



2025 LGMA ADMINISTRATIVE PROFESSIONALS CONFERENCE

NOVEMBER 5-7, 2025

Finding Common Ground

Sheraton Vancouver Airport Hotel, Richmond, BC

*We acknowledge that this event takes place on the traditional and
unceded territories of the xʷməθkʷəy̓əm (Musqueam) Nation.*

This conference is specially designed for the administrative professional working in the BC local and First Nation 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 will encourage attendees to find common ground in how they listen, communicate, foster wellness, and build relationships with Indigenous People.

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

Register online by October 22, 2025



T. 250.383.7032 E. office@lgma.ca [LGMA Admin 2025](#)

REGISTRATION DEADLINE

October 22, 2025

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.

**Early Bird Rates until
September 30, 2025:
\$962.50 + GST**

**Regular Rates starting
October 1, 2025:
\$1,017.50 + GST**

Cancellations

**Cancellations are accepted
without penalty before
4:30 p.m. October 22, 2025**

**No refunds after
October 22, 2025**

**Sheraton Vancouver Airport
Hotel
7551 Westminster Hwy,
Richmond, BC**

**Book your accommodations
before October 7 to receive
your room block rate of \$285**

[Book Your Room Online](#)

NEW \$500 TRAVEL GRANT:
Grants are awarded based on financial need, distance from event and small rural regions.

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.

NEW \$500 Travel Grant:

Through financial support from Lidstone & Company Law Corporation, one grant in the amount of \$500 is available for eligible local government and First Nation professionals travelling to the Admin Conference.

[Review the eligibility requirements and submission form found on our website.](#)

LIDSTONE & COMPANY

WEDNESDAY, NOVEMBER 5

2:30 – 4:45 PM	KNOWLEDGE CAFÉ KICK OFF Minoru Ballroom
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Working in support of our local and First Nation government communities, administrative professionals are the heart of the organization. Administrative professionals have some of the toughest roles in local government as they are on the ground interacting with the public and supporting their government's organizational management teams daily.

Start off the conference meeting other colleagues in similar roles through organic discussions relevant to you and your position.



5:00 – 5:30 PM	Bus Charter Departures
5:30 – 6 PM	

Participants will meet in the main lobby of the hotel and take a chartered bus from the Richmond Convention Centre to the Musqueam Cultural Centre.

6:00 – 8:30 PM	WELCOME RECEPTION Musqueam Cultural Centre
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Gather in a beautiful ambience with your peers for some traditional food at the Musqueam Cultural Centre starting with greetings brought by a member of the Musqueam Nation. Enjoy delicious food catered by Salishan Catering Ltd.

The cultural centre serves as a community gathering space, as well as a cultural and learning resource centre, which overlooks the foreshore lands and the Fraser River.

8:45 PM	Bus Charters Return to the Hotel
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THURSDAY, NOVEMBER 6

7:45 – 8:30 AM	BREAKFAST Minoru Ballroom and Lobby
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8:30 – 10:00 AM	FINDING COMMON GROUND: WORKING IN A MULTI-GENERATIONAL WORLD
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Presenter: **Flo Follero-Pugh, Principal, Tall Cedars Recruitment**

Finding common ground is about discovering shared values, opinions, or goals, even when individuals or groups have differing perspectives on other matters. It's a valuable skill for building relationships, resolving conflicts, and achieving collaborative outcomes.

Understand how multi-generations approach their work, what has shaped or influenced their behaviour and how to best work with them. After exploring the differences, how can we find common ground to foster better working relations with each other.

Learning Objectives:

- Identify the values or goals that are most common across generations that can foster collaboration and mutual respect.
- Recognize the most common sources of misunderstanding or conflict that can arise between generational groups at work.
- Explore practical strategies to build inclusive, productive work relationships by focusing on common ground rather than differences.

10:00 -10:30 AM	REFRESHMENT BREAK
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10:30 AM - NOON	AT THE HEART OF CONNECTING
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Presenter: Cecily Elmas, Executive and Leadership Coach, Facilitator, PCC

Communication is at the heart of how we connect, lead, and collaborate. In this session, we'll explore what it really means to communicate with clarity, honesty, and intention. You'll learn how to listen in a way that builds trust, speak in a way that invites dialogue, and adapt your style to create space for others to feel heard and safe.

We'll also dive into simple, powerful frameworks like the Iceberg Model and Above/Below the Line thinking to help you notice what's going on beneath the surface—both for yourself and in conversation with others. Expect practical tools, real talk, and a space to reflect on how you show up in communication every day.

Learning Objectives:

- Communicate with clarity and transparency to strengthen connection and alignment
- Apply active listening techniques to build trust and foster understanding
- Adapt their communication style and create psychological safety in conversations
- Explore the Iceberg Model and “Above/Below the Line” awareness to deepen self-reflection and enhance impact

NOON - 1:00 PM	LUNCH
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1:00 - 2:30 PM	FINDING YOUR INNER GROUND A RESILIENCE RESET FOR ADMINISTRATIVE PROFESSIONALS
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Presenter: Sara Wegwitz, RN, BSN, ECPC, HPTC
Resilience Educator, Psychological Safety Training Facilitator,
Organizational Team Coach

In the fast-paced, ever-changing world of municipal and first nations work, staying grounded isn't just a nice-to-have—it's essential. You're often juggling last-minute changes, competing priorities, and holding space for everyone else's needs. It's a lot to carry—and over time, it can take a toll on your well-being.

This energizing and highly interactive session is your chance to breathe, recalibrate, and realign with yourself and with what really matters.

You'll explore simple, science-backed tools to manage stress in real time, regulate your nervous system, and respond with clarity, even on the busiest days. We'll dive into state change techniques, emotional circuit breakers, and brain-based strategies you can use right away, on the job, in tough conversations, or anytime you need to come back to center. You'll leave with a refreshed mindset, a sense of steadiness, and a toolkit of practical strategies you can use immediately, along with a healthy dose of perspective and presence you can carry into whatever comes next.

Learning Objectives:

- Learn quick, practical techniques to reset the brain and body during high-pressure moments.
- Practice mindset and state-shifting tools that support clarity, confidence, and emotional steadiness.
- Apply simple tools to interrupt stress and return to a grounded, centered state.
- Gain real-life strategies to stay focused, enhance resilience, and maintain perspective—even on the busiest days.

2:30 – 2:50 PM	REFRESHMENT BREAK
2:50 PM	MINDFUL ACTIVITY
3 – 4:30 PM	TRANSFORMERS: TRADITIONAL PRACTICES TO MODERN SOLUTIONS WITH AI

Presenter: Nikki Best, Managing Director, Snowberry Consulting Ltd.

This is an engaging, interactive session that will empower administrative professionals to become digital transformation leaders—finding common ground between innovation and practicality. If you've felt frustrated at a last-minute request or a 47-page document needing a review, this session is your ticket to transformation. We'll kick things off with a lighthearted look at AI licensing and how BC's public sector is embracing smart tools (without breaking the rules). Then, it's time to roll up your sleeves for a hands-on "Prompt Party" where you'll learn to talk to AI like a pro. Expect laughs, lightbulb "Ah-ha!" moments, and a takeaway toolkit full of time-saving tricks to take back to your desk.

Warning: You may never look at admin work the same way again and you may become the new AI Superhero in your organization!

Learning Objectives:

- Identify key AI concepts, tools, and potential risks specific to administrative work in local government
- Explore practical AI prompting techniques and ethical considerations for public sector tasks
- Discuss real-world challenges and organizational opportunities of integrating AI in admin workflows
- Apply hands-on skills through a prompt-a-thon to enhance efficiency and communication
- Implement responsible AI practices to support daily operations and future-ready governance

6:00 – 9:00 PM

CONNECTED BY A COMMON THREAD: PLAID DINNER PARTY

Did you know, plaid is one of the most widespread and widely varied patterns in the world? It is also one of the oldest. It is a multi-coloured, crossed line pattern that crosses each other at 90-degree angles.

Join your fellow conference attendees for an evening of fun activities, tasty food and music through the ages. Participants are encouraged to dress in their favourite plaid shirt of course. After all, we are all connected by a common thread. Expect some fun, laughter and dancing.

FRIDAY, NOVEMBER 7

7:45 – 8:30 AM

BREAKFAST
Minoru Ballroom

8:30 – 10:00 AM

FOSTER CONNECTIONS IN A GOOD WAY: SHARED EXPERIENCES**Panelists:**

Cheryl Hardisty, Intergovernmental Relations Manager, City of Penticton
Jeannette Nadon, Indigenous Relations Advisor, Squamish-Lillooet Regional District

Prioritizing respect, trust and transparency and learning about history, culture, governance structures and local protocols are vital to fostering connections with Indigenous People. As admin professionals are often the first point of contact, we will explore and hear from two local government professionals who are walking this path and are willing to share how to initiate conversations and foster connections in a good way.

Learning Objectives:

- Learn the value of fostering connections with Indigenous peoples.
- Learn about commitment to truth & reconciliation / corporate social responsibility, evolving legislative requirements, take advantage of partnering opportunities and risk management.
- Explore examples of Protocol practices such as honorariums at events and/or gifting policies.
- Discuss Council to council sessions – how to invite, what to serve, things to consider.
- Identify what to include on council agendas – and more!

10:00 – 10:30 AM	REFRESHMENT BREAK and HOTEL CHECK-OUT
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10:30 AM – NOON	HOT TOPICS IN LOCAL GOVERNMENT
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Presenter: **Todd Pugh, Executive Director, Civic Info BC**

Keep yourself up to date on the issues that are engaging your CAO and management staff. This session is back by popular demand, and for good reason, as it keeps you current on hot topics affecting local governments across British Columbia. Join Todd as he provides a look at the current issues facing local governments.

Learning Objectives:

- Understand what the latest issues concerning local government are currently.

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

- **Nathalie Klein, Executive Coordinator, Squamish Lillooet Regional District**
- **Candice Kurji, Departmental Associate 3, Transportation Department, City of Richmond**
- **Ruzica Kragulj, Administrative Services Coordinator, City of New Westminster**
- **Tanya Lamoureux, Executive Assistant, Victoria Police Department**
- **Rebecka Morgan, Program Coordinator, Nuu-chah-nulth Tribal Council**