



GOVERNANCE DOCUMENT REVIEW

FOURTH QUARTER

January 2024

Office of The City Clerk

PREFACE

The Records Management Bylaw was approved in 2022 and provides guidelines, processes, roles and responsibilities for the review and updating of governance documents.

This report outlines the 2023 review schedule, all reviews completed within the Fourth Quarter (Q4), as well as any new policies and bylaws that have been established within this quarter.

Documents Scheduled for Review

Below is a detailed review of the bylaws and policies scheduled for review in Q4:

DOCUMENT TITLE	DEPARTMENT	STATUS	NOTES
POLICIES			
Substance Use Policy	Employee Relations	Completed	No changes required at this time.
Property Tax Pre-Authorized Debit Plan Policy	Assessment and Taxation	Completed	No changes required at this time.
BYLAWS			
Land Use Bylaw	Planning and Development	In progress	Anticipated completion Q2 2024.
Offsite Levy Bylaw	Planning and Development	Completed	October 2, 2023

New Governance Documents

In addition to the governance document reviews scheduled for Q4, Administration has brought forward the following governance documents for approval by Council. The below documents were either scheduled for review previously or have been newly developed.

Policies

- Asset Disposal Policy
- Appointments Policy
- Signing Authority Policy
- Procurement and Purchasing Policy
- Winter Roadway Maintenance Policy
- License of Occupation Policy
- Donation Policy
- Tangible Capital Assets Policy

Bylaws

- Repealing Bylaw
- Repealing Bylaw – Road Closures
- Fees and Charges Bylaw
- Airport Operation and Management Bylaw
- Assessment Review Boards Bylaw
- Election Bylaw
- Traffic Bylaw Amendment
- Land Use Bylaw Amendment – Community Support Centre
- Business Licence Bylaw

Governance Document Review Schedule 2023

Below is the 2023 schedule for each quarter, not including any newly developed documents to be brought forward:

Q1	Q2	Q3	Q4
POLICIES			
Barrier Free Policy	Honorary Naming of Assets Policy	Appointments Policy	Substance Use Policy
Privacy Policy	Playground Maintenance Policy	Land Sales Policy	Property Tax Pre-Authorized Debit Plan Policy
	Pest Management Policy	Non-profit Organization Property Tax Exemption Policy	
BYLAWS			
MDP Bylaw	Expropriation Bylaw – Storm Water	Stormwater Utility Bylaw	Land Use Bylaw
Supplementary Assessment Bylaw	Debenture Bylaw – Wastewater Treatment Facility	Smoking Bylaw	Offsite Levy Bylaw
ASP – Parkview	Building Bylaw	IDP Bylaw	
ASP – Colonial Park	Assessment and Taxation Information Fee Bylaw		
Plumbing and Drainage Bylaw	Property Tax Penalties Bylaw		

Outstanding Governance Document Reviews

Below is a listing of all outstanding reviews:

POLICIES	DEPARTMENT	STATUS
Landfill Tipping Fee Exemption Policy	Waste Services	Anticipated completion Q1 2024.
Barrier Free Policy	Recreation and Cultural Services	Anticipated completion Q1 2024.
Land Sales Policy	Economic Development	Anticipated completion Q1 2024.
BYLAWS	DEPARTMENT	STATUS
Plumbing and Drainage Bylaw	Planning and Development	Anticipated completion Q2 2024.
Building Bylaw	Planning and Development	Anticipated completion Q2 2024.
Stormwater Utility Bylaw	Waste Services	Anticipated completion Q2 2024.
IDP Bylaw	Planning and Development	Anticipated completion Q2 2025.