

**POLICY COMMITTEE  
MEETING AGENDA**

**March 27, 2015**

**This meeting is scheduled to commence immediately following the conclusion of the CRD Board Meeting.**

**Cariboo Regional District Board Room**

**Suite D - 180 Third Avenue North**

**Williams Lake, B.C.**

**Pages**

**1. CALL TO ORDER**

(This meeting is scheduled to commence immediately following the conclusion of the CRD Board meeting.)

**1.1 Adoption of Agenda**

That the agenda items be adopted as presented.

**2. ADOPTION OF MINUTES**

**1**

That the minutes of the Policy Committee meeting held March 5, 2015, be received and adopted.

**3. REPORTS AND CORRESPONDENCE**

**4. DISCUSSION ITEMS**

**4.1 Policy No. 02-10B-5(1) - First Nations Correspondence**

**4**

**4.2 Policy No. 09-08A-57 - Public Notification and/or Consultation for Regulatory Bylaws**

**5**

**4.3 Policy No. 91-4-4(h) - Alternate Directors**

**6**

**5. ADJOURNMENT**

That the meeting of the Policy Committee be adjourned at \_\_\_\_ p.m., March 27, 2015.



**CARIBOO REGIONAL DISTRICT  
POLICY COMMITTEE MINUTES**

**March 5, 2015**

**10:05 am**

**Cariboo Regional District Board Room  
Suite D - 180 Third Avenue North  
Williams Lake, B.C.**

**PRESENT :** John Massier, Director J. Sorley, Director J. Bruce, Director S. Forseth and M. Wagner (for a portion of the meeting)

**ABSENT :** Director A. Richmond

**STAFF :** J. Bell, Chief Administrative Officer, S. Reid, Chief Financial Officer, A. Jeffery, Manager of Procurement and A. Johnston, Corporate Officer

**1. CALL TO ORDER**

**1.1. Adoption of Agenda**

**PC.2015-3-1**

Moved Director Forseth

Seconded Director Bruce

That the agenda items be adopted as presented, with the addition of the following being included in the Committee's list of tasks for follow-up:

- remuneration bylaw review;
- TOR for committees; especially for the First Nations Relations Committee; and
- obsolete policies.

**Carried Unanimously**

**1.2. Next Meeting Date**

**PC.2015-3-2**

Moved Director Forseth

Seconded Director Sorley

That future meetings be scheduled at the call of the Chair, with consideration of ensuring adequate time to discuss policy issues. Further, that the next meeting be

scheduled for March 27, 2015 at the conclusion of the Cariboo Regional District Board meeting.

**Carried Unanimously**

**2. REPORTS AND CORRESPONDENCE**

**2.1. Investment Policy**

**PC.2015-3-3**

Moved Director Bruce

Seconded Director Forseth

That item 2.1 be deferred until later in the meeting.

**Carried Unanimously**

**2.2. Procurement Policy**

**PC.2015-3A-4**

Moved Director Bruce

Seconded Director Forseth

That the Procurement Policy be received. Further, that it be forwarded to the CRD Board for approval.

**Carried Unanimously**

**2.3. Procurement Card Policy**

**PC.2015-3A-5**

Moved Director Bruce

Seconded Director Forseth

That the Procurement Card Policy be received. Further, that it be amended to reflect that it is an internal procedure, rather than a policy of the Board.

**Carried Unanimously**

**2.1 Investment Policy**

**PC.2015-3-6**

Moved Director Bruce

Seconded Director Forseth

That the Investment Policy be received. Further, that it be forwarded to both the Cariboo Regional District and Cariboo Chilcotin Regional Hospital District Boards for approval.

**Carried Unanimously**

**3. ADJOURNMENT**

**PC.2015-3-7**

Moved Director Forseth

Seconded Director Sorley

That the meeting of the Policy Committee be adjourned at 11:55 a.m., March 5, 2015.

**Carried Unanimously**

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Chair

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Corporate Officer

### **A1.3 First Nations Correspondence**

#### **Policy No. 02-10B-5(1)**

All correspondence sent to First Nations on behalf of the Cariboo Regional District shall be sent via Registered Mail.

## **C1.2 Public Notification and/or Consultation for Regulatory Bylaws**

### **Policy No. 09-08A-57**

That the public notification process for new or revised regulatory bylaws be as follows:

- 1) Regulatory bylaws will be presented for consideration of first and second readings at one Board meeting, consideration of third reading at the next Board meeting, and consideration of adoption at the following Board meeting, except in extenuating circumstances as determined by the Board.
- 2) Following first and second reading, the proposed bylaw shall be forwarded to the appropriate committee for review.
- 3) When a new or revised regulatory bylaw is presented to the Board for first and second readings, within one week of being given two readings by the Board, the bylaw will be posted on the website under a link for new bylaws under consideration where it will remain until the bylaw has been adopted. The Board highlights for the meeting at which the bylaw is originally given readings by the Board shall include a notation regarding the proposed bylaw and directing interested persons to the website for further information.
- 4) Upon adoption of a new or revised regulatory bylaw, notice of its adoption will be included in the Board highlights for that Board meeting directing people to a “recently adopted bylaws” link on our website, where the bylaw will be posted within one week of its adoption and where it will remain for a period of six months, following which it will be available through the normal bylaw links. Further, that dependent on the nature and substance of the new or revised regulations, that a separate press release be issued where warranted.
- 5) A listing of all new or revised regulatory bylaws will be included in the semi-annual Upfront newsletter distributed to all residents directing the public to our website for additional information.

## **D7.1      Alternate Directors**

### **Policy No. 91-4-4(h)**

That in order to facilitate the administration of the Oaths of Office and Allegiance to Alternate Directors, all Alternate Directors will make arrangements with the Manager to execute the Oaths of Office and Allegiance as soon as possible after their appointment.