

**2009 ELECTED OFFICIALS SEMINARS**  
**Small Communities < 10,000 population**  
Delta Vancouver Airport, Richmond  
January 21-23, 2009

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**WEDNESDAY, January 21, 2009**

- 6:00 pm**      **Registration**  
*(SEA ISLAND FOYER)*
- 7:00 pm**      **Concurrent sessions**  
**Newly Elected: Making Meetings Work I**      Eli Mina, Registered Parliamentarian  
*for newly elected officials*      Debbie Comis, City Clerk, City of Burnaby  
*(SEA ISLAND BALLROOM CENTRE & EAST)*  
**Returning elected: Making Meetings Work II**      Lisa Zwarn, Registered Parliamentarian  
*for returning elected officials*  
*(SEA ISLAND BALLROOM WEST)*
- 9:00 pm**      **Reception**  
*(SEA ISLAND FOYER)*
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**THURSDAY, January 22, 2009**

- 7:15 am**      **Continental Breakfast**  
*(SEA ISLAND FOYER)*
- 8:30 am**      **Plenary Session**  
**Opening and Welcome**      Director Susie Gimse, LGLA Chair  
*(SEA ISLAND BALLROOM CENTRE & EAST)*      Allison Habkirk, LGLA Program Manager
- 8:50 am**      **The “Why” of Elected Officials:**      Allison Habkirk, LGLA Program Manager  
*Who you are, why you are here, what you wish to accomplish*
- 9:15 am**      **Roles & Responsibilities**      Beth Johnson, Johnson Elligott  
*The roles and responsibilities of councillors/board members; staff/elected official relations & the art of working together.*
- 10:30 am**      **Coffee Break**  
*(SEA ISLAND FOYER)*
- 10:50 am**      **Concurrent Sessions**  
**Newly Elected: Local Government Law**      Donald Lidstone, Q.C., Lawyer, Ratcliff & Company LLP  
*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 CENTRE & EAST)*  
**Returning Elected: Decision Making & Priority Setting**      Rick Beauchamp, Local Government Specialist  
*The importance of good decision making and the value of priority setting.*  
*(SEA ISLAND BALLROOM WEST)*
- 12:15 pm**      **Luncheon**  
*(SEA ISLAND BALLROOM CENTRE & EAST)*  
**Terassen Gas Inc**      Amy Hennessy, Community Relations Manager, Terassen Gas Inc

<b>1:30 pm</b>	<b>Plenary Session Communications and the Media</b> <i>The art of media relations</i> (SEA ISLAND BALLROOM CENTRE & EAST)	Jeremy Dunn, Laura Balance Media Group Laura Balance, Laura Balance media Group
<b>2:30 pm</b>	<b>Coffee –</b> (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>	Mayor Christopher Causton Kelly Daniels, CAO, Capital Regional District
<b>4:00 pm</b>	<b>Council in Partnership:</b> <i>Municipal Finance Authority</i>	Mayor Frank Leonard, Chair, Municipal Finance Authority
	<i>Ministry of Community Development</i>	Mike Furey, Assistant Deputy Minister, Ministry of Community Development Gary Paget, Executive Director, Governance and Structure Division, Ministry of Community Development
<b>4:45 pm</b>	<i>BC Assessment</i> <b>Supper break</b>	Mark Katz, Assessor, BC Assessment
<b>7:00 pm</b>	<b>UBCM Reports</b> (SEA ISLAND BALLROOM)	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 Allison Habkirk, LGLA Program Manager
<b>9:00 pm</b>	<b>Adjourn</b>	

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**FRIDAY, January 23**

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

<b>8:30 am</b>	<p><b>Concurrent Sessions</b>  <b>Newly elected: Local Government Financial Management – the basics.</b>  <i>Budgeting - everything you want to know, need to ask ... and more</i>  (SEA ISLAND BALLROOM CENTRE EAST)</p> <p><b>Returning elected: Financial Management II</b>  <i>Strategic financial planning.</i>  (SEA ISLAND BALLROOM WEST)</p>	<p>Douglas Holmes, General Manager,  Corporate Services, City of Nanaimo</p> <p>Jerry Berry, City Manager, City of Nanaimo</p>
<b>10:50 am</b>	<p><b>Concurrent Sessions</b>  <b>Newly elected: Local Government Community Planning</b>  <i>Why &amp; how we plan, the role of council &amp; staff</i>  (SEA ISLAND BALLROOM CENTRE &amp; EAST)</p> <p><b>Returning Elected: Affordable Housing</b>  <i>Smart Growth Affordable Housing Toolkit</i>  (SEA ISLAND BALLROOM WEST)</p>	<p>Linda Adams, CAO Islands Trust</p> <p>Tom Lancaster, Manager, Smart Growth Advisory Services, Smart Growth BC</p>
<b>12:15 pm</b>	<p><b>Luncheon</b>  (SEA ISLAND BALLROOM CENTRE &amp; EAST)  <b>BC Transmission Corporation</b></p>	<p>Donna McGeachie, Manager, Community Relations, BC Transmission Corporation</p>
<b>1:15 pm</b>	<p><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 CENTRE &amp; EAST)</p>	<p>Guy McDannold, Lawyer, Staple McDannold Stewart</p>
<b>2:30 pm</b>	<p><b>The Minister of Community Development</b>  (SEA ISLAND BALLROOM CENTRE &amp; EAST)</p>	<p>Honourable Blair Lekstrom  Minister of Community Development</p>
<b>2:55 pm</b>	<p><b>Closing comments and adjournment</b></p>	<p>Allison Habkirk, LGLA Program Manager</p>