



## **2023 LGMA ADMINISTRATIVE PROFESSIONALS CONFERENCE**

*Champions of Teamwork and Performance*

**OCTOBER 25-27, 2023**  
**Westin Wall Centre, Richmond, BC**

**We acknowledge that this event takes place on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam) Nation. This gratitude extends to the many Indigenous Nations on whose territories we work.**

This conference is specially designed for the administrative professional working in the BC local and First Nations government organizations. If you're an administrative or executive assistant, office coordinator, clerk, or front-line staff, you play an important administrative role to your team and members of the community.

This year's conference focuses on championing teamwork and performance, and features sessions on ethical leadership, time management, FOIPPA practices, and staff and council interactions to name a few.

This exciting conference will provide excellent networking and information sharing opportunities for all levels of administrative staff working in BC local and First Nations government organizations.

**[Register Online by October 11, 2023](#)**

## **REGISTRATION DEADLINE**

**October 11, 2023**

Do you have managerial or supervisory duties in your position? You may be eligible to become a first-time LGMA member and receive a \$150 voucher toward this program.

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**Early Bird Rates until  
September 11, 2023:  
\$850 + GST**

**Regular Rates starting  
September 12, 2023:  
\$900 + GST**

### **Cancellations**

**Cancellations are accepted  
without penalty before  
4:30 p.m. October 11, 2023**

**No refunds after  
October 11, 2023**

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**The Westin Wall Centre  
3099 Corvette Way  
Richmond, BC  
T. 604-303-6565**

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**Book your accommodations  
before September 25  
to receive your room block  
rate of \$199**

**Reduced Daily Parking Rate  
\$7/day**

**[Book Your Group Rate Online](#)**



**T. 250.383.7032   E. [office@lgma.ca](mailto:office@lgma.ca)   [LGMA | 2023 Admin](#)**

## WEDNESDAY, OCTOBER 25

**3:00 – 5:00 PM**

**KNOWLEDGE CAFÉ KICK OFF**

**Airport Ballroom – The Westin Wall Centre**

Working in support of our local and First Nation government communities, administrative professionals are the heart of the organization. You have some of the toughest roles in local government as you are on the ground interacting with the public and supporting your government's organizational management teams daily.



Kick off the start of the conference with an informal gathering and meet your peers through organic discussions relevant to you and your position. Network, meet colleagues with similar roles and discuss important issues of common concern, and develop strategies together to address them.

**5:30 – 7:30 PM**

**WELCOME RECEPTION**

**Airport Ballroom Foyer – The Westin Wall Centre**

Join members of the Admin Professionals Advisory Committee for an informal reception in the Airport Ballroom Foyer at the Westin Wall Centre.

You will have the opportunity to meet fellow local and First Nations government administrative professionals, enjoy light appetizers and refreshment, and make a new friend or two. This reception is an excellent opportunity to find connections with other professionals who can relate to you in your role.



**The program was designed with the input of experienced local government and First Nations administrative professionals. Thank you to the following advisory committee members:**

Lisa Dotto, City of Burnaby

Cheryl Hardisty, City of Penticton

Nathalie Klein, Squamish Lillooet Regional District

Myrle Morven, Nisga'a Lisims Government

Jane Stevenson, District of Kitimat

**THURSDAY, OCTOBER 26**

<b>7:45 – 8:30 AM</b>	<b>BREAKFAST</b> <b>Airport Ballroom</b>
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<b>8:30 – 10:00 AM</b>	<b>BUILDING MEANINGFUL RELATIONSHIPS WITH INDIGENOUS PARTNERS</b>
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**Presenters:** **Tammy Robertson, External Relations Manager, City of Kamloops**  
**Gina Taylor, Executive Assistant to Kúkpí7 and Council**  
**Crystal Gelineau, former EA to Mayor and Council, City of Kamloops**

Building relationships and working more effectively with Indigenous peoples and communities is essential in the day-to-day work of government staff now more than ever. In the Fall of 2019, the Government of BC introduced legislation establishing a process to implement the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). How might this impact your role?

Learn from the experiences of the City of Kamloops and Tk'emlúps te Secwépemc First Nations and gain a better understanding of the many facets and complexities of reconciliation, and how local governments can be respectful and authentic in the ways in which they engage with neighbouring Indigenous communities. You will explore examples of how to acknowledge Indigenous communities, cultural practices, and face-to-face introductions.

*Please note, the presenter recommends local governments should reach out to neighbouring Indigenous communities and ask for advice on their specific practices. This session is based on the City of Kamloops' experience.*

**Learning Objectives:**

- Gain a better understanding of the protocols used to navigate your relationships;
- Learn that local governments can be respectful and authentic in the ways they engage with Indigenous communities;
- Gain greater awareness of your role when working with or supporting projects that deal with Indigenous communities;
- Learn how to develop effective communication and relationship-building skills to effectively engage with Indigenous communities.

<b>10:00 -10:30 AM</b>	<b>REFRESHMENT BREAK</b>
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<b>10:30 AM - NOON</b>	<b>ETHICAL LEADERSHIP BEGINS WITH YOU</b>
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**Facilitators:**      **Allison Habkirk, Principal, Allison Habkirk Town Planner**  
**Jane Stevenson, Executive Assistant, District of Kitimat**

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. As an administrative professional working in local government, you are expected to conduct yourself in a neutral and non-partisan way, with honour and integrity, being fair, transparent, and impartial without favor or prejudice. Whether you are serving elected officials, the public, or in your work with your colleagues, you should be aware of your ethical obligations - ethical leadership begins with you.

In this facilitated session, key principles of ethics in local government will be discussed, how they pertain to your daily interactions with the public, as well as working with your manager or elected officials. Time will be given for table discussion on approaches for dealing with ethical situations and behaviours.

**Learning objectives:**

- Discuss the key principles of ethical behaviour;
- Recognize perceived and/or real conflicts of interest;
- Manage confidential information and boundaries of elected officials/senior staff;
- Steps you should take if you see unethical behaviour in the workplace.

<b>NOON - 1:00 PM</b>	<b>LUNCH</b>
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<b>1:00 - 2:30 PM</b>	<b>GET OUT OF THE GREY ZONE: Staff and Elected Official Interactions - What are the Boundaries?</b>
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**Presenter:**      **Tracey Lorenson, Paragon Strategic**

In your role, you interact with local government staff and elected officials and in some cases provide administrative support to both. What governance structures are in place to help determine the boundaries you need to consider when supporting both staff and elected officials? Establish concrete ways to foster positive relationships while acknowledging there are boundaries you should respect within your role. Receive coaching on handling a variety of situations that may be in the 'grey zone.'

**Learning objectives:**

- Understand roles and responsibilities between staff and elected officials;
- Learn ways to identify and deal with interactions that may be in the grey zone;
- Tips and tools to navigate the multiple relationships that make the work of local government energizing.

Plan to leave with some tips, tools, and workable solutions to successfully navigate the unique interorganizational relationship landscape.

**Audience Participation:** The workshop will be conversational and interactive. Participants will be urged to troubleshoot their scenarios with the speaker and their peers.

<b>2:30 – 3:00 PM</b>	<b>REFRESHMENT BREAK</b>
<b>3:00 – 4:30 PM</b>	<b>BUILD YOUR FIPPA AWARENESS MUSCLES</b>

**Presenters:** **Robyn Biggar, Records and FOIPPA Coordinator, City of Port Coquitlam**  
**Cristhel (Jing) Fernandez, Corporate Records Analyst, City of Surrey**  
**Kelly Kenney, Corporate Officer, City of Langley**

This session is designed to inform on provincial access to information and privacy legislation and its impacts to local government administration professionals. This session will explain local governments' obligations under the Freedom of Information and Protection of Privacy Act (FIPPA), including significant recent legislative developments, and best practices on how to meet those obligations in your everyday business procedures. By the end of this session, participants will:

- Know what personal information is;
- Understand FIPPA's rules around the collection, use, disclosure and protection of personal information;
- Understand their department's role in responding to an FOI request;
- Tools to help manage information in the workplace.

<b>5:00 PM</b>	<b>STAND-UP RECEPTION STYLE DINNER</b> <b>Airport Ballroom Lobby</b>
<b>6:00 PM</b> <b>6:30 PM</b>	<b>SHUTTLE BUS #1 Leaves for Richmond Oval</b> <b>SHUTTLE BUS #2 Leaves for Richmond Oval</b>
<b>6:30 – 8:30 PM</b>	<b>NETWORKING ACTIVITY</b> <b>Richmond Oval – Olympic Legacy Lounge</b>

After a full day of learning, enjoy an off-site networking evening at the Richmond Oval's Olympic Legacy Lounge.

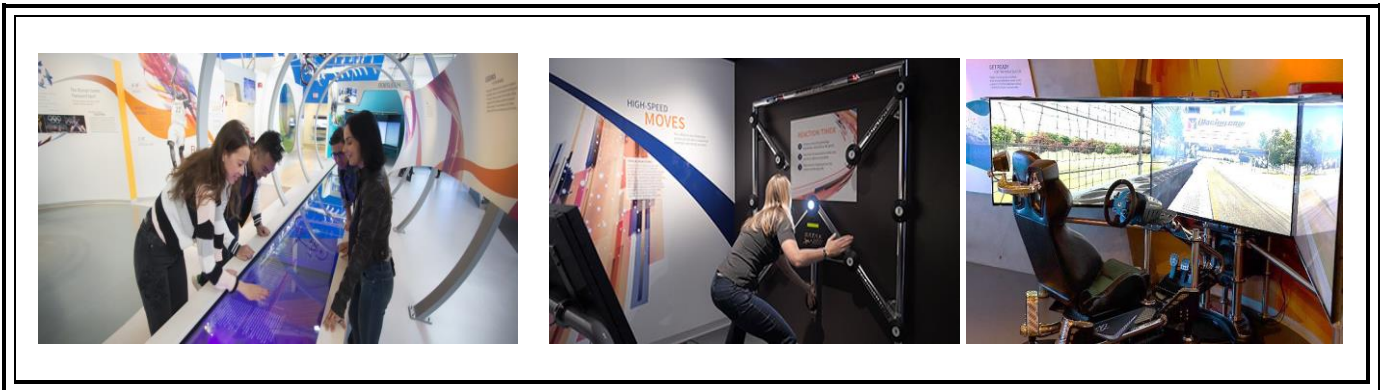
Participants will have access to the 2010 Olympic Winter Games memorabilia wall of fame and over 30 museum exhibits, state-of-the-art Olympic and Sport simulators, and interactive challenges such as 'How High Can You Jump', race cars, reaction timers and more.





Discover what a world-class athlete braves as they compete on the international stage. Take a ride on one of the five sport simulators and feel the rush as you fly off an Olympic ski jump, paddle down a raging white-water kayak course, carve the perfect line in a sit-ski slalom race or zip along at incredible speeds on an Olympic bobsleigh track.

Come dressed in your favorite team jersey or t-shirt and cheer your colleagues on.



## FRIDAY, OCTOBER 27

7:45 – 8:30 AM	<b>BREAKFAST</b> <b>Airport Ballroom</b>
8:30 – 10:00 AM	<b>ACHIEVING BALANCE IS THE GOAL</b>

**Presenter:**      **Shelagh Donnelly, On the Right Track Training and Consulting**

You feel competent in your ability to manage your workload but there never seems to be enough hours in the day to get it all done. Just when you see the light at the end of the tunnel, another project is handed to you and it seems you are back to managing the same number of priorities. Face it, there is just too much volume of work every day.

This fully interactive workshop will introduce you to practical techniques to help you achieve improved results and balance through better time and workload management. You will learn how to organize your time more effectively with tools and perspectives to better manage your workload. Instantly re-prioritize your day so you can do the *right thing at the right time!*

At the end of this workshop, participants will have the information they need to be able to immediately increase their productivity within the workplace. They will leave the program with a “Personal Time Management Action Plan” designed to suit their own needs.

**Learning objectives:**

- Learn core tools and strategies to manage heavy workloads more efficiently;
- identify your personal time management challenges and traps;
- establish and manage multiple priorities;
- make intelligent choices and increase your productivity within the workplace;
- tips on how to achieve work-life balance;
- manage your stress and your sanity.

**10:00 – 10:30 AM****REFRESHMENT BREAK****10:30 AM – NOON****BOOST YOUR WELLBEING**

Wellbeing activities are an excellent way to promote physical, mental, and emotional health at work and at home. This last session will provide a few activities to improve your listening, breathing, observation, before engaging in line dancing with instructor Ember Schira.

Line dancing, originally done primarily to country music, is now taught to all genres of music, Latin, Jazz, Rock and Roll and more. Ember will teach simple dance steps and routines set to familiar music. This is a great way to learn dance while enjoying a low-impact physical and mental workout. You don't need to be an experienced dancer for this session and no partner is required.

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