

**WESTERN UNIVERSITY  
DEPARTMENT OF GEOGRAPHY  
GEOGRAPHY 3462G – 2021  
LAND USE PLANNING**

**Wednesdays, 3:30 p.m. - 6:30 p.m., ON-LINE**

Instructor: Steve Evans, BES MPA RPP  
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Office Hours: By appointment

**1. Technical Requirements :**

Stable internet connection, laptop/computer, webcam, microphone, Zoom application installed

**2. Course Information :**

Geography 3462G is an on-line course that will be delivered both synchronous and asynchronous with details set out in Section 7, Course Outline listed below.

**3. Course Description:**

Land Use Planning will include a review of Ontario Planning Legislation, and an in-depth review of planning tools used in community planning including official plans, zoning by-laws, subdivision control and the role of citizen participation. Prerequisite: Third or fourth year status – half course.

**Senate Regulation:** Senate regulations state, “Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

**4. Textbooks**

Students are required to obtain or have continued access to the following texts: The Ontario Planning Act R.S.O. 1990 as amended, the Provincial Policy Statement 2020 and Planning Canadian Communities (7th edition) by Gerald Hodge, David Gordon, Pamela Shaw. Readings from these publications are listed on the course outline. The Hodge text is available at The Book Store in print or e-book format; the Planning Act and the Provincial Policy Statement 2020 are available on-line. Other pertinent readings may be announced during class. Land Use Planning Made Plain (Second Edition) by Hok-Lin Leung is recommended as supplemental reading and is available in electronic format through the Weldon Library and hard copy at the Book Store.

All resources will be posted on OWL.

**5. Course Objectives and Format**

This course will include an in-depth examination of land use planning principles, techniques and processes including Provincial legislation found in the Ontario Planning Act and the Provincial

Policy Statement 2020. The course will be conducted in the form of an advanced seminar with strong participatory input expected from students. Students will be required to complete the necessary textbook readings and complete two assignments, a planning report and a mid-term exam.

Students are responsible for material covered in the lectures as well as the assigned chapters/sections of the text. Students are required to review assigned readings prior to class and maintain attendance as weekly topics and readings are cumulative.

Course achievement evaluations will be based on:		
Class participation		10%
Assignments	(2)	10%
Mid-term exam		20%
Planning Report Assignment		20%
Final Examination:		40%

The format of the course will be a combination of synchronous and asynchronous lectures which are listed in the Course Outline in Section 7 below. Attendance at synchronous sessions is required and recordings will be provided and posted on OWL. Asynchronous sessions will be made available from 12:00 noon on the date of class (Wednesday) to provide students with some time flexibility. All course materials and lecture notes will be posted on OWL.

[Google Chrome](#) or [Mozilla Firefox](#) are the preferred browsers to optimally use OWL; update your browsers frequently. Students interested in evaluating their internet speed, please click [here](#).

If students need assistance, they can seek support on the [OWL Help page](#). Alternatively, they can contact the [Western Technology Services Helpdesk](#). They can be contacted by phone at 519-661-3800 or ext. 83800.

## **6. Learning Outcomes**

On the successful completion of this course students will know and understand the concepts involved with the process of land use planning in Ontario including:

- Planning legislation
- Public participation
- Official Plans and Zoning By-Laws
- Provincial/Municipal responsibilities

## 7. Course Outline - (S) Synchronous (A) Asynchronous Sessions

- Jan. 13 (S) Organization and Structure of the Course  
The Need for Community Planning - "Why Plan?"  
Readings: Hodge Chap. 1
- Jan. 20 (A) The Beginnings of Today's Cities and Foundations of Community  
Planning in Canada - Readings: Hodge Chapters 3 and 4
- Jan. 27 (S) Community Planning in Canada Readings: Hodge Chapters 5 & 6  
Legislative Framework for Land Use Planning – The Ontario Planning Act  
Assign#1 Readings: Planning Act Sections 1-15 & Provincial Policy Statement 2020
- Feb. 3 (S) Theories in Plan-Making and the Role of the Community Plan/Official Plan  
Readings: Hodge Chapter 7 and Planning Act Sections 16 -27
- Feb. 10 **Midterm Exam (2 hours)**
- Feb.13-21 READING WEEK
- Feb. 24 (A) Formal and Informal Steps in Developing an Official Plan Readings:  
Hodge Chap. 14 and Planning for People and Places Readings: Hodge  
Chapters 11, 12, & 13
- Mar. 3 (S) Implementing Official Plans - Land Use Controls  
Zoning By-Laws, Plans of Subdivision Readings: Hodge Chap. 16 and  
Planning Act Sections 34, 44, 45, 50 and 51 (1-hour lab session in  
preparation for planning report assignment)
- Mar.10 Planning Report Assignments Due – **NO CLASS TODAY**
- Mar. 17 (S) Implementing Official Plans (continued)  
Readings: Hodge Chaps. 16
- Mar. 24 (A) Planning for Regions, Cities and Small Towns in Canada  
Assign#2 Readings: Hodge Chaps 8 and 10
- Mar 31 (S) Politics of Planning – Linking the Public, Politicians and Planners,  
Future Challenges for Planning  
Readings: Hodge Chapters 2, 15 and Epilogue
- Apr. 7 (S) Review for  
**Final Exam**

## 8. Online Participation

Class participation accounts for 10% of the course mark.

Attendance and involvement in class discussions are important aspects of your participation mark.

## 9. Communication

Students should check the OWL site every 24 – 48 hours

A weekly update will be provided on the OWL announcements

Students should email their instructor(s) using OWL “messages”

For any other communication, the centrally administered **e-mail account** provided to students will be considered the individual’s official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at his/her official university address is attended to in a timely manner. You can read about the privacy and security of the UWO email accounts [here](#).

Emails will be monitored daily; students will receive a response in 24 – 48 hours

## 10. Evaluation

Course achievement evaluations will be based on:

Class participation	10%	
Assignments (2 brief essays)	10%	Jan. 27 and Mar. 24
Mid-term exam	20%	February 10, 2021
Planning Report Major Assignment	20%	Due date March 10, 2021
Final Examination:	40%	

Students are responsible for material covered in the lectures as well as the assigned chapters/sections of the text. Students are required to review assigned readings prior to class and maintain attendance as weekly topics and readings are cumulative.

All assignments are due at 11:55 pm EST unless otherwise specified [This is the latest time you can select on OWL with the slider bars.

Proctortrack virtual proctoring will be used for examinations

Written assignments will be submitted to Turnitin (statement in policies below)

Students will have [unlimited OR x \_\_\_\_] submissions to Turnitin [unlimited submissions are highly recommended so that you don’t have to readjust settings and students have the most flexibility.]

After an assessment is returned, students should wait 24 hours to digest feedback before contacting their evaluator.

Late assessments without illness self-reports will be subject to a late penalty 10 %/day  
Late assessments with illness self-reports should be submitted within 24 hours of submission of the last illness self-report

An assessment cannot be submitted after it has been returned to the class; [an alternate assessment will be assigned] OR [the weight will be transferred to the final grade]

## 11. **Accommodation Policies**

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here: [Academic Accommodation for Students with Disabilities](#).

### **Academic Consideration for Student Absence**

Students will have up to two (2) opportunities during the regular academic year to use an on-line portal to self-report an absence during the term, provided the following conditions are met: the absence is no more than 48 hours in duration, and the assessment for which consideration is being sought is worth 30% or less of the student's final grade. Students are expected to contact their instructors within 24 hours of the end of the period of the self-reported absence, unless noted on the syllabus. Students are not able to use the self-reporting option in the following circumstances:

- for exams scheduled by the Office of the Registrar (e.g., December and April exams)
- absence of a duration greater than 48 hours,
- assessments worth more than 30% of the student's final grade,
- if a student has already used the self-reporting portal twice during the academic year

If the conditions for a Self-Reported Absence are *not* met, students will need to provide a Student Medical Certificate if the absence is medical, or provide appropriate documentation if there are compassionate grounds for the absence in question. Students are encouraged to contact their Faculty academic counselling office to obtain more information about the relevant documentation.

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. **All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office of a student's Home Faculty.**

For Western University policy on Consideration for Student Absence, see

[Policy on Academic Consideration for Student Absences - Undergraduate Students in First Entry Programs](#)

and for the Student Medical Certificate (SMC), see:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

## **Religious Accommodation**

Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the [Western Multicultural Calendar](#).

## **12. Make-up Examinations**

Makeups will be granted with approved documentation only. All documentation for missed exams must be provided to the Academic Counselling Office within 48 hours of the scheduled exam, otherwise the instructor will assign a grade of zero.

The format and content of make-ups may differ substantially from the scheduled test or examination.

## **13. Use of Electronic Devices**

**No electronic devices will be allowed during tests and examinations.**

## **14. How to Be Successful in this Class:**

Students enrolled in this class should understand the level of autonomy and self-discipline required to be successful.

1. Invest in a planner or application to keep track of your courses. Populate all your deadlines at the start of the term and schedule time at the start of each week to get organized and manage your time.
2. Make it a daily habit to log onto OWL to ensure you have seen everything posted to help you succeed in this class.
3. Follow weekly checklists created on OWL or create your own to help you stay on track.
4. Take notes as you go through the lesson material. Treat this course as you would a face-to-face course. Keeping handwritten notes or even notes on a regular Word document will help you learn more effectively than just reading or watching the videos.
5. Connect with others. Try forming an online study group and try meeting on a weekly basis for study and peer support.
6. Do not be afraid to ask questions. If you are struggling with a topic, check the online discussion boards or contact your instructor(s) and or teaching assistant(s).

## **15. Online Proctoring Notice and Guidelines**

Tests and examinations in this course will be conducted using the remote proctoring service, Proctortrack. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide personal information (including some biometric data) and the session will be recorded. More information about this remote proctoring service is available in the Online Proctoring Guidelines at the following link:

<https://www.uwo.ca/univsec/pdf/onlineproctorguidelines.pdf>.

Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. Information about the technical requirements are available at the following link:

<https://www.proctortrack.com/tech-requirements/>.

## **16. Use of Recordings**

**All of the remote learning sessions for this course will be recorded.** The data captured during these recordings may include your image, voice recordings, chat logs and personal identifiers (name displayed on the screen). The recordings will be used for educational purposes related to this course, including evaluations. The recordings may be disclosed to other individuals under special circumstances. Please contact the instructor if you have any concerns related to session recordings.

Participants in this course are not permitted to record the sessions, except where recording is an approved accommodation, or the participant has the prior written permission of the instructor.

## **17. Online Etiquette**

Some components of this course will involve online interactions. To ensure the best experience for both you and your classmates, please honour the following rules of etiquette:

- Please “arrive” to class on time
- Please use your computer and/or laptop if possible (as opposed to a cell phone or tablet)
- Ensure that you are in a private location to protect the confidentiality of discussions in the event that a class discussion deals with sensitive or personal material
- To minimize background noise, kindly mute your microphone for the entire class until you are invited to speak, unless directed otherwise
- Please be prepared to turn your video camera off at the instructor’s request if the internet connection becomes unstable
- Unless invited by your instructor, do not share your screen in the meeting

The course instructor will act as moderator for the class and will deal with any questions from participants. To participate please consider the following:

- If you wish to speak, use the “raise hand” function and wait for the instructor to acknowledge you before beginning your comment or question
- Remember to unmute your microphone and turn on your video camera before speaking
- Self-identify when speaking
- Remember to mute your mic and turn off your video camera after speaking

General considerations of “netiquette”:

- Keep in mind the different cultural and linguistic backgrounds of the students in the course.
- Be courteous toward the instructor, your colleagues, and authors whose work you are discussing.
- Be respectful of the diversity of viewpoints that you will encounter in the class and in your readings.
- Be professional and scholarly in all online postings. Cite the ideas of others appropriately.

Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of Zoom-bombing a class or of other serious online offenses may be subject to disciplinary measures under the Code of Student Conduct.

## **18. Academic Offences**

**Academic Offences:** Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a [Scholastic Offence](#). All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently between the University of Western Ontario and Turnitin.com [http:// www.turnitin.com](http://www.turnitin.com)

## **19. Western’s Commitment to Accessibility**

The Department of Geography strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities.

Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2147 for any specific question regarding an accommodation. [Information regarding accommodation of exams](#) is available on the Registrar’s website.

More information about “[Accessibility at Western](#)” is available.

## **20. Mental Health**

If you or someone you know is experiencing distress, there are several resources here at Western to assist you. Please visit Western’s [Health and Wellness website](#) for more information on mental health resources.

## **21. Support Services**

[Western’s Support Services](#)  
[Student Development Centre](#)



## **22.Important Dates**

**January 11: Classes resume**

**January 19: Last day to add a second term half course**

**February 15: Family Day – Department Office Closed**

**February 13 to February 21: Spring Reading Week (No classes;  
Department Office open)**

**March 15: Last day to drop a first term half course without penalty**

**April 2: Good Friday**

**April 12: Classes end**

**April 13: Study day**

**April 14 to April 30: Examination Period**