



GOVERNANCE DOCUMENT REVIEW

FIRST QUARTER

April 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 2024 review schedule, all reviews completed within the First Quarter (Q1), 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 Q1:

DOCUMENT TITLE	DEPARTMENT	STATUS	NOTES
POLICIES			
External Personal Trainers Policy	Recreation and Cultural Services	Completed	No amendments required at this time.
Aquatic Facilities Allocation Policy	Recreation and Cultural Services	Completed	No amendments required at this time.
BYLAWS			
FRAGNC Bylaw	Assessment and Taxation	Completed	No amendments required at this time.
Debenture Bylaw – Fire Hall	Finance	Completed	No amendments at this time.
Bylaw Enforcement Officer Bylaw	Public Safety	In progress	Anticipated completion Q2 2024.
Municipal Reserve Bylaws	Planning and Development	Completed	Historical

New Governance Documents

In addition to the governance document reviews scheduled for Q1, 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

- Purchasing Card Policy
- Landfill Tipping Exemption Fee Policy
- Accounts Receivable Policy
- Recreation and Cultural Services Fees Policy

Bylaws

- Council Code of Ethics Bylaw
- Cemetery Management Bylaw Amendment
- Fees and Charges Bylaw Amendment
- Traffic Bylaw Amendment

Governance Document Review Schedule 2024

Below is the 2024 schedule for each quarter, not including any newly developed documents to be brought forward:

Q1	Q2	Q3	Q4
POLICIES			
External Personal Trainers Policy	Letters of Compliance Policy	Public Art Policy	Tree Planting Policy
Aquatic Facilities Allocation Policy	Council Remuneration Policy	Inclusion and Diversity Policy	Purchasing Card Policy
	Council Professional Development Policy	Bench Dedication Program Policy	Roadside Memorial Policy
BYLAWS			
FRAGNC Bylaw	Street Numbering Bylaw	Utility Bylaw	Martin Browne Area Redevelopment Plan Bylaw
Debenture Bylaw – Fire Hall	Community Services Advisory Committee Bylaw	Library Bylaw	Property Tax Payment Installments Bylaw
Bylaw Enforcement Officer Bylaw	Taxi and Vehicle for Hire Bylaw	Community Sustainability Plan Bylaw	Emergency Management Bylaw
Municipal Reserve Bylaws	Assessment of Businesses Bylaw	Downtown Area Redevelopment Plan Bylaw	

Outstanding Governance Document Reviews

Below is a listing of all outstanding reviews:

POLICIES	DEPARTMENT	STATUS
Barrier Free Policy	Recreation and Cultural Services	Anticipated completion Q2 2024.
Land Sales Policy	Economic Development	Anticipated completion Q2 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.
Land Use Bylaw	Planning and Development	Anticipated completion Q2 2024.
IDP Bylaw	Planning and Development	Anticipated completion Q2 2025.