



2015 ELECTED OFFICIALS SEMINARS

PROGRAM AT A GLANCE

Day One

6:00 pm	Registration
7:00 pm	Plenary Session – Opening and Welcome <i>A warm welcome and greetings from the LGLA, with an overview of things to come throughout the seminar.</i>
7:15 pm	The “W’s” of Elected Officials <i>An introductory session intended to get participants thinking and talking about why they are elected officials, what they hope to achieve while elected, and what they hope to learn at the seminar.</i>
8:00 pm	Keynote <i>A discussion of the characteristics of effective leadership, leadership in the local government council/board context, and achieving excellence in community leadership.</i>
9:00 pm	Reception <i>A chance to network with your colleagues – both new and returning elected from around the region or across the province.</i>

Day Two

7:00 am	Breakfast Buffet
7:30 am	Concurrent Clinics
	Newly Elected: Making Meetings Work <i>A session designed to introduce newly elected officials to the topic of local government meeting procedures, including rules of order, procedure bylaws, voting procedures, motions, role of the chair, etc.</i>
	Returning Elected: UBCM Session <i>Topic TBD</i>
8:30 am	Orientation to the Day
8:35 am	Roles, Responsibilities and Teamwork <i>This session will outline the roles and responsibilities of elected officials and differentiate these from the roles and responsibilities of staff. The focus will be on leadership and the relationship between council/board and staff, and on the value of working together as a team.</i>
10:00 am	UBCM Presents <i>Greetings from the Union of BC Municipalities and a brief introduction to the UBCM’s purpose and work on behalf of local governments.</i>
10:15 am	Coffee Break
10:35 am	Concurrent Sessions
	Newly Elected: Local Government Law 101 <i>An overview of the legislation that empowers local elected officials to make decisions, including the Community Charter and Local Government Act, statutory requirements and responsibilities, bylaws and resolutions, types of meetings, etc.</i>

	Returning Elected: Decision Making, Priority Setting and Thinking Strategically <i>A session addressing the importance of good decision-making and the value of priority setting, with a focus on leadership, the elements of good decision-making, the why and how of setting priorities, and acting strategically rather than reacting.</i>
12:00 pm	Lunch Buffet
1:00 pm	Legal Clinic: Council/Board Members as Individuals <i>An overview of the legal concerns relevant to individual elected officials, including a public hearing skit and discussion of conflict of interest, liabilities, in-camera confidence, etc.</i>
2:30 pm	Coffee Break
2:45 pm	Municipalities and Regional Districts <i>An overview of the history, structure, purpose, roles and responsibilities of regional districts and the relationships between municipalities/councils and regional districts/boards, including a discussion of thinking regionally and working effectively with your colleagues at the regional level.</i>
3:45 pm	Local Government Partnerships and Collaboration <i>This session introduces several key organizations and partners that help local governments provide services and good government to their communities.</i>
4:35 pm	Supper Break – On Your Own
7:15 pm	Local Government Mentoring Panel <i>An opportunity for delegates to learn from veteran elected officials and to ask questions and engage in discussion on a range of topics. Participants are encouraged to come prepared with questions on ethical dilemmas, conflict of interest and diplomacy challenges.</i>
8:30 pm	Adjourn

Day 3

7:00 am	Breakfast Buffet
7:30 am	Clinic Local Governments and First Nations: Working Together <i>The purpose of this session is to highlight the value of building positive relations with neighbouring First Nations communities, to provide examples of successful relationship building, and to recommend means and methods communities can use to foster positive relations. Clinic content will be tailored to each seminar audience/location and will draw on local examples and experiences.</i>
8:30 am	Orientation to the Day
8:35 am	Concurrent Sessions Newly Elected: Local Government Financial Management I <i>An overview of the financial management and budgeting processes of local governments, including an introduction to five-year financial plans, revenue sources, strategic and long-term capital planning, and performance measurement.</i>
	Returning Elected: Local Government Financial Management II <i>A higher-level review of current best practices in the financial planning and management processes of local governments, including the role of elected officials in such initiatives. Topics may include strategic planning, long-term infrastructure planning, risk management, etc.</i>
10:30 am	Coffee Break
10:50 am	Concurrent Sessions Newly Elected: Local Government Community Planning <i>An introduction to land use planning for newly elected officials. Topics will include the language of planning, why we plan, the role of elected officials in the planning process, OCPs, zoning bylaws, permits, etc.</i>

	Returning Elected: Citizen Engagement <i>A session dedicated to improving decision-making through citizen engagement, including a discussion of reasons for engaging the public, strategies and current best practices in citizen engagement, and managing and using social media effectively.</i>
12:15 pm	Lunch Buffet
1:00 pm	Communications and the Media <i>An introduction to media relations for elected officials, including how to prepare for an interview, how to manage difficult questions, the differences between print and radio or television media, how to cope in a 24/7 media environment, etc.</i>
2:15 pm	Closing Comments and Adjourn <i>Goodbye, thank you and best wishes from the LGLA!</i>

Table Colour Key

Break/Social Event
Plenary
Newly Elected
Returning Elected

** Please note: this is a typical 2015 EOS program. There may be minor differences in the timing of sessions and different speakers, panelists and topics depending on the seminar location. Please consult your individual seminar agenda at <http://lgla.ca/events/2015-eos/> to confirm the details of your particular event.*