



**LOCAL GOVERNMENT LEADERSHIP ACADEMY**

**POLICY MANUAL**

**JULY 2020**

# Contents

<b>Code of Conduct</b>	4
Purpose	4
Policy	4
<b>Roles &amp; Responsibilities</b>	5
The LGLA Board	5
General	5
The Role of the Board	5
The Role of the Chair	6
Working with the Program Manager	6
Managing the Activities of the Board	6
Meetings and Functions	6
The Role of Directors	7
Committees of the Board	7
The LGLA Program Manager	7
General	7
The Role of the Program Manager	7
Annual Deliverables	7
Strategic Planning and Four-Year Plan Review	8
Implementation of Plans	8
Board involvement in Program Development	8
Board Support	8
LGLA Administration	8
Communications, Promotion and Fundraising	9
Personal Development	9
The Union of BC Municipalities	9
General	9
The Role of the UBCM	9
Operations	9
Training Events	9
<b>LGLA Endowment Investment</b>	10
Background	10
Policy	10
<b>UBCM Short Term Loan</b>	11
Background	11

<b>Signing/Approval Authority</b>	12
Signing Authority	12
Approval Authority	12
<b>Director Terms</b>	13
Purpose	13
Policy	13
<b>Director Expenses</b>	14
Purpose	14
Policy	14
<b>Core Competencies</b>	15
<b>Program Guidelines</b>	16
Purpose	16
Four-Year Program Cycle	16
Course Content	16
Presenters	17
<b>Speaker Expenses</b>	18
<b>Event Registration</b>	19
<b>Sponsorship Levels</b>	20
<b>LGLA Certificate Program</b>	21
<b>Approved Courses</b>	21
Policy	21
Local Government Leadership Academy	21
Union of British Columbia Municipalities	21
Federation of Canadian Municipalities	21
Area Associations	22
British Columbia Assessment Authority	22
Local Government Management Association	22
Ministry Responsible for Local Government	22
Municipal Finance Authority	22
Municipal Insurance Association	22
<b>Partnerships</b>	23
Purpose	23
Policy	23
Partners	23
Other Considerations	23



## Code of Conduct

Approved – March 16, 2018

### Purpose

The mission of the LGLA is to provide local government and First Nations elected officials and senior administrators with comprehensive, timely and dedicated leadership development opportunities throughout their terms of office/employment in the interest of improving governance at the local level. Inherent to this mission are certain core ethical principles and attitudes which guide the activities and interactions of LGLA members, directors and staff while engaged in LGLA business or in business relating to the LGLA.

### Policy

- 1) Respect for the value and importance of the work done by local government and First Nations elected officials and staff and the many personal sacrifices made by those who serve in local government.
- 2) Commitment to the importance of lifelong learning and leadership development and a willingness to work hard to provide relevant and worthwhile educational and networking opportunities to elected officials and staff.
- 3) Respect for the time and effort that elected officials and staff commit to attending LGLA events.
- 4) Pride in the achievements of local government and First Nations elected officials who invest the time to seek certification in local government leadership.
- 5) Acknowledgement and celebration of the differences among and between communities from around the province – including differences in governance structure, location, size, population, priorities, and so on.
- 6) Commitment to treating all persons who serve in local government with honour, integrity and, respect, regardless of race, ethnicity, religion, gender, sexual orientation, or ability-level.
- 7) Gratitude for the community of organizations, associations, government ministries, and individuals that support the local government sector and a commitment to work collaboratively, communicatively and in a spirit of partnership with all of them in the service of local government and First Nations elected officials and staff.



## Roles & Responsibilities

Approved – September 2009

Updated – March 2018

### The LGLA Board

#### General

The LGLA Board is made up of directors that represent the Union of BC Municipalities (2), the Local Government Management Association, the Municipal Finance Authority, and the Provincial Government [Ministry responsible for local government] (2) plus up to three Directors-at-Large appointed by the Board, one of whom may serve as a representative for First Nations.

#### The Role of the Board

The mandate of the Board is to provide local government and First Nations elected officials and senior administrators with comprehensive, timely and dedicated leadership development opportunities throughout their terms of office/employment in the interest of improving governance at the local level.

In accordance with that mandate, the LGLA Board has articulated these more detailed roles and responsibilities:

- Establish annual and multi-year program objectives for the LGLA.
- Approve the LGLA annual program plan and budget.
- Approve the LGLA annual report and financial statements.
- Build relationships and partnerships with partner agencies, educational institutions, the private and public sector to enhance, promote, and generate funding for LGLA leadership programs.
- Recruit Board members as required.
- Establish sub-committees as required.
- Recruit, select, oversee and determine compensation for the Program Manager.
- Review and evaluate performance of the Program Manager.
- Approve policies for the proper discharge of the LGLA mandate.
- Approve strategic plans and annual plans and budgets and financial statements.
- Oversee the operations of the LGLA.
- Report to stakeholders.
- Set the strategic direction that empowers the Program Manager.
- Hold an annual meeting and provide copies of the annual report and financial statements for the preceding year and copies of the four-year plan and schedule for the coming year.
- Establish meeting procedures and other procedural requirements.

## The Role of the Chair

- The Chair, as the presiding officer, provides leadership in guiding the Board, coordinates its activities and fosters relationships in the best interests of the Board.
- The Chair will have the duties of a Chair under the *Societies Act*.
- The Chair may nominate a Director to be the substitute liaison to the Program Manager in the absence of the Chair.

## Working with the Program Manager

### The Chair, will:

- Provide guidance and direction to assist the Program Manager to implement the approved strategic directions to achieve the Board's goals and plans.
- Foster a constructive and harmonious relationship between the Board and the Program Manager.
- Act as a sounding board for and provide counsel to the Program Manager, including helping to identify problems, reviewing strategy, maintaining accountability, building relationships and ensuring the Program Manager is aware of concerns of the Board.
- Lead the Board in monitoring and evaluating the performance of the Program Manager.

## Managing the Activities of the Board

### The Chair will:

- Ensure the Board has full governance of the Board's business and affairs and is alert to its obligations to stakeholders, the Program Manager, and its service providers.
- Provide leadership to the Board.
- Assist the Board in reviewing and monitoring the strategy, policy and directions of the Board and the achievement of its objectives.
- Ensure there is cohesion of direction and purpose at a policy and strategic level.
- Build consensus and develop teamwork within the Board.
- Communicate with the Board to keep it up to date on all major developments, including timely discussion of potential developments.
- Direct the Program Manager to ensure the Board has sufficient knowledge to permit it to make major decisions when required.
- Act as the official spokesperson for the Board and communicate on behalf of the Board.
- Perform any other duties that may be requested by the Board.

## Meetings and Functions

### The Chair will:

- Chair meetings of the Board in accordance with the meeting procedures established by the Board.
- Be responsible for the following principles of conduct during Board meetings:
  - Fairness and courtesy to all,
  - Thorough discussion of issues as a means to developing consensus,
  - Consideration of one item of business at a time.
- Ensure Board meetings are conducted in an efficient, effective and focused manner.

- Ensure that a quorum has been established and that the majority voting requirements have been met in making board decisions.
- Determine, jointly, if extra-ordinary meetings of the Board are required.
- Approve the agenda, information packages and related events for Board meetings in consultation with the Program Manager.
- Attend committee meetings where appropriate or appointed to a committee, but will not serve as committee Chair.
- Chair the Annual General Meeting.
- Where appropriate, ensure the Board is appropriately represented at official functions and meetings.

## The Role of Directors

- Directors are expected to attend Board, standing and sub-committee meetings. Directors may attend meetings either in person or by electronic communications.
- Directors shall have roles to be established at Board events.
- Directors shall be expected to:
  - Make every effort to attend and participate in LGLA events.
  - Take an active role in matters such as raising the profile of the LGLA, and to act in the best interests of the LGLA.
  - Have an implied duty of loyalty, care, discretion, and avoid conflicts of interest.
  - Serve without remuneration but may be paid expenses incurred by them in accordance with their duties under Board-approved policies.

## Committees of the Board

- The Board may establish standing and other committees and delegate responsibilities to those committees.
- The Board may appoint Directors to be responsible for areas such as finance and budget.

## The LGLA Program Manager

### General

- The Program Manager is retained by the Board and reports to the Board as a whole.
- The Chair is a key contact for the Program Manager and provides day-to-day direction consistent with Board policy recommendations.
- The Program Manager has roles and responsibilities consistent with a chief administrative and operating officer.
- The Program Manager works closely with UBCM on budget development and financial management.

### The Role of the Program Manager

### Annual Deliverables

- Work with the Board to annually establish a program of short and long-term priorities.
- Meet with the Board annually to assess performance in relation to the Annual Deliverables and the Program Manager’s performance of other roles.

#### Strategic Planning and Four-Year Plan Review

- Engage the LGLA Board to establish short and long-term objectives for the LGLA.
- Ensure that LGLA activities adhere to the mandate of the LGLA and reflect the LGLA Board and Founding Partners’ objectives.

#### Implementation of Plans

- Establish a four-year program plan for the design, development and delivery of leadership training for approval by the LGLA Board. This includes the following specifically identified duties for Elected Officials Seminars (EOS):
  - Providing an EOS content plan based on the work of previous seminars for approval by the LGLA Board.
  - Developing an EOS budget for approval by the LGLA Board.
  - Promoting the EOS and responding to enquiries about the EOS.
  - Overseeing the registration of EOS participants.
  - Attending EOS events, and providing oversight to ensure that all locations, content providers and logistical requirements for participants are secured.
  - Providing a report to the LGLA Board on the outcome of the EOS, including evaluations from participants, an expenditure report and recommendations for improving future sessions.
- The Program Manager will establish and manage contracts with content providers and facility suppliers as required.

#### Board involvement in Program Development

- On a regular basis, consult with the LGLA Board to determine the appropriate level of Board engagement in program development and speaker selection for LGLA events.

#### Board Support

- Ensure a regular meeting schedule is in place and establishes meeting locations.
- Prepare agendas, meeting materials, attend meetings and ensure minutes are completed.
- Respond to action items identified by the Board.
- Provide regular status reports to the LGLA Board on activities and outcomes between meetings.

#### LGLA Administration

- Ensure LGLA has a basic level of administrative supports in place.



## Communications, Promotion and Fundraising

- Liaise and develop relationships with agencies and educational institutions to develop program content and explore alternative approaches to delivering program content, including web based training.
- Pursue fundraising, particularly through partnership arrangements.
- Promote the LGLA by developing content for the LGLA website, attending conferences as appropriate and acting as the primary contact for enquiries.
- Act as a resource to elected officials who are interested in pursuing training programs and other opportunities.

## Personal Development

- Keep informed of developments in local government and use this knowledge in course development.

## The Union of BC Municipalities

### General

The UBCM has played a pivotal role in the establishment of the LGLA and continues to be critical to its success.

### The Role of the UBCM

#### Operations

- Provide financial management services (accounting and reporting), including providing quarterly financial reports to the LGLA Board.
- Provide information to the Program Manager for the preparation of the LGLA's annual budget.
- Post LGLA updates and announcements in the UBCM Newsletter as requested by the Program Manager.

#### Training Events

- Provide administrative, accounting and staff support to the Program Manager for LGLA events as needed.



## LGLA Endowment Investment

Approved – July 27, 2017

### Background

The LGLA endowment was founded with an initial \$1 million contribution from the Province of BC; along with \$75,000 in contributions from UBCM partner associations BC Assessment Authority, Municipal Finance Authority, Local Government Management Association and Municipal Insurance Association and over \$50,000 in contributions from 73 UBCM member local governments.

Endowment funds have been invested in MFA bond funds since the LGLA's inception. Interest on the endowment was intended to ensure that a program of training opportunities would be made available to local elected officials and senior administrators on an annual basis. In July 2017 the LGLA Board determined that an investment diversification strategy was necessary to protect against persistent low interest returns on the bond funds. Accordingly, a decision was taken to invest half of the original LGLA endowment in a high yield interest savings account and to keep half in the bond fund.

### Policy

That half of the initial LGLA endowment of \$1,125,000 be invested in a high yield interest savings account as negotiated by the Municipal Finance Authority, and that half remain in the MFA bond fund.



## UBCM Short Term Loan

Approved – July 8, 2020

### Background

From time to time LGLA may experience short-term cash flow deficiencies and may not have sufficient cash on hand to meet obligations. For example, LGLA may have to prepay vendors prior to receiving conference revenues. In such instances LGLA has the benefit of obtaining a no interest short term operating loan from UBCM. The operating loan is an internal cash transfer from UBCM to LGLA, and is paid back in the same manner, through an internal cash transfer.

The Policy below formalizes this arrangement.

### Policy - on UBCM Short Term Operating Loan and Loan Repayment

1. When an LGLA cash flow deficiency becomes apparent, UBCM management shall notify the LGLA Board (through the President or Treasurer) by email that UBCM intends to initiate a transfer of a specific sum to LGLA as a short term operating loan. The email will state the reason for the cash transfer, the amount of the cash transfer and the terms of the repayment of the loan.

2. The LGLA Board, or the President or Treasurer of the LGLA, will acknowledge the transaction via email and indicate its approval, or whether further discussion is required with UBCM.

*Emergency Provision:* In the event that LGLA is ever in a situation where the bank account is overdrawn or cheque processing causes an overdrawn account, UBCM is authorized to provide an “emergency short term loan” and will advise LGLA immediately for direction”.

3. Based on LGLA balance of cash and investment situation, the LGLA will:

- a/ either repay the short term operating loan to UBCM within the specified time frame, or
- b/ seek an extension from UBCM with terms negotiated between UBCM and LGLA.

4. The Board will determine the best source of funds for the repayment of the no-interest short term loan to UBCM at the time of repayment. Funds maybe taken out of any operating account outside of the tied down endowment investment fund.



## Signing/Approval Authority

Approved – July 20, 2015  
Ratified – April 15, 2016

### Signing Authority

- Major contracts (e.g., hiring) must be signed by any two officers of the LGLA Board.
- Contracts related to board-approved events (e.g., hotel contracts) must be signed by the Chair or designate, or by the Program Manager.
- Bank signing officers are determined according to UBCM's signing officer policy.

### Approval Authority

- Approval authority for Program Manager and other LGLA staff invoices rests with the Chair or designate.
- Approval authority for invoices related to board-approved events rests with the Program Manager.



## Director Terms

Approved – November 5, 2015  
Ratified – April 15, 2016

### Purpose

This policy is intended to formalize the term of service for Directors and Directors-at-Large appointed to the LGLA Board.

### Policy

1. THAT Board terms for Founding Organization Directors be set at two years from the time of appointment.
2. THAT Directors-at-Large be appointed for an initial one-year term from the time of appointment, with the possibility of renewal for an additional year, and with subsequent re-appointments set at the regular two-year term.
3. THAT all Directors may be re-appointed to serve more than one term.
4. THAT, whenever possible, appointments be staggered to ensure overlap between new and experienced Directors.
5. THAT Directors requiring a long-term leave-of-absence (i.e. two or more consecutive meetings of the Board) notify the Board so that a suitable replacement can be appointed to serve in the interim or on a long-term basis according to the above policies.



## Director Expenses

Approved – July 20, 2015  
Ratified – April 15, 2016

### Purpose

This policy aligns with Section 32 of the LGLA Bylaws, which states that “The Directors shall serve without remuneration, and the Directors shall not receive, directly or indirectly, any profits from their position as Directors but may be paid reasonable expenses necessarily incurred by them in the performance of their duties.”

While it has been the practice that expenses incurred by LGLA Directors are covered by their respective appointing bodies, the intent of this policy is to differentiate Directors (appointed by Founding Organization Members<sup>1</sup>) from Directors-at-Large, who are appointed by the Directors as individuals and do not necessarily represent partner or other organizations. The intent is to remove any financial impediment to participation in the LGLA Board by qualified individuals.

### Policy

1. LGLA-related expenses incurred by Directors and Directors-at-Large representing Founding Organization Members are the responsibility of the respective Founding Organizations.
2. Directors-at-Large who do not represent Founding Organization Members shall be reimbursed by the LGLA for expenses incurred in the performance of LGLA-related duties, including:
  - in-person attendance at LGLA board meetings (up to two per year);
  - attendance at LGLA learning events where the Director-at-Large is assisting with the program (e.g., chairing, delivering a session, etc.).
3. Eligible expenses for such unaffiliated Directors-at-Large shall include:
  - travel (e.g., flight, mileage, bus, ferry, taxi);<sup>2</sup>
  - communications (e.g., data roaming or cell charges related to distance participation in meetings);
  - accommodation (as necessary);
  - meals (where not provided by the LGLA);<sup>3</sup> and
  - other charges directly related to the performance of LGLA-related duties.
4. Directors-at-Large must submit receipts or other records of their expenses in order to claim reimbursement from the LGLA.

<sup>1</sup> Union of BC Municipalities, the Ministry responsible for local government in BC, Municipal Finance Authority of BC, Local Government Management Association of BC, BC Assessment Authority, Municipal Insurance Association of BC.

<sup>2</sup> Travel allowances shall follow current federal government guidelines: <https://www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html>

<sup>3</sup> Meal allowances shall follow current federal government guidelines: <https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-c-meals-allowances.html>



## Core Competencies

Approved – August 30, 2007

LGLA curriculum development draws inspiration from the following set of eight core competencies and related characteristics of successful elected officials. These core competencies are understood to be essential elements of leadership excellence and are a guiding force in LGLA program development.

1) *Leadership*

Accepts challenges willingly and gains the confidence of others by acting in a knowledgeable, consistent and ethical manner.

2) *Understanding*

Possesses a good understanding of local government systems, the public service context, the community's historical context and the multiple interests of citizens.

3) *Accountability*

Accepts personal responsibility, assumes a “team player” role and ensures appropriate corporate oversight of organizational operations and program delivery.

4) *Facilitation*

Ensures an accurate definition of the key issues, uses an effective decision-making process and seeks common ground among stakeholders.

5) *Prioritization*

Acknowledges opportunities and limitations, assesses available resources and considers community needs and values before making difficult decisions.

6) *Big Picture Vision*

Is open minded and objective, assesses implications and consequences, and values intergovernmental and interagency relationships.

7) *Stewardship*

Recognizes the need for sustainability in organizational activities, processes, systems and programs and seeks to establish a corporate legacy that respects community interests.

8) *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.



## Program Guidelines

Approved – November 25, 2008  
Updated – March 2018

### Purpose

These Program Guidelines outline the general direction for LGLA program development and implementation.

### Four-Year Program Cycle

The LGLA's 4-year program cycle is intended to parallel the local government election cycle.

*Year 1:* Elected Officials Seminars featuring *foundation learning* for newly elected officials and refresher courses for returning elected officials held in the five regions of the province – AVICC, AKBLG, LMLGA, NCLGA, SILGA – plus one session targeted to Electoral Area Directors.

*Year 2:* Province-wide Leadership Forum held in the Lower Mainland and focused on *skill building*.

*Year 3:* Province-wide Leadership Forum held either in the Lower Mainland or one of the other regional centers and focused on *honing skills*.

*Year 4:* Province-wide Leadership Forum held in the Lower Mainland and focused on *leadership and reflection*.

### Course Content

The following topics are examples of foundation knowledge and are appropriate for core courses at the Elected Officials Seminars:

- Meeting procedures
- Governance
- Decision-making
- Local Government Law
- Conflict of Interest
- Communication and Media Relations
- Local Government Finance
- Local Government Land Use Planning
- Community Engagement
- Conflict Resolution
- CAO-CEO Relations
- Local Government Ethics
- Strategic Planning/Goal Setting/Prioritizing



- Leadership Skills
- Collaboration/Partnerships
- Local Government-First Nations Relations

The following topics cover more specialized knowledge and are appropriate for returning elected session options at Elected Officials Seminars, or for all delegates to the Annual Leadership Forums, occasional webinars, or sessions offered in partnership with other organizations. This list is meant to be suggestive rather than restrictive.

- Sustainability/Climate Change
- Affordable Housing
- Economic Development
- Age-friendly Communities
- Performance Measurement
- Work-life Balance
- Bullying & Harassment
- Freedom of Information & Protection of Privacy

## Presenters

Where possible, the LGLA will look to qualified volunteers to be presenters, but will contract paid professionals to present where necessary/appropriate.



## Speaker Expenses

Approved – June 16, 2010  
Ratified – January 19, 2011  
Updated – March 2018

1. The LGLA will reimburse the following expenses for speakers at LGLA or LGLA-sponsored events:
  - a) Travel expenses including flights, parking, mileage, taxis, etc. at the rate of lowest air carrier or mileage costs;<sup>4</sup>
  - b) Necessary accommodation charges; and
  - c) Meals not provided at the event.<sup>5</sup>
2. Volunteer speakers may be paid an honorarium – to be determined on a case-by-case basis.
3. Speakers are permitted to pay a reduced rate of 50% of the regular registration fee if they wish to attend the rest of the LGLA event at which they are speaking. There is no charge if they wish to attend the rest of the sessions on the day that they are speaking.<sup>6</sup>

---

<sup>4</sup> Travel allowances shall follow current federal government guidelines: <https://www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html>

<sup>5</sup> Meal allowances shall follow current federal government guidelines: <https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-c-meals-allowances.html>

<sup>6</sup>This policy applies to LGLA events only – not to events hosted by other organizations at which LGLA is providing a speaker, or in which LGLA is a partner but not a primary organizer.



## Event Registration

Approved – June 16, 2010  
Ratified – January 19, 2011  
Updated – July 2017

In order to facilitate participant registration for events solely organized by the LGLA, the following policy applies:

1. LGLA will endeavour to keep registration fees affordable in the interest of making its learning events accessible to all British Columbia elected officials.
2. CivicInfo or an organization offering a similar type of registration service is retained to handle the registration of participants.
3. A difference can be set between the fees for early registration and regular or late registration.
4. The close of “early” registration is approximately four weeks before the starting date of the event.
5. The close of “regular” registration is approximately two weeks before the starting date of the event. Any last minute registration will require the registrant to contact LGLA directly to be registered and may incur a “late” registration fee.
6. Full refunds of registration fees are permitted up to two weeks before the starting date of the event. No refunds are permitted after that date except:
  - (a) That substitutions are allowed, even on the first day of the event, or
  - (b) When a participant is unable to attend due to special circumstances beyond his or her control (such as community disaster, local state of emergency, hospitalization, airline strike, etc.). In cases such as these, a refund of the registration fee, less an administration fee, may be issued.



## Sponsorship Levels

Approved – June 16, 2010  
 Ratified – January 19, 2011  
 Updated – March 2018

All sponsors contributing to LGLA events will receive recognition by the Chair at the start and end of the event; will be listed in the “rolling credits” shown during meals and breaks; and will be noted in registration and promotional materials. If an organization wishes to sponsor a specific aspect of a Leadership Forum or Elected Officials Seminar or contribute a specific amount, the organization will receive the following in appreciation:

Level	Amount	Possible Event Aspect	Recognition
Benefactor	\$5,000 or more	Keynote Speaker Luncheon	<ul style="list-style-type: none"> <li>● Introduction of representative at start of session(s)</li> <li>● 10 minutes for representative to speak</li> <li>● Inclusion of promotional material in the registration package if desired</li> <li>● Invitation to the Reception, Luncheon and Keynote Address</li> <li>● Listed on the LGLA’s website as a Forum Sponsor for the rest of the year</li> <li>● Signage at the event</li> </ul>
Friend	\$2,500 to \$4,999	Concurrent Session(s) Reception	<ul style="list-style-type: none"> <li>● Introduction of representative at start of session(s)</li> <li>● Inclusion of promotional material in the registration package</li> <li>● Invitation to the Reception or session(s)</li> <li>● Listed on the LGLA’s website as a Forum Sponsor for the rest of the year</li> <li>● Signage at the event</li> </ul>
Donor	\$1,500 to \$2,499	Concurrent Session Breakfast	<ul style="list-style-type: none"> <li>● Inclusion of promotional material in the registration package</li> <li>● Invitation to the Reception and Breakfast or Concurrent Session</li> <li>● Listed on the LGLA’s website as a Forum Sponsor for the rest of the year</li> <li>● Signage at the event</li> </ul>
Contributor	\$1,000 to \$1,499	Concurrent Session Refreshment Break	<ul style="list-style-type: none"> <li>● Inclusion of promotional material in the registration package</li> <li>● Invitation to the Reception</li> <li>● Listed on the LGLA’s website as a Forum Sponsor for the rest of the year</li> <li>● Signage at the event</li> </ul>
Sponsor	Up to \$999	Refreshment Break	<ul style="list-style-type: none"> <li>● Inclusion of promotional material supplied by the organization in the registration package</li> <li>● Signage at the event</li> </ul>

If an organization wishes to sponsor an LGLA event in a way that differs from the above guidelines, the Program Manager or designated LGLA representative is authorized to negotiate alternate arrangements.



# LGLA Certificate Program Approved Courses

Approved – March 18, 2010

Ratified – January 19, 2011

Updated – March 2018

## Policy

1. Only elected officials are eligible to apply for the LGLA Certificate Program.
2. By signing the application form, the applicant authorizes the LGLA to examine any of the courses listed as fulfilling the requirements of the certificate and to contact the following organizations, if listed as a course sponsor to determine the acceptability of the course including but not limited to the applicant's attendance, the number of hours, and the content of the course.
3. The courses offered by the following organizations and taken since 2008 are approved for the LGLA Certification Program.

### 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)

### 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, early morning clinics, concurrent workshops.

- 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 Responsible for Local Government

- 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)



## Partnerships

Approved – June 16, 2010

Ratified – January 19, 2011

Updated – March 2018

### Purpose

The Local Government Leadership Academy supports and promotes education and training for local government and First Nations elected officials and senior administrators throughout the Province of British Columbia. In order to extend the reach of the LGLA, the Board intends to partner with its Founding Partners, the BC Area Associations, and other organizations and institutions to offer learning opportunities of interest and use to local elected officials at events across the province and online.

### Policy

1. The LGLA will ensure that learning opportunities offered in partnership with other associations, organizations, and institutions are applicable to its core audience and relate to the core leadership competencies at the heart of LGLA programming.
2. Events organized in partnership with other associations, organizations, or institutions will qualify for credit toward the LGLA Certificate Program.
3. Events and courses will be organized on a cost-recovery basis where possible. However, the LGLA may set aside a portion of its annual budget to support an LGLA presence at the annual Area Association conferences, the UBCM Convention, and other events in the interest of promoting the LGLA and its programs. This may include hosting a session at a partner event (such as the Area Association Conferences), providing promotional materials for distribution at a partner event, having the Program Manager or a member of the LGLA Board attend a partner event, or other such opportunities as may arise.
4. If there are any matters which arise pertaining to learning opportunities offered in partnership that have not been addressed by this policy, the Program Manager is authorized to make appropriate arrangements with the applicable partner(s) to deal with those matters.

### Partners

Examples of potential LGLA partners include UBCM, Area Associations, MIA, MFA, LGMA, BC Assessment, provincial government ministries, GFOABC, UBC, SFU, UVIC, Capilano University, FNS, AFN, UBCIC, PIBC, Community Energy Association, Smart Growth BC, etc.

### Other Considerations

In considering partnerships and joint educational initiatives, the LGLA will, wherever possible, make allowances for rural/remote participants (e.g., enabling phone participation in addition to webinar capability; allowing group sittings where individual broadband connections are problematic; archiving webinars for later access, etc.).