

FOUNDATIONS IN RURAL PLANNING PRACTICE (95 625)

COURSE OUTLINE

Fall 2013

UNIVERSITY OF GUELPH

W.J. Caldwell



Course Co-ordinator:

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You are welcome to see me at any time when I am on campus, however, you may wish to schedule a meeting in advance. You are encouraged to pursue questions related to the content of seminars during and following each seminar. If you need to reach me when I am not on campus you are welcome to call me at home (519-529-7093).

Class Time and Location:

Wednesday, 8:30 a.m. to 11:30 a.m. Landscape Architecture Building 202
(to discuss: potential change of time (9:30-12:30) and the rescheduling of a couple classes)

It is proposed that we reserve 2-3 days to be held off campus near Goderich (accommodations and meeting space is tentatively booked at Camp Menesetung for October 24, 25 and 26 – Thurs. evening to Sat. evening). These will be interactive days focusing on specific case studies, mini-lectures, guest speakers and field work. It is recognized that some people may have employment or child care commitments and we will work to address related concerns. In light of this we will cancel at least one Wednesday session. The anticipated cost of accommodation is approximately \$50/person. The camp has cooking and meeting facilities.

One additional outing is scheduled and students are also encouraged to attend at least 1 conference.

PURPOSE OF THE COURSE

The overall purpose of the course is to provide an introduction to professional planning practice. This includes a focus on three key areas:

Concepts in Public Administration: The structure, scope of responsibility and functions of public sector administration and government of rural areas and small municipalities

Introduction to Local Government: The workings of local government and the role of the planner in this process.

Introduction to Rural Planning Practice: The course will provide an introduction to planning and development in rural regions and municipalities.

LEARNING OUTCOMES

Upon completion of the course, participants will be able to:

- Understand key aspects of local government and public administration.
- Describe the approach to land use planning commonly pursued in the Canadian context.
- Generally describe key planning tools (Official Plans and Zoning By-laws)
- Discuss at least one key planning issue in detail

APPROACH TO THE COURSE

In delivering the course I will attempt to accomplish the following:

- i) use appropriate “planning and public administration tools” in leading the course
- ii) introduce graduate students to principles and practices of planning.
- iii) focus on relevant current issues
- iv) provide the class with varying perspectives
- v) consider a number of case studies

Although the course will have an Ontario focus - comments, projects, presentations and examples from other parts of the country, or elsewhere are welcome.

You are encouraged to pursue your own area of interest/research.

LISTING OF SEMINAR TOPICS

1. Introduction to the Course

What are your Learning Objectives?
Review and discussion of course outline
Review your experience and interests
Identification of alternate/ additional topics

2. Concepts in Public Administration

How rural Canada is set up to administer itself
Why is accountability, efficiency, effectiveness, equality and equity important?
Local Services and Service Delivery
Theories of Public Organization
The Policy Making Process

3. Introduction to Local Government

The Evolution of Local Government in Canada
The Structure of Local Government / Services
Decision Making and Politics
The Provincial-Municipal Relationship

4. Introduction to Rural Planning Practice

Planning and Development for Rural Communities
Current Issues and Case Studies
Planning Tools (Plans, by-laws etc.)
The evolving profession

TEXT BOOKS

Tindal, C.R. and N. Tindal. Local Government in Canada. 2008. Toronto: McGraw-Hill Ryerson Ltd. (The Tindall text is strongly recommended. It is available at the bookstore.)

Caldwell, W.J., C. Brown, S. Thomson and G. Auld. An Urbanites Guide to the Countryside. 2006. Volumes Publishing. (Suggested - Discuss)

Caldwell, W.J. Rediscovering Thomas Adams. 2011. UBC Press. (Suggested - Discuss)

Course Readings. A number of course readings will be provided in electronic format.

Additional readings will be assigned and are listed on a separate handout. The handout also includes a more general listing of relevant materials.

Web sites:

www.cip-icu.ca/English/home.htm – Canadian Institute of Planners (CIP)

www.ontarioplanners.on.ca/ - Ontario Professional Planners Institute (OPPI)

www.amcto.com (Association of Municipal Clerks and Treasurers for Ontario)

www.amo.on.ca (Association of Municipalities of Ont.)

www.gov.on.ca (Government of Ontario web site)

www.planning.org – American Institute of Planners

See School Website for additional relevant contacts

Conference Opportunities

- OPPI Conference– London (September 18-19) <http://ontarioplanners.ca/Special-Pages/Conference-2013>

- Bi-National Blue Water Regional Collaboration Conference – Port Huron (Oct 2)

<http://events.r20.constantcontact.com/register/event?oeidk=a07e7rhcl8f8ebf803&llr=iey4m6cab>

- Healthy Rural Communities Conference – Minden (Oct 3-4) www.ohcc-ccso.ca/en/symposium2013

- ROI Symposium – (October 16-17) www.stepstoleadership.ca/

- Niagara Escarpment Commission Leading Edge Conference (Oct 24, Milton)

<http://www.cvent.com/events/leading-edge-2013/event-summary-d8094f33ee184158acbf07a01a514704.aspx>

- Latornell Conference – Alliston (Nov 20-22) www.latornell.ca/

COURSE REQUIREMENTS *(the class will help finalize due dates, project weighting & assignment selection)*

SUMMARY OF PROPOSED COURSE REQUIREMENTS

Proposed Evaluation	Weight (%)	Due Date
i) Rural Planning Issues – Goderich Workshop (Group)	20	Oct. 30 (based on workshop dates)
ii) Local Government (Group)	25	Nov. 13
You may select either OPTION 1 or OPTION 2		
OPTION 1		
iii) Term Paper- Proposal	--	Oct 16
Term Paper- Completion	45	Nov. 27
Presentations/poster	10	Nov. 27
OPTION 2		
iii) Issues Paper- Proposal	--	Oct 16
Issues Paper- Completion	25	Nov. 27
Presentations/poster	10	Nov. 27
iv) Conference Journaling	20	Two weeks after the conference

(It is preferred that papers be submitted in electronic format)

Individual Learning Contracts: If you wish to pursue course requirements different from those above, there is the opportunity to develop and review these with Wayne.

Assignment 1: Rural Planning Issues - Goderich Workshop

Please work in groups of 3-4. This requirement is designed to complement field work in the Goderich area. You will select a given issue and develop a position paper on this issue. You will be asked to complete a field visit and meet with a planner, member of the public and local politician/ municipal representative. You will be asked to identify a broad topic area and then select a relatively narrow issue to focus on. Broad topic areas include: lakeshore development, agriculture, rural settlement, economy, social or environmental issue. Examples of specific issues would include wind turbines, surplus residential severances, protecting the lower Maitland, promoting local food, intensification or mainstreet development among many others.

Group formation, broad topic areas and specific issues will be determined 2 weeks in advance of the workshop to facilitate setting up meetings etc. in advance of our site visit.

Potential issues:

The position paper will address the following: the issue, complexities, existing policy and strategies, key directions, reflections and recommendations. The position paper may be written in the form of a report directed to a municipality or citizen's group. It is anticipated that this report will be completed during the field trip. A separate handout will be provided concerning this assignment. (weight- 20%)

Assignment 2: Local Government

It is recommended that this be completed in groups of 2-3. This assignment is intended to get you speaking to municipal folks (staff and/or politicians).

1. For a chosen level of local government (township, village, town, city, county, region), prepare a report on i) the structure and ii) the functions of that level of local government, using a specific case example. Include an organizational chart. Note the relationship between elected officials and local administration, and between local administration and other levels of government.
2. Attend at least one meeting of the council at your chosen level of government. Note the relationship between council members; staff, the public and other levels of government. How do these fit with ideas about organizational culture and behaviour? Note some of the issues being addressed and how they are dealt with. (this should occur the first 2 weeks of October).
3. Carry out and present research on the administrative components of a significant municipal issue. (This may include municipal structure, issues related to deteriorating infrastructure, solid waste services and keeping up to the evolving regulatory regime, etc. Consider process and options your municipality has considered related to the selected issue in the past few years. What has changed and why? What do you find to be short and long term positive and negative effects of these changes on whom and on what? What are the related Public Administration components.
4. Present a summary version of your report in class.

(If you have a solid working knowledge of local government you may in consultation with the instructor substitute an alternative (example Ministry, Department or non-governmental agency) and carry out a similar review.).

Students will complete either OPTION 1 or OPTION 2

OPTION 1: Term Paper (45% paper; 10% presentation)

Term paper proposal:

A 1-2 page proposal for the paper is recommended. Where possible a student should use the course paper to further specific personal research interests.

The term paper will be completed using either Format 1 or Format 2

Format 1 - (Independent Term Paper)

You are asked to prepare a paper on a relevant topic. Relevant topics may relate to the role of government, public administration or some aspect of the planning system or issue that you wish to look at in detail. This paper may reflect individual areas of interest. Personal research/ interviews are encouraged. The topic of the paper shall first be reviewed with the instructor.

The paper may take the form of a traditional term paper or it may take the form of a diary in which you select a given theme and based on a series of interviews with appropriate readings provide personal reflections, outcomes and perhaps recommendations (as opposed to the traditional referenced paper).

The length of the paper will vary but generally should not exceed 15 pages double spaced.

Format 2 - (Group Term Paper)

You may work in groups of 2-3 and prepare a paper on a relevant topic. Personal research/ interviews are encouraged. In comparison to individual term papers the group paper should tackle a more specific practical issue and involve a stronger emphasis on field work. The topic of the paper shall first be approved by the instructor. The length of the paper will vary but generally should not exceed 20 pages double spaced.

(There is the potential to turn the Issues Paper from the Goderich Workshop into a much more engaged, detailed and professional report.)

Presentations/ Poster Sessions (Review)

These Presentations/Poster sessions will reflect either individual or group term papers. You will be given the option of a presentation or a poster session. Diverse approaches to presenting the material is encouraged. The grade will be awarded one-third communication style; one-third content and one-third effectiveness (including time management). You will be asked to evaluate the presentations of fellow students.

Students will complete either OPTION 1 or OPTION 2

OPTION 2: Issues paper and conference journaling (25% paper; 10% presentation; 20% conference journaling)

Issues paper proposal:

A brief proposal/ verbal discussion for the issues paper is recommended. Where possible a student should use the issues paper to further specific personal research interests.

The issues paper will be completed as follows

You are asked to prepare a brief paper on a relevant topic. Relevant topics may relate to the role of government, public administration or some aspect of the planning system or issue that you wish to look at in detail. This paper may reflect individual areas of interest. The Issues Paper may develop a specific theme or issue from the conference that you attend. The topic of the paper shall first be reviewed with the instructor.

The paper will reflect a given theme and be based on appropriate readings/references. It may be written in the format of a policy brief. The length of the paper will be in the 6-8 page range (double spaced).

Presentations/ Poster Sessions (Review)

These Presentations/Poster sessions will reflect the issues papers. You will be given the option of a presentation or a poster session. Diverse approaches to presenting the material is encouraged. The grade will be awarded one-third communication style; one-third content and one-third effectiveness (including time management). You will be asked to evaluate the presentations of fellow students.

Conference Journaling

Students who select OPTION 2 will attend one of the identified conferences and journal their attendance. This will include appropriate reflections and commentary on the experience. (an alternate conference may be substituted with the instructor's approval).

Weekly Schedule and Assigned Readings

Week #	Topic	Assigned Readings	Further Readings
Week #1 Sept 11	Introduction / Review of Course Outline	Course Outline Caldwell, 2010 Caldwell, 2011	
Week #2 Thursday Sept 19 Evening ?? (OPPI conference)	Concepts in Public Administration	Tindall 9, 10 Lynne (2000)	Wilson (1887)
Week #3 Sept 25	Concepts in Public Administration (continued)	Jacob et.al, 2008 Grant, 2005 Arnstein, 1969	
Week #4 Monday Sept 30 Evening 6 p.m. (Bi-National Conference)	Introduction to Local Government, evolution and structure; Relationship with the province.	Tindall (1,2, 6) Caldwell, 2010 (repeated from week 1)	Tindall (3)
Week # 5 Oct 9	Local Government Continued	Tindall, Ch 4, 5 Bowron and Davidson, 2006	Spencer
Week #6 Oct 16	Planning Practice	Caldwell, 2005 Caldwell, 2009 <i>PLANNING BY DESIGN: a healthy communities handbook</i> http://www.ontarioplanners.on.ca/content/Publications/innovativepolicyapers.aspx#healthycommunities	Denhardt and Denhardt
Field Trip Week # 7 Oct 23	Local Government in Action: Field Trip to area municipality (Confirmed – Guelph Eramosa)	Strong, 2008 Tindall, Chapter 8 Town of Erin Website http://www.erin.ca/	Tindall (7)
Field Trip Oct 24-26 (to be confirmed)	Local Government, Local Organizations and Planning Issues (Land Use/ CED/ Environment, etc.) The Planner as Manager – Scott Tousaw (confirmed)	Handouts	AMCTO Lesson 7
Week 8 Oct. 30	Planning Practice	MMAH Citizens Guides (Website) http://www.mah.gov.on.ca/PPage338.aspx	
Week #9 Nov. 6 Field Trip (in Guelph)	Planning Practice Concepts in Practice (Guelph) Paul Kraehling (confirmed)	MMAH Citizens Guides (Website) http://www.mah.gov.on.ca/PPage338.aspx	
Week 10 Nov 13	Local Government Presentations The Policy Making Process and Local Government	Tindall, Ch. 11 Alexander (Chapter re. Planning policy)	AMCTO
Week #11 (Latonnell Conference)	No scheduled class in lieu of Oct 24-26 field trip		
Week 12 Nov. 27	Term Paper Presentations		

NOTE:

- Please be familiar with the required reading material. Those items listed under additional reading are for further information. The required readings are in the basic texts or in the course readings.

University Policy

E-mail Communication

As per university regulations, all students are required to check their <uoguelph.ca> e-mail account regularly: e-mail is the official route of communication between the University and its students.

When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons, please advise the course in writing, with your name, id#, and e-mail contact. See the graduate calendar for information on regulations and procedures for Academic Consideration:

http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec_d0e1400.shtml

Drop Date

The last date to drop one-semester courses, without academic penalty, is October 31. Two-semester courses must be dropped by the last day of the add period in the second semester. Refer to the Graduate Calendar for the schedule of dates:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/sched/sched-dates-f10.shtml>

Academic Misconduct

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community – faculty, staff, and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection. The Academic Misconduct Policy is detailed in the Graduate Calendar:

http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec_d0e1687.shtml

Recording of Materials

Presentations which are made in relation to course work—including lectures—cannot be recorded in any electronic media without the permission of the presenter, whether the instructor, a classmate or guest lecturer.

Resources

The Graduate Calendar is the source of information about the University of Guelph's procedures, policies and regulations which apply to graduate programs:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/>

References for assigned and further reading materials:

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- Alexander, Ernest. Approaches to Planning. Gordon and Breach Publishers. New York. 1992 (chapter re. Planning Process).
- AMCTO (Association of Municipal Clerks and Treasurers of Ontario), Lesson 3- The Policy Making Process Lesson 7- Personnel Management
- American Planning Association. 2010 (see Vol 76(4) re. Special Issue on Climate change.)
- Arnstein, Sherry. "A Ladder of Citizen Participation," Journal of American Institute of Planners, 35 (4), p 216-224. 1969.
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- Clegg, S. "Organizations and the Modernization of the World" in Modern Organizations: Organization Studies in a Post-Modern World. Sage California, 1990.
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- Cuff, George B. "A Summary of Best Practices (Part VII)." Municipal World, July, 2000.
- Cuff, George B. "Governance: Its Changing Emphasis (Part IV)." Municipal World, April, 2000.
- Cuff, George B. "Governance: Questions to be Asked (Part III)." Municipal World, March, 2000.
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