

Local Government Program Services

Online Application Tool Frequently Asked Questions (Updated March 2024)

1. Where can I find the application questions before I start Step 1?

All application questions, for both the LGPS Online Application Form and the Application Worksheet, are included in the Program and Application Guide which is available on the UBCM website and should be reviewed before starting the online application process.

A sample of the Online Application Form is available under the LGPS Online Application Tool section on our [LGPS General Information and Forms](#) website page. This form is provided for internal use by applicants only in order to prepare for submission using the LGPS Online Application Tool. Do not submit this form to UBCM.

2. Where can I find the Application Worksheet on your website?

The Application Worksheet is not available on our website, and can only be obtained when Step 1 of the Online Application process is completed and the LGPS Online Application Form is submitted. The applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

Sample worksheets can be provided for internal use by applicants only in order to prepare for submission using the LGPS Online Application Tool. Contact lgps@ubcm.ca for a sample of the Application Worksheet. Do not submit this worksheet to UBCM.

3. Can I make changes after I submit the Online Application Form?

You may request any changes or amendments via email. The LGPS Online Application Form cannot be edited after it is submitted. Please do not submit a new Online Application Form.

4. I did not receive the confirmation email after completing Step 1

Please check your email spam or junk folder and ensure that lgps@ubcm.ca email is saved in your 'safe senders' list. Contact lgps@ubcm.ca to receive a copy of your Online Application Form submission and a copy of the Worksheet.

5. I have made a duplicate submission by accident

Only submit a final version of your application when completing the Online Application Form. If a duplicate submission is made in error please contact lgps@ubcm.ca as soon as possible.

6. Why can I not save a copy of the Online Application Form before submission?

The Online Application Form is intended for final application submissions only and does not have an option to auto-save responses. All application questions are included in the Program and Application Guide and should be reviewed before starting the online application process.

For all your other questions please contact:

Local Government Program Services

lgps@ubcm.ca

604-270-8226 ext. 220