

# 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
Fall 2025 - PADM 201- September 10-12 and November 5-7	Terrace
Winter 2026- PADM 200- March 4-6 and April 8-10	Terrace

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
<b>Total Credits</b>		<b>12</b>

- 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	\$1,058.13
Student Union fees	\$56.38
Mandatory fees	\$24.45
Textbook	\$80.00
<b>Total tuition:</b>	<b>\$1,218.96</b>

**Fees effective as of August 1, 2025 for the 2025/26 academic year.**

1

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

2

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

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

## Scholarship opportunities

The Board of Examiners[1] offers two scholarship programs, UBCM Commemorative and Jeff McKelvey, that are available to eligible local government employees who wish to work towards certification or upgrade their professional skills.

### 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.

For more information on the BOE scholarship programs including the application form, please visit the website at [www.gov.bc.ca/localgov-board-of-examiners/](http://www.gov.bc.ca/localgov-board-of-examiners/) (<http://www.gov.bc.ca/localgov-board-of-examiners/>).

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**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

The Board of Examiners offers certification programs to improve and recognize the professional skills and education of B.C.'s local government staff and build their administrative capacity. The Board awards certificates to individuals who have satisfied the educational and work experience criteria, as set out by the Board's regulation.

There are four categories of certification available:

- Certificate in Local Government Service Delivery
- Certificate in Local Government Administration
- Certificate in Local Government Statutory Administration
- Certificate in Local Government Executive Management

For more information about the Board of Examiners Certification Program including eligibility and requirements, please visit the Board's website at: [www.gov.bc.ca/localgov-board-of-examiners/](http://www.gov.bc.ca/localgov-board-of-examiners/) (<http://www.gov.bc.ca/localgov-board-of-examiners/>).

