

PADM 208 – MATI

Community Planning in Local Government Organizations

September 30 – October 5, 2018
The Cove Lakeside Hotel, West Kelowna

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



MATI®



LGMA

MUNICIPAL ADMINISTRATION
TRAINING INSTITUTE



2018 MATI – COMMUNITY PLANNING

Are you making planning decisions, but have no formal planning education or little planning experience?

You are not alone. Many BC municipalities have no registered planners on staff. MATI Community Planning is a program designed by a team of planners and educators especially for you.

In this week long residential course you will...

- Work with some of the most highly regarded planners in BC, and build a network of local government and planning colleagues.
- Learn to work more effectively with Council and community members on planning and development issues.
- Develop a critical understanding of various planning approaches.
- Learn to administer various land use permits, regulations, bylaws, and subdivision processes.
- Learn to apply the principal approving officer tools.
- Learn to effectively oversee land use planning consultants.
- Bring a challenging planning issue to discuss with planning experts and colleagues.
- Take home a planning “tool kit” you can use on Monday morning.

Time and Place

The 2018 session of MATI Community Planning will start at 4:00 pm on Sunday September 30th at The Cove Lakeside Resort, West Kelowna. The course will run all week, with participants living “in residence” at the beautiful Cove Lakeside Resort. See www.covelakeside.com. The program will end before lunch on Friday October 5th.



The Sessions

SUNDAY EVENING

SESSION OPENING AND KEYNOTE

Alison McNeil, Local Government Programs Chair, Capilano University, and **Ron Mattiussi**, City Manager, City of Kelowna and MATI Mentor

MODULE 1

Why Do I Understand Only Half of What Planners Say? An Introduction to the Planning Challenge.

Allison Habkirk, Planner, Educator, Former Mayor and Councillor will demystify the maze of planning jargon and introduce the planning challenge exercise.



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MONDAY MORNING

MODULE 2 **What is Planning, and Why Do We Do It?**

Allison Habkirk and **Ron Mattiussi** will lead the morning session. In this session you will explore why planning is important to manage change in communities and will examine issues such as:

- Why do we plan?
- What do planners do?
- Long range versus current planning
- Key 20th and 21st century planning movements and trends
- Trends shaping our towns and cities today
- Rural versus urban planning

MONDAY AFTERNOON

MODULE 3 **Planning Law: The Good, the Bad and the Ugly**

Sandra Carter of Valkyrie Law Group, will discuss key legislation relevant to planning in B.C. and will assist you in applying the legislation to specific local planning issues and initiatives. She will look at such issues as “What Acts and Regulations do you need to know?” “Planning Law Horror Stories,” and will offer a Legal Planning Clinic, where you can discuss your specific planning issues.

MONDAY EVENING

PARTICIPANT ROUNDTABLE **Allison Habkirk** will facilitate this session where participants have the opportunity to present a major planning challenge facing their communities. (Credit students plus other willing participants).



TUESDAY

MODULE 4&5 **Planning Toolkit: Regulatory Tools and How to Use Them**

Linda Adams, former CAO (retired), Islands Trust
Andrea Hudson, Assistant Director – Community Planning, City of Victoria

In this interactive session, participants will learn about common planning tools and how to apply them. Included in this session are the following topics:

- What is a zoning bylaw? What is an OCP?
- How do you adopt a zoning bylaw?
- Development permits
- DVP’s: What they can and cannot do
- Temporary use permits
- How does planning work with other departments
- Development extractions – gifting, bonusing, phased development agreements
- Development procedures
- Regional planning
- Growth management strategies
- Resource communities
- Environmental planning and protection

TUESDAY EVENING

MODULE 6 **Roundtable Discussions with Planners**

This session involves an all-star team of planners to provide participants with an opportunity to ask questions about anything they ever wanted to know about planning. The team will include **Linda Adams**, former CAO (retired), Islands Trust; **Jennifer Hill**, Acting Director, Intergovernmental Relations, Ministry of Municipal Affairs and Housing; **Andrea Hudson**, Assistant Director – Community Planning, City of Victoria; **Mark Koch**, Director of Community Services, District of Lake Country and **Ron Mattiussi**, City Manager, City of Kelowna.

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WEDNESDAY MORNING

MODULE 7 **Approving Officer's Role and Planning for Subdivision**

Ron Hintsche, Manager, Area Planning and Development, South Division, City of Surrey and **Ryan Smith**, Department Manager, Community Planning, City of Kelowna, will cover:

- Basics – what it means to be an Approving Officer
- Links to planning bylaws – zoning and OCPs
- Typical process
- Working with the Ministry of Transportation
- Strata plans and bare land stratas

WEDNESDAY AFTERNOON

MODULE 8 **Engaging your Community**

Allison Habkirk, and **Jan Enns**, Jan Enns Communications, will lead an interactive session, in which participants will develop a public engagement plan in 10 'easy' steps, and present key highlights of their plan.

Topics include:

- Why public engagement is key to community planning
- How to develop effective engagement plans
- Techniques and strategies that work
- Strategies for the engaging the hard-to-reach audience
- And pitfalls to avoid.



THURSDAY MORNING

MODULE 9 **Planning for Sustainable Communities**

How can we take up the challenge of becoming more sustainable? How do we address the core issues ahead for this century including climate change, energy security, environmental protection, food security, and a myriad of others impacting our communities? **Mark Holland**, President, Holland Planning Innovations Inc. and **Alison McNeil**, Instructor, Capilano University will lead an interactive session giving you the opportunity to share and build your knowledge of setting specific approaches for making your community more sustainable, healthy and resilient.

THURSDAY AFTERNOON

MODULE 10 **What You Need to Know About Hiring Planning Consultants**

Ron Mattiussi, City Manager, City of Kelowna, and **Dan Huang**, Senior Planner – Principal, Urban Systems, will provide an interactive session, to assist participants to manage and evaluate contracted planning consultants effectively. The module will include:

- Request for Proposals (Small group exercise developing an RFP)
- How to find a planning consultant that is a good fit with your community and how to manage your consultant once you've hired them
- How to evaluate your consultant
- Planning students
- Contract planners
- How do you know when you need help?
- Key planning resources
- PIBC (Planning Institute of BC)

FRIDAY MORNING

MODULE 11 **Bringing It All Together**

Participants will present their planning challenge recommendations and a summary of what they learned at MATI Community Planning, based on their Learning Log. A graduation ceremony will be held as the final session of MATI Community Planning. **The course will end before lunch on Friday.**

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 208. 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) is 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@capilanou.ca) and visit the IIMC website at www.iimc.com.

How to Register

To apply for attendance at MATI Community Planning, please go to the special CivicInfo website below and **apply by June 15, 2018**.

Register at: <https://www.civicinfo.bc.ca/event/2018/MATI-CP>

Alison McNeil, MATI Community Planning Coordinator will contact you on or before June 16, 2018 to confirm details of your registration. All students are expected to attend the full course, starting Sunday 4 pm and ending Friday 12 noon.

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 June 15, 2018 subject to a \$50 LGMA administration fee. After June 15, no refunds are provided; however, registration may be transferable to another qualified candidate.



FUNDING ASSISTANCE AND FACULTY

Board of Examiners' Credit and Scholarships

MATI Community Planning 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

If you are working towards certification from the Board of Examiners, please note that MATI Community Planning, when taken as credit course, is 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



2018 MATI COMMUNITY PLANNING – GUEST FACULTY TEAM

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| Andrea Hudson | MATI Chair, Assistant Director – Community Planning, City of Victoria |
| Ron Mattiussi | MATI Mentor, City Manager, City of Kelowna |
| Linda Adams | Former CAO (retired), Islands Trust |
| Sandra Carter | Municipal Solicitor LLP, Valkyrie Law Group |
| Jan Enns | Trainer and Consultant – Jan Enns Communications |
| Allison Habkirk | Educator, Planner, Former Councillor and Mayor |
| Jennifer Hill | Acting Director, Intergovernmental Relations, Ministry of Municipal Affairs and Housing |
| Ron Hintsche | Manager, Area Planning and Development, South Division, City of Surrey |
| Mark Holland | President, Holland Planning Innovations Inc. |
| Dan Huang | Senior Planner/Principal Urban Systems, Victoria, and PIBC Past President |
| Mark Koch | Director of Community Services, District of Lake Country |
| Alison McNeil | Instructor, Local Government Programs, Capilano University |
| Ryan Smith | Department Manager, Community Planning, City of Kelowna |

If you have any questions, please contact:

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