



LGLA Certificate Program

Application Form

Updated March 7, 2017

Please note: The information on this form is collected for the purposes of awarding a certificate to recognize the completion of educational courses provided by the LGLA and will be used to process your application. If you have any questions about the collection and use of the information, contact LGLA staff at info@lqla.ca or 778.800.9952.

A. Applicant Information

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	
Last Name:	First Name:
Title:	
Number of Complete Terms Served as an Elected Official:	
Name of Local Government:	
Address:	
Municipality, Province:	Postal Code:
Phone Number:	
Email Address:	

B. Certificate Level Applied for:

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

Please complete Appendix 1 – Summary of Qualifications as part of your submission for certification. Appendix 2 – List of Approved Courses indicates which courses offered by LGLA

partner agencies have been approved for certification by the LGLA Board. Appendix 3 includes the 8 Core Competencies informing LGLA curriculum development.

All applicants must submit Appendix 1 and appropriate documentation with this application. An incomplete or incorrectly completed application will not be considered by the LGLA Board. The application will be returned to the applicant for completion.

If a certificate is awarded, a news release may be issued and the awardee's name may be used on the LGLA website and in other forms of LGLA communications.

I consent to my name being published in LGLA communications if awarded a certificate.

Yes No

- A. I declare that the information contained in this application is correct.
- B. I hereby authorize the LGLA and its agents to communicate with any organization that I have listed as a course sponsor in Appendix 1 for the purposes of verifying my qualifications for this certificate.

Signature

Date

Please return one completed copy by mail, **email (preferred)** or fax to:

Board of Directors
Local Government Leadership Academy
c/o 60 – 10551 Shellbridge Way
Richmond, BC V6X 2W9

Email: info@lgl.ca

Fax: 778.771.0174

For Office Use Only

Reviewed by LGLA Board	
Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Certification Number	



Level 1 – Certificate in Local Government Leadership Qualifications:

Completion of post-election LGLA Elected Officials Seminar	✓
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- 7.5 hours of courses offered at regular annual LGLA events (i.e. Leadership Forum, Chief Elected Officials Forum) – please list below
- 7.5 hours of other courses or events offered by LGLA, in partnership with LGLA, or by other agencies listed in Appendix 2 (e.g., UBCM Convention, Area Association Annual Conferences, occasional webinars, etc.) – please list below

Date Taken	Hours	Title of Course	Sponsor Organization

Level 2 – Advanced Certificate in Local Government Leadership Qualifications:

Completion of Level 1 – Certificate in Local Government Leadership	✓
Completion of at least one term of office	✓

- 15 hours of courses offered at regular annual LGLA events (i.e. Leadership Forum, Chief Elected Officials Forum) – please list below
- 15 hours of other courses or events offered by LGLA, in partnership with LGLA, or by other agencies listed in Appendix 2 (e.g., UBCM Convention, Area Association Annual Conferences, occasional webinars, etc.) – please list below

Date Taken	Hours	Title of Course	Sponsor Organization

Level 3 – Certificate of Excellence in Local Government Leadership Qualifications:

Completion of Level 2 – Advanced Certificate in Local Government Leadership	✓
Completion of at least two terms of office	✓

- 15 hours of courses offered at regular annual LGLA events (i.e. Leadership Forum, Chief Elected Officials Forum) – please list below
- 15 hours of other courses or events offered by LGLA, in partnership with LGLA, or by other agencies listed in Appendix 2 (e.g., UBCM Convention, Area Association Annual Conferences, occasional webinars, etc.) – please list below

Date Taken	Hours	Title of Course	Sponsor Organization

- Describe, in a letter addressed to the LGLA President and Board (maximum 750 words), 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.
- Have 3 individuals familiar with your performance in elected office submit letters of support (maximum 500 words) for your application.¹

¹ Letters of support should be submitted by persons unrelated to you – preferably a mix of colleagues/peers and constituents. While supporters are not required to explain how you demonstrate each individual core competency, they should be familiar with the eight core competencies and should provide specific examples of how you have demonstrated effective elected leadership during your terms of office. Supporters must submit their letters directly to the LGLA Board of Directors via the Certification Coordinator at info@lqla.ca, and must include their name and contact information and be willing to speak with a member of the LGLA board and/or staff regarding their support for your application.



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Appendix 2 – List of Approved Courses

Approved March 18, 2010
Ratified January, 19 2011
Amended June 28, 2011
Updated April 1, 2015
Updated March 7, 2017

Please note: The following events have been designated specific credit hours

- *LGLA Leadership Forum or Elected Officials Seminar – 15 hours*
 - *LGLA Chief Elected Officials Forum – 5 hours*
 - *UBCM Annual Convention – 7 hours*
 - *Any Area Association Conference – 4 hours*
 - *MFA Annual Forum – 3 hours*
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Local Government Leadership Academy

- Elected Officials Seminar (15 hours)
- Annual Leadership Forum (15 hours)
- Chief Elected Officials Forum (5 hours)
- Educational courses, seminars, webinars and workshops offered in partnership with the LGLA (session length – up to a maximum of 3 hours)

Union of British Columbia Municipalities

- 7 hours total for attending the Annual UBCM Convention, excluding the general meeting component of the Convention, but including:
 - Any pre-Convention educational sessions, clinics or workshops – such as study sessions or concurrent clinics
 - Any early morning clinic
 - Any concurrent workshop
- Any stand-alone educational courses, clinics, forums, programs, seminars, webinars or workshops delivered in-person or online (session length – up to a maximum of 3 hours)

Area Associations

- 4 hours total for attending an Area Association annual conference (excluding the general meeting component of the conference):
 - 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)
- Any stand-alone educational courses, clinics, forums, programs, seminars, webinars or workshops delivered in-person or online (session length – up to a maximum of 3 hours)

British Columbia Assessment Authority

- Any stand-alone educational courses, clinics, forums, programs, seminars, webinars or workshops delivered in-person or online (session length – up to a maximum of 3 hours)

Local Government Management Association

- Any stand-alone educational courses, clinics, forums, programs, seminars, webinars or workshops delivered in-person or online (session length – up to a maximum of 3 hours)

Ministry of Community, Sport and Cultural Development

- Any stand-alone educational courses, clinics, forums, programs, seminars, webinars or workshops delivered in-person or online (session length – up to a maximum of 3 hours)

Municipal Finance Authority

- 3 hours total for attending the MFA Annual Forum
- Any stand-alone educational courses, clinics, forums, programs, seminars, webinars or workshops delivered in-person or online (session length – up to a maximum of 3 hours)

Municipal Insurance Association

- Any stand-alone educational courses, clinics, forums, programs, seminars, webinars or workshops delivered in-person or online (session length – up to a maximum of 3 hours)



LGLA Core Competencies

LGLA curriculum development draws inspiration from the following set of core competencies and related characteristics of successful elected officials.²

- *Leadership*
Accepts challenges willingly and gains the confidence of others by acting in a knowledgeable, consistent and ethical manner.
- *Understanding*
Possesses a good understanding of local government systems, the public service context, the community's historical context and the multiple interests of citizens.
- *Accountability*
Accepts personal responsibility, assumes a "team player" role and ensures appropriate corporate oversight of organizational operations and program delivery.
- *Facilitation*
Ensures an accurate definition of the key issues, uses an effective decision-making process and seeks common ground among stakeholders.
- *Prioritization*
Acknowledges opportunities and limitations, assesses available resources and considers community needs and values before making difficult decisions.
- *Big Picture Vision*
Is open minded and objective, assesses implications and consequences, and values intergovernmental and interagency relationships.
- *Stewardship*
Recognizes the need for sustainability in organizational activities, processes, systems and programs and seeks to establish a corporate legacy that respects community interests.
- *Public Engagement*
Respects the principles of good governance by listening to the ideas and concerns of citizens and engaging the public through established channels of consultation.

These eight core leadership competencies are understood to be essential elements of leadership excellence and are a guiding force in LGLA program development. The intent has been to set the

² These core competencies were determined through a February 2006 brainstorming session attended by provincial government, partner agency, UBCM Executive and staff, and local government education sector representatives and later confirmed through a Civic Leadership Questionnaire administered at UBCM's Chief Elected Official Forum in May 2006 and sent to the full UBCM membership in June 2006. (*Core Competencies Report*, p. 2-3, s. Initial LGLA Workshop and p. 5, s. Validation of Core Competencies.)

competencies in the context of strategic issues of the day, thereby ensuring the pertinence and real-time applicability of the curriculum. LGLA Board Members, through their work with local governments, their longstanding experience in the sector, and their day-to-day familiarity with the needs and concerns of local communities and their representatives, are tasked with ensuring that the organization stays on top of current and emerging issues.