



IMPLEMENTING BYLAWS

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Once your bylaw has been adopted and published, you are only half way there! You now need to take positive steps to implement your bylaws. Here are few hints...

1 PUBLICIZING THE BYLAW

In addition to the legal requirements of publication, you need to ensure that your community and staff are aware of the bylaw and its implications. You may need to consider the following:

- public meetings;
- newsletters;
- flyers included in rates and service charge accounts;
- staff meetings;



- staff memos;



- notices on staff notice boards.



2 TRAINING

Depending on the bylaw concerned, you may need to train your staff in actions required to give effect to the bylaws.



Think it through!

Training may either be internal or externally provided.

3 INTERNAL ADJUSTMENTS

There may be a number of steps, depending on the bylaw concerned which you need to take in order to place your administration in a position to respond to the bylaws. These steps may include –

- ✿ restructuring; and
- ✿ employing new staff.

4 AMENDING THE BYLAWS

Make sure that your Municipal Code is appropriately [amended](#).

5 DELEGATIONS

You may need to amend your delegations in order to allocate responsibility for the implementation of the bylaw.

You have completed the "**Implementing Bylaws**" module, well done!