



Local Government Compliance & Enforcement Association of British Columbia



Bylaw Drafting for the Compliance & Enforcement Professional

Thursday, January 22 & 29 (12:00 pm - 1:30 pm), Online

\$250 (taxes included) for LGCEA Group members

\$350 (taxes included) for LGCEA members

\$425 (taxes included) for non-members

Unlock the Power of Effective Bylaw Drafting with this Comprehensive Course!

Are you ready to master the art of crafting clear, concise, and legally sound bylaws? Look no further! Our Bylaw Drafting Course is designed to equip you with the essential skills and knowledge needed to draft effective bylaws for your local government. This course is your ticket to understanding, mastering, and excelling in the art of drafting clear and effective bylaws. Learn how to navigating the world of bylaw approval and presenting to council with our comprehensive course. Our course will equip you with the knowledge and skills necessary to confidently guide bylaws through the adoption journey.

Designed for local government professionals, including senior leaders, front-line compliance & enforcement officers, those interested in enhancing their bylaw drafting skills, individuals looking to advance their careers, and staff seeking clarity in the bylaw approval process.

- **Step-by-Step Guidance:** Gain a deep understanding of the entire bylaw drafting process, from getting started, to presenting to council.
- **Expert Instructor:** Learn from a seasoned professional, who is an industry expert who will share their wealth of knowledge, invaluable practical insights and expertise.
- **Legal Compliance:** Understand legal requirements and best practices to ensure your bylaws meet regulatory standards and protect your local government.
- **Clarity and Precision:** Master the art of clear and concise language to eliminate ambiguity and minimize potential conflicts.
- **Customization:** Tailor your bylaws to suit your local government's unique needs and objectives.
- **Interactive Learning:** Engage in discussions, work on a practical assignment, receive direct feedback to enhance your understanding and refine your skills ensuring you leave the course with a strong foundation for real-world application.
- **Stay Updated:** Stay informed about the ever-evolving landscape of bylaw drafting, and gain insights into the latest trends and best practices.

Session One Includes (90 minutes):

Types of Bylaws and their content

- Administrative Bylaws
- Regulatory Bylaws

Foundations

- Title and Numbering
- Precis
- Recitals/Preamble
- Enactment
- Application
 - Statement of purpose
 - Statement of jurisdiction
- Definitions
 - Their importance
 - Their construction

Body of the Bylaw

- Drafting details
 - Legal sentence structure
 - Time
 - Cross-referencing and referencing to other pieces of legislation
- Operative provisions
 - What is permitted, prohibited, or excluded
 - Exceptions
 - Process or Procedures
 - Conditions
 - Decision points
 - Follow up procedures
- Administrative provisions for the process
 - Authority for overall process, to administer, to enforce
 - Delegation of authority
 - Authority to enter onto property
 - Offences and penalties
- Administrative provisions for the bylaw itself
 - Schedules
 - Severability
 - Effect of the Bylaw
 - Transitional provisions
 - Grace periods and sunset clauses
 - Repeal of other bylaws
 - Inclusion of provisions for other bylaws
 - Citations
 - Reconsideration of decisions made by delegated authority

Legislative Requirements

- Readings
- Amending motions
- Other legislative requirements
 - Notice
 - Opportunity to speak
 - Assent of electors
 - Approvals from Provincial bodies
- Signatures

Session Two Includes (90 minutes):

Getting Started

- Problem Identification
 - Determining the issue
 - Determining who needs to be involved
 - Developing the justification for the bylaw
- Research and Documentation
 - Sources of information
 - Internal research
 - External research
 - Questions to ask
 - Keeping track of where you looked
- Comparing processes
 - Determining which bylaws to use in the comparison
 - Comparing apples to apples, not oranges

Areas of Concern

- Spheres of authority
- Spheres of Concurrent Authority
- Offences and bylaw enforcement processes
- Interaction with other bylaws

Proofing a Bylaw

- Initial check
- Flow of procedure
- Definitions
- Legal sentences
- Cross-referencing
- General pointers

Changing Existing Bylaws

- How to keep track of what needs to be changed
- Choosing whether to amend or repeal and replace
- Confirming what you intend to remove
- Drafting an amending bylaw

Presenting a Bylaw to Council

- Recommendation
- Background details
- Overview of bylaw
- Implementation
- Conclusion
- Handling questions
- When to use a cover sheet instead

Assignments: Each participant will put their gained knowledge to use by completing a 20 question true/false assignment or 15 question “what is wrong with these provisions” assignment. Feedback will be provided by the facilitator.

Instructor: Lisa Zwarn has been working in and with local government for more than 25 years. She started her career in local government as a license inspector and then became a bylaw enforcement supervisor at the City of Surrey. She was then the manager for property use inspections for the City of North Vancouver. She used to be the Corporate Officer and Human Resources Manager for the City of Langley. She has been an instructor with Capilano University for 17 years, teaching in the areas of Administration, Municipal Law, and Corporate Administration. Lisa is also a frequent presenter at LGMA training events in subject areas within Corporate Administration, including bylaw drafting and freedom of information and protection of privacy. She also does consulting work for a variety of local governments and associated agencies when she is not in the classroom.

Digital Release: Photos of participants and facilitator may be used for the purposes of LGCEA educational and promotional material and publications, including future website or social media materials and promotions.

Time & Place: Thursday, January 22 & 29, 2026 from 12:00 pm to 1:30 pm. Online via Zoom.

Cost:

\$250 for LGCEA group members
\$350 for LGCEA members
\$425 for non-members

How to Register: Email training@lgcea.com confirming your interest in registration.
In the subject line write: Bylaw Drafting.

Registrants will be emailed a PayPal Invoice or payment may be made by cheque.

Registrants will receive a Zoom link close to course date.

Certificate: To receive a certificate of completion, participants must attend both sessions in their entirety and complete the assignment prior to the deadlines provided by the facilitator. Extensions will only be considered in extenuating/emergency circumstances.

