



LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

MEMBERSHIP GUIDE

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Introduction

Welcome to the Local Government Management Association of BC (LGMA). The 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.

LGMA membership provides you with valuable member services designed to help you thrive in your local government career. These include:

- Member discounted rates for LGMA educational programs
- Access to resources like the Executive Compensation Toolkit, the Elected Officials Orientation Resource Toolkit and the Elected-Staff Kit for Building Strong Relations
- Executive Coaching Service
- Career Transition Counselling Service
- Pension Consulting Service
- Networking opportunities throughout the year keep you connected to colleagues from across BC
- The latest news about professional development and training opportunities in a wide variety of topics to help you succeed in your job.



Code of Ethics: As an LGMA member, you agree to abide by the Association's Code of Ethics. To read the LGMA Code of Ethics, please visit [our website](#).

Learn more about what the LGMA means to its members, watch our brief [member video](#).



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Benefits of Membership

Through your LGMA membership, you have access to services, discounted rates, and special networking opportunities designed to help you succeed and grow in your career. These benefits include:

LGMA Member Benefits



Career Transition Counselling Service: 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.

The 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.

If you are experiencing an unwanted transition, please reach out to the Executive Director as additional supports may be available. To access the service, members should contact the LGMA Office at 250.383.7032 or by email at office@lgma.ca.



Executive Coaching Service: Increasingly, members are contacting the LGMA for specific supports to address challenges on a case-by-case basis. The LGMA has responded by providing Executive Coaching services, both for emerging and seasoned professionals looking for specialized assistance on challenging issues.

Members can choose from a [database of qualified coaches](#) who provide a one-hour introductory free session to determine fit and suitability. The LGMA then provides two hours of complimentary coaching following the introductory meeting. Any further coaching would be covered by the member or their organization at a special LGMA member rate.



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 perquisites for senior staff in BC; and advice on how to value senior, non-elected officials' total compensation, along with examples of innovative compensation practices used by BC local governments and private and public sector executive compensation comparators.



Elected Officials Orientation Resource Kit: This kit is an online source of information and good practices for Chief Administrative Officers, Corporate Officers, and senior staff to draw upon to support the planning and implementation of elected official orientation programs in BC local government. The [Elected Officials Orientation Resource Kit](#) profiles select communities that develop and execute a well-planned and comprehensive

program of orientation and learning for their elected officials. The kit includes resource materials and links that serve as examples and templates.



Building Strong Relations: Elected-Staff Resource Kit: [The Elected-Staff Relationship Resource Kit](#) is an online source of information and good practices for Chief Administrative officers and senior staff to draw on to support positive, respectful and effective staff-elected relationships. The Kit focuses on a series of topics that are key to understanding and building strong relationships. Each topic can be used independently, or together they can be used as a comprehensive program to build positive elected-staff relations in your

community. Within each topic area there are various types of resources, including interviews with veteran BC CAOs sharing their experiences, tips for talking with your elected officials, PowerPoint slides, and good practices examples and templates from BC and beyond.



Pension Consulting Service 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.

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.

For more information, contact office@lgma.ca



Overseas Exchange Program: In partnership with [Taituarā — Local Government Professionals Aotearoa](#), the LGMA offers an Overseas Manager Exchange Program.

The [Overseas Exchange Program](#) 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](#).

Educational Programs and Training

Municipal Administration Training Institute (MATI®)



Each MATI is a five-and-a-half-day intensive program that provides participants with an immersive learning experience to help local government professionals to develop their skills, obtain in-depth knowledge, and establish career-long relationships with peers from local governments across B.C.

To explore everything MATI has to offer, visit our website: [LGMA | Programs.](#)

MATI® Foundations: An extensive overview of virtually every facet of local government administration, this is the essential course for anyone looking to broaden their perspective on the roles and responsibilities within local government. An annual program, the format may take the form of a 5½ day residential intensive in August (MATI FOUNDATIONS) or a series of 90-minute, live interactive webinars over several months (FOUNDATIONS OF LOCAL GOVERNMENT LEARNING SERIES).

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 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.

In order to support accreditation, some MATI programs are offered in partnership with the LGMA and [Capilano University](#).



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® 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 critical understanding of various planning approaches.

MATI® Leadership in Local Government Organizations: 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.

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.

MATI® the Successful CAO - Local Government Advanced Management: Designed for new and aspiring CAOs (in the role for less than three years or currently in a senior management role), this program offers practical knowledge for long term success as a senior local government official. *Note:* 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.

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 university credit. For more information on [Board of Examiners Certification](#), please email the Administrator at BoardofExaminers@gov.bc.ca.

Technical Training

Effective Fire Service Administration for Fire Chiefs' & Local Government CAOs: 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. Contact office@lgma.ca for updates on potential training in 2024.

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](#)).

Professional Development

Please refer to the [2024 Learning Calendar](#) for a full list of training opportunities and delivery methods for the year.

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.

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 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 Corporate Officers meet tomorrow's challenges with confidence.

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

Annual Conference: The [LGMA Annual Conference](#) brings together local government professionals from across BC to share ideas, discuss challenges, and create solutions. 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.

In addition to the numerous educational sessions on current issues, thought-provoking keynote speakers, as well as networking opportunities for members our 2020 Annual Conference will feature an informative local government showcase featuring suppliers providing products and services to the local government sector.

Professional Support



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, 2022 Edition
- Board of Variance, First Edition, 2017
- Corporate Officers Handbook for Local Government Organizations, First Edition, 2018
- Freedom of Information and Protection of Privacy Act Toolkit, Fifth Edition, 2022
- Guide for Approving Officers for Local Governments, Sixth Edition, 2015 (electronic only)
- Records Management Manual, Fifth Edition, 2017
- Human Resources Toolkit, Third Edition, 2021



Exchange Magazine: [Exchange is the official magazine of the LGMA](#) and each issue explores a theme of interest to local government. The magazine is a platform to share news, exchange ideas, hear from experts, and provide resources and information that support professional development.

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 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.



Educational Scholarships: A wide range of scholarships are available for persons pursuing studies in various facets of government and public policy. Further information is available on LGMA's website at [LGMA | Scholarships](#).
Applications accepted end of September, awarded in October.

LGMA Scholarships:

- [BC First Nations Public Service Scholarship Fund](#)
- [Distinguished Members Legacy Fund](#)
- [Grant Anderson Commemorative Scholarship](#)
- [Ken Dobell Public Service Education Fund](#)

Other Scholarships Available to LGMA Members:

- [The Jeff McKelvey Scholarship Program](#)
- [James R. Craven MATI Foundations Scholarship Fund](#)

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. Awards categories include:

- The Distinguished Partner Award
- The Distinguished Member Award
- The Professional Service Award (*Leadership, Innovation, Community or Volunteer Service*)
- The Executive Service Award
- The Life Membership Award
- The President's Award
- Long Service Awards

Further information about the nomination process can be found on LGMA's website at [LGMA | Recognition & Awards](#).

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 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.

TeamWorks: *TeamWorks* is an innovative coaching program that provides British Columbia's local government professionals 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: 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

Volunteer Opportunities: 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 the [LGMA's website](#), or members can contact office@lgma.ca

Stay Connected with the LGMA

The LGMA values its connection with our members. If you have any questions about LGMA Membership, programs and training, or our communications, you can reach us by email at office@lgma.ca or by phone 250.383.7032.

Follow us on social media for our latest news, announcements, and program updates.

X: [@LGMABC](#)

LinkedIn: [/LGMABC](#)

Facebook: [@LGMABC](#)

YouTube: [LGMA](#)

LEARN, LEAD, GROW