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|--|---|------------------------------|------------------|
| <b>Course Number</b>                           | PLAN 670  | <b>Classroom</b>             | Online, via Zoom |
| <b>Course Name</b>                             | Municipal Planning Law  |                              |                  |
| <b>Pre/Co-Requisites</b>                       |   |                              |                  |
| <b>Instructor</b>                              | Judy Stewart  | <b>Office Hours/Location</b> | TBD              |
|  | Email: <a href="mailto:jmmstewa@ucalgary.ca">jmmstewa@ucalgary.ca</a>   | <b>Phone:</b>                |                  |
| <b>Class Dates</b>                             | Monday to Friday, March 14 - 18, 9:00am to 5:00pm   |                              |                  |
| <b>Instructor Email Policy</b>                 | Please note that all course communications must occur through your @ucalgary email, and I will respond to emails sent via student's @ucalgary emails within 48 hours. |                              |                  |
| <b>Name and Email of Teaching Assistant(s)</b> | N/A   |                              |                  |

## Course Description

There are four themes:

1. The Alberta Municipal Government Act and regulations
2. Regional-scale growth planning and collaboration
3. Applying for a municipal development permit
4. Subdivision applications and environmental reserves

Participants will learn about Alberta's emergent system of municipal government planning and development law and practice. The processes involved in submitting and reviewing a development permit application and an application for a subdivision approval will be explored. The scenarios we will work through are currently being addressed by municipalities in the Calgary Metropolitan Area.

The course is practice oriented. Where possible, guest speaker subject matter experts will attend. The scenarios will focus on municipal management of private lands during periods of rapid population and economic growth in a water scarce social-ecological system.

**Course Hours: 3 units; (3-0)**

## Course Delivery

Each day of the course will begin with a short subject matter quiz, followed by a theory lecture or presentation of background materials. These materials will be applied in the second part of the day. Before we break for lunch, participants will be introduced to a collaborative working project scenario. Participants will be asked to resolve real life scenarios emerging in municipal planning and development practice in the Calgary Metropolitan Region. In the last hour each day, small group work will be presented to the whole class and students will be expected to use the in-class collaborative research and discussions to complete a daily homework assignment.

## Learning Resources

Required readings, textbooks and learning materials:

**Technology requirements (D2L etc.):** *For example:* In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:

- A computer with a supported operating system, as well as the latest security, and malware updates;
- A current and updated web browser;
- Webcam (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Current antivirus and/or firewall software enabled;
- Broadband internet connection
- [Student IT Resources](#)

Most current laptops will have a built-in webcam, speaker and microphone.

## Additional Classroom Conduct and Related Information

### Guidelines for Zoom Sessions in Online Classes

Students are expected to participate actively in all Zoom sessions and to turn on their webcam. Please join our class in a quiet space that will allow you to be fully present and engaged in the Zoom sessions. Students must behave in a professional manner during the session. Students, employees, and academic staff are also expected to demonstrate behaviour in class that promotes and maintains a positive and productive learning environment.

## Assessment Components

| Assessment Method                     | Description | Weight | Aligned Course Learning Outcome |
|---------------------------------------|-------------|--------|---------------------------------|
| Quizzes x 5 (averaged)                |             | 20%    |                                 |
| Homework assignments x 3 (averaged)   |             | 20%    |                                 |
| Presentations and class participation |             | 20%    |                                 |
| Take home final assignment            |             | 40%    |                                 |

## Assessment and Evaluation Information

The final homework assignment that will be based on learnings from day 1-4 must be handed in on Friday, March 18th at 4:00 pm for grading and will comprise 40% of the course grade. Therefore, attendance and participation in class is mandatory and necessary to complete the major project.

## Grading Scale

| Grade | Grade Point Value | 4-Point Range | Percent  | Description   |
|-------|-------------------|---------------|----------|---|
| A+    | 4.00              | 4.00          | 95-100   | Outstanding - evaluated by instructor   |
| A     | 4.00              | 3.85-4.00     | 90-94.99 | Excellent - superior performance showing comprehensive understanding of the subject matter  |
| A-    | 3.70              | 3.50-3.84     | 85-89.99 | Very good performance   |
| B+    | 3.30              | 3.15-3.49     | 80-84.99 | Good performance  |
| B     | 3.00              | 2.85-3.14     | 75-79.99 | Satisfactory performance  |
| B-    | 2.70              | 2.50-2.84     | 70-74.99 | Minimum pass for students in the Faculty of Graduate Studies  |
| C+    | 2.30              | 2.15-2.49     | 65-69.99 | All final grades below B- are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. |
| C     | 2.00              | 1.85-2.14     | 60-64.99 |   |
| C-    | 1.70              | 1.50-1.84     | 55-59.99 |   |
| D+    | 1.30              | 1.15-1.49     | 50-54.99 |   |
| D     | 1.00              | 0.50-1.14     | 45-49.99 |   |
| F     | 0.00              | 0-0.49        | 0-44.99  |   |

A student who receives a "C+" or lower in any one course will be required to withdraw regardless of their grade point average (GPA) unless the program recommends otherwise. If the program permits the student to retake a failed course, the second grade will replace the initial grade in the calculation of the GPA, and both grades will appear on the transcript.

## Guidelines for Zoom Sessions

Zoom is a video conferencing program that will allow us to meet at specific times for a "live" video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.

To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor's permission.

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the [Code of Conduct](#)). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities.

Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (e.g. [Student Non-Academic Misconduct Policy](#)). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit:

<https://elearn.ucalgary.ca/guidelines-for-zoom/>

If you are unable to attend a Zoom session, please contact your instructor in advance to arrange an alternative activity for the missed session (e.g., to review the recorded session). Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.

## University of Calgary Policies and Supports

**COVID-19 PROCEDURE FOR SICK STUDENTS:** <https://ucalgary.ca/risk/sites/default/files/Covid-19%20Folder/COVID-19-Procedure-for-Sick-Students.pdf>

### **ACADEMIC ACCOMMODATION**

It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The student accommodation policy can be found at: <https://www.ucalgary.ca/legal-services/university-policies-procedures/student-accommodation-policy>

Students needing an accommodation because of a disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities: <https://www.ucalgary.ca/legal-services/university-policies-procedures/accommodation-students-disabilities-procedure>

Students needing an accommodation in relation to their coursework or to fulfil requirements for a graduate degree, based on a Protected Ground other than Disability,

should communicate this need, preferably in writing, to their instructor (contact information on first page above).

SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/) .

### **ACADEMIC MISCONDUCT**

Academic Misconduct refers to student behavior which compromises proper assessment of a student's academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

For information on the Student Academic Misconduct Policy and Procedure please visit:

<https://ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf>

<https://ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf>

Additional information is available on the Academic Integrity Website

at <https://ucalgary.ca/student-services/student-success/learning/academic-integrity>.

### **COPYRIGHT LEGISLATION:**

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright ([www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf](http://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf)) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy (<https://www.ucalgary.ca/pubs/calendar/current/k.html>).

### **INSTRUCTOR INTELLECTUAL PROPERTY**

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

### **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

## **SEXUAL VIOLENCE POLICY**

The University recognizes that all members of the University Community should be able to learn, work, teach and live in an environment where they are free from harassment, discrimination, and violence. The University of Calgary's sexual violence policy guides us in how we respond to incidents of sexual violence, including supports available to those who have experienced or witnessed sexual violence, or those who are alleged to have committed sexual violence. It provides clear response procedures and timelines, defines complex concepts, and addresses incidents that occur off-campus in certain circumstances. Please see the policy available at <https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf>

**UNIVERSITY STUDENT APPEALS OFFICE:** If a student has a concern about a grade that they have received, they should refer to Section I of the Undergraduate Calendar (<https://www.ucalgary.ca/pubs/calendar/current/i-3.html>) which describes how to have a grade reappraised. In addition, the student should refer to the SAPL's Procedure for reappraisal of grades

## **OTHER IMPORTANT INFORMATION**

Please visit the Registrar's website at:

<https://www.ucalgary.ca/registrar/registration/course-outlines> for additional important information on the following:

- Wellness and Mental Health Resources
- Student Success
- Student Ombuds Office
- Student Union (SU) Information
- Graduate Students' Association (GSA) Information
- Emergency Evacuation/Assembly Points
- Safewalk

**School of Architecture, Planning and Landscape**  
**Municipal Planning Law**  
**Block Week March 14-18th, 2022**  
**Monday to Friday**  
**Instructor: Dr. Judy Stewart**

**Course Description:**

**Who should take this course?**

Those who want to learn more about Alberta's emergent system of municipal planning and development law in a practice setting.

**Major themes or focus of content and applicability and benefit of course material**

There are four themes:

1. The Alberta Municipal Government Act and regulations
2. Regional-scale growth planning and collaboration
3. Applying for a municipal development permit
4. Subdivision applications and environmental reserves

Participants will learn about Alberta's emergent system of municipal government planning and development law and practice. The processes involved in submitting and reviewing a development permit application and an application for a subdivision approval will be explored. The scenarios we will work through are currently being addressed by municipalities in the Calgary Metropolitan Area.

**Relationships to professional development**

The course is practice oriented. Where possible, guest speaker subject matter experts will attend. The scenarios will focus on municipal management of private lands during periods of rapid population and economic growth in a water scarce social-ecological system.

**Style and teaching approach**

Each day of the course will begin with a short subject matter quiz, followed by a theory lecture or presentation of background materials. These materials will be applied in the second part of the day. Before we break for lunch, participants will be introduced to a collaborative working project scenario. Participants will be asked to resolve real life scenarios emerging in municipal planning and development practice in the Calgary Metropolitan Region. In the last hour each day, small group work will be presented to the whole class and students will be expected to use the in-class collaborative research and discussions to complete a daily homework assignment. The final homework assignment that will be based on learnings from day 1-4 must be handed in on Friday, March 25th at 4:00 pm for grading and will comprise 40% of the course grade. Therefore attendance and participation in class is mandatory and necessary to complete the major project.

### **Course materials and software**

Participants must have computers and be able to access and use ZOOM for class and group participation (teamwork) as required. Participants should have downloaded and practiced using Google Earth Pro and understand how to make professional PowerPoint presentations. They should also have a USB or computer folder to keep notes and assignments and all course related materials for ease of reference when doing in-class and group assignments.

### **Pre-session assignment**

**As a pre-session assignment**, each participant must download and briefly review Parts 17; 17.1 and 17.2 of the Municipal Government Act and the Subdivision and Development Regulation from CANLII - <https://www.canlii.org/en/ab/>. In CANLII, If you click on 'legislation' you can find laws. If you click on 'regulations', you will find regulations. Participants will be given a short quiz on day 1 about the layout and purpose of the reviewed documents so pre-reading before class is required. To help you understand the documents, you may refer to the AUMA website for common knowledge about the Municipal Government Act at:

<https://www.auma.ca/advocacy-services/programs-initiatives/municipal-government-act>

There is no textbook. All required reading materials are online and readily accessible.

### **Performance Measures and Assessment**

|                                       |      |
|---------------------------------------|------|
| Quizzes x 5 (averaged)                | 20%  |
| Homework assignments x 3 (averaged)   | 20%  |
| Presentations and class participation | 20%  |
| Take home final assignment            | 40%  |
| Total                                 | 100% |

See outline for each day below. Activities may vary depending on the availability of speakers.

**Municipal Planning and Development Law**  
**Winter 2022 Block Week**  
**University of Calgary, School of Architecture, Planning and Landscape**  
**March 14-18, 2022**  
**9:00 am – 5:00 pm**  
**36 hours**

### Course Schedule

#### March 14, Day 1: The Municipal Government Act and regulations

- 1.1 Introductions and Quiz
- 1.2 General overview of Municipal Government Act and SDR  
Includes general discussion of legislative authority, purposes of municipal government, roles of municipal council, general bylaw passing powers, special bylaw passing powers, and special topics, such as annexation and taxation will be briefly addressed.
- 1.3 General Overview of Part 17: Planning and Development  
Each of the topics listed below will be briefly introduced.
  - Definitions
  - Purpose of Part 17
  - Institutional arrangements under Part 17, exemptions from application
  - Statutory plans
  - Land use bylaw
  - Development permits
  - Subdivision approvals
  - Subdivision and Development Regulation
- 1.4 Participant collaborative work project and reporting of solutions.  
Participants will be asked to address a real life land-use problem in the Calgary Metropolitan Region where knowledge of Part 17 might need to be applied to resolve the issue.
- 1.5 Introduce Day 1 Homework Assignment

#### Required reading materials before Day 1:

- Municipal Government Act and Subdivision and Development Regulation. Both are available from Alberta Queen's Printer <http://www.qp.alberta.ca/>
- Understanding Land Use in Alberta  
<https://landuse.alberta.ca/LandUse%20Documents/Understanding%20Land%20Use%20in%20Alberta%20-%202007-04.pdf>
- Links to additional online materials will be provided during class time.

#### March 15, Day 2: Growth planning and collaboration

- 2.1 Quiz – participants hand in Day 1 Assignment for review.
- 2.2 Brief Review of Day 1. Overview of Part 17.1 Growth Management Board provisions  
Regional growth management, effect of growth plans, mandated Calgary Metropolitan Region Board, regulations, compliance requirements by participating municipalities,

progress to date. If possible, a guest speaker will be invited to share experiences with the new growth board.

- 2.3 Overview of Part 17.2: Intermunicipal Collaboration Frameworks  
Mandatory nature, mandatory and discretionary components, regulatory aspect, compliance requirements, enforcement procedures
- 2.4 Participant collaborative work project and reporting on solutions
- 2.5 Day 2 homework assignment –  
Participants will be asked to read an extensive reading list about regional land use planning and plans and answer use their in-class work to answer the question assigned in a 3 page essay.

### **Required reading materials for homework assignment**

Participants should download and review the following provincial government documents

- Alberta Land-use Framework  
<https://open.alberta.ca/dataset/30091176-f980-4f36-8f5a-87bc47890aa8/resource/bc4b3fac-5e59-473b-9a99-1a83970c28e7/download/4321768-2008-land-use-framework-2008-12.pdf>
- Alberta Land Stewardship Act: online
- South Saskatchewan Regional Plan  
<https://open.alberta.ca/dataset/13ccde6d-34c9-45e4-8c67-6a251225ad33/resource/e643d015-3e53-4950-99e6-beb49c71b368/download/south-saskatchewan-regional-plan-2014-2024-may-2018.pdf>
- Alberta Wetland Policy: online

### **Required reading materials before Day 2**

- Same as for Day 1. Focus on Part 17.1 and Part 17.2
- Links to additional online materials will be provided during class

### **March 16, Day 3: Applying for a development permit**

- 3.1 Quiz. Hand in Essay
- 3.2 Brief review of day 2.  
Overview of development permit application and review process
- 3.3 Special issues with development permits
- 3.4 Participant collaborative work project and reporting on solutions
- 3.5 Day 3 homework assignment – students will be asked to prepare a development permit application for submission to the development authority in the municipality where they live.

### **Required reading materials before Day 3**

- City of Calgary Interactive Land Use Bylaw: online:
- Calgary Land Use Bylaw: Download and review Part 2: Division 3- ‘Development Permits’: online

### **March 17, Day 4: Subdivision applications and environmental reserves**

- 4.1 Quiz. Hand in homework assignment from Day 3
- 4.2 Brief review of Day 3  
Overview of subdivision application

- 4.3 Overview of land dedication requirements and environmental reserves
- 4.4 Participant collaborative work project and reporting on solutions
- 4.5 Day 4 homework assignment –participants will be asked to review a subdivision plan and application currently before the city’s development authority and to answer a number of questions about significant issues that need to be addressed.

**Required reading before Day 4**

- City of Calgary, ‘Residential Infill Subdivision’, online:  
<https://www.calgary.ca/PDA/pd/Pages/Residential-Building-and-Development/Subdivision.aspx>

**March 18, Day 5:                      Wrapping Up – Begin Major Assignment**

- 5.1 Quiz. Hand in Day 4 Assignment
- 5.2 Briefly review Day 4.  
Present scenario and purpose of final take home assignment. Q and A.
- 5.3 Participants work in groups in class to begin research on final take home assignment.
- 5.4 Presentations of what participants have discovered- presentations will be graded.
- 5.5 Final notes on submitting the final take home assignment.

**Required readings for Day Five will be presented at the end of Day 4.**

**All assignments will have performance measures included in instructions.**