

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-35 Establishment of New Voluntary Services

Preamble: Regional districts establish and provide services in direct response to the expressed needs, desires and instructions of their electoral areas. It is prudent to determine the process by which the CCRD will follow to establish new services, provided it is consistent with the provisions of the Local Government Act, and where applicable, the Community Charter.

Policy:

1. Determine the Need

- a) Consider whether this proposal is new, or if it has been put forward in the recent past and not pursued.
- b) Consider community input, need, desire and willingness to pay.
 - i) The regional district may, by bylaw, provide for a referendum to obtain the opinion of the electors on a question regarding a service that may be operated by the regional district
 - ii) Property owners may sign and submit a petition for a service

2. Assess the proposed new service

- (a) Vision:
 - The service is rooted in a strong, shared vision consistent with regional district plans
- (b) Capacity: Leadership, Partnership and Collaboration, Project Management, Fundraising
 - The regional district has, or can obtain the capacity and capability to deliver the service and can demonstrate the effective leadership, collaboration, project management and fundraising required.
- (c) Sustainability: Environmental, Organizational, Financial, Economical
 - The proposed service will make a positive contribution to environmental and economical sustainability, realistic projections of operating revenues and expenses are proposed, and the service is being developed in a stable and sustainable organizational structure
- (d) Adaptability, Support and Engagement
 - The service has the capacity to adapt to changing needs and practices and support is demonstrated from the participants. The participants are engaged.
- (e) Impact:
 - the proposed service will contribute to the achievement of one or more of the regional district's board priorities, strategic plan objectives, goals, Integrated Strategic Plan, Official Community Plan, Solid Waste Management Plan, Economic Development Plan, Airport Development Plan, etc)
- (f) Efficiency
 - Options have been considered to identify other opportunities for governance mechanisms to ensure that the regional district is the "vehicle" most suited to providing the service

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3. Study the Feasibility

If deemed desirable by the board of directors, a study may be undertaken to determine the feasibility of the proposed service. The extent of the actual study will vary depending on the potential size and scope of the proposed service, and will include:

- a) Determine a clear and understood purpose
- b) Define and agree upon the service scope
- c) Identify specific, measurable goals of the service
- d) Agree on a way to share costs amongst parties and/or participants
- e) Agree on how the service should be governed
- f) Agree on how the service should be delivered
- g) Develop a start-up plan
- h) Determine support among elected officials to ensure it is sufficient
- i) Develop a 5-year budget outlining anticipated annual revenues and expenditures.

4. Develop Establishing Bylaw

(a) Determine the assent and consent requirements of the service:

- (i) participating area approval (by voting or assent of the electors, by alternative approval process, consent on behalf of electoral area electors);
- (ii) approval of the Inspector of Municipalities

(b) Determine the need for an amendment to the financial plan bylaw – if any proposed expenditures are not contemplated in the current financial plan, an amendment is required. Also, consider that a tax levy for the proposed service cannot be requisitioned unless and until the service is established. If borrowing is required, a loan authorization bylaw must also be put forward.

The service establishing bylaw must include the following:

- The boundaries of the service area
- The participants of the service (entire electoral area(s), partial etc.)
- A description of the service
- Method of cost recovery (taxation, use fees, contribution agreement)
- The maximum amount that may be requisitioned for the service. (Some establishing bylaws such as regulatory services, do not require this)

5. Adopt service establishing bylaw

After third reading of the bylaw, the bylaw must receive the approval of the province's Inspector of Municipalities, and the approval of the electoral areas that are intending to participate in the service.

Date to be adopted: September 08, 2016 Resolution16-09-28

Reviewed: November 14, 2019

Reviewed: December 8, 2022