

PUBLIC ADMINISTRATION

This program is designed with and for professionals currently employed in a Municipality, Regional District, Improvement District, First Nations Government or supporting agency in British Columbia.

The purpose of the program is to provide opportunities for participants to gain increased knowledge of the political and organizational realities of local governments in BC and to identify opportunities for change within these systems. It is expected that participants will be more effective managers, leaders and change agents as a result of their involvement in the program. Participants will gain a broader understanding of local government functions in British Columbia, and will have opportunities to network with local government colleagues and to meet leaders in their field of local government.

This program has been developed in cooperation with the Local Government Management Association of BC, the Provincial Board of Examiners, and members of the local government communities in northwest BC and throughout the province.

Apply to CMTN

Visit Apply to CMTN (<https://www.coastmountaincollege.ca/admissions/apply-to-cmtn/>) for an Admissions Checklist and to apply online.

Our Educational Advisors (<https://www.coastmountaincollege.ca/student-services/student-support/educational-advising/>) are here to help if you have any questions or need guidance along the way.

Dates and locations

Intake	Location
PADM 201: September 23, 2021 - September 25, 2021	Smithers

This is a part-time program, specifically designed for people working full-time in the field of local government. The program offers one course per semester (Fall and Winter semesters only). Classes are organized as interactive seminars, with professional faculty and highly regarded local government guest speakers leading most of the sessions.

Experience with this program has shown that most participants complete the program in two years, and graduate with a CMTN Certificate in Local Government Administration.

Code	Title	Credits
PADM 200	Local Government Administration in BC	3
PADM 201	Municipal Finance in BC	3
PADM 202	Local Government Service in BC	3
PADM 203	Municipal Law in BC	3
Total Credits		12

- Experience/ Current employment in a public sector environment (First Nations, Municipal, Regional, NGO); OR
- Grade 12 or equivalent; AND
- Permission of Instructor (<https://www.coastmountaincollege.ca/docs/default-source/forms/admissions-registration-and-records-forms/permission-of-instructor-form-cmtn---fillable.pdf>)

Fees	Full-time domestic Cost per 3 credit course
Tuition	\$977.52
Student Union fees	\$41.99
Mandatory fees	\$22.68
Textbook	\$80.00
Total tuition:	\$1,122.12

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These fees are term based and may vary due to the length of the program.

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Please note that these are approximate costs and may vary depending on courses taken.

Fees effective as of August 1, 2021 for the 2021/22 academic year.

Please note students usually complete 4 courses over 2 years. Courses are offered on a rotating basis.

Scholarship opportunities

The Board of Examiners^[1] administers two scholarship programs for which it accepts applications (http://www.cscd.gov.bc.ca/Lgd/gov_structure/library/BOE_Application_Scholarship.pdf). Both scholarship programs use the sample application form.

The Union of British Columbia Municipalities (UBCM) Commemorative Scholarship Program

This provincially funded scholarship program was established to commemorate the 75th anniversary of the Union of British Columbia Municipalities. This program provides financial assistance to persons working in local government in the province who:

1. Are taking courses leading to certification and/or
2. Wish to upgrade their professional skills through enrolment in post-secondary courses of study and/or attendance at other courses relating to local government administration.

The Jeff McKelvey Scholarship Program

In 1986, the UBCM established this program upon the retirement of the late Jeff McKelvey, who served as Executive Director of the UBCM for fourteen years. Any local government employee is eligible to receive an award from this fund to assist in improving job skills.



1

Please note: these scholarship opportunities are offered directly through the Board of Examiners, not through CMTN. Interested students are encouraged to download the application form and submit to the BOE.

Career opportunities

Coast Mountain College's Local Government Certificate is widely recognized and can help local government professionals achieve further qualifications in their field. The following opportunities may be available to graduates of this program:

Board of Examiners (BOE) - provincial certification program

In British Columbia, local government officials may receive certification from the Board of Examiners. Although certification is often used by councils or regional boards in the recruitment or advancement of their staff, it is not mandatory for a local government corporation to employ only persons who hold certification.

Visit the Board of Examiners (http://www.cscd.gov.bc.ca/Lgd/gov_structure/board_examiners/index/) website for further information about this certification process and requirements.

