

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.

Bylaw Project (Phase One)

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

The screenshot shows a web browser window displaying a table of bylaws. The table has columns for 'Bylaw No.', 'Name of Bylaw', '1st Hearing', '2nd Hearing', '3rd Hearing', 'Expiry Date', 'Status', 'Repeal Status', 'Amended To', 'Repeal Date', 'Repeal By', and 'Comments'. The table contains numerous rows, many of which are highlighted in red. A sidebar on the right side of the browser window contains various options for interacting with the document, including 'Export PDF', 'Edit PDF', 'Convert', and 'E-Sign Anywhere'.

CITY OF NANAIMO
THE HARBOUR CITY

Bylaw Project (Phase One)

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Repeal Outdated Bylaws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- Outdated, ineffective, obsolete, or inconsistent bylaws will be earmarked for repeal.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

Bylaw Project (Phase One)

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

Bylaw Project (Phase One)

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

Policy Project – Phase Two

Deliverable:

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: