

SUMMER VILLAGE OF SUNSET POINT COUNCIL POLICY

Bylaw Review Process Policy

Date of Approval by Council February 22nd 2020

Purpose: The Purpose of this policy is to establish a process in which bylaws are reviewed prior to going to Council to ensure that the Bylaw meets the intent of Council and Administration. By doing this we will increase efficiency at Council meetings.

This Policy shall apply to all new Bylaws brought before Council with the exception of any Tax Rate Bylaw, funding bylaw, any minor amendment to existing Bylaw or any Bylaw deemed to be needed immediately by Council.

Timeline: 1 month prior to a new Bylaw going to Council it shall be given to Council to review and analyze.

Review Guidelines

Bylaws shall be reviewed to ensure the Bylaw is:

- timely, effective, and appropriate;
- in compliance with current statutory authorities, provisions and requirements;
- reflective of the needs or, or services provided by, the Summer Village;
- Meeting the needs of Council;
- Formatted properly

For each new Bylaw Council will complete a Bylaw Review Checklist attached as an Appendix to this policy. These Checklists shall be provided to the CAO no later than 1 week prior to the next regularly scheduled Council Meeting.

Administration will review all Bylaw Checklists provided by Council and will make any amendments highlighted in the checklists or submitted along with the checklist. Where opinions differ on Bylaw concerns the opinion with the Majority of Council will be taken into the Draft. The conflicting opinions will be noted in the Agenda Item of the Bylaw at the next scheduled Council meeting for discussion. The majority of issues relating to Grammar should be brought up during the process outlined in this policy and not at a Council meeting unless the errors are still within the Bylaw after Second reading.

Sample New Bylaw Check List

Why do you feel this Bylaw is needed?

Public Concern Legislative Compliance Updating Legislation Other: _____

What do you think the Goal of this Bylaw is?

Do you agree with the Goal of this Bylaw if no why?

What do you like about this Bylaw?

What Concerns do you have regarding this Bylaw

Does this Bylaw reflect the needs of the Village? Why or why not. If no how does it not reflect the needs of the community?

In your opinion how can we make this Bylaw Better?

Do you think this Bylaw should be referred to the public?

Yes

No

Why?

Have you provided comments on the formatting and grammar?

Yes

NO