



STRENGTHENING YOUR CORE
OCTOBER 14 - 16, 2015

**2015 LGMA CLERKS AND
CORPORATE OFFICERS FORUM**

Radisson Hotel Vancouver Airport, Richmond

Since 2006, this annual educational offering has focused on emerging trends and legal and legislative changes of relevance to Clerks and Corporate Officers in BC local government. As a Clerk or Corporate Officer you need to wear many different hats, and the 2015 Forum will feature interactive, two-way discussions with local government experts who will help you strengthen your core knowledge, enhance your abilities, and encourage the innovation necessary for you to support the needs of your community.

The Forum is a blend of theory and practice, with an emphasis on interactive, two-way discussion. It will provide an excellent opportunity for information-sharing with peers, particularly in the area of best practices, and will include the popular “nuts and bolts” session with informal discussion on common problems and the solutions that are working for others. A detailed program description follows.

Register online at: <http://www.civicinfo.bc.ca/event/2015/CCO.asp>



**REGISTRATION
DEADLINE**

October 7, 2015

**Registration limited to Clerks
and Corporate Officers**
(Maximum 100 participants)

Forum Fee

Early Bird until September 8:

\$610 + GST LGMA Member

\$710 + GST Non Member

After September 8:

\$660 + GST LGMA Member

\$760 + GST Non Member

Optional Workshops

(includes lunch)

Full Day:

\$215 LGMA Member

\$250 Non Member

Half Day:

\$110 LGMA Member

\$125 Non Member

Refunds/cancellations:

**accepted until October 7,
subject to \$50 cancellation fee**
No refunds after October 7

**RADISSON HOTEL
VANCOUVER AIRPORT**

8181 Cambie Road
Richmond, BC V6X 3X9

Accommodation:

LGMA Clerks and Corporate
Officers Forum Room Block

Reservations

call: 604. 279.8384

Standard Room \$119 +taxes
Until September 21

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WEDNESDAY, OCTOBER 14

OPTIONAL PRE-CONFERENCE WORKSHOPS (includes lunch)

Full Day: \$215 LGMA Member, \$250 Non Member

Half Day: \$110 LGMA Member, \$125 Non Member

9:00 am – Noon **A Closer Look at the Core Pillars of FOIPPA**
Facilitators: Gina Albers, City of Quesnel
Lauren Hewson, City of Coquitlam
Lisa Zwarn, Registered Parliamentarian

As the person responsible for administering the FOIPP Act in your organization, what do you need to know to set up a FOIPP program in your local government?

Referencing the FOIPP Toolkit, this session introduces you to the core components of the FOIPPA legislation and how to administer it. Topics covered will include:

- what is a “record”, and what records fall within and outside of the Act;
- what is custody and control;
- the oversight role of the Information and Privacy Commissioner
- when to charge fees;
- how to respond to FOIPP requests and involve other departments;
- privacy considerations and what is appropriate to disclose to the public;
- records management implications and considerations; and
- suggestions for staff training.

Presenters will illustrate best practices for FOIPP Heads and Coordinators when dealing with information requests from the public, and point out some of the more common pitfalls that staff may encounter. (**Note: those delegates that own a copy of the FOIPP toolkit are encouraged to bring it with them to the session*)

Noon – 1:00 pm **LUNCH**

1:00 pm – 4:30 pm **Strengthen Your Knowledge: FOIPPA Application Case Studies**
Facilitators: Angela Bains, Capital Regional District
Cathy Cowan, Village of Keremeos
Lisa Zwarn, Registered Parliamentarian

From application to processing an FOIPP application. Here’s your opportunity to work through some case studies and hone your skills and apply your knowledge about the legislation and best practices. Working in groups, participants will work through a straightforward and a more complex application. This hands on, practical session will provide peer to peer learning that can be immediately applied back in your organization.

5:00 - 7:00 pm **FREE TIME**

We encourage you to take advantage of this free time for exercise and conversation with your colleagues.

7:00 - 9:30 pm **WELCOME RECEPTION**

We see strength when we connect! An opportunity for you to meet up with old friends and network with new colleagues.

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THURSDAY, OCTOBER 15

7:30 - 8:30 am **BREAKFAST and NETWORKING**

8:30 – Noon **PARLIAMENTARY PICKLES**
Facilitators: Eli Mina and Lisa Zwarn, Registered Parliamentarians

As Clerk or Corporate Officer, you are called upon to be the parliamentarian for your local government, the resident expert on Robert's Rules, and provide advice to your Council or Board on proper meeting procedure. This workshop will offer tips, tactics, and practical takeaways to address common procedural myths related to meeting procedure in local government council and board meetings. The workshop will feature two main segments:

8:30 – 10:15 **Part A – Meetings, Agendas, Procedures, and Minutes**

- Agenda Preparation with a focus on: open vs closed meetings; best practices regarding what goes on an agenda and who directs this; and FOI requirements
- Meeting procedures: parliamentary best practices and minute-taking strategies (ie. both technical info and rationale of *why*); minute-taking standards policy (could a template be provided?)
- A discussion on motions and friendly amendments

10:45 - 11:00 am **REFRESHMENT BREAK**

10:45 am – Noon **Part B – Working with Your Board or Council**

- Developing appreciation of the value of your role as a professional advisor
- Dealing with resistance to your professional advice
- Becoming credentialed as a professional parliamentarian (pros and cons)

Noon – 1:00 pm **LUNCH and IIMC UPDATE - TBC**
Guest Speaker: Representative, International Institute of Municipal Clerks

1:00-3:00 pm **A PLANNING PRIMER: YOUR ROLE IN THE PROCESS**
Facilitator: Lui Carvello, Carvello Law
Hazel Christy, Christy & Associates Planning Consultants

While local government planning staff takes an important role in working with citizens to build a consensus on how their community should grow and develop, in virtually every situation it is ultimately the Clerk or Corporate Officer that is responsible for ensuring that all necessary procedural steps are followed. Our seasoned expert presenters will provide participants with the essential information they need to manage the planning process. Topics will include:

- Legislative and statutory requirements, and the role of the Corporate Officers
- Public Hearings & Impact of FOI
- An opportunity to work through a case study for a larger development or other complex application process

3:00 - 3:30 pm **REFRESHMENT BREAK**

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3:30 – 4:30 pm **CITIZEN ENGAGEMENT TOOLS for LOCAL GOVERNMENTS WITH LIMITED RESOURCES**
Facilitators
Alisa Thompson, City of Terrace
Sheena Fraser, Village of Pemberton
Leigh Carter, Comox Valley Regional District

All local governments – even those with limited resources – can improve their communications practices and increase engagement by their citizens. Hear the experiences of the City of Terrace, as well as a presentation on social media best practices and other practical tools that you can employ today to increase clarity and transparency in your communications, and get your citizens more involved.

4:30 – 6:00 pm **FREE TIME or NETWORKING EXERCISE ACTIVITY**

Delegates are invited to get out and enjoy the fresh air and conversation while on a guided 45-minute Dyke Walk.

Meet in the hotel lobby for a 4:45 pm departure.



6:00 - 7:00 pm **NUTS AND BOLTS & NETWORKING SESSION**
TBC

An opportunity for participants to discuss common problems and the solutions that are working for them in a relaxed setting. You are encouraged to bring success stories to share as well as questions! No host bar available.

7:00 - 9:00 pm **DINNER**

After a packed day of learning and sharing with your fellow delegates, the dinner and entertainment will provide a great opportunity to relax and reflect on the day. Enjoy a delicious three-course meal and informal dialogue with your colleagues.



Please note:
The Clerks and Corporate Officers' Forum will be a "scent free" event.

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FRIDAY, OCTOBER 16

7:30 - 8:30 am **BREAKFAST and NETWORKING**

8:30 - Noon **UNDERSTANDING PRIVACY IMPACT ASSESSMENTS**
Facilitator: Sophie Loehrich and Jim Nylander, City of Surrey

If your local government is developing a program, legislation, system, or any other initiative that involves personal information, the privacy protection provisions of FOIPPA apply and under section 69(5) a Privacy Impact Assessment (PIA) may be required. This session will discuss the process and how to ensure that PIAs are considered early in development of the program/service, and provide a framework for conducting a PIA.

8:30 – 10:00 **Part A: Overview of a Privacy Impact Assessment**
Learn what's needed to build a high level road map for the overall process and understand your responsibility for PIAs, building a culture to support the process and how to get management buy-in to identify the required resources.

10:00 - 10:30 am **BREAK and HOTEL CHECKOUT**

10:30 – Noon **Part B: The ABCs of Doing a Privacy Impact Assessment**
Put your knowledge into practice by working through both a simple and more complex PIA.

Noon – 1:00 pm **LUNCH**

1:00 – 2:30 pm **Legal Update**
Facilitators: Sukhbir Manhas, Young Anderson
An update on the current legal cases of interest to Corporate Officers and how they impact their decisions and roles in local government.

ADJOURNMENT

International Institute of Municipal Clerks (IIMC)

The Forum provides the following points/credit hours for members of IIMC (*certificates of attendance will be provided upon request*):

CMC aspirants:	2 CMC Experience/Continuing Education points
MMC aspirants:	2 MMCA Advanced Education points
CMC recertification training:	12 hours of education

LGMA gratefully acknowledges the financial support of:



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