



Local Government Training Program

A. Rationale

One of the goals of the Local Government Administrators of the NWT (LGANT) is to strive for and promote excellence and professionalism in the field of local government administration in the Northwest Territories through education and career development programs.

LGANT supports and encourages ongoing professional development of our membership through ongoing training opportunities. These training opportunities will assist our members in enhancing their knowledge, skills and abilities enabling them to be successful and confident in their roles across the territory.

B. Policy Statement

LGANT may award, each year, funding assistance of up to \$10,000 (ten thousand dollars) to five Regular Members in good standing to access training and professional development opportunities directly related to their current employment in local government in the Northwest Territories.

C. Eligibility

The funding is available to a Regular Member of the Association in good standing as per Section 2.2 of LGANT's Bylaws.

D. Criteria for Selection

- Financial need is not necessarily a factor in selection, but preference may be given if the award enables a member to participate in the training who otherwise may not be able to participate.
- The requested training and/or professional development must be directly related to the position they hold.

Candidates must:

1. Demonstrate a commitment to their Local Government and to the mandate of LGANT as their professional organization.
2. Indicate what they hope to gain from pursuing the opportunity.
3. Be willing to report back to the LGANT membership and board on their attendance



and participation.

4. Use the attached application form.

E. Examples of Training Options

There are a wide variety of training options that will be considered under this program. Some examples include:

- Courses toward a municipal government designation including registration fees and books or other learning materials;
- Courses directly attributable to the position held;
- Costs for mentoring and/or coaching from a qualified individual;
- Attendance at conferences to enhance skills including travel and accommodation (the conference should be directly linked to the position).

F. Application and Selection

1. Applications must be submitted to the Executive Director by email.
2. The Executive Director will forward applications to the Review Committee for review and will communicate the Committee's decision to the applicant. The Review Committee will be comprised of two LGANT Board Members and the Executive Director.
3. The decision of the Committee is final and is not open for appeal.

G. Payment, Use and Accountability for Attendance

1. Upon approval, funds will be given to the community and not to the individual taking part in the training and/or professional development.
2. All travel arrangements, registrations and accommodation are the responsibility of the successful recipient.
3. Approved funding can only be used by the individual who submitted the application and cannot be shared with others.
4. Upon completion of the training and/or professional development, the participant will provide a written summary of the outcome and how they benefited from participating.



APPLICATION FORM:
LOCAL GOVERNMENT TRAINING PROGRAM
2025/2026 Fiscal Year

***Regular Members** are the community government's **Senior Manager** in the Northwest Territories. (Senior Administrative Officer, Band Manager, Chief Administrative Officer, Town Manager, Council Manager, Chief Executive Officer or City Administrator). Successful recipients must be a member in good standing of LGANT and all registration fees must be up to date.*

Name _____

Community _____

Position _____

Mailing Address _____

Telephone _____

Fax _____

Email Address _____

How long have you been a Local Government Administrator?

What is the Training and/or Professional Development opportunity you are interested in taking? How will this benefit you in your current position? What knowledge, skills and abilities do you anticipate enhancing with this opportunity?

Provide a description of the training and/or Professional Development opportunity. Include whether it is in-person or online. Also, include the length and frequency of sessions.

What is the anticipated length of the Training and/or Professional Development opportunity?

What is the cost of the Training and/or Professional Development Opportunity? Please include all aspects of the costs and frequency/timing of the payment.

☐ I agree to submit a written report upon completion of the training.

☐ I agree to the terms set out in the LGANT Policy for the Local Government Training Program

Applicant Name: _____

Signature: _____

Date: _____

Please return this form by email to:

Local Government Administrators of the NWT

P.O. Box 2083 | Yellowknife, NT | X1A 2P6

Phone: (867) 765-5630

Email: executivedirector@lgant.com