



## STAFF REPORT

---

**DATE:** July 30, 2019 **FILE:**0550-04

**TO:** Chair and Directors,  
Regional Board

**FROM:** Dave Leitch  
Chief Administrative Officer

**RE:** POLICY CP-022 [PROCESSING OF SERVICE INITIATIVES]

### PURPOSE/PROBLEM

To consider a proposed policy that would provide guidance to the Board with respect to receiving and advancing service initiatives and the process for engaging the public with respect to such initiatives.

### EXECUTIVE SUMMARY

At its May 8, 2019 meeting the Board considered the attached report and passed the following resolution:

Whalley/Leigh: SRD 483/19

THAT the matter be deferred to staff for a further report to address issues identified by the Electoral Area directors.

Based on the discussion that occurred at the meeting, it appears that the primary issue raised was whether the Board should be permitted to review requests for an electoral area service that had not yet been reviewed and/or endorsed by the director for the area. Although not specifically stated in the policy, it has been the Regional District's practice to refer such initiatives to the Electoral Areas Services Committee and this is not anticipated to change. Ultimately it is the Board's statutory responsibility to decide whether a service request will move forward and, if so, the appropriate process for obtaining approval.

If the Board is of the opinion that the role of electoral area directors should be clarified in the policy, this can be done under Recommendation No. 2 below.

### RECOMMENDATION

1. THAT the report from the Chief Administrative Officer be received.
2. THAT Policy CP-022 be amended by adding a new section 3A as follows:
  - 3A. *If a service request is applicable to one or more electoral areas and does not include a municipality, the request will be referred to the Electoral Areas Services Committee before being reviewed by the Board.*
3. THAT Policy CP-022 [Processing of Service Initiatives] be approved.

Respectfully:

A large, stylized handwritten signature in black ink, appearing to read 'Dave Leitch', is written over a horizontal line.

Dave Leitch  
Chief Administrative Officer

***Prepared by: T. Yates, Corporate Services Manager***



## CORPORATE POLICY

**No.:** CP- 022

**Date Approved:**  , 2019

**Name:** Processing of Service Initiatives

<b>Purpose:</b>	To establish a policy framework for the consideration of new service initiatives.
<b>Authority:</b>	Part 10 <i>Local Government Act</i> [Service Structure and Establishing Bylaws]
<b>Scope:</b>	This policy applies to new service initiatives whether requested by an external entity or initiated by the Regional District Board of Directors.

<b>Definitions:</b>	<b>“Board” or “Regional Board”</b>	<b>means</b>	the Strathcona Regional District Board of Directors.
	<b>“local service”</b>	<b>means</b>	a service intended to apply to a single electoral area or municipality or combination thereof.
	<b>“service”</b>	<b>means</b>	a service as defined in the <i>Local Government Act</i> .

**Policy:** The Regional Board will give due consideration to any service request where the Board believes that the request is legitimate and can be established and operated at the sole cost of the area or areas that would benefit from the service.

- General:**
1. Service requests may be considered from a community organization, a group of residents via petition, a developer, an elected representative or the Board itself.
  2. In order to be considered by the Board, requests for services shall be made in writing by the entity initiating the request.
  3. Except as provided in section 1, the Regional District will not consider requests from an individual member of the public.
  4. Before proceeding with the preparation of a service establishing bylaw the Board will satisfy itself that the objectives of the proposed service are fair and reasonable, and that the costs associated with the service would be borne by those areas that would benefit from the service.

**Review Date:**

5. The Board may refer any service proposal for input via survey, community consultation, opinion referendum or other method where it believes the initiative is controversial or where additional clarity is required.
6. Once a bylaw has been prepared to establish a service the Board will determine the most efficient and effective method for obtaining approval whether by assent voting, alternative approval process, consent or formal petition.
7. The Regional District will remain neutral with respect to the promotion of local service initiatives.
8. Where a service proposal has failed to receive approval of the electors the Board will not consider the same or similar proposal for the affected area for a period of one year.