

# Local Government Programs



## Learn

...interactive  
classes with leading  
local government  
professionals

## Network

...with others in  
your field



## Improve

...skills, knowledge  
and understanding of  
local government.



## Advance

... your career!



## FURTHER ADVANCEMENT OPPORTUNITIES

Capilano University Local Government Programs are widely recognized and can help local government professionals obtain further qualifications through:

- **The Provincial Board of Examiners** – After completing the Capilano University Certificate in Local Government Administration, local government officials may be eligible to receive one of four certificates.
- **International Institute of Municipal Clerks (IIMC)** – Members can complete some of the requirements for the Certified Municipal Clerk (CMC) designation by completing our MATI courses and Certificate Program.
- **University of Victoria** – Students who have successfully completed the Capilano University Local Government Administration Certificate may apply for block transfer credit for three unspecified courses to the University of Victoria's Diploma in Local Government Management.
- **Thompson Rivers University** – The courses taken for the Capilano University Certificate in Local Government are transferable to Thompson Rivers University, Open Learning toward the Bachelor of Commerce Degree in Public Sector Management.

## ADMISSION REQUIREMENTS

- Current employment in a municipality, regional district, First Nations government, Improvement District or supporting agency
- AND for the Certificate Program:*
- BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status or permission of the program coordinator.

## FACULTY

All our faculty are highly experienced local government practitioners:

**Jerry Berry**, BSc, MPA

**Stephen Fleming**, BA, MA

**Allison Habkirk**, BA, MA (Planning), MPA

**Alison McNeil**, BA, MA (Planning)

**Todd Pugh**, BA, MPA

**Michael Vaughan**, BArch, MA (UD), LLB

**Lisa Zwarn**, BA, LLB, Registered Parliamentarian

## FEES AND SCHOLARSHIPS

**Certificate Program** – Tuition fees for each course include all course materials; 2009-2010 fees are approximately \$810 per course.

**MATI Courses** – Fees are all-inclusive and cover tuition, course materials, accommodation for 5 nights, all meals and refreshment breaks, etc. Spring 2010 fees are approximately \$2,500 per course.

**Scholarships** for both the Certificate and MATI courses are available through the Board of Examiners for persons working in local government. Application are available on-line at: [http://www.cd.gov.bc.ca/lgd/gov\\_structure/board\\_examiners](http://www.cd.gov.bc.ca/lgd/gov_structure/board_examiners)

## FOR MORE INFORMATION AND TO APPLY, CONTACT:

**Alison McNeil, Program Coordinator**

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E-mail: [amcneil@capilanou.ca](mailto:amcneil@capilanou.ca)

Or

**Anna Delaney, Divisional/Dept. Assistant**

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# CAPILANO UNIVERSITY LEADS THE WAY IN PROFESSIONAL DEVELOPMENT FOR LOCAL GOVERNMENT

Through the delivery of practical, up-to-date programs, Capilano University is helping local government professionals throughout BC achieve their career goals, and local government employers meet their succession, retention and recruitment needs.

- The Local Government Administration Certificate Program** provides opportunities for participants to increase their knowledge of the political and organizational realities of local governments in BC, as well as to critically assess opportunities for change within these systems. Practical skills and current issues are incorporated in every course.
- The "MATI" (Municipal Administration Training Institute) Programs** are developed and run in partnership with the Local Government Management Association of BC. Each year, Capilano University offers MATI Leadership, MATI Advanced Communications Skills, MATI Managing People and MATI Community Planning.

## OUR STRENGTHS

- ✓ **Highly Relevant and Practical Program Content**
- ✓ **Expert Faculty**
- ✓ **Interactive Courses for Working Professionals**

All our programs are designed with and for professionals who are current employed by municipalities, regional districts, First Nations governments, improvement districts and supporting agencies in BC. Unique in BC, our classes are organized as **interactive seminars** encouraging the sharing of experience and expertise among participants and senior practitioners from the field. As a result, participants learn how to be more effective managers, leaders and change agents.

### Local Government Administration Certificate Program

<i>Length</i>	Each course is 6 days in length. Classes are held all day Friday and Saturday 1 weekend a month for 3 months.
<i>Dates</i>	<b>Fall</b> – 1 weekend in each of September, October and November. <b>Spring</b> – 1 weekend in each of January, February and March
<i>Locations*</i>	<ul style="list-style-type: none"> <li>• Lower Mainland</li> <li>• Okanagan</li> <li>• Vancouver Island</li> </ul>

\* See website for specific dates and locations ([www.capilano.ca/programs/local-government](http://www.capilano.ca/programs/local-government)).

The core program includes four courses (3 credits each), which provide 12 of the 15 credits required for the Certification in Local Government Administration.

**Local Government Administration in BC (PADM 200)** – This course includes discussion of the structures and administration of local governments, as well as current issues in local governance.

**Local Government Services in BC (PADM 201)** – This course examines the services that municipalities and regional districts provide to their citizens in British Columbia.

**Local Government Finance in BC (PADM 202)** – This course examines the practices and issues of municipal finance in British Columbia and includes discussion of the financial planning process including short term budgets and long term financial planning.

**Municipal Law in BC (PADM 203)** – This course focuses on legal principles pertaining to local governments in BC, including municipalities, regional districts and similar bodies that exercise delegated powers.

#### ELECTIVE COURSES:

**Fundamentals of Local Government Corporate Administration (PADM 209)**

New in 2008, this course is designed to assist staff in Corporate Administration/City Clerks to carry out their responsibilities more effectively and prepare them for leadership roles.

**NEW! Policy Skills for Local Government Professionals (PADM 305)**

This course provides staff with the skills and knowledge they need to better understand public policy issues, generate practical options and recommend action to decision makers.

### "MATI" Courses

<i>Length</i>	These courses are taught over 1 week (residential) - Sunday to following Friday.
<i>Dates</i>	The first three MATI courses shown below are held in the Spring each year. MATI CP is held in the Fall each year.
<i>Locations*</i>	<ul style="list-style-type: none"> <li>• Lower Mainland</li> <li>• Okanagan</li> </ul>

Municipal Administration Training Institute (MATI) courses can be taken for credit towards the Certificate (3 credits each) or for audit purposes.

**Leadership in Local Government Organizations (PADM 204)** – The program is designed to provide participants with new information and new research in the field of leadership studies. The format will provide many opportunities to learn and practice skills required for effective leaders.

**Advanced Communication Skills (PADM 205)** – The goal of the course is to have British Columbia local government professionals participate in communication skill-based training to become more effective in resolving conflict, council-staff relations, communicating with diverse populations, negotiating and coaching.

**Managing People in Local Government Organizations (PADM 207)** – This course focuses on organizational success in local government and provides students with the skills and knowledge to carry out their responsibilities as supervisors and managers in British Columbia local governments more effectively.

**Community Planning for Non-Planners (PADM 208)** – New in 2008, the goal of this course is to help local government professionals increase their understanding of planning challenges in communities and participate in skill-based training that will help them address these challenges.