degree of*

Master of Arts in Leadership

In testimony whereof, we have affixed our signatures and the seal of the University this 9th day of October, 2013.

Chancellor

Vice-President Academic and Provost



President and Vice-Chancellor

Registrar



ROYAL ROADS UNIVERSITY



RRU Entrance Award

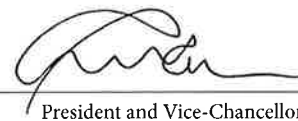
is presented to

Norman McInnis

In recognition for having demonstrated exceptional academic
and community achievements and potential in arts, science or business.

August 13, 2010


Registrar


President and Vice-Chancellor

ROYAL ROADS UNIVERSITY

TRANSCRIPT OF ACADEMIC RECORD

Patent #5,636,674

TouchSafe

Surname: **McInnis**Given Names: **Norman Steven**Student Number: **320706**

Issued To:

Norman Steven McInnis
4713 51 Street
Olds AB T4H 1E7
Canada

Date Issued:

2015-03-02

Date of Birth:

April 26

Royal Roads University
2005 Sooke Road
Victoria, BC V9B 5Y2
250-391-2600 ext. 4862
www.royalroads.ca

Program of Study: **Master of Arts in Leadership**Status: **Graduated**Status Date: **2013-10-09**

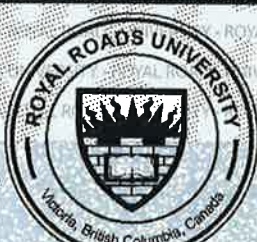
Course Number	Course Title	Grade	Credit
2011-09-01 ~ 2011-11-30			
LEAD528	Leadership in Systems	A	3.00
LEAD526	Fundamentals of Personal Leadership and Learning	A	3.00
2011-12-01 ~ 2012-02-29			
LEAD530	Organizational Relationships and Systemic Inquiry	A	3.00
2012-03-01 ~ 2012-05-31			
LEAD516	Concepts and Theories of Leadership in Organizations	A-	3.00
2012-06-01 ~ 2012-08-31			
LEAD527	Communications and Leadership in Groups and Teams	A	3.00
LEAD626	Leadership for Organizational Change	A-	3.00
LEAD627	Applied Methods for Organizational Leadership	A-	3.00
LEAD628	Topics in Leadership	A-	3.00
2013-06-01 ~ 2013-08-31			
LEAD690	Thesis	CR	12.00

Program GPA 3.84**Cumulative GPA 3.84**Award: **The Royal Roads University Entrance Award****End of Transcript**

Page 1 of 1

Registrar

Note: This transcript is official only if printed on "VERIFY FIRST" security paper (details on reverse) displaying a white Royal Roads University crest in the centre and bearing a printed (not embossed) Royal Roads University seal.

**SEE REVERSE FOR SECURITY DETAILS****NOTE: TAMPERSAFE® HOLOGRAM CHANGES IMAGES WHEN VIEWED AT DIFFERENT ANGLES**

TRANSCRIPT HAS AN ENCRYPTED NanoCopy™ BACKGROUND • THE WORD COPY APPEARS WHEN PHOTOCOPIED

TOUCH OR BREATHE ON TOUCHSAFE® FINGERPRINT TO VALIDATE



UNIVERSITY OF ALBERTA

Faculty of Extension

Edmonton, AB, Canada T6G 2T4

Transcript of Academic Record

This document is a certified official record when signed by the Dean. It is printed on watermarked security paper with visible fibers. Hold to light to verify the watermark. The line under this paragraph is text that reads "University of Alberta".

A raised seal is not required. The student is in good standing unless otherwise noted. Information on evaluating the transcript is on reverse.

8468

Norman Steven McInnis

10212 102 AVE

WESTLOCK AB T7P 2H9

Dr. H. William Connor

Dean

Faculty of Extension

Date of Issue: 2007-05-30

Program: Local Government Certificate Program

Certificate Granted 2004-06-17 With Distinction

Term	Year	Course	Description	Grade	Hours	Class Avg	Enrl
WI	2004	08213	Human Resource Management	A-	39	2.76	16
FA	2003	08202	Municipal Law I	B+	39	3.18	64
WI	2003	08203	Organizational Behaviour and Leadership	8	39	6.62	34
FA	2002	08151	Administrative Principles	8	39	7.23	22
WI	2002	08154	Local Government Accounting	7	39	6.68	25
FA	2001	08153	Introduction to Accounting Fundamentals	8	39	7.52	29
WI	2001	08155	Local Government Finance	8	39	6.10	31
FA	2000	08152	Alberta's Local Governments	8	39	6.83	53

Program GPA 3.60

Program: National Advanced Certificate in Local Authority Administration Level II

Certificate Granted 2007-06-08

Term	Year	Course	Description	Grade	Hours	Class Avg	Enrl
FA	2005	08212	Sustainable Communities	A-	39	3.24	7
WI	2005	08210	Municipal Law II	B	39	2.78	13
FA	2004	08211	Policy Planning and Program Evaluation	B	39	2.16	26
SP	2004	08209	Citizen Engagement and Consultation	A-	39	2.35	4

Program GPA 3.35

*****END OF TRANSCRIPT*****

Norman Steven McInnis

8468

Society of Local Government Managers of Alberta

*Be it known to all
that*

Norman S. McInnis

has

*complied with all the requirements of the Local Government
Managers Regulation under the Professional and Occupational
Associations Registration Act of Alberta and has been duly
registered as a member of the Society of Local Government
Managers of Alberta and is hereby entitled to use the designation*

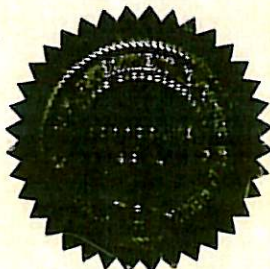
CERTIFIED LOCAL GOVERNMENT MANAGER

*and the initials CLGM subject to the
Regulation and the Code of Ethics of the Society*

*In Testimony Whereof we have hereunto affixed our signatures and
the seal of the said Society, this 11th day of May in the year
Of our Lord Two Thousand, and Seven.*

*Registration
No. 184*

Norman S. McInnis
Registrar



Bob Stentenberg
Chairman

D. J. Glen
Vice Chairman

UNIVERSITY OF ALBERTA

FACULTY OF EXTENSION

Certifies by this document to all whom it may concern that

Norman Steven McInnis

having successfully completed all the program requirements has been granted the

Certificate in Local Government
in Municipal Administration
with Distinction

Given at this University on the 17th day of June, 2004



Cheryl S. McWaters

Dean, Faculty of Extension, University of Alberta

[Signature]

Director, Government Studies, Faculty of Extension, University of Alberta

[Signature]

Deputy Minister, Alberta Municipal Affairs

THE UNIVERSITY OF ALBERTA

FACULTY OF EXTENSION

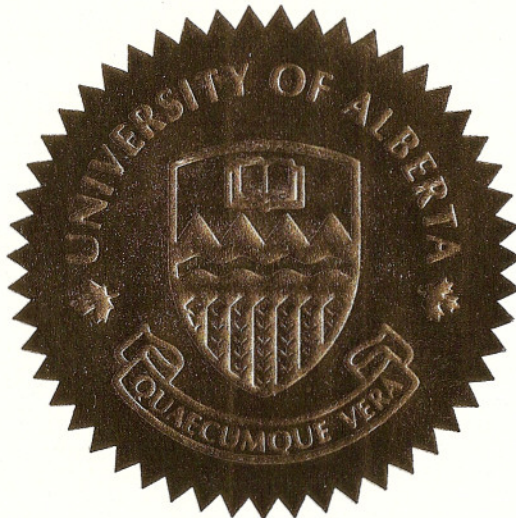
CERTIFIES BY THIS DOCUMENT TO ALL WHOM IT MAY CONCERN THAT

NORMAN STEVEN MCINNIS

HAVING SUCCESSFULLY COMPLETED ALL THE PROGRAM REQUIREMENTS
HAS BEEN GRANTED THE

**NATIONAL ADVANCED CERTIFICATE IN LOCAL
AUTHORITY ADMINISTRATION LEVEL II**

GIVEN AT THIS UNIVERSITY ON THE
EIGHTH DAY OF JUNE, TWO THOUSAND AND SEVEN
IN THE ONE HUNDREDTH YEAR OF THE UNIVERSITY OF ALBERTA.




DEAN


ASSOCIATE DEAN

University of Alberta School of Business

This is to certify that as of March 14, 2008



Norman McInnis

has completed all requirements for the
**Certificate in Municipal Management and
Leadership Program**

A blue ink signature of Carolyn Campbell, consisting of a series of loops and a long horizontal stroke.

Carolyn Campbell
*Assistant Dean, Executive Education & Lifelong Learning
School of Business*

A blue ink signature of Dr. Michael B. Percy, featuring a stylized 'M' and 'P'.

Dr. Michael B. Percy
*Stanley A. Milner Professor and Dean
School of Business*



Town of Olds

4512 46 Street
Olds AB T4H 1R5
Main: 403.556.6981
Fax: 403.556.6537

For Immediate Release

2014 SLGM Award of Excellence

May 20, 2014, Olds, Alberta
– News release

The Town of Olds is pleased to announce that the 2014 Society of Local Government Managers of Alberta Award of Excellence winner is our very own CAO Norm McInnis.

The award is presented annually at the association conference Awards Banquet, held May 15, 2014. The award is sponsored by Brownlee LLP and was presented by Senior Associates Michael Solowan and Lorne Randa. Solowan stated, “having worked with Norm and had the opportunity to review his nomination, he epitomizes the intent of this award”.



The award is for Society members who intend to attend continuing education and is based on three major criteria:

- Proposed course of study
- Exemplary service and dedication in the field of local government management
- Impact on the profession of local government management

-30-

For more information:

Norm McInnis, CAO
Office of the CAO
4512 46 Street, Olds, Alberta
T4H 1R5
403-556-6981