



## 2019 LGMA CORPORATE OFFICERS FORUM SERVICE YOU CAN TRUST

OCTOBER 2 – 4, PRINCE GEORGE, BC

Since 2006, this annual educational offering has focused on emerging trends and legal and legislative changes of relevance to Corporate Officers in BC local government. The Corporate Officer is a key trusted officer in any local government tasked with safeguarding information and providing service to the elected officials, staff and the public. The 2019 Forum features local government experts and colleagues who will help you build your service toolkit.

Important elements and learning outcomes include:

- a blend of theory and practice, with an emphasis on interactive, two-way discussion, practical application, and case study review;
- updates and information based on current concepts relating to administrative, legal, and statutory matters;
- a forum for the exchange of ideas and methodologies within local government, particularly in the area of best practices;
- the opportunity to establish a network of contacts and potential mentors throughout the province.

### Corporate Officers Forum Registration

### Pre-conference workshop registration

Please register separately for both the CO Forum and the pre-conference workshop.



LGMA gratefully acknowledges support from



## REGISTRATION DEADLINE

**September 25, 2019**

Forum registration is limited  
to **Corporate Officers and  
their Deputies**  
(Maximum 120 participants)

### Forum Fees:

Early Bird until August 9:  
\$710 + GST LGMA Member  
\$830 + GST Non Member

Starting August 9:  
\$770 + GST LGMA Member  
\$890 + GST Non Member

### Pre-conference Workshop Fee:

\$190 + GST LGMA Member  
\$215 + GST Non Member

### Refunds/cancellations

Request for refunds accepted  
until 4:30 p.m. **September 25.**

No refunds after September 25,  
however registration is  
transferable to the Deputy  
Corporate Officer.

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Ramada Plaza Prince George  
444 George Street  
Prince George, BC

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### **Accommodation:**

LGMA Corporate Officers Forum  
Group Code: CGPG\_1032

until **September 10, 2018**  
Reservations call: **1.250.563.0055**

Standard Room \$119 + taxes

**WEDNESDAY, OCTOBER 2****OPTIONAL PRE-CONFERENCE FULL-DAY WORKSHOP  
(Maximum 50 participants)**

Fee: \$190 LGMA Member, \$215 Non Member

[Register online separately for pre-conference workshop](#)

**8:30 AM – 4:30 PM PROJECT MANAGEMENT FUNDAMENTALS FOR CORPORATE OFFICERS**

Ivan Rincon, B. Eng, MBA, PMP

Project Management Institute – Vancouver Island Chapter

The success of a project is dependent on how it is managed from inception to completion. This one-day workshop will provide you with an overview of the fundamentals of project management including the concepts and processes of how to initiate and manage a project from start to end. You will learn skills and techniques to propose, start, plan, execute, monitor, control and close projects using best practices. These valuable tools will improve your ability to deliver a successful project. This workshop will also touch on grant proposal writing skills.

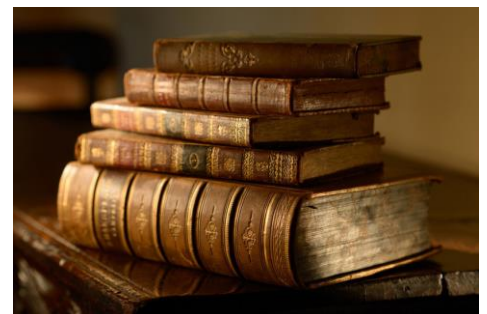
**CORPORATE OFFICERS FORUM****6:30 – 7:00 PM****FIRST TIME ATTENDEE MEET AND GREET**

Is this your first time attending the Corporate Officers Forum? Are you new to your position as a Corporate Officer? During the Meet and Greet you will have the opportunity to meet members of the committee, enjoy a refreshment, and make a new friend or two.

**7:00 – 9:00 PM****WELCOME RECEPTION**

An opportunity for you to meet up with old friends and network with new colleagues.

Sponsored by:



**THURSDAY, OCTOBER 3****7:30 - 8:30 AM**      **BREAKFAST and NETWORKING****8:30 –10:30 AM**      **FROM TOP TO BOTTOM: THE STRATEGIC ALIGNMENT CASCADE**

John Leeburn, Leeburn OD

What is a Strategic Alignment Cascade? Join John Leeburn to learn about the Strategic Alignment Cascade and get a sense of how corporate strategic plans, master plans, business plans and, team charters and individual performance plans influence and direct your role and work in your organization. In this interactive session you will walk through the development of a departmental business plan and discuss how to monitor and measure performance, manage unexpected opportunities and “shiny objects”.

**10:30 – 11:00 AM**      **REFRESHMENT BREAK****11:00 AM – NOON**      **THE NEW PROCEDURE BYLAW TOOLKIT AND RESPONSIBLE CONDUCT UPDATE**Ministry of Municipal Affairs and Housing  
Nancy Taylor, Executive Director, LGMA  
UBCM Representative

This session will provide an overview of the new Procedure Bylaw Toolkit prepared by the Ministry of Municipal Affairs and Housing in collaboration with local government representatives.

In addition, there will be an update on the work being done by MAH, UBCM and the LGMA on Responsible Conduct of Elected Officials and how you can embed responsible conduct principles in your local government’s Procedure Bylaw and Oath of Office.

**NOON – 1:00 PM**      **LUNCH**  
**UPDATE from MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING****1:00 – 2:15 PM**      **THE COLLECTION AND PROTECTION OF PERSONAL INFORMATION – FIPPA BEST PRACTICES**

Kathryn Stuart, Stewart McDannold Stuart

There are many opportunities that local government may collect personal information from members of the public. They may write in about a matter, appear as a delegation at a meeting, or present information at a meeting that is being webstreamed. Does your local government have the authority to collect this personal information? How do you advise a member of the public that this information is being collected, and how do you protect their personal information from disclosure?

This session will focus on best practices regarding the collection and protection of personal information.

**2:15 – 2:45 PM REFRESHMENT BREAK****2:45 – 4:00 PM THE BALANCING ACT**

Walter Babicz, General Manager of Administrative Services, City of Prince George  
Selina Williams, Director of Corporate Administration, City of Colwood  
Sukh Manhas, Partner, Young Anderson

Have you felt at times that, as the Corporate Officer, you are sometimes caught in the middle between your Council/Board and CAO? Are you asked to participate in Council or Board meetings at the exclusion of all other staff and privy to highly confidential information such as labour discussions, Officer termination, CAO performance?

How do you know when it's appropriate to participate in these meetings? How do you ensure the statutory responsibilities of the Corporate Officer are fulfilled and the appropriate steps are being followed in these types of scenarios? Who do you turn to for advice and guidance? How do you ensure the highly sensitive information is managed and recorded properly?

Hear from an experienced Corporate Officer and legal professional on how best to manage these types of situations and learn best practices on how to properly handle minutes and other confidential and highly sensitive information.

**4:15 – 5:30 PM NUTS AND BOLTS SESSION**

This is an opportunity for participants to discuss common problems and the solutions that are working for them. You are encouraged to bring success stories as well as questions!

**5:30 – 6:30 PM FREE TIME****6:30 – 9:00 PM NETWORKING DINNER**

***Please note:  
The Clerks and Corporate Officers Forum will be a “scent free” event.***

**FRIDAY, OCTOBER 4****7:30 - 8:30 AM****BREAKFAST****UPDATE from International Institute of Municipal Clerks****8:30 – 10:00 AM****OPEN GOVERNANCE: THE PROACTIVE RELEASE OF INFORMATION**

Jacque Killawee, City Clerk, City of New Westminster

Barbara Van Fraassen, Director, Access to Information and Privacy,  
City of Vancouver

Does your local government proactively release closed meeting decisions, documents or non-routinely releasable information when they are no longer considered confidential? How do you ensure the proper checks and balances have taken place and what FIPPA considerations do you take into account prior to the release of this information? What are the benefits and pitfalls of proactive release?

Learn from the City of New Westminster and the City of Vancouver about their processes to proactively release information and how you can implement these in your local government.

**10 – 10:30 AM****REFRESHMENT BREAK****10:30 AM - NOON****LEGAL UPDATE**

Sukh Manhas, Partner, Young Anderson

Participants will receive an update on the current legal issues of interest to Corporate Officers and will gain a better understanding of how these legal issues impact their work in local government. Participants will be asked to provide input on recent cases/issues they would like to receive an update on.

**INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC) ACCREDITATION**

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

CMC aspirants:	4 CMC Experience/Continuing Education points
MMC aspirants:	4 MMC Advanced Education points

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

CMC aspirants:	3 CMC Experience/Continuing Education points
MMC aspirants:	3 MMC Advanced Education points

## CORPORATE OFFICERS FORUM PROGRAM ADVISORY COMMITTEE

The program was designed with the input of experienced local government practitioners. Thanks to:

Hanieh Berg, City of Richmond  
Daniel Fish, North Coast Regional District  
Gabryel Joseph, City of Port Coquitlam

Keeva Kehler, City of Parksville  
Kate O'Connell, City of Burnaby

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### LGMA Gratefully Acknowledges Financial Support From



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