



## **MARCH 1-3, 2022**

# **CAO FORUM**

## **LEADING THROUGH CHANGE**

**\*\* REVISED January 24, 2022 TO BE HELD VIRTUALLY**

The CAO Forum is an annual offering for local government chief administrative officers (CAOs) to meet with their colleagues and discuss issues of mutual concern in a congenial atmosphere. Additional webinars on key subject areas are included with registration to the 2022 CAO Forum. The Forum will feature interactive, two-way discussions with speakers on subjects of interest to local governments and provide an excellent opportunity for frank and open dialogue. The 2022 Forum is designed to inspire CAOs to lead through change with resiliency.

[Register Online: 2022 CAO Forum](#)

**Registration Deadline is February 18, 2022**



**2022**  
**Professional**  
**Development**  
**Partners**

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## **REGISTRATION DEADLINE**

**February 18, 2022**

Registration is limited to CAOs, appointed Deputy CAOs and Executive Director CEOs of Affiliate Members

CAO Forum sessions can be used towards Continuous Professional Learning credits

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**Early Bird Rates for members until December 31, 2021:**  
**\$500 + GST LGMA Member**

**Starting January 1, 2022:**  
**\$550 + GST LGMA Member**  
**\$600 + GST Non-Member**

**Webinars Only:**  
**\$285 + GST LGMA Member**  
**\$340 + GST Non-Member**

### Cancellations

**Cancellations are accepted without penalty before February 18, 2022**

**(No refunds after February 18)**

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**Register online before February 18, 2022**

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**TUESDAY, MARCH 1, 2022****1:00 – 1:30 PM VIRTUAL LAUNCH AND PEER CONNECTIONS**

Greetings from LGMA President Heather Nelson-Smith and the opportunity to network with friends, colleagues and meet new CAOs.

**1:30 – 2:30 PM ADAPTING TO THE BUILDING ACT CHANGES**

**Panelists:** **Danielle Myles Wilson, CAO, Port Edward**  
**Richard Diamond, Building Official, District of Lillooet**

Local governments have witnessed a number of changes that impact training requirements, technical building requirements, review processes for proposals for innovative and energy efficient buildings, and an expanded scope for the Building Code Appeal Board. Though many local governments are still implementing these changes, explore how the local government sector has worked to meet these changes, hear about lessons learned, and share strategies for moving forward with resilience.

**2:30 – 3:00 PM BREAK****3:00 – 4:30 PM BEST PRACTICES TO SHARED INTERESTS: FIRST NATIONS – LOCAL GOVERNMENT PLANNING PROCESSES**

**Facilitator and Panelists:** **Brian Carruthers, CAO, Cowichan Valley Regional District**

Local governments now, more than ever, are working towards meaningful reconciliation efforts and relationship building with Indigenous peoples while also seeking to improve relationships with First Nations governments. “Decolonizing” is a term that is being used a lot, but what does it mean for local government and, more specifically, how does it apply to day-to-day processes within local government? Improving relationships with Indigenous government and community members can enhance the effectiveness of the planning processes reflective of the Truth and Reconciliation Commission’s Calls to Action and the Declaration on the Rights of Indigenous Peoples Act. Learn about relationship building in action and what it means to local government and First Nations leaders within the context of *DRIPA* and learn how strengthened relations can improve collaborative planning process grounded in shared dialogue in this informative session.

**4:30 – 5:30 PM NETWORKING AND 80S MUSIC BINGO**

Enjoy a fun and engaging time of networking with your peers, play 80s music bingo, and “don’t stop believing!”

**WEDNESDAY, MARCH 2, 2022**

<b>8:00 – 8:30 AM</b>	<b>WELCOME AND LGMA UPDATE</b>
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Join your colleagues for a morning welcome and update from LGMA's new Executive Director, Candace Witkowskyj.

<b>8:30 – 10:00 AM</b>	<b>BUILDING YOUR LEADERSHIP SKILLS: COMMUNICATING AND COLLABORATING ACROSS DISCIPLINES</b>
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**Presenters:**            **Michael Boronowski, CAO, City of Fernie**  
**Kate Harrison, Owner and Facilitator, Plain Language Academy**

Regardless of what your background is, as a CAO you must work with elected officials and senior staff with a range of different educational and experiential backgrounds. Utilizing executive communication strategies is a must-have leadership skill for CAOs communicating across disciplines. How can you as a CAO establish clear communication practices that foster clarity, consistency, and efficiency when you are working across disciplines? Learn about clear language principles and practices, engage in small group discussion to explore common communication missteps, and improve your communication skills as a local government leader in this interactive, skills-based session.

<b>10 - 10:30 AM</b>	<b>BREAK</b>
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<b>10:30 – NOON</b>	<b>REINVIGORATING WORKPLACE RESILIENCY AND RE-ENERGIZING A TIRED TEAM</b>
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**Panelists:**            **Tricia-Kay Williams, MA, RCC, Metamorphose Counselling**

Over the past two years, you and your staff have endured great change and you may be wondering how to “refuel” your team’s resiliency as you prepare for election season. You may have made staffing changes or had to adjust to more change than before. How can you engage in with your team in a meaningful way? How did you maintain team cohesion through the pandemic and how will you move forward? Hear from an experienced panel on how to foster workplace resiliency using tangible strategies, learn important factors to consider, and explore how to gather meaningful and accurate feedback on your efforts.

<b>NOON</b>	<b>ADJOURN</b>
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**THURSDAY, MARCH 3, 2022****8:00 – 8:30 AM****WELCOME AND NETWORKING OPPORTUNITY**

Join your colleagues for casual networking opportunity.

**8:30 – 9:30 PM****LEGAL UPDATE**

**Presenter:** Don Lidstone, Partner, Lawyer, Lidstone & Company

An update on the current legal cases of interest and how they impact local government decision-making.

LGMA Gratefully acknowledges  
the financial support of:


**9:30 – 10:30 AM****UPDATE from the Ministry of Municipal Affairs****10:30– 12:30 PM****ETHICS IN LOCAL GOVERNMENT**

**Presenter:** Reece Harding, Lawyer, Young Anderson  
Allison Habkirk, Principal at Allison Habkirk Town Planner

Public service is a form of public trust. That public trust can easily be broken by any lapse in the behaviour of someone in public service, yet sometimes it can be challenging to know exactly what constitutes an ethical misstep until it is already too late. Join in this interactive, informative session to walk through local government ethics scenarios and identify key factors for consideration that you can apply to your day-to-day work.

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the financial support of:


**12:30 PM****ADJOURN****CAO FORUM PROGRAM ADVISORY COMMITTEE**

The program was designed with the input of experienced local government practitioners. LGMA wishes to thank the following people:

Lou Varela, CAO, District of Oak Bay	Trevor Seibel, CAO, District of Coldstream
Kris Boland, CAO, City of Terrace	Gerald Pinchbeck, CAO, District of Vanderhoof
Jeremy Denegar, CAO, District of Lillooet	Pete Nelson-Smith, CAO, Town of Port McNeill

## CAO Forum: Webinars

Included in your CAO Forum Registration is access to Individual Sessions to be delivered virtually:

### Part 1: INTRODUCING A CODE OF CONDUCT

**Date:** Friday, April 22, 2022, 10-11:30 a.m. PST

**Panel:** Mayor Al Siebring, District of North Cowichan  
Ted Swabey, Chief Administrative Officer, District of North Cowichan

In 2021, the Working Group on Responsible Conduct released the “Forging the Path to Responsible Conduct” Guide and complementary “Model Code of Conduct.” Join in this important session to learn how to action recent legislative changes, make use of the Guide and Model Code in your organization, navigate elected official resistance, and set a foundation for responsible conduct with your newly elected officials in the years to come.

### Part 2: NAVIGATING CODE OF CONDUCT ISSUES

**Date:** Friday, May 6, 2022, 10-11:30 a.m. PST

**Panelists:** Ann Mitchell, CAO, City of Lethbridge

Implementing a Code of Conduct may sound like a great idea, but what can you do if you are already navigating conduct issues? How do you foster good governance and leadership amidst rampant misconduct and where can you set boundaries around what is within your capacity as a CAO? Hear key themes about the CAO-Council relationship and the importance of role clarity from Ann Mitchell, CAO, City of Lethbridge, and winner of the Municipal World Women of Influence Award. Enjoy as panelists guide you through identifying conduct issues, explain potential approaches and strategies for navigating conduct issues, and explore avenues for enforcement.

### CREATING EFFECTIVE HOMELESS SUPPORT STRATEGIES: HOW TO BALANCE SOCIAL AND ECONOMIC DEMANDS

**Date:** Friday, November 25, 2022, 10-11:30 a.m. PST

**Panel:** Erika Sagert, Policy Manager, BCNPHA & TBC

As CAOs, you face pressure to support initiatives to address homelessness while also facing pressure from businesses and residents impacted by homelessness. How do you support efforts to house the homeless, address the concerns of businesses and residents, and maintain an empathetic, human-centered approach? Learn about effective strategies to address homelessness while balancing the varying interests and demands in your community.

**[Register online if you plan to attend the individual webinars only](#) and not attend the full CAO Forum.**

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