

## PADM Local Government Programs Fall 2024 and Spring 2025 Courses

- Students seeking funding support may apply for scholarship funding through the Provincial Board of Examiners and Local Government Management Association websites.

### Fall 2024

Course and Instructor	Title <i>(Regional area/stream for continuing students)*</i>	Location <i>(see 'Course Offering' below for details)</i>	Dates & Times <i>(In person course times: 8:30 am to 4:30 pm Students attend ALL course dates listed)</i>
PADM 200-01 Lisa Zwarn	Local Government Administration in BC <i>(Lower Mainland Stream 2)</i>	Capilano University, Lonsdale Location, North Vancouver	September 18, 19 & 20 and October 16, 17 & 18 <i>(Wednesday to Friday session)</i>
PADM 201-01 Jamie McEwan	Local Government Services in BC <i>(Online Stream)</i>	Online	10 weeks: September 16 to November 22 Live online class times: Six classes: Wednesdays 4:00-5:30 pm September 18 & 25; October 9 & 23; November 6 & 20
PADM 201-02 Todd Pugh	Local Government Services in BC <i>(Vancouver Island Stream)</i>	Bayside Resort, Parksville	September 12 & 13 <i>(Thur-Fri session)</i> October 10 & 11 November 14 & 15
PADM 203 Lisa Zwarn	Municipal Law in BC <i>(Kelowna stream)</i>	Ramada Hotel, Kelowna	October 2, 3 & 4 and November 6, 7 & 8 <i>(Wednesday to Friday sessions)</i>
PADM 305 Linda Adams and Allison Habkirk	Problem Solving and Policy Writing Skills for Local Gov't Professionals <i>(Lower Mainland stream 2)</i>	Mixed Mode: Capilano University, North Vancouver AND Online	<ul style="list-style-type: none"> <li>In person classes in North Vancouver: September 25, 26 &amp; 27 <i>(Wed-Fri session)</i></li> <li>Live online classes: Five classes: Thursdays 12:00-1:30 pm October 10, 24, 31; November 21, 28</li> </ul>
PADM 307 Jerry Berry	Ethics and the Responsible Local Gov't Professional <i>(Kelowna stream)</i>	Ramada Hotel, Kelowna	October 23, 24 & 25 November 20, 21 & 22 <i>(Wednesday to Friday session)</i>

### Course Offering Information:

- All courses are open to both new and continuing students. Students generally start/continue with the stream/course in their regional area. For course selection queries, please contact [localgovernment@capilanou.ca](mailto:localgovernment@capilanou.ca)
- Tuition Fees: \$1275 per course (estimated, and includes tuition and texts)
- In Person classes: Students attend for all dates listed for the course. Class times are 8:30 am to 4:30 pm
- Mixed Mode classes: Combines both in person class sessions AND online sessions. **Students must attend BOTH the in person class dates and 'live' online classes**
- Online classes: Includes both 'live' classes online and online self-paced learning. **Students must attend 'live' online classes**

### Spring 2025 draft schedule

*(January to April. Specific dates available September 2024)*

Course	Title <i>(Delivery mode TBC)</i>	Regional Area <i>(For continuing students)</i>
PADM 200	Local Government Administration in BC	Kootenays
PADM 201	Local Government Services in BC	Lower Mainland Stream 2
PADM 202	Local Government Finance in BC	Vancouver Island Stream
PADM 202	Local Government Finance in BC	Kelowna Stream
PADM 203	Municipal Law in BC	Online
PADM 209	Fundamentals of Local Gov't Corporate Administration	Kelowna Stream
PADM 210	Management Fundamentals for Local Gov't Professionals	Kelowna Stream

### For further information, please contact:

**Jamie McEwan, Program Chair**      604.314.7185      [jamiemcewan2@capilanou.ca](mailto:jamiemcewan2@capilanou.ca)  
**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)



### IN PERSON COURSE:

#### 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 2024 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 Health 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 201-01** Six classes: Wednesdays **4:00 – 5:30 pm** September 18 & 25; October 9 & 23; November 6 & 20, 2024

### 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 305** *In person classes:* September 25, 26 & 27 (*Wed to Fri session*) 8:30 am to 4:30 pm, CapU, Lonsdale location  
*‘Live’ online classes:* Five classes: Thursdays **12:00-1:30 pm** October 10, 24 & 31; November 21 & 28

### 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 September 2024, registration begins in early July 2024.
- For courses starting in January 2025, registration begins in early November 2024.

#### 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 and Campus Safety. For courses held in hotels, PHO Orders in effect for ‘Gatherings and Events’ 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 three 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 and LGMA scholarship websites and CapU 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 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

**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 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)

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