



LGMA
LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

Bylaw Drafting Online Course

October 8-22, 2019

Do you want to improve your bylaw drafting skills with practical training and hands-on exercises? Then this program is for you! This interactive, fully online course has been developed for Corporate Officers and Deputy Corporate Officers or senior legislative staff **whose job requirements currently include bylaw drafting and bylaw amendments.**

Course Format: This online course includes three modules, which include live, interactive webinars, assignments and coaching. Participants attend the webinars; review additional resource documents and participate in on-line discussions; work on the assignments on their own time; and, submit their assignments for review, coaching and direct feedback before the next assignments are due.

October 8 First module with a webinar and assignments.

October 15 Second module with a webinar and assignments.

October 22 Third module with a webinar and assignments. Final assignments to be completed by October 30, 2019.

Each interactive webinar is a 90-minute (10 – 11:30 a.m.) facilitated online workshop with Q&As and an overview of the assignments. Participants will have five days to complete their assignments for each module and will receive written feedback and coaching.

Cost: \$575 +GST LGMA member and \$615 + GST Non-member

NOTE: IF YOU ALSO TAKE THE ONE-DAY BYLAW WORKSHOP ON SEPTEMBER 12, 2019 YOU WILL RECEIVE A \$100 DISCOUNT ON THE ONLINE PROGRAM

Registration: Register online for all three modules before **October 1, 2019**
Information will be sent to registered participants before each module.

Instructor: Lisa Zwarn

Cancellation Policy: No refunds will be provided after October 1, although substitutions within your organization are permitted.

October 8 - MODULE 1: GETTING STARTED

Module 1 is focused on ensuring you can:

- Develop a comprehensive approach to research a bylaw
- Identify the key provisions to include in an administrative bylaw
- Identify the additional key provisions to include in a regulatory bylaw

The webinar and assignment will highlight how you can be confident you have confirmed your instructions, the elements to think about in conducting research, and additional steps you may need to consider like public consultations, approvals or changes to other bylaws.

Assignment:

You will be assigned an exercise to prepare an outline of the key points that you need to include in a regulatory bylaw of your choice.

Time: 5 days to complete assignment; 5 days for instructor feedback

October 15 - MODULE 2: CONSTRUCTING BYLAWS

Upon completion of this module, you will:

- Recognize the various parts of the bylaws and the applicable components associated with those parts
- Understand the difference between “means” and “includes” in a definition
- Prepare legal sentences that are drafted in plain English and well-constructed
- Increase your awareness of areas of potential concern

The module will provide an overview of the parts of the bylaw including Foundations, Body and Legislative content, along with understanding the purpose of definitions, the specific language to use and drafting instructions. The structure of legal sentences will be highlighted in depth, along with areas of concerns such as conjunctions, time, cross-referencing, numbering, and “legalese”.

Assignment:

You will be required to complete an assignment to tweak definitions and rewrite poorly drafted sentences.

Time: 5 days to complete assignment; 5 days for instructor feedback

October 22 - MODULE 3: PUTTING ON THE FINISHING TOUCHES

The final module is structured to assist you to develop a consistent method of reviewing bylaws to avoid errors and to better understand how the grounds to attack a bylaw can be avoided. Finally, you will also learn how different bylaw enforcement tools can impact the content of the bylaws. You will cover specific elements of proofing a bylaw and the bylaw enforcement process.

Assignment:

Your final assignment will be to spot the problems in a poorly drafted bylaw.

Time: 5 days to complete assignment; 5 days for instructor feedback

INSTRUCTOR

Lisa Zwarn

Lisa Zwarn has been working in and with Local Governments for more than 25 years. A former Corporate Officer, she has been actively involved in the Local Government program with Capilano University, teaching courses in the areas of Administration, Services and Finance and with Coast Mountain College, teaching courses in the areas of Law and Services. Lisa is also a frequent presenter at LGMA training events in subject areas within Corporate Administration, including bylaw drafting.