


**PADM 209**

# Fundamentals of Local Government Corporate Administration

Spring 2015



**T**he 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.

**Register  
Today!**

**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!**



**Great Teaching**

**Great Programs**

**Great Future**



# Fundamentals of Local Government – Corporate Administration

## COURSE CONTENT

Through this course you will learn to:

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. Have a basic knowledge of **land use and planning** as it applies to Council operations.
6. **Communicate effectively** with Council by means of oral presentations and written submissions.
7. Ensure proper conduct of formalized **public consent processes**.
8. Respond to basic and complex **Freedom of Information (FOI)** requests.
9. Administer a **municipal election** in accordance with the law.
10. 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.

**Time and Place – Spring 2015** The course is 6 days total in length, being held in two increments from 8:30 am to 4:30 pm, Thursday to Saturday on: **January 15, 16, 17 and March 5, 6, 7, 2015.**

Capilano University, 2055 Purcell Way, North Vancouver, BC

## Fees and Credits

This 3 credit course is an elective for the Certificate Program in Local Government Administration. As part of the course, students will have the opportunity to write an examination which will enable them to become members of the National Association of Parliamentarians.

Tuition for **Fundamentals of Local Government Corporate Administration (PADM 209)** will be approximately \$940 (includes all course materials).

## Registration and Information

To register, complete the **Student Information Form** available at:

[www.capilanou.ca/local-govt/](http://www.capilanou.ca/local-govt/) and email form to [adelaney@capilanou.ca](mailto:adelaney@capilanou.ca) or for more information, contact

Alison McNeil, Chair, School of Public Administration –  
Local Government Programs, Capilano University, 604-990-7907,  
[amcneil@capilanou.ca](mailto:amcneil@capilanou.ca)

**Register  
Today!**