



FOUNDATIONS of LOCAL GOVERNMENT Learning Series

LGMA is excited to announce a multi-part, interactive learning series, delivered from late August through December, to help you connect with your peers while exploring key areas and concepts related to local government administration. Designed to provide a high-level introduction or refresher, learn about core local government functions and topics from skilled practitioners and experts.

Broaden your knowledge, strengthen your understanding, and better equip yourself to effectively support efforts across local government departments. Topics to be covered include local government finance, ethics, regional districts, municipal law, land use zoning and planning, and more. Wherever you are, this is a great opportunity to come together as a local government community by engaging and learning together!

- Format:** Live, facilitated, interactive webinars that provide real-time feedback and the opportunity for Q&A. Each module is 90 minutes (10 – 11:30 a.m.).
- Credits:** A certificate of completion will be provided to those who complete the series. Participation may also be used as credit toward Continuous Professional Learning requirements for various professional designations including with the International Institute of Municipal Clerks.
- Cost & Financial Assistance** **Fee:** \$1,200 LGMA member, \$1,500 non-member + GST.
Financial Assistance: Funding covering up to 50% of the program fee is available for eligible participants and awarded based on organizational financial need.
[Submit your application](#) to office@lgma.ca by **August 17**.
- Registration:** [Register here](#) before August 17. Log-in information will be sent to registered participants 2 weeks before the first session starts.
- Deadlines & Cancellations:** The registration and cancellation **deadline is August 17**.
No refunds are available after this time.

LGMA gratefully acknowledges the following for financial support of this Learning Series:



**Municipal Finance
Authority of BC**



STEWART McDANNOLD STUART
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MODULES, PRESENTERS, and WHAT PARTICIPANTS WILL GAIN:

<p>Thursday, Aug 31</p>	<p>MODULE 1 - ETHICS IN LOCAL GOVERNMENT Ryan Bortolin, Stewart McDannold Stuart</p> <p>From this module participants will be able to:</p> <ul style="list-style-type: none"> ✚ define ethics and describe how they are formed ✚ describe the importance of ethics organizational culture and public trust in local government ✚ explain the purpose of a Code of Ethics/Conduct of Conduct and be able to apply the LGMA Code of Ethics
<p>Thursday, Sept 7</p>	<p>MODULE 2 - HUMAN RESOURCES & LABOUR RELATIONS Nadine Dillabaugh, District of Central Saanich & Marcia McNeil, Pulver Crawford Monroe</p> <p>An overview of the important principles, legislation, and management responsibilities that promote harmonious labour/management relations, effective human resource management, productive work environments, and fair and consistent treatment of staff. From this module participants will be able to:</p> <p>HUMAN RESOURCES:</p> <ul style="list-style-type: none"> ✚ describe the Purpose and Vision of HR management ✚ discuss Guiding Principles: strategic, compliance (legislation/policy), tactical (best practices) ✚ explain the relationship between the HR function and Management/Leadership ✚ identify challenges facing this area <p>LABOUR RELATIONS:</p> <ul style="list-style-type: none"> ✚ define labour relations and outline the legal framework governing employment relations ✚ identify key labour law issues, including collective bargaining and agreements ✚ identify human rights issues, including the duty to accommodate ✚ recognize important organizational policies and procedures
<p>Thursday, Sept 14</p>	<p>MODULE 3 - REGIONAL DISTRICTS Don Lidstone,Q.C., Lidstone & Company & Murray Daly, Cariboo Regional District</p> <p>From this module participants will be able to:</p> <ul style="list-style-type: none"> ✚ describe why regional districts exist ✚ identify their operations and functions ✚ compare and contrast the characteristics of regional districts to municipalities
<p>Thursday, Sept 28</p>	<p>MODULE 4 - LAND USE, ZONING & PLANNING Jarret Matanowitsch, District of Central Saanich</p> <p>This discussion of community planning will enable participants to:</p> <ul style="list-style-type: none"> ✚ describe the history and purpose of local government planning ✚ identify roles and responsibilities of the planner ✚ understand strategies, recent trends, and regulatory tools employed by municipalities and regional districts when planning their communities
<p>Thursday, Oct 5</p>	<p>MODULE 5 - MUNICIPAL LAW Reece Harding, Young Anderson</p> <p>From this overview of BC local government law participants will be able to:</p> <ul style="list-style-type: none"> ✚ identify the legislative framework that establishes local government form and powers, and regulates how these powers are exercised

	<ul style="list-style-type: none"> describe the roles of Mayor and Councils/Boards and their powers and functions summarize the three ways in which local governments interact with the Courts
Thursday, Oct 19	<p>MODULE 6 - EMERGENCY MANAGEMENT Chief Travis Whiting, City of Kelowna</p> <p>From this overview of emergency management principles and the roles and requirements of local government, participants will be able to:</p> <ul style="list-style-type: none"> understand local authority powers and responsibilities under the <i>Emergency Program Act</i> legislation identify the 4 pillars of Emergency Management discuss best practices and lessons learned from real events
Thursday, Oct 26	<p>MODULE 7 - ROLE OF THE CORPORATE OFFICER Lisa Zwarn, Consultant & Instructor, Capilano University</p> <p>Following this module participants will be able to:</p> <ul style="list-style-type: none"> recognize the general powers and duties of the Corporate Officer as referenced in the <i>Community Charter</i> describe the roles of Council and Board identify additional Corporate Officer functions within the organization
Thursday, Nov 2	<p>MODULE 8 - RISK MANAGEMENT Jacinta Wu, Municipal Insurance Association of BC Roger Weetman, Resort Municipality of Whistler</p> <p>Participants will be able to identify the principles of managing risk and how this aligns with organizational strategy:</p> <ul style="list-style-type: none"> identify the cost of risk and how it impacts the organization describe the evolution of risk management and the approach used today assess where their organization is at in the evolution of risk management explain what a risk manager is and recognize the role of all employees in their organization apply the key steps in the Risk Management Process
Thursday, Nov 9	<p>MODULE 9 – LOCAL GOVERNMENT FINANCE Trevor Seibel, City of West Kelowna</p> <p>From this examination of the Finance role in the local government organization, participants will be able to:</p> <ul style="list-style-type: none"> describe its legal authority and legislated requirements summarize key operational functions and stakeholders recognize the importance of the Finance Officer as business consultant, business analyst and technical specialist demonstrate the strategic role in the organization and linkages to strategic decision making
Wednesday, Nov 15	<p>MODULE 10 - ECONOMIC DEVELOPMENT Krista Mallory, Central Okanagan Economic Development Commission</p> <p>Following discussion of the guiding principles, key economic strategies, and common practices to help communities be resilient and prosperous participants will be able to:</p> <ul style="list-style-type: none"> define economic development and its goals identify typical stakeholders

	<ul style="list-style-type: none"> ✚ explore and compare various organizational governance models ✚ summarize the pillars and core components of Economic Development ✚ know where to go for additional resources
Wednesday, Nov 22	<p>MODULE 11 - INFORMATION & PRIVACY FUNDAMENTALS Andrew Geider, City of Burnaby & Adriana Proton, City of Courtenay</p> <p>An overview of the legislation that applies to access to records and protection of personal information, along with steps to ensure better compliance with those laws. Participants will be able to:</p> <ul style="list-style-type: none"> ✚ understand the purpose of the FOIPPA ✚ recognize local government responsibilities under the Act including: <ul style="list-style-type: none"> ○ how to process FOI requests ○ what information can be withheld (Exceptions to Disclosure) ○ the duty to protect privacy (Privacy Impact Assessments) ✚ describe the role of the Office of the Information & Privacy Commissioner ✚ know where to go for resources for local governments
Wednesday, Nov 29	<p>MODULE 12 - RECORDS MANAGEMENT FUNDAMENTALS Sharon Byrch, Capital Regional District & Jing Fernandez, City of Surrey</p> <p>This introduction to recorded information management and its framework in the BC local government context will enable participants to:</p> <ul style="list-style-type: none"> ✚ define records management and explain its importance ✚ recognize various types of types of records and their specific considerations ✚ describe local government records management responsibilities ✚ have an understanding of the conventions, methods, and procedural rules represented in a Classification System and Retention Schedule ✚ know where to go for resources for local governments
Thursday, Dec 7	<p>MODULE 13 – COUNCIL/BOARD-STAFF RELATIONS Murray Daly, Cariboo Regional District & Lisa Spitale, City of New Westminster</p> <p>Experienced CAOs will lead this interactive discussion on how a strong partnership and role clarity between council and administration is key to effective local government management.</p>

THANK YOU TO OUR PROGRAM ADVISORY COMMITTEE

The Foundations Series was designed with the input of experienced local government practitioners. LGMA would like to thank:

Murray Daly, CAO, Village of Clinton

Jarret Matanowitsch, Director of Planning & Building Services, District of Central Saanich

Mauricio Plata, Manager, Continuous Improvement, City of Prince George

Lisa Spitale, CAO, City of New Westminster

Roger Weetman, Manager of Recreation, Resort Municipality of Whistler