



BOARD REPORT

TO: Chair and Directors

File No: 0125 00 01

SUBJECT: Policy Session Update June 2018

DESCRIPTION: Report from Charles Hamilton, Chief Administrative Officer, dated June 8, 2018. For information.

RECOMMENDATION #1: THAT: it be recommended to the Board that the Policy Session Update June 2018 Report, be received for information this 21st day of June, 2018.

SHORT SUMMARY:

This report is a brief one, intended to serve as an update to the Board. To accompany the report, Senior Managers will speak to relevant Departmental activities and highlight future policy initiatives.

The Board has indicated its support for a more comprehensive policy session/review as part of the new Board Orientation in latter 2018/early 2019.

VOTING:

Unweighted
Corporate



LGA Part 14
(Unweighted)



Weighted
Corporate



Stakeholder
(Weighted)



PROGRESS REPORT:

Operations Management Policies, Procedures and Bylaws:

Since the last policy session in October 2017, the following policies and bylaws were completed:

- Dog Control Regulation bylaw amendments
- Asset Management Policy
- Asset Management Strategy
- Asset Management Framework
- Tipping Fee Bylaw Amendment
- Solid Waste Management Plan Amendment
- Water Rates and Regulation Bylaw Amendment
- Fire Chief Appointment Policy Amendment.

The following Policies and Bylaws are planned to bring forward in 2018:

- Flood Policy Amendment
- Revelstoke Airport rates and fees bylaw
- Water Acquisition Strategy Amendments
- Sewer Acquisition Strategy Amendments.

Development Services Policies, Procedures and Bylaws:

Since October, 2017, major policy work has taken place on:

- Building Inspection Service Regulatory Bylaw
- Noise Service Regulation Bylaw
- Updated Bylaw Enforcement Policy (further updates to clarify that the RCMP, at its discretion, will be enforcing the Noise Regulation Bylaw will be included on the June Board meeting agenda), and,
- Draft Cannabis Production, Distribution and Retail Policy No. A-71. (Policy No. A-71 will be included on the Late Agenda, June Board meeting, for Board consideration).

For the remainder of 2018, we anticipate that land use bylaw work will be needed in relation to the legalization of cannabis and, potentially, further updates to the Policy No. A-71. Ongoing work is underway on the new Building Inspection Service initiative in Area C for 2019. Land use bylaw amendments for Area E and the Lakes Zoning Bylaw are required specific to the rail corridor lands.

Financial Services Policies, Procedures and Bylaws:

Since the last policy session in October, substantial work consisted of the proposal for an updated Director Remuneration bylaw.

Policies and bylaws planned to bring forward in 2018:

- Director Remuneration Bylaw
- Disposal of Equipment Policy.

Corporate Administration Services Policies, Procedures and Bylaws:

Major bylaws completed since the October 2017 Policy Session:

- Noise Service Establishment Bylaw
- Building Service Establishment Bylaw
- Core Facilities Funding Contribution Service Establishment (Area A) Bylaw
- Amendments to the Municipal Ticket Information (MTI) Bylaw in support of regulatory bylaws, followed by a recent re-write/adoption of a new MTI Bylaw.

In 2018 there remains significant administrative and policy work needed as a result of the CP Rail corridor lands acquisition, eg policies that address the various types of encumbrances on the rail trail lands, upland/foreshore use, etc. Other priorities for 2018 include the Referendum in relation to Area A Core Facilities Funding Contribution Service, 2018 Local Government and School District elections; development of needed Communications and Social Media policies, and amendments to the CSRD Records Retention Bylaw in conjunction with the organization-wide electronic records management system.

POLICY:

N/A

FINANCIAL:

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

KEY ISSUES/CONCEPTS:

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

IMPLEMENTATION:

The policy index and policy manual are updated as new/revised 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 made available to the public on the CSRD website.

DESIRED OUTCOMES:

Receive the report of the Chief Administrative Officer dated June 8, 2018.

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) AVAILABLE FROM STAFF:

1. N/A

Report Approval Details

Document Title:	Policy Session Update 2018.docx
Attachments:	
Final Approval Date:	Jun 12, 2018

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 12, 2018 - 11:15 AM