

Re: COURSE ON BURNABY MUNICIPAL GOVERNMENT  
(ITEM 3, REPORT NO. 75, NOVEMBER 24, 1975)  
(ITEM 15, REPORT NO. 12, FEBRUARY 23, 1976)  
(ITEM 5, REPORT NO. 50, AUGUST 3, 1976)

ITEM	11
MANAGER'S REPORT NO.	78
COUNCIL MEETING	Dec. 6/76

On August 3, 1976, a report to Council advised that the Course on Burnaby Municipal Government which was offered to the public during the spring of this year was extremely successful. Students who attended the course felt that they had gained a practical knowledge of their local government and there is no doubt that members of staff who provided instruction found it to be a highly rewarding experience.

Council on August 3 adopted the following recommendation:

"THAT approval be given to have the course on Municipal Government offered again during the winter quarter, 1977, with the understanding that a further report will be submitted to Council when preparations have been completed."

We are now in the final stages of preparing for the next course. An outline has been developed and referred to the School District for use as a publicity item. The course will also be advertised in the Information Burnaby Newsletter and by the District in local newspapers. Registration is expected to commence in early January.

An outline showing the content and the dates on which sessions will be held is attached. Some students from the first class made several worthwhile suggestions for improvement and these are reflected in the outline. The content for the School District's sessions 5, 6 and 7 is tentative and subject to change. No changes are anticipated for the sessions that involve Municipal participation.

This is for the information of Council.

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## THE CORPORATION OF THE DISTRICT OF BURNABY

in Cooperation With the  
BURNABY SCHOOL BOARD

presents a course in

"BURNABY MUNICIPAL GOVERNMENT"

at

Burnaby Central Senior Secondary School  
11 Sessions, 7:30 - 10:00, No Fee

This course in local government will provide an opportunity to learn how local governments work and to meet and discuss topics of interest with elected and non-elected officials who are responsible for this District's operations. Specifically, it will cover the forms of local government, the Municipal Act, Public Schools Act, Council and School Board operations, budgeting and finance, administration, the Greater Vancouver Regional District and Provincial and Federal relationships. Representatives of various departments will be available to discuss the services that are provided by their departments. The eleven sessions will consist of lectures, discussions, question periods and one attendance at a meeting of Council to observe a local government in action.

SESSION I - January 18 (Tuesday)

- A. Mayor T.W. Constable
  - Introduction and role of Council
- B. Municipal Manager
  - Forms of government, structure and organization chart, role of administrative staff
- C. Municipal Clerk/Returning Officer
  - Council meeting procedures; parliamentary law, rules of order, motions
  - Municipal By-Laws - how by-laws are passed, approved, enforced, amended and appealed; procedures followed for presentation of by-laws requiring consideration by the public
  - Qualifications and registration of electors, list of electors, qualifications for office nominations and elections

SESSION 2 - January 24 (Monday)

- Municipal Council meeting to commence in Council Chamber at 7:00 p.m.

SESSION 3 - February 1 (Tuesday)

- A. Planning Department
  - The preparation and implementation of community plans; municipal objectives, relationship to the zoning and development process, implementation techniques and ongoing review and response to change
- B. Building Department
  - Codes and regulations; permits for construction and alterations to existing structures and the installation of plumbing, electrical and gas services; inspections to ensure that site development including landscaping where applicable is carried out in accordance with the Zoning By-law; occupancy permits

SESSION 4 - February 8 (Tuesday)

- A. Fire Department
  - Organization of the department; facilities and equipment; types of services provided
- B. Police Department (R.C.M.P.)
  - Organization of the police department; patrol, investigation and administration divisions. Objectives and roles of the police; control of crime, protection of life and property and the maintenance of order. Changing role of police department: the shift from police oriented prevention to community oriented prevention and what this means to the police and the public.

SESSION 5 - February 15 (Tuesday)

- A. Burnaby School Board
  - Public Schools Act
  - Organization and operation
  - Budgeting and finance
  - Departments and administration

SESSION 6 - February 22 (Tuesday)

- A. Burnaby School Board
  - Organization
  - School boundaries
  - Educational Programs K - 12  
Kindergarten and Elementary School Programs; Secondary School Programs - Basic Program, Vocational, Fine Arts, Options in education  
Continuing Education, Special Education, Pupil Personnel Services

SESSION 7 - March 1 (Tuesday)

- A. Burnaby School Board
  - Community Education Services - Organization and services provided
  - Role of the Department
  - Adult continuing education
  - Summer School
  - Community Education
- B. Resource Center
  - Non-print library (audi visual), teach in-service for media, and production facilities for local requirements
- C. Professional Development Center
  - Description of the Pro-Dev and Curriculum Center, its staff and the services provided, and the inter-relationship of the Center with other support services of the Burnaby School Board

SESSION 8 - March 8 (Tuesday)

- A. Parks and Recreation Department
  - Role of the Parks and Recreation Commission
  - Role of the Parks and Recreation Administration
  - Facilities, programming
- B. Health Department
  - Introduction by the Medical Health Officer: appointments, powers and responsibilities
  - Review of community care facilities; schools, clinics, pre-natal and speech therapy; role of the Environmental Health Division

SESSION 9 - March 15 (Tuesday)

- A. Engineering Department
  - Role of the Engineering Department; major services, including construction and maintenance of roads, regulation of traffic, refuse collection, water, sewer and other utilities
- B. Treasury Department
  - Revenue budgets, taxation and other sources of revenue, capital budgets and finance and a review of the role of the B.C. Assessment Authority

127

SESSION 10 - March 22 (Tuesday)

- A. Library
  - Organization, philosophy, policies; finance and budgets; book selection and organization of materials
  - Services: Branch and community; future development
- B. Province of B.C. Human Resources Department
  - An overview of benefits from the Provincial Government for qualified recipients
  - Programs offered: - social assistance; adult placement; pensions and daycare; child welfare and youth services

SESSION 11 - March 29 (Tuesday)

- An overview of the regional district, senior levels of government and organizations that have been formed to serve and represent local government.
- Greater Vancouver Regional District; Provincial government; Federal government
  - Union of B.C. Municipalities; Canadian Federation of Mayors and Municipalities