

DATE: November 9, 2020**FILE:** 4020-01**TO:** Chair and Directors
Electoral Areas Services Committee**FROM:** Russell Dyson
Chief Administrative OfficerSupported by Russell Dyson
Chief Administrative Officer***R. Dyson*****RE: Restructuring of Regulatory Services**

Purpose

To describe the method and required legislative process for the proposed restructuring of several existing regulatory services to streamline service delivery and achieve efficiencies respecting governance, administration, and public communication.

Recommendation from the Chief Administrative Officer:

THAT staff be directed to pursue the restructuring of regulatory services in the Electoral Areas, as outlined in the staff report dated November 9, 2020, by bringing forward:

- A communications plan to inform and engage residents; and
- The necessary bylaws to merge and repeal the applicable service establishment bylaws.

Executive Summary

- The Comox Valley Regional District's (CVRD's) COVID-19 Response and Renewal report for the Electoral Areas Services identified restructuring of the existing regulatory services within the Electoral Areas, which include Noise Control (Function No. 295), Animal Control (Function No. 291), Unsightly Premises (Function No. 298) and Fireworks (Function No. 299).
- This proposal follows a similar initiative conducted in 2018 respecting local water services and is targeted at achieving similar outcomes, including streamlined service delivery and efficiencies and flexibility respecting governance, administration, and public communication.
- The proposed restructuring would result in a Denman Island and Hornby Island Bylaw Enforcement Service, and an Electoral Area A (Baynes Sound), B and C Bylaw Enforcement Service, and would not present any financial impact to residents.

Prepared by:

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Concurrence:

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Development Services Branch**Background/Current situation**

As part of the CVRD's COVID-19 Response and Renewal report for the Electoral Areas Services that was presented on August 10, 2020 to the Electoral Areas Services Committee, core services were assessed for changes based on five key principals, being:

- Maintaining core services at an affordable cost
- Sustaining stable services in support of the local economy
- Adapting to changing community priorities
- Realigning resources to support community renewal initiatives
- Communicating clearly about actions.

The report considered the various tasks for the Electoral Areas and identifies certain changes that could be implemented, supporting the five principles above. One of the proposed actions from this assessment was to pursue the merger of bylaw compliance services under two services to streamline the delivery and administration of these services.

There are currently five existing regulatory services that are separate functions from one another, and vary in service area. For Electoral Areas A, B and C the CVRD provides services for land use enforcement, unsightly premises, noise control, animal control (Vancouver Island portion only) and fireworks. There are no CVRD services for land use enforcement or animal control on Denman Island or Hornby Island.

Staff are proposing to pursue the following two services:

- Restructuring of existing bylaw services to form an Electoral Area A (Baynes Sound portion) B, and C bylaw enforcement service:
 - Expand the purpose of the existing animal control service to include noise control, unsightly and fireworks;
 - Land use administration and zoning service to stay with planning.
- Restructuring of existing bylaw services to form a Denman Island and Hornby Island bylaw enforcement service:
 - Expand the purpose of the fireworks service to include noise control and unsightly premises;
 - Amend the boundary to encompass only Denman Island and Hornby Island.

Inspector approval from the Ministry of Municipal Affairs and Housing will be required for the merger of the services and repeal of the redundant service establishment bylaws. As the changes present no tax impacts to local area residents and property owners it is proposed that participating area approval being achieved through director consent, not an Alternate Approval Process (AAP) or assent vote (referendum).

The expected timeline to accomplish the restructuring of existing bylaw services, would be as follows:

- Q1 2021: Staff to bring draft bylaws for introduction and a communication plan to inform the community of the proposed changes.
- Q1 and Q2 2021: Public communication in the spring of 2021.
- Q3 2021: Report to the Electoral Areas Services Committee respecting the results of the community engagement. Consideration of third reading of required bylaws and submission to the Inspector of Municipalities for approval.
- Q4 2021 Consideration of final adoption of bylaws.

Options

Should the Electoral Areas Services Committee and Board approve the recommendation in this report, the associated communications plan and bylaws will be brought forward for consideration.

Alternatively, the committee can direct staff to review alternative approaches to the service merger concept or not proceed with the merger at this time.

Financial Factors

The financial benefits from combining existing bylaw services, will include ease of administration of the bylaw service from a budget perspective, as well as accessibility to additional funds when required during legal action files.

Any of the reserve funds within the existing bylaw services will have to be individually expended before that service can be repealed and encompassed into a new service. The current reserve fund balances for each existing bylaw services are shown in the table below.

Reserve Fund Balances as of December 31, 2019		
Function No. 291	Animal Control	\$131,198.08
Function No. 295	Noise	\$31,946.18
Function No. 298	Unsightly Premises	\$32,008.08
Function No. 299	Fireworks	No reserve established

Legal Factors

No specific factors at this time.

Intergovernmental Factors

Inspector approval will be required to collapse and expand the different services in order to accomplish the two new independent bylaw services.

Citizen/Public Relations

Any proposed changes to services will be communicated to the public, including the requisition rates for each proposed service.