



## CORPORATE OFFICERS BOOTCAMP

**JULY 28 - 31, 2019**

UNIVERSITY OF VICTORIA, VICTORIA, BC

Are you a newly appointed or aspiring Corporate Officer? Are you a newly appointed CAO that is responsible for corporate administration? Are you an administrative assistant that provides support to elected officials or works closely with the Corporate Officer? If you said yes to any of the above, then this Bootcamp is for you!

Join knowledgeable experts Lisa Zwarn and Sonia Santarossa for this three day workshop that will help build your fundamental skills as a Corporate Officer.

You will also hear from other experienced Corporate Officers during the Bootcamp to provide you with an opportunity to tap into their knowledge, ask questions, and learn from their experiences.

At the end of this Bootcamp you will be able to describe the key roles and responsibilities of the Corporate Officer; refer to and articulate the relevant sections of the legislation that apply to the role; prepare meeting agendas and minutes; apply a procedure bylaw, and so much more!

Register online at: [Corporate Officers Bootcamp](#)

T. 250.383.7032 E. [office@lgma.ca](mailto:office@lgma.ca)

## REGISTRATION DEADLINE

**July 19, 2019**

(Maximum 50 participants)

### 3 Day Bootcamp Fee

**\$1,350 + GST LGMA Member**

**\$1,500 + GST Non Member**

Costs includes live-in residence accommodations, breakfast, lunch and refreshments. Participants are responsible for their own dinner and on campus parking.

### Cancellations

Cancellations are accepted without penalty before **July 19, 2019**

No refunds after July 19, however, registration is transferable.

### **University Club University of Victoria Victoria, BC**

Bootcamp sessions will be held at the University Club located on the west side of UVic campus.

### **Live-in Residence Accommodations are included in Bootcamp fees:**

To gain full benefits from the program, participants are asked to "live-in residence" at the Commonwealth Village located on the east side of UVic Campus.



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## **SUNDAY, JULY 28**

**3:00 – 5:00 PM**

### **CHECK-IN TO UVIC IN-HOUSE RESIDENCE**

Residence Services Front Desk will be located at a temporary facility (due to summer construction) beside Parking Lot 5 at the University of Victoria.

Participants will be assigned to a cluster unit in the Commonwealth Village located on the east side of the campus.

**7:00 – 9:00 PM**

### **ORIENTATION AND WELCOME RECEPTION**

#### **Village Greens, Cadboro Commons Building**

An orientation to the Corporate Officers Bootcamp and meet presenters, Lisa Zwarn and Sonia Santarossa. Light appetizers and refreshments will be provided with the opportunity to network and meet new colleagues.

## **MONDAY, JULY 29**

**7:30 - 8:30 AM**

### **HOT BREAKFAST - University Club**

All sessions will take place in the Salal/Snow and Honeysuckle Rooms

**8:30 – 8:45 AM**

### **INTRODUCTION**

**8:45 - 10:30 AM**

### **THE ROLE OF THE CORPORATE OFFICER**

Legislation

**10:30 – 11:00 AM**

### ***REFRESHMENT BREAK***

**11:00 AM – NOON**

### **THE ROLE OF THE CORPORATE OFFICER (CONT'D)**

Official Records

Regulatory Tasks in Your Official Capacity

**NOON – 1:00 PM**

### **LUNCH- Wild Rose Room**

**1:00 – 2:30 PM**

### **GOVERNING BODY OPERATIONS**

Report and Recommendation Management

Committees and Commissions

**2:30 – 3:00 PM**

### ***REFRESHMENT BREAK***

**3:00 – 5:00 PM**

### **GOVERNING BODY OPERATIONS (CONTINUED)**

Agenda Preparation

Minute Taking

**5:00 – 5:15 PM**

### **END OF DAY REVIEW**

<b>6:00 – 7:00 PM</b>	<b>BBQ DINNER ON THE PATIO – University Club</b>
<b>7:00 – 8:30 PM</b>	<b>RESPONSIBLE CONDUCT – Honeysuckle Room</b> Code of Ethics Code of Conduct

## **TUESDAY, JULY 30**

<b>7:30 - 8:30 AM</b>	<b>BREAKFAST – University Club</b>
<b>8:30 – 10:30 AM</b>	<b>GOVERNING BODY OPERATIONS (CONTINUED)</b> Meeting Procedures
<b>10:30 – 11:00 AM</b>	<b><i>REFRESHMENT BREAK</i></b>
<b>11:00 – NOON</b>	<b>ELECTIONS AND OTHER FORMS OF ELECTORAL INVOLVEMENT</b>
<b>NOON – 1:00 PM</b>	<b>LUNCH – Wild Rose Room</b>
<b>1:00 – 2:30 PM</b>	<b>PANEL SESSION WITH CORPORATE OFFICERS</b>
<b>2:30 – 3:00 PM</b>	<b><i>REFRESHMENT BREAK</i></b>
<b>3:00 – 5:00 PM</b>	<b>GOVERNING BODY CONCERNS</b> Challenges Facing Elected Officials Administrative Law – Impacts on Council/Board Decisions
<b>5:00 – 5:15 PM</b>	<b>END OF DAY WRAP UP</b>
<b>EVENING</b>	<b>FREE TIME</b>

## **WEDNESDAY, JULY 31**

<b>7:30 - 8:30 AM</b>	<b>HOT BREAKFAST – University Club</b>
<b>8:30 – 10:00 AM</b>	<b>LAND USE PLANNING PRIMER FOR THE CORPORATE OFFICER</b>
<b>10:00 – 10:30 AM</b>	<b>REFRESHMENT BREAK</b>

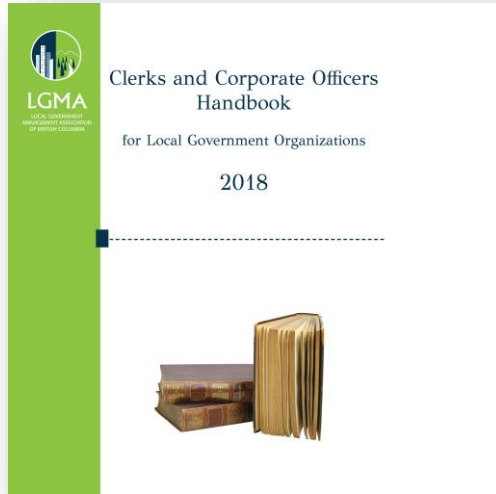
10:30 – 11:30 AM

**GOVERNING BODY CONCERNS**

Elected Official Orientation

11:30 AM – NOON

**WRAP UP**



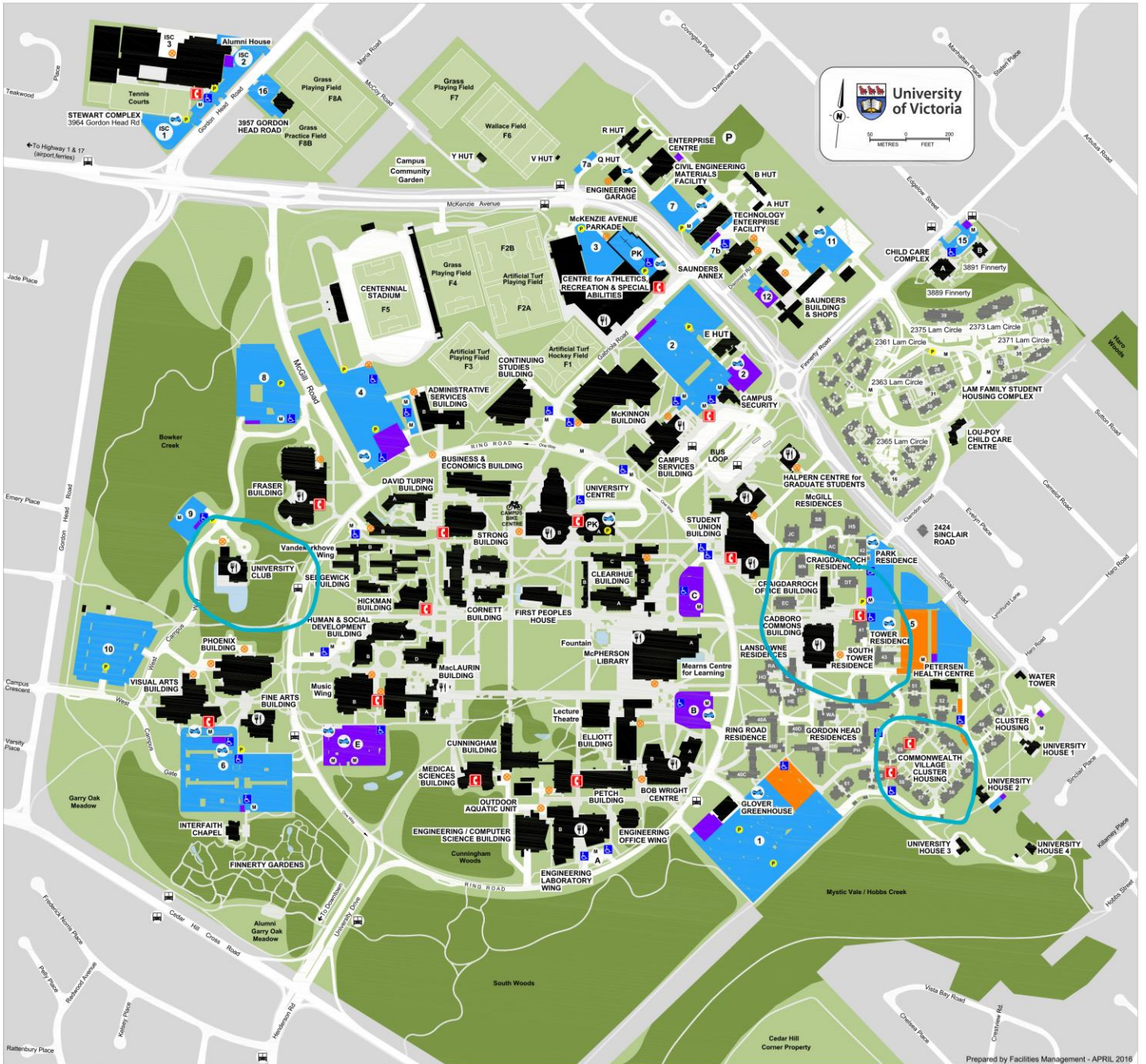
Participants can purchase the **Clerks and Corporate Officers Handbook** in advance of the bootcamp at an additional cost, but it is not mandatory.

**Did you know:** for a range of professional designations, session attendance may be used as credit toward continuous professional learning requirements?

LGMA gratefully acknowledges the financial support of:

**LIDSTONE & COMPANY**

# University of Victoria Parking Guide Map



Prepared by Facilities Management - APRIL 2016

<b>Legend</b>	Buildings	Residences	Student Resident Parking	Buildings Under Construction	Permit Dispenser	Loading Dock / Deliveries	Campus Security Help Phone
	Reserved Parking	General Parking	Parkade	Metered Parking	Disabled Parking	Motorcycle Parking	Bus Stop

**Website: [uvic.ca/security](http://uvic.ca/security)**     
 **Emergency Phone: 250-721-7599**     
 **Non Emergency Phone: 250-721-6683**