



BOARD REPORT

TO:**Chair and Directors****File No:** 0125 00 01**SUBJECT:****Policy Session Update - 2017****DESCRIPTION:**

Report from Charles Hamilton, Chief Administrative Officer, dated October 10, 2017.

**RECOMMENDATION
#1:**

THAT: it be recommended to the Board that the Policy Session Update 2017 Report dated October 10, 2017 from the Chief Administrative Officer, be received this 19th day of October, 2017.

**RECOMMENDATION
#2:**

THAT: it be recommended to the Board that a 2018 Policy Update Session be scheduled on the June, 2018 Regular Board agenda, and that a more comprehensive policy session take place as part of the new CSR D Board orientation in latter 2018/early 2019.

SHORT SUMMARY:

Mandate: The Chief Administrative Officer (CAO) is the Board's chief policy advisor, responsible for providing support to the Board on a range of policy matters.

Corporate Administration Services Goals for 2017: Continue to review and update bylaws, policies and procedures to ensure they are kept current and relevant.

At the June, 2016 Policy Session #3, the Board recognized that Administration would return any other policies, procedures or bylaws governing the organization on a priority basis.

This report is prepared for the Board:

- to inform of the listing of policies, procedures and bylaws, both new and those updated, since the June 2016 policy review session;
- to recommend any new policies for adoption by the Board;
- to update and comment on the directives of the Board at the June 2016 policy review session;
- to update the Board on major policy initiatives that are being worked on and that will be presented at upcoming Board meeting(s) on a priority basis; and,
- to propose a June, 2018 Regular Board meeting for a brief update/status report on policies, procedures, bylaws; and that a comprehensive policy review occur in latter 2018/early 2019 as part of the new CSR D Board's education and orientation process.

VOTING:Unweighted
CorporateLGA Part 14
(Unweighted)Weighted
CorporateStakeholder
(Weighted)

PROGRESS REPORT:Development Services Policies, Procedures and Bylaws:

The major policy initiative for this department during the past year has been completing the Building Regulation Service Bylaw for adoption this fall, 2017. This policy represents a significant organizational change and a significant change to residents and property owners within three of six electoral areas of the CSRD, to implement and to provide an expanded building inspection service.

When the Noise Bylaw is amended and proposed for adoption in November, 2017, staff will be recommending some minor changes to the new Bylaw Enforcement Policy that was adopted by the Board earlier in 2017.

Financial Services Policies, Procedures and Bylaws:

The Financial Services department has updated the following policies/procedures since the last policy session:

- F-18, Non-Managerial Exempt Staff;
- F-19 – Recognition of Managerial Hours Worked.

The Manager, Financial Services anticipates completing updates to the following policies/bylaw(s) by the end of the 2017 year:

- F-26 Vehicle Insurance
- A-24 Disposal of Equipment
- Bylaw No.5298 – Administrative Rates and Charges.

Additionally, a conclusion to the Directors Remuneration Review is needed. It should be noted that the 2017 Federal budget proposes the elimination of the 1/3 tax free reimbursement of annual stipends/meeting fees paid to local government officials, to be eliminated January 1, 2019.

Operations Management Policies, Procedures and Bylaws:

Operations Management has updated several bylaws and policies since the last policy session. Of note were amendments to the Solid Waste Disposal Tipping Fee and Regulation Bylaw and the establishment of the Waterworks Cross Connection Control Bylaw.

Of key importance at this time for Operations is the amendment of Policy No. W-09 Fire Chief Appointment Process, and to bring forward the repeal of Fire Services Operational Criteria BL 5587.

The Policy W-09 Appointment of Fire Chiefs Process, proposed amendment, is recommended for update as an item in the Business General section of the October Board agenda. The repeal of Bylaw No. 5587 is contained in the Administration Bylaws section of the October Board agenda.

Corporate Administration Services Policies, Procedures and Bylaws:

One of the most significant corporate initiatives over the year was the conditional purchase contract with CP Rail, necessitating a major elector assent process and the successful establishment of a Rail Corridor Trail Service.

The Policy No. A-67 Code of Ethics and Policy A-65 Complaint Resolution were brought forward as amendments, as directed by the Board.

There are several policies that the Corporate Administration Services department expects to bring forward to the Board in the coming months. For example: by April 1, 2018 a review of the Local Government Elections Bylaw is needed due to changes in the election period to October 2018 and pending changes to election legislation related to maximum campaign contributions; a review of the CSRD Records Retention policy in conjunction with the implementation of an organization-wide electronic records management system and the organization's transition to electronic records. Further research and collaboration/technical staff input is needed in the development of a social media policy before the final policy is presented to the Board for approval.

COMMENTARY ON BOARD DIRECTIVES ARISING FROM THE JUNE, 2016 POLICY SESSION:

The Board asked for two (2) additional policies to be brought forward, those being:

- i) a policy that would guide the Board in the necessary considerations for the acquisition of properties for parkland, (having a clearly defined decision making process when considering a capital expenditure of this nature, thereby ensuring responsible stewardship of public funds); and,
- ii) a policy reflecting a corporate Communications Strategy (how the CSRD can provide communications to the public in a meaningful way).

With respect to a guiding policy on the acquisition of parkland, Operations staff have explored a number of potential draft policies and have also contacted an outside consultant on this matter. Staff will continue researching this item for return of a policy in the future. At the same time, there have been consistent methodologies applied in recent parkland acquisitions that have proved effective.

In terms of a corporate Communications Strategy, staff have researched and considered various reiterations of a draft policy. There is not a one size fits all Communications Strategy policy that is ready for presentation to the Committee today. Senior staff will continue to collaborate on a policy best suited to the varying needs of each department in the CSRD and in conjunction with the CSRD branding guidelines.

A major accomplishment related to the organization's overall communications was the achievement of a CSRD Annual Report in the spring, 2017. As well, the CSRD has undertaken a number of consistent and effective communications and outreach to the residents, for example, consultation on the Area C Parks Plan, Area C governance, Building Inspection Service and the Noise Bylaw consultations.

POLICY:

The Board has not established a policy specific to the frequency of a regular policy review session, other than to indicate policies be reviewed regularly.

FINANCIAL:

There may be financial implications to various functions to which a relevant policy applies.

KEY ISSUES/CONCEPTS:

To inform the Board of the organization's progress in moving forward to update overall organizational policies, bylaws and procedures.

IMPLEMENTATION:

The policy index and policy manual will be updated as new/revised policies are adopted by the Board. All Departments will be actively involved in the rewriting of policies and new policies/bylaws to bring forward to the Board for consideration on a priority basis.

COMMUNICATIONS:

All policies are communicated to Directors, CSRD staff and made available to the public on the CSRD website.

DESIRED OUTCOMES:

For the Board to feel assured that CSRD policies, procedures and bylaws and the review of those documents are being regularly and sufficiently carried out on a priority basis, as needed organizationally, and as required when existing policies are impacted by outside influences such as changes in federal or provincial legislation.

BOARD'S OPTIONS:

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

LIST NAME OF REPORT(S) / DOCUMENT(S):

1. Listing of Policies and major bylaws adopted by the Board from July 2016 – September 2017