



Bylaw Drafting Online Course

**APRIL 5, 12, and 19, 2022
10 – 11:30 a.m. PST**

(3 modules, interactive webinars)

This interactive, fully online course has been developed for staff whose job requirements currently include bylaw drafting and bylaw amendments.

Do you want to improve your bylaw drafting skills with practical training and hands-on exercises? Then this program is for you! Join Lisa Zwarn for three facilitated, interactive modules and learn how to develop a comprehensive bylaw.

Course Format: This online course consists of 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.

April 5 **Module 1: Getting Started** (webinar and assignment)

April 12 **Module 2: Constructing Bylaws** (webinar and assignment)

April 19 **Module 3: Review and Final Touches** (webinar and assignment). Final assignment is to be completed by April 29, 2022.

Each interactive webinar is a 90-minute (10 – 11:30 a.m.) facilitated online 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: \$590 +GST LGMA member and \$675 + GST Non-member

Registration: [Register online](#) for all three modules before **March 30, 2022**
Information will be sent to registered participants before each module.

Cancellation Policy: No refunds will be provided after March 30, although substitutions within your organization are permitted if their role is a Corporate Officer, Deputy Corporate Officer, or senior legislative staff whose job requirements currently include bylaw drafting and bylaw amendments.

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 Corporate Administration 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 and freedom of information and protection of privacy.

April 5 - 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

April 12 - 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

April 19 - 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. You will learn how different bylaw enforcement tools can impact the content of the bylaws and 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: The final assignment is due on April 29.