

LEADING THROUGH CHANGE

LEADING THROUGH CHANGING TIMES: PREPARING FOR THE 2018 ELECTION AND BEYOND

FEBRUARY 20-22, 2018
LGMA CAO FORUM

PINNACLE HOTEL HARBOURFRONT, VANCOUVER, BC

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. 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 2018 Forum is designed to support you in your leadership role as you prepare for the transition and working with your new Board or Council.

Registration Deadline is February 13, 2018

Register online at: <https://members.lgma.ca/upcoming-events/>

Optional Pre-Conference Workshop: CAO Performance Coaching



For further information

Local Government Management Association



office@lgma.ca



250.383.7032

REGISTRATION DEADLINE

February 13, 2018

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

Forum Fee

\$675 + GST LGMA Member

\$790 + GST Non-Member

Optional Pre-Conference Workshop Fee

\$185 + GST LGMA Member

\$210 + GST Non-Member

Refunds/Cancellations

Accepted until February 13,
subject to a \$50
administration fee.

No refunds after
February 13, 2018.

Pinnacle Hotel Harbourfront
1133 West Hastings Street
Vancouver, BC

Accommodations can be
made by quoting
'LGMA Room Block'

Reservations call:
1.604.689.9211

Standard Room \$179 + taxes
until January 26, 2018

\$35 parking fee per day

TUESDAY, FEBRUARY 20, 2018

OPTIONAL PRE-CONFERENCE WORKSHOP

Fee \$185 + GST LGMA Member; \$210 + GST Non-Member

1:00 – 4:30 PM	CAO PERFORMANCE COACHING Salon F
----------------	-------------------------------------

Facilitator: Karen Brownrigg, Certified Executive Coach, IHR Advisory Services

Panelists: Elsie Lemke, CAO, District of Peachland

Terry Melcer, CAO, District of Sparwood

Brian Reardon, CAO, Regional District of Central Okanagan

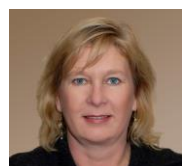
In the dynamic environment of local government, leaders need broad perspectives, expansive vision, and strong leadership skills to perform effectively. As the CAO, you must have the skills to lead your organization and support your council or board to carry out their vision.

- Are you able to articulate the value you bring to the work of your staff, your elected officials and the community you serve?
- Are you clear about the personal results you are looking for, the deliverables you expect and the desired behaviours essential for the success of your organization?
- Are you having that conversation with your elected officials?

With the 2018 general local election fast approaching, consider the value in leadership development and performance coaching that will set you up for success as you prepare for working with a new Board or Council.

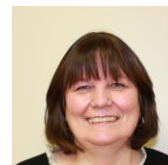


Karen Brownrigg brings two decades of experience as a Human Resources Executive and Executive Coach working in private industry in both the legal and telecommunications sectors, not-for-profit health care environments, municipal government and the financial sector.



Elsie Lemke is the CAO for the District of Peachland and prior to that worked as CAO for the Town of Osoyoos and in similar positions in three municipalities in Alberta. Elsie has worked in local government for over 30 years.

Terry Melcer is the CAO for the District of Sparwood and prior to that worked at the City of Fernie. Terry has been in local government for the past 17 years.



Brian Reardon is the CAO for the Central Okanagan Regional District and prior to that was the CAO at the Regional Districts of Strathcona and North Okanagan. He has worked in local government for the past 30 years.

5:00 – 7:00 PM	FREE TIME
-----------------------	------------------

We encourage you to take advantage of this free time for exercise and conversation with your colleagues.

6:30 – 7:00 PM	NEW CAO/ATTENDEES MEET AND GREET Vistas 360
-----------------------	--

New CAOs and first-time attendees meet and greet with CAO Advisory Committee and LGMA Board Members

7:00 – 9:00 PM	WELCOME RECEPTION Vistas 360
-----------------------	---

Greetings from LGMA President Patti Bridal and the opportunity to network with friends, colleagues and meet new CAOs.



This reception will be held in the Vistas Room on the top floor of the hotel.

WEDNESDAY, FEBRUARY 21, 2018

7:45 – 8:30 AM	BREAKFAST Cordova Ballroom
-----------------------	---

8:30 – 9:30 AM	ORIENTATION FOR PROSPECTIVE CANDIDATES
-----------------------	---

Facilitator: **Tracey Lorenson, Paragon Strategic Services**

The local government election may be months away, but people are declaring their interest in running for council/board. What can or should your organization do to provide helpful information to prospective candidates about what it means to be an elected official? Whether you provide this information directly or contract with a third party to run candidate orientation sessions, what are the most critical and important things to convey? Why should you run for office (or why not)? What is your role as an elected official? This session will focus on how your organization can support early education that could position candidates to be more effective elected leaders.



Tracey Lorenson has worked with local governments in a variety of capacities for more than 20 years. After 6 years practicing workplace law in the public sector, Tracey was Executive VP for E-Comm, provider of 911 fire, police and ambulance services for local governments in southern BC. In her current role as the principal in the management consulting firm Paragon Strategic Services Ltd, Tracey improves her clients' ability to perform by working with both elected and staff on areas that include conflict resolution, strategic planning and leadership training.

9:30 – 10:00 AM	REFRESHMENT BREAK
-----------------	-------------------

10:00 – 11:30 AM	ORIENTATION FOR YOUR NEWLY ELECTED COUNCIL OR BOARD
------------------	---

Facilitator: Tracey Lorenson, Paragon Strategic Services

Panelists: Brian Carruthers, CAO, Cowichan Valley Regional District
Laurie Hurst, CAO, Town of Esquimalt

The orientation session for your newly and returning elected officials is one of the most important opportunities to set the stage and tone for how the council or board will operate, and the relationship it has with you as CAO over its four-year term. It provides an opportunity to educate and build an appreciation and understanding of council/board and staff roles and responsibilities, responsible conduct, conflict of interest and how you as CAO can support them to be effective decision-makers. Best practices, different orientation models and issues around how and when to hold the orientation will be discussed. Learn from each other's experiences and take away tips for creating your own effective orientation session.



Brian Carruthers is the CAO for the Cowichan Valley Regional District and prior to that was the CAO at the Regional District of Central Kootenay and City of Williams Lake. Brian has worked in local government for almost 10 years.



Laurie Hurst is the CAO for the Township of Esquimalt. Laurie is a Certified Professional Accountant with over 24 years of local government experience. Laurie started with Esquimalt in 2004 as CFO and prior to her move to local government, she has held positions at both the Regional and Provincial levels.

11:30 – 1:00 PM	LUNCH
-----------------	-------

1:00 – 2:30 PM	RELATIONSHIP-BUILDING THROUGH MENTORSHIP
----------------	--

Facilitator: Judy Rogers

Panelists: Dianne Hunter, CAO, City of Fort St. John
Ron Poole, CAO District of Mission

The role of the CAO can be very challenging, lonely and isolating. Who can you turn to when you need advice or a different perspective? Having a mentor or being a mentor to your peers and staff, whether through a formal program or informally, can provide critical support to you throughout your career. Being a mentor to staff in your organization ensures that the next generation of CAOs learn how to be effective public service leaders in the complex local government environment. This interactive session will provide participants with an opportunity to learn from peers on how mentoring has been or can be used. As well, this session will provide an opportunity for exploration and discussion of creating a formal mentor program through the LGMA.

Judy Rogers is a senior advisor to private, public, crown corporations and not for profit agencies providing expertise in government affairs and communication, relationship-building and managing diversity in the workplace. Judy held the role of City Manager of the City of Vancouver from 1999 to 2008.



Dianne Hunter is the City Manager with the City of Fort St. John, a position she has held since 2007. She started her career as a summer student in Port McNeill in 1978 and for the past 30 years has worked in several local governments across BC including Peace River Regional District, District of Chetwynd, City of Castlegar and High Level Alberta.



Ron Poole is the CAO of the District of Mission and prior to that was the CAO of the District of Kitimat, City of Terrace and District of Chetwynd. Ron has worked in local government for over 30 years.

2:30 – 3:00 PM	BREAK
----------------	-------

3:00 – 6:30 PM	KNOWLEDGE CAFÉ & NETWORKING Salon F
----------------	--

Facilitator: Ian Howat, CAO, City of Colwood

3:00 – 5:00 pm This session will create an opportunity for CAOs to informally discuss common problems and the solutions that are working for them.

5:00 – 6:30 pm A networking social will continue with Colin Stewart and Kathryn Stuart joining from Stewart McDannold Stuart for additional casual conversations and networking.

LGMA Gratefully acknowledges the financial support of:	 STEWART McDANNOLD STUART Barristers & Solicitors
--	--

6:30 PM	FREE EVENING
---------	--------------

THURSDAY, FEBRUARY 22, 2018

7:45 – 8:30 AM	BREAKFAST Cordova Ballroom
----------------	-------------------------------

8:30 – 10:30 AM	STRATEGIC PLANNING FROM PREPARATION TO EVALUATION
-----------------	---

Facilitator: Allison Habkirk, Local Government Consultant, Educator, Planner and Former Mayor

Panelists: Guillermo Ferrero, CAO, Town of Ladysmith
Peter Steblin, CAO, City of Coquitlam
David Trawin, CAO, City of Kamloops

The 2018 local government election will mean new faces on council or board with a new or renewed vision for your community. Whether you have a strategic plan already or not, it is likely your newly elected board or council will want to set out new priorities for its four-year term. This session will provide you with information about various approaches to strategic planning, from design to setting benchmarks, monitoring and undertaking evaluation. A panel of CAOs will share their experiences plus table discussions with peers will provide you with information and tools to support your elected body in its strategic planning efforts.



Allison Habkirk has thirty years of experience in local government as a professional, elected official, and educator. Allison is a Registered Planner who has worked as a staff planner, consultant and trainer for local governments and the Province of BC, and is the author of a number of publications on local government planning.



Guillermo Ferrero is the CAO of the City of Ladysmith and prior to that worked at the City of Nanaimo. He has worked in local government for over 12 years.



Peter Steblin is the CAO of the City of Coquitlam and prior to that worked for the City of London, Ontario, and as CAO for the District of Delta. Peter has worked in local government for over 17 years.



David Trawin is the CAO for the City of Kamloops and prior to that worked at the City of Terrace. David has worked in local government for 23 years.

10:30 – 11:00 AM	REFRESHMENT BREAK
-------------------------	--------------------------

11:00 AM - NOON	LEGAL UPDATE
------------------------	---------------------

Presenter: **Sukh Manhas, Young Anderson**

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



Sukh Manhas' law practice at Young Anderson involves advising the firm's clients on general local government law issues as well as representing them in civil and quasi-criminal proceedings before arbitrators, administrative tribunals, and the courts of this province and the nation. Sukh is currently a member of the Municipal Law and Civil Litigation subsections of the BC Branch of the Canadian Bar Association.

LGMA Gratefully acknowledges
the financial support of:



NOON – 1:00 PM	LUNCH
-----------------------	--------------

1:00 – 3:00 PM	MANAGING RELATIONSHIPS WITHIN YOUR ORGANIZATIONS: UNDERSTANDING YOUR ROLE, RESPONSIBILITIES AND RISKS
-----------------------	--

Presenters: **Adriana Wills, Partner, Harris & Company LLP**
Frances King, Director of Human Resources, City of Maple Ridge

Panelists: **Lisa Spitale, CAO, City of New Westminster**
Peter Weeber, CAO, City of Penticton

CAOs are responsible for creating and managing a respectful workplace and environment in their local government against the backdrop of complex relationships including council to staff, public to council, public to staff and staff to staff. Whether CAOs are put in the position of investigator, staff protector, or arbitrator, there is no handbook for managing these relationships. What are the CAO's legal obligations? Have you gone far enough or too far in managing these relationships? A panel of CAOs, human resources expert and a labour lawyer will share what's worked, what are the pitfalls and what are legal obligations/responsibilities.



Adriana Wills is a partner at Harris & Company and represents clients in local government and other public and private sectors. She provides strategic planning, advice and advocacy to her clients on a daily basis about all aspects of labour, human rights and employment rights law, including collective bargaining, policy development, training and advocacy. Adriana has appeared before all relevant tribunals and arbitration boards, as well as the Supreme Court and the Court of Appeal.



Frances King is a seasoned and results-oriented Human Resources leader. Frances partners with organizational business leaders to engage people in their work and to foster a work environment that encourages people to learn, grow and excel to their full potential. Frances has her Business Management diploma from BCIT and holds a BA from the University of British Columbia and an MA in Leadership from Royal Roads University.



Lisa Spitale is the CAO for the City of New Westminster. She holds a Masters degree in Planning from the UBC and is a Registered Professional Planner, with 30 years of experience. Lisa has been employed with the City of New Westminster for the past 25 years, and has held several senior management positions at the City.



Peter Weeber is the CAO of the City of Penticton and prior to that held CAO positions at the District of Mackenzie, Village of Queen Charlotte, District of Stewart as well as the position of Fire Chief in the City of Terrace. Peter has worked in local government for over 16 years.

3:00 PM**ADJOURN**