



FEBRUARY 25-27, 2020

CAO FORUM

LEADING WITH INTEGRITY

MARRIOTT VICTORIA INNER HARBOUR, VICTORIA, 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 2020 Forum is designed to inspire CAOs to lead with integrity.

[CAO Forum Registration Link](#)

[Pre-conference Workshop Registration Link](#)

Register separately for CAO Forum and the pre-conference workshop

Registration Deadline is February 18, 2020

REGISTRATION DEADLINE

February 18, 2020

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

Early Bird Rates until December 31, 2019:

\$695 + GST LGMA Member
\$750 + GST Non-Member

Starting January 1, 2020:

\$815 + GST LGMA Member
\$870 + GST Non-Member

Optional Workshop Fee:

\$150 + GST LGMA Member
\$200 + GST Non-Member

Cancellations

Cancellations are accepted without penalty before February 18, 2020

(No refunds after February 18)

Marriott Victoria Inner Harbour
728 Humboldt Street
Victoria, BC

Accommodations can be made by quoting LGMA CAO Forum

[Book your group rate online](#)

Standard Room \$149 + taxes until February 4, 2020



LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

T. 250.383.7032 E. office@lgma.ca [LGMA | 2020 CAO Forum](#)

TUESDAY, FEBRUARY 25, 2020**OPTIONAL PRE-CONFERENCE WORKSHOP**

Human Resources in Smaller Communities
Register separately from CAO Forum

1:00 – 4:00 PM	Pacific A Ballroom
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Facilitators: **Marcia McNeil, Pulver Crawford Monroe**
Susan Ney, HR Director (retired);
Gerry Parker, Senior Manager, Human Resources, Sunshine Coast Regional District;
Trina Harrison, Director of Human Resources and Occupational Health and Safety,
City of Parksville

As a smaller local government, you have all the same needs for excellence in human resource management as larger local governments and yet do not have the dedicated resources to support those needs. This workshop is designed to provide participants with an informal HR coaching session led by members of the LGMA HR Advisory Committee that will include an overview of the key HR topics and an interactive discussion of issues and strategies for addressing HR challenges. Bring your questions and issues to this session to ensure you can better manage your most important resource.

CAO FORUM

6:30 – 7:00 PM	BUILD YOUR NETWORKS MEET AND GREET
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New CAOs and first-time attendees matched with experienced CAOs to meet and greet with CAO Advisory Committee and LGMA Board Members.

7:00 – 9:00 PM	WELCOME RECEPTION Terrace Room
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Greetings from LGMA President Ron Bowles and the opportunity to network with friends, colleagues and meet new CAOs.

This reception will be held in the Terrace Room on the third level of the hotel and is sponsored by Stewart McDannold Stuart.



LGMA Gratefully acknowledges
the financial support of:



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WEDNESDAY, FEBRUARY 26, 2020

7:45 – 8:30 AM	BREAKFAST Pacific Ballroom
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8:30 – 10:00 AM	ACTING WITH INTEGRITY – SPEAKING TRUTH TO POWER
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Facilitator: David Loukidelis, Young Anderson

CAO Panelists: Ted Swabey, CAO, District of North Cowichan
Linda Glenday, CAO, District of Squamish

In the increasingly populist environment, with social media spreading misinformation and the decline in civic dialogue engagement, as the senior appointed leader in your organization, you have the challenge and opportunity to model acting with integrity in your interactions with your elected officials, staff and the public. So how do you continue to focus on the facts, present good observations and apply ethical principles to the facts? How best can you demonstrate principled leadership and build and engage your senior management team to support inclusive, ethical decision-making and good governance? This interactive session will provide an opportunity to share and discuss with your peers some of the challenges in speaking truth to power.

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10:00 -10:20 AM	REFRESHMENT BREAK
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10:20 – 11:15 AM	THINKING OUTSIDE THE BOX: SOCIAL PROCUREMENT
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Panelists: Kim Buksa, Social Planner, City of Vancouver
Daniel Sailland, CAO Town of Qualicum Beach

A number of local governments have adopted social procurement frameworks or policies to leverage public dollars and achieve desirable and targeted social impact through the competitive bid and purchasing processes. This session will focus on what social procurement looks like in a local government context and how it has been successfully used in both large and small municipal contexts.

11:15 – NOON	NEW CROSSING RAILWAY REGULATIONS AND STANDARDS
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Presenters: **Ana Coady, Railway Works Engineer, Transport Canada**
Julianne Threlfall, Manager of Public Works and Engineering, CN
Kristi Dutton, Program Manager, Crossing Compliance, Canadian Pacific Railway

Local governments with railway crossings have a shared responsibility to meet Transport Canada's new Grade Crossing Regulations and Grade Crossing Standards. All crossings that currently do not meet the engineering standards must be upgraded by November 2021. This could have a significant financial impact on local governments that have not budgeted for these upgrades. This technical session will provide an opportunity to learn more about the new regulations, expectations and requirements for local governments.

NOON 12:45 – 1:15 PM	LUNCH UPDATE from the Ministry of Municipal Affairs and Housing
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Ministry of Municipal Affairs and Housing Update from the Assistant Deputy Minister, Tara Faganello.

1:15 – 2:45 PM	WINNING THE WAR ON TALENT
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Facilitators: **Tara Parry, Regional Manager, Robert Half Vancouver**
Jacque Griffiths, Metro Vancouver Regional Employers Service

CAO Panelists: **Gerald Pinchbeck, CAO, District of Houston**
Deborah Sargent, City Manager, City of Campbell River

There's a shift in what the next generation of employees are looking for in a career. Do you know what they are looking for? How can you attract and retain them and how do you manage them? What strategies are other municipalities using?

2:45 – 3:15 PM	REFRESHMENT BREAK
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3:15 – 5:00 PM	KNOWLEDGE CAFÉ AND NETWORKING
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This session will create an opportunity for CAOs to informally discuss common problems and the solutions that are working for them.



5:45 PM	MEET IN HOTEL FOYER AND WALK TO BARD & BANKER FOR OFF-SITE DINNER
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Delegates will meet in the hotel foyer and walk to the Bard & Banker on Government Street for a private dinner function.

6:00 – 9:00 PM	OFF-SITE DINNER BARD & BANKER
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Join your colleagues for conversation and a casual dinner in a private and relaxed atmosphere at Victoria's famous Bard & Banker.

The Victorian-era building is steep in history as it was originally opened in 1885 as the Bank of BC where it remained a bank until 1988.

THURSDAY, FEBRUARY 27, 2020

7:30 – 8:15 AM	BREAKFAST Pacific Ballroom Foyer
8:15 – 8:35 AM	OFFICE OF THE FIRE COMMISSIONER UPDATE
8:35 – 9:30 AM	COMMUNITY-SIZE ROUNDTABLE DISCUSSIONS

This session provides an opportunity for participants to discuss ideas, challenges and opportunities with CAOs from like-sized communities.

9:30 – 10:00 AM	REFRESHMENT BREAK
10:00 -11:00 AM	LEGAL UPDATE

Presenter: **Don Lidstone, Lidstone & Company**

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

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11:00 AM – 12:15 PM	THE CLIMATE CRISIS – LESS WORDS, MORE ACTION
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Presenters: **Lisa Spitale, CAO, City of New Westminster,**
Patrick Robins, CAO, District of Central Saanich
Glen Brown, General Manager, UBCM

This session will include a discussion of various actions that local governments are taking to fulfill their Climate Action Charter commitments, how funding has been allocated regionally/provincially, and information on upcoming grant funding that local governments will be able to apply for to help meet their commitments. Regardless of the size of your community, this discussion will inspire and affirm the significant impact that local governments can make to be leaders in climate adaptation.

12:15 – 1:00 PM	WORKING LUNCH
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1:00 – 2:00 PM	BUILDING BUNDLE
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Facilitator: Paul Gipps, CAO, City of West Kelowna,
LGMA representative on Building Regulatory Regime

Panelists: Manjit Sohi, Interim CEO, Building Officials Association of BC
Andrew Pape-Salmon, Executive Director, Ministry of Municipal Affairs and Housing

Join us for important updates on the efforts under way to support local governments prepare for new building inspection and BC Energy Step Code implementation. Significant time will be allocated for questions and answers.

2:00 PM	ADJOURN
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CAO FORUM PROGRAM ADVISORY COMMITTEE

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

Peter de Verteuil, CAO, City of Duncan
Colleen Hannigan, CAO, District of Barriere
Darlene Morgan, CAO, Nisga'a Village of Gitlaxt'aamik
Monika Schitteck

Duncan Redfearn, CAO, City of Dawson Creek
Mark Tatchell, CAO, Village of Tahsis
David Trawin, CAO, City of Kamloops
