



PADM 209
**Fundamentals of
Local Government
Corporate Administration**

Spring 2023 - North Vancouver, BC
Course combines in person and online classes
In person classes: February 2, 3, & 4, 2023
Online classes: Three classes. See details below

The goal of this course is to provide local government staff who work in or with the Corporate Administration (Clerk's) Department, with an understanding of its roles and functions, plus essential skills and knowledge to prepare them for more senior leadership roles in their organizations.

If you are currently employed by a municipality, regional district, or supporting agency in British Columbia and work in this field or would like to, this course is for you!

Time and Place – Spring 2023

Mixed Mode Course: Students attend **both** in person and online classes

In Person Classes: One 3-day session: February 2, 3, & 4, 2023
8:30 am - 4:30 pm

Online Classes: Three sessions. Wednesdays, 12:00 pm - 1:30 pm,
February 15, March 1, March 8, 2023

Location: Capilano University, Lonsdale Location,
250-125 Victory Ship Way, North Vancouver, BC

COURSE CONTENT

Through this course you will:

1. Identify the **legislative provisions** to carry out various Local Government functions.
2. Provide **quality administrative support** to Council operations.
3. **Draft bylaws and policies**, which are legislatively sound and fulfill municipal objectives.
4. **Apply parliamentary law** during formalized meetings of Councils and Boards.
5. **Communicate effectively** with Council by means of oral presentations and written submissions.
6. Ensure proper conduct of formalized **public consent processes**.
7. Respond to basic and complex **Freedom of Information (FOI)** requests.
8. Administer a **municipal election** in accordance with the law.
9. Understand the principles of sound **records management**.

LEARN FROM EXPERTS IN THE FIELD

With instructor **Lisa Zwarn**, BA, Juris Doctor, Local Government Consultant, Professional Registered Parliamentarian, and former City Clerk.

REGISTRATION

To register, complete the **Student Information Form** available at: www.capilanou.ca/local-govt/ and email form to adelaney@capilanou.ca or for more information, contact **Jamie McEwan**, Chair, School of Public Administration – Local Government Programs, Capilano University, 604-314-7185, jamiemcewan2@capilanou.ca

FEES AND CREDITS

This three credit course may be taken as an elective for the Certificate and Advanced Certificate Programs in Local Government Administration at Capilano University, and is a required course for the Diploma. It is also a **required** course for our **Local Government Leadership Development Certificate**. The course fee is approximately \$1300 and includes all texts and materials. Funding assistance is available from the **Board of Examiners**, and the **Local Government Management Association**.

Register
Today!

Great Teaching

Great Programs

Great Future