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 employees may be eligible to receive one of four certificates. See the Board of Examiners website, or search for ‘Local Government Staff and Development’ on the Government of BC website www2.gov.bc.ca.

- **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. www.iimc.com

- **Thompson Rivers University**
  Capilano University local government courses can be transferred to TRU’s Bachelor of Public Administration.

- **University of Victoria**
  In addition to undergraduate public administration courses, the University of Victoria offers a Master’s in Public Administration.

ADMISSION REQUIREMENTS

- Current employment in a municipality, regional district, First Nations government, Improvement District or supporting agency, or permission of the program manager.
- BC Secondary School Graduation (Grade 12) or equivalent.
- For the Local Government Leadership Development Certificate only, the above plus experience in a management or supervisory role, defined as employment that includes responsibility for supervising and evaluating the work of staff or contractors, and for maintaining a budget.

FEES AND SCHOLARSHIPS

Tuition fees for each course include all course materials. Fees are approximately $1,050 per course.

MATI Courses
Fees are all-inclusive and cover tuition, course materials, accommodation for five nights, all meals and refreshment breaks, etc. Fees are approximately $3000 per course.

Scholarships for Courses
Available through the Local Government Management Association and Board of Examiners websites. Or search for ‘Local Government Staff and Development’ on the Government of BC website www2.gov.bc.ca.

TO APPLY, CONTACT:
Alison McNeil, Program Chair
Phone: 604-990-7907
E-mail: amcneil@capilanou.ca

Anna Delaney, Divisional Assistant
Phone: 604-990-7976
E-mail: adelaney@capilanou.ca

Capilano University, School of Public Administration
Local Government Programs
2055 Purcell Way
North Vancouver, BC V7J 3H5

FACULTY
All our faculty are highly experienced local government practitioners:

- Linda Adams, BSc
- Jerry Berry, BSc, MPA
- Allison Habkirk, BA, MA (Planning), MPA
- John Leeburn, BComm, MBA
- Jamie McEwan, BA, MA
- Alison McNeil, BA, MA (Planning)
- David Nelson, BBA, MPA
- Todd Pugh, BA, MPA
- Lisa Zwarn, BA, LLB, Registered Parliamentarian

Great Teaching
Great Programs
Great Future

Network
... with others in your field.

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

Advance
... your career!
Local Government Administration Certificate Program

- **Length**: Each course is six days in length. Classes are held all day Friday and Saturday one weekend a month for three months.
- **Dates**: Fall – one weekend in each of Sept./Oct./Nov. Spring – one weekend in each of Jan./Feb./Mar.
- **Locations**: Lower Mainland • Okanagan • Vancouver Island
- **Admission Requirement**: Employment in a management or supervisory role.

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

**Local Government Administration in BC (PADM 200)**

- Develop a broad-based understanding of the fundamentals of local government administration. Topics include: legislative and organizational realities, the democratic process, principles of natural law, organizational structures, and intergovernmental relations.

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

- Focus on services delivered by BC local government and related challenges and current issues. Topics include: alternative service delivery options (e.g., public-private partnerships), downloading, e-government, performance measurement, and sustainability.

**Local Government Finance in BC (PADM 202)**

- Financial practices, issues, and challenges for local governments at both a macro and micro level are covered. Topics include: annual budget cycle, asset management, expenditure levels, and sources of revenues.

**Municipal Law in BC (PADM 203)**

- Improve understanding of legislation governing local governments, pertinent case law reports, legal constraints, principles of natural and fundamental justice, plus current issues and challenges. Topics also include bylaws and resolutions and how they may be challenged in the courts.

**Elective Courses**:
- **PADM 209 Fundamentals of LG Corporate Administration**
- **PADM 210 Management Fundamentals for LG Professionals**
- **PADM 305 Policy Skills for Local Government Professionals**
- **PADM 306 Project Management Skills for LG Professionals**
- **PADM 307 Ethics and the Responsible LG Professional**
- **PADM 308 MATI The Successful CAO**

Local Government Leadership Development Certificate

This program is designed specifically for local government professionals who seek to improve their leadership abilities and equip themselves for more senior positions.

- **Required Courses**:
  - **PADM 204 MATI Leadership in LG Organizations**
  - **PADM 205 MATI Advanced Communication Skills or equivalent**
  - **PADM 307 Ethics and the Responsible LG Professional**

**Elective Courses**:
- **Students select one of**:
  - **PADM 210 Management Fundamentals for LG Professionals**
  - **PADM 305 Problem Solving and Decision Making: Policy Skills for LG Professionals**
  - **PADM 306 Project Management Skills for LG Professionals**

**Students select two of**:
- **PADM 207 MATI Leadership People**
- **PADM 208 MATI Community Planning**
- **PADM 209 Fundamentals of LG Corporate Administration**
- **PADM 210 Management Fundamentals for LG Professionals**
- **PADM 305 Problem Solving & Decision Making: Policy Skills**
- **PADM 306 Project Management Skills for LG Professionals**
- **PADM 308 MATI The Successful CAO**

**Additional elective courses**
- **8 credits**
- **11 credits**

**Total Number of Courses Required**: 15+ 20+

*At least 50% of courses must be completed at Capilano University.*