



# LGMA

LOCAL GOVERNMENT  
MANAGEMENT ASSOCIATION  
OF BRITISH COLUMBIA

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# MEMBERSHIP GUIDE

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## Introduction

Welcome to the Local Government Management Association of BC.

The Local Government Management Association (LGMA) is a professional organization representing municipal and regional district managers, administrators, corporate and financial officers, and other senior local government officials in the Province of British Columbia.

LGMA is dedicated to supporting excellence in local government by providing high quality, practical training and resources; encouraging the development of professional networking and connections; and facilitating the exchange of ideas and best practices among members.

Your LGMA membership provides you with valuable member services. The following are some of these benefits:

- Member discounted rates for LGMA educational programs
- Exclusive access to Executive Compensation Toolkit
- Career Transition Counselling Service
- Pension Consulting Service
- Overseas Manager Exchange Program
- Networking opportunities throughout the year keep you connected to colleagues from across BC
- Numerous professional development and training opportunities in a wide variety of topics to help you succeed in your job.

Although this guide will give you a brief overview of the programs and services that are currently available, LGMA is continually reviewing and updating its offerings to meet the emerging professional development needs of the local government management community.

Keeping your membership current will ensure that you are kept up to date on these programs.

The information in this guide is current to January 2018. Updated guides and current information on the Association's activities are available on our website at [www.lgma.ca](http://www.lgma.ca).



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## Educational Programs

### Professional Development Opportunities for Local Government Professionals

#### **Municipal Administration Training Institute (MATI™)**

MATI is a trademark model developed by the LGMA based on the principle of bringing local government professionals together in a residential setting where participants work with and learn from experts and each other. Each MATI is a five-and-a-half-day intensive program that provides participants the opportunity to immerse themselves in particular areas in order to develop their skills, obtain in-depth knowledge, and establish career-long relationships with peers from local governments across B.C.

#### **MATI Advanced Communications**

Working in small groups side-by-side with senior local government leaders, participants learn the skills necessary to resolve unique communication challenges and share strategies for improved communications. MATI Advanced Communication Skills for Local Government Professionals is a program offered in partnership with LGMA and Capilano University. (Further information is available on the LGMA website at [LGMA | Programs](#)).

#### **MATI Community Planning for Local Governments**

This program features some of the most highly-regarded planners in B.C. Participants learn to work more effectively with Council and community members on planning and development issues and to develop a critical understanding of various planning approaches. Topics covered include land use permits, regulations, bylaws, and subdivision processes. As well, participants will learn to apply the principal approving officer tools, and to effectively oversee land use planning consultants. This program is offered in partnership with LGMA and Capilano University. (Further information is available on the LGMA website at [LGMA | Programs](#)).

#### **MATI Foundations**

Providing an extensive overview of virtually every facet of local government administration, MATI Foundations is the essential course for anyone looking to broaden their perspective on the roles and responsibilities within local government. As this program tends to fill very quickly, interested participants are encouraged to register as soon as possible. (Further information is available on the LGMA website at [LGMA | Programs](#)).

#### **MATI Leadership**

A blend of theory and practice with an emphasis on interactive participant involvement this innovative program is specifically designed for people in leadership roles in local government in B.C. This program is offered in partnership with the LGMA and Capilano University. (Further information is available on the LGMA website at [LGMA | Programs](#)).

#### **MATI Managing People**

This program is designed to assist supervisors and managers in local governments to build better employee-employer relationships through effective labour relations, collective bargaining, occupational health and safety and contract administration. The curriculum also identifies and analyzes human resource requirements through job design and analysis and illustrates methods for encouraging staff development through orientation, training, career development and performance appraisal systems. Offered in partnership with the LGMA and Capilano University. (Further information is available on the LGMA website at [LGMA | Programs](#)).



### **MATI School for Statutory Approving Officers**

MATI School for Statutory Approving Officers provides participants with a comprehensive review of the duties and responsibilities of the Statutory Approving Officer, along with best practices for carrying out this function. This program, which will next be held October 2019, is intended to provide a strong foundation of training for both new and seasoned Approving Officers who wish to enhance their knowledge of this very technical and important statutory function. The program brochure and online registration will be available in June. (Further information is available on the LGMA website at [LGMA | Programs](#)).

### **MATI the Successful CAO - Local Government Advanced Management**

MATI the Successful CAO is designed for new and aspiring CAOs (in the role for less than three years or currently in a senior management role). Instruction includes: assessing personal strengths; enhancing practical knowledge of the CAO role in the B.C. context; developing effective strategies and a personal action plan for long term success; building your best practices toolkit for supporting council and board effectiveness; applying public interest and ethical decision-making frameworks to key issues; and managing relationships 'up, down and out'.

Participants must have previously taken one of: MATI Advanced Communications Skills, MATI Managing People, MATI Leadership or Capilano University PADM 307 Ethics in Local Government. (Further information is available on the LGMA website at [LGMA | Programs](#)).

### **MATI Educational Credits**

The Provincial Board of Examiners will grant elective credits for MATI Successful CAO, Leadership, Communication, Managing People, and Community Planning for those participants who take the courses for college credit. For more information on [Board of Examiners Certification](#), please email the Administrator at [BoardofExaminers@gov.bc.ca](mailto:BoardofExaminers@gov.bc.ca).



## **LGMA Signature Educational Programs and Workshops**

One of the benefits of being a member with LGMA is the discounted rates made available to members for LGMA educational programs. Members receive information on professional development and training opportunities all year long in a wide variety of topics. This training is specialized to help members succeed in their job and to connect them to colleagues across B.C. Reduced rates for members are extended to the following programs:

### **Annual Conference / AGM**

LGMA holds its Annual Conference and Annual General Meeting in May or June each year in various locations across the province to reflect the geographically diverse membership. Typically, upwards of 300 delegates are in attendance.

Each year a local organizing committee works with the Association to prepare a program that provides numerous educational sessions on current issues, thought-provoking keynote speakers, as well as networking opportunities for members. An excellent tradeshow opportunity is also featured for suppliers providing products and services to the local government sector.

### **CAO Forum**

CAO Forum is an annual two-and-a-half-day event held early each year to provide local government Chief Administrative Officers with an opportunity to network and discuss current issues affecting local governments in B.C. This program is open to Chief Administrative Officers, appointed Deputy CAOs and Executive Directors/CEOs of Affiliated Members.

### **Clerks and Corporate Officers Forum**

The changing role of the Clerk/Corporate Officer places continued demands on the skills required by individuals occupying these positions. The annual Clerks and Corporate Officers Forum is a two-and-a-half-day program held in the fall that has been designed to focus on innovations and best practices to help Clerks and Corporate Officers meet tomorrow's challenges with confidence.

### **Effective Fire Service Administration for Fire Chiefs' & Local Government CAO's – Fall**

LGMA is pleased to partner with the Fire Chiefs' Association of B.C and Office of the Fire Commissioner to offer an educational program to address the pressing need for knowledge, skill development and administrative and financial leadership to effectively operate fire departments in B.C. The program, aimed primarily at smaller communities operating volunteer, paid on call, or composite departments, will support local government Chief Administrative Officers (CAOs) and Fire Chiefs to carry out their responsibilities in providing fire services to their communities.

### **Educational Workshops & Webinars**

LGMA regularly holds one or two-day workshops and webinars to provide local government staff with up-to-date information on a variety of topics such as Records Management, Statutory Approving Officers, Business Cases, Bylaw Drafting, Elections, First Nations Relations, Municipal Financial Statements, Freedom of Information, Human Resources, and Policy Analysis. Program offerings change each year. (For a list of workshops and webinars offered please visit LGMA's website at [LGMA | Programs](#)).



### **Local Government Administrative Professionals' Conference**

This annual two-and-a-half-day conference showcases relevant speakers, professionals, and practitioners, and provides an excellent networking and information-sharing opportunity for all levels of administrative professional staff.

For 2018, LGMA is offering an educational one-day workshop as a pre-conference session for Administrative Professionals at the Annual Conference in Victoria in May 2018. The annual two-day conference will be offered again in 2019.



## Professional Support Available to LGMA Members

### **Career Transition Counselling Service**

#### **Dealing with Involuntary Termination**

From time to time, the severance of senior personnel occurs in local government just as it does in other areas of the public and private sector. Whether precipitated from a change from your community's council/board or other circumstances, the involuntary departure from your organization can come as a shock, and the immediate emotional aspects leave many individuals not knowing what to do or where to turn for advice and assistance.

In conjunction with [Right Management Consultants](#), LGMA provides its members with an initial two-hour confidential counselling session following termination in which there will be an opportunity to:

- deal with the immediate emotional aspects of the announcement and to support the member as they deal with the questions regarding career transition support and third-party issues such as the difficult task of talking to spouses or families;
- discuss how to obtain legal and financial advice; and
- review positive first steps in finding a new position.

This service is available to all regular current LGMA members who have been members of the Association for at least two years and who are facing involuntary termination. The service is totally confidential; other than confirming that an individual is a member of the Association, LGMA has no direct involvement in the consultation nor does it receive any information about the consultation after it has occurred.

To access the service, members should contact the LGMA Office at 250.383.7032 or by email at [office@lgma.ca](mailto:office@lgma.ca).

*Right Management was founded in 1980 and is now the world's largest firm offering both Career Transition and Organizational Consulting Services. Right's global organization operates in 36 countries worldwide and includes 26 offices in Canada. Services are provided throughout B.C. from offices in Vancouver, Surrey, Victoria and Campbell River.*

### **Executive Compensation Toolkit**

The LGMA Executive Compensation Toolkit provides a one stop location for current information about compensation resources for senior, non-elected local government officials in British Columbia.

The Toolkit includes:

- perspectives on compensation from elected officials, non-elected officials, and human resource professionals;
- current research on local government recruitment and retention;
- access to Local Government Salary surveys, which contain information on salaries, benefits and prerequisites for senior staff in BC;
- information on the value of a compensation review, including how to conduct a compensation survey;
- a 'primer' on key aspects of total compensation, including definitions, trends, innovative practices and resources on why, how and when to undertake a compensation review;
- advice on how to value senior, non-elected officials' total compensation;
- examples of innovative compensation practices used by BC local governments;
- private and public sector executive compensation comparators;



- sample contracts, employment agreements and benefit packages provided by LGMA members for members;
- an interactive compensation calculator that enables you to evaluate your personal total compensation.

### **How to Access the Toolkit**

The Toolkit is available as a service to LGMA members on a password protected basis. To obtain the secured members access sign-in information please contact the LGMA office at [office@lgma.ca](mailto:office@lgma.ca) or at 250.383.7032.

### **Overseas Exchange Program**

In partnership with the New Zealand Society of Local Government Managers (SOLGM), the LGMA offers an Overseas Manager Exchange Program.

This is one of a range of LGMA initiatives that provide leadership and development opportunities specifically tailored to the local government environment. It provides an opportunity for local government managers to focus on their management skills, competencies, and knowledge as well as their career development in local government through a two-week exchange with a partner manager in New Zealand.

The successful applicant will travel to New Zealand in the fall to attend the SOLGM annual conference. In return, the successful participant will host an exchange partner from New Zealand who will come to British Columbia for two weeks to attend the LGMA Conference and visit B.C. local governments.

A Committee of the LGMA Board of Directors recommend manager exchanges. More information on the application process can be found at [LGMA | Overseas Exchange Program](#).

### **Pension Consulting Service**

#### **Planning for Your Future**

In partnership with pension specialist Jerry Woytack of [Retire by Design](#), LGMA provides personal pension and retirement planning counseling services for its members.

Current LGMA members who are at least 50 years old, have held membership for at least the past five years, and are members of the Municipal Pension Plan in BC are eligible to apply for a one hour free session with Mr. Woytack. Additional time is billed to participants at an hourly rate, however, in some cases the first hour may be sufficient.

Mr. Woytack brings with him expertise and service experience in the Municipal, College, Public Service and Teachers' pension plans of British Columbia. He was formerly Deputy Commissioner for the BC Superannuation Commission, now the Pension Corporation, from 1990 to 2000.

Personal counseling and pension advisory services with Mr. Woytack are offered by appointment through telephone or e-mail. Members can apply for this service by completing an application form at least two weeks in advance of the desired appointment date. Application forms may be downloaded from LGMA's website at [LGMA | Pension Consulting](#) and sent to [office@lgma.ca](mailto:office@lgma.ca). For more information, call LGMA at 250.383.7032.



## Resources Available

### **Awards Program**

LGMA recognizes its members' extraordinary achievements and contributions to the local government profession through an awards program. Members are nominated by their peers for consideration to a specific award. Award winners are officially recognized during a special presentation at the LGMA's Annual Conference. Further information about the nomination process can be found on LGMA's website at [LGMA | Recognition & Awards](#).

- **The Distinguished Partner Award** is presented to a firm or organization who has been a strong supporter of the LGMA, its members, and local government in general.
- **The Distinguished Membership Award** recognizes an individual who is an outstanding example of a member who exemplifies ethical leadership and who has made an extraordinary contribution to the Association and local government in B.C.
- **The Professional Service Award** (*Leadership, Innovation, or Community or Volunteer Service*) recognizes outstanding achievement by local government officials provide an opportunity for the other officers to benefit from those achievements, and recognizes the positive impact on local government by the contributions of local government officials.
- **The Executive Service Award** is provided to members who have served on the LGMA provincial Board of Directors for at least three years of service and upon completion of their last term of office.
- **The Life Membership Award** is provided to individual members who have made a significant contribution to the LGMA. The award is granted to qualified individuals upon a 2/3 vote of the Board of Directors. Recipients of the Life Membership are entitled to all the benefits of membership in the organization in accordance with the Bylaws of the LGMA. A Life Membership awarded to Past Presidents of the provincial organization upon the completion of their term of office.
- **The President's Award** may be presented at the discretion of the current LGMA President to someone they believe has contributed to the betterment of the profession or the Association.
- **Long Service Awards** are presented to members who have served in a local government capacity for 20, 25, 30 and 35 years or longer.



## **Educational Scholarships**

A wide range of scholarships are available for persons pursuing studies in various facets of government and public policy.

1. *Through LGMA (applications accepted end of September, awarded in October)*

### **Distinguished Members Legacy Fund**

The LGMA, in partnership with the Vancouver Foundation has established the Distinguished Members Legacy Fund as a way for friends and colleagues to recognize the achievement of LGMA members who have passed away, retired, or have made extraordinary contributions to the field of local government in British Columbia. The purpose of the Scholarship is to encourage students with an interest in local government management and administration to pursue post-secondary opportunities. Both full time and part time students attending a post-secondary institution are eligible to apply, making the scholarship available to individuals currently working in local government. Our goal is to assist in training local government professionals for the future of British Columbia. Further information is available on LGMA's website at [LGMA | Scholarships](#).

### **Grant Anderson Commemorative Scholarship**

The purpose of the Grant Anderson Commemorative Scholarship is to encourage those students with an interest in local government administration, local government law and governance, and in planning and land-use law, to pursue post-secondary education in one of those fields. The fund was established in 2005 in recognition of the significant contributions of the late Grant Anderson to local government administration in BC. The Scholarship will be available to assist students who have shown an interest in local government during their undergraduate career and who are registered in any of the following post-secondary programs leading to a degree at British Columbia post-secondary institutions:

- Masters degree in public administration, or public-sector management or leadership
- Masters degree in community and regional planning
- Bachelors degree in law

Candidates should be intending to treat their degree as a terminal degree, and as a pre-requisite to professional employment. Our goal is to assist in training local government professionals for the future of British Columbia. Further information is available on LGMA's website at [LGMA | Scholarships](#).

### **Ken Dobell Public Service Education Fund**

The purpose of the Ken Dobell Public Service Education Scholarship Fund is to encourage students with an interest in federal, provincial, local government and First Nations administration and policy studies to pursue such courses at a post-secondary institution leading to a diploma or degree. The fund has been established to recognize the career and contributions to public service of former Vancouver City Manager and Deputy Premier Ken Dobell. Our goal is to assist in training local government professionals for the future of British Columbia. Further information is available on LGMA's website at [LGMA | Scholarships](#).



## 2. *Through the Board of Examiners*

### **The Union of British Columbia Municipalities (UBCM) Commemorative Scholarship**

This is a provincially funded scholarship program established in 1980 to commemorate the 75th anniversary of the UBCM. The program provides financial assistance to persons working in local government in the province who are taking courses leading to certification and/or wishing to upgrade their professional skills through enrolment in post-secondary courses of study and/or attending at other courses relating to local government administration.

### **The Jeff McKelvey Scholarship Program**

In 1986, the UBCM established this program upon the retirement of the late Jeff McKelvey, who served as Executive Director of the UBCM for 14 years. Any local employee is eligible to receive an award from this fund to assist in improving job skills.

Applications for the UBCM Commemorative Scholarship Program and the Jeff McKelvey Scholarship Program may be obtained by contacting the Board of Examiner's office in Victoria at [boardofexaminers@gov.bc.ca](mailto:boardofexaminers@gov.bc.ca) or phone 250.387.7972.

## 3. *Through the Municipal Finance Authority*

### **James R. Craven MATI Foundation Scholarship Fund**

Sponsored by the Municipal Finance Authority of British Columbia, the purpose of this fund is to provide assistance to those attending the Municipal Administration Training Institute (MATI) Foundations program. The application for this scholarship is included on the online registration for the program.

### **Exchange Magazine**

*Exchange* is the official magazine of the LGMA and is delivered to members four times per year. Each issue explores a theme of interest to local government. An electronic copy is also posted at [LGMA | Exchange Magazine](#) along with previous issues. The magazine is a platform to share news, exchange ideas, hear from experts, and provide resources and information that support professional development. Members are encouraged to submit story ideas, feature articles and photos.

Members have the option of receiving *Exchange* either electronically or a hard copy by mail.

### **Weekly Newsletter – LGMA Member News and Job Postings for Local Government Professionals**

At the beginning of each week, the LGMA sends a weekly newsletter to its members informing them of LGMA news and linking to the BC Local Government Job Board. The BC Local Government Job Board is a collaborative partnership between the LGMA and CivicInfo BC and provides a weekly circular service as an efficient and effective method of distributing job postings to BC's local government sector.

If you wish to receive this informative weekly newsletter, please make sure to consent to receiving LGMA communications on your LGMA member profile – note, the LGMA respects your privacy and will comply with all CASL guidelines.



### **Grants for Local Governments Database**

With the support of the Union of BC Municipalities and the Ministry of Municipal Affairs and Housing, LGMA and CivicInfo BC have developed a database of grant and assistance programs for local governments. The database is fully searchable by program name, type of grant (e.g., housing, sewers, economic development), or by key word. Details for each grant will include links to the grant program website (if a site exists), contact information, and unofficial application deadlines. The database can be accessed at: [CivicInfo | Grants](#).

### **LGMA Local Chapters**

There are six independent-partner LGMA Chapter Associations representing all the areas of British Columbia. Chapter meetings are held in the spring and/or fall to provide regional membership with networking and professional development opportunities. Please view the LGMA website at [LGMA | LGMA Chapters](#) for information on the Chapter Executives, contact information, and meeting dates.

### **Manuals for Sale**

LGMA professionals have collaborated to create many manuals over the years to assist both the membership and other local government staff with specific, task-oriented reference guides. Manuals can be purchased through our website: [LGMA | LGMA Manuals for Sale](#)

- BC Local Elections Manual, 2018 Edition
- Board of Variance, First Edition, 2017
- Clerks and Corporate Officers Handbook for Local Government Organizations, First Edition, 2018
- Freedom of Information and Protection of Privacy Act Toolkit, Fourth Edition, 2017
- Guide for Approving Officers for Local Governments, Sixth Edition, 2015
- Human Resources Toolkit for Local Government Organizations, Second Edition, 2014
- Records Management Manual, Fifth Edition, 2017

### **Promoting Careers in Local Government**

The LGMA has developed promotional materials for members to use at local community career fairs on working in local government. Also, available to members is a PowerPoint presentation called 'Pumping the Profession' that is designed and targeted to reach the younger generation in high schools, colleges, and universities. Members can obtain a copy of this presentation by email at [office@lgma.ca](mailto:office@lgma.ca)

### **TeamWorks**

#### **Skills Coaching for Local Government Professionals**

*TeamWorks* is an innovative coaching program that provides British Columbia's local governments access to other local government colleagues to provide, specialized resources, adding a new level of service to the long-standing tradition of information sharing.

Designed to enhance the informal partnership programs that already exist, *TeamWorks* allows local governments to learn from each other in a wide variety of areas including: Strategic Planning, Civic Beautification, Council/Staff Relations, Information Technology, Human Resources, Transportation, Engineering & Public Works, Financial Management, Change Management, Land Use Planning, Environmental and Emergency Programs, and Community Safety and Services. Further information on this program can be found at [LGMA | Teamworks](#).



## **Temporary Employment Database**

### **Short Term Assistance for Local Governments**

On a regular basis, local governments seek the services of individuals who are willing to take on short-term employment assignments. Typically, these assignments range from a few days to several months and are generally set up to cover those periods when a particular local government is temporarily short on staff (e.g., pending the filling of a vacant position within the organization by a permanent employee). In most cases, the individuals filling these temporary positions are those who have recently retired but are still interested in doing some work on a temporary or part-time basis.

In partnership with other local government professional associations, LGMA maintains a database of these individuals and regularly shares it with local governments needing temporary help. The database currently includes individuals with experience in all aspects of local government including senior administration, finance, planning, parks and recreation and engineering.

Individuals wishing to have their names included in the database or local governments wishing to access the database may do so by contacting the LGMA office at 250.383.7032 or by email at [office@lgma.ca](mailto:office@lgma.ca)

### **Volunteer Opportunities**

LGMA invites you to share your expertise, foster new relationships and enrich its programs.

Members are invited and encouraged to serve on various committees, boards, and a number of task-oriented committees in volunteer positions to provide assistance to the Association on specific projects/programs, or to provide the Association with a liaison to external organizations.

Appointments to these committees range from one to three years, although in some cases they are directly related to a specific project/program and terminate upon its completion.

LGMA can offer current professional programs due to the successful partnership with its volunteers who share their expertise and enrich the programs LGMA provides to its members.

More information regarding the various volunteer opportunities will be posted on LGMA's website, or members can contact [office@lgma.ca](mailto:office@lgma.ca)