



LGLA Certificate Program

Information Circular

Approved March 18, 2010

Updated August 24, 2016

Program Description

The Local Government Leadership Academy (LGLA) supports and promotes education and training for local government and First Nations elected officials and senior administrators throughout the province of British Columbia.

The LGLA Certificate Program is designed to support and encourage elected officials to enhance their leadership skills and knowledge. This certificate program is limited to elected officials only.

Elected Officials who would like to qualify for a certificate are required to document their learning activities and to submit a record of the courses that they have attended when making application for certificates. Application forms are available on the LGLA website (lgla.ca).

The LGLA offers three levels of certification for elected officials:

- Level 1: Certificate in Local Government Leadership**
- Level 2: Advanced Certificate in Local Government Leadership**
- Level 3: Certificate of Excellence in Local Government Leadership**

Certification Requirements

Level 1

This certificate is intended to be completed in a single election cycle of 4 years.

Requirements to qualify for the Level 1 Certificate in Local Government Leadership:

- Attendance at the LGLA Elected Officials Seminars
- An additional 15 hours of course work
 - A minimum 50% (7.5 hours) must be acquired at LGLA events
 - The remaining 50% (7.5 hours) may be acquired at learning events sponsored by the LGLA or an approved agency listed in Appendix 2 of the application form

Level 2

This certificate is intended to be completed in two or more election cycles of 4 years.

Requirements to qualify for the Level 2 Advanced Certificate in Local Government Leadership:

- Level 1 Certificate
- An additional 30 hours of course work
 - A minimum of 50% (15 hours) must be acquired at LGLA events
 - The remaining 50% (15 hours) may be acquired at learning events sponsored by the LGLA or an approved organization listed in Appendix 2 of the application form

Level 3

This certificate is intended to be completed in three or more election cycles of 4 years.

Requirements to qualify for the Level 3 Certificate of Excellence in Local Government Leadership:

- Level 2 Certificate
- An additional 30 hours of course work
 - A minimum of 50% (15 hours) must be acquired at LGLA events
 - The remaining 50% (15 hours) may be acquired at learning events sponsored by the LGLA or an approved organization listed in Appendix 2 of the application form
- Submission of a letter addressed to the LGLA President and Board (maximum 750 words), describing how you have demonstrated excellence in elected leadership by exemplifying 3 or more of the LGLA's 8 Core Competencies (see Appendix 3) during your term of office.
- Three letters of support for your application (maximum 500 words) from individuals familiar with your performance in elected office.

A list of learning events sponsored by approved agencies is included below for your reference.



LGLA Certificate Program

List of Approved Courses

Approved March 18, 2010

Ratified January, 19 2011

Amended June 28, 2011

Updated April 1, 2015

Local Government Leadership Academy

- Elected Officials Seminars
- Annual Leadership Forum
- Chief Elected Officials Forum
- Sessions offered by LGLA at Area Association meetings and conferences
- Educational courses, seminars, webinars and workshops for which the LGLA is a partner or associated with another organization on this list

Union of British Columbia Municipalities

- Any stand-alone educational courses, clinics, forums, programs, seminars, webinars or workshops delivered in-person or online
- Annual UBCM Convention, including:
 - Any pre-Convention educational sessions, clinics or workshops – such as study sessions or concurrent clinics
 - Any early morning clinic
 - Any concurrent workshop

Area Associations

- Annual Conferences (excluding the general meeting component of the conference) and educational courses, clinics, seminars, webinars and workshops put on by the following:
 - Association of Kootenay and Boundary Local Governments (AKBLG)
 - Association of Vancouver Island and Coastal Communities (AVICC)
 - Lower Mainland Local Government Association (LMLGA)
 - North Central Local Government Association (NCLGA)
 - Southern Interior Local Government Association (SILGA)

Local Government Management Association

- Any educational courses, forums, programs, seminars, webinars or workshops delivered in-person or online, including the CAO Forum.

Any educational courses, forums, programs, seminars, webinars or workshops delivered in-person or online by the following:

- **British Columbia Assessment Authority**
- **Ministry of Community, Sport and Cultural Development**
- **Municipal Finance Authority**
- **Municipal Insurance Association**