



LGMA CORPORATE OFFICERS' FORUM 2023

WORKING TOGETHER: BRIDGING THE GAP

OCTOBER 4-6, 2023, NANAIMO, BC

We acknowledge this event takes place on the traditional and unceded territories of the Snuneymuxw First Nations. This gratitude extends to the many Indigenous Nations on whose territories we work, live and play.

Since 2006, this educational offering has focused on emerging trends and legal and legislative changes of relevance to BC local government Corporate Officers. The 2023 Forum will feature local government experts to support you as a key trusted officer, tasked with safeguarding information and providing service to elected officials, staff, and the public. Take this opportunity to come together to connect and learn as a community.

Important educational deliverables and learning outcomes include:

- a blend of theory, 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 throughout the province.

[Register online for CO Forum by September 20, 2023](#)

SEPARATE: [Register online for Pre-forum workshop](#)



LGMA

2023 Professional Development Partners

LIDSTONE & COMPANY
BARRISTERS AND SOLICITORS



STEWART McDANNOLD STUART
Barristers & Solicitors



YOUNG ANDERSON
BARRISTERS & SOLICITORS

REGISTRATION DEADLINE

September 20, 2023

Forum registration is reserved for Corporate Officers and their Deputies

Forum Fees

Early Bird Until August 14
\$730 + GST LGMA Member
\$850 + GST Non-Member

Regular Rates August 15
\$825 + GST LGMA Member
\$900 + GST Non-Member

Optional Pre-Conference Workshop:

\$190 LGMA Member
\$215 Non-Member

Refunds/cancellations

Request for refunds accepted until 4:30 p.m. September 20. Registration is transferable to the Deputy Corporate Officer.

Vancouver Island
Conference Centre
101 Gordon Street
Nanaimo, BC

Accommodations:

LGMA Forum 2023 Group Rates
[Coast Bastion Hotel:](#) \$189- \$219
Coast Bastion Group code:
CBI-GFC22510
[Courtyard by Marriott:](#) \$189

Book online before
September 3, 2023

IIMC Credits:

Participation may satisfy requirements for International Institute of Municipal Clerks (IIMC) or other designations.

Notice of Filming and Photography: When you attend this event, photography, audio, and video recording may occur. By entering the event venue, you consent to such recording media and its release, publication, exhibition, or reproduction for educational or promotional purposes.

WEDNESDAY, OCTOBER 4

OPTIONAL PRE-FORUM WORKSHOP

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

[Register online separately](#) for the pre-forum workshop.

1:30 – 3:00 PM	PRIVACY MANAGEMENT PROGRAM CHECK-IN
-----------------------	--

Presenters: **Robyn Biggar, Records and FOIPPA Administrator, City of Port Coquitlam**
Caitlin Lemiski, Director of Policy, BC OIPC
Marisa Cruickshank, Partner, Lidstone & Company

Effective February 1, 2023, local governments were required by provincial legislation to develop Privacy Management Programs. The province issued mandatory Privacy Management Program Directions and the BC OIPC published the guidance document “Accountable Privacy Management in BC’s Public Sector”. This “check in” session will provide valuable recommendations for implementing a Privacy Management Program in your organization.

3:00 – 3:15 PM	REFRESHMENT BREAK
-----------------------	--------------------------

3:15 – 4:45 PM	EDRMS
-----------------------	--------------

Presenters: **Kim Paterson, Records Coordinator/FOI Clerk, City of Vernon**

The pandemic accelerated a shift from physical to electronic records for many local governments who now need to manage both paper and electronic records. Learn what electronic records management software our panel is using in their local governments, and best practices and key considerations prior to implementation.

6:30 – 7:00 PM	FIRST TIME ATTENDEE MEET AND GREET NANAIMO MUSEUM
-----------------------	--



Is this your first time attending the Corporate Officers’ Forum? Are you new to your position as Corporate Officer? Take advantage of this opportunity to meet members of the Corporate Officer Committee, other new attendees and enjoy a light refreshment.

7:00 – 9:00 PM	WELCOME RECEPTION – NANAIMO MUSEUM Light Appetizers and Refreshments Provided
-----------------------	--

An opportunity to connect with colleagues old and new at the welcome reception hosted in the Nanaimo Museum onsite at the Vancouver Island Conference Centre.

The Nanaimo Museum is on the traditional territory of the Snuneymuxw First Nation. It is a dynamic community facility offering diverse interpretive programming encouraging visitors to “Make a Discovery” while exploring the history and heritage of the area. The First Nations collection is held in trust for the Snunéymuxw First Nation with whom the museum has worked closely with Geraldine Manson, Snuneymuxw First Nation Elder in Residence at VIU, to interpret their story.



Light appetizers and refreshments will be provided, however, participants are encouraged to eat dinner prior to attending.

Photographer-Tayu Hayward, BC Museum Portraits Project, Courtesy of Nanaimo Museum

THURSDAY, OCTOBER 5

7:30 – 8:30 AM	BREAKFAST AND NETWORKING MT BENSON AB
-----------------------	--

8:30 – 10:00 AM	MEETING MANAGEMENT
------------------------	---------------------------

Presenters:

- Emilie Gorman, Corporate Officer, District of Central Saanich**
- Angila Bains, Director, Legislative & Protective Services/
Corporate Officer, District of Saanich**
- Kristen Morley, General Manager Corporate Services, Capital Regional District**

With the advent of electronic meetings came the need for additional resources to manage effective meeting and public hearing processes in a hybrid environment. In this session, you will hear from a seasoned panel of Corporate Officers about their successes and challenges managing electronic meetings. Gain insights about agenda preparation, notification processes to manage the meeting, and receive advice and best practices to navigate the new world of hybrid meetings.

10:00 – 10:30 AM	REFRESHMENT BREAK
-------------------------	--------------------------

10:30 – 11:30 AM	OFFICERS EMPLOYMENT Corporate Officer's Role
-------------------------	---

Presenters: **Kate O'Connell, Director of Corporate Services, City of Courtenay**
Marisa Cruickshank, Partner, Lidstone & Company

During your career as a Corporate Officer, your position may require you to assist in the process of suspending or terminating a local government Officer. This session will identify the legislation and case law regarding Officer suspensions and termination and review key considerations working through the process from an experienced Corporate Officer. The session will inform:

- ✓ How Officers are appointed
- ✓ What the Corporate Officer's role and responsibilities are when a local government Officer is suspended or terminated
- ✓ What are the rights of the Officer being suspended or terminated
- ✓ What is the role of Council during the termination process
- ✓ What are appropriate internal and external communications

**LGMA gratefully acknowledges
the financial support of:**

LIDSTONE & COMPANY

11:30 AM - NOON	MINISTRY OF MUNICIPAL AFFAIRS UPDATE
------------------------	---

NOON – 12:45 PM	LUNCH
------------------------	--------------

12:45 – 1:30 PM	WELLNESS WALK - HARBOURFRONT WALKWAY
------------------------	---



The Harbourfront Walkway is a multi-use trail along the Newcastle Channel and downtown Nanaimo waterfront. Taking time for balance in our busy lives is so important to refresh our mind and body. Join your colleagues for a chance to get outside and stretch your legs and take in the sights from the beautiful harbourfront walkway.

Meet in the Newcastle Lobby to be assigned to a smaller walking group.

1:30 – 2:30 PM

REVITALIZE YOUR WORK AND LIFE

Presenter:

**Stephanie Staples, Certified Speaking Professional
International Speaker and Author**



Are you trying to be all things to all people? Are competing priorities and the lack of time, energy and motivation stopping you from being the best version of yourself? Journey on this high-energy, no holds barred presentation as Steph peels the layers back and exposes not only what you need to do to achieve uncommon success in your life and livelihood, but how to do it!

Learn simple, purposeful, deliberate actions you can easily implement to help you revitalize yourself so that you can bring your best both personally and professionally. Get ready to see how the Kaizen principle can help you improve your quality of life - even in tough times! And, we may even have a little bit of fun!

2:30- 2:45 PM

REFRESHMENT BREAK

2:45 – 3:45 PM

ELECTED OFFICIALS LEAVE OF ABSENCE

Presenters:

**Kate O’Connell, Director of Corporate Services, City of Courtenay
Ryan Bortolin, Lawyer, Stewart McDannold Stuart**

There are many reasons elected officials take a Leave of Absence and in 2022, provincial legislation was amended to require that a Council member must take a leave of absence if they have been charged with an indictable offence under the Criminal Code of Canada or the Controlled Drug and Substances. The panel is composed of highly skilled Corporate Officers and a lawyer who will review and discuss legislative tools and best practices for the Leave of Absence process, including the new mandatory leave requirement.

LGMA gratefully acknowledges
the financial support of:



STEWART McDANNOLD STUART
Barristers & Solicitors

3:45 – 4:00 PM

STRETCH BREAK



Please note, this is a “scent free” event.

4:00 – 5:00 PM

KNOWLEDGE CAFE

In this interactive session, attendees will have opportunities to connect, build new relationships, and strengthen existing ones. Attendees will be grouped together at tables to participate in facilitated discussions on various topics.

Throughout the session, attendees will have the opportunity to meet and network with Corporate Officers from a wide range of backgrounds and different responsibilities. You will be encouraged to exchange contact information and continue your conversations beyond the session, creating a valuable network of connections who can help you grow personally and professionally.

Whether you are a seasoned professional or just starting your career, this interactive networking session is a great opportunity to connect with others in your field, gain new perspectives, and expand your network. Join us for an engaging and interactive session that will leave you feeling inspired and connected!

5:00 – 6:00 PM

FREE TIME

6:00 – 9:00 PM

**HATS OFF CELEBRATION DINNER AND NETWORKING
Mt Benson Ballroom and Newcastle Lobby**

Corporate Officers wear many hats signifying the different roles and responsibilities pertaining to the position. The phrase ‘wearing different hats’ comes from a time when hats were worn specific to a given trade, official position, or function. What hat best describes your role?



Join your colleagues for an evening of fun and wear a hat of your choice.

There will be an opportunity for photos, networking, and of course, your chance to win the ‘best hat’ award.

OPTIONAL ACTIVITY – PAINT NIGHT

After dessert, experience the fun of painting – no experience is required. Follow step-by-step instructions from a Paint Nite® instructor who will lead participants in an evening of fun and art as you create your own unique painting.

Additional cost of \$30 includes all painting supplies. Come and create a signature piece of original art – yours -- and discover your ‘Picasso’ within.

FRIDAY, OCTOBER 6**7:30 – 8:30 AM** **BREAKFAST****8:30 - 8:45 AM** **IIMC UPDATE****8:45 – 10:00 AM** **WORKING TOGETHER TO BRIDGE THE GAP**
Regional District Alternate Directors

Presenters: **Lina Gasser, Chief Administrative Officer, Kitimat-Stikine Regional District**
Karen Needham, Corporate Officer, Central Okanagan Regional District
Corinne Boback, Manager of Legislative Services/Corporate Officer,
City of West Kelowna

The session will begin with a brief review of Regional Districts and their use of the weighted voting system. An expert panel of Corporate Officers from Regional Districts and a municipality will then present their experiences and best practices on how they ensure effective communication about matters affecting Alternate Directors, and how they develop and maintain mutually supportive relationships with their member municipality or Regional District colleagues.

10:00 – 10:30 AM **REFRESHMENT BREAK****10:30 AM – NOON** **LEGAL UPDATE 2023**

Presenter: **Suhk Manhas, Lawyer**
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.

LGMA gratefully acknowledges
the financial support of:

YA **YOUNG ANDERSON**
BARRISTERS & SOLICITORS



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

CORPORATE OFFICERS FORUM PROGRAM ADVISORY COMMITTEE:

Corinne Boback, City of West Kelowna
Lina Gasser, Regional District of Kitimat Stikine
Mark Panneton, District of West Vancouver

Michelle Martineau, Municipality of North Cowichan
Carolyn Mushata, District of Sooke

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC) ACCREDITATION

Upon request LGMA will provide attendees who are members of IIMC with a letter of attendance confirming the number of completed educational (in class) contact hours accessed through the Forum program.
