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CAPITAL REGIONAL DISTRICT

CORPORATE POLICY AND PROCEDURE

Section	Board	
Subsection	Policies, Procedures, Manuals	0340-00
Title	STANDARD FOR ADOPTION OR REVIEW OF SERVICES FUNCTIONS	

POLICY:

Standard for Adoption or Review of Service Functions be adopted as a policy and be consistently applied for either the adoption or subsequent review of service functions undertaken by the Capital Regional District (CRD) Board.

All requests for establishment of a new service must be submitted, analyzed, and evaluated according to the procedure described in the CRD New Service Request Toolkit.

PURPOSE:

To identify:

- 1) Does the service function meet a clearly defined need or aspiration of the participating area(s) involved?
- 2) Does the service function meet the test of being deliverable at a reasonable cost level?
- 3) Has the regional district examined all possible alternatives the delivery of the service function?

This policy provides a procedure for diligent analysis and evaluation of new service requests in order to ensure establishment of sustainable services that align with the CRD's mandate. The analysis will vary depending upon the service request drivers. These drivers include:

- Legislative requirement – A mandate imposed by a senior level of government or agency thereof;
- Corporate needs – A requirement resulting from the Board Strategic Plan or operational requirements;
- Community led initiative – A request from an existing service provider to move to the CRD for funding and/or operations and also a new initiative put forward by a community group, municipalities or elected officials.

RESPONSIBILITIES:

The CRD Corporate Officer will be responsible to receive the new service request. The CRD Executive Leadership Team will be responsible for the evaluation of the new service request through the applicable department area. The CRD Board will be responsible to approve the, implementation of the new service.

SCOPE:

This policy applies to all service requests submitted to the CRD.

DEFINITIONS:

CRD New Service Request Toolkit: Defines the resources and procedures for submitting, analyzing and evaluating a new service request (see Appendix A).

Feasibility study: The CRD has a service for feasibility funding for potential new electoral area only services and for new broader regional service considerations.

Funding: Regional District services must define who the participants are (municipalities, electoral areas, portions thereof) and the sources of revenue (fees, tax requisition, etc.)

Approval Date:	May 10, 2000	Approved By:	Board
1. Amendment Date:	November 13, 2013	Approved By:	Board
2. Amendment Date:		Approved By:	
3. Amendment Date:		Approved By:	
Next Review Date:		Reviewed By:	
Supersedes:			