

# PADM 204 – MATI

## Leadership in Local Government Organizations

June 17–22, 2018  
Bowen Island, BC

A partnership between Capilano University and  
the Local Government Management Association of BC.



## The Program

Capilano University and the Local Government Management Association of BC have developed an innovative program specifically designed for people in leadership roles in local government in British Columbia. This is “MATI – The Leadership Experience.”

Senior practitioners in the field of local government have designed this program in conjunction with educators who are familiar with issues facing local governments in BC. It will provide participants with opportunities for discussion and interaction with a widely diverse group of leading academic and local government figures.

The program is a blend of theory and practice, with an emphasis on interaction and participation. The program features new information and new research in the field of leadership studies. The format will provide many opportunities to learn and practice skills required for effective leaders, the opportunity to learn directly from some of the most outstanding leaders in local government in BC, and time to look at specific issues faced by individual participants.



## Time and Place

The 2018 session of MATI Leadership will commence at 4:00 pm on Sunday, June 17 at Bowen Island Lodge on Bowen Island, BC. The course will run all week, with participants living “in residence” at scenic Bowen Lodge. For more information about Bowen Lodge see: <http://www.bowenislondodge.com> The program will end at 10:30 am on Friday June 22.



## The Sessions

### SUNDAY EVENING

Welcome to MATI Leadership! **Linda Glenday**, Chief Administrative Officer, District of Squamish, MATI Mentor, and **Alison McNeil**, MATI Coordinator and Instructor, Capilano University, will introduce the course and set the stage for the exciting week ahead!!

### MODULE 1

### *Assessing Leadership Using the MBTI*

**Gerrie Waugh**, Psychologist and Instructor, will lead this session. Participants will assess their leadership styles using the Myers-Briggs type Instrument.

Following this session there will be an opening reception.

## The Sessions (continued)

### MONDAY MORNING

#### MODULE 2

#### *Interpersonal Skills*

This session will assist participants to meet daily communication challenges. The session will look at how to: (1) focus on issues; (2) use conflict reducing language; (3) manage defensiveness; (4) sharpen questioning skills; and (5) defuse difficult conversations.

**Gerrie Waugh** will lead this session.

### MONDAY AFTERNOON

#### MODULE 3

#### *Best Leadership Practices*

**Gerrie Waugh** will work with participants to: (1) identify and develop the best leadership practices of professional managers; (2) analyze your personal leadership competencies; (3) assess your leadership perspective and how it relates to local government; (4) build collaborative relationships and consensus; (5) coach, mentor and inspire others; and (6) design a proposed action plan to take back to your work and into your personal life as a leader.

### TUESDAY MORNING

#### MODULE 4

#### *Team Leadership Skills*

In this session led by **John Leeburn**, CAO, City of Port Coquitlam, and **Lisa Spitale**, Chief Administrative Officer, City of New Westminster, you will learn how to:

- Choose the best team to help achieve your goals
- Create team cohesion and purpose
- Successfully delegate and motivate
- Understand group dynamics including “forming, storming, norming and performing”
- Track progress and sustain momentum



### TUESDAY AFTERNOON

#### MODULE 5

#### *Tools for Problem Solving: Business Case Analysis*

**Graham Fane**, President, Total Impact Management Consulting will provide a dynamic session on Business Case Analysis to help you make a sound case and present it effectively. A major challenge for leaders and decision makers is to be able to balance the merits of a decision with the potential impacts, risks and costs. In this session, participants will work with a process for creating a business case that provides all the essential information required to support it, including the asset management context.

### WEDNESDAY MORNING

#### MODULE 6

#### *Organizational Change Management*

**Linda Glenday**, Chief Administrative Officer, District of Squamish.

This session will provide you with a framework for understanding and managing organizational change, including leadership tools to help employees become a positive part of the change process.

#### MODULE 7

#### *Moving from Good to Great in your Organization*

In this session led by **Kevin Ramsay**, Principal, Innova Strategy Group, former CAO and MATI Chair, and **Doug Holmes**, CAO, Alberni-Clayoquot Regional District, participants will learn how leaders can improve the performance of their business unit and entire organization and explore application of “good to great” principles to local governments.

# 2018 MATI – THE LEADERSHIP EXPERIENCE

## WEDNESDAY AFTERNOON

### MODULE 8

### *Leadership Essentials*

In this scenario based workshop, participants will work with City Managers and others to problem solve using strategic thinking and develop leadership approaches to local government issues.

**Gerrie Waugh**, Capilano University with: **Linda Glenday**, CAO, District of Squamish; **Allison Habkirk**, Local Government Consultant and Town Planner and **Todd Pugh**, Executive Director, CivicInfo BC.

## WEDNESDAY EVENING

### MODULE 9

### *Visions of Leadership*

Join some of B.C.'s top local government leaders who will participate in roundtable discussions with participants including:

**George Duncan**, CAO, City of Richmond; **Linda Glenday**, CAO, District of Squamish; **Douglas Holmes**, CAO, Alberni-Clayoquot Regional District; **Kevin Ramsay**, Principal, Innova Strategy Group, former CAO and MATI Chair; **Tim Savoie**, CAO, City of Port Moody and **Lisa Spitale**, CAO, City of New Westminster.



## THURSDAY

### MODULE 10

### *A Day in the Life of a Leadership Team*

This realistic simulation, developed with City Managers, will involve each leadership participant taking a role as part of a Senior Management Team, and working individually and in group processes throughout the session. A debrief and discussion session will occur after the simulation.

Faculty for the simulation day will include: Session Leader **Neal Carley**, General Manager, Parks, Planning and Environment, Metro Vancouver and **Anne Berry**, Director of Planning and Community Services, District of North Saanich; **Kristen Dixon**, Director of Engineering and Public Works, City of Port Coquitlam; **Guillermo Ferrero**, CAO, Town of Ladysmith; **Juli Halliwell**, CAO, Village of Anmore; **Doug Holmes**, CAO, Alberni-Clayoquot Regional District; **Lon LaClaire**, Director of Transportation, City of Vancouver; **John Leeburn**, Chief Administrative Officer, City of Port Coquitlam; **Alison McNeil**, Instructor and Chair, Local Government Programs, Capilano University; **Dan Nielsen**, Manager of Landscape Operations and Park Partnerships, City of Surrey; **Todd Pugh**, Executive Director, CivicInfo BC; **Kevin Ramsay**, Principal, Innova Strategy Group and former CAO, and **Ted Swabey**, CAO, Municipality of North Cowichan.

### MODULE 11

### *Responding to the Leadership Challenge: Starting Your Action Plan*

**Linda Glenday**, CAO, District of Squamish and **Alison McNeil** and **Gerrie Waugh**, Capilano University.

Participants assess their leadership challenges and apply the learning from the week to begin to create a personal Leadership Action Plan.

## FRIDAY MORNING

### MODULE 12

### *Course Conclusion: Student Presentations*

All students present key learning from the week based on learning log, including changes you will make as a result of new skills and knowledge.

# REGISTRATION

## University Credit Option

As with the other MATI courses offered by Capilano University in partnership with LGMA, participants are strongly encouraged to enroll in the program as a 3-credit Capilano University course, PADM 204. Students and employers tell us that they get more out of the course when taken for credit. All credit students will complete assignments and receive their final grade on the last day of the course.

## International Institute of Municipal Clerks (IIMC)

The IIMC grants the professional designation known as Certified Municipal Clerk (CMC). To earn the CMC designation, you must have the education and pertinent experience required by the IIMC. In terms of educational requirements, each of Capilano University's Local Government Program courses (including all Capilano MATI courses) are accepted by the IIMC towards the CMC designation when taken for credit. MATIs offered through Capilano University each provide 30 points of the total required 60 IIMC points. For more details on Capilano University courses and IIMC requirements, contact **Alison McNeil** at Capilano University ([amcneil@capilano.ca](mailto:amcneil@capilano.ca)) and visit the IIMC website at [www.iimc.com](http://www.iimc.com).

## How to Register

To apply for attendance at MATI Leadership, please go to the special CivicInfo website below and **apply by April 13, 2018. After this date, please contact Alison McNeil to inquire about space availability.**

Register at:

<https://www.civicinfo.bc.ca/event/2018/MATI-Leadership>

Those taking the course for credit will be given first priority for seats in the course.

## Fees

The fee per participant is \$2,730 (plus \$136.50 GST). This is an all-inclusive fee, which will cover tuition, course materials, accommodation, all meals and refreshment breaks, and all special recreational activities. The fee can be paid on-line by credit card at the time of registration or by sending a cheque for \$2,866.50 to:

Local Government Management Association of BC  
Financial & Program Administration  
Suite 710A - 880 Douglas Street  
Victoria, BC V8W 2B7

## Refund Policy

Refunds will be processed until April 20, 2018 subject to a \$50 LGMA administration fee. After April 20, no refunds are provided; however, registration may be transferable to another qualified candidate.



# FUNDING ASSISTANCE AND FACULTY

## Board of Examiners' Credit and Scholarships

**M**ATI Leadership participants will be eligible for a scholarship from the provincial UBCM Commemorative Scholarship fund. Those interested in a scholarship may apply by submitting a scholarship application to the Board of Examiners. Application forms are available on-line from the Board of Examiners website at: [http://www.cscd.gov.bc.ca/lgd/gov\\_structure/board\\_examiners/index.htm](http://www.cscd.gov.bc.ca/lgd/gov_structure/board_examiners/index.htm)

If you are working towards certification from the Board of Examiners, please note that MATI Leadership, when taken as a credit course, will be accepted as an Elective for the Provincial Board of Examiners' certification. For this reason, the Board will award credit students with higher scholarships than non-credit students.

For further information on the Board of Examiners please visit the Board of Examiners' website or email: [bcboardofexaminers@gov.bc.ca](mailto:bcboardofexaminers@gov.bc.ca)



## 2018 MATI LEADERSHIP – GUEST FACULTY TEAM

The 2018 Guest Faculty Team will include:

<b>Kevin Ramsay</b>	Principal, Innova Strategy Group, former CAO and MATI Chair
<b>Linda Glenday</b>	Chief Administrative Officer, District of Squamish, MATI Mentor
<b>Anne Berry</b>	Director of Planning and Community Services, District of North Saanich
<b>Neal Carley</b>	General Manager, Parks, Planning and Environment, Metro Vancouver
<b>Kristen Dixon</b>	Director of Engineering and Public Works, City of Port Coquitlam
<b>George Duncan</b>	Chief Administrative Officer, City of Richmond
<b>Graham Fane</b>	President, Total Impact Management Consulting
<b>Guillermo Ferrero</b>	Chief Administrative Officer, Town of Ladysmith
<b>Allison Habkirk</b>	Town Planner and former Mayor, District of Central Saanich
<b>Juli Halliwell</b>	Chief Administrative Officer, Village of Anmore
<b>Doug Holmes</b>	Chief Administrative Officer, Alberni-Clayoquot Regional District
<b>Lon LaClaire</b>	Director of Transportation, City of Vancouver
<b>John Leeburn</b>	Chief Administrative Officer, City of Port Coquitlam
<b>Alison McNeil</b>	Instructor and Chair, Local Government Programs, Capilano University
<b>Dan Nielsen</b>	Manager of Landscape Operations and Park Partnerships, City of Surrey
<b>Todd Pugh</b>	Executive Director, CivicInfo BC
<b>Tim Savoie</b>	Chief Administrative Officer, City of Port Moody
<b>Lisa Spitale</b>	Chief Administrative Officer, City of New Westminster
<b>Ted Swabey</b>	Chief Administrative Officer, Municipality of North Cowichan
<b>Gerrie Waugh</b>	Registered Psychologist and Instructor, Capilano University

*If you have any questions, please contact:*

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