

**2009 ELECTED OFFICIALS SEMINARS**  
**Electoral Area Directors**  
Delta Vancouver Airport, Richmond  
February 4 - 6 2009

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**WEDNESDAY, February 4, 2009**

- 6:00 pm**      **Registration**  
*(SEA ISLAND FOYER)*
- 7:00 pm**      **Newly Elected: Making Meetings Work**  
*for newly elected officials*  
*(SEA ISLAND BALLROOM)*                      Eli Mina, Registered Parliamentarian  
Paulette Vettleson, Metro Vancouver
- 9:00 pm**      **Reception**  
*(SEA ISLAND FOYER)*
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**THURSDAY, February 5, 2009**

- 7:15 am**      **Continental Breakfast**  
*(SEA ISLAND FOYER)*
- 8:30 am**      **Opening and Welcome**  
*(SEA ISLAND BALLROOM)*                      Director Susie Gimse, LGLA Chair  
Allison Habkirk, LGLA Program Manager
- 8:50 am**      **The “Why” of Elected Officials:**  
*Who you are, why you are here, what you*  
*wish to accomplish*                      Allison Habkirk, LGLA Program Manager
- 9:15 am**      **Roles & Responsibilities**  
*The roles and responsibilities of electoral area*  
*directors; staff/elected official relations & the art*  
*of working together.*                      Gordon McIntosh, Local Government  
Leadership Institute
- 10:30 am**      **Coffee Break**  
*(SEA ISLAND FOYER)*
- 10:45 am**      **Roles & Responsibilities (continued)**                      Gordon McIntosh, Local Government  
Leadership Institute
- 11:15 am**      **Local Government Law**  
*Overview of Community Charter and Local*  
*Government Act; statutory requirements, what*  
*you can do - what you can't; responsibilities, by-*  
*laws and resolutions; types of meetings*  
*(SEA ISLAND BALLROOM)*                      Colin Stewart, Lawyer, Staples McDannold  
Stewart
- 12:15 pm**      **Luncheon**  
*(SEA ISLAND FOYER & BALLROOM)*  
**Terassen Gas Inc**                      Amy Hennessy, Community Relations  
Manager, Terassen Gas Inc
- 1:30 pm**      **Communications and the Media**  
*The art of media relations*  
*(SEA ISLAND BALLROOM)*                      Jeremy Dunn, Laura Balance Media Group  
Laura Balance, Laura Balance media Group
- 2:30 pm**      **Coffee –** *(SEA ISLAND FOYER)*

<b>2:50 pm</b>	<b>Municipalities and Regional Districts</b> <i>Overview of Regional Districts and the Regional District Toolkit</i> <i>Regional District Task Force Update</i>	Director/Councillor Susie Gimse, Squamish Lillooet Regional District Paul Edgington, CAO, Squamish Lillooet Regional District
<b>4:00 pm</b>	<b>Council in Partnership:</b> <i>Municipal Finance Authority</i>  <i>Ministry of Community Development</i>  <i>BC Assessment</i> <i>Municipal Insurance Association</i>	Mayor Frank Leonard, Chair, Municipal Finance Authority Robin Springer, Executive Director, Municipal Finance Authority  Mike Furey, Assistant Deputy Minister, Ministry of Community Development Gary Paget, Executive Director, Governance and Structure Division, Ministry of Community Development  Mark Katz, Assessor, BC Assessment
<b>4:50 pm</b>	<b>Supper break</b>	
<b>7:00 pm</b>	<b>UBCM Reports</b> <i>(SEA ISLAND BALLROOM)</i>	Robert Hobson, UBCM President
<b>7:30 pm</b>	<b>Local Government Management Association</b> <i>Introduction to the Local Government Management Association.</i>	Tom MacDonald, Executive Director, Local Government Management Association
<b>8:00 pm</b>	<b>Mentoring Panel</b>	Susie Gimse, LGLA Chair Robert Hobson, President, UBCM Mayor Frank Leonard, Chair, Municipal Cathy Watson, Director, Local Government - First Nation Relations, Ministry of Community Development Allison Habkirk, LGLA Program Manager
<b>9:00 pm</b>	<b>Adjourn</b>	

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**FRIDAY, February 6, 2009**

<b>7:15 am</b>	<b>Continental Breakfast</b> <i>(SEA ISLAND BALLROOM FOYER)</i>	
<b>7:30 am</b>	<b>Early Morning Clinics - Concurrent Sessions</b> <b>Working with First Nations</b> <i>(SEA ISLAND BALLROOM WEST)</i>  <b>UBCM Managed Programs</b> <i>(SEA ISLAND BALLROOM CENTRE&amp; EAST)</i>	Allison McNeil, Capilano University Gary Paget, Ministry of Community Development Cathy Watson, Ministry of Community Development Paul Taylor, Relationships & Communications Advisor, UBCM

<b>8:30 am</b>	<b>Local Government Financial Management</b> <i>Budgeting - everything you want to know, need to ask ... and more</i> (SEA ISLAND BALLROOM)	Gerald Kingston, Administrator, Fraser Valley Regional District Tom Machmer, Director of Finance, Fraser Valley Regional District
<b>10:30 am</b>	<b>Coffee Break</b> (SEA ISLAND FOYER)	
<b>10:50 am</b>	<b>Local Government Community Planning</b> <i>Why &amp; how we plan, the role of council &amp; staff</i> (SEA ISLAND BALLROOM)	Gerard LeBlanc, Landworks Consultants Inc.,
<b>12:15 pm</b>	<b>Luncheon</b> (SEA ISLAND FOYER & BALLROOM) <b>BC Transmission Corporation</b>	Donna McGeachie, Manager, Community Relations, BC Transmission Corporation
<b>1:30 pm</b>	<b>Plenary Session</b> <b>Legal Clinic</b> <b>Public Hearing skit</b> <i>Legal clinic and discussion on conflict of interest, liabilities, in-camera confidence</i> (SEA ISLAND BALLROOM)	Donald Lidstone, Ratcliff & Company, Barristers & Solicitors
<b>2:45 pm</b>	<b>Closing comments and adjournment</b>	Allison Habkirk, LGLA Program Manager