



*building communities together*

## **2019 Business Plan Bylaw Enforcement Services (1006)**

*Havan Surat, Manager of Development Services*

***Working in partnership with communities, large and small, to make the Cariboo Chilcotin a socially, economically and environmentally desirable region to live, work and play.***

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### **Department/Function Services**

Bylaw Enforcement was established as a function of the Cariboo Regional District in 1992 due to the increasing number of bylaw infraction complaints being received, and the need for continuity in the enforcement process. The service is provided to all electoral areas and is funded through taxation, based on land and improvements.

Bylaw enforcement was established as part of the Letters Patent that gave the Regional District the responsibility for Community Planning (Supplementary Letters Patent 5).

Services provided by the department include:

- Taking and registering complaints from the public, staff and area directors;
- Investigating complaints for validity;
- Enforcing Cariboo Regional District bylaws for compliance; and
- Negotiating compliance agreements with violators.

All Electoral Area Directors are responsible for the governance of this service.

### **Business Plan Goals, Rationale & Strategies**

#### **2019 Goals**

- 1. Goal:** Coordinated enforcement to assist other CRD departments.

**Rationale:** The Board provided direction to staff that the solid waste, water, weeds and building inspection bylaws should be actively enforced. In 2016 & 2017, new procedures for enforcement of invasive weeds and building inspection were developed that require bylaw enforcement involvement.

**Strategy:** Coordinate with the Environmental Services Department and Building Inspection Department by reviewing procedures and outcomes to ensure effective implementation.

2. **Goal:** Develop policies to implement Remedial Action Requirements for unsightly premises.

**Rationale:** Staff has attended a conference to develop policies related to remedial actions for unsightly premises. The policies will provide some tools for the staff to take action steps if the individual has not responded to the warning letter and complaints from the Bylaw Officer.

**Strategy:** Staff will develop procedures and policies to administer this process. This will include procedures to bring outstanding issues to the Board for approval and procedures to act on the Board's direction.



### **Overall Financial Impact**

The 2018 requisition remains unchanged from the 2017 level.

### **Significant Issues & Trends**

The goals listed are a result of the Board providing direction to staff regarding priorities for bylaw enforcement in the CRD. The Bylaw Enforcement Department has made significant change to partner with the Environmental Services Department and the Building Inspection Department. Complaints will continue to drive the bylaw enforcement actions for the remaining bylaws. The Bylaw Enforcement Department has put increased emphasis on proactive enforcement on noted bylaws as directed by the Board.

In the first half year of 2018 (up to August 2018), the Bylaw Enforcement Officer opened 50 new files and brought resolution to 8. In addition, 7 from previous years were closed. During this time, there weren't any general inquiries and/or complaints received that were immediately dealt with or referred to other agencies and 9 complaints related to animal control.

The majority of complaints and bylaw contraventions continue to relate to unsightly premises, land-use and zoning matters, building permit infractions and barking dogs.

The Bylaw Enforcement Officer now has mobile devices and was able to respond to complaints in a timely manner. Increased time on the road also provided an increased visual presence in the communities.

CRD utilized legal services for select files as per procedure and initiated further legal action for select files as directed by the Board.

Staff continues to investigate options around animal control regarding aggressive dogs and dogs at large. Meetings and cost estimates with the SPCA, City of Quesnel and the City of Williams Lake have been completed and further investigation with private contractors is underway.

The Cariboo Regional District is a signatory on the Province of BC/UBCM Climate Action Charter, and has committed to continuing work towards carbon neutrality in respect of corporate operations.

The department has endeavored to reduce emissions by implementing a mobile work station for the Officer to reduce travel to and from the office and selecting a vehicle with good fuel efficiency.

## **Measuring Previous Years Performance**

1. **Goal:** Coordinated with legal professional on Airbnb and vacation rentals in CRD.
  - Scanned the existing CRD zoning bylaw to identify all regulations in place that address vacation rental issues. Coordinated with legal professional whether Bylaw Officer can take enforcement action based on existing regulations in zoning and rural land use bylaws.
2. **Goal:** Develop policies to implement Remedial Action Requirements for unsightly premises within CRD.
  - Staff has attended a conference for unsightly premises from GovLaw consultants and aware of the tools available for local government in developing policies to take remedial steps for unsightly premises.