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|  | **LOCAL GOVERNMENT PROGRAMS**  **Student Information Form**  **FALL 2023 and SPRING 2024 Courses** |

* **PLEASE COMPLETE THIS FORM AND EMAIL DIRECTLY TO: localgovernment@capilanou.ca**

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| **SCHOOL OF PUBLIC ADMINISTRATION**  Capilano University  2055 Purcell Way Cedar Building 324  North Vancouver, BC V7J 3H5 | **Jamie McEwan, Program Chair**  Phone: 604.314.7185 jamiemcewan2[@capilanou.ca](mailto:amcneil@capilanou.ca)  **Anna Delaney, Divisional Assistant**  Phone: 604.990.7976 localgovernment@capilanou.ca |

**Form may be filled in and saved. Just tab through document and use the ‘X’ to select your courses:**

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| --- | --- | --- | --- | --- |
| **Name:** |  | | | |
| **Position Title:** |  | | | |
| **Employer:** |  | | | |
| **Work Phone:** |  | | | |
| **Work Email Address:** |  | | | |
| **I have a Capilano Student Number:** | | **NO** | **YES** | **Student Number:** |

**Courses you are planning to take in the FALL 2023 and SPRING 2024 terms:**

* **See Page 2 for: FAQs and additional information on online and mixed mode courses**
* **ALL courses are open to both NEW and CONTINUING students**

**PADM 200-01 Local Government Administration in BC (Online Course - See Page 2)**

Instructor: Lisa Zwarn Online: September 18 – November 10 (Lower Mainland Stream 1)**\***

**PADM 200-02 Local Government Administration in BC (Ramada Hotel, Kelowna)**

Instructor: Stephen Fleming Sept. 14, 15 & 16 and October 19, 20 & 21 *(Thursday to Saturday sessions)* (Kelowna Stream)**\***

**PADM 202 Local Government Finance in BC (Capilano U, Lonsdale location, North Vancouver)**

Instructor: Jamie McEwan September 22 & 23; October 27 & 28; November 24 & 25 (*Fri-Sat sessions)* (Lwr. Mainland Stream 2)**\***

**PADM 203 Municipal Law in BC (Mixed Mode Course – Parksville. See Page 2)** (Vancouver Island Stream)**\***

Instructor: *Mixed mode course:* Students attend **BOTH** the in person classes AND online classes

Lisa Zwarn *In person class dates & location:* September 13, 14 & 15 *(Wed-Friday session)* Beach Acres Resort, Parksville

*Online ‘live’ classes:*  September 27; October 11 & 25; November 8 - See Page 2 for course details

**PADM 305 Problem Solving & Policy Writing Skills for Local Government Professionals**

Instructors:  **(Mixed Mode Course – Kelowna. See Page 2)**

Linda Adams *Mixed mode course:* Students attend **BOTH** the in person classes AND online classes

Allison Habkirk *In person class dates & location:* September 21, 22 & 23 *(Thurs-Saturday session)* Ramada Hotel, Kelowna

*Online ‘live’ classes:* September 28; October 5 & 19; November 9 & 16 - See Page 2 for course details

**PADM 307 Ethics and the Responsible Local Gov’t Professionals (Capilano U, Lonsdale location, North Vancouver)**

Instructor: Jerry Berry October 12, 13, 14 and November 16, 17, 18 *(Thursday to Saturday sessions)*

I will NOT be taking a course in the FALL 2023 term

**\*Stream Selection:** Courses are offered in 3 regional areas (Lower Mainland, Vancouver Island and Okanagan).

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

**If you need assistance with course selection/streams, please contact: localgovernment@capilanou.ca**

**SPRING 2024 Term – Draft Schedule:** *(January to April - specific dates & delivery mode available in September)*

**PADM 200 Local Government Administration in BC** (Vancouver Island Stream)

**PADM 201 Local Government Services in BC** (Kelowna Stream)

**PADM 202 Local Government Finance in BC** (Lower Mainland Stream 1)

**PADM 203 Municipal Law in BC** (Lower Mainland Stream 2)

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

**PADM 210 Management Fundamentals for Local Government Professionals** (Lower Mainland)

I will NOT be taking a course in the SPRING 2024 term

**COMMENTS:**

April 14 2023

**FREQUENTLY ASKED QUESTIONS**

**Fall 2023 Courses**



**IN PERSON COURSE INFORMATION:**

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

Classes start at 8:30 am and finish by 4:30 pm. Please see the Fall 2023 dates for exact course dates and locations.

Students attend all listed in person dates for a course. Cap U will continue to follow all the latest directives provided by the Provincial Heath Officer.  Please see below for more information.

**ONLINE COURSE INFORMATION:**

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

* **Both.** Times and dates of the “live” online classes are shown below. 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.**

**When are the “live” online classes going to be held?**

Note that all courses will require additional self-paced work by students each week:

* **PADM 200-01** Four classes: Wednesday  **12:00 – 1:30 pm**  September 20; October 4 & 18; November 1, 2023

**MIXED MODE COURSE INFORMATION:**

**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.** Times and dates of the “live” online classes are shown below. Some of the online 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**

**When are the in person and “live” online classes going to be held?**

Note that all courses will require additional self-paced work by students each week:

* **PADM 203**  *In person classes:* Sept. 13, 14 & 15 *(Wed to Fri session)* 8:30 am to 4:30 pm, Beach Acres Resort, Parksville

*‘Live’ online classes:* Four classes: Wednesdays **12:00-1:30 pm** September 27; October 11 & 25; November 8

* **PADM 305**  *In person classes:* September 21, 22 & 23 (*Thur to Sat session)* 8:30 am to 4:30 pm, Ramada Hotel, Kelowna

*‘Live’ online classes:* Five classes: Thursdays **12:00-1:30 pm** September 28; October 5 & 19; November 9 & 16

**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.

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.

**When can I register for classes?**

* For courses starting in January 2024, registration begins in early November 2023.
* For courses starting in September 2023, registration begins in early July 2023.

**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.

*Please see next page*

**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.

**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 safety measures will be taken for in-person delivery?** For on campus courses (North Vancouver and Lonsdale locations) guidelines put in place by the Ministry of Advanced Education under direction of PHO will be followed. See the University’s [Campus Ready](https://capilanou.ca/about-capu/get-to-know-us/campus-ready/?utm_source=covid-19&utm_medium=web&utm_campaign=Redirect) and [Campus Safety](https://capilanou.ca/about-capu/get-to-know-us/campus-ready/campus-safety/). For courses held in hotels, PHO Orders in effect for ‘[Gatherings and Events’](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-issues/covid-19-novel-coronavirus)  on the course dates for will apply.

**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 3 employees per year.

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

Course fees are $1275 per course (estimated, and includes: tuition, texts, access to online learning platform with course materials).

**Is there financial assistance available?**  Yes, see the [Board of Examiners](https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/councils-boards/officers-employees/learning?keyword=board&keyword=of&keyword=examiners) and [LGMA](https://www.lgma.ca/scholarships) scholarship websites and

[CapU Scholarships, Bursaries & Awards](https://capilanou.ca/admissions/fees--finances/financial-aid--awards/scholarships-bursaries--awards/)

**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 202** – Local Government Finance in BC

• **PADM 201** – Local Government Services 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

**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. Please contact Anna Delaney for further information about this credential.

**For further information, please contact:**

Anna Delaney, Divisional Assistant 604.990.7976 [localgovernment@capilanou.ca](mailto:localgovernment@capilanou.ca)

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

April 14 2023