



## LGLA Certificate Program – Questions & Answers

**Q. *What is the Local Government Leadership Academy Society (LGLA)?***

**A.** The LGLA, which was established in 2006, is a leadership development initiative that serves local government and First Nations elected officials and senior administrators throughout the province of British Columbia by improving the competencies needed (see **Appendix 1**) to effectively lead and manage BC's communities.

**Q. *What is the purpose of the LGLA Certificate Program?***

**A.** The LGLA Certificate Program is designed to support and encourage elected officials to enhance their leadership skills and knowledge through quality education tailored to their needs. The certificates are only available to elected officials.

**Q. *What are the types of certificates offered through this program?***

**A.** There are three types of certificates:

- **Level 1 – Certificate in Local Government Leadership**  
Establishes a basic level of knowledge, skills, and abilities that newly elected officials required during their first term of office.
- **Level 2 – Advanced Certificate in Local Government Leadership**  
Augments the competency gained by a returning elected official with additional knowledge, skills, and abilities that can be used in service to the community.
- **Level 3 – Certificate of Excellence in Local Government Leadership**  
Acknowledges the competency gained by experienced elected officials who demonstrate exceptional leadership skills.

**Q. *What do I need to qualify for a Level 1 Certificate?***

**A.** You will need to attend an LGLA Elected Officials Seminar and complete an additional 15 hours of course work. At least 7.5 hours (a minimum of 50%) of those 15 hours must be acquired at regular LGLA events (i.e., Annual Leadership Forum or Chief Elected Officials Forum). The remaining 7.5 hours can be acquired at additional LGLA events or at learning events sponsored by our approved partner agencies (e.g. UBCM Convention, Area Association Conferences, occasional webinars, etc.).

**Q. *What do I need to qualify for a Level 2 Certificate?***

**A.** You will need to have your Level 1 Certificate, have served at least one term as a BC local government or First Nations elected official, and have completed an additional 30 hours of course work. At least 15 of those 30 hours must be acquired at regular LGLA events (i.e., Annual Leadership Forum or Chief Elected Officials Forum). The remaining 15 hours can be acquired at additional LGLA events or at learning events sponsored by our approved partner agencies (e.g. UBCM Convention, Area Association Conferences, occasional webinars, etc.).



**Q. *What do I need to qualify for a Level 3 Certificate?***

**A.** You will need to have your Level 2 Certificate, have served at least two terms as a BC local government or First Nations elected official, and have completed an additional 30 hours of course work. At least 15 of those 30 hours must be acquired at LGLA events (i.e. Annual Leadership Forum or Chief Elected Officials Forum). The remaining 15 hours can be acquired at additional LGLA events or at learning events sponsored by our approved partner agencies (e.g. UBCM Convention, Area Association Conferences, occasional webinars, etc.). You will also need to submit a letter to the LGLA President and Board demonstrating how you exemplify 3 or more of the LGLA's 8 Core Competencies, along with 3 letters of support from colleagues/peers/constituents.

**Q. *How long will it take for me to qualify for an LGLA certificate?***

**A.** The Certificate Program is designed so that newly elected officials can complete their qualifications for a Level 1 Certificate within 1 term of office (4 years). Returning elected official can complete their qualifications for a Level 2 Certificate within two or more terms of office (8+ years) and within three or more terms (12+ years) for Level 3 Certificates.

**Q. *What are the benefits of obtaining a certificate from the LGLA?***

- You are gaining knowledge, skills and abilities directly related to your role in governance and leadership. Often people are not familiar with the complete mandate and operations of local government prior to being elected. It is a steep learning curve for newly elected officials. Taking courses which lead to certification ensures that you have the information you need to govern confidently. Your community will benefit from your increased understanding of both the “big picture” and the “fine details” of local governance.
- You are no longer just attending select educational programs at the various events you attend, but are now working towards a certificate that demonstrates your desire to learn. The public expects its elected officials to be the best that they can be. The certificate is proof to all that you are committed to being knowledgeable and competent in the area of governance.
- Third, your efforts to increase your knowledge, skills and abilities are recognized by your peers.

**Q. *How do you know what courses I have taken?***

**A.** The LGLA asks that you complete an online application form which lists the information that is needed to make a determination whether to award a certificate. When you submit the application, you are authorizing LGLA to contact the organizations that have sponsored the courses you've listed for consideration, if necessary.

**Q. *Which LGLA courses can I take that will qualify for either of these certificates?***

**A.** Any course offered by LGLA that you attend will qualify – such as the Elected Officials Seminar or the Annual Leadership Forum. Sessions that LGLA offers in conjunction with the Area Associations at their annual conferences or with other partner associations are eligible as well. Information about the number of eligible course hours is included in the application form and accompanying materials. Refer **Appendix 2** for a list of approved courses.



- Q. Do I have to take all of my courses with the LGLA in order to qualify for a certificate?**
- A.** No. You can include educational courses that you attend which are sponsored by local government organizations associated with the LGLA. **Appendix 2** lists the organizations and their courses which are pre-approved for the Certificate Program. If you take one of those listed courses in **Appendix 2**, you can take comfort in the fact that LGLA will accept the course hours to meet the LGLA’s criteria for the Certificate Program.
- Q. What if I have taken courses with an organization that is not listed in Appendix 2?**
- A.** At this time, the LGLA will not consider these courses as fulfilling the eligibility requirements for the Certificate Program, unless the organization has partnered with the LGLA to offer the course in question.
- Q. Can the sessions that I attend at a UBCM Convention count towards my certificate?**
- A.** It will depend on which sessions you are attending. LGLA will recognize 7.5 hours towards a LGLA Certificate for the following UBCM sessions:
- Any educational sessions, clinics or workshops taking place before the Annual Convention, including the study sessions and the concurrent clinics.
  - Any early morning clinic or concurrent workshop which is part of the Annual Convention program.
- Q. Why does the LGLA count only some but not all of the time spent at the UBCM Annual Convention (the Convention) as acceptable course hours for the purposes of obtaining a Certificate?**
- A.** LGLA’s mandate and focus is on providing educational opportunities for elected officials to increase their knowledge, skills and abilities in specific core competencies. While the Convention does offer educational sessions which focus on those specific core competencies, the Convention’s program is also focused on advocacy and policy development. These focuses are a part of your role and responsibilities as an elected official, but they are not part of LGLA’s mandate.
- Q. Once I get my certificate, will I have to take additional courses in order to maintain my certification?**
- A.** No, but LGLA actively encourages you to keep learning by taking courses even after you have obtained your Level 3 Certificate.
- Q. Whom do I contact if I have more questions about the Certificate Program?**
- A.** The staff at the LGLA will be pleased to answer any of your questions and help you get the information that you need in order to submit your application. The general office email address is [info@lgla.ca](mailto:info@lgla.ca) and the phone number is 778.800.9952 – or you are welcome to see the “Contact Us” page on the LGLA website to contact individual staff members.



## 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)