Bylaw Drafting Online Course

January 27, February 3, and 10, 2027

Cohort 1: 10:00 – 11:30 a.m. PT

Cohort 2: 2:00 – 3:30 p.m. PT

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

2 Cohorts Available! Registrants can access the same course content in either the morning session (Cohort 1) **or** the afternoon session (Cohort 2), subject to availability.

Format: This online series consists of three x 90-minute webinars with Q&A's and an overview of the assignments, with follow-up sustainment activities and resources. Attend webinars; review additional resource documents; work on assignments on your own time; and submit your assignments for review, coaching, and direct feedback before the next assignments are due.

January 27 - Module 1: Getting Started (webinar and quiz)
February 3 - Module 2: Constructing Bylaws (webinar and quiz)
February 10 - Module 3: Putting on the Finishing Touches (webinar and quiz)
***** Final quiz to be completed by February 16, 2027.

Note:

- *Recordings of live webinars (January 27, February 3, and 10) will be posted to the Moodle virtual classroom so that participants may review if they are unable to attend a live session.*
- *To receive a certificate of completion, all 3 quizzes must be completed and submitted prior to the deadlines noted on page 2. Extensions will only be considered in extenuating/emergency circumstances.*

Eligibility: B.C. local government employees whose job requirements currently include bylaw drafting and bylaw amendments are eligible to register for this course. Registrants who wish to attend but do not meet the criteria should contact us at office@lgma.ca before registering.

Cost: $774.40 + GST LGMA member and $889.35 + GST Non-member

Registration: Register online before **January 13, 2027**. Select a cohort option of your choice when registering. Information will be sent to registered participants one week before the first session.

Cancellation Policy: No refunds will be provided after **January 13, 2027**.

Instructor:

Lisa Zwarn has been working in and with local governments for more than 30 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.

Digital Release: Photos of participants may be used for the purposes of LGMA educational and promotional material and publications, including future website or social media materials and promotions. Please email office@lgma.ca if you DO NOT CONSENT to your image being used for this purpose.

COURSE OUTLINE

January 27- MODULE 1: GETTING STARTED

The module 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.

Learning outcomes:

- 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

Assignment:

- Answer a series of questions as to whether you would include the item in a particular type of regulatory bylaw.

Time: 6 days to complete quiz. Deadline February 2.

February 3 - MODULE 2: CONSTRUCTING BYLAWS

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".

Learning outcomes:

- 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

Assignment:

- Answer a series of questions on the calculation of time, the uses of "and" or "or", "means or includes" and "may" or "shall/must/will".

Time: 6 days to complete quiz. Deadline February 9.

February 10 - MODULE 3: PUTTING ON THE FINISHING TOUCHES

The final module will cover specific elements of proofing a bylaw and the bylaw enforcement process.

Learning outcomes:

- Develop a consistent method of reviewing bylaws to avoid errors
- Understand how the grounds to attack a bylaw can be avoided by well-crafted bylaws
- Recognize how different bylaw enforcement tools can impact the content of the bylaws

Assignment:

- Choose the correct answer when reviewing legal sentences.

Time: 6 days to complete quiz. Deadline February 16.