



Foundations of Local Government Learning Series

September 3 – November 26, 2026
Thursdays, 10:00 a.m. - 12:00 p.m. PT

Are you new to local government, or do you need a refresher on key areas related to local government administration? LGMA is excited to offer a multi-part, interactive learning series, delivered from September through November, to help you learn about core local government functions and topics from skilled practitioners and experts while connecting you with your peers. Join us in this 13-module online series to broaden your knowledge, strengthen your understanding, and better equip yourself to effectively support efforts across local government departments. Wherever you are in BC, this is a great opportunity to come together as a local government community by engaging and learning together!

Format: This online series consists of 13 x 2-hour webinars (10AM to 12PM) that provide real-time feedback and opportunity for Q&A. Participants will also have learning and networking opportunities during and after live sessions. See webinar dates and details on pages 2 – 4.

Credits: A certificate of completion will be provided to those who participate in all webinars (either attend live sessions or watch recordings); complete the introduction activity and provide one forum post and one response per module. Participation may also be used as credit toward Continuous Professional Learning requirements for various professional designations, including with the International Institute of Municipal Clerks.

Eligibility: Local government employees working in British Columbia. Registrants who wish to attend but do not meet the criteria should contact us at office@lgma.ca before registering.

Cost: \$1,524.60 + GST LGMA member; \$1,905.75 + GST Non-member

Registration: [Register online](#) by **August 20, 2026**. Log-in and session information will be sent to registrants a week before the first session.

Cancellation: The registration and cancellation deadline is **August 20**. No refunds will be provided after.

Legal Disclaimer:

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Series Overview

<p>Thursday, Sept 3</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/Code of Conduct and be able to apply the LGMA Code of Ethics
<p>Thursday, Sept 10</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 17</p>	<p>MODULE 3 - 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, Sept 24</p>	<p>MODULE 4 – LOCAL GOVERNMENT FINANCE Trevor Seibel, City of Armstrong</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

<p>Thursday, Oct 1</p>	<p>MODULE 5 - MUNICIPAL LAW Nick Falzon, 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 + 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
<p>Thursday, Oct 8</p>	<p>MODULE 6 - ECONOMIC DEVELOPMENT 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 + explore and compare various organizational governance models + summarize the pillars and core components of Economic Development + know where to go for additional resources
<p>Thursday, Oct 15</p>	<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
<p>Thursday, Oct 22</p>	<p>MODULE 8 - INFORMATION & PRIVACY FUNDAMENTALS 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"> o how to process FOI requests o what information can be withheld (Exceptions to Disclosure) o 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
<p>Thursday, Oct 29</p>	<p>MODULE 9 – 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, Nov 5</p>	<p>MODULE 10 - RISK MANAGEMENT Sandra Mayo, 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 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
<p>Thursday, Nov 12</p>	<p>MODULE 11 - EMERGENCY MANAGEMENT Ron Mattiussi, R.L. Mattiussi Advisory Services Inc.</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 and Disaster Management Act</i> legislation ✚ identify general principles of Emergency Management ✚ discuss best practices and lessons learned from real events
<p>Thursday, Nov 19</p>	<p>MODULE 12 - RECORDS MANAGEMENT FUNDAMENTALS Sharon Byrch, Capital Regional District & Jing Fernandez, City of Delta</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
<p>Thursday, Nov 26</p>	<p>MODULE 13 – COUNCIL/BOARD-STAFF RELATIONS Murray Daly, Cariboo Regional District & Erin Jackson, City of Salmon Arm</p> <p>Experienced CAOs will lead this interactive discussion on how strong partnerships and clarity of roles between council and administration are key to effective local government management.</p>

THANK YOU TO OUR PROGRAM ADVISORY COMMITTEE

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

- Alisha Beday, Municipal Support Services Manager – RCMP, City of Kamloops
- Barclay Pitkethly, Deputy CAO, City of Mission
- Dean Strachan, Chief Administrative Officer, District of Sicamous
- Erin Stockill, Emergency Program Officer, District of Saanich
- Janelle Taylor, Policy Analyst, City of Kelowna
- Lindsay Roberts, Director of Corporate and Community Services, District of Sechelt

