



Allison Habkirk BA MA MPA MCIP

March 16, 2022

Joseph A. Fernandez
Chief Administrative Officer
Town of Lake Cowichan
Box 860, Lake Cowichan, BC, V0R 2G0

Re: 2022 Orientation Workshop

Dear Joseph,

Thank you for the opportunity to submit a proposal for your 2022 Council Orientation workshop.

As promised, I am forwarding a proposal for your consideration. Consider the workshop outline a draft and pending the outcome of the election and input from you and your Mayor it can be revised and adjusted to meet the special needs of your new Council.

Thank you again for considering me for this assignment and I look forward to discussing it further with you.

Sincerely,

Allison Habkirk BA MA MPA MCIP
Registered Planner

2022 ORIENTATION WORKSHOP

The key objectives of the workshop are to bring Council together to:

- Consider, learn about, and discuss their roles and responsibilities on Council,
- Reflect on the challenges of being a member of a council, and
- Explore some of the opportunities that laid ahead over the term.

Deliverables

- Review of relevant documents e.g. Procedure Bylaw, Code of Conduct, OCP, Annual Report, and other relevant high level policy documents
- Discussion with the Mayor and CAO regarding the workshop content and process
- Preparation of workshop materials: agenda, PPT, handouts
- Workshop delivery

Approach

It is crucial to design the workshop to address the needs of the newly elected Council members and to best suit the organizational culture. The workshop will be interactive and animated to engage Council members and increase the learning outcomes.

Dates & location

Date: November 7, 2022, 9:00 am – 3:30 pm or as needed

Location: Municipal Hall or Fire Hall

Fees & Expenses

Preparation of workshop agenda & materials, & workshop delivery

1 day @ \$1400/day plus GST

Estimated expenses mileage \$200

\$1400



Town of Lake Cowichan

Council Orientation

November 7, 2022

9:00 am – 3:30 pm

Council Chamber or Fire Hall

9:00 am – 9:10 am	Welcome & Introductions	Mayor CAO
9:10 am – 9:20 am	What do you want to get out of today?' What does Council success look like? Agenda overview	Allison Habkirk
9:20 am – 9:30 am	What is governance and what's your role in it? What are you governing?	
9:30 am – 10:30 am	What's your role? <ul style="list-style-type: none"> • What is Council's role? • What is the role of a member of Council? • What is the role of the Mayor? • Shared and collective decision making • What is the role of staff? • What is the Council-CAO structure of local government and how does it work? 	
10:30 am – 10:45 am	Break	
10:45 am – 11:00 am	Con't	
11:00 – Noon	Working together: Council– staff – public partnership Council self-governance <ul style="list-style-type: none"> • Codes of conduct/performance expectations • Evolution of a council 	
Noon – 12:30 pm	Lunch	
12:30 pm – 1:00 pm	How do you get stuff done? <ul style="list-style-type: none"> • How do you set the strategic direction? • How are the OCP, strategic direction & financial plans connected? 	
1:00 pm – 1:30 pm	Heads up! In camera, confidentiality & risks	
1:30 pm – 1:45 pm	Council's oversight responsibilities <ul style="list-style-type: none"> • CAO evaluation • Annual report 	
1:45 pm – 1:50 pm	Break	
1:50 pm – 3:15 pm	How to get the most out of your meetings? <ul style="list-style-type: none"> • Procedure Bylaw Basics • Resolution or bylaw? 	
3:15 pm – 3:30 pm	Q & A Wrap up	Mayor



**Allison Habkirk BA MA MPA MCIP
Local Government Specialist**

Allison Habkirk, BA, MA (Planning), MPA, MCIP has over 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, the Province of BC, and the Local Government Management Association. She is the author of several publications on local government topics and maintains a keen interest in leadership development, elected official and staff training, strategic planning, and small town planning.

Clients include:

- More than 55 municipalities, 12 regional districts and 3 improvement districts across BC;
- Nisga'a Nation, Yuułu?it?ath Government, and Te'mexw Treaty Association;
- Province of B.C., Interior Healthy Authority and Vancouver Coastal Health Authority; and
- Not for profit organizations including Local Government Management Association, CivicInfoBC, BC Municipal Safety Association, Local Government Leadership Academy, Union of BC Municipalities, Victoria Civic Heritage Trust, Prince George Chamber of Commerce, Downtown Nanaimo BIA, and Victoria Crisis Help Line Society.

Ms. Habkirk is an Adjunct Assistant Professor in the School of Public Administration at the University of Victoria, and an Instructor with Capilano University. She also served as Program Manager for the Local Government Leadership Academy (LGLA).

Allison served as Mayor and Councillor for the District of Central Saanich for three terms of office.

Ms. Habkirk is the recipient of the University of Victoria, School of Public Administration Alumni Award for Excellence in the Public Sector and the Planning Institute of B.C. Award for Outstanding Accomplishments in the Field of Planning. She is the Vice-Chair of BC Healthy Communities, and she sits on the District of Central Saanich Advisory Planning Commission and OCP Advisory Committee.

Allison recently returned from three missions in Amman, Jordan working with the Federation of Canadian Municipalities (FCM) and Global Affairs Canada on the Jordan Municipal Support Project and is currently working with the FCM on the Women in Local Leadership Project in Sri Lanka. She is also currently working on a project with her University of Victoria colleagues on a project funded through the European Union Jean Monet Fund.

Contact Info:

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