



FOUNDATIONS of LOCAL GOVERNMENT Learning Series

LGMA is excited to announce a multi-part, interactive learning series, delivered from August through December, to help you connect with your peers in these unprecedented times, 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. Select the entire learning series or take one or more webinars separately.

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. The completion of all modules will fulfill the evaluation requirements for 7 Education Points with the International Institute of Municipal Clerks. Participation may also be used as credit toward Continuous Professional Learning requirements for other professional designations.

Cost & Financial Assistance Cost, exclusive of GST, is per module (\$100 LGMA member, \$125 non-member), or register for the full series and take advantage of discounts (\$800 LGMA member, \$925 non-member).



Municipal Finance
Authority of BC

MFA Financial Assistance: Thank you to the Municipal Finance Authority of BC for its support through the James R. Craven Fund. Bursaries are available for eligible participants that register for the entire Learning Series. They are awarded based on organizational financial need and can cover up to 50% of the costs. [Submit your bursary application](#) to office@lgma.ca by **August 14**.

Registration: [Register for the full Learning Series](#) or select [individual webinar registrations](#) for webinars that work for you. Information will be sent to registered participants before each module.

Deadlines & Cancellations: Full Learning Series registration and cancellation **deadline is August 14**, or one week prior for those registering for individual webinars. No refunds after this time, although substitutions within your organization are permitted.



2020 Professional
Development
Partner

LGMA gratefully acknowledges the financial support of

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MODULES, PRESENTERS, and WHAT PARTICIPANTS WILL GAIN:

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| <p>Thursday, Aug 20</p> | <p>MODULE 1 - ETHICS IN LOCAL GOVERNMENT Don Lidstone, Lidstone & Company</p> <p>Promote an ethical organizational culture through an understanding of:</p> <ul style="list-style-type: none"> ✚ The definition of ethics and how they are formed ✚ The importance of ethics in local government and principles of public trust ✚ Knowledge and application of the Community Charter and the LGMA Code of Ethics ✚ Elected official / staff role clarity ✚ Developing a Code of Ethics / Code of Conduct |
| <p>Wednesday, Sept 9</p> | <p>MODULE 2 - REGIONAL DISTRICTS Don Lidstone, Lidstone & Company</p> <p>From this module, participants will gain knowledge on:</p> <ul style="list-style-type: none"> ✚ Why regional districts exist ✚ Their operations and functions ✚ Compare and contrast the characteristics of regional districts to municipalities |
| <p>Thursday, Sept 17</p> | <p>MODULE 3 - LAND USE ZONING & PLANNING Mark Koch, City of West Kelowna</p> <p>A greater understanding of community planning through a discussion of the:</p> <ul style="list-style-type: none"> ✚ History and purpose of local government planning ✚ Roles and responsibilities of the planner ✚ Strategies (including recent trends) and regulatory tools employed by municipalities and regional districts when planning their communities |
| <p>Thursday, Oct 1</p> | <p>MODULE 4 - RISK MANAGEMENT Sandra Mayo, Municipal Insurance Association of BC</p> <p>Participants will be able to identify the principles of managing risk and how this aligns with organizational strategy. Topics to be covered include:</p> <ul style="list-style-type: none"> ✚ Cost of risk ✚ The evolution of risk management and the approach today ✚ What is a risk manager? ✚ Key steps in the Risk Management Process |
| <p>Thursday, Oct 15</p> | <p>MODULE 5 - MUNICIPAL LAW Reece Harding, Young Anderson</p> <p>Gain an overview of BC local government law. Topics include:</p> <ul style="list-style-type: none"> ✚ The legislative framework that establishes the form and powers of local government and regulates how these powers are exercised ✚ Municipal governance ✚ Local government powers and functions ✚ Bylaw enforcement ✚ Local government interaction with the Courts |

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| <p>Thursday, Oct 22</p> | <p>MODULE 6 - DUTIES OF THE CORPORATE OFFICER Lisa Zwarn, Consultant & Instructor, Capilano University</p> <p>This module will provide an overview of the powers, duties, and functions of the local government Corporate Officer including:</p> <ul style="list-style-type: none"> ✚ References in the <i>Community Charter</i> ✚ Roles of Council and Board ✚ Roles of the Corporate Officer |
| <p>Thursday, Oct 29</p> | <p>MODULE 7 - HUMAN RESOURCES & LABOUR RELATIONS Marcia McNeil, Pulver Crawford Monroe & Susan Ney, HR Director (Retired)</p> <p>HUMAN RESOURCES: Gain an understanding of local government human resources management, and the relationship between the HR function and Management/Leadership.</p> <ul style="list-style-type: none"> ✚ Purpose and Vision ✚ Guiding Principles: strategic, compliance (legislation/policy), tactical (best practices) ✚ Application and Roles ✚ Challenges <p>LABOUR RELATIONS: An overview of the important principles, legislation, and management responsibilities that promote harmonious labour/management relations, productive work environments, and fair and consistent treatment of staff.</p> <ul style="list-style-type: none"> ✚ Definition of labour relations ✚ Human rights and the duty to accommodate ✚ Collective bargaining and agreements ✚ Organizational policies and procedures |
| <p>Thursday, Nov 5</p> | <p>MODULE 8 - FINANCE & BUDGETING Trevor Seibel, District of Coldstream</p> <p>Gain a better understanding of the importance of the Finance role in the local government organization, along with its legislated requirements and responsibilities. Topics to be covered include:</p> <ul style="list-style-type: none"> ✚ The Finance Officer as business consultant, business analyst and technical specialist ✚ Leadership role in the organization and linkages to strategic decision making ✚ Legal authority & stakeholders ✚ Operational and strategic functions |
| <p>Wednesday, Nov 18</p> | <p>MODULE 9 - ECONOMIC DEVELOPMENT Corie Griffiths & Krista Mallory, Central Okanagan Economic Development Commission</p> <p>An overview of the guiding principles, key economic strategies, and common community practices to help communities be resilient and prosperous:</p> <ul style="list-style-type: none"> ✚ What economic development is and its goals ✚ Typical stakeholders ✚ Explore and compare various organizational models ✚ Pillars of Economic Development ✚ Core Components ✚ Tools, Tips and Resources |

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| <p>Thursday, Nov 26</p> | <p>MODULE 10 - EMERGENCY MANAGEMENT Chief Travis Whiting, City of Kelowna</p> <p>Participants will come away with an understanding of general emergency management principles, along with the roles and requirements of local government:</p> <ul style="list-style-type: none"> ✚ Local authority powers and responsibilities under the <i>Emergency Program Act</i> legislation ✚ General principles ✚ 4 Pillars of Emergency Management ✚ Emergency Operations Centre |
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BONUS! Sign up for the full Learning Series and receive *complimentary registration* for the following webinars:

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| <p>Thursday, Dec 3</p> | <p>RECORDS MANAGEMENT FUNDAMENTALS Sharon Byrch, Capital Regional District</p> <p>An introduction to recorded information management and its framework in the BC local government context:</p> <ul style="list-style-type: none"> ✚ What is records management and why is it important? ✚ What are records? / Types of records and considerations ✚ What are our records management responsibilities? ✚ Classification System and Retention Schedule ✚ Resources for local governments |
| <p>Thursday, Dec 10</p> | <p>INFORMATION & PRIVACY FUNDAMENTALS Sophie Loehrich, City of Surrey</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. Topics will include:</p> <ul style="list-style-type: none"> ✚ The purpose of the FOIPPA ✚ How to process FOI requests ✚ What information can be withheld (Exceptions to Disclosure) ✚ Our duty to protect privacy (PIAs) ✚ Role of the Information & Privacy Commissioner ✚ Resources for local governments |