

PADM MATI® Courses*

Length	These courses are taught over one week in residence - Sunday to following Friday.
Dates	The first three MATI courses shown below are held in the Spring each year. The last two MATI courses are held in the fall.
Locations	Okanagan • Lower Mainland Offered in partnership with the Local Government Management Association of BC.

*For specific dates and locations: www.capilanou.ca/local-govt/

Leadership in Local Government Organizations (PADM 204)

Gain knowledge of key practices and theory in the field of leadership studies. The format will provide many opportunities to learn and practice skills required for effective leadership in their organizations.

Advanced Communication Skills (PADM 205)

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)

Gain the skills and knowledge needed to more effectively carry out responsibilities as managers in local governments. Topics include employee performance management, labour relations, recruitment, selection, and succession planning.

Community Planning in Local Government Organizations (PADM 208)

Improve understanding of the processes, procedures, and rationale for community planning. Topics include use of regulatory tools (OCP, zoning), approving officers role, building sustainable communities, public engagement, planning law, and hiring a planning consultant.

The Successful CAO – Local Government Advanced Management (PADM 308)

Provides current and aspiring Chief Administrative Officers (CAOs) with strategies for long-term success in this senior executive position. The focus is on management knowledge and skills unique to this role in BC municipalities and regional districts.

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 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 chair.
- 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.

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
Todd Pugh, BA, MPA
Lisa Zwarn, BA, LLB, Registered Parliamentarian

FEES AND SCHOLARSHIPS

Certificate, Certificate (Advanced) and Diploma Programs

Tuition fees for each course include all course materials. Fees are approximately \$1,200 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 on the Government of BC website www2.gov.bc.ca.

FOR MORE INFORMATION AND TO APPLY, CONTACT:

Jamie McEwan, Program Chair

Phone: 604-314-7185

E-mail: jamiemcewan2@capilanou.ca

or

Anna Delaney, Divisional Assistant

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Local Government Programs
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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!



CAPILANO UNIVERSITY LEADS THE WAY IN PROFESSIONAL DEVELOPMENT FOR LOCAL GOVERNMENT

Through our 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:

- Local Government Administration Programs:**
Students increase their knowledge of the political and organizational realities of local governments in BC, and critically assess opportunities for change within these systems. Practical skills and current issues are incorporated in every course.
- MATI® (Municipal Administration Training Institute) Courses:**
Developed and run in partnership with the Local Government Management Association of BC. Each year, Capilano University offers PADM MATI courses including Leadership, Advanced Communication Skills, Managing People, and Community Planning.
- Local Government Leadership Development Certificate:**
Designed for professionals with experience in a supervisory role, who seek to improve their leadership abilities and equip themselves for more senior positions.

OUR STRENGTHS

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

Our programs are designed for professionals who are currently employed by municipalities, regional districts, First Nations governments, improvement districts and supporting agencies in BC. Classes are organized as **interactive seminars** encouraging the sharing of experience and expertise. Through seminars, course readings, and assignments, students examine a wide range of current practices and issues, developing critical thinking, writing, and presentation skills. As a result, students learn how to be more effective leaders, managers, and change agents.

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

*For specific dates and locations: www.capilanou.ca/local-govt/

The core program includes four courses (three credits each), which provide 12 of the 15 credits required for the Certification 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 frameworks, elections, Council-staff relations, public engagement, 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
- Any PADM MATI course offered through Capilano University (except PADM 308)

Local Government Leadership Certificate Program

Length	Each course is six days in length.
Dates	Fall – two three-day sessions in Sept. or Nov. or six-day consecutive MATI course Spring – same as above except two three-day sessions are in Jan. and Mar.
Admission Requirement	Employment in a management or supervisory role.

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

This Certificate requires completion of six courses (18 credits). Note that students who have already taken some PADM courses (e.g. Capilano University MATI courses), will need to select and complete the other courses required to earn this Certificate.

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:

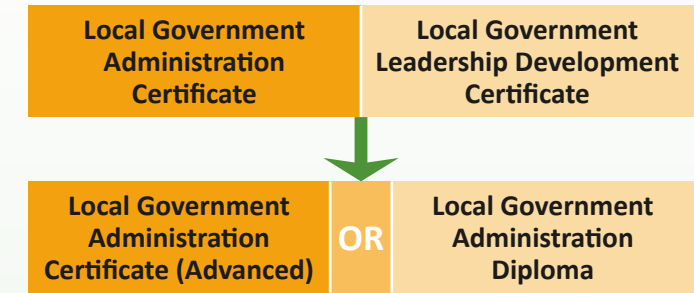
Students select one of:

- 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 Managing 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

PATHWAYS



Students can complete two of the four PADM credentials, either the Administration Certificate (Advanced) or Diploma following completion of their certificate.

Course	Required for Certificate (Advanced)	Required for Diploma
PADM 200	✓	✓
PADM 201	✓	✓
PADM 202	✓	✓
PADM 203	✓	✓
PADM 204		
PADM 205		✓
PADM 207		
PADM 208		
PADM 209	✓	✓
PADM 210		
PADM 305	✓	✓
PADM 306		
PADM 307		✓
PADM 308		
English or equivalent	✓	✓
Additional elective courses required (including PADM or others)	8	11
Total Number of Courses Required	15*	20*

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

[See Over](#)