

Guide to Local Government Education and Credentials in BC

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Preface & Acknowledgements



The Guide to Local Government Education and Credentials in BC could not have come to fruition without the financial aid and support from the Municipal Financial Authority (MFA) and the Len Traboulay Education Fund which they administer. The Len Traboulay Education Fund exists to support educational opportunities for local government in BC. The MFA's dedication to local government employee education is admirable and it is hoped this Guide will aid in pursuing that ambition.

Appreciation is also extended to both Capilano University and the University of Victoria for providing additional funding for the completion of this project.

Finally, CivicInfo BC must be given thanks for providing funding, research workspace and for hosting the final product online on their website.

Introduction

The Guide to Local Government Education and Credentials in BC was a project created to fulfill several purposes. A central purpose is to provide a roadmap for local government staff and management to follow in order to fulfill their educational path, frequently through receiving a Board of Examiners Local Government Employees Certification. However, the Guide is also intended as a resource and information hub for a broader audience, including: current or prospective post-secondary students, BC post-secondary institutions, organizations with ties to BC local governments and relevant organizations outside of BC.

The guide aims to promote post-secondary local government and related programs, Board of Examiners certification, continuing education (for local government employees and beyond), and opportunities to enter local government and related programs through potential scholarships and bursaries.

The primary framework for organizing and researching the guidebook was the requirements for the Board of Examiners certificates. Following that pattern, the next level of organizing the guidebook were major programs with a focus on local government or directly related to local government, but which didn't lead directly to BOE certification. The focus of the guidebook is primarily on administrative programs. Information on trades and technical programs, while often directly related to local government through such departments as public works, are not included in the guide because of the variety and wide scope of such programs.

The guide will be provided online in order to make searching easy and because the guide can be updated regularly with current relevant information.

Section I: Board of Examiners Certificates

The Board of Examiners, a provincial body, recognizes and supports the work of BC local government employees. Its principal goal is to improve the professional skills of British Columbia's local government employees and one method to reach this goal is by recognizing the professional standing of local government employees through granting them certification. The Board awards certificates to local government employees who have satisfied the educational and work experience criteria, as set out by the Board regulations.

There are 4 available BOE certificates designed for a variety of employees and management. The Certificate in Local Government Service Delivery is an entry level certificate for local government employees who are not statutory officials or department heads. The Certificate in Local Government Administration is intended for management. The Certificate in Local Government Statutory Administration is intended for management in statutory positions (corporate or financial officers or deputies). Finally, the Certificate in Local Government Executive Management is meant for Chief Administrative Officers (CAO) or Deputy CAOs.

The following Table 1 provides an overview of the current Board of Examiners certificate program and the criteria required to receive a particular certificate.

Table 1: Board of Examiners Certificate Program Overview

Required Core Courses	Certificate in Local Government Service Delivery	Certificate in Local Government Administration	Certificate in Local Government Statutory Administration	Certificate in Local Government Executive Management *
Local Government Administration in BC	✓	✓	✓	✓
Local Government Services in BC	✓	✓	✓	✓
Local Government Finance in BC	✓	✓	✓	✓
Local Government Law in BC	✓	✓	✓	✓
Managing in Public and Non-Profit Organizations (UVic ADMN 312)		✓	✓	✓
Urban and Regional Economics (UVic ADMN 445)		✓	✓	✓
Local Government Law (UVic ADMN 452)		✓	✓	✓
Local Government Policy (UVic ADMN 465 or Capilano PADM 305)		✓	✓	✓
Ethical Public Management (UVic ADMN 422)				✓

✓ = Required for Certificate

Table 1: Board of Examiners Certificate Program Overview

Other Requirements	Certificate in Local Government Service Delivery	Certificate in Local Government Administration	Certificate in Local Government Statutory Administration	Certificate in Local Government Executive Management *
Other Elective Courses Required	8 credit courses	2 additional courses from the UVic Diploma Programs (or equivalent), plus 8 other credit courses	2 additional courses from the UVic Diploma Programs (or equivalent), plus 8 other credit courses	3 additional courses from the UVic Diploma Programs (or equivalent), plus 10 other credit courses
Local Government Work Experience	36 months or Equivalent	48 months of managerial experience, or equivalent	48 months in a statutory or deputy position, or equivalent	48 months of employment in a BC local government; of which 24 months must be as a CAO or Deputy CAO
Special Requirements				Oral and Written Presentation to the Board of Examiners

* Those with the Executive Management Certificate may also earn a "Professional Development Endorsement" upon completion of activities totalling 100 credit units over a period of 3 years. See Appendix C for details.

Section II - Post Secondary Programs for Local Government Practitioners

i) Institutions Offering the Four Core Courses of BOE Local Government Certification

Each BOE certificate requires the completion of 4, 8 or 9 core courses, as set out by the Local Government Employees Certification Regulation. The 4 to 9 core courses are the starting points for the roadmap to achieve certification.

Table 2: Institutions Offering the Four Core Courses of BOE Local Government Certification

Core Course Name	<i>Camosun College</i>	<i>Capilano University</i>	<i>College of the Rockies</i>	<i>Northwest Community College*</i>	<i>UNBC</i>	<i>UVic**</i>
Local Government Administration in BC	PADM 112	PADM 200	PADM 440	PADM 200	POLS 316-3	
Local Government Services in BC	PADM 227	PADM 201	PADM 341	PADM 201	POLS 251-3	EQA= ADMN 423***
Local Government Finance in BC	PADM 230	PADM 202	PADM 442	PADM 202	POLS 260-3	
Local Government Law in BC	PADM 240	PADM 203	PADM 343	PADM 203	POLS 250-3	EQA= ADMN 452***

* Note: The courses at Northwest Community College are based on Capilano University courses, but with more emphasis on First Nations content.

**Note: Please see the UVic section of the guidebook for their programs which also count as being equivalent to the four core courses.

*** Note: Taking UVic's ADMN 423 and ADMN 452 meets the requirements for Local Government Services in BC and Local Government Law in BC, respectively.

Prior Learning Assessment (and Recognition)

A student's previous life or work knowledge and skills can be translated into course credits either for entry into a program, or used towards completing a degree or certificate. All BC post-secondary institutions have policies regarding Prior Learning Assessment (PLA), although not for every program. Please check with the individual post-secondary institution for their policy on PLA, and what methods they use to assess prior learning (written tests, portfolios, interviews, presentations, etc). Please note, PLA does not recognize life or work experience, rather it acknowledges the knowledge and skills gained from that experience.

PLA Links

<http://www.aved.gov.bc.ca/pla/welcome.htm>

Program Course List Explanatory Note

Not all courses (required or electives) are listed for each program/degree. Only the courses required for a Board of Examiners certificate or directly related to local government are listed. For a full list of a program/degree's required courses and available electives, please consult the respective post-secondary institution website and/or course calendar. Links to all the program/degrees listed in the guidebook are available in their individual descriptions and in Section IV: Links.



CAMOSUN COLLEGE

Programs

1. Credential / Program: Local Government Administration Certificate

URL

<http://bus.camosun.bc.ca/padm/programs/cert.htm>

Contact

Michelle Clement, Program Leader
School of Business, Public Administration
Phone: (250) 370-4419
Email: clement@camosun.bc.ca

Length

Approx. 1 year.

Admission Requirements

English 12 with a C or equivalent.

Transferability and Laddering

Credit for electives can be transferred from any recognized BC post-secondary institution. The certificate can be upgraded to an Advanced Diploma in Managing for Government. This requires an additional 4 courses (12 credits).

The certificate may also be upgraded to a two-year full-time Diploma in Public Administration for on campus students.

Program Description

A part-time undergraduate program in local government with core courses delivered in a mix of face to face and online, although it can be completed fully online. The certificate is composed of the 4 core courses and 2 elective courses, for a total of 18 course credits.

2. Credential / Program: Advanced Diploma in Managing for Government

URL

<http://bus.camosun.bc.ca/padm/programs/advdipl.htm>

Contact

Michelle Clement, Program Leader
School of Business, Public Administration
Phone: (250) 370-4419
Email: clement@camosun.bc.ca

Length

Approx. 2 years for part-time students.

Admission Requirements

The Advanced Diploma requires: A) a post-secondary degree and BUS 130 (Business Communications) or equivalent OR B) 5 years related work experience in the public sector, some academic or professional development activities after high school, and BUS 130 or equivalent.

Transferability and Laddering

Students who have the Local Government Administration Certificate can transfer that certificate in full to the Advanced Diploma; only 4 additional courses are required to receive the Diploma.

Program Description

The Advanced Diploma is for professionals working in government. There are 8 required courses and 2 electives, for a total of 10 courses (30 credits).

3. Credential / Program: Diploma Program in Public Administration

URL

<http://bus.camosun.bc.ca/padm/programs/dipl.htm>

Contact

Michelle Clement, Program Leader
School of Business, Public Administration
Phone: (250) 370-4419
Email: clement@camosun.bc.ca

Length

Approx 2-3 years for full time students.

Admission Requirements

- A) C+ in English 12 or equivalent
- B) C in Applications of Math 11, Principles of Math 12 or equivalent
- AND (for career entry):
- C) A minimum of three years public sector work experience
- D) A letter of recommendation from the student's employer; and
- E) Assessment by the Public Administration Program Leader.

Transferability and Laddering

The Certificate in Local Government Administration can be fully transferred to the Diploma Program.

Program Description

The Diploma is for students who require more work experience and are seeking a career in government at the municipal, provincial or federal level. There are 21 required courses and 1 elective, for a total of 22 courses (65 credits).

Programs

1. Credential / Program: Local Government Administration Certificate

URL

<http://www.capilanou.ca/programs/local-government/local-government-certificate-program.html>

Contact

Alison McNeil, Program Chair
Public Administration Department
Phone: 604-990-7907
E-mail: amcneil@capilanou.ca

Length

Approx 1-2 years for part-time students.

Admission Requirements

BC Secondary School Graduation (Grade 12) or equivalent OR Mature Student status OR permission of the program coordinator; AND
Current employment in a municipality, regional district, First Nations government, Improvement District or supporting agency.

Transferability and Laddering

The elective course can be transfer credit from another institution.

Program Description

A public administration program for local government employees with monthly weekend interactive classes. There are 4 required courses and 1 elective course (15 credits total). Capilano offers courses in four locations: Parksville, Kelowna, North Vancouver, and Richmond.



COLLEGE OF THE ROCKIES

Programs

1. Credential / Program: Local Government Management Certificate

URL

http://www.cotr.bc.ca/businessadmin/cotr_web.asp?IDNumber=168

Contact

Elaine Eccleston, Instructor
Business Administration Department
Phone: 250-489-2751-ext 3398
Email: eccleston@cotr.bc.ca

Length

1 year for full time students, and up to 5 years for part time students.

Admission Requirements

BC Secondary School Graduation (Grade 12) or equivalent, with English 12 or equivalent and Math 11.

Transferability and Laddering

PADM courses meet the requirements for the Board of Examiners four core courses.

Program Description

The program helps prepare students for employment in local governance and other management training positions. All of the public administration (PADM) courses are offered fully online and self paced. College of the Rockies takes PADM course enrolments any time between Sept 1 and Jan 31 in each year. Students have 6 months or until the end of April to complete a PADM course, whichever comes first. The other courses have regular registration requirements. The certificate is composed of 10 courses (30 credits), with 7 mandatory courses and 3 electives available from a set list.

2. Credential / Program: Tourism and Recreation Management Certificate

URL

http://www.cotr.bc.ca/TourismRec/cotr_web.asp?IDNumber=157

Contact

Grant Unger
Program Coordinator
Phone: 250-489-2751 ext 3570
Email: unger@cotr.bc.ca

Length

Approx. 1 year.

Admission Requirements

BC Secondary School Graduation (Grade 12) or equivalent, with English 12 or equivalent and Math 11.

Transferability and Laddering

The Certificate is the same as the first year of the Diploma program and can be fully transferred.

Program Description

A generalist program where students develop functional and transferable skills that enable them to gain employment in a number of recreation and tourism businesses. Students will be prepared for entry-level positions.

3. Credential / Program: Tourism and Recreation Management Diploma**URL**

http://www.cotr.bc.ca/TourismRec/cotr_web.asp?IDNumber=157

Contact

Grant Unger
Program Coordinator
Phone: 250-489-2751 ext 3570
Email: unger@cotr.bc.ca

Length

Approx. 2 years.

Admission Requirements

BC Secondary School Graduation (Grade 12) or equivalent, with English 12 or equivalent and Math 11.

Transferability and Laddering

COTR Tourism Diploma students receive a full 2 year block transfer to Vancouver Island University's Bachelor of Tourism Management; Major in Recreation program.

Program Description

A generalist program where students develop functional - transferable skills that enables them to gain employment in a number of recreation and tourism businesses. Students will be prepared for supervisory roles.



NORTHWEST COMMUNITY COLLEGE

Programs

1. Credential / Program: NWCC Certificate

URL

<http://www.nwcc.bc.ca/>

Contact

Dave O'Leary
CIO & Dean of Business and Technology
Northwest Community College
Phone: 250-638-5402
Email: doleary@nwcc.bc.ca

Length

No set length.

Admission Requirements

Contact Dave O'Leary.

Transferability and Laddering

None.

Program Description

The public administration courses offered at Northwest Community College have particular emphasis on First Nations, Rural and Remote Local Government content.

2. Select List of Other Programs Offered by This School:

Consult the Northwest Community College's website for information about these programs that, while not necessarily related to local government, may be of interest to those working in the sector.

- Sustainable Tourism Certificate
- Business Administration Diploma

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Programs

1. Credential / Program: Public Administration Certificate

URL

http://www.unbc.ca/calendar/certificates/public_administration.html

Contact

Dr. Gary Wilson
Associate Professor, Department of Political Science
Phone: 250-960-5514
E-mail: wilsong@unbc.ca

Length

Approx. 1-2 years.

Admission Requirements

BC Secondary School Graduation (Grade 12) or equivalent.

Transferability and Laddering

University transfer credits can be applied to the program, as appropriate, to a maximum of 15 credit hours (5 courses).

The certificate is equivalent to one year of university; therefore it can be fully transferred to a 3 year Bachelor degree.

Program Description

A general local government public administration program. The courses place special emphasis on local government in the north. The program consists of 10 courses (30 credits), 9 mandatory and 1 elective course.

2. Credential / Program: Bachelor in Public Administration and Community Development

URL

http://www.unbc.ca/calendar/undergraduate/undergraduate_programs/geography.html#publicadministration

Contact

Michelle Keen, Administrative Assistant
Geography / Resource Recreation and Tourism Programs
University of Northern British Columbia
Phone: 250-960-5832
Email: keenm@unbc.ca

Length

4 years full time.

Admission Requirements

BC Secondary School Graduation (Grade 12) or equivalent.

Transferability and Laddering

Students may be eligible to receive up to 90 credit units of transfer credit from a recognized sending institution.

Program Description

A general undergraduate degree in public administration. The degree is composed of 40 courses (120 credit hours) and it is possible for students to achieve a 'specialization' of course work. A specialization will require 8 courses (24 credit hours) from one of the specializations: Specialization in Local Public Administration or Specialization in Planning.

3. Credential / Program: Bachelor in Planning, Major in Northern and Rural Community Planning

URL

<http://www.unbc.ca/planning/>

Contact

Elissa Zemlak, Administrative Assistant
School of Environmental Planning
Phone: 250-960-6173
Email: zemlak@unbc.ca

Length

4 years full time.

Admission Requirements

BC Secondary School Graduation (Grade 12) or equivalent.

Transferability and Laddering

The Langara College Diploma in Urban Planning may be fully transferred to this program.

Program Description

The Bachelor of Planning degree provides a broad education in environmental planning. The program is composed of 40 courses (120 credit hours), with 23 courses (69 credit hours) in general courses, and 17 courses (51 credit hours) in specialized major courses.

Programs

1. Credential / Program: Professional Specialization Certificate in Local Government Management

URL

<http://publicadmin.uvic.ca/programs/undergraduate/certificates/requirements.php#localGovernmentManagement>

Contact

Heather Kirkham, Program Manager
Undergraduate Programs & MA in Dispute Resolution
School of Public Administration (SPA)
Phone: 250-721-8067
Email: hkirkham@uvic.ca

Length

Approx. 1 year.

Admission Requirements

A Bachelor's degree and at least two years' work-related experience.

Cost

\$1,869.20

Transferability and Laddering

The certificate can fully transfer to the UVic SPA diploma program(s).

Program Description

Designed for mid-career professionals with a Bachelor's degree and are preparing to advance their careers in local government. The certificate consists of 1 core and 3 elective courses (6 credits). ADMN 312, 445, 452 and 465 apply toward Board of Examiners certification.

2. Credential / Program: Diploma in Local Government Management

URL

<http://publicadmin.uvic.ca/programs/undergraduate/diplomas/requirements.php#section0-0>

Contact

Heather Kirkham, Program Manager
Undergraduate Programs & MA in Dispute Resolution
School of Public Administration
Phone: 250-721-8067
Email: hkirkham@uvic.ca

Length

Approx. 2-4 years.

Admission Requirements

2 years post-secondary education (or demonstrated appropriate experience), plus 3 years experience in the public sector; or considerable relevant public or non-profit sector work experience.

Cost

\$5,140.30

Transferability and Laddering

UVic may allow up to 3 credit courses from post-secondary institutions to be transferred to the diploma programs, they are used as the elective component of the diploma.

A diploma can be fully transferred towards either the Bachelor of Public

Administration or the Bachelor of General Studies from Thompson Rivers University.

Program Description

An 11-course program offered fully online, with 8 Required courses and 3 elective (16.5 credits). It is for administrators or managers in local government, whether regional or municipal. Completion of the diploma counts as equivalent to completing the Board of Examiners' first "Four Core" courses.

3. Credential / Program: Diploma in Public Sector Management**URL**

<http://publicadmin.uvic.ca/programs/undergraduate/diplomas/requirements.php#section0-14>

Contact

Heather Kirkham, Program Manager
Undergraduate Programs & MA in Dispute Resolution
School of Public Administration
Phone: 250-721-8067
Email: hkirkham@uvic.ca

Length

Approx. 2-4 years.

Admission Requirements

2 years post-secondary education (or demonstrated appropriate experience), plus 3 years experience in the public sector; or considerable relevant public or non-profit sector work experience.

Cost

\$5,140.30

Transferability and Laddering

UVic may allow up to 3 credit courses from post-secondary institutions to be transferred to the diploma programs, they are used as the elective component of the diploma.

A diploma can be fully transferred towards either the Bachelor of Public Administration or the Bachelor of General Studies from Thompson Rivers University.

Program Description

An 11-course program offered fully online, with 8 required courses and 3 electives (16.5 credits). It is designed for administrators and managers. Completion of the diploma counts as equivalent to completing the Board of Examiners' first "Four Core" courses.

4. Credential / Program: Masters in Public Administration

URL

<http://publicadmin.uvic.ca/programs/graduate/mpaOnline/mpaOnline.php>

Contact

Judy Selina, Graduate Administrative Assistant
School of Public Administration
Phone: 250-721-6448
E-mail: jselina@uvic.ca

Length

Approx. 2 years In Classroom, approx. 2-4 years online.

Admission Requirements

An undergraduate degree with a minimum B+ average. Applicants with 4+ years of relevant professional experience whose GPA is below B+ may be considered.

Cost

Approx. \$8250- \$9,900

Transferability and Laddering

None.

Program Description

A master's level, general public administration program, delivered online or In Classroom. 8 Required courses, 2 electives, and a graduating report (thesis or management report) is required. Completion of the MPA counts as equivalent to completing the Board of Examiners' first "Four Core" courses.

5. Credential / Program: Bachelor in Recreation and Health Education

URL

http://education2.uvic.ca/PHED/lsa_prog.htm

Contact

Lara Lauzon, Program Coordinator
Recreation and Health Education
Phone: 250-721-6554
Email: llauzon@uvic.ca

Length

Approx 4-5 years.

Admission Requirements

At least 8 courses (12 units) of post-secondary credit, including 2 English courses (3 units) and EPHE 143;
And an interview by the School of Exercise Science, Physical & Health Education.

Transferability and Laddering

None.

Program Description

It is a bachelor program with a co-op component. It focuses on the study and practice of planning, implementing and managing social recreation, physical recreation and health promotion

experiences. The program is composed of 29 required courses, 2 ADMN courses, 12 elective courses (total of 60 credits), and 4 co-op work terms.

6. Select List of Other Programs Offered by This School:

Consult the University of Victoria's website for information about these programs that, while not necessarily related to local government, may be of interest to those working in the sector.

- Masters in Dispute Resolution
- Masters in Indigenous Governance
- Masters in Community Development
- Diploma in Cultural Resource Management
- Diploma in Public Relations
- Professional Specialization Certificates from School of Public Administration
- Graduate Professional Certificates from School of Public Administration

Section II - Post Secondary Programs for Local Government Practitioners

ii) Institutions with Local Government Related Programs



JUSTICE INSTITUTE OF BC

Programs

1. Credential / Program: Bylaw Enforcement and Investigative Skills Certificate(s)

URL

http://www.jibc.ca/cccs/ComSafety/Bylaw_cert.html

Contact

Program Coordinator
Centre for Counselling and Community Safety
Phone: 604-528-5608
Email: cccs@jibc.ca

Length

Each certificate is a 5 day course.

Admission Requirements

Bylaw Level 1 requires completion of BC Grade 12 or equivalent.
Bylaw Level 2 requires Bylaw Level 1.

Transferability and Laddering

One certificate can be used as a 5 day credit towards the 25 day Investigative and Enforcement Skills Certificate Program.

Program Description

The program is designed for current and prospective bylaw enforcement officers and other local government employees responsible for the administration and enforcement of municipal bylaws. The certificates are endorsed by the Bylaw Enforcement Officers' and License Inspectors' Association of BC, and the Municipal Officers' and Inspectors' Association of BC.

2. Credential / Program: Investigation and Enforcement Skills Certificate

URL

http://www.jibc.ca/police/programs/lert/LERT_cert.htm

Contact

Peter Ditchfield, Manager
LERT (Law Enforcement & Regulatory Training)
Phone: 604-528-5569
Email: LERT@jibc.ca

Length

25 days worth of course instruction, this can be non-consecutive. The courses must be finished in 3 years.

Admission Requirements

None.

Transferability and Laddering

None.

Program Description

The program is designed for those monitoring for compliance or conducting inspections, investigations, or enforcement. The focus and goal of each course is to provide practical, hands-on training. It is composed of 6 core courses (totalling 21 days of training) and a list of electives to complete the remaining 4 days of training.

3. Credential / Program: Diploma or Bachelor of Fire and Safety Studies

URL

<http://www.jibc.ca/fire/programs/degree/fire&SafetyStudies/NewLevel.htm>

Contact

Greg Metcalfe, Program Coordinator Executive Officer Programs
Fire & Safety Division
Phone: 604-528-5676
Email: gmetcalfe@jibc.ca

Length

Approx 2 years for a diploma, and approx 4 years for a Bachelor. Students have up to 8 years to complete a degree.

Admission Requirements

Completion of BC Grade 12 or equivalent;
Official Proof of a Fire Fighter Certification Program or equivalent
OR
Official proof of recent active status as a member of a Fire Department.

Transferability and Laddering

The Fire Service Leadership Diploma can be laddered into the Bachelor program. Note that the Leadership Diploma is being phased out and will end in December 2011. New students should register in the Diploma of Fire & Safety Studies.

Fire Officer I-IV Certificate holders can transfer into the 2nd year of the diploma or bachelor program.

Program Description

The program expands the learner's knowledge, skills, and awareness in the areas of fire service management, administration, and fire and safety technical proficiency. It prepares students to undertake roles in public administration as well as senior roles within the fire service. The diploma constitutes the first 2 years in the Bachelor's of Fire and Safety Studies and is composed of 20 required courses and 2 electives (60 credits). The bachelor constitutes the whole 4 years and is composed of 33 required courses and 6 electives (123 credits).

4. Select List of Other Programs Offered by This School:

Consult the Justice Institute of BC's website for information about these programs that, while not necessarily related to local government, may be of interest to those working in the sector.

- Associate Certificate in Leadership and Conflict Resolution
- Foundations of Effective Management and Leadership Certificate

Programs

1. Credential / Program: Diploma in Library and Information Technology

URL

<http://www.langara.bc.ca/science-technology/library-technology/programs.html>

Contact

Carol Elder, Department Chair
Dept of Science and Technology
Phone: 604-323-5862
Email: celder@langara.bc.ca

Length

Approx. 2 years for In Classroom students.

Admission Requirements

The Diploma requires completion of BC Grade 12 or equivalent, or be 19 years of age; English 12 or equivalent;
Minimum keyboard speed of 30 wpm is strongly recommended;
Familiarity with basic computer operations is strongly recommended.

Transferability and Laddering

There is a transfer option to Langara's Bachelor of Business Administration program, although it requires specific electives. Please see Langara's website for more details.

Program Description

An In Classroom or Online diploma program, it provides students with a solid foundation in core library technical skills while keeping pace with new trends in technology. There is also a practicum component. The Diploma is composed of 20 courses (61 credits).

2. Credential / Program: Diploma in Recreation Leadership

URL

<http://www.langara.bc.ca/management-business/recreation/programs.html#008>

Contact

Vince Kreiser, Assistant Department Chair
Langara School of Management
Phone: 604-323-5276
Email: cfields@langara.bc.ca

Length

2 years full time

Admission Requirements

The Diploma requires completion of BC Grade 12 or equivalent, with English 12 or equivalent, or be 19 years of age;

Previous participation in at least one area of recreation such as community projects, sports, fitness, creative arts, social recreation, inclusive recreation, outdoor recreation, or facility maintenance and management.

Transferability and Laddering

Students with a Diploma are eligible to transfer to the Langara Bachelor of Recreation Management program.

Students with a Diploma can do a 60 credit block transfer to the 3rd year of the Vancouver Island University Bachelor of Tourism Management Degree (Major in Recreation).

Program Description

The degree combines a strong foundation in the concepts and theory of recreation and leisure with leadership, communication, and business skills development tailored to a recreation practitioner. Students will learn how to effectively lead, instruct, facilitate, motivate, and supervise within the recreation field. They will learn how to design, implement and market quality programs, services and special events for diverse participants. The Diploma is composed of 17 courses and 1 internship/practicum (63 credits).

3. Credential / Program: Bachelor of Recreation Management

URL

<http://www.langara.bc.ca/management-business/recreation/programs.html#007>

Contact

Gayle Hayashi
Langara School of Management
Phone: 604-323-5255
Email: business@langara.bc.ca

Length

2 years full time.

Admission Requirements

A Recreation Diploma or equivalent (at least 60 credits combined with related recreation employment).

Transferability and Laddering

None.

Program Description

This degree is for pursuing entry-level and middle-management careers in the Recreation field. The program combines a solid foundation in management theory and practical knowledge with specialized courses in recreation. The Bachelor is composed of 20 courses (60 credits).

4. Credential / Program: Diploma in Applied Urban and Rural Planning

URL

<http://www.langara.bc.ca/social-cultural/applied-planning/index.html>

Contact

Brian Riera, Coordinator
Phone: 604-323-5710
Email: briera@langara.bc.ca

Length

Approx 2 years full time.

Admission Requirements

Completion of BC Grade 12 or equivalent, or be 19 years of age or older.

Transferability and Laddering

It may be able to transfer to the University of Northern BC to complete a planning degree recognised by the Canadian Institute of Planners.

Program Description

This is a new program for 2009-2010, and it is accredited by the Canadian Association of Certified Planning Technicians. The Diploma provides a practical and skills based training in urban planning. It is composed of 20 courses (60 credits) and 4 non-credit seminar series. The program is geared for part-time students, with most planning courses offered in the evening. There are 3 optional areas of concentration.

Programs

1. Credential / Program: Masters in Public Policy

URL

<http://www.sfu.ca/mpp/student/>

Contact

Dawn Geil, Program Manager
School of Public Policy
Phone: 778-782-5289
Email: mpp@sfu.ca

Length

2 years, including a summer co-op component.

Admission Requirements

An undergraduate degree.

Transferability and Laddering

None.

Program Description

A masters level, general public administration program focused on policy. It is delivered In Classroom only. It is composed of 10 required courses, including a capstone research project, 4 electives, and a mandatory summer co-op.

2. Credential / Program: Sustainable Community Development (SCD) Certificate

URL

http://students.sfu.ca/calendar/sustainable_community_development/scd_cert.html

Contact

Sandy Goettler, Advisor & Coordinator
Centre for Sustainable Community Development
c/o Faculty of Environment
Phone: 778-782-5849
Email: scdadmin@sfu.ca

Length

Approx 1 year.

Admission Requirements

At least 8-10 courses (30 credit units) from post-secondary institutions.

Transferability and Laddering

Course transfers are available, if at least 9 units are completed at SFU. The certificate can also be completed through regular undergraduate degree coursework at SFU.

Program Description

The certificate offers a wide range of theoretical and practicable approaches to alternate economic strategies and to ecologically sustainable communities, both rural and urban. It is composed of 4 required courses and 1 elective from a set list.

3. Credential / Program: Sustainable Community Development Graduate Diploma

URL

http://students.sfu.ca/calendar/sustainable_community_development/scd_pbd.html

Contact

Sandy Goettler, Advisor & Coordinator
Centre for Sustainable Community Development
c/o Faculty of Environment
Phone: 778-782-5849
Email: scdadmin@sfu.ca

Length

Approx 2 years.

Admission Requirements

Any Bachelor's degree.

Transferability and Laddering

Course transfers are available, if at least 18 units are completed at SFU.

Program Description

The diploma combines courses from several disciplines with a specialized study core and a practicum. The diploma is recommended for those who have previously obtained a highly specialized Bachelor's degree in a different discipline. It is composed of 4 required courses (16 units) and 14 units (4-5 courses) of electives from a set list.

4. Credential / Program: Urban Studies Graduate Diploma

URL

<http://www.sfu.ca/urban/index.html>

Contact

Terri Evans, Manager
Academic & Administrative Services
SFU Urban Studies
Phone: 778-782-7914
Email: urban@sfu.ca

Length

Approx 1 year.

Admission Requirements

Undergraduate degree in an urban studies base discipline (economics, geography, political science, sociology and anthropology).

Transferability and Laddering

Students may apply to transfer between the Urban Studies Graduate Diploma and the Masters program.

Program Description

The diploma provides the opportunity to develop urban expertise and insights through self-selected courses. It is composed of 24 credits units (4-5 courses) in urban studies chosen from a set list.

5. Credential / Program: Masters in Urban Studies**URL**

http://students.sfu.ca/calendar/urban_studies/urban_st_MUrb.html

Contact

Terri Evans, Manager
Academic & Administrative Services
SFU Urban Studies
Phone: 778-782-7914
Email: urban@sfu.ca

Length

Approx 2 years.

Admission Requirements

Undergraduate degree in an urban studies base discipline (economics, geography, political science, sociology and anthropology).

Transferability and Laddering

None.

Program Description

This is a broad-based, interdisciplinary program preparing students to understand and address the diverse and interconnected opportunities and challenges facing cities today. It is composed of 3 required courses (12 credit units) and 20 credit units (5-6 courses) in urban studies electives chosen from a set list.

Note: The Masters in Urban Studies is not a recognized planning degree program. However, it would qualify as a related degree, one that, supported by additional years of work experience, may lead to membership

6. Select List of Other Programs Offered by This School:

Consult the Simon Fraser University's website for information about these programs that, while not necessarily related to local government, may be of interest to those working in the sector.

- The City Program
- Certificate in Dialogue and Civic Engagement



Programs

1. Credential / Program: Bachelor of Public Administration

URL

http://www.tru.ca/distance/programs/bus_mgmt/bpa.html

Contact

Andrew McKay, Academic Director
Business and Management Studies
Phone: 250-852-5120
E-mail: mckay@tru.ca

Length

Approx 3-4 years.

Admission Requirements

None.

Transferability and Laddering

Students can ladder into the program from either the University of Victoria Public Sector Management diploma program or its Local Government Management diploma program. Therefore, it is recommended, but not required, that you complete one of these UVic diplomas prior to enrolling into the BPA program as all 11 courses taken in either diploma fully ladders into the BPA degree.

Other recognized diplomas are also eligible to receive an appropriate block transfer.

Program Description

This degree program, offered through online and distance education by TRU-OL, is designed to meet the specific needs of managers working in federal, provincial, municipal and First Nations government, as well as managers in the non-profit sector. It is composed of 25 required courses and 15 electives (120 credits total).

2. Credential / Program: Bachelor of Commerce (Public Sector Management)

URL

http://www.tru.ca/distance/programs/bus_mgmt/bcompublic.html

Contact

Andrew McKay, Academic Director
Business and Management Studies
Phone: 250-852-5120
E-mail: mckay@tru.ca

Length

Approx 2-4 years.

Admission Requirements

A minimum of 60 applicable credits or a suitable two-year diploma program.

Applicants who do not meet this requirement but possess other post-secondary credits and/or significant experiential learning may also apply and may receive credit for courses taken and/or through Prior Learning Assessment and Recognition.

Transferability and Laddering

Students with a recognized two-year college business diploma receive a block transfer of up to 20 courses (60 credits) toward the degree. Other recognized diplomas are also eligible but may receive a reduced block transfer.

Students with selected BC Institute of Technology (BCIT) business diplomas receive a block transfer of up to 24 courses (72 credits) toward the degree.

Students with the Certified General Accountants' Association (CGA) foundation, advanced, and PACE levels receive block transfers of up to 30 courses (90 credits) toward the degree.

Those who have completed the Certified Management Accountants (CMA) program may apply and are normally awarded a block of 90 transfer credits.

Program Description

This degree program is designed to provide students with the business and management skills necessary to become effective leaders, innovators, and entrepreneurs in today's competitive economy.

The public sector management concentration is designed for those who are, or aspire to be, managers in various levels of government, or organizations related to government. It is offered in collaboration with the University of Victoria and all the public sector management concentration courses are from UVic's School of Public Administration. The degree is composed of 29 required courses and 11 electives (120 credits total).



UNIVERSITY OF BRITISH COLUMBIA

Programs

1. Credential / Program: Master of Arts/Science (Planning)

URL

<http://www.scarp.ubc.ca/>

Contact

Patti Toporowski, Masters Admissions/Assistant
Masters Program and Alumni Enquiries
School of Community and Regional Planning (SCARP)
Phone: 604-822-4422
Email: ptop@interchange.ubc.ca

Length

Approx 2-3 years.

Admission Requirements

An undergraduate degree from a recognized institution.

Cost

The annual tuition fee is \$4,180.27.

Transferability and Laddering

None.

Program Description

A generalist degree providing basic expertise across a number of substantive areas in planning. Students earn either a Master of Arts or a Master of Science depending on their undergraduate degree. It is composed of 16-18 courses and either a thesis or capstone project (60 credits total). The program is recognized by the Canadian Institute of Planners and the American Institute of Certified Planners.

2. Credential / Program: Master of Library and Information Studies

URL

<http://www.slais.ubc.ca/programs/mlis.htm>

Contact

Heather Shand, Admissions Secretary
School of Library, Archival & Information Studies (SLAIS)
Phone: 604-822-2404
Email: slaisad@interchange.ubc.ca

Length

Approx 20 months.

Admission Requirements

An undergraduate degree in any academic discipline, with a B+ average, from a recognized institution.

Cost

The annual tuition fee is \$4,275.

Transferability and Laddering

There is also a Dual MAS/MLIS program combining the two masters programs. Please see the SLAIS website for more information.

Program Description

The degree prepares graduates to manage information in all formats, leading to careers as librarians, information managers, information architects and others. It is composed of 6 required courses and 10 electives (48 credits).

3. Credential / Program: Master of Archival Studies**URL**

<http://www.slais.ubc.ca/programs/mas.htm>

Contact

Heather Shand, Admissions Secretary
School of Library, Archival & Information Studies (SLAIS)
Phone: 604-822-2404
Email: slaisad@interchange.ubc.ca

Length

Approx 20 months.

Admission Requirements

An undergraduate degree in any academic discipline, with a B+ average, from a recognized institution.

Cost

The annual tuition fee is \$4,275.

Transferability and Laddering

There is also a Dual MAS/MLIS program combining the two masters programs. Please see the SLAIS website for more information.

Program Description

The degree prepares graduates to manage records (real or digital) for both current use and archival purposes, leading to careers as archivists, digital asset managers, records managers and others. It is composed of 8 required courses and 8 electives (48 credits).

4. Credential / Program: Master of Engineering, Specialization in Environmental Engineering, Pollution Control and Waste Management**URL**

http://www.civil.ubc.ca/current_students/graduates/programs/pcwm.php

Contact

Glenda Levins, Graduate Secretary

UBC Civil Engineering Department
Phone: 604-822-0667
Email: gradsec@civil.ubc.ca

Length

Approx 2 years, but can be finished in 5 years.

Admission Requirements

Bachelor's degree in engineering with a B+ GPA, 3 specific UBC courses (or equivalent), and 1 year field experience (co-op work term is acceptable).

Transferability and Laddering

None

Program Description

An interdisciplinary professional degree in both environmental engineering and science with a focus on waste management. It is composed of 6 required courses and 6-9 electives (33 credits total). Please see the program website for further course information.

Programs

1. Credential / Program: Diploma in Library and Information Technology

URL

<http://www.ufv.ca/libtech.htm>

Contact

Christina Neigel, Program Head
Library and Information Technology
Phone: 604-854-4558
E-mail: christina.neigel@ufv.ca

Length

Approx 2-3 years In Classroom, and approx 4 years online.

Admission Requirements

BC Secondary School Graduation (Grade 12) or equivalent.

Transferability and Laddering

None.

Program Description

The program includes technical courses and computer labs in subjects required to develop the skills necessary for work in information centres and libraries. It is composed of 21 courses (60 credits) and it is recognized by the Canadian Library Association (CLA).

Programs

1. Credential / Program: Diploma in Recreation and Sport Management

URL

<http://www.viu.ca/calendar/Business/recreation&sportsmanagement.asp>

Contact

Shelley-Anne Gajda, Administrative Assistant
Recreation, Tourism and Hospitality
Phone: 250-740-6396
Email: Shelley-Anne.Gajda@viu.ca

Length

Approx 2 years with 2 co-op placements.

Admission Requirements

BC Secondary School Graduation (Grade 12) or equivalent.

Cost

The annual tuition fee is \$3,909.72.

Transferability and Laddering

May transfer to the 3rd year of the VIU bachelor program.

Program Description

It focuses on public, private, and not-for-profit sectors within communities. It is an introduction to recreation and sport in order to plan and develop healthy communities. It is composed of 22 courses and 2 co-op placements (80 credit units).

2. Credential / Program: Bachelor of Tourism Management, Major in Recreation

URL

<http://www.viu.ca/calendar/Business/bachelortourismmanagement.asp#recreation>

Contact

Shelley-Anne Gajda, Administrative Assistant
Recreation, Tourism and Hospitality
Phone: 250-740-6396
Email: Shelley-Anne.Gajda@viu.ca

Length

Approx 4 years with 3 co-op placements.

Admission Requirements

BC Secondary School Graduation (Grade 12) or equivalent OR; a diploma in recreation management for 3rd year entry.

Cost

The tuition fee for the first 2 years is \$3,909.72 annually, and for the final 2 years is \$3,783.60 annually.

Transferability and Laddering

None.

Program Description

Provide applied skills and concepts related to the provision of leisure services management in the fields of recreation and tourism. The degree will focus on the development of management and entrepreneurial skills. It is composed of 42 courses and 3 co-op placements (149 credit units).

3. Select List of Other Programs Offered by This School:

Consult the Vancouver Island University's website for information about these programs that, while not necessarily related to local government, may be of interest to those working in the sector.

- Post-Degree Diploma in Business Studies, Management and Leadership concentration

Other Programs of Interest

There are numerous post-secondary institutional programs that are not necessarily related to local government that can be used to advance personal and professional growth, as well as aid in fulfilling credit course work for a BOE certificate. Listed below are some of the credited programs at BC post-secondary institutions.

Many BC post-secondary institutions offer trades and technical programs as well as administrative programs. Because of the variety and wide array of options the individual trade and technical programs are not listed here.

BCIT

Leadership Certificate

KWANTLEN POLYTECHNIC UNIVERSITY

Diploma in Public Relations

ROYAL ROADS

Graduate Certificates

Leadership and Management

Project Management

Sustainable Community Development

Graduate Diplomas

Conflict Analysis and Management

Disaster and Emergency Management

Master of Arts Programs

Conflict Analysis and Management

Disaster and Emergency Management

Environment and Management

Environmental Practice

Intercultural and International Communication

Leadership

VANCOUVER COMMUNITY COLLEGE

Business Leadership and Management Certificate

Leadership Certificate

Section III - Scholarships & Bursaries

Institutions Offering Board of Examiners' Core Courses

Camosun College

<http://camosun.ca/services/financialaid/>

The School of Business, in partnership with Camosun College Foundation offer a series of awards/scholarships to outstanding students in the school.

Vancouver Island - Local Government Management Association - Public Administration Award

Capilano University

<http://www.capilanou.ca/services/financial/financial/scholarships.html>

College of the Rockies

College of the Rockies Awards

<http://www.cotr.bc.ca/FinancialAid/awards.asp>

Northwest Community College

(Note: It is difficult for local government employees to apply for awards because of the award requirements. The BOE certificate core 4 courses are individual courses, so students are not in any single program, nor are they full time students)

<http://www.nwcc.bc.ca/FinancialAide/Index.cfm>

University of Northern BC

New students

http://www.unbc.ca/calendar/undergraduate/financial_aid/admissions_awards_for_new_postsecondary_students.html

Undergrad programs

http://www.unbc.ca/calendar/undergraduate/financial_aid/admission_awards_for_undergraduate_students_new_to_unbc.html

Part-time students

http://www.unbc.ca/calendar/undergraduate/financial_aid/part_time_awards.html

In-course Undergraduate awards

http://www.unbc.ca/calendar/undergraduate/financial_aid/in_course_undergraduate_awards.html

Association of Former MLAs of British Columbia Award (in political science)

NCMA Community Development Scholarship (for students with declared major in Public Admin and Comm Dev, completed 60 credit hours)

Open Awards

http://www.unbc.ca/calendar/undergraduate/financial_aid/open_awards.html

University of Victoria

Ronald C. Corbeil Award For Merit In Program Evaluation

<http://registrar.uvic.ca/safa/bursaries/termsofawards/SchoolofPublicAdministration.html>

General list of Awards (Bursaries and Scholarships)

<http://registrar.uvic.ca/safa/bursaries/termsofawards/General.html>

UVic Bachelor in Recreation and Health Education co-op

Martin Collis Undergraduate Bursary

(single parent, and enrolled in Recreation and Health Education, Faculty of Education)

Other Institutions with Related Programs

Langara College

Bursaries

<http://www.langara.bc.ca/student-services/financial-aid/langara-bursaries.html>

Isabell Cavallin Recreation Bursary

(provides financial assistance to students enrolled in the second year of the Recreation Diploma Program)

Real Estate Foundation Recreation Diploma Program

(awarded in the Spring to a student enrolled in a full course load in the second term of the Recreation Diploma Program. The student must have completed RECR 1170)

Katherine Mcrae-Fuchihara Bursary

(an annual bursary that recognizes a first or second year Library and Information Technology Program student)

Real Estate Foundation Applied Urban and Rural Planning Bursary

(for students who have completed the first term of the Applied Urban and Rural Planning Program)

Scholarships

<http://www.langara.bc.ca/student-services/financial-aid/langara-scholarships.html>

British Columbia Library Association Scholarship

(for students registered in 4th term of the Library and Information Technology Program)

Elva M. Wilson Memorial Scholarship

(recognizes one student who has completed the first term and one student who has completed the third term of the Library and Information Technology Program)

Peter R. Keller Memorial Scholarship

(awarded to a student who is registered in the 3rd term of the Library and Information Technology Program)

Course Of A Lifetime – Godfrey Mende Award

(recognizes a 4th term student graduating from the Recreation Diploma Program)

Darren Porsnuk Scholarship

(awarded to a fourth term full-time Recreation Diploma Program student)

Dave J. Susak Memorial Scholarship

(awarded to a student who is registered in the 2nd year of the Recreation Diploma Program)

Db Perks & Associates Ltd. Scholarship

(awarded to a student who is registered in the Recreation Diploma Program, has completed 2nd term with the highest GPA)

Ethan Filsof - Acrylco Dasherboard Award

(presented to a student registered in the Recreation Diploma Program who shows the most interest, and the best aptitude in the following first year courses: RECR 1170 and RECR 1270)

Four The Future Scholarship

(for a Recreation Leadership Diploma Program graduating student)

Frank J. Zamboni Co./Crocker Equipment Co. Ltd. Scholarship

(an award for a student registered in 3rd term of the Recreation Diploma Program)

Hardeep Baraich Scholarship

(for a student in the Recreation Diploma Program. The student must have taken on special projects in an arena environment, have a minimum GPA of 3.0, be working to support their Education, and have performed admirably on an internship in an arena)

Hi Pro Sporting Goods Scholarship

(for a student registered in the Recreation Diploma who achieved the highest grade point average in the 3rd term of the program)

Joe Dukowski Memorial Scholarship

(awarded to a 4th term Recreation Diploma student)

Linda Robertson Event Planning Award

(student registered full time in the Recreation Diploma Program who has completed RECR 1168)

Louis Stervinous Memorial Scholarship

(for a student graduating from the Recreation Diploma Program who demonstrates enthusiasm, motivation and the character and integrity to provide quality customer service in a private club setting)

Olympia Ice Resurfacers Scholarship

(honours a student registered in second year of the Recreation Diploma Program who achieved the highest grade point average in RECR 1170 and 1270)

Real Estate Foundation Recreation Diploma Program Scholarships

(One award goes to the 4th term student registered in 15 credits with the top percentage grade in RECR 1170. One award goes to the 4th term student registered in 15 credits with the top percentage grade in RECR 1270)

Recreation Facilities Association Of B.C. Associates' Scholarship

(for a Recreation Diploma Program student)

Wilsher Programming Scholarship

(for a student in 3rd term of the Recreation Diploma Program who worked or volunteered a minimum of 8 hours per week during the 1st and 2nd terms of the program. The student must also achieve a minimum GPA of 3.67 in RECR 1168 and demonstrate leadership in this course)

Real Estate Foundation Applied Urban And Rural Planning Scholarship

(awarded to a student in the Applied Urban and Rural Planning Program)

Justice Institute of BC

http://www.jibc.ca/studentServices/financial_planning_resources.htm

Community Safety Scholarships (Open to employees and volunteers of Local Authorities in BC for enrolment in Incident Command System Level 400 [CMD140])

<http://www.jibc.ca/studentServices/communityScholarships.asp>

Simon Fraser University

<http://students.sfu.ca/financialaid/>

BOMA Undergraduate Scholarship in Urban Studies

Emaar Canada Annual Graduate Entrance Scholarship In Urban Studies

(for a student entering a Master's of Urban Studies program, nominated by department)

http://www.sfu.ca/dean-gradstudies/scholarships_and_awards/entrance_scholarships/

University of British Columbia

School of Community and Regional Planning (SCARP)
<http://www.scarp.ubc.ca/content/tuition-and-funding-0>

School of Library, Archival & Information Studies (SLAIS)
All SLAIS admission awards for full time students:
<http://www.slais.ubc.ca/admissions/admissions-awards.htm>

UBC Civil Engineering
http://www.civil.ubc.ca/current_students/graduates/awards.php

University of the Fraser Valley

Library and Information Technology
http://www.ufv.ca/libtech/Scholarships_and_Bursaries.htm

http://www.ufv.ca/fineaid/fineaid_awards/scholarships/Faculty_of_Professional_Studies/Library_and_Information_Technology_Awards.htm

Vancouver Island University

Recreation Bursaries
<http://www.viu.ca/FinancialAid/bursaries.aspx?area=46>

Fairwinds Golf Bursary
Oceanview Golf Resorts and Spa Bursary (for single parents)

Recreation Scholarships
<http://www.viu.ca/FinancialAid/awards.aspx?area=35>

Helen Chapman Memorial Award
Lisa O'Donnell Memorial Award
M.C. Sutherland Memorial Award
Recreation and Sport Management Award
Terry & Judy Napper Award

Other

Library Program Scholarships (External)
<http://www.slais.ubc.ca/admissions/ExternalScholarships.pdf>

LGMA
<http://www.lgma.ca/EN/main/programs/scholarships.html>
Grant Anderson Commemorative Scholarship
LGMA Distinguished Members Legacy Fund
Ken Dobell Public Service Education Fund Scholarship

Board of Examiners

http://www.cd.gov.bc.ca/lgd/gov_structure/board_examiners/index.htm#Scholarship%20Programs
The Union of British Columbia Municipalities Commemorative Scholarship Program
The Jeff McKelvey Scholarship Program

Columbia Institute

<http://www.columbiainstitute.ca/scholarships>

National Fire Protection Agency

(For students enrolled in the Bachelor of Fire & Safety Studies. NFPA has a number of awards for students in undergraduate programs in fire safety and fire protection)

http://www.nfpa.org/categoryList.asp?categoryID=1642&URL=Training/Scholarships,%20awards,%20grants/For%20students&cookie_test=1

George D. Miller Scholarship (for full or part-time bachelors or master's degree candidates in a fire service or public administration program that are currently pursuing a career in the fire service)

<http://www.nfpa.org/itemDetail.asp?categoryID=472&itemID=17869&URL=Training/Scholarships,%20awards,%20grants/For%20students/George%20D.%20Miller%20Scholarship>

Canada School of Public Service

Students Providing Aligned Research and Knowledge (SPARK)

<http://www.cspc-efpc.gc.ca/dpr/spark-eclair/index-eng.asp>

Appendix A: List of Available Degrees, Diplomas and Certificates

British Columbia Institute of Technology

Leadership Certificate

Camosun College

Local Government Administration Certificate

Advanced Diploma in Managing for Government

Diploma Program in Public Administration

Capilano University

Local Government Administration Certificate

College of the Rockies

Local Government Management Certificate

Tourism and Recreation Management Certificate

Tourism and Recreation Management Diploma

Justice Institute of BC

Bylaw Enforcement and Investigative Skills Certificate(s)

Investigation and Enforcement Skills Certificate

Diploma or Bachelor of Fire and Safety Studies

Associate Certificate in Leadership and Conflict Resolution

Foundations of Effective Management and Leadership Certificate

Kwantlen Polytechnic University

Diploma in Public Relations

Langara College

Diploma in Library and Information Technology

Diploma in Recreation Leadership

Bachelor of Recreation Management

Diploma in Applied Urban and Rural Planning

Northwest Community College

NWCC (BOE) Certificate

Business Administration Diploma

Royal Roads University

Graduate Certificates

Leadership and Management

Project Management

Sustainable Community Development

Graduate Diplomas

Conflict Analysis and Management

Disaster and Emergency Management

Master of Arts Programs

Conflict Analysis and Management
Disaster and Emergency Management
Environment and Management
Environmental Practice
Intercultural and International Communication
Leadership

Simon Fraser University

Masters in Public Policy
Sustainable Community Development (SCD) Certificate
Sustainable Community Development Graduate Diploma
Urban Studies Graduate Diploma
Masters in Urban Studies
The City Program (non-credit)
Certificate in Dialogue and Civic Engagement (non-credit)

Thompson Rivers University

Bachelor of Public Administration
Bachelor of Commerce (Public Sector Management)

University of British Columbia

Master of Arts/Science (Planning)
Master of Library and Information Studies
Master of Archival Studies

University of the Fraser Valley

Diploma in Library and Information Technology

University of Northern BC

Public Administration Certificate
Bachelor in Public Administration and Community Development
Bachelor in Planning, Major in Northern and Rural Community Planning

University of Victoria

Professional Specialization Certificate in Local Government Management
Diploma in Local Government Management
Diploma in Public Sector Management
Masters in Public Administration
Bachelor in Recreation and Health Education
Masters in Dispute Resolution
Masters in Indigenous Governance
Masters in Community Development
Diploma in Cultural Resource Management
Diploma in Public Relations
Professional Specialization Certificates from School of Public Administration
Graduate Professional Certificates from School of Public Administration

Vancouver Island University

Diploma in Recreation and Sport Management

Bachelor of Tourism Management, Major in Recreation

Post-Degree Diploma in Business Studies, Management and Leadership concentration

Vancouver Community College

Business Leadership and Management Certificate

Leadership Certificate

Appendix B: Equivalencies for BOE Certification

Table 3: Table of Recognized Course Equivalencies for BOE Certification

BC Post-Secondary Institution	Offered Course	Equivalent BOE Core Course
Capilano University	PADM 305	University of Victoria ADMN 465 - Local Government Policy
University of Victoria	ADMN 423	Local Government Services in BC
University of Victoria	ADMN 452	Local Government Law in BC

For additional information on transfers and existing equivalencies, please see the BC Transfer Guide for post-secondary institutions at:
<http://www.bctransferguide.ca/>

Appendix C: Board of Examiners Regulation and Policies

Board of Examiners Local Government Employees Certification Regulation

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/46_324_2005

Board of Examiners Policies

There are 4 policies that further explain and explore the regulation:

Policy 1 – Regarding Core Courses

http://www.cd.gov.bc.ca/lgd/gov_structure/library/BOE_Policy_1_Core_Courses.pdf

Policy 2 – Regarding Equivalent Experience in Another Jurisdiction

http://www.cd.gov.bc.ca/lgd/gov_structure/library/BOE_Policy_2_Equivalent_Experience_Other_Jurisdictions.pdf

Policy 3 – Regarding Professional Development Endorsement

http://www.cd.gov.bc.ca/lgd/gov_structure/library/BOE_Policy_3_Professional_Development_Endorsement.pdf

Policy 4 – Regarding Subject Areas Related to Local Government

http://www.cd.gov.bc.ca/lgd/gov_structure/library/BOE_Policy_4_Subject_Areas_In_Local_Government.pdf

Appendix D: Glossary

Approximate Costs: This is the approximate cost for tuition, and it may not include other fees such as student fees, co-op fees or course materials.

BOE: Board of Examiners, a department in the Ministry of Community, Sport and Cultural Development. The Board awards certificates to local government employees who have satisfied the educational and work experience criteria, as set out by the Board Regulations. The Board is established under the *Local Government Act*.

Bursary: A bursary is an award based on financial need that may have other specific requirements.

Core course: In the context of the BOE certification process, a core course means a credit course recognized by the BOE in one or more certificates.

Corporate/financial officer: An officer as defined by the *Community Charter* and the *Local Government Act*.

Credit course: In the context of the BOE certification process, a credit course means a course that a BC post-secondary institution, one established under a BC Act, recognizes as fulfilling a requirement for successfully completing a course of study for credit.

Len Traboulay Education Fund: On behalf of Len Traboulay, who was the Chair of the Municipal Finance Authority (MFA) of British Columbia from 1997 to 2000, MFA contributes annually towards education. Half of the annual education budget is to fund the Local Government Leadership Academy (LGLA), with the remaining funds used to support educational opportunities that have a direct sightline to local government finance or contribute to the MFA mandate. This part of the funding is determined by the MFA.

LGMA: Local Government Management Association.

Managerial experience: In the context of the BOE, means employment that includes responsibility to supervise, train and evaluate the performance of employees, and responsibility to develop and implement a budget.

MATI: Municipal Administration Training Institute. Programs are organized by the LGMA.

MFA: The BC Municipal Financial Authority.

Scholarship: A scholarship is an award based primarily on academic or athletic achievement.