



# MATI Community Planning in Local Government Organizations

October 2–7, 2011  
Lake Okanagan Resort, Kelowna, BC

Sponsored by  
Local Government Management Association of BC  
in partnership with Capilano University

With generous financial support provided by:



# MATI – COMMUNITY PLANNING

## Are you making planning decisions, but have no formal planning education or little planning experience?

You are not alone. Many BC municipalities have no registered planners on staff. MATI Community Planning is a program designed by a team of planners and educators especially for you.

### In this week long residential course you will...

- Work with some of the most highly regarded planners in BC, and build a network of local government and planning colleagues.
- Learn to work more effectively with Council and community members on planning and development issues.
- Develop a critical understanding of various planning approaches.
- Learn to administer various land use permits, regulations, bylaws, and subdivision processes.
- Learn to apply the principal approving officer tools.
- Learn to effectively oversee land use planning consultants.
- Bring a challenging planning issue to discuss with planning experts and colleagues.
- Take home a planning “tool kit” you can use on Monday morning.

## Time and Place

The 2011 session of MATI Community Planning will start at 4:00pm on Sunday October 2 at Lake Okanagan Resort, Kelowna. The course will run all week, with participants living “in residence” at the beautiful Lake Okanagan Resort. See: <http://www.lakeokanagan.com>. The program will end before lunch on Friday October 7th.



## The Sessions

### SUNDAY EVENING

**KEYNOTE SPEAKER** **Ron Mattiussi**, Chief Administrative Officer, City of Kelowna and MATI Mentor

**MODULE 1** ***Why Do I Understand Only Half of What Planners Say? An Introduction to the Planning Challenge.***

**Allison Habkirk**, Planner, Educator, Former Mayor and Councillor will demystify the maze of planning jargon and introduce the planning challenge exercise.



# MATI – COMMUNITY PLANNING

## MONDAY MORNING

### MODULE 2 *What is Planning, and Why Do We Do It?*

**Allison Habkirk** and **Ron Mattiussi** will lead the morning session. In this session you will explore why planning is important to manage change in communities and will examine issues such as:

- Why do we plan?
- What do planners do?
- Long range versus current planning
- Key 20th and 21 century planning movements and trends
- Trends shaping our towns and cities today
- Rural versus urban planning

## MONDAY AFTERNOON

### MODULE 3 *Planning Law: The Good, the Bad and the Ugly*

**Sandra Carter**, Valkyrie Law Group, will discuss key legislation relevant to planning in B.C. and will assist you in applying the legislation to specific local planning issues and initiatives. She will look at such issues as “What Acts and Regulations do you need to know?” “Planning Law Horror Stories,” and will offer a Legal Planning Clinic, where you can discuss your specific planning issues.

## MONDAY EVENING

**PARTICIPANT ROUNDTABLE** **Allison Habkirk** will facilitate this session where participants have the opportunity to present a major planning challenge facing their communities. (Credit students plus other willing participants).



## TUESDAY

### MODULE 4&5 *Planning Toolkit: Regulatory Tools and How to Use Them*

**Rob Buchan**, CAO, District of North Saanich  
**Linda Adams**, CAO, Islands Trust (and Planner)  
**Andrea Hudson**, Senior Planner – Urban Design, City of Victoria

In this interactive session, participants will learn about common planning tools and how to apply them. Included in this session are the following topics:

- What is a zoning bylaw? What is an OCP?
- How do you adopt a zoning bylaw?
- Development permits
- DVP’s: What they can and cannot do
- Temporary commercial use permits
- How does planning work with other departments
- Development extractions – gifting, bonusing, phased development agreements
- Development procedures
- Regional planning
- Growth management strategies
- Resource development
- Resource communities
- Rural sprawl
- Environmental planning and protection

## TUESDAY EVENING

### MODULE 6 *Roundtable Discussions with Planners*

This session involves an all-star team of planners to provide participants with an opportunity to ask questions about anything they ever wanted to know about planning. The team will include **Linda Adams**, CAO, Islands Trust; **Rob Buchan**, CAO, District of North Saanich; **Hope Burns**, Director of Planning, District of Central Saanich; **Ron Hintsche**, Current Planning Manager – South Division, City of Surrey; **Andrea Hudson**, Senior Planner, City of Victoria; **Ron Mattiussi**, CAO, City of Kelowna; **Deborah Sargent**, CAO, Town of Smithers; and **Gary Paget**, Senior Executive Director in the Local Government Department of the Ministry of Community, Sport and Cultural Development.

# MATI – COMMUNITY PLANNING

## WEDNESDAY MORNING

### MODULE 7 *Approving Officer's Role and Planning for Subdivision*

**Ron Hintsche**, Current Planning Manager – South Division, City of Surrey, and **Hope Burns**, Director of Planning and Approving Officer, District of Central Saanich, will cover:

- Basics – what it means to be an Approving Officer
- Links to planning bylaws – zoning and OCPs
- Typical process
- Working with the Ministry of Transportation
- Strata plans and bare land stratas

## WEDNESDAY AFTERNOON

### *Engaging your Community*

### MODULE 8 **Allison Habkirk, Cleo Corbett**, Long Range Planner, City of Vernon, and **Deborah Sargent**, CAO, Town of Smithers (and Planner), will lead an

interactive session, which will assist participants to manage advisory committees and public engagement processes.

Topics include:

- How to develop effective and efficient engagement plans
- Public hearings
- Public information meetings
- E-government
- First Nations consultation
- Charettes, surveys
- Special interest vs. public interest



## THURSDAY MORNING

### *Building Sustainable Communities*

MODULE 9 **Allison Habkirk, Alison McNeil, Lance Jakubec**, Sr. Consultant, CMHC, and **Brooke Marshall**, Environmental Planner, City of Vernon, will lead an interactive session, focusing on concrete actions to meet the needs of diverse residents locally, thereby reducing the necessity to commute and enhancing overall community livability.

## THURSDAY AFTERNOON

### *What You Need to Know About Hiring Planning Consultants*

MODULE 10 **Deborah Sargent**, CAO, Town of Smithers, **Ron Mattiussi**, CAO, City of Kelowna, and **Dan Huang**, Senior Planner – Principal, Urban Systems, will provide an interactive session, to assist participants to manage and evaluate contracted planning consultants effectively. The module will include:

- Request for Proposals (Small group exercise developing an RFP)
- How to find a planning consultant that is a good fit with your community and how to manage your consultant once you've hired them
- How to evaluate your consultant
- Planning students
- Contract planners
- How do you know when you need help?
- Key planning resources
- PIBC (Planning Institute of BC)

## FRIDAY MORNING

### WRAP-UP

Participants will present their planning challenge recommendations and a summary of what they learned at MATI Community Planning. A graduation ceremony will be held as the final gathering of MATI Community Planning. ***The course will end before lunch on Friday.***

# REGISTRATION

## University Credit Option

As with other MATI programs offered by Capilano University and LGMA, participants will have the option (not required) of enrolling in the program as a 3-credit Capilano University course, PADM 208. This course can be used as an elective toward the Professional Certificate in Local Government Administration at Capilano University, the Thompson Rivers Open University Bachelor of Commerce in Public Sector Management, and elective credit toward the Provincial Board of Examiners' certification.

## International Institute of Municipal Clerks (IIMC)

The IIMC grants the professional designation known as Certified Municipal Clerk (CMC). To earn the CMC designation, you must have the education and pertinent experience required by the IIMC. In terms of educational requirements, each of Capilano University's Local Government Program courses (including all Capilano MATI courses) is accepted by the IIMC towards the CMC designation when taken for credit. MATIs offered through Capilano University each provide 30 points of the total required 60 IIMC points. For more details on Capilano University courses and IIMC requirements, contact Alison McNeil at Capilano University ([amcneil@capilanou.ca](mailto:amcneil@capilanou.ca)) and visit the IIMC website at [www.iimc.com](http://www.iimc.com).

## How to Register

To register for attendance at MATI Community Planning, please go to the special CivicInfo website below, and register by Friday June 24, 2011:

<http://www.civicinfo.bc.ca/event/mati-cp.asp>

You will also receive a phone call from Alison McNeil, Chair, Public Administration Department – Local Government Programs, Capilano University, on or before June 24 to confirm details of your registration.

Note that because of the interactive nature of the course, enrolment will be limited to approximately 30 participants. Qualified candidates will be persons who can show a progressive career path, which has or will lead to a leadership position in local government.

## Fees

The fee per participant is **\$2,500 plus \$300.00 HST** for a total of **\$2,800.00**. This is an all-inclusive fee, which will cover tuition, course materials, accommodation, all meals and refreshment breaks, and all special recreational activities. Fees can be paid by credit card (Visa or MasterCard) on-line or by cheque at the time of registration.

Cheques should be made payable and sent to:

Local Government Management Association of B.C.  
7th Floor Central Bldg.  
620 View Street, Victoria, BC V8W 1J6

## Refund Policy

Refunds will be processed until June 27, 2011 subject to a \$50.00 LGMA administration fee. After June 27, no refunds are provided; however, registration may be transferable to another qualified candidate.



# FUNDING ASSISTANCE AND FACULTY

## Board of Examiners' Credit and Scholarship

**M**ATI Community Planning participants will be eligible for a scholarship from the provincial UBCM Commemorative Scholarship fund. Those interested in a scholarship may apply by submitting a scholarship application to the Board of Examiners. Application forms are available on-line from the Board of Examiners website at: [http://www.cd.gov.bc.ca/lgd/gov\\_structure/board\\_examiners/index.htm](http://www.cd.gov.bc.ca/lgd/gov_structure/board_examiners/index.htm)

If you are working towards certification from the Board of Examiners, please note that MATI Community Planning, when taken as credit course, is accepted as an Elective for the Provincial Board of Examiners' certification. For this reason, the Board will award credit students with higher scholarships than non-credit students.

For further information on the Board of Examiners please visit the Board of Examiners' website or contact Leta Hodge, Administrator, Provincial Board of Examiners, Victoria: 250.387.4053 or e-mail: [leta.hodge@gov.bc.ca](mailto:leta.hodge@gov.bc.ca)



## MATI Community Planning Faculty 2011

<b>Rob Buchan</b>	MATI Chair, CAO, District of North Saanich (and Planner)
<b>Ron Mattiussi</b>	MATI Mentor, CAO, City of Kelowna (and Planner)
<b>Linda Adams</b>	CAO, Islands Trust (and Planner)
<b>Hope Burns</b>	Director of Planning, District of Central Saanich
<b>Sandra Carter</b>	Valkyrie Law Group
<b>Cleo Corbett</b>	Long Range Planner, City of Vernon
<b>Allison Habkirk</b>	Educator, Planner, Former Councillor and Mayor Central Saanich
<b>Ron Hintsche</b>	Current Planning Manager – South Division, City of Surrey
<b>Dan Huang</b>	Senior Planner – Principal, Urban Systems
<b>Andrea Hudson</b>	Senior Planner – Urban Design, City of Victoria
<b>Lance Jakubec</b>	Senior Consultant, Canada Mortgage and Housing Corporation
<b>Brooke Marshall</b>	Environmental Planner, City of Vernon
<b>Alison McNeil</b>	Instructor, Local Government Programs, Capilano University (and Planner)
<b>Gary Paget</b>	Ministry of Community, Sport and Cultural Development
<b>Deborah Sargent</b>	CAO, Town of Smithers (and Planner)

If you have any questions, please contact:

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