



# LGMA

LOCAL GOVERNMENT  
MANAGEMENT ASSOCIATION  
OF BRITISH COLUMBIA

[www.lgma.ca](http://www.lgma.ca)



## SOLGM

NEW ZEALAND SOCIETY OF  
LOCAL GOVERNMENT MANAGERS

# **2019 / 2020 OVERSEAS MANAGER EXCHANGE PROGRAM**

# Program Overview, Conditions, and Application

## OVERVIEW

In partnership with the New Zealand Society of Local Government Managers (SOLGM), this program is one of a range of LGMA initiatives that provide leadership and development opportunities specifically tailored to the local government environment.

Through a two-week exchange with a partner in New Zealand, the program provides managers from BC local governments with a high quality professional learning opportunity to develop their management skills, competencies, and knowledge. Through networking, new connections, and the exchange of ideas and best practices among professionals from different but complementary jurisdictions, the intent is to add value to the manager's existing organization and to his/her future performance and career development in local government. Applicants will be considered on their ability to define their learning objectives, how they will transfer and share that learning on their return to British Columbia, and on how they define the support for their exchange partner from SOLGM.

In the few weeks involved, an exchange visit is a snapshot rather than a comprehensive study. Nonetheless, professionally, personally, and culturally much ongoing value comes from the exchange on a long-term basis for both managers' families. Contacts made can result in ongoing exchanges of information internationally. Many manager contacts made remain active throughout an exchange manager's career.

## TIMING AND WHAT IS INVOLVED

The exchange visits are timed around the Annual Conference of each host association to allow both managers to attend these events.

The successful LGMA manager will travel to New Zealand for two weeks in September 2019 to attend the SOLGM Annual Summit (September 26-27 in Napier) and to visit local governments in that country; 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 in June 2020 and visit local governments in BC.

The host manager and his/her partner manager work out a program of visits and events that meet the learning objectives of the guest. The normal expectation is that apart from the period of conference attendance, the guest manager is hosted by their partner and family on a "home stay" basis.

## TERMS AND CONDITIONS

### Exchange Manager Costs and Travel Arrangements

LGMA will meet the cost of the lowest cost return economy airfare for the exchange manager from his/her home in British Columbia to the hosting local government in New Zealand, and incidental overnight accommodation associated with that travel directly related to the exchange program to a *maximum* of \$5,000 CDN. The program also provides for the participant's registration fees and accommodations for the SOLGM Summit. Any costs above this amount are the responsibility of the participant. Any additional travel that is not required to get to/from the exchange location directly is the responsibility of the exchange manager and will not be reimbursed.

LGMA will cover the visiting overseas exchange partner's Conference registration, accommodation and meals at the conference, but *not* local transport (ie. rental cars), meals, laundry, telephone, or any other local hosting expenses; it is understood that such expenses and other hosting expenses not explicitly mentioned above are to be incurred by the host manager. LGMA will provide information to both the host and guest leading up to the Conference to ensure that registration and accommodation arrangements for the guest partner are made.

In making travel arrangements, at least two competitive quotes should be obtained for airfares and submitted to the LGMA office before travel is booked. The exchange manager will be initially responsible for all costs and will then claim the portion of expenditure that is eligible for subsidy from LGMA to a *maximum* of \$5,000 CDN.

The payment arrangements are:

- Sixty percent of costs is payable at the commencement of the manager exchange; and
- Forty percent (the balance) is payable upon completion of the exchange, upon receipt of invoices and the approval of the report on the exchange.

It is suggested that the LGMA manager get in touch with his/her partner manager as soon as known to develop the full program and travel itinerary. Each exchange manager will make his/her own flight and travel arrangements, working in close co-operation with the host for recommendations that may be needed on the domestic portion of travel, and/or any trips they may wish to make after the exchange visit should a vacation be planned. Overland transport by passing from one colleague to another may be possible.

### **Reporting on the Experience**

Within **4 months of completion of the travel to New Zealand** the exchange manager must:

- Submit a report on the exchange to the LGMA for approval. The report must focus on the substantive management policies, technical and community lessons for potential application to British Columbia local government that were observed during the exchange visit. In addition, the report must outline how the participant intends to integrate learning from the exchange into their own work or that of their community over the next 12 months. Once the report is approved, an electronic copy must be sent to the LGMA office in order for it to be included in the Reference Materials library on the LGMA Website. A general template for the report format is appended as a guide.
- Identify a minimum of one opportunity outside of the manager's local government where a presentation on the lessons and best practices from the exchange can be presented.

Following **his/her partner's visit to British Columbia**, the exchange manager must:

- Prepare a 300-350 word article for the LGMA Exchange Magazine on his/her visit to New Zealand and on the experience of hosting the New Zealand manager.

Within **1 year** of completion of the travel to New Zealand the exchange manager must:

- Report to the LGMA on how and where he/she has presented on the lessons and best practices from the exchange.
- In addition, the exchange manager MAY be asked to participate in a panel discussion on local government overseas or deliver a short presentation at the SOLGM Annual Summit.

### **Other**

A spouse/partner may accompany the manager on the exchange (and the terms of the SOLGM program does allow for a spouse/partner to travel with the NZ manager), however he/she must cover his/her own expenses.

Although not a Manager Exchange Program condition, it is suggested that exchange managers do not take their children overseas during their exchange, unless they have reached an explicit agreement about this with their partner. Exchange activity is intensive and tiring at times, and it may not be convenient or possible for the host manager to accommodate children in such circumstances.

## **APPLYING FOR AN OVERSEAS MANAGER EXCHANGE**

### **Eligibility**

The program is open to all managers from local governments in British Columbia who are regular members of LGMA. The LGMA has a right to decline applications if members have not paid their membership fees for 2019.

### **Consideration of Applications**

A Committee of the LGMA Board of Directors will approve recommended manager exchanges. Applicants are encouraged to be as specific as possible with regards to their learning objectives/areas of interest and in identifying opportunities for sharing of knowledge gained from the program. Scoring criteria are appended.

### **How to Apply**

Applications for a manager exchange must be made on the attached form and forwarded to:

Local Government Management Association of BC  
 Overseas Manager Exchange Program  
 Suite 710A – 880 Douglas Street  
 Victoria, BC, V8W 2B7  
 Email: office@lgma.ca

**Application Deadline:            May 3, 2019**

## **IF YOU ARE SELECTED AS THE SUCCESSFUL APPLICANT**

### **Information and Initial Contact**

If you are selected as the successful exchange manager, LGMA will provide you with information and contact details for your overseas partner. It is suggested that you make initial contact early on to begin planning for the visits. Once you and your partner have been

in contact the detailed organization of your respective visits becomes your own joint responsibility.

Though every effort is made by LGMA and SOLGM to select appropriate candidates, if this initial contact suggests that there may be serious compatibility issues please contact the LGMA Executive Director immediately.

### **Pre-trip Preparation and Requirements**

Successful manager exchange applicants are ambassadors for their local government, British Columbia, and the LGMA. This implies a high level of responsibility, and the expectation is that you be willing to commit time to host preparation and execution, as well as time visiting New Zealand.

Advance planning and attention to detail is necessary to fully maximize the overseas exchange experience. You and your partner will be expected to develop a program that will cater to your respective learning needs and objectives for the exchange visit.

Some exchange managers have found it helpful to discuss exchanges with others who have already undertaken an exchange. The LGMA office can provide contact information of members who have already participated in this program.

### **Tips on How to Develop Your Exchange**

- Exchange as much background information as possible about your local government system and own organization (i.e. major projects, accomplishments, and issues).
- Be frank and honest with each other about what you are and are not interested in seeing and learning about, and also with respect to any personal recreation interests.
- It is expected that meeting the learning objectives of your partner will involve visits to local governments other than your own. Visits are often arranged with other organizations within your region, and sometimes also with local governments in the region of the LGMA Annual Conference venue (in 2020, this will be from June 9-11 in Kelowna). It is a good idea to ensure that those contacts your partner will meet are well briefed on his/her areas of interest to ensure appropriate staff and information are available at the time of the visit.
- Programs usually include the opportunity for your partner to meet with your Mayor or Chairperson, members of your council, staff, media, other local governments, and/or relevant community organizations.
- The exchange program will include attendance at the host organization's Annual Conference. Past experiences tell us that exchanges generally work best where visitors have been able to spend some time with their host before the Conference. This gives them the opportunity to gain more understanding of the country, its local government system, and the issues likely to be discussed at the Conference.
- Finally, it is important not to have too many activities scheduled. Make sure you provide leisure breaks, and keep time flexible should other last minute opportunities arise.

### **Other Preparation**

Before departing for overseas, you should make a special effort to understand the current management and issues of the community you will visit.

To explain the British Columbia situation and issues faced by your own local government to the people you will meet, it may be useful to prepare some resources (such as PowerPoint presentations, photographs, fact sheets or other information). You may be asked to participate in a panel discussion on local government overseas or deliver a short presentation at the SOLGM Annual Summit.

### **Hosting Your Guest**

You should meet or arrange to have your visiting exchange partner met upon arrival in British Columbia, whether coming directly to your community or going to the LGMA Conference first.

As the host of your overseas exchange partner, you have two specific obligations:

- The first is to host your exchange partner (and spouse/partner if accompanying) during the period of the exchange other than the Annual Conference. This enables him/her to experience the local culture by staying in the host's residence (or, if agreeable to both parties, part of the time in the residences of friends or colleagues in other locations).
- The second is to attend the LGMA's Annual Conference in Kelowna from June 9-11, 2020, along with your exchange partner.

Once dates for the visit are agreed upon, you should avoid booking out of town appointments and give maximum attention to your exchange partner at the LGMA Conference and in your community.

The reverse arrangements apply when you visit New Zealand around the timing of the SOLGM Annual Summit, which will take place in Napier from September 26-27, 2019.

### **CONTACT US**

Should you have any questions or require further information about the Overseas Manager Exchange Program please contact the LGMA office at 250-383-7032 or office@lgma.ca.

2019-2020  
Overseas Manager Exchange Program

## Application Form

Please complete and submit this application along with any supplementary information noted no later than 4:30 pm, May 3, 2019.

**1. Name** .....

**2. Contact Details**

Home Address .....

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Work Address .....

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Home Phone .....

Work Phone .....

Primary Email .....

**3. Position and Responsibilities**

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**4. Please attach a copy of your curriculum vitae**

Include information as to: education, professional qualifications, roles and offices held, previous employment, previous opportunities to study, and any volunteer involvement with LGMA BC or an LGMA Chapter.

**5. Please give a brief outline of your local government**

Name .....

Population .....Geographic Size .....

Number of Employees .....

Gross Expenditure of your Council .....

**6. Additional Local Government Information. In a separate document please provide the following:**

- a) Summarize the socio-economic structure of your community.
- b) A brief outline of any particular issues facing your local government (or specific Department).
- c) Please attach a current staff organizational chart.

**7. Personal Statement. In a separate document please provide the following:**

- a) An outline of the specific issues or areas of professional interest you would like to pursue as part of this exchange program.
- b) Your key learning objectives.
- c) In the context of British Columbia local government, what you see as the benefits of taking part in this exchange.
- d) Identify how this exchange will support your professional or leadership development.
- e) Identify how you will share the knowledge gained from this exchange with other LGMA members and their communities.
- f) What specific supports your local government will provide to the SOLGM exchange partner irrespective of their learning objectives/specific issues.

**8. Do you intend to take your partner with you at his/her own cost?**

- Yes     No

**Agreement:**

I agree that the decision of the selection panel is final.

If successful I agree to comply with the terms and conditions of the Overseas Exchange Manager Program set forth by the LGMA.

In the normal course of events, I expect to pursue a career in Local Government and have developed a career plan.

I agree if required, to produce a satisfactory medical certificate upon selection and evidence of having purchased adequate medical insurance before departure.

I hereby apply for consideration of selection for the sponsored 2018/19 Overseas Manager Exchange Program to New Zealand.

Signed ..... Date .....

Please return this application form along with the Certificate of Employing Local Government, your CV, and any supplementary information to:

Local Government Management Association of BC  
RE: Overseas Manager Exchange Program  
Suite 710A – 880 Douglas Street  
Victoria, BC, V8W 2B7  
Email: [office@lgma.ca](mailto:office@lgma.ca)

**Application Deadline: May 3, 2019**



**2019/20 OVERSEAS MANAGER EXCHANGE PROGRAM**

**Certificate of Employing Local Government**

*Please attach completed certificate to application.*

I hereby certify that .....  
is making this application with the full knowledge and approval of this Council, and if  
selected no objection will be offered to absence from duty for the period of the 2019/20  
Manager Exchange.

In addition to leave with pay, the Council offers the following support additional to that being  
provided by LGMA (please detail):

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Signed ..... Date .....  
*Mayor / Chairperson / Chief Executive*

## Appendix 1. SUGGESTED FORMAT FOR EXCHANGE REPORT

The table below sets out a suggested format for the reports that are to be prepared within four months following completion of overseas manager exchange visits. This is provided as a guide and is not intended to unduly constrain the effective presentation of information about exchange visits.

<b>Section</b>	<b>Guide to Content</b>
<b><i>Introduction</i></b>	<ul style="list-style-type: none"> <li>• General description - went where and when</li> </ul>
<b><i>Executive Summary</i></b>	<ul style="list-style-type: none"> <li>• Key conclusions and observations</li> </ul>
<b><i>Objectives</i></b>	<ul style="list-style-type: none"> <li>• Statement of the objectives for the Exchange</li> </ul>
<b><i>Conference Attended</i></b>	<ul style="list-style-type: none"> <li>• Observations on the conference attended as part of the Exchange</li> </ul>
<b><i>Place (s) visited</i></b>	<ul style="list-style-type: none"> <li>• Description of the local authority/ies visited</li> </ul>
<b><i>Report on Exchange Objective 1</i></b>	<ul style="list-style-type: none"> <li>• Key lessons observations etc concerning each exchange objective</li> </ul>
<b><i>Report on Exchange Objective 2</i></b>	<ul style="list-style-type: none"> <li>• Key lessons observations etc concerning each exchange objective</li> </ul>
<b><i>Report on Exchange Objective 3 etc</i></b>	
<b><i>Other lessons and observations</i></b>	<ul style="list-style-type: none"> <li>• Report on anything outside the Exchange objectives that seems likely to be of use or interest to other local government managers in British Columbia.</li> </ul>
<b><i>How You Plan to Integrate Knowledge Gained</i></b>	
<b><i>Appendices</i></b>	<ul style="list-style-type: none"> <li>• A potentially wide range of supplementary material including: <ul style="list-style-type: none"> <li>○ Reports documents and other material obtained relevant to research objectives or conference or local authorities/ districts visited.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>○ References to additional sources of information that readers might like to investigate such as, reports not themselves appended, websites and links, contacts etc</li> </ul>
	<ul style="list-style-type: none"> <li>○ Other material that seems relevant</li> </ul>

## Appendix 2. APPLICANT SCORING CRITERIA

Mandatory Criteria	Criteria Met	Criteria Not Met
Certificate of Employing Local Government		
Local Government Organizational Chart included		
Regular member of LGMA		

Desirable Criteria	Available Points
Key learning objectives are clearly articulated	15
Benefits to the broader local government system are clearly identified	15
Clearly identified issues of specific interest that will be pursued as part of the exchange program	20
Knowledge-transfer and presentation opportunities are clearly identified and realistic	20
Likelihood that applicant will be able to provide a varied exchange experience for exchange partner. <i>(eg, geographic location, regional issues of interest, visitation opportunities, etc.)</i>	10
Additional support indicated by applicant's local government	10
Applicant has been an active supporter of the local government sector through volunteerism with LGMA BC or a Chapter <i>(ie. as a presenter, committee member, or other volunteer involvement)</i>	10
<b>Total Points:</b>	<b>100</b>

**Bonus Points (up to 10):**

Role and position of applicant and extent to which applicant's areas of interest can be of wide interest or application across the sector.