

LGMA CORPORATE OFFICER FORUM 2026

SETTING THE TONE FOR GOOD GOVERNANCE

NOVEMBER 25-27, 2026, RICHMOND, BC

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

Setting the Tone for Good Governance is the focus of this year's Corporate Officer Forum, bringing together local government professionals to explore the principles, practices, and emerging trends that support effective governance. Through practical and engaging sessions, participants will strengthen their ability to navigate complex governance challenges, including closed meetings, presenting effectively to Council or Board, and managing the redaction of high-risk records while maintaining transparency, accountability, and public trust.

The forum will also highlight the leadership role Corporate Officers play in shaping organizational culture. Participants will leave with practical tools, fresh perspectives, and actionable strategies to help foster good governance in their organizations.

Register online for the CO Forum
SEPARATE: Register online for the Pre-forum Workshop

LGMA

2026 Professional Development Partners

LIDSTONE & COMPANY
BARRISTERS AND SOLICITORS

SMS LAW
Local Government Lawyers

YOUNG ANDERSON
BARRISTERS & SOLICITORS

REGISTRATION DEADLINE

November 12, 2026

Forum registration is reserved for Corporate Officers and their Deputies

Forum Fees
Early Bird Until September 4
$925.65 + GST LGMA Member
$1,076.90 + GST Non-Member

Regular Rates September 5
$1,046.65 + GST LGMA Member
$1,137.40 + GST Non-Member

Optional Pre-Conference Workshop:
$242 LGMA Member
$272.25 Non-Member

Refunds/cancellations
Request for refunds accepted until 4:30 p.m., November 12. Registration is transferable to the Deputy Corporate Officer.

Westin Wall Centre
3099 Corvette Way
Richmond, BC

Hotel Group Range $219 + tax
Book online before
November 3, 2026

IIMC Credits:

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

3 x $500 TRAVEL GRANTS:

Grants are awarded based on financial need, distance from the event, and small rural regions.

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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 their release, publication, exhibition, or reproduction for educational or promotional purposes.*

Travel Grants:
Through financial support from LGMA's year-round partners, limited grants to offset travel expenses are available for eligible local government professionals attending the 2026 CO Forum. Review the eligibility requirements and submission form found on our website.

LIDSTONE & COMPANY

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WEDNESDAY, NOVEMBER 25
Pre-Forum Workshop: Setting the Tone for Good Governance
Location: Airport Ballroom

OPTIONAL ATTENDANCE
Fee: $242 LGMA Member, $272.25 Non-Member **Register online separately for the pre-forum workshop.**

1:30 – 2:45 PM	**SETTING THE TONE FOR GOOD GOVERNANCE**

Presenters: **Stephen Fleming, Retired Corporate Officer, Capilano University Instructor, Mentor**
Reece Harding, Lawyer, Young Anderson

The 2026 General Local Election is over, and now is the perfect time to think about how you can best prepare the new council or board to govern during their coming term. This engaging and interactive workshop will equip you with the tools, strategies, and insights needed to help establish a strong governance foundation for the Corporate Officer's role in supporting good governance practices.

Part 1: Using the new 2026 Code of Conduct provisions to help "set the tone" for good governance, this session will provide an overview of the new provisions, engaging with investigators, training your Council or Board on the provisions and their responsibilities, and thoughts on how to use the Code effectively.

2:45 – 3:10 PM	**NOURISH BREAK**
3:10 – 4:45 PM	**GOVERNANCE BEST PRACTICES**

Presenters: **Philippa Harding, Deputy Corporate Officer, Regional District of Okanagan-Similkameen**
Stephen Fleming, Retired Corporate Officer, Capilano University Instructor, Mentor
Reece Harding, Lawyer, Young Anderson
Lisa Zwarn, Registered Parliamentarian, Capilano University Instructor, Mentor

Part 2: Gain practical insights, tools, and governance best practices for CO's to be successful in supporting Council/Board governance over the coming term. Learn from a panel of experienced governance professionals and engage in interactive discussions on key topics, including the CAO-CO relationship, the ethics and political acumen of the Corporate Officer position, and conflict management.

WEDNESDAY, NOVEMBER 25

Corporate Officer Forum, Welcome Reception

5:00 – 6:50 PM	**CORORATE OFFICER REGISTRATION CHECK-IN AND WELCOME RECEPTION** **Airport Ballroom**

The welcome reception is an opportunity to connect with new and familiar colleagues. Specific networking will take place on getting to know colleagues within your chapter regions. Dinner will be served before going to the Richmond Oval Olympic Legacy Lounge. All food and drink will be provided at the hotel.

Pick up your conference lanyard, sign up for the bus charter and receive your wristband before heading over to the Richmond Oval.

6:50 PM	**MEET OUTSIDE THE HOTEL LOBBY BY THE BUSES**

Two passenger buses will take participants to the Richmond Oval at 7:10 PM. Be sure to review all details within the Know Before You Go email sent to participants.

7:30 – 8:50 PM	**RICHMOND OVAL**

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.







9:00 PM	**SHUTTLE BUS BACK TO THE HOTEL**

THURSDAY, NOVEMBER 26

7:30 – 8:25 AM	**BREAKFAST AND NETWORKING** **Airport Ballroom**

8:25 – 8:30 AM	**WELCOME – LGMA EXECUTIVE DIRECTOR, Candace Witkowskyj**

8:30 – 10:00 AM	**PRACTICAL FOI** **REDACTING LOCAL GOVERNMENT RECORDS: PRACTICAL APPROACHES FOR HIGH-RISK FILES**

Presenters: **Robyn Biggar, Manager of Information Governance, City of Maple Ridge**
Stephanie Nichols, Privacy Officer, City of Kamloops
Kerri Crawford, Lawyer, SMS Law

Effective redaction is a critical skill for protecting privacy, maintaining confidentiality, and meeting legal obligations in local government. This practical, scenario-based session focuses on how to properly review and redact sensitive information within some of the most complex and high-risk municipal record types.

Participants will work through examples involving closed meeting agendas, minutes, and reports, as well as Building Permit and Bylaw Enforcement file records. The session will highlight common pitfalls, key legislative considerations, and best practices for identifying what must be disclosed versus what must be withheld.

LGMA gratefully acknowledges the financial support of:	SMS LAW Local Government Lawyers

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

10:30 – 11:30 AM	**PRACTICAL AI** **INNOVATIVE APPROACHES TO LEVERAGING AI**

Presenters: **Michael Jud, Deputy City Clerk, City of Kelowna**
Adriana Alves, Director of Corporate Services, District of Tumbler Ridge
Michelle Jones, General Manager of Administrative Services & Corporate Officer, qathet Regional District

We have all heard that artificial intelligence (AI) is poised to transform and benefit our personal and professional experiences. In this session, hear from three of your local government colleagues as they share practical examples of how they have successfully implemented AI to improve operations and service delivery. From bylaw drafting and contract management to board resolutions and privacy compliance, these case studies showcase innovative approaches to leveraging AI to enhance efficiency, support decision-making, and create value within local government.

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11:30 – 11:45 AM	**MINISTRY OF HOUSING AND MUNICIPAL AFFAIRS UPDATE**

11:45 AM – 12:45 PM	**LUNCH**

12:45 – 1:45 PM	**TOP TEN TIPS FOR PRESENTING TO COUNCIL/BOARD**

Presenters: **Laura Bentley, City Clerk, City of Kelowna**
Stephen Fleming, Capilano University Instructor; LGMA CO Advisor

Join us for a light-hearted yet informative "Top 10" session on presenting to Council or Board. This engaging presentation combines practical advice with real-life examples of Council/Board presentation mishaps to illustrate how best to prepare and participate in Open or Closed meetings. Topics range from why humor is often best left out of formal presentations to the importance of situational awareness, preparation, and communication techniques that will help you present with confidence and professionalism. Whether you're a seasoned presenter or new to the role, you will leave with practical tips to help you make your next presentation your best one yet.

1:45 – 2:00 PM	***REFRESHMENT BREAK***

2:00 – 3:30 PM	**INSPIRING POSITIVE CHANGE: LEADERSHIP PANEL**

Presenters: **Lisa Spitale, Retired CAO, City of New Westminster**
Juli Halliwell, General Manager, Corporate Services, City of Burnaby
Katie Karn, Director, Governance Policy, Strategy and Legal Affairs, Doctors of BC

Leadership is not a title; it is influence, courage, and the ability to create change. This session brings together a dynamic panel of accomplished leaders who will explore the complexities of leadership, with an emphasis on gender in leadership. The session seeks to shed light on unique experiences and hurdles, while also celebrating achievements and resilience. Panelists will examine persistent barriers, including unconscious bias, unequal access to leadership opportunities, and the challenges of work-life demands. Through personal insights, practical advice, and candid stories, the panel will foster open dialogue on how to lead positive change. Participants will leave with a deeper understanding of the issues at play and insights to help build influence and create a more respectful and supportive workplace. Come for the real talk and bring your thoughtful questions for Q&A.

3:30 – 3:45 PM	**STRETCH BREAK**



Please note that this is a "scent-free" event.

3:45 – 5:00 PM	KNOWLEDGE CAFE

This interactive session will provide a valuable opportunity for attendees to pose their most pressing questions both before and during the event and learn from the experiences and perspectives of a seasoned panel of Corporate Officers.
This is a great session to connect with your peers in the field, gain new perspectives, and grow your network. Join us for an engaging session that will leave you feeling inspired and connected!



5:00 – 6:15 PM	FREE TIME

6:15 – 10:00 PM	DINNER and NETWORKING EVENING DOUBLE DENIM DINNER PARTY

After a full day of learning, enjoy a sit-down dinner in the ballroom with your peers for good food, engaging conversation, and fun music. After dessert, enjoy the sounds curated by Tim Tweed, recipient of Penticton's Best DJ award for four years in a row! Play table music BINGO to familiar songs and enjoy dancing to a few on the dance floor in between games. Wear your denim from head to toe!

DJ Tim can read the crowd and infuse energy, vibrancy, and sophistication into the evening. Come prepared to have fun, network, and enjoy some good music with your colleagues.

Voted Penticton's Best DJ four years in a row and a Canadian Choice Award winner.

FRIDAY, NOVEMBER 27

7:30 – 8:30 AM	**BREAKFAST**

8:30 - 8:45 AM	**IIMC UPDATE**

Receive an update from the IIMC Region X Consultant, Lana Antony, MMC, Municipal Clerk, Town of Coaldale

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC) ACCREDITATION

Upon request, LGMA will provide Forum attendees who are members of IIMC with a letter of attendance confirming the number of completed educational (in-class) hours accessed through the program. Be sure to review IIMC's Educational Guidelines for more information.

8:45 – 10:00 AM	**PRACTICAL GUIDANCE FOR NAVIGATING CLOSED MEETINGS**

Presenters: **Adriana Proton, Manager of Legislative Services, City of Courtenay**
Laurie Darcus, Director of Legislative Services, City of Delta
Don Lidstone, Lawyer, Lidstone & Company

Closed Meetings (or to those non-Corporate Officers "in-camera" meetings) continue to present some of the most challenging and sensitive situations for Corporate Officers. This session will explore the practical nuances of closed meetings and appropriate responses to issues that arise when Corporate Officers are excluded from discussions while still retaining key governance responsibilities.

Participants will examine scenarios and best practices for addressing situations such as certifying meeting minutes for sessions they were not permitted to attend, managing the addition of open or closed items after a meeting has already moved into a closed session, and responding appropriately when matters not included on the agenda are raised for information or discussion during a closed meeting.

Through discussion and practical examples, attendees will gain greater confidence in navigating these complex situations, maintaining procedural integrity, and balancing their statutory responsibilities with the governance needs of their organization.

LGMA gratefully acknowledges the financial support of:	LIDSTONE & COMPANY

10:00 – 10:30 AM	***REFRESHMENT BREAK and HOTEL CHECK-OUT***

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10:30 AM - NOON	LEGAL UPDATE

Presenter: **Sukh Manhas, Lawyer, Young Anderson**

Participants will receive an update on the current legal issues of interest to Corporate Officers and 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:	YOUNG ANDERSON BARRISTERS & SOLICITORS



The program was designed with the input of experienced local government practitioners. LGMA wishes to thank the Corporate Officers Forum Program Advisory Committee:

- Adriana Alves, Director of Corporate Services, District of Tumbler Ridge
- Laura Bentley, City Clerk, City of Kelowna
- Nicole Cressman, Director of Corporate Administration, District of Coldstream
- Michelle Jones, General Manager Corporate Services/Corporate Officer, qathet Regional District
- Kim Motiuk, Deputy Director of Corporate Service, City of Port Alberni
- Anitra Winje, Corporate Officer/Manager of Corporate Administration, Kootenay Boundary RD