

By-law Development & Review

By-laws are listed in the order in which Administration plan to review. Should Council wish for reviews to proceed in a different order, a Council resolution will be required.

Should Council wish to further prioritize Policy and Bylaw Development additional staffing resources will be required. Staffing resources required are dependent on the Bylaw or Policy that Council wishes to expedite.

It should be noted that external legal is only one of the additional resources Administration would require to expedite policy and bylaw development.

If Council wishes to copy a bylaw or policy from another municipality without public engagement or internal review to ensure the bylaw or policy is implementable, then that specific direction is required as Administration is unable to recommend such a process.

Scope / Work Effort

4-Extra Large (broad comprehensive review or large new)

3-Large (comprehensive or new narrow topic)

2-Medium (update to existing)

1-Small (routine)*

0-Routine*

There are between 80 and 100 by-laws prepared each year that are small and routine which demand 15 minutes to 1 hour preparation each year.

By-law	Scope/Work Effort	Resources Required	Timeline/Comments
Purchasing By-law	4- Comprehensive Review	Drafter, policy, consulting, Finance	Draft anticipated Q2 2023
Procedure By-law	4- Comprehensive Review	Drafter, policy, Council Members, communications	Draft anticipated Q2 2023 Initial interviews conducted and compiling information
Interpretation By-law	3 - New	Drafter	2023
User Fee By-law	4 – Comprehensive review	Drafter, Finance, All Departments, communications	Q2 2023
Delegation By-law	3 – Consolidation of existing and additional delegations of functions being performed	Drafter, policy, internal communications	To consolidate existing authorities and regularize processes. Data collection process underway Presentation to Council in Q3 2023

Short Term Accommodation By-law	4 – Comprehensive new	Economic Development, Planning, Engineering, drafter, policy	Direction re: primary residences only, requires update in Zoning By-law
Indemnification By-law	2 – review	Drafter, policy, insurer, external legal	To regularize indemnification of Council and staff members in a by-law
Smoking By-law	2 – review/amend	Enforcement, drafter, policy, communications	To review and add additional items (ie. vaping)
Property Standards By-law	2 – Comprehensive review	Enforcement, drafter, communications, planning	Review
Road Fouling	4 – Comprehensive new	Operations, policy, enforcement, drafter, communications	Introduce new by-law
Zoning By-law	4 - Comprehensive	Enforcement, drafter, Planning, consultant, communications	Review Start Q3 2023 – external consultant to perform review
Sewer Use By-law	4 – Comprehensive review	Water/Wastewater, enforcement, drafter, policy, communications	Increase enforcement provisions and update
Traffic By-law	4 – Comprehensive review	Operations, policy, enforcement, drafter, communications	Comprehensive large-scale review Amendment for Half Load Designations on Class B Roads adopted April 2022 External consultant to make recommendations regarding updates in 2023
Road Occupancy/road use	4 - Comprehensive	Operations, policy, enforcement, drafter, communications	To issue permits in relation to use of municipal roads, require traffic plans
Noise By-law	3-Narrow review	Enforcement, drafter, policy, communications	Public consultation in Q3 2023
Public Spaces By-law	4 – Comprehensive	Planning, Recreation, policy, drafter, communications	Review of existing Parks By-law

Parking By-law (introduction of Administrative Monetary Penalty System)	4 – Comprehensive review	Operations, enforcement, policy, drafter, communications	Enhance options for parking enforcement; introduce an administrative monetary penalties enforcement mechanism
Campground Licensing By-law	4- Comprehensive Review	Enforcement, policy, drafter, communications	Raised at June 8, 2021 Council meeting. Public engagement in Q2 2023
Use of Golf Carts on Municipal Roads in Lighthouse Cove	4- Comprehensive Review	Enforcement, policy, drafter, communications	Raised at November 9, 2021 Council meeting. Report provided April 12, 2022. Cannot move forward without jurisdiction being granted under Highway Traffic Act. Consultation with Ministry of Transportation undertaken in Q1 2023

List of Forthcoming Council Policies

1. Festival and Events Policy review underway
2. Telecommunications Tower Policy review in 2023
3. Municipal Drain Abandonment Policy tied to stormwater rates review 2024
4. Public Art Policy in review
5. 40 km/h speed limits on roads in all new residential areas (raised at April 6, 2021 Council meeting)—report forthcoming regarding impact and part of traffic by-law review
6. Monitoring Employees in the Workplace Policy (statutory requirement expected to be presented in Q2 2023)
7. Financing of Drainage Construction and Local Improvements Policy (amendment to existing policy, in review)
8. Civic Engagement & Notice Policy (Q3 2023)
9. Civic Petition Policy
10. Disposition of Land Policy (review with revised policy expected in 2023)