

Bylaw & Policy Renewal Project Timeline

Presented by:

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- In 2019, Council defined its vision and values for the 2019-2022 Council term
- Strategic Plan Action Item to have a comprehensive review undertaken on Council's bylaws and policies
- Deputy Clerk assigned responsibility to oversee and support the project and develop a timeline for moving the project forward



- First step an audit was conducted on the City's bylaws and policies to identify gaps and determine priorities.
- A project scope, work breakdown structure, and deliverables were developed based on the audit.
- Work on bylaw and policy projects to be done in two phases.

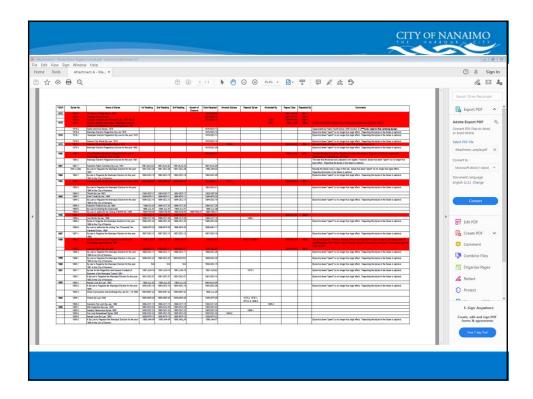


Deliverable:

Develop a Master Bylaw Registry framework and manually input all of the City's bylaws into the Registry.

- Include Hyperlinks within the Registry to PDF versions of each bylaw.
- Approximately 6,500 bylaws

Proposed Target for Completion – 2021-Q4





Deliverable:

Repeal Outdated Bylaws

- While inputting bylaws in the Master Registry, bylaws will be analyzed for relevance.
- Outdated, ineffective, obsolete, or inconsistent bylaws will be earmarked for repeal.
- Quarterly, or twice a year, a list of obsolete bylaws will be brought to Council through a comprehensive Bylaw Repeal Bylaw.

Proposed Target for Completion – 2021-Q4



Deliverable: Scan all Signed Bylaws

- PDF copies will be made of all signed bylaws for business continuity purposes.
- This scanning project got underway in the spring.
 Remaining bylaws will be scanned when the bylaws are being added to the Registry.

Target for Completion - 2021-Q4



Bylaw Project (Phase One)

Deliverable: Rectify or Modernize Emergent Regulatory Bylaws (for 2020):

- Appointment of Officers and Delegation of Authority Bylaw (resulting from the organizational restructure that took place on June 24, 2019).
- Streamline the City's ticketing system bylaws
- Housekeeping amendments to include consistent violation and penalty language within each regulatory bylaws to assist Bylaw Enforcement Officers (first in a series of bylaws to be considered 2020-OCT-19 – Council Meeting)
- Animal Responsibility Bylaw (2020-NOV-09 Governance and Priorities Committee)
- Fees and Charges Bylaw (2020-DEC-07 Council Meeting)
- Amendments to the Parks, Recreation & Culture Bylaw and Bylaw
 Adjudication Bylaw (resulting from the new Animal Responsibility Bylaw)

Target for Completion - 2020- Q4



Deliverable: to work with staff on fixing and modernizing regulatory bylaws (on a priority basis) based on risk, liability, applicability, revenue generation, good governance, Council direction, etc.

Example - Election Signage

Rules governing election signage as outlined in the following bylaws and policies:

- Traffic and Highways Bylaw
- City of Nanaimo Sign Bylaw
- Parks, Recreation and Culture Regulation Bylaw
- Ministry of Highways Circular T-03/18
- Election Signage Along Parkway Policy

Work on several bylaws will be conducted throughout 2021 and 2022



Bylaw Project – Phase Two

Deliverable: to develop a bylaw guideline document as a tool to assist subject matter experts on developing their bylaws.

Deliverable: to modernize bylaws identified through the Master Bylaw Registry project.

More specific deliverables and tasks will be identified in the later part of 2021.



Policy Project

- The City currently has a hard copy of a Council policy manual which houses current policies (which are posted on the website), current but outdated policies, and historical policies that need to be formally repealed.
- In 2010 and subsequently in 2016 a status sheet on all policies was developed and circulated to managers to seek feedback on the following:
 - is the policy relevant
 - should the policy remain as is
 - does the policy need amending; or
 - should it be repealed
- Feedback received but work not concluded.



Policy Project – Phase One

Deliverable:

Present a list of policies that need to be repealed by Council

Target for Completion: 2020-Q4

Deliverable:

Bring forward a revised Public Hearing policy

Target for Completion: 2020-Q4

Deliverable:

Bring forward other priority policies for Council's consideration

Target for Completion: 2021



<u>Policy Project – Phase Two</u>

<u>Deliverable:</u>

Development of Master Council Policy Registry

Target for Completion – 2021/2022

Deliverable:

Build on the work that was done in 2010 and 2016 to modernize Council policies

(more specific deliverables identified in the later part of 2021)



QUESTIONS: