



**To earn the Certificate in Local Government Administration, how many courses are needed?** Five in total.

There are FOUR required courses:

- **PADM 200** – Local Government Administration in BC
- **PADM 201** – Local Government Services in BC
- **PADM 202** – Local Government Finance in BC
- **PADM 203** – Municipal Law in BC

ONE elective course is also required. Students may choose from one of the following:

- PADM 204** – MATI® Leadership in Local Government Organizations
- PADM 205** – MATI® Advanced Communications Skills for Local Government Professionals
- PADM 207** – MATI® Managing People in Local Government Organizations
- PADM 208** – MATI® Community Planning for Local Government Professionals
- PADM 209** – Fundamentals of Local Government Corporate Administration
- PADM 210** – Management Fundamentals for Local Government Professionals
- PADM 305** – Problem Solving and Decision Making Skills – Policy Analysis for Local Government Professionals
- PADM 306** – Project Management Skills for Local Government Professionals
- PADM 307** – Ethics and the Responsible Local Government Professional
- PADM 308** – MATI® The Successful CAO: Local Government Advanced Management

*MATI® courses are held over 6 consecutive days and are in residence courses*

### **When can I register for classes?**

- For courses starting in January (Spring Term), registration begins in early November.
- For courses starting in September (Fall Term), registration begins in early July.
- Spring MATI® course registrations begin in January each year and Fall MATI® course registrations begin in March.

### **Can I get on a class list early?**

Yes. Contact [localgovernment@capilanou.ca](mailto:localgovernment@capilanou.ca) if you would like to be placed on a draft class list. This way you will receive early notification for registering in your course, and we can provide further information about how our programs can help meet your career goals.

**Do I have to take the courses in any particular order?** No. You may take PADM courses in any order.

New students generally start with the next course available in their regional area. Our core courses (PADM 200, 201, 202 & 203) appear in each regional area in specific rotating sequence. The program was designed so that regardless of which course a student started with, if you continued taking a core course each term (fall and spring terms), they would see each of the core courses in their regional area over those 4 terms.

### **What is the course cost and what does it include?**

- Course fees are \$1300 per course (estimated, and includes tuition and texts and refreshment breaks. Lunch is not included).
- MATI® courses (6 days in residence): 2023 course fees are below and these are all-inclusive fees which cover tuition, course materials, accommodation and meals:
  - LGMA Member \$2,980 + GST
  - Non-member \$3,250 + GST

**Is there financial assistance available?** Yes, see the [Board of Examiners](#) ; [LGMA](#) ; [CivicInfo](#) and [CapU Scholarships, Bursaries & Awards](#) websites for scholarship and bursary information.

### **Can more than one person from a local government register for each course?**

Yes. Note that for Board of Examiners scholarships (UBCM Commemorative), employers may endorse up to three employees per year.

## **COURSE INFORMATION:**

**For current course dates, locations and delivery modes see:** [CapU Local Government Programs](#)

## **IN PERSON COURSES:**

### **What are the class times for the in person courses?**

Classes start at 8:30 am and finish by 4:30 pm. Students attend all listed in person dates for a course. Please see below for additional health and safety information.

## ONLINE COURSES:

### Will the course be completed in “live” classes online or through online self-paced learning?

- **Both.** Some of the learning will also be completed by you on your own time and pace during the course. Your instructor will provide further information before the course starts on timing and assignments.
- Will online “live” sessions be recorded? **No** **Students are expected to attend ALL ‘live’ online classes.**

## MIXED MODE COURSES:

### What is mixed mode?

- Mixed mode combines **BOTH** in person classes and “live” online sessions. **Students are expected to attend ALL in person classes and ALL “live” online classes.**

### Will the online sessions be completed in “live” classes online or through online self-paced learning?

- **Both.** Some of the learning will also be completed by you on your own time and pace during the course. Your instructor will provide further information before the course starts on timing and assignments.
- Will online “live” sessions be recorded? **No** **Students are expected to attend ALL ‘live’ online classes.**

### What equipment do I need to take a PADM online or mixed mode course?

For online and mixed mode courses, a computer and internet access. Your computer should have speakers and a microphone (or you may want to use a headset with both). Cap U uses “eLearn” as our main online learning platform. WebEx, MS Teams and Zoom may be used for “live” online classes.

## GENERAL INFORMATION:

### Can I take any class and more than one class?

- Yes to both questions, if the live online/in-person class dates do not conflict. However, we **strongly recommend** that new students take one course in their first term, so you have an idea of work/ life/ school balance. The majority of our students take 1 course per term.
- Note that online and mixed mode courses require the same amount of work and effort as in-person courses, and you will have approximately 5-6 hours of course work per week.

**Will I get a textbook?** Yes, all texts will be provided to you. For online courses, texts will be online or sent by mail. For in-person and mixed mode courses, text will be distributed at the first class.

**What credentials are offered beyond the Local Government Administration and Local Government Leadership Development Certificates?** Students completing the Local Government Administration Certificate or the Local Government Leadership Development Certificate may wish to continue onto:

- **Local Government Administration Certificate (Advanced)**
- **Local Government Administration Diploma**

These credentials are best suited for students who wish to continue beyond the Local Government Administration Certificate or the Local Government Leadership Development Certificate level and:

- Are able to take courses offered in a 6 day in person format (MATI® courses)
- Have taken other post-secondary courses that can be considered for transfer credit

### Who is the Local Government Leadership Development Certificate for?

This certificate is designed for local government professionals with experience in a management or supervisory role, who are seeking to improve their leadership abilities and equip themselves for more senior positions. Admission requirements for this program include at least two years in a local government at the management or supervisory level. Please contact Talia Laberge for further information about this credential.

### For further information, please contact:

Talia Laberge, Divisional Assistant    604.990.7976    [localgovernment@capilanou.ca](mailto:localgovernment@capilanou.ca)

[www.capilanou.ca/local-govt](http://www.capilanou.ca/local-govt)