

# LGMA

LOCAL GOVERNMENT  
MANAGEMENT ASSOCIATION  
OF BRITISH COLUMBIA

LEARN, LEAD, GROW

The LGMA is located on the traditional territories of the ləkʷəŋən speaking peoples of the Esquimalt and Songhees First Nations.



DATE	PROGRAM	PRESENTERS	INFO
January 1-December 31	Election Training	Various presenters - recorded	On Demand
January 11-February 22	Corporate Officer Fundamentals	Sonia Santarossa, Lisa Zwarn	Online Tuesdays, 10 – 11:30 a.m.
January 14	Ask the Expert Townhall - Elections	Elections Advisory Committee	Online 9-11 a.m.
February 3, 10, 17	Supervisor Essentials	Cinga Leadership and Learning	Online Wednesdays 10 – 11:30 a.m.
February 11	Ask the Expert Townhall - Elections	Elections Advisory Committee	Online 9-11 a.m.
April-May Dates TBC	Advanced Elections Training	Elections Advisory Committee	Online Timing TBC
March 1-3	CAO Forum	Various presenters	In Person, Delta Okanagan, Kelowna
March 11	Ask the Expert Townhall - Elections	Elections Advisory Committee	Online 9-11 a.m.
Available April	Privacy Fundamentals	Self-paced	On Demand
Available April	Freedom of Information Fundamentals	Self-paced	On Demand
Available April	Records Management Fundamentals	Self-paced	On Demand
April 5, 12, 19	Bylaw Drafting	Lisa Zwarn	Online Tuesdays, 10-11:30 a.m.
April 7, 14, 21	Advanced Supervisor Essentials	Cinga Leadership and Learning	Online Thursdays, 10-11:30 am.
May 2, 3, 10, 17	Effective Report Writing Online Course	Fiona Prince and Sonia Santarossa	Online Tuesdays, 1:30-3 p.m.
May 27	CAO Mental Health Awareness	Various Presenters	Regional In Person + Online Option
June 3	Indigenous Awareness Training	Indigenous Corporate Training Inc	Online 9 a.m. - Noon
June 9-10	Approving Officers Training Virtual	Approving Officers Peer Presenters	Virtual, 8:30 a.m. - Noon
June 21-23	LGMA 2021 Annual Conference	Various Presenters	In Person Penticton Conference Cen
August-December	Foundations Learning Series	Various Presenters	Various Dates, 10-11:30 a.m.
September 13, 20, 27, October 4	Performance Management	Robin Turnhill	Online Tuesdays, 10-11:30 a.m.
October 30 – November 4	MATI School for Statutory Approving Officers	Various Presenters	In Person, Radisson Vancouver Airport, Richmond
October 24, 25, November 1, 8	Effective Report Writing Online Course	Fiona Prince and Sonia Santarossa	Online Tuesdays, 1:30-3 p.m.
November 17, 24, December 1	Change Management Online Course	TBC	Online Tuesdays, 10-11:30 a.m.
November 23-25	Corporate Officer Forum	Various Presenters	In Person, Victoria Marriott

# Professional Development

The LGMA HR Advisory Committee, informed by our Education Plan, prioritized several HR/Leadership courses to build capacity amongst new and emerging leaders within local government:

- Supervisor Essentials (3 modules)
- Advanced Supervisor Essentials (3 modules)
- Performance Management (3 modules + one sustainment session)
- Change Management (3 modules)
- Project Management (6 modules)

# Professional Development

## Foundations in Local Government Learning Series (12 modules)

Topics include:

- Ethics in Local Government
- Human Resources and Labour Relations
- Regional Districts
- Risk Management
- Municipal Law
- Emergency Management
- Role of the Corporate Officer
- Land Use Zoning and Planning
- Local Government Finance
- Economic Development
- Information and Privacy Fundamentals
- Records Management Fundamentals
- Council/Board-Staff Relations



**Coming to  
West Kelowna!**



**February 2023**

# MATI® The Successful CAO: Local Government Advanced Management PADM 308

Thursday February 9 to Tuesday February 14, 2023  
The Cove Lakeside Hotel, West Kelowna

**What's it all about?**  
This exciting MATI® course provides current and aspiring Chief Administrative Officers (CAOs) with strategies for long-term success in this senior executive position. Designed by educators and experienced CAOs, the focus is on management knowledge and skills unique to this role in BC municipalities, regional districts, and First Nations governments.  
This course explores the many facets of the CAO role, equipping you with practical knowledge, tools, and techniques that will allow you to prepare for success and effectively manage the opportunities and challenges you face.

# Municipal Administration Training Institute

MATI® Leadership in Local Government Organizations

MATI® Managing People

MATI® Advanced Communication Skills for Local Government Professionals

MATI® Community Planning for Local Government Professionals



# Member Services

- *Member discounts*
- *Career Transition Counselling*
- *Executive Coaching*
- *Executive Compensation Toolkit*
- *Pension Consulting*








# Temporary Employee Database (formerly TeamWorks)

- Strategic Planning
- Information Technology
- Land Use Planning
- Environmental and Emergency Programs
- Community Safety and Services
- Civic Beautification
- Human Resources
- Financial Management
- Council/Staff Relations
- Transportation
- Change Management
- Engineering & Public Work

Note: For local government staff only

# Local Government External Resource Database

Customize cards Filter Sort ...

				
<b>Abbott, George</b>	<b>Bell, Janis</b>	<b>Bentley, Christina</b>	<b>Berry, Jerry</b>	<b>Brown, Mark</b>
COMPANY NAME Circle Square Solutions Ltd.	COMPANY NAME —	COMPANY NAME Strategic Leadership Solutions	COMPANY NAME Jerry Berry Consulting Inc.	COMPANY NAME —
ADDRESS #1-4522 Gordon Point Drive, Victo...	ADDRESS 1389, 150 Mile House, V0K 2G0	ADDRESS Box 53, Golden, BC	ADDRESS 3020 Waterstone Way, Nanaimo, ...	ADDRESS 334 Burnham Rd, Qualicum Beach,...
TELEPHONE 250.580.8360	TELEPHONE 250.296.4442 or 250.305.9579	TELEPHONE 250.344.0921	TELEPHONE 250.713.6331	TELEPHONE 250.927.0304
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WEBSITE www.circlesquaresolutions.com	WEBSITE —	WEBSITE www.christinabentley.com	WEBSITE www.jdconsultants.ca	WEBSITE —



**Human Resources Toolkit**  
for Local Government Organizations  
Third Edition, 2021

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for Local Government  
Organizations**  
Third Edition, 2021

[Learn more](#)

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**Building Strong Relations:**  
Elected - Staff Resource Kit

Updated February 1, 2020

If you are having difficulty accessing or downloading resources, or have items to contribute, please contact the LGMA staff at [office@lgma.ca](mailto:office@lgma.ca)

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**Elected Officials Orientation  
RESOURCE TOOLKIT**

# Manuals and Toolkits

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