



LGLA Certificate Program

Information Circular

Approved March 18, 2010

Updated August 24, 2016

Updated March 7, 2017

Updated April 10, 2018

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 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 one of the regional post-election LGLA Elected Officials Seminars
- An additional 15 hours of course work
 - A minimum 50% (7.5 hours) must be acquired at regular LGLA events (i.e., Annual Leadership Forum, Chief Elected Officials Forum)
 - The remaining 50% (7.5 hours) may be acquired at other learning events sponsored by the LGLA or an approved agency listed in Appendix 2 of the application form (e.g., UBCM Convention, FCM Convention, Area Association Annual Conferences, occasional webinars, etc.)

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 regular LGLA events (i.e., Annual Leadership Forum, Chief Elected Officials Forum)
 - The remaining 50% (15 hours) may be acquired at other learning events sponsored by the LGLA or an approved organization listed in Appendix 2 of the application form (e.g., UBCM Convention, Area Association Annual Conferences, occasional webinars, etc.)

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 regular LGLA events (i.e., Annual Leadership Forum, Chief Elected Officials Forum)
 - The remaining 50% (15 hours) may be acquired at other learning events sponsored by the LGLA or an approved organization listed in Appendix 2 of the application form (e.g., UBCM Convention, Area Association Annual Conferences, occasional webinars, etc.)
- 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 a range of individuals (e.g., a council/board colleague, a constituent, a business or community leader) 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

Updated March 7, 2017

Updated August 1, 2017

Local Government Leadership Academy

- Annual Leadership Forum or Elected Officials Seminar – 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 conference, 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)

Federation of Canadian Municipalities

- 7 hours total for attending the Annual FCM 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 study tours, concurrent workshops or sessions
- 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)

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

- **British Columbia Assessment Authority**
- **Local Government Management Association**
- **Ministry Responsible for Local Government**
- **Municipal Finance Authority** (3 hours total for attending the MFA Annual Forum)
- **Municipal Insurance Association**