

COURSE OUTLINE		
TERM: Fall 2018	COURSE NO: PADM 309	
INSTRUCTORS:	COURSE TITLE: MUNICIPAL ADMINISTRATION AND COMMUNITY INVOLVEMENT IN BC	
OFFICE: E-MAIL:	SECTION NUMBER:	CREDITS: 3
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE FORMAT

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams.

COURSE PREREQUISITES: 30 credits of 100-level or higher coursework.

CALENDAR DESCRIPTION

Through this course students will gain knowledge and understanding of municipal government administration in BC, including the key services provided and how the community is involved in the process. Topics examined include governing legislation and structure; 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, developing critical thinking skills while considering local government action on these issues.

COURSE NOTE

PADM 309 is an approved Self and Society course for Cap Core requirements.

COURSE STUDENT LEARNING OUTCOMES

Upon successful completion of this course, students will be able to do the following:

1. Identify the purposes and types of local government in Canada and explain the sources of municipal government authority;
2. Discuss the primary roles of municipal government and explain their relative importance;
3. Demonstrate understanding of a municipal government organizational chart, identify key staff roles and categorize municipal services;
4. Explain 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;
5. Compare and contrast services provided by different municipalities and explain why differences occur in services provided and how they are delivered;
 6. Identify and discuss how municipal services are funded and some challenges faced by municipalities today in maintaining quality and quantity of services;
 7. Explain the distinct roles of elected officials, staff and the public in municipal governments generally and in service provision in particular;
 8. Discuss theories and current practices related to community involvement in municipal government, including International Association of Public Participation (IAP2) models;
 9. Analyze how community involvement in a municipal service is used to identify and address public needs, priorities and issues and assess the effectiveness of the process and result;
 10. Evaluate and propose improvements to municipal government involvement of the public generally and/or stakeholder groups in the delivery of a specific municipal service.

Students who complete this Self and Society course will be able to do the following:

1. Identify potential root causes of local/global problems and how they affect local/global cultures, economies, politics, and policies.
2. Assess and evaluate individual and collective responsibilities within a diverse and interconnected global society.
3. Apply concepts of sustainable development to address sustainability challenges in a global context.
4. Explain how contexts (e.g. cultural, historical, colonial, economic, technological) shape identity formation and social structures.

REQUIRED TEXTS:

Bish, Robert L. and Clemens, E. (2008). *Local Government in British Columbia*. (current edition). Richmond: Union of BC Municipalities.

Tindal, Richard et al. (2013). *Local Government in Canada*. (current edition). Toronto: Nelson Education Ltd.

Union of BC Municipalities (UBCM). (2015). *Local Government in BC: A Community Effort*. (current edition). Richmond: Union of BC Municipalities.

Zwarn, Lisa. (2008). *Local Government Services in BC*. (current edition). North Vancouver: Capilano University.

COURSE CONTENT AND SCHEDULE:

Topics listed below cover the main areas of study. If needed, schedule updates will be posted on Moodle at least one week prior to class.

DATE - WEEK	TOPICS	READING AND ASSIGNMENTS
1	Course Introduction A. Definition and types of local governments in Canada, British Columbia and Vancouver region B. Key course terms and definitions C. Purposes of municipal government D. Course essential questions and outline - schedule and assignments	<ul style="list-style-type: none"> • UBCM, <i>Local Government in BC: A Community Effort</i>.
2	Municipal Government Foundations A. Canadian Constitution and local government authority B. Local government history, definition and types – municipal and related organizations C. Local government legislation in British Columbia D. Municipal administration – structure and roles	<ul style="list-style-type: none"> • Bish and Clemens, Ch.1 . & Ch. 3 . • Tindal et al., Ch. 1 • Vaughan and Zwarn, Ch. 4 • <i>Community Charter</i>, Part 1
3	Municipal Administration and Services A. Governance and services - roles and involvement: <ul style="list-style-type: none"> • elected councils • administration • public and community stakeholders B. Service classifications and types (required/optional) and service delivery options C. Municipal government organizational charts D. Key sector challenges: e.g. sustainability, climate change, alternative transportation, affordable housing, homelessness	<ul style="list-style-type: none"> • Bish and Clemens, Ch. 3 & Ch. 6 • Tindal et al., Ch 8 • Zwarn, Intro. & Ch. 1 • Guest speakers
4	Financing Municipal Services and Regional Districts A. Municipal revenue sources, expenditures, service budgeting B. Regional Districts – roles and functions, MetroVancouver case	TEST #1 (10%) class 1-3 readings <ul style="list-style-type: none"> • Finance: UBCM, Bish and Clemens, Ch 12 ; Zwarn • Regional Districts: Zwarn, Ch.11 • Guest speaker
5	Municipal Decision Making and Key Sector Organizations A. Municipal bylaws and public hearings B. Civicinfo BC and other key organizations	RESEARCH PAPER ON MUNICIPAL SERVICE DUE (20%) <ul style="list-style-type: none"> • UBCM • Guest speaker
6	Community Involvement A. Reasons, types, spectrum B. History and key theorists C. Municipal requirements, policies and practices for community involvement in service delivery D. Community grant programs – getting things done together and building community	<ul style="list-style-type: none"> • Arnstein, Sherry (article on Moodle) • Bish and Clemens, Ch. 3 • IAP2 Spectrum, Core Values, Toolkit (on Moodle) • Tindal et al., Ch. 10 • UBCM,
7	Community Involvement in Municipal Services A. Innovations: Surrey CitySpeaks B. e-services and e-involvement C. Social media policies	<ul style="list-style-type: none"> • Articles to be provided on Moodle • Guest speaker • Student article search GROUP PROJECT DUE – REPORT & PRESENTATIONS (15%)

DATE - WEEK	TOPICS	READING AND ASSIGNMENTS
8	Municipal Councils and Administration in Action A. Group project presentations and comparisons B. Public involvement C. Elected v. staff/administration role D. Review of MACI analysis paper & practitioner interview assignment	GROUP PROJECT PRESENTATIONS (continued)
9	Community Planning and Community Involvement A. Purpose, definitions and key issues B. Municipal government role C. Community role	TEST #2 (10%) – class 4-7 Readings <ul style="list-style-type: none"> • Bish and Clemens, Ch. 10 • Zwarn, Ch. 6 • Articles to be provided on Moodle • Guest speaker • Student article search
10	Building Sustainable Communities and Responding to Climate Change A. Purpose, definitions and key issues B. Municipal government role C. Community role	<ul style="list-style-type: none"> • Bish and Clemens, Ch 8 • Zwarn, Ch. 5 • Articles to be provided on Moodle • Guest speaker • Student article search
11	Community Involvement in Parks and Recreation Services A. Purpose, definitions and key issues B. Municipal government role C. Community role	<ul style="list-style-type: none"> • Bish and Clemens, Ch.9 • Zwarn, Ch. 7 • Articles to be provided on Moodle • Guest speaker • Student article search
12	Active Transportation Planning and Community Involvement A. Purpose, definitions and key issues B. Municipal government role C. Community role	MACI ANALYSIS AND PRACTITIONER INTERVIEW PAPER DUE (25%) <ul style="list-style-type: none"> • Bish and Clemens, Ch.8 • Zwarn, Ch. 5 • Articles to be provided on Moodle • Guest speaker • Student article search
13	Course Conclusion and Final Review A. Review and discussion of essential questions B. Student presentations C. Course evaluation	TEST #3 (10%) –class 9-12 readings PRESENTATIONS ON MACI ANALYSIS PAPER AND PRACTITIONER INTERVIEW
14 & 15	Final Exam Period	

EVALUATION PROFILE

Assessment	%	Individual/Group
1. Research paper on a municipal government service	20	I
2. Group project – field work, report on municipal council meeting - submission and presentation	15	G
3. Municipal Administration and Community Involvement analysis paper and practitioner interview	25	I
4. Tests on course readings (3) – <i>Test #1 returned to students prior to the withdrawal date.</i>	30	I
5. Participation (in class discussions, group work, field trips, Moodle, including contributions to online glossary*)	10	I/G
Total	100%	

* Students are expected to contribute to the glossary of terms on the course Moodle site, making at least one postings per week.

ASSIGNMENTS

For detailed description of assignments, please refer to the course syllabus and Moodle site.

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete "I" will not be assigned in this course.

Late Assignments

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

Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

Attendance

Students are expected to attend all classes and associated activities. Regular class attendance and punctuality are both essential and expected due to the nature and format of the course materials. Students are required to make up all class work for which they were not in attendance.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class for note-taking only.

On-line Communication – (Email, Moodle, etc.)

Outside of the classroom, instructors will if necessary communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <http://www.capilanou.ca/services/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information:

<http://www.capilanou.ca/about/governance/policies/Policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

- **Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:
 - Copying or attempting to copy the work of another during an assessment;
 - Communicating work to another student during an examination;
 - Using unauthorized aids, notes, or electronic devices or means during an examination;
 - Unauthorized possession of an assessment or answer key; and/or,
 - Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

- **Fraud:** Creation or use of falsified documents.

- **Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

- **Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.
- **Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.
- **Prohibited Conduct:** The following are examples of other conduct specifically prohibited:
 - Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
 - Falsifying one's own and/or other students' attendance in a course;
 - Impersonating or allowing the impersonation of an individual;
 - Modifying a graded assessment then submitting it for re-grading; or,
 - Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including [B.401 Sexual Violence and Misconduct Policy](#) and [B.401.1 Sexual Violence and Misconduct Procedure](#).

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

DEPARTMENT AND PROGRAM OPERATIONAL DETAILS

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.