

# Bylaw Enforcement Review - Charter v3

Regional Planning Committee (RPC)

RPC Endorsement Date: 05-24-2024

**Purpose:** To resolve bylaw enforcement matters efficiently and with minimal conflict by reviewing and amending Islands Trust Bylaw Enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence.

**Background:** Islands Trust Council requested that the Office of the Ombudsperson undertake a review of enforcement policies and practices and provide recommendations at the March 2023 Trust Council meeting. In August 2023 the Office of the Ombudsperson’s Consultation and Training Team submitted the ‘Voluntary Consultation on Bylaw Enforcement Policies and Practices within the Islands Trust’ report. At the September 2023 Trust Council meeting directed that the recommendations of the report be implemented, that staff develop a work and project charter and was referred to the Regional Planning Committee.

## Deliverables

- Revisions to Bylaw Compliance and Enforcement Policy 5.5.1
- Revisions to the Handling of Administrative Fairness Complaints Policy 7.1.2
- Revisions to Bylaw and Enforcement Best Practices and Procedures Manual (“the Manual”)
- A public Bylaw Complaints and Enforcement document
- Updates and revisions to Bylaw Enforcement forms, templates and documents
- Training and information for Bylaw Enforcement Officers and other relevant staff
- Communications team work with planning staff to post regular Bylaw Compliance Review project updates to Islands Trust website.
- Development and review of an LTC Bylaw Enforcement Policy
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## In Scope

- Review the Report, compile recommendations
- Review current Trust Council policies
- Review the Manual
- Compile and review all LTC bylaw enforcement standing resolutions and policies
- Review selected policies of other relevant local governments
- Report to RPC with proposed revisions for direction
- Provide regular updates and recommended revisions to Trust Council
- Implement changes to policies and practices
- A legal review of draft documents

## Out of Scope

- Amendments to bylaws
- Public consultation
- Referrals to LTCs
- External consultants

## IAP2 Public

### Engagement Level:

- Inform
- Consult
- Involve
- Collaborate

## Workplan Overview

Deliverable/Milestone	Target Date
Draft Project Charter to RPC for review and endorsement	Feb 2024
RFD to Trust Council	Mar 2024

<i>RPC review of preliminary policy revisions</i>	May 2024
<i>Briefing to Trust Council</i>	June 2024
<i>Draft policies and manual to RPC for review and changes</i>	Sept 2024
<i>Referral of draft revisions to Ombudsperson's office for comment</i>	Sept 2024
<i>Briefing to Trust Council</i>	Sept 2024
<i>Final RPC review and referral to Trust Council</i>	Nov 2024
<i>Endorsement by Trust Council</i>	Dec 2024
<i>Implementation</i>	Jan – Mar 2025

<b>Project Team</b>	
<i>Stefan Cermak, DPS</i>	Project Champion
<i>Robert Kojima, RPM</i>	Project Manager
<i>Warren Dingman, Manager C &amp; E</i>	Project Manager
	RPC Planner
<i>David Marlor, DLS</i>	Advisor
<b>Director Approval:</b> <i>Stefan Cermak</i> <b>Date:</b> 05-17-2024	<b>RPC Endorsement:</b> Resolution #: 2024-001 <b>Date:</b> 05-24-2024

<b>Budget</b>		
<b>Budget Sources: N/A – no budget has been assigned</b>		
<b>*legal review included in scope by RPC 02-16-2024</b>		
Fiscal	Item	Est. Staff hours*
2023-24	Project initiation	20
2024-25	- Preliminary analysis and review	40
	- Drafting of policy revisions	50
	- Final policy	20
	- Updates to manuals and templates	40
	- Implementation	40
	- Contingency	40
	<b>Total</b>	<b>250</b>

\*excludes any admin support, attendance at RPC/TC meetings, staff receiving training