

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: MUNICIPAL ADMINISTRATION  
Code No.: CIV 102-2  
Program: CIVIL ENGINEERING  
Semester: TWO  
Date: JUNE 1983  
Author: W.B. SPROULE

New: \_\_\_\_\_ Revision: X

APPROVED: \_\_\_\_\_  
Chairperson Date

MUNICIPAL ADMINISTRATION  
Course Name

CIV 102-2  
Course Number

PHILOSOPHY/GOALS:

The objective of this course is to understand municipal institutions to realize the powers and authority and financial and administrative problems with which the municipal government generally have to grapple with.

METHOD OF ASSESSMENT (GRADING METHOD):

Written Tests            100%

TEXTBOOK(S):

The Business of Government: T.J. Stevens  
Municipal Organization in Canada: Thomas J. Plunkett  
Canadian Municipal Government: Universtiy of Toronto Press

TO: Students of CIV 102 (Mun. Adm.)  
FROM: W.B. Sproule P. Eng. Instructor  
Re: Grading

Individual Assessment will be made up on the following basis.

TESTS            100%

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The following grade symbols have been approved for the use in recording 1982 Fall Term final grades, for all post-secondary students:

- "A" Outstanding achievement
- "B" Consistently above average achievement
- "C" Satisfactory or acceptable achievement in areas subject to assessment
- "R" Repeat (the student has not achieved the objectives of the course and the course must be repeated)
- "X" A temporary grade that is limited in use to rare instances when no other grade will insure justice. The "X" (incomplete) grade may not be assigned unless accompanied by a written authorization from the Department Chairman. Time allowed for completing course requirements will not exceed 120 calendar days beyond the end of the semester in which the "X" was given.  
  
If the final grade for the course is not received in the Admissions and Academic Records office by the date indicated on the authorization, the "X" will revert to an "R".
- "S" Satisfactory completion of course work
- "U" Unsatisfactory completion of course work
- "NR" Grade not reported

CIVIL ENGINEERING  
CE 3

Performance Objectives for Municipal administration  
CIV (102-2)

The objectives of this course is to understand municipal institutions, to realize the powers and authority and financial and administrative problems with which the municipal government generally have to grapple with.

The student, on completion of this course, must be able to:

1. Recite when and how municipal governments came into being.
2. Identify what each government department supervises.
3. Identify the purpose of assessments.
4. Identify the taxation makeup of municipal budgets.
5. Solve local improvement charges.
6. List the functions of courts of revisions.
7. List the functions of the Ontario Water Resources Commission.
8. Compare municipal Franchises Act and the Public Utilities Act.
9. List duties of the Town Planning Board.
10. List duties of the Ontario Municipal Board.
11. - Solve problems of assessment, taxation, local improvements charges.

## MUNICIPAL ADMINISTRATION

<u>Topic No.</u>	<u>Periods</u>	<u>Content</u>
1	2	History of Mun. Administration History of development Monarchy Regional Government Ombudsman Systems - Council administration - Board of Control - Council committee
2	4	Elections Duties clerk, treasurer, auditor Voters lists Nominations Ballots, polls
3	2	Assessments Assessment act Land and Building Assessment Business assessment Appeals
4	1	Taxation Determining mill rates Collections Arrears Tax sales
5	2	Budgets and Financing Sale of debentures Engineering costs
6	2	Local Improvements By-laws Process to obtain local improvements Share of costs
7	2	Ontario Municipal Board Constitution of board Tax arrears of municipalities
8	1	Utilities Franchises Public Utilities Act
9	1	Planning Composition of board Subdivision planning