

CERTIFICATE IN LOCAL GOVERNMENT EXECUTIVE MANAGEMENT

GUIDELINES FOR ORAL & WRITTEN SUBMISSIONS

This guideline has been prepared to advise candidates of the standards and expectations of the Board.

1. REGULATION REQUIREMENT

Section 5(e) of the *Board of Examiners Regulation* (BC Reg 324/05) authorizes the board to grant a Certificate in Local Government Executive Management to a person who: *"...has completed, to the board's satisfaction, an oral and written presentation to the board on a topic related to leadership in local government administration."*

This section is applicable once the other work experience and academic requirements pursuant to sections 5(a), (b), (c) and (d), have been satisfied.

2. APPROACH

The requirements are for both:

- a written presentation of publishable quality; and
- an oral presentation to support and clarify the written presentation.

The Board favours a "case study" approach. The case study should touch on as many of the challenges that can be expected to be faced by a Chief Administrative Officer. At a minimum, the format of the written report must cover:

- identification of the issue or problem, including facts and background
- objectives of the council/board (and how they were determined)
- options for resolving the issue (and how they were determined)
- the approach or engagement in the issue. For example, what was the candidate's broader community leadership role in identifying a community approach and/or resolution
- strategies that were selected and the rationale
- the role of the candidate in managing relations with the council, public, other governments and First Nations
- the process the council/board followed
- the management challenges the candidate faced and lessons for others facing a similar issue
- the unique personal attributes the candidate brought to the issue
- the final result; and
- current status of the issue and/or relationship with the council, public, media and affected parties.

The focus of the report should be on the approach or engagement to the issue and the candidate's role in each of the items above. The report should also provide an assessment of the candidate's role in the case study by considering the following:

- their accomplishments;
- their added value;
- learning experiences and how it has contributed to their professional development; and
- lessons for other local government officers and communities

The material and presentation are to demonstrate the candidate's on-the-job experience as a senior local government officer and how they dealt with the dynamics of a challenging situation. The emphasis is on action and the candidate's role in dealing with the issue.

3. WRITTEN REQUIREMENTS

The candidate will submit an outline of the written paper for approval prior to the preparation of the final report.

The candidate will submit, in accordance with the guidelines, a written report which has received prior approval from the Board. The report shall be not less than 1500 words. It shall contain an abstract of no more than 300 words suitable for publication in a BC journal. Unless otherwise agreed to by the Board, all reports will be published online. Candidates should ensure all copyright permissions that may exist with any text, pictures, or artwork used in their paper has been satisfied.

4. ORAL SUBMISSIONS

The candidate will make an oral presentation of between 10-15 minutes to the Board. The presentation will address the previously approved written report.

The presentation should emphasize the candidate's communication skills and can include various aids such as a PowerPoint deck.

At the conclusion of the presentation the candidate may be questioned by the Board on a matter related to his or her conduct as the Chief Administrative Officer, or to clarify some aspect of the case study in question.

5. PAPERS PUBLISHED AND AVAILABLE FOR VIEWING

All published papers will be available through CivicInfo BC's website at www.civicinfo.bc.ca/documents and select "3. Board of Examiners Reports". Given the sensitivity of some of the topics, successful candidates will have an opportunity to edit the report for publication or request that it remain unpublished.

6. DOCUMENT STORAGE

Regardless of a paper being published or unpublished because of sensitive content, all written submissions will be kept in storage at the Board of Examiners office according to provincial record management policy.

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