

## COURSE SYLLABUS

COURSE TITLE: Administrative Law in Canada

CLASS SECTION: PADM 240-D01-OA

TERM: Fall 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): online asynchronous



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*This section of PADM 240 requires mandatory attendance for the first-class of this course. You must log into the D2L site and post your introduction by Wednesday October 23rd. If you do not, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies for Students” [Registration Policies for Students | Camosun College](#)*

### INSTRUCTOR DETAILS

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NAME: Odette Coccola

EMAIL: [coccolao@camosun.ca](mailto:coccolao@camosun.ca)

OFFICE HOURS: email for meeting

*As your course instructor, I endeavor to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

### CALENDAR DESCRIPTION

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Students will examine the principles of administrative law at all levels of Canadian government, including Indigenous governments. Legal principles of administrative law with reference to Canada’s constitutional law, including the Charter of Rights and Freedoms, will be addressed. Other relevant legislation may be explored. Students will discuss the nature, role, and function of tribunals, along with the principles of Natural Justice and judicial review.

Prerequisites

One of:

- C in [PADM 112](#)
- C in [BUS 276](#)
- C in [LGL 150](#)

### COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course a student will be able to:

1. Describe how and by whom laws are made and enforced at all levels of government, including Indigenous governments.
2. Apply the principles of administrative law, including the Charter of Rights and Freedoms, and other relevant legislation to the operation of tribunals.

3. Articulate the nature, role and function of an administrative body at each level of government, including Indigenous governments.
4. Discuss the principles of Natural Justice, including the right to be heard, and fairness, as they apply to tribunals.
5. Describe the processes used by administrative tribunals and the process of judicial review.

### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Nastasi, L., & Pressman, D., (2024). *Administrative law: principles and advocacy 5<sup>th</sup> ed.*

Emond Montgomery Publications Ltd.

Other: In addition, learners should be able to access journals and other readings on line through the Camosun College Library. There is access to the LibGuide for this course on the D2L site.

### COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

<b>SCHEDULE—PADM 240</b> —In the final week of this course your usual work cycle occurs AND you also need to do any quizzes not yet taken AND submit your final paper. So, you'll really need to stay on top of (or ahead in) your weekly work.		
Time block/ start date	Topic / Module	Activities and Assignments
<b>1 – Oct 21</b>	Course Introduction  <b>On-line: Week 1</b> Initial Posts Intro, citations & searches	Online weekly group work pattern begins:  <b>Oct 21-27</b> (Mon to Sun) Post Introductions by 9 am Wednesday, Oct 23; Read Week 1 Readings & Discussion; initial post for Week 1 assignment by Thursday, <b>Oct 27 (Sun)</b> –Complete Content quiz by 11:59 pm.
<b>2 - Oct 28</b>	<b>On-line: Week 2</b> Canadian Constitution	<b>Oct 28-Nov 3</b> (Mon to Sun) - Read Week 2 Readings & Discussion and then group discussion as assigned; initial post and then comments on other posts within group. <b>Nov 3 (Sun)</b> – Complete Content quiz <b>by 11:59 pm.</b>
<b>3 – Nov 4</b>	<b>On-line: Week 3</b> Charter, HR Code & quasi-constitutional laws	<b>Nov 4-10</b> (Mon – Sun)– Read Week 3 Readings & Discussion and then group discussion as assigned; initial post and then comments on other posts within group. Begin work on report on two agencies – <b>pick agencies</b> <b>Nov 10 (Sun)</b> – Complete Content quiz <b>by 11:59 pm.</b>
<b>4 – Nov 11</b>	<b>On-line: Week 4</b> Fairness: Right to be Heard	<b>Nov 11-17</b> (Mon – Sun)– Read Week 4 Readings & Discussion and then group discussion as assigned; initial post and then comments on other posts within group. <b>Nov 17 (Sun)</b> – Complete Content quiz <b>by 11:59 pm.</b>

<b>5 – Nov 18</b>	<b>On-line: Week 5</b> Fairness: Bias	<b>Nov 18-24 (Mon – Sun)</b> – Read Week 5 Readings & Discussion and then group discussion as assigned; initial post and then comments on other posts within group. Continue work <b>on report on two agencies – research &amp; write.</b> <b>Nov 24 (Sun)</b> – Complete Content quiz <b>by 11:59 pm.</b>
<b>6 – Nov 25</b>	<b>On-line: Week 6</b> Decision Making	<b>Nov 25 – Dec 1 (Mon – Sun)</b> – Read Week 6 Readings & Discussion and then group discussion as assigned; initial post and then comments on other posts within group. Work <b>on report on two agencies – write &amp; edit</b> <b>Dec 1 (Sun)</b> – Complete Content quiz <b>by 11:59 pm.</b>
<b>7 – Dec 2</b>	<b>On-line: Week 7</b> Enforcement of Order	<b>Dec 2 - 6 (Mon – Fri)</b> – Read Week 7 Readings & Discussion and then group discussion as assigned; initial post and then comments on other posts within group. <b>Dec 6 Fri:</b> Complete discussion document take Content quiz by 11:59 pm. Work <b>on report on two agencies – final edits – paper due Dec 6</b>
<b>Also in Time Block 7: Weekly Learning Cycle Ends – Time to Wrap up ☺</b>		
<b>Dec 6</b>	<b>PADM 240 ends</b>	By Dec 12th, Grades posted to course site and MyCamosun

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html).  
<http://camosun.ca/services/accessible-learning/exams.html>

### EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Weekly Content quizzes	35%
Individual Report comparing two administrative bodies	30%
Weekly Discussions	30%
Week One assignment	5%
	<b>TOTAL</b>
	<b>100%</b>

If you have a concern about a grade you have received for an evaluation, please contact me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.  
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

### COURSE GUIDELINES & EXPECTATIONS

#### Participation

- Students are expected to participate weekly and to remain in contact with the instructor and class via D2L by participating in the discussion forums, completing assignments by the posted due dates.

- Please communicate with me, your instructor, in the event of extenuating personal or family circumstances (illness, accident, and other uncontrollable events, medical emergencies) in a timely manner and provide applicable documentation in which case the instructor may use their discretion regarding the non-attendance/non-participation

**Assignment formatting.** The School of Business uses **APA style** for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College Library Citation Guides retrieved from: <https://camosun.libguides.com/apa7>. Our Padmin courses use a variation of the McGill Legal Citation guide for all Acts and Cases and you will find this on the course site and on the PADM Library Welcome page: <https://camosun.libguides.com/publicadmin>

- Where required by your instructor, submit all assignments into the D2L Assignment drop box by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style, document formatting, citations and all referencing using APA standards will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Student Conduct Policy. See Camosun College (2003) Student Conduct Policy from: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf>.

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#### SCHOOL OR DEPARTMENTAL INFORMATION

School of Business, Management and Human Resource  
 Leadership Department Centre for Business and Access Building  
[Business@camosun.ca](mailto:Business@camosun.ca)

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#### STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

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#### SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit [camosun.ca/services](http://camosun.ca/services).

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Support Service	Website
Academic Advising	<a href="http://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="http://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>

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Support Service	Website
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities:

<https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc.). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website

for contacts and to learn how to get started: <https://camosun.ca/services/academic-supports/accessible-learning>

### **Academic Progress**

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### **Course Withdrawals Policy**

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### **Grading Policy**

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### **Grade Review and Appeals**

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### **Medical / Compassionate Withdrawals**

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

### **Sexual Violence and Misconduct**

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### **Student Misconduct (Non-Academic)**

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here:

<https://camosun.ca/about/camosun-college-policies-and-directives>

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.

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