



COMMITTEE OF THE WHOLE REPORT

TO: Chair and Directors

SUBJECT: 2024 Policy Review

DESCRIPTION: Report from Jennifer Sham, General Manager, Corporate Services (Corporate Officer), dated October 10, 2024.

RECOMMENDATION: THAT: the Committee support the staff direction to bring forward “No Update” and “Rescind” policies to the November Regular Board Meeting, as attached to the October 16, 2024 Committee of the Whole Agenda.

BACKGROUND:

The Policy Manual was previously reviewed in 2021. Staff have reviewed the current Policy Manual and are recommending the attached policy packages for housekeeping amendments or to rescind.

Methodology

Each of the General Managers (GM), with their respective teams, reviewed each of the policies directly related to their departments. Any policies affecting other departments were forwarded to the GMs for further review. Each policy was entered into the spreadsheet under one of the following categories: Rescind; No Update; Minor Update; Major Update.

Any policies under the Rescind column are either obsolete or no longer applicable. No Update policies have been reviewed and are still valid and currently in use. Under the Minor or Major Update categories, staff have reviewed the policies and deemed them to require more attention and will set aside time in 2025 to bring forward to a future Board meeting for consideration.

See “Policy Review Summary 2024” attached for links to all active policies.

Policies Proposed to be Rescinded

A-14 Bylaw Copies
A-25 Applications Requiring Board Consideration
A-33 As-Built Drawings for Capital Works
A-34 Maintenance of Logbook by Facility Managers
A-45 Inspection of Woodburning Installations
A-54 Aviation Fuel Management – Revelstoke Airport
F-6 Building Permit Refund
F-7 Mileage
F-20 Revenue Arising from Legal Claims
F-37 COVID-19 Safe Restart Electoral Area Grant-in-Aid Funding
P-12 BC Building Code in Non-Inspection Areas
W-7 Revelstoke Airport Security

Policies with No Updates

A-1 Occupational Health and Safety Program
A-11 Regional Philosophy
A-24 Disposal of Assets
A-30 Office Closure

A-38 Method of Taxation
A-47 Encumbrances on CSRD Owned Land
A-61 Use of Corporate Vehicles
A-62 – Electronic Sign Boards – CSRD Owned Facilities
A-69 Bylaw Enforcement
A-70 Asset Management
A-71 Cannabis Related Business
A-75 Commercial Bottled Water
A-79 Electronic Submissions for Alternative Approval Process Elector Response Forms
A-82 Anti-Racial Discrimination and Anti-Racism
A-85 Provincially Tenured Lawfully Non-Conforming Docks Electoral Area E Adjacent to Rail Trail Lands
A-86 Exempt Staff Compensation
A-88 Shuswap-North Okanagan Rail Trail: Agricultural Access
F-16 Parkland Dedication Deferral Fees
F-18 Overtime – Non-Managerial Exempt Staff
F-24 Signatories
F-34 Reserve Funds
F-35 Collection of Outstanding Debt
F-38 Asset Retirement Obligations
P-11 Consistent Use of Upland/Adjacent Foreshore and Aquatic Crown Land
P-24 Agricultural Land Reserve Exclusion Applications
W-3 Mosquito Control Programs
W-6 Sewer System Acquisition
W-8 Anglemont Estates Drainage
W-13 Nicholson Aquifer Water Quality

Policies Proposed for Minor Updates – 2025 Workplan

F-8 Interview Costs and Relocation Expenses
F-10 Telephone and Internet Costs
F12 CSRD Firefighter and Officer Remuneration
F-13 Non-Union Employee Benefits/Condition of Employment
F-14 Travel and Expense Reimbursement
F-19 Recognition of Managerial Hours Worked
F-30 Electoral Area Grant-in-Aid Funding
F-31 Constituency Expenses
F-32 Procurement of Goods and Services
F-33 Protection of Personal Information Collected from ICBC
P-5 Parkland Dedication as a Function of Subdivision
P-17 Enforcement of Covenants not Initiated by the CSRD
P-19 Flood Plain Setbacks and Exemptions
P-21 Development Services Referral Non-payment
P-23 Farm Building Exemption
P-25 Public Hearing
P-26 Building Permit Geohazard Information Use and Procedure
W-1 Fire Hydrant Servicing

W-9 Appointment of Fire Chiefs
W-10 Fire Service Standard Operating Guidelines
W-11 Parks and Recreational Trail Inspection and Maintenance
W-12 Fire Department Levels of Service

Policies Proposed for Major Updates – 2025 Workplan

A-23 Economic Development Commission
A-31 Contractor Liability Insurance Coverage
A-43 Liability Insurance Requirements for Special Events on CSRD Property
A-58 Volunteer Recognition
A-63 Boat or Vessel Use for CSRD Business
A-64 Respectful Workplace
A-65 Complaint Resolution
A-66 Bullying and Harassment
A-67 Code of Ethics
A-68 Code of Conduct Policy for Employees
A-80 Return to Work COVID-19 Recovery Plan
A-83 Chief Administrative Officer Succession
A-84 COVID-19 Proof of Vaccination
F-3 Electoral Area Community Works Fund
F-9 Municipal Education Courses
F-26 Vehicle Insurance
F-29 BC Hydro Grants-in-Aid PILT
F-36 Continuation of Benefits
P-14 Contaminated Site Profile
P-18 Consultation Process – Bylaws
P-22 Telecommunications Facilities Siting and Consultation
W-4 Water Utility Acquisition
W-5 Flooding

NEXT STEPS:

If the Committee of the Whole wishes to pull any policies from the proposed list of Rescind or No Update, those policies will be moved to the Minor Update category. Any policies under the Minor or Major Update categories will be added to the respective department's 2025 workplan.

Due to the varying ages of the different policies and anticipating new policies, staff will initiate a housekeeping amendment to give all the policies the same look in the form of a template. The policies under the "No Update" category will all be "refreshed" with this new template and be brought forward to the November Regular Board meeting for consideration.

Report Approval Details

Document Title:	2024-10-16_COW_CS_Policy_Review.docx
Attachments:	- 2024 Policies - No Updates.pdf - 2024 Policies - Rescind.pdf - Policy Review Summary 2024.xlsx
Final Approval Date:	Oct 11, 2024

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



John MacLean