



LGLA Certificate Program – Information Circular

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 to help enable effective local governance. Benefits of obtaining a certificate include:

- Development of core leadership competencies (see **Appendix 1**) essential for effective governance.
- Increased understanding of both the “big picture” and the “fine details” of governance.
- Recognition of commitment to continuous learning.

Elected officials wanting to apply for a certificate must complete the online application for the relevant level. The application provides the required documentation of learning activities for review by the LGLA Board.

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: Certificate in Local Government Leadership

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)
 - Remaining 50% (7.5 hours) may be acquired at other learning events sponsored by the LGLA or an approved agency listed in **Appendix 2** (e.g., UBCM Convention, FCM Convention, Area Association Annual Conferences, occasional webinars, etc.)



Level 2: Advanced Certificate in Local Government Leadership

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)
 - 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: Certificate of Excellence in Local Government Leadership

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)
 - 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 1**) 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.



Appendix 1: LGLA Certificate Program – Core Competencies

LGLA curriculum development draws inspiration from the following set of core competencies & related characteristics of successful elected officials:

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

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



Appendix 2: LGLA Certificate Program – List of Approved Courses

The following is a list of learning events sponsored by approved agencies:

Educational courses, seminars, webinars, & workshops offered by the following approved agencies are eligible for consideration for up to 3 credit hours towards an application for a LGLA certificate:

- *British Columbia Assessment Authority (BCA)*
- *Federation of Canadian Municipalities (FCM)*
- *Local Government Management Association of British Columbia (LGMA)*
- *Ministry of Municipal Affairs and Housing (MAH)*
- *Municipal Finance Authority of British Columbia (MFA)*
- *Municipal Insurance Association of British Columbia (MIABC)*
- *Union of British Columbia Municipalities (UBCM)*

The following approved agency events have been designated specific credit hours:

- *UBCM Annual Convention – 7 hours total*
 - For attending the Annual Convention, excluding the general meeting component, but including pre-Convention educational sessions, clinics or workshops, early morning clinics, & concurrent workshops or sessions.
- *FCM Annual Convention – 7 hours total*
 - For attending the Annual Convention, excluding the general meeting component, but including pre-Convention educational sessions, clinics or workshops, study tours, & concurrent workshops or sessions.
- *UBCM Area Association Annual Convention – 4 hours total*
 - For attending an Area Association Annual Convention (see below for listing of associations), excluding the general meeting component, but including pre-Convention educational sessions, clinics or workshops, early morning clinics, & concurrent workshops or sessions.
 - Association of Kootenay & Boundary Local Governments (AKBLG)
 - Association of Vancouver Island & Coastal Communities (AVICC)
 - Lower Mainland Local Government Association (LMLGA)
 - North Central Local Government Association (NCLGA)
 - Southern Interior Local Government Association (SILGA)