



**COURSE OUTLINE – Fall 2015**

<b>INSTRUCTOR:</b>	<b>COURSE NO: PADM 309</b>
<b>COURSE NAME: Municipal Administration and Community Involvement in BC</b>	
<b>COURSE LOCATION:</b> Capilano University, North Vancouver Campus	
<b>TEL:</b>	<b>SECTION:</b>
<b>TERM:</b> Fall 2015	<b>CREDITS:</b> 3

**COURSE FORMAT:** 3 hours per week x 15 weeks, plus fourth hour activities

**COURSE PREREQUISITE:** 30 credits of 100 level or higher coursework and ENGL100.

**COURSE DESCRIPTION AND OUTCOMES:**

Through this course students will gain knowledge and understanding of municipal government administration in British Columbia, including the key services provided and how the community is involved in the process. Topics examined include: governing legislation and structure; the roles and responsibilities of municipal government staff, elected officials and the community; local government service delivery and funding; and relationships with other governments and supporting organizations. Students will be introduced to key sector challenges such as sustainability, affordable housing, homelessness, alternative transportation and climate change, and develop critical thinking skills while considering local government action on these issues.

As a result of taking this course, students will become more informed and active citizens, with insight into career paths in municipal government administration and connections to other careers. For those with no experience working in the local government sector, this course will be a bridge to the Local Government Administration Certificate, Advanced Certificate and Diploma programs.

**STUDENT LEARNING OUTCOMES**

Upon successful completion of this course, students should be able to:

1. Identify the purposes and types of local government in BC and Canada
2. Explain the sources of municipal authority, and identify and utilize the main pieces of legislation for municipalities in BC
3. Discuss the purposes of municipal government and debate their relative importance
4. Understand a municipal government organizational chart, identify key staff roles and categorize municipal services
5. Discuss key sector challenges (e.g. related to sustainability, affordable housing, homelessness, alternative transportation and climate change), innovative local government action on these issues in BC and alternatives from elsewhere
6. Compare and contrast how services are provided by different municipalities and explain why
7. Identify and discuss some major challenges in funding municipal services today and similarities and differences in municipal community grant programs

8. Explain the roles of elected officials, staff and the public in municipal governments generally and in service provision in particular
9. Examine the role of the public in the delivery of a specific municipal service (e.g. broad community engagement processes and links to planning, infrastructure and social services)
10. Examine a specific service delivery case demonstrating how a municipal government works with others, (e.g. governments, organizations, public) to address community issues and assess the effectiveness of the process and result
11. Evaluate and propose improvements to municipal government involvement of community organizations and/or public generally in the delivery of a specific municipal service

#### EVALUATION PROFILE:

Assessment (Assignment details for each category posted on Moodle)	% of Final Grade	Individual/ Group
Research paper on municipal service delivery	20	I
Group project – field work and presentation	15	G
Case study analysis paper and practitioner interview	25	I
Quizzes on course readings (3)	30	I
Participation (field trips, group work, class and Moodle discussion)	10	I/G
<b>Total</b>	100%	

#### GRADING PROFILE:

A+	90-100%	B+	77-79	C+	67-69	D	50-59
A	85-89	B	73-76	C	63-66	F	Below 50%
A-	80-84	B-	70-72	C-	60-62		

#### GRADING STANDARDS:

<b>A</b>	<b>All aspects of the work submitted are to excellent standards.</b> Thoroughly researched, clear and concise, excellently structured and designed, with an extensive range of evidence (e.g. literature, other data) used effectively and critically. Demonstrates a thorough and comprehensive understanding of the topics. Presented to very high standards (e.g. references, style, grammar, length).
<b>B</b>	<b>All aspects of the work submitted are to good standards.</b> Accurately researched, clear discussion, well structured and designed, with a good range of evidence (e.g. literature, other data) used effectively and critically. Demonstrates a thorough understanding of the topics. Presented to high standards (e.g. references, style, grammar, length).
<b>C</b>	<b>All aspects of the work submitted are to satisfactory standards, or (C-) a marginal pass.</b> Sufficiently researched, providing good discussion, reasonably well structured and designed, with an acceptable range of evidence (e.g. literature, other data) used effectively. Demonstrates satisfactory understanding of the topics. Presented to reasonable standards (e.g. references, style, grammar, length).
<b>D</b>	<b>Work submitted earns a minimal pass.</b>

	Insufficiently researched, needs improvement in flow and design, and/or level of detail, with a limited range of evidence (e.g. literature, other data) used. Demonstrates rudimentary understanding of the topics. Presented to basic standards (e.g. references, style, grammar, length).
<b>F</b>	<b>All aspects of the work submitted are below adequate standards</b> Research, flow and design, and/or level of detail are unsatisfactory, with an insufficient range of evidence (e.g. literature, other data) used. Demonstrates unfamiliarity with the topics. Presented to below adequate standards (e.g. references, style, grammar, length).

### REQUIRED TEXTS AND OTHER RESOURCES:

Bish, Robert L. and Eric G. Clemens, *Local Government in British Columbia*. 4<sup>th</sup> ed., Union of BC Municipalities, 2008.

Tindal, Robert et al., *Local Government in Canada*. 8<sup>th</sup> ed., Nelson, 2013 (on library reserve).

Union of BC Municipalities, *Local Government in BC: A Community Effort*. 2006. (available on Moodle site).

Vaughan, Michael and Lisa Zwarn, *Municipal Law in British Columbia*. Capilano University, 2014 (available on Moodle site).

*Community Charter* and *Local Government Act* legislation are available respectively at:

[http://www.bclaws.ca/Recon/document/ID/freeside/03026\\_00](http://www.bclaws.ca/Recon/document/ID/freeside/03026_00)

[http://www.bclaws.ca/Recon/document/ID/freeside/96323\\_00](http://www.bclaws.ca/Recon/document/ID/freeside/96323_00)

Additional readings and resources will be provided by the course instructor on the Moodle site. Course material, announcements and communications in between classes will be on course Moodle site available through: <http://moodle.capilanou.ca/>

### COURSE CONTENT/SCHEDULE:

WEEK	TOPICS	REQUIRED READINGS/ACTIVITIES
1	<b>Course Introduction</b> A. Review: Course Outline/ Course Learning Outcomes and Assignments B. Defining and identifying local governments in Canada, BC, Vancouver region	Tindal et al. – Chap. 2 <i>UBCM, A Community Effort</i>
2	<b>Local Government Foundations</b> A. Local Government Foundations – history, definition and types – municipal and others B. Canadian Constitution and local government authority C. Local government legislation in BC	Vaughan and Zwarn – Chap.3 & 4 <i>Local Government Act-Part 1, sections 1-5</i> <i>Community Charter- Part 1</i>

WEEK	TOPICS	REQUIRED READINGS/ ACTIVITIES
3&4	<b>Purposes of Municipal Government</b> <ul style="list-style-type: none"> <li>A. Governance and Service Delivery</li> <li>B. Roles and involvement: <ul style="list-style-type: none"> <li>• Elected Councils</li> <li>• Administration</li> <li>• Public and community stakeholders</li> </ul> </li> <li>C. Key sector challenges: sustainability, climate change, alternative transportation, affordable housing, homelessness, downloading by other levels of government</li> </ul>	Tindal et al. Chap.1 Bish and Clemens, Chapter 1 & 2 Field trips (individual and group): council/committee meetings/public hearing QUIZ #1 RESEARCH PAPER due
5, 6 & 7	<b>Municipal Services</b> <ul style="list-style-type: none"> <li>A. What, why and how?</li> <li>B. Administration: organizational structure and key roles</li> <li>C. Funding sources and expenditures</li> <li>D. Services and budgeting</li> <li>E. Municipal grant programs</li> <li>F. Municipal case studies</li> </ul>	Bish and Clemens, Chap. 3 & 6 Vaughan and Zwarn – Chap.6 Guest speaker GROUP PROJECT PRESENTATIONS due
7, 8 & 9	<b>Community Involvement in Municipal Services</b> <ul style="list-style-type: none"> <li>A. Public involvement spectrum</li> <li>B. Reasons and requirements for involvement</li> <li>C. Defining issues and identifying stakeholders</li> <li>D. Traditional approaches and innovative alternatives</li> <li>E. Municipal case studies: <ul style="list-style-type: none"> <li>• community planning</li> <li>• transportation</li> <li>• infrastructure</li> </ul> </li> </ul>	Tindal and Tindal – Chap. 10 Additional readings – iap2.org Guest speakers QUIZ #2
10, 11 & 12	<b>Getting Things Done Together: Responses to Key Sector Challenges and Community Needs</b> <ul style="list-style-type: none"> <li>A. Working with community groups</li> <li>B. Working with NGOs</li> <li>C. Working with other levels of government</li> <li>D. Municipal case studies <ul style="list-style-type: none"> <li>• community planning</li> <li>• transportation</li> <li>• infrastructure</li> </ul> </li> </ul>	Tindal and Tindal – Chap. 6 Interviews CASE STUDY ANALYSIS PAPER due
13	<b>Course Conclusions and Final Review</b>	INDIVIDUAL PRESENTATIONS
14 & 15	<b>Final Exam Period</b>	QUIZ #3

## **UNIVERSITY POLICIES**

Capilano University has policies on academic appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation, and other educational issues. These and other policies are available on the University website. In addition to the policies of the University, the School of Public Administration has policies governing the management of our classes and curriculum.

## **PROGRAM POLICIES – SCHOOL OF PUBLIC ADMINISTRATION**

**Attendance:** Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials. Absences are only acceptable in emergency or extreme circumstances and only with the prior approval of the instructor.

### **Cheating and Plagiarism:**

Cheating is the use or provision of unauthorized aids, assistance or materials during examinations, in the preparation of assignments, or in the completion of practical work (in clinical, practicum or lab settings). Plagiarism is the formal presentation or submission of others' work, research, words, ideas, illustrations or diagrams as one's own, without explicit citation or credit. Students are responsible for ensuring that they understand and follow the principles of proper documentation and scholarship. They are responsible for ensuring that they understand what constitutes cheating and plagiarism.

### **Penalties for Cheating and Plagiarism:**

A grade of '0' for an examination, quiz or assignment or 'F' for the course may be assigned if cheating or plagiarism has taken place. First incidents deemed by the instructor to be particularly serious or second or subsequent incidents of cheating and plagiarism will be dealt with under the provisions of the University Policy on Cheating and Plagiarism (See the Capilano University website). All students should familiarize themselves with the University Policy on Cheating and Plagiarism as such behaviour can result in suspension from the University.

### **Incomplete Grades:**

Incomplete grades will not be given unless special arrangements have been made with the instructor prior to the date set by University administration.

### **Professional Behaviour:**

Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructors. Each student should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in the Faculty of Global and Community Studies. Students should have respect for equipment and systems. Students should display a constructive response to criticism.

### **Copyright Policy:**

Students are expected to familiarize themselves with and abide by the University's Copyright Policy. The University's Copyright Policy is published on the Capilano University website.

**Missed Exams and Quizzes:** Where applicable, missed exams or quizzes will receive a grade of "0" unless PRIOR arrangements (wherever possible) are made with the instructor.

**English Usage:** All assignments are marked for correct English usage, proofreading and formatting. No assignment requiring extensive correction of grammar or spelling will be accepted.

**Programmable Tools:** The use of programmable items such as calculators and dictionaries, etc. is forbidden during tests, quizzes and exams unless authorized by the instructor. Cell phones are not to be brought to any test, quiz or exam.

## **COURSE LEVEL POLICIES**

In addition to the Capilano University policies and the School of Public Administration policies, the following policies govern the management of our classes and curriculum.

**Assignments:** Assignments are due at the *beginning of class* on the due date unless otherwise advised by your instructor. Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.

**Use of Electronics:** For this class, please turn cell phones to silent. A laptop/cell phone/iPad is permitted for note taking and is required for several in class exercises, so please bring it.

**Punctuality** is expected: classes are short, some doors automatically lock, and it is disruptive to the class to have students showing up late. Lateness affects your participation & professionalism. Late students may not be admitted into class unless & until it is convenient for the instructor to let the student in.

**Come prepared:** Do your homework assignments and your readings regularly. There may be a few pop quizzes or homework checks. All material in the textbook is examinable, and tests are cumulative.

**Three before me rule:** In order to ensure that you are sourcing out information and ensuring your own success in this course. Before you ask me any questions regarding assignments, test or materials you are to source three other avenues to find the information.

**Actively participate:** you should ask thoughtful questions, and contribute to discussions with examples and facts to back up personal opinions (do your homework, apply concepts to your own experiences).

**Show respect for others:** by not talking or interrupting when someone is talking, listening so we don't have to waste class time repeating, and please use appropriate language during all conversations and correspondence.

**Show respect for yourselves** by getting the most out of your class, making worthwhile contributions, and turning in quality work that you are proud of.

**Show appreciation to our guest speakers:** for sharing their insights and experiences with us on their own time and at their own expense. Reviewing their profile in advance, actively participating, and giving them an enthusiastic welcome and send off are a few examples of how we can thank our speakers.

**Missed classes:** If you are absent for a class, please consult with a classmate about anything you might have missed. Do not ask the instructor for handouts.

**Keep on top of things:** please check your Capilano email account *daily*, as well as your Moodle site.