

By-laws Checklist

No.	Action	Planned date	Date Finalised
1	Submit list of standard by-laws and a copy of each by-law to Council for noting. Refer to website : https://sites.google.com/site/municipalstandardbylaws/		
2	MM to recommend urgently needed by-laws (Not more than 5 as public participation will become unmanageable)		
3	Council approve of starting the process		
4	Council approve that MM may amend and customise by-laws to suit own municipal needs		
5	List of by-laws approved by council: 1)		
6	Heads of Departments make amendments to applicable by-law(s)		
7	Discussion of proposed amendments with COGTA		
8	By-law(s) with proposed amendments submitted to council for approval/amendment prior to publication for public comment.		
9	Council approves of publication in the Provincial Gazette for public comment		
10	<u>Publication of By-law(s) for public comment</u> Publication in Gazette		
11	Display of notice for public comment on notice boards and publish copy of gazette on municipal website		
12	Publication of notice for public comment in local press if so approved by council		
13	Start of public participation Each head of department must deal with the public participation of by-laws in his/her field of work		
14	End of public participation		
15	Compilation of report to council detailing all comments received on each proposed by-law		
16	Request COGTA assistance to deal with recommendations made by public		
17	Compilation of Executive Mayor's or EXCO report		
18	Reports under 15 or 17 serving before council		
19	<u>Adoption of By-law</u> Council approves of by-law(s) as is or as amended and instruct MM to publish a notice to this effect in Gazette		
20	Call for assistance by COGTA with compilation of notice if by-laws are further amended by council prior to adoption		
21	<u>Promulgation of By-law</u> MM publish final Notice in Gazette and publish copy of gazette on municipal website		
22	Include all promulgated by-laws in Municipal Code		