

**POLICY COMMITTEE  
MEETING AGENDA**

**June 11, 2015**

**9:00 a.m.**

**Cariboo Regional District Board Room**

**Suite D - 180 Third Avenue North**

**Williams Lake, B.C.**

**Pages**

**1. CALL TO ORDER**

(The meeting is scheduled to commence at 9:00 a.m.)

**1.1 Adoption of Agenda**

That the agenda items be adopted as presented.

**2. REPORTS AND CORRESPONDENCE**

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

1

That the agenda item summary from Alice Johnston, Corporate Officer, dated May 5, 2015, regarding a request to repeal Policy No. 02-10B-5(1) – First Nations Correspondence, be received. Further, that Policy No. 02-10B-5(1) be forwarded to the Board with a recommendation that it be repealed.

**2.2 Public Notification and/or Consultation for Regulatory Bylaws Policy**

3

That the agenda item summary from Alice Johnston, Corporate Officer, dated May 6, 2015, regarding Policy No. 09-08A-57 Public Notification and/or Consultation for Regulatory Bylaws Policy, be received. Further, that Policy No. 09-08A-57 Public Notification and/or Consultation for Regulatory Bylaws Policy be repealed.

**3. ADJOURNMENT**

That the meeting of the Policy Committee be adjourned at TIME, June 11, 2015.



**Date:** 05/05/2015

## **AGENDA ITEM SUMMARY**

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**To:** Chair and Directors, Policy Committee  
**And To:** Janis Bell, Chief Administrative Officer  
**From:** Alice Johnston, Corporate Officer  
**Date of Meeting:** Policy Committee\_Jun11\_2015  
**File:** 540-20-01

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### **Short Summary:**

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

### **Memorandum:**

At the last Policy Committee meeting, staff presented the following policy for consideration of repeal:

*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*

*(Resolution No. 02-10B-5(1))*

The Policy Committee referred this issue back to staff requesting that the policy be re-worded to reflect that all correspondence of a specific nature be sent via registered mail.

The original policy was intended to ensure that adequate steps were taken when consulting with First Nations in relation to land use matters within the regional district; however, at face value it appears to be an odd policy. Staff agree with the intent of the Committee's direction to broaden the scope of the policy in theory, but feel that this broader scope actually brings the issue into one of procedure rather than policy. Staff make determinations on a regular basis regarding which items of correspondence require the additional security of sending via registered mail. It would be problematic and unnecessary to attempt to draft a policy that would encompass each potential individual occurrence, and it is therefore our recommendation that the policy be rescinded and not replaced.

### **Attachments:**

None

### **Financial Implications:**

None

**Policy Implications:**

This request is to repeal an existing policy.

**CAO Comments:**

Concur

**Options:**

1) Endorse recommendation; 2) Receipt and other action; 3) Defer.

**Recommendation:**

That the agenda item summary from Alice Johnston, Corporate Officer, dated May 5, 2015, regarding a request to repeal Policy No. 02-10B-5(1) – First Nations Correspondence, be received. Further, that Policy No. 02-10B-5(1) be forwarded to the Board with a recommendation that it be repealed.



**Date:** 06/05/2015

## **AGENDA ITEM SUMMARY**

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**To:** Chair and Directors, Policy Committee  
**And To:** Janis Bell, Chief Administrative Officer  
**From:** Alice Johnston, Corporate Officer  
**Date of Meeting:** Policy Committee\_Jun11\_2015  
**File:** 540-20-01

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### **Short Summary:**

Public Notification and/or Consultation for Regulatory Bylaws Policy

### **Memorandum:**

At its April 24<sup>th</sup> meeting, the Board endorsed the following Policy Committee recommendation:

*That Policy No. 09-08A-57 be referred to staff for recommendations.*

Policy No. 09-08A-57 reads as follows:

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.

(Resolution No. 09-08A-57)  
(Amended by Resolution No. 09-09A-2)

This policy came into existence as a result of the Board's desire to keep the public apprised of regulations that they need to be aware of so that they can act in accordance with any regulations that pertain to them. However, in practice it is less effective than what was originally intended. In fact, since its adoption, only two bylaws have been processed in accordance with this policy and the policy has been waived for ten other bylaws. This reality is reflective of the fact that most often, regulatory bylaws that come before the Board are simply updating an aspect of an existing regulation. It is not often that the Board commences a brand new regulatory function, and in those rare circumstances, staff and the Board will determine an appropriate method of notifying the public and affected stakeholders.

It can also be problematic to consult with the public when the bylaw pertains to a regulatory service. Regulations are often imposed due to provincial legislative changes; for example, the last several building bylaw amendments have been necessary due to changes to the BC Building Code, which is mandatory throughout the Province. To consult with the public on amendments such as this would serve no purpose and would be misleading.

This policy is recommended for deletion as it has not been effective in practice, and has been waived 83% of the time that it could have been applied.

**Attachments:**

None

**Financial Implications:**

None

**Policy Implications:**

This request is to delete an existing policy that has been waived on a consistent basis since its inception.

**CAO Comments:**

Concur

**Options:**

1) Endorse recommendation; 2) Receipt and other action; 3) Defer.

**Recommendation:**

That the agenda item summary from Alice Johnston, Corporate Officer, dated May 6, 2015, regarding Policy No. 09-08A-57 Public Notification and/or Consultation for Regulatory Bylaws Policy, be received. Further, that Policy No. 09-08A-57 Public Notification and/or Consultation for Regulatory Bylaws Policy be repealed.