



BOARD REPORT

TO: Chair and Directors

File No: 0125 00 01

SUBJECT: Policy Session Update 2019

DESCRIPTION: Report from Charles Hamilton, Chief Administrative Officer, dated May 29, 2019. For information.

RECOMMENDATION #1: THAT: it be recommended to the Board that the Policy Session Update June 2019 Report, be received for information this 20th day of June, 2019.

RECOMMENDATION #2: THAT: it be recommended to the Board that a Policy Session Update be held in June, 2020.

SHORT SUMMARY:

The Policy Session Update 2019 is to provide the Board with an overview of the major policy and bylaw initiatives that have been worked on since June, 2018, and to advise the Board on the focus of upcoming priority policy and bylaw work for the upcoming year. To accompany the CAO Board Report, Senior Managers will speak to relevant Departmental activities and highlight future policy initiatives.

The previous Board had indicated its support for a more comprehensive policy session/review as part of the new Board Orientation in latter 2018/early 2019. The Committee of the Whole policy session is an opportunity to reacquaint the Board members on several key policies that relate to CSR D programs and services.

For reference, all CSR D policies are available on the CSR D website.

It is recommended that the next policy update session be scheduled for June, 2020.

VOTING:	Unweighted Corporate	<input checked="" type="checkbox"/>	LGA Part 14 (Unweighted)	<input type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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PROGRESS REPORT:

Operations Management Policies, Procedures and Bylaws:

After the June, 2018 policy session, the following procedure and bylaw amendments were completed:

- Waterworks Rates and Regulation Bylaw update
- Asbestos Containing Materials Procedure update.

The following Policies and Bylaws are planned to bring forward in 2019:

- Solid Waste Disposal Tipping Fee and Regulation Bylaw (June 2019 Board agenda item)
- Nicholson Groundwater Monitoring Policy (July 2019)
- Policy No. W-5 Flooding – Major review required (Fall 2019)
- Structural Protection Unit Deployment Policy (Fall 2019)
- Revelstoke Airport Rates and Regulation Bylaw (Fall 2019)
- Ranchero Dog Control Bylaw Amendment to include all of Area D (Fall 2019).

Development Services Policies, Procedures and Bylaws:

Since June, 2018 major policy work such as:

- Ongoing work took place to implement the new Building Inspection Service initiative in Area C for March 4, 2019
- Amendments to Building Regulation Bylaw
- Amendments and public consultation - Lakes Zoning Bylaw 900 (dock sizes) (Public Hearing held on May 27, 2019)
- Planning work for land use bylaw amendments for Area E and the Lakes Zoning Bylaw specific to the rail corridor lands.

For the remainder of 2019, the following policies and bylaws are the focus of the next few months:

- Development Procedures Bylaw update (Fall 2019)
- Development Services Fees Bylaw update (Fall, 2019)
- A42 Liquor License Applications Policy amendments, i.e. LCLB application procedure changes (Fall, 2019)
- A47 Encumbrances of CSRD Owned Land & P-11 Upland/Foreshore Use amendments – policy amendments needed once necessary direction received from the Sicamous to Armstrong Rail Trail Governance Advisory Committee (summer, 2019)
- A-71 Cannabis Related Business Policy amendments due to changes made by the Agricultural Land Commission and Health Canada with regard to cannabis farming and production licensing. (June Electoral Area Directors Meeting for discussion).

Financial Services Policies, Procedures and Bylaws:

Since the last policy session in June, 2018, a substantive policy re-write was the adoption of an updated Directors Remuneration Bylaw that came into effect on January 1, 2019.

Finance will work on the following policies and bylaws to bring forward this year:

New: Benefits Continuation Policy (recommended by new Benefits provider)
 Reserve Policy.

Amendment(s): Purchasing Policy
 Grant-in-Aid (June 2019 Board agenda item)
 Administration Rates and Fees Bylaw.

To Review: Travel Expense Policy (4 years since last review, existing policy indicates review needed every four years).

Corporate Administration Services Policies, Procedures and Bylaws:

Major bylaws completed since the June, 2018 Policy Session:

- Area A Core Facilities Funding Contribution Service Establishment Bylaw

- CSRD Electronic Records Retention and Scheduling Bylaw
- CSRD Paper Records Retention and Scheduling Bylaw
- Sub-Regional Building Inspection Service Amendment Bylaw (added Area C as a participant to the service)
- Shuswap Economic Development Services Amendment Bylaw (removed District of Sicamous as participant in the service)
- Adopted Social Media Policy A-72, December 2018.

2019 Priorities:

- Code of Ethics Policy A-67, applicable to Board and Committee members, was adopted in August, 2016. The existing policy indicates the Board review this policy on an annual basis.

Staff is recommending no change to the Code of Ethics policy at this time.

New:

- Significant policy work is needed as a result of the CP Rail corridor lands acquisition (policies that address the various types of encumbrances on the rail trail lands, upland/foreshore use, etc.) These policies are the combined work of Development Services and Corporate Administration Services
- Employee Service Recognition Policy
- Several policies needed in support of Freedom of Information Protection of Privacy Act to better guide staff in administering certain aspects of the legislation, for example: Personal Information Privacy Breach Management – a policy that lays out the necessary steps in responding and mitigating any accidental or unauthorized release of Individual(s) Personal Information (name, address, telephone number, email address, etc.) that the CSRD has collected.

Update:

- Amend the Sub-Regional Building Inspection Service Bylaw (add Area D as a participant in the service) (July 2019, for adoption by October 2019)
- Board and Committee Procedures Bylaw No. 5648
- Policy A-57 Retirement/Resignation Gift Policy.

Corporate Administration also plans to review several outdated policies over the year, such as:

- Policy A-23 Economic Development Commission (1999)
- Internet Use Procedure PR-13 (1998)
- Procedure for Processing Email (2000).

POLICY:

The Board has not adopted a formal schedule for the frequency of overall policy reviews to be considered by the Board or at a Committee of the Whole meeting.

FINANCIAL:

Some policies have financial implications to various functions/departments.

KEY ISSUES/CONCEPTS:

To regularly inform the Board on the organization's progress in moving forward to update policies, bylaws and procedures, in support of CSRD offered programs and services.

The purpose of organizational policies are intended to:

- provide direction to allow Administration to meet the Board's policy objectives
- facilitate better and more timely decisions
- allows CSRD staff to know what is expected of them
- ensures that similar situations are handled consistently
- promotes delegation of decision making to the level that must face the problem or situation when it arises
- address problems or situations that are repetitive or recurring.

IMPLEMENTATION:

The policy index is updated as new and amended policies are adopted by the Board. All Departments are actively involved in the rewriting of policies and new policies/bylaws to bring forward to the Board on a priority basis.

COMMUNICATIONS:

All policies are communicated to Directors, CSRD staff and are publicly available on the CSRD's website.

DESIRED OUTCOMES:

Receive the report of the Chief Administrative Officer dated May 29, 2019.

BOARD'S OPTIONS

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2019-06-20_Board_CA_01250001_Policy_Session_Update.docx
Attachments:	
Final Approval Date:	Jun 6, 2019

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "C. Hamilton", with a stylized flourish at the end.

Charles Hamilton - Jun 6, 2019 - 3:09 PM