Bylaw & Policy Renewal Project Update

Presented by:

Karen Robertson, Deputy City Clerk

- Strategic Plan Action Item – to have a comprehensive review undertaken on Council's bylaws and policies
- On October 19, 2020, staff presented the timeline and deliverables for undertaking both projects
- Staff is now providing a status update for both projects and bringing forward a number of outdated or redundant Council policies for formal repeal.

Bylaw Renewal Project Update

2021 Deliverables:

- Develop a new Animal Responsibility Bylaw
- Develop a Master Bylaw Registry for the City's 6500 Bylaws
- Streamline the City's ticketing system and housekeeping amendments to include consistent violation and penalty language
- Develop a comprehensive Fees and Charges Bylaw; and
- Scan all "signed" bylaws

Animal Responsibility Bylaw:

- Original target for completion - December 21, 2020
- November 16, 2020 Council asked for further public input through the City's on-line engagement platform and to bring a further report in January, 2021 based on the feedback.
- Bylaw given 3 readings on February 1, 2021 and forwarded to the Ministry for approval.
- The Ministry requested that minor amendments (for clarity purposes) be made to the wildlife provisions
- Changes presented and endorsed by Council on June 7, 2021.
- The revised bylaw was sent to the Ministry for approval.

CITY OF NANAIMO

Development of a Master Bylaw Registry

- Original target for completion – 2021 Q4
- Work has commenced but the research, development, and stakeholder/community consultation associated with the Animal Responsibility Bylaw took longer than anticipated
- Focus was also shifted to the policy project in November, 2020 so that the policy project could be completed in 2021.
- Staff to resume work on the Bylaw Registry in Q3 and Q4, 2021.

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Streamlining the City's Ticketing System

- Project is on-going
- To date, 5 regulatory bylaws have had violation and penalty language updates along with corresponding amendments to the Bylaw Notice Enforcement Bylaw.
- As regulatory bylaws continue to come forward for amendments, the violation and penalty language will be reviewed at the same time

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To Develop a Comprehensive Fees and Charges Bylaw

- Project is on-going
- As bylaws amendments come forward, those with fees will be transferred to the Fees and Charges Bylaw.
- Currently, only the licensing fees associated with the new Animal Responsibility Bylaw have come forward

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Scanning of all Signed Bylaws

- Original target for completion – 2021 Q4
- Project completed ahead of target

Policy Renewal Project Update

- Original target for 2021 was the development of a Master Policy Registry.
- Focus shifted from bylaw project to policy project in November, 2020 so that the policy project could be completed in 2021
- Details of the work completed on the project are outlined in the staff report
- 101 Council policies identified by staff as either redundant, no longer legal, or reflecting outdated processes or practices, before Council for formal repeal.

Policy Project

http://www.nanaimo.ca/goto/councilpolicyreview

Option 1: (Should Council support repealing all 101 policies identified)

That the Governance and Priorities Committee recommend that Council repeal the 101 outdated or redundant Council policies highlighted in red within the Table of Contents attached to the June 14, 2021 report by the Deputy City Clerk.

Option 2: (Should Council wish to retain any of the 101 policies)

That the Governance and Priorities Committee recommend that Council repeal the Council policies highlighted in red within the Table of Contents attached to the June 14, 2021 report by the Deputy City Clerk, with the exception of the following policies: (insert name of the specific policies Council wishes to retain)

Policy Project (Next Steps)

- To update the Council policy section on the City's website
- To update the 44 policies highlighted as needing amending.
- Goal is to have the policies updated before the end of 2021.

QUESTIONS: