

<i>SUBJECT:</i>	PARK DEDICATION DEFERRAL	<i>POLICY No.</i>	
<i>DATE OF REVISION:</i>		<i>APPROVED BY:</i>	Board
<i>REVISIONS:</i>	Reaffirmed April 30, 2001.	<i>EFFECTIVE DATE:</i>	March 1990

PURPOSE

POLICY

THAT when park dedication is deferred as part of a subdivision proposal, that the Electoral Area Director be involved in the discussion of the deferral and also in the discussion of identification of proposed park sites.

<i>SUBJECT:</i>	ACCESSIBILITY	<i>FILE NO.</i>	0890-00
<i>DATE OF REVISION:</i>		<i>APPROVED BY:</i>	Board
<i>REVISIONS:</i>		<i>EFFECTIVE DATE:</i>	Sept. 19/05

PURPOSE:

To improve opportunities for people with disabilities and to improve access to Regional District facilities and structures for people with disabilities.

POLICY:

That all upgrades and new construction to Regional District public access facilities be referred to the appropriate local accessibility organization for comment prior to finalizing the design drawings.



Comox-Strathcona

SUBJECT:	CELLULAR PHONES	POLICY No.
DATE OF REVISION:		APPROVED BY: Board
REVISIONS:		EFFECTIVE DATE: June 24, 1996

PURPOSE

To provide a policy for the use of cellular phones at Board and Committee of the Whole meetings.

POLICY

THAT WHEREAS the affairs and decisions of the Board of the Regional District should elicit our greatest concentration and respect because we have the ability to affect the lives of many;

AND WHEREAS the ringing of cellular phones is intrusive, non-discriminatory as to timing and will break the concentration needed above;

THEREFORE BE IT RESOLVED THAT audible cellular phone operations be banned from the meeting of the Board and Committee of the Whole.

SUBJECT:	INVESTMENT MANAGEMENT POLICY/PROCEDURES	POLICY No.	
DATE OF REVISION:		APPROVED BY:	Board
REVISIONS:		EFFECTIVE DATE:	June 30, 2003

PURPOSE:

1.0 PURPOSE AND SCOPE OF THE INVESTMENT MANAGEMENT POLICY

The purpose of the Investment Management Policy is to set out the responsibilities, policies and accountability associated with the management and administration of investments of General, Water and Sewer statutory Reserve Funds.

1.1 GUIDING PRINCIPLE

The Investment Management Policy is guided by the principle of conservative management philosophy based on preservation of capital, diversification, return on investment, statutory limitations and liquidity.

1.2 POLICY STATEMENT

It is the policy of the Regional District of Comox-Strathcona (Regional District) that the Municipal Finance Authority (MFA) be designated as the Regional District Portfolio Fund Manager for General, Water and Sewer Statutory Reserve Funds.

1.3 ROLES AND RESPONSIBILITIES

1.3.1 The Officer responsible for Financial Administration of the Regional District is responsible and accountable for the management and safe keeping of all investments. The Manager of Financial Services is the Officer responsible for the administration of the Investment Management Policy.

1.3.2 The Assistant Manager of Financial Services, is responsible for the implementation of the day-to-day administration of the Investment Management Policy, and will establish and employ such practices, processes, procedures or methods as are determined appropriate to the efficient and effective operation of Investment Management.

1.3.3 The MFA is the designated Portfolio Fund Manager and is responsible in conjunction with the Manager of Financial Services for meeting the objectives of the Investment Management policy. The MFA is responsible for providing monthly detailed transaction reporting as well as performance reports.

1.3.4 The MFA in conjunction with their investment managers shall be relied on for advice and information with regard to meeting the objectives of the Investment Management policy.

1.4 OBJECTIVES

The investment of Regional District reserve funds must reflect the guiding principles, specifically:

- 1.4.1 **Preservation of capital** – Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The preservation of capital is accomplished through the placement of funds with institutions rated in the marketplace as having the highest credit worthiness.
- 1.4.2 **Diversification of the portfolio** – Investments shall be diversified in order to minimize potential losses on individual securities and to maximize the yield in a blend of financial products. In establishing specific diversification strategies, maturities selected shall provide for stability of income and reasonable liquidity. Diversification strategies may be revised periodically to reflect budgetary and economic cycles in order to preserve capital and maximize the return on the portfolio.
- 1.4.3 **Return on investment** – The investment portfolio shall be designed with the objective of attaining an above average market rate of return throughout the budgetary and economic cycles.
- 1.4.4 **Liquidity** – The investment portfolio shall remain sufficiently liquid to enable the Regional District to meet the current five-year financial plan and any other statutory obligation.

1.5 STATUTORY LIMITATIONS

All investments are limited pursuant to the Local Government Act; the Manager of Financial Services is legally responsible pursuant to the Local Government Act for the investment of funds. Investment activities undertaken by the MFA, the Portfolio Fund Manager, will be done as an agent of and under the supervision of the Manager of Financial Services.

1.6 ETHICS AND CONFLICT OF INTEREST

Officers and employees involved with the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment management program, or which could impair their ability to make impartial investment decisions.

1.7 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, as they would by a prudent person who would use discretion and intelligence in carrying out the objectives of the investment policy.

The Chief Administrative Officer, Manager of Financial Services and the Assistant Manager of Financial Services acting in accordance with the Investment Management policy and exercising due diligence, shall be relieved of personal responsibility for any individual securities credit risk or market price change, provided deviations from expectations are reported in accordance with the Investment Management policy and the portfolio strategy is reviewed to control adverse developments.

1.8 INTERNAL CONTROLS

Procedures shall be established such that internal controls will prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees and officers of the Regional District.

Procedures will include, but are not limited to:

Control	Recommended Best Practice
1. Control of fraud	Two signatures on all transactions, Manager of Financial Services or the Assistant Manager of Financial Services and one other authorized signing officer.
2. Separation of duties	MFA holds investment portfolio funds; transfer of funds approved by signing officers and accounting performed by finance staff.
3. Custodial safekeeping	As a third party holds all investments, a safekeeping receipt or confirmation of investment held must be issued. All investments must be in the name of the Regional District.
4. Authorized Investments	Governed by the Investment Management Policy, the Local Government Act and approval of the Manager of Financial Services.
5. Record keeping	All transactions shall be in writing.

1.9 APPLICATION OF INTEREST EARNED

The Regional District shall distribute proportionately the total annual interest earned on the investment portfolio to each reserve fund based on the 'actual' average monthly balance held in the reserve fund for the year. 'Actual' refers to the physical cash on hand in each reserve fund each month and does not consider accounting entries where funds have not been physically transferred to or from the fund.

1.10 INTERNAL FINANCING

The Regional District does not provide internal financing.

1.11 PERFORMANCE STANDARD

Performance will be measured on the basis of the MFA standard funds performance measures.

1.12 REPORTING

The MFA shall provide monthly investment portfolio reports that provide details of all transaction changes, a summary of performance and a total portfolio analysis.

A report shall be forwarded to the Corporate Services committee at least three times a year. The report will identify deviations from the policy and will include summary information on investment holdings and performance.



Comox-Strathcona

SUBJECT:	RECOGNITION OF SERVICE FOR DIRECTORS	POLICY No.
DATE OF REVISION:		APPROVED BY: Board
REVISIONS:		EFFECTIVE DATE: February 26, 2001

PURPOSE

To establish a policy in recognition of service for departing Directors.

POLICY

THAT upon departure from the Regional District Board, in recognition of service, Directors be presented with a gift at the following value:

Up to 3 years of Board service	\$ 50.00
Up to 6 years of Board service	\$100.00
Up to 9 years of Board service	\$250.00
10 years and over of Board service	\$300.00;

AND FURTHER THAT the appropriate funds be included in the annual administration budget.

<i>SUBJECT:</i>	USE OF PESTICIDES ON REGIONAL DISTRICT PROPERTY	<i>POLICY No.</i>	
<i>DATE OF REVISION:</i>		<i>APPROVED BY:</i>	Board
<i>REVISIONS:</i>		<i>EFFECTIVE DATE:</i>	May 27, 2002

PURPOSE

To establish a policy to address the use of pesticides on Regional District properties.

POLICY

There shall be no cosmetic use of pesticides on properties owned, leased, or otherwise managed by the Regional District of Comox-Strathcona with the exception of golf courses where an Integrated Pest Management Plan must be put in place to reduce pesticide use to the absolute minimum.

PROCEDURE

All managers of Regional District property to be advised in writing of the this policy.

<i>SUBJECT:</i>	APPLICATIONS – BOARD CONSIDERATION	<i>POLICY No.</i>	
<i>DATE OF REVISION:</i>	August 28, 2000	<i>APPROVED BY:</i>	Board
<i>REVISIONS:</i>	Committee of the Whole – amended wording only.	<i>EFFECTIVE DATE:</i>	July 29, 1991

PURPOSE

To set a policy to address the payment and necessary documentation required before consideration can be given to land use related applications.

POLICY

THAT staff advise persons considering submitting a land use related application that said application can not be scheduled for Committee consideration until all fees have been paid and the requested documentation submitted to the Regional District.

<i>SUBJECT:</i>	APPLICATIONS LAND USE AGENTS	<i>POLICY No.</i>	
<i>DATE OF REVISION:</i>	August 28, 2000	<i>APPROVED BY:</i>	Board
<i>REVISIONS:</i>	Committee of the Whole – amended wording only.	<i>EFFECTIVE DATE:</i>	March 30, 1992

PURPOSE

To address the matter of appointed agents to use applications.

POLICY

THAT it be recommended to the Regional District Board that the Board instruct staff that only owners or one agent at any given time be designated, in writing, to apply and speak to any application regarding land use and that there be an acknowledgement in writing to the owner recognizing the appointed agent.

<i>SUBJECT:</i>	APPLICATIONS MAJOR PROJECTS	<i>POLICY No.</i>	
<i>DATE OF REVISION:</i>		<i>APPROVED BY:</i>	Board
<i>REVISIONS:</i>		<i>EFFECTIVE DATE:</i>	April 26, 1996

PURPOSE

To set a policy to ensure the Planning work schedule is met.

POLICY

THAT no new applicant-driven major project requiring time commitment by the Planning department can be proceeded with at the expense of other on-going projects without the approval of the Regional District Board.

<i>SUBJECT:</i>	PROPOSED REZONING, SIGNS	<i>POLICY No.</i>	
<i>DATE OF REVISION:</i>		<i>APPROVED BY:</i>	Board
<i>REVISIONS:</i>		<i>EFFECTIVE DATE:</i>	August 24, 1991

PURPOSE

To set a policy to ensure all properties under consideration of rezoning are properly identified.

POLICY

THAT the Regional Board consider adopting a staff recommendation that as of October 1, 1991, public notice signs be put up on properties being considered for rezoning, no later than 10 days after an application has been received.



Comox-Strathcona

SUBJECT:	FEASIBILITY STUDY FUNDS	POLICY No.	
DATE OF REVISION:		APPROVED BY:	Board
REVISIONS:		EFFECTIVE DATE:	February 24, 1992

PURPOSE

To address the matter of feasibility study funds being used for the costs of a referendum conducted to determine if a Local Service will be established.

POLICY

THAT the cost of undertaking a referendum for a new service be considered part of a feasibility study for that service and therefore those costs would be subject to the terms of the Feasibility Study Fund.

PROCEDURE

- Approval for funds from the Feasibility Study Fund to cover costs of conducting a referendum must be received from the Regional District Board.
- If the service established, following the referendum, the Feasibility Study Fund must be reimbursed for all costs of the referendum.

Eligibility

Any non-profit community organization, to which the giving of a GIA will benefit the general community.

Grants shall be considered on a year-to-year basis and continuing support should not be anticipated.

Application

The form, application for grant-in-aid, should be completed in full and all community organizations are encouraged to submit the form. In addition, the following information is useful, but is not mandatory:

- Copy of current year-to-date and the immediately preceding year's financial statements;
- Budget for the year in which the grant is being requested for;
- If available, the most recent annual report.

Forward the application form and supporting documentation to the attention of the appropriate electoral area director at the regional district office.

Grant-in-aid requests are usually considered by the board of directors in February of each year in conjunction with the establishment of the current year's budget.

The Process

The electoral area director responsible for the area, from which the grant-in-aid is being requested, shall review each request and provide direction to the secretary of the regional board as to the resolution endorsed.

All requests for grants-in-aid must be approved by resolution of the regional district board.

All organizations requesting a grant-in-aid shall receive a letter acknowledging the request and advising of the resolution passed.

Criteria

- The grant-in-aid is within the current year's budgeted allocation;
- The grant does not subsidize activities that are the responsibility of senior governments, as this would represent a downloading of senior government costs to local taxpayers;
- Grants should not be made to other local governments, i.e.: municipalities.
- Grants should not be used to augment tax funded functions, i.e.: volunteer fire departments, community halls, etc when the grant request is for a service or item that is included in the establishment bylaw for that specific local service area;
- GIAs must not be provided to an "industrial, commercial or business undertaking";
- A demonstrated need for the service/project within the community and the financial need of the organization;

Release of Funds

As annual funding through taxation is not received from the Province of BC's Surveyor of Taxes until August 1st each year, the release of grant approvals to local community organizations shall be as follows:

The finance department after August 1st shall issue payments of a grant-in-aid, unless the resolution approving the grant-in-aid includes a request for immediate payment.

ANY REQUESTED INFORMATION IS USEFUL, BUT IS NOT MANDATORY

THIS PROCESS IS TO BE USED AT THE DISCRETION OF THE ELECTORAL AREA DIRECTORS

APPLICATION FORM GRANT-IN-AID

DATE: _____

1. Name of Organization: _____

Society # (if applicable) _____ Email Address: _____

2. Contact Person: _____ Position: _____

Mailing Address: _____

Postal Code _____ Telephone No: _____

3. Purpose of Organization: _____

4. If applicable, does your organization own any facilities/property?

YES NO

If yes, please give the legal description of the property:

5. Executives of Your Organization:

President/Chairperson: _____

Vice President/Vice Chairperson: _____

Treasurer: _____

6. Current Membership: _____ # of Meetings per year: _____

7. Please describe the programs and activities that your organization sponsored in the last year (with dates):

(i) _____

(ii) _____

(iii) _____

(iv) _____

(v) _____

(vi) _____

8. Has your organization received any of the following in the past?

	NO	YES				
grant-in-aid			Amount	\$ _____	Year	Purpose _____
permissive tax exemption			Amount	\$ _____	Year	Purpose _____
waiver/reduction of fees and charges			Amount	\$ _____	Year	Purpose _____

INFORMATION REQUIRED ABOUT THE REQUESTED GRANT

1. Total Grant-In-Aid Amount Requested from the regional district: \$ _____

2. Describe how the Grant-In-Aid will benefit the community:

Project Start Date: _____ End Date: _____

3. Will the Project be available to the community at large? () YES () NO

4. **Please include with your application, copies of the following:**

- (a) Year to date and the immediately preceding years' financial statements;
- (b) Budget for the year in which the grant is being requested;
- (c) If available, the most recent annual report.

IF YOU HAVE ANY QUESTIONS ABOUT THE INFORMATION REQUIRED, PLEASE TELEPHONE 250-334-6000.

Signature of Applicant

Date

Office Use Only:

Amount Approved: \$ _____

Date: _____

GL Code: _____



Comox-Strathcona

SUBJECT:	INSURANCE VOLUNTEERS	POLICY No.	
DATE OF REVISION:		APPROVED BY:	Board
REVISIONS:		EFFECTIVE DATE:	September 24, 1990

PURPOSE

To establish a policy with regard to Insurance Coverage for volunteer workers.

POLICY

THAT volunteer workers for the Regional District of Comox-Strathcona be registered for Personal Accident Insurance Coverage provided by the Municipal Insurance Association of British Columbia.

PROCEDURE

Comox-Strathcona

SUBJECT:	LEGISLATIVE SERVICE	POLICY No.
DATE OF REVISION:		APPROVED BY: Board
REVISIONS:		EFFECTIVE DATE: February 26, 2001

A RESOLUTION TO ESTABLISH LEGISLATIVE SERVICES FOR ELECTORAL AREA AND MUNICIPAL LEGISLATIVE ADMINISTRATION

FUNDING SOURCE:

1. Cost recovery for each service shall be by the requisition of property value taxes.
2. Apportionment for each service shall be based on assessed values of net taxable values land and improvements – hospital purposes.

COST OF SERVICE (EXPENDITURE):

ADMINISTRATION COSTS FOR BOTH SERVICES INCLUDE:

1. **Support Services** - (management salaries, administration, finance, human resources, information systems, building and fiscal services);

Electoral Area and Municipal Legislative Administration service's will be apportioned support service costs based on the policy relating to Support Services and Other Cost allocations.

2. **Director remuneration:**

- (a) Chair remuneration - Regional District and Regional Hospital District shall be cost shared 50/50 between Electoral Area and Municipal Legislative Administration services.
- (b) Director remuneration – shall be charged to the Legislative Administration service represented by the Director (i.e. Electoral Area Director to Electoral Area Legislative Administration or Municipal Director to Municipal Legislative Administration service).
- (c) Committee remuneration – shall be charged to the Legislative Administration service represented by the Director (i.e. Electoral Area Director to Electoral Area Legislative Administration or Municipal Director to Municipal Legislative Administration service), except for the following:
 - c.1 Comox Valley Sports Centre Commission – all costs shall be charged to cost shared 50/50 between the Comox Valley Sports Centre and Comox Valley Ice Arena/Aquatic services.
 - c.2 Sewage Commission – all costs shall be charged to the Regional Sewage System service.
 - c.3 Strathcona Gardens Commission – all costs shall be charged to the Strathcona Gardens Recreation Facilities service.
- (d) Committee Chair remuneration – shall be cost shared 50/50 between Electoral Area Administration and Municipal Legislative Administration services, except for the following:

- d.1 Electoral Area Committee – shall be charged to Electoral Area Legislative Administration.
 - d.2 Municipal Committee – shall be charged to Municipal Legislative Administration.
3. **Director Benefits** – including Employee & Family Assistance Program & Employer Revenue Canada obligations. Costs shall be charged as per the Director remuneration cost allocations, 2 (a) to 2 (d) above.
 4. **Board appointed representatives on a public body** (pursuant to Section 9 of the Director remuneration bylaw) - shall be cost shared 50/50 between Electoral Area and Municipal Legislative Administration services.
 5. **Board appointed representatives to a Public Hearing** (pursuant to Section 13 of the Director remuneration bylaw) - shall be charged to the Legislative Administration service represented by the Director (i.e. Electoral Area Director to Electoral Area Legislative Administration or Municipal Director to Municipal Legislative Administration service).
 6. **Business Use Auto Premium** - shall be charged to the Legislative Administration service represented by the Director (i.e. Electoral Area Director to Electoral Area Legislative Administration or Municipal Director to Municipal Legislative Administration service).
 7. **Meeting expenses** – shall be cost shared 50/50 between Electoral Area Legislative Administration and Municipal Legislative Administration services, except for the following:
 - 7.1 Electoral Area Committee – shall be charged to Electoral Area Legislative Administration.
 - 7.2 Municipal Committee – shall be charged to Municipal Legislative Administration.
 - 7.3 Comox Valley Sports Centre Commission – all costs shall be charged to cost shared 50/50 between the Comox Valley Sports Centre and Comox Valley Ice Arena/Aquatic services.
 - 7.4 Sewage Commission – all costs shall be charged to the Regional Sewage System service.
 - 7.5 Strathcona Gardens Commission – all costs shall be charged to the Strathcona Gardens Recreation Facilities service.
 8. **Travel** - shall be charged to the Legislative Administration service represented by the Director (i.e. Electoral Area Director to Electoral Area Legislative Administration or Municipal Director to Municipal Legislative Administration service) except, the
 - 8.1 Chair of the Regional District – shall be cost shared 50/50 between Electoral Area and Municipal Legislative Administration services.
 - 8.2 Board appointed representatives on a public body (pursuant to Section 9 of the Director remuneration bylaw) – shall be cost shared 50/50 between Electoral Area and Municipal Legislative Administration services.
 9. **Dues & Subscriptions** – as per the approved budget.
 10. **Other Professional Fees** - as per the approved budget.
 11. **Legal Fees** - as per the approved budget.
 12. **Other costs** – as per the approved budget.

<i>SUBJECT:</i>	RISK MANAGEMENT POLICY STATEMENT	<i>POLICY No.</i>	
<i>DATE OF REVISION:</i>		<i>APPROVED BY:</i>	Regional Board
<i>REVISIONS:</i>		<i>EFFECTIVE DATE:</i>	October 29, 2001

PURPOSE

Risk Management is the process of making and carrying out decisions that will minimize the adverse effect of accidental losses upon our community.

The Risk Management process can be defined as protection of the public against harm, protection of the Regional District against liability exposure and the protection of Regional District assets. In financial terms it is vital to our ability to pursue our goals, commence and operate our programs, and to perform duties in a manner which will be recognized as professional by those we serve.

POLICY

GOALS & OBJECTIVES

1. To **avoid** exposures to accidental loss by not undertaking by function or contact, programs or activities which present a potential for accidental loss greater than the benefit to be derived from such program or activity.
2. To **prevent** loss by identifying loss exposures, implementing techniques to reduce the chance of loss, monitoring the success of those techniques, and adapting them to changing conditions.
3. To **control** losses when they do occur by:
 - a) rapid reporting of incidents/accidents to Risk Management representative or designate and through them to the Municipal Insurance Association of B.C.;
 - b) maintaining physical evidence;
 - c) recording pertinent information surrounding the loss;
 - d) assisting and supporting the injured party but making no admission of liability;
 - e) maintaining confidentiality after the event and referring claims inquiries to senior management.
4. To **raise the awareness** of all members of staff, volunteers and the public concerning Risk Management.

5. To **delegate** to the Regional District of Comox-Strathcona Risk Management Committee the authority to development risk management policies for consideration by the Board and to pursue sound Risk Management practices and procedures throughout all departments.

Risk Management Committee

Chair: Risk Manager, Officer responsible for Financial Administration pursuant to the Local Government Act

Representatives: Administration Dept
Development Services
Operational Services
Parks Department
Recreation Services – CV Sports and Aquatic Centres
Recreation Services – Strathcona Gardens

6. To **gain** the assistance and cooperation of all department heads, supervisors, employees and the public to utilize their expertise to suggest ways of improving Risk Management practices in the Regional District.
7. To **cooperate** with and provide input to, the Municipal Insurance Association in order to achieve the common goal of reducing accidental losses and their resulting costs for all subscribers.
8. **Staff Responsibilities:** It is the responsibility of all Regional District of Comox-Strathcona employees to identify, remedy where possible and report any concerns relating to public safety. Staff that become aware of a hazard or potential for hazard shall report this information to the appropriate Risk Management representative or designate.
9. **Confidentiality:** All matters related to incidents or injury shall remain confidential. Any requests for information regarding an accident or injury shall be forwarded to the Risk Manager.



Comox-Strathcona

SUBJECT:	SENIOR GOVERNMENT REGULATIONS	POLICY No.
DATE OF REVISION:		APPROVED BY: Board
REVISIONS:		EFFECTIVE DATE: July 25, 1994

PURPOSE

To establish a policy with regard to the transfer of services from senior levels of government.

POLICY

THAT when government establishes regulations that are to be applied to lower levels of government, that sufficient funding be made available to carry out those regulations.

PROCEDURE



Comox-Strathcona

SUBJECT:	LONG SERVICE/RETIREMENT RECOGNITION PROGRAM	POLICY No.
DATE OF REVISION:		APPROVED BY: Board
REVISIONS:		EFFECTIVE DATE: December 16, 1999

PURPOSE

To establish a program to recognize long service and/or retirement for Regional District employees.

POLICY

THAT the long service/retirement recognition program, for full-time employees of the Regional District of Comox-Strathcona be as follows:

Ten years	\$100.00
Fifteen years	\$150.00
Twenty years	\$200.00
Twenty-five years	\$250.00
Retirement	\$ 30.00 per year of service

PROCEDURE

N/A



Policy

SUBJECT:	Correspondence Copied to MLA's	POLICY No.	ADMIN - 002
DATE OF REVISION:	July, 2009	APPROVED BY:	Board
REVISIONS:		EFFECTIVE DATE:	June 25, 2001

PURPOSE:

To provide a policy for copying local MLA's on any letters signed by the Chair of the Regional District on outgoing correspondence to Provincial Government Ministers.

POLICY:

Copies of letters issued on behalf of the Strathcona Regional District which are addressed to Honourable Ministers of the Provincial Government shall be forwarded to the Members of Legislative Assembly representing the areas of the Regional District.

PROCEDURE:

The Chief Administrative Officer will ensure that all correspondence signed by the Chair of the Regional District on outgoing correspondence to Provincial Government Ministers will be copied to the local MLA's representing the Strathcona Regional District,



Policy

SUBJECT:	Use of Board Room	POLICY No.	ADMIN - 007
DATE OF REVISION:	July, 2009	APPROVED BY:	Board
REVISIONS:		EFFECTIVE DATE:	February 22, 1999

PURPOSE:

To establish a policy on the use of the Strathcona Regional District Board Room.

POLICY:

The Strathcona Regional District Board Room will be used for Regional District business only and will not be available for use by outside groups unless approved by the Chief Administrative Officer.

PROCEDURE:

The Chief Administrative Officer will set up a booking system for the use of the Board Room. It will be made available to staff and Directors on a first come first served basis with preference given to the Regional Board, its Committees and Commissions, its employees for the execution of their duties and responsibilities of their jobs then the Directors who need a meeting space with constituents or one another.



Policy

SUBJECT:	Committee & Commission Reports	POLICY No.	ADMIN - 009
DATE OF REVISION:	July, 2009	APPROVED BY:	Board
REVISIONS:		EFFECTIVE DATE:	June 8, 1970

PURPOSE:

To provide for the submission of written, rather than oral, reports from Committees and Commissions to the Board.

POLICY:

Minutes of all Committee Meetings shall be promptly forwarded to the Regional Board for information and discussion purposes.

PROCEDURE:

The Corporate Officer shall include copies of minutes from all Regional Board Committees and Commissions on the regular Board agenda as soon as they are available.

These minutes are provided for information and discussion purposes only.

Adoption of Committee and Commission minutes are made by the respective Committee or Commission.

SUBJECT:	Use of Corporate Letterhead by Directors	POLICY No.	ADMIN - 011
DATE OF REVISION:	July, 2009	APPROVED BY:	Board
REVISIONS:	November 2006	EFFECTIVE DATE:	May 26, 1997

PURPOSE:

To provide guidance to Electoral Area Directors with regard to the use of Regional District letterhead.

POLICY:

1. ***Electoral Area Directors shall use Electoral Area Directors letterhead (attached as appendix "A"), subject to the Electoral Area Director noting in the opening paragraph that they are corresponding in their individual capacity as an Electoral Area Director, to avoid misleading the recipient of the correspondence into thinking that the contents of the correspondence are necessarily the view of the Regional District Board, example:***
 - ***"As the Electoral Area Director for Electoral Area 'X', I express the following views regarding...". (It must be clear that the content of the correspondence reflects the position or opinion of the Electoral Area Director. It must also be clear that the letter is not written on behalf of the Regional District).***
2. ***When an Electoral Area Director is initiating correspondence on Electoral Area Director letterhead, the signature line must identify the Electoral Area as an Electoral Area Director of the Area he/she is representing. The following signature line example should be as follows:***
 - ***"Director XXXXXXXX"***
 - ***ELECTORAL AREA "X"***
3. ***All correspondence on Electoral Area Director letterhead must be copied to Administration to ensure that proper record keeping systems are kept and to ensure compliance with the Freedom of Information and Protection of Privacy Act.***

PROCEDURE:

- Letterhead for individual Electoral Area Directors is available from the Administration Department.
- Should a Director be uncertain as to whether the content of his/her letter is in agreement with this policy, the matter should be discussed with the Chief Administration Officer.

APPENDIX 'A'



**Jim Abram, Director, Discovery Islands – Mainland
Inlets – Electoral Area 'C'**

Tel: 250-285-3355 E-mail: abramfam@oberon.ark.com

File: MM-X

Yours truly,

Jim Abram
Director
Descriptive Name (Area 'X')

The views expressed in this letter are those of the director and do not necessarily reflect those of the corporation or the full board of directors.



CORPORATE POLICY

No.: CP-001

Date Approved: May 25, 2010

Name: Incoming Director Correspondence

Purpose:	To ensure that correspondence addressed to the Chair or directors of the Board is dealt with in an appropriate and timely manner, and in accordance with corporate governance principles
Authority:	Section 176 <i>Local Government Act</i>
Scope:	This policy applies to all correspondence received at the Regional District corporate office that is addressed to the Chair, the Board of Directors or individual directors.

Definitions:	“correspondence”	means	a written communication transmitted by mail, email or facsimile.
	“director”	includes	an alternate director.
	“recipient”	means	the director or directors to whom the correspondence is addressed.
	“sender”	means	the author, writer or agency which has sent the correspondence.

Policy: The Regional District will assist directors in the performance of their duties by ensuring that incoming correspondence is appropriately managed in accordance with corporate objectives and statutory requirements.

- General:**
- 1) [deleted]
 - 2) Correspondence addressed to the Chair, a director or to multiple directors will be evaluated by the Chief Administrative Officer as it is received, and managed in accordance with the following:
 - a) if a resolution of the Board is appropriate, the matter will be placed on the next available agenda for consideration;
 - b) if the matter is deemed important the relevant director(s) will be notified and, if not deemed important, the correspondence will be

Review Date: June 1, 2011

- placed in the appropriate mailbox(es);
- c) if the matter is deemed confidential, the Chief Administrative Officer's office will determine the appropriate course of action and advise the Chair accordingly.
- 3) Correspondence addressed to an alternate director will be dealt with in the same manner as correspondence addressed to a director.
- 4) Correspondence related to a public consideration process will be withheld from distribution under this policy if received too late for inclusion in that process.
- 5) Confirmation of the receipt of correspondence will not be provided unless requested by the sender.
- 6) All correspondence will be considered as part of the corporate record system and managed in accordance with the applicable legislation and policy regarding retention, access and disclosure.
- 7) Notwithstanding any other provision of this policy, correspondence which is marked as 'personal' or 'confidential' will be date stamped on the envelope or cover sheet and distributed to the recipient unopened and unread.

*Consolidated with the following amendments:
CP-001-01 (January 7, 2015)
CP-001-02 (January 22, 2015)*



CORPORATE POLICY

No.: CP-002 **Date Approved: November 25, 2010**
Date Revised: December 16, 2010

Name: Support Service Cost Allocations

Purpose:	To fairly allocate centralized general administrative and corporate costs to the services that benefit from these functions.
Authority:	Sections 803.1(1) and 804(2)(b) <i>Local Government Act</i>
Scope:	The Support Service Cost Allocation policy applies to all costs relating to corporate service activities including Management Services; Financial Services; Corporate Office Space; Human Resources; Information Services, Vehicle Pool and Fiscal Services.

Definitions:

Direct costs	means	expenses for goods or services related to an activity clearly attributable to a specific service or set of services (such as labour costs for personnel who work exclusively for the purposes of a service).
Indirect costs	means	expenses for goods or services incurred in a joint activity and difficult to identify with a specific service or set of services (such as labour costs for personnel who work for the general purposes of the corporate entity).
Approved operating budget	means	all budgeted expenses related to operating a service, excluding contributions to reserves, capital and debt service costs, and support service cost allocations as included in the financial plan adopted in March each year.

Policy: The Regional District will allocate general administrative costs to each service in proportion to the benefit derived by the service as determined on an annual basis by the Financial Officer.

General Principles: **Equity**
As far as practical, the method of allocation should fairly represent the benefit that each service receives from the general administrative function. As a test of reasonableness, the allocated charge should not exceed the estimate of costs were the service to contract for administrative services independently.

Review Date:

Simplicity

The method of allocation should be easy to apply and understand, and require a single iteration of calculation.

Objectivity

The method of allocation should rely primarily on independent data to calculate the allocated charge for each service, rather than an individual's judgment, where possible. Where professional judgment must be applied, the decision should be supported by reasoning and logic

Proportionality

Recognizing that some services are relatively small in scale and that the strict application of a consumption based formula may lead to anomalies in terms of the operating cost/support service cost relationship, the policy will consider ways of addressing such circumstances without compromising the principles of equity, simplicity and objectivity.

**Support
Services
Cost
Allocation:**

The Support Service charge includes all costs relating to corporate service activities: Management Services; Financial Services; Corporate Office Space; Human Resources; Information Services, Vehicle Pool and Fiscal Services. Costs relating to these services are allocated to all other services as follows:

1. Management and Fiscal Services

Since activities relating to general and corporate administration are not easily captured by objective data capture methods currently in place, these costs are not included in the support service charge allocation, with exceptions noted below. Instead, costs relating to general and corporate administration are accounted for separately, and funded through a tax requisition under the *Local Government Act 804(2)(b)* and shared by all electoral areas and municipalities on a converted assessment basis.

2. Vehicles

Where a vehicle is used exclusively for the benefit of a service, the capital and operating direct costs of the vehicle are charged to that service. Where a vehicle is shared on an as-needed basis between personnel working for the benefit of more than one service, the operating expenses and estimated capital replacement charges are allocated to benefitting services based on a reasonable estimate of service provision or actual work.

3. Property Insurance

Premiums for property insurance are allocated directly to each service based on the service's proportionate asset valuations as shown on the statement of values provided by the insurer as follows:

- A: Total property insurance premium;
- B: Individual service's asset values total;
- C: All services' asset values total;

Allocation formula: $A \times \frac{B}{C}$

4. Liability Insurance

Premiums for liability insurance are allocated to each service group based on the service group rating percentages shown in Table A, and then allocated to each service within the service group by its proportionate share of the prior year's approved operating budget total. The service group rating is based on a reasonable estimate of risk as indicated by the insurer's claims experience rating and service delivery knowledge. For clarity, the calculation is as follows:

- A: Total liability insurance premium;
- B: Service group rating percentage;
- C: Individual service's prior year approved operating budget total;
- D: Service group's prior year approved operating budget total;

Allocation formula: $A \times B \times \frac{C}{D}$

TABLE A: Service Group Rating Percentages

GENERAL GOVERNMENT SERVICES	
Administration	5%
PROTECTIVE SERVICES	
Bylaw Enforcement	4%
Fire Protection	10%
Building Inspection	16%
ENVIRONMENTAL DEVELOPMENT SERVICES	
Development Services	5%
ENVIRONMENTAL HEALTH SERVICES	
Solid Waste	6%
Sewer	6%
Water	6%
TRANSPORTATION SERVICES	
Drainage	1%
Transit	1%
RECREATION & CULTURAL SERVICES	
Parks	10%
Recreation Facilities	20%
Recreation/Cultural	3%
OTHER	
Other > \$100,000 budget	3%
Other < \$100,000 budget	4%
TOTAL SERVICE GROUPS	100%

New services: Liability insurance premium allocation to new services with no prior year approved operating budget values are allocated based on the current year's approved operating budget values.

Repealed services: Prior year budget values for services that are repealed for the current year are excluded from the calculation for liability insurance premium allocation, and receive a zero dollar value charge.

5. Financial and Information Services

Costs relating to financial and information services are allocated to each service based on the prior year's financial activity as measured by the service's number of transactions recorded in the financial system as a portion of all financial transactions for the prior year. For clarity, this is calculated as:

- A: Total current year operating budget for financial and information

- services;
- B: Individual service's financial transaction count in prior year;
C: Total financial transaction count in prior year;
D: Individual service's cost allocation for current year;

Allocation formula: $\frac{A \times B}{C} = D$

In order to ensure that the cost allocation to each service is not disproportionate to its total approved operating budget, the following considerations will apply.

- services which generate less than 40 transactions will be charged 25% of the amount otherwise payable and the remaining 75% will be added to the support services cost allocation for Electoral Areas Administration service or the Municipal Administration service, apportioned according to the service participant contributions.
- the minimum amount for any service will be \$250.

New services: The transaction count for new services with no or partial-year financial transaction history is estimated based on other services with similar financial activity.

Repealed services: Services with financial activity in the prior year that are repealed for the current year are assigned a transaction count of zero for the purposes of the support service cost charge calculation, and the actual transaction count for that service is deducted from the prior year's total transaction count.

6. Corporate Office Space

Direct costs for corporate office space are shared as follows:

301-990 Cedar St. (third floor):	General Administration
103-990 Cedar St. (first floor):	Electoral Areas Administration

Indirect costs for corporate office space are shared on the basis of proportional square footage as follows:

301-990 Cedar St. (third floor) – 4,144 ft ² (72%):	General Administration
103-990 Cedar St. (first floor) – 1,593 ft ² (28%):	Electoral Areas Administration

7. Human Resources

Direct costs for human resource administration are attributed to the specific service for which they are incurred; indirect costs are accounted for and are allocated in the same manner as management services.

Labour costs for all personnel are allocated to services based on actual work or a reasonable estimate of service provision.



CORPORATE POLICY

No.: CP-003

Date Approved: January 27, 2011

Name: Board of Variance Member Selection

Date Amended: August 27, 2015

Purpose:	To establish standards for the selection and appointment of members to the Board of Variance.
Authority:	Section 899 (Board of Variance Establishment) of the <i>Local Government Act</i>
Scope:	This policy applies to all appointments to a Board of Variance which are made following the adoption of the policy.

Policy: The Regional District will establish selection processes which are fair and equitable and which encourage qualified candidate(s) to seek appointment to the Board of Variance.

General: 1. The Regional District will strive for effectively performance of the Board of Variance by selecting members with a broad range of expertise and avoiding duplication of skills where possible. Ideally, the Board of Variance will include members experienced in both the private and public sectors and with a range of skills and education in such areas as:

- community planning or land development.
- building inspection or architectural / design services.
- engineering or general contracting.
- land surveying.
- natural environmental (biophysical) research / analysis.
- general administration services.

2. Persons appointed to the Board of Variance should possess the following personal attributes:

- high ethical standards and integrity in professional and personal dealings;
- good judgment;
- appreciation of the responsibility to the public;
- capability of a wide perspective on issues;
- independence of thought and consideration;
- strong reasoning skills.

Review Date:

3. In addition to the criteria outlined in sections 1 and 2, the Regional District will strive to achieve a balance of residence locations for members within its electoral areas.
4. Candidates being considered for membership in the Board of Variance should be of a mind that would contribute to the effective administration of the Board of Variance.
5. The process for selecting and confirming members of the Board of Variance will be as follows:
 - interest from the public will be solicited through newspaper advertising
 - following receipt of applications, those candidates whose qualifications appear suitable for membership will be shortlisted.
 - if no satisfactory applications have been received through public advertising the Regional District may resort to other means to find suitable candidates
 - interviews will be conducted by staff with shortlisted candidates and the preferred candidate will be identified
 - the Electoral Areas Services Committee will consider the results of the selection process and make a recommendation to the Regional Board
 - A due diligence process will be conducted for candidates for a position on the Board of Variance including:
 - a. Identification of potential conflicts of interest;
 - b. Agreement on behalf of candidates to submit to a credit check and a criminal record check.



CORPORATE POLICY

No.: CP-004

Date Approved: August 23, 2012

Name: Access to Agendas and Minutes

Purpose:	To establish guidelines for public access to meeting agendas and minutes.
Authority:	Division 2 of Part 5 (General Corporate Powers) of the <i>Local Government Act</i>
Scope:	This policy applies to all meeting agendas and minutes of the Regional Board, Board committees and the Strathcona Gardens Commission.

Definitions:	“agenda”	means	an agenda for a meeting of the Regional Board, a Board committee or the Strathcona Gardens Commission.
	“director”	means	a director for the Regional District or a commissioner for the Strathcona Gardens Commission and their alternates.
	“media”	includes	print, radio, web-based and television media outlets located within the geographical boundaries of the Regional District.
	“notification”	means	a message sent by email advising that an agenda is available for viewing.
	“publication”	means	the placement of an agenda on the Regional District’s public website.

Policy: The Regional District will ensure that the general public has access to its public meeting agendas and minutes through a system of timely notifications and placement of appropriate materials on its corporate website.

- General:**
- 1) Copies of all public meeting agendas and minutes will be placed on the Regional District’s website for viewing by the general public.
 - 2) As soon as possible following the publication of an agenda the directors entitled to participate in the meeting and the Chief Administrative Officer will be notified.

Review Date: August 1, 2017

- 3) In the event that the meeting participants include one or more municipal directors, the corporate officer for each affected municipality will also be provided with notification.
- 4) Following notification being provided to directors the media will be notified of the agenda publication.
- 5) Notification regarding the publication of closed session agendas will be restricted to directors and the Chief Administrative Officer.
- 6) Upon attendance at a public meeting the following will be provided in printed format free of charge upon request:
 - for any member of the public, a copy of the agenda cover sheet.
 - for a person who has applied for a permit, licence, land use or other approval, a copy of any report contained in the meeting agenda dealing with the permit, licence, land use or other matter.
 - for a director, a copy of the full agenda.
- 7) A copy of all public meeting agendas and minutes will be made available for public viewing at the corporate office for at least 3 months commencing on the date of publication.
- 8) Except as set out in section 6, persons who request a copy of a meeting agenda or a portion thereof in printed format will be required to pay a fee as set out in the relevant fees and charges bylaw.



CORPORATE POLICY

No.: CP-005

Date Approved: October 25, 2012

Name: Release of Confidential Information

Purpose:	To establish a process and guidelines for considering the release of information no longer required to be held in confidence.
Authority:	Division 3 of Part 4 (Open Meetings) of the <i>Community Charter</i> Part 2 (Freedom of Information) of the <i>Freedom of Information and Protection of Privacy Act</i>
Scope:	This policy applies to all records of the Regional Board, Board committees and commissions.

Definitions:	“closed session record”	means	a record which has been presented to the Regional Board in-camera or in a closed session.
	“Regional Board ”	includes	a committee or commission established by the Regional Board.
	“released”	means	the removal of confidential status from a record.

Policy: The Regional District will ensure that records which are held in confidence are reviewed on a regular basis to determine whether they may be released to the general public.

- General:**
- 1) A listing of all closed session records will be maintained by the Corporate Officer and presented to the Regional Board at each closed session.
 - 2) Following receipt of the listing the Regional Board will determine which of the closed session records may be released to the general public.
 - 3) Closed session records which have been authorized for release will be published with the minutes of the public session held on the day of release.

Review Date: October 1, 2017



CORPORATE POLICY

No.: CP-006

Date Approved: November 22, 2012

Name: Provision of Computer Technology to Directors

Purpose:	To establish a policy framework for the provision of computer technology to directors.
Authority:	Division 2 of Part 5 (General Corporate Powers) of the <i>Local Government Act</i>
Scope:	This policy applies to all elected and appointed directors of the Regional Board but does not apply to their alternate directors.

Definitions:	“corporate computer”	means	a laptop, tablet or other similar device which conforms to a standard specification of the Regional District and which enables the user to electronically access the agendas for the Regional Board, or a Board committee or commission.
	“constituency work ”	means	director activities intended primarily to benefit the constituents within the electoral area represented by the director.
	“corporate responsibilities”	means	preparation for and attendance at meetings of the Regional Board, a Board committee or commission, or an external organization to which a director has been appointed or nominated by the Regional Board.
	“duties of office”	means	the performance of corporate responsibilities and constituency work by a director.
	“support”	means	the provision of financial and human resources necessary to ensure optimum performance of computer technology.

Policy: The Regional District will provide appropriate computer technology (firmware and software) and related support to its directors to the extent necessary to allow performance of their duties of office.

Review Date: January 1, 2015

Name: Provision of Computer Technology to Directors

- General:**
- 1) The Regional District will supply a corporate computer for use by each director at the beginning of their term of office. The choice of computer to be supplied will be at the discretion of the Regional District. Corporate computers will typically be replaced 3 years following initial deployment.
 - 2) In lieu of receiving a corporate computer from the Regional District, directors may choose to purchase and maintain their own computer. In that case the Regional District will provide a computer allowance not to exceed the cost of the corporate computer which would otherwise have been provided. Payment of the allowance will be conditional on receipt of documentation from the director which confirms the amount paid for their computer.
 - 3) Where a director leaves office within 3 years after receiving a computer allowance they shall reimburse the Regional District an amount calculated as follows:

$$ca - \left[\frac{t}{1,095} \times ca \right] = r$$

where,

'ca' is the computer allowance provided to the director

't' is the number of days of the director's term of office

'r' is the amount of reimbursement due to the Regional District

- 4) At the conclusion of their term of office or at such other time as may be determined by the Regional District a director shall return any corporate computers in their possession in order that the computer may be redeployed, sold or scrapped.
- 5) For those directors for whom the Regional District maintains a constituency expense account the cost of purchasing, installing and supporting software required to conduct constituency work shall, subject to the provisions of any bylaw, be covered by the Regional District.



Request for Computer *

(please place an "X" in the box of your choice)

<input type="checkbox"/> Option 1 – Regional District supplied computer	<input type="checkbox"/> Option 2 – Computer allowance
<p>I hereby request that the Regional District provide me with a corporate computer to enable me to perform my duties of office.</p> <p>In making this request I understand and agree to the following:</p> <ol style="list-style-type: none"> 1. That I will abide by any computer use policies adopted by the Regional District. 2. That I will take good care of the computer and will not allow it to deteriorate through abuse or neglect. 3. That I will return the computer to the Regional District when asked to do so. 	<p>I hereby request that the Regional District provide me with a computer allowance in lieu of a corporate computer.</p> <p>In making this request I understand and agree to the following:</p> <ol style="list-style-type: none"> 1. The computer allowance will not exceed the cost of the corporate computer which would otherwise have been provided. 2. Payment of the allowance will be conditional on receipt of documentation confirming the amount paid for the computer. 3. The Regional District reserves the right to deny access to its computer network if it believes that software installed on my computer could compromise the integrity of that network. 4. I will be required to reimburse the Regional District for a prorated portion of the computer allowance if I leave office within 3 years of receiving the allowance. 5. I will be responsible for maintenance costs associated with my computer. 6. I will be responsible for the cost of software applications that are not required to fulfill my duties of office. 7. I will be responsible for replacing my computer if lost, stolen or damaged beyond repair.

Signature

Name (printed)

Date

* Pursuant to Policy CP-006 (*Provision of Computer Technology for Directors*)



CORPORATE POLICY

No.: CP-007

Date Approved: June 27, 2013

Name: Year End Corporate Office Closures

Purpose:	To establish a policy that ensures consistency and predictability with respect to year end holiday season corporate office closures.
Authority:	Division 2 of Part 5 (General Corporate Powers) of the <i>Local Government Act</i> .
Scope:	This policy applies to the Regional District's corporate office.

Definitions: "essential service" means a service, duty, function, job, process or obligation that must be maintained, performed, continued or retained as determined by the Chief Administrative Officer or a senior manager.

Policy: The Regional District will close its corporate offices to the general public at year end to allow employees to spend time with their families.

- General:**
- 1) The Regional District's corporate office will be closed to the general public each year starting on Christmas Day and ending on New Year's Day except where Christmas Day falls on a Tuesday, in which case the corporate office will be closed to the general public starting on Christmas Eve.
 - 2) Staff members who would otherwise be scheduled to work during the period of closure will be expected to use annual vacation or other banked time to make up the difference in their work hours.
 - 3) The Regional District will continue to provide essential services to the public during the period of office closure.
 - 4) The Regional District will provide appropriate advance notice to the public through local media and by other appropriate means prior to each corporate office closure.

Review Date: January 1, 2018



CORPORATE POLICY

No.: CP-008

Date Approved: May 22, 2014

Name: Selection Process – Strathcona Gardens Commission Community Representative

Purpose:	To establish a policy framework for the selection of the 'community at large' representative on the Strathcona Gardens Commission.
Authority:	Bylaw No. 1352, Strathcona Gardens Commission Establishment Bylaw 1991
Scope:	This policy applies to appointment of the person to represent the community at large pursuant to s.2(d) of Bylaw No. 1352.

Definitions: “**Commission**” **means** the commission established by Bylaw No. 1352, being Strathcona Gardens Commission Establishment Bylaw 1991.

“**duties of office**” **means** the duties normally expected to be performed by members of the Commission.

Policy: The Regional District will follow a selection process which is open and transparent and which encourages qualified candidates to seek appointment to the Strathcona Gardens Commission for a fixed term.

- General:**
- 1) The Regional District will seek candidates having qualifications in the following areas:
 - customer service
 - sports and recreation
 - finance, budgeting and business planning
 - program promotion
 - consensus building

 - 2) Persons appointed to the Commission should possess the following personal attributes:
 - high ethical standards
 - integrity
 - sound judgement
 - sense of community responsibility
 - broad perspective
 - independence of thought and consideration
 - strong reasoning skills

Review Date: July 1, 2017

- 3) The 'community at large' representative must reside within the City of Campbell River or Electoral Area D (Oyster Bay-Buttle Lake).
- 4) The process for selecting and confirming membership on the Commission shall be as follows:
 - interested candidates will be solicited through newspaper and website advertising
 - candidates will be shortlisted based on suitability of qualifications
 - if no qualified applicants have come forward as a result of the public solicitation the Regional District may consider other means to attract candidates
 - the Commission will review the shortlist of candidates and make a recommendation to the Regional Board. The Commission may interview any shortlisted candidate prior to making its recommendation
 - the Regional Board will review the results of the selection process and the Commission's findings and make a final decision
- 5) The successful candidate will be provided with a letter confirming their appointment and advising them of their duties of office.
- 6) To enhance stability and continuity, the term of office for the member appointed pursuant to this policy shall, wherever feasible, commence on April 1 and terminate 2 years later.

No.: CP-010

Date Approved: July 23, 2015

Name: Naming of Regional District Parks and Public Facilities

Purpose:	To establish criteria and clear procedures for the naming of Regional District parks and public facilities.
Authority:	Division 2 of Part 5 'Regional District Corporate Powers and Their Use' of the <i>Local Government Act</i> .
Scope:	This policy applies to the all Regional District parks and public facilities.

Definitions:	'regional district park'	means	land over which the regional district has possession and control for the purposes of park whether created pursuant to Section 941 or 904 of the <i>Local Government Act</i> , held in fee simple, by Crown Lease or Crown Licence, by permit or lease from the Ministry of Transportation and Infrastructure or private landowners, or by statutory right-of-way.
	'regional district public facility'	means	a facility, consisting of buildings and/ or lands, owned and/ or leased, that is subject to the direction, control and management of the Strathcona Regional District, and which is required to support the services and functions provided by the Regional District.

Policy: The Regional District will adopt a consistent approach for naming Regional District parks and public facilities that supports historical, traditional, geographical and natural attributes.

Naming Guidelines:

1. (a) It is the policy of the Regional District to choose a name for its parks and public facilities on the basis of the following criteria:
 - (i) The naming process for a park will be carried out as early as possible following acquisition or development. Prior to the adoption of an official name a park may be referred to by the 'commonly known name' accompanied by legal description;
 - (ii) The principles of openness and administrative fairness will be followed in the naming process;
 - (iii) In selecting the name for a park and/or park feature, primary consideration will be given to local geography and natural features and history and tradition where considerable weight will be given to names reflective of:
 - a. significant heritage or culture associated with the lands, including First Nations;
 - b. constant geographical or physical features nearby or within the park including traditional names for geographical areas;
 - c. significant or predominate flora and fauna indigenous to the park;

- (iv) When it is desired to commemorate an historical event, a park, trail or other feature may be named for that event provided there is substantial acceptance in the community for that name;
 - (v) Wherever possible, the name should include a reflection of the category or purpose of the park: (e.g. nature, beach access, shoreline protection, community recreation, coastal recreation parks and greenway or trail);
 - (vi) Parks will not generally be named after individuals, however consideration may be given where the individual, living or deceased, has donated the land for the park and when that person or next of kin specifically requests that the park be named after the individual;
 - (vii) Special consideration may be made for trails or other features to be named after individuals, living or deceased, service groups or community partners who have made substantial contributions to the community and where there is substantial acceptance in the community for that name;
 - (viii) Preference may be given to honouring individual citizens through the gift and acknowledgement of a needed facility in the park of choice;
 - (ix) As a general rule, portions of a park will not have a name other than that of the entire facility. Exceptions may be considered in cases where significant contributions by a group or individual have been provided and where an area within a park is distinctive enough, in the view of the Regional District, to merit its own name;
- (b) It is the policy of the regional district board to choose a name for its facilities, other than parks, on the basis of the following criteria:
- (i) A facility may be named after a neighbourhood, geographic, or natural feature located in close proximity to the facility;
 - (ii) A facility may be named after an event of historical or cultural significance;
 - (iii) A facility may be named after the articulated preference of the residents in the community served by the public facility;
 - (iv) Foremost consideration shall be given to the inclusion of region in the name chosen for a facility in order to reflect the Regional District's stewardship of the property and/ or facility and its associated service, however it is recognized that in certain cases, inclusion of other descriptors such as "community" may be a more accurate term to use in describing the scale of the facility and/ or the extent of those benefiting from the service of facility;
 - (v) Wherever possible naming and/ or signage for the facility shall give clear recognition to its function and any government or community partners if applicable;
 - (vi) Interior features of a public facility may be named separately from the main facility.

Naming selection procedure:

2. (a) Proposed park and public facility names may be solicited or independently offered;
- (b) The Regional District may solicit culturally and historically appropriate park and public facility names from federal, provincial governments and local First Nations with traditional territory in the area for consideration in the selection process;
- (c) All suggestions, whether solicited or independently offered, shall be considered in light of their compliance with the naming policy guidelines of this policy, with primary consideration given to those names meeting the criteria outlined in Section 1(a)(iii) and assessed in light of the following standards:
 - (i) The name should not confuse the public about location or function of the designated building or facility, but rather should enhance a visitor's ability to identify, locate and use it;
 - (ii) Names shall be reviewed with respect to their consistency and potential for duplication;
 - (iii) Proposed names shall be:
 - (a) culturally, historically or geographically appropriate;
 - (b) memorable;
- (d) A report which outlines the proposed name candidates, their origin, rationale for selection, and adherence with policy, shall be prepared for consideration by the Regional Board and wherever possible, the report shall include details on the proposed signage for the facility (proposed design including wording and logo(s) to be included) and suggested actions to be taken in promoting recognition of the facility with the public it is intended to serve; and
- (e) The name selected for the park or public facility shall be formally recognized through Regional District bylaw or resolution.

Renaming of facilities:

3. A name selected for a park or public facility should be bestowed with the intention that it will be permanent and changes will not be readily entertained. If a name change is deemed by the Regional District Board to be warranted, the renaming shall be subject to the criteria and procedures of this policy.



CORPORATE POLICY

No.: CP-011 **Date Approved:** October 7, 2015
Date Revised: n/a

Name: Financial Planning Process

Purpose:	To establish guidelines for developing, evaluating, finalizing and implementing the Regional Board's financial plan.
Authority:	Sections 815 and 816 <i>Local Government Act</i>
Scope:	This policy applies to all organizational units involved in the development, evaluation and implementation of the financial plan.

Definitions:	financial plan	means	the Regional District's five-year financial forecast that is adopted annually by bylaw
	budget	means	a version of the five-year financial plan that is considered by the Board prior to adoption of the financial plan bylaw
	budget cycle	means	the annual process to review, revise and confirm the financial plan

Policy: The Board will annually develop, evaluate, finalize and implement its five-year financial plan based on the following principles:

1. The financial plan will support the Board's vision and strategic plans.
2. The financial planning process will include analysis and discussion of short- and long-term key factors that affect the organization and services it provides such as cost trends, service levels, capital investment requirements, reserve and debt levels, and other assumptions.
3. The financial plan will be prepared in accordance with all Regional District policies and long-term plans such as those for reserves, debt, cost allocations, and tangible capital assets, and with all applicable legislation.
4. The Board's financial planning process will utilize a variety of methods to gather input from ratepayers, partners and the general public such as town hall meetings, social media, public open houses, and print and web publications.
5. Board decisions regarding the financial plan will be made in public (open) meetings.

Review Date:

Annual budget calendar: Each year at the start of a new budget cycle, a detailed budget calendar will be developed and presented to the Board that outlines the key budget tasks, events, public input opportunities and decision points for the upcoming budget process.

Public consultation: Input from taxpayer and constituent groups will be sought as early in the process as is feasible, to allow sufficient time for investigation and consideration of ideas and concerns. The budget calendar will identify opportunities throughout the budget process for the Board to receive stakeholder input, including public meetings and presentations, outreach efforts and other means. A communication plan should be developed each year that identifies key events and opportunities for public participation, specifying target dates, media, messages and audience. Directors will be provided specific opportunities to review and discuss the financial plan throughout the development process. An opportunity for receipt and consideration of public input should be provided between first reading and adoption of the financial plan bylaw.

Benchmarks and standards: The financial plan is one component contributing to the sustainability of the Regional District, and as such will incorporate to the extent possible the implications of policies, plans and best practices for local government regarding the Board's vision and strategic plans, levels of debt, reserves, asset management, cost allocations, procurement and human resourcing. The financial plan will be prepared in accordance with recommendations of the Public Sector Accounting Board (PSAB) and according to generally accepted Canadian public sector standards. The financial plan and its process will comply in all respects with applicable legislation.

Comparisons: Historical financial information and current year estimates will be provided to the Board with budget documentation for comparison purposes. The current and one prior years' budget and actual or predicted amounts will be provided, at a minimum.

Budget versions: The financial plan is a living document that indicates resource commitments to specified goals and objectives. While the financial plan may be amended at any time, the plan as a whole will be reviewed annually through several discrete iterations which may include:

1. **Baseline budget** – The baseline budget focuses on supporting ongoing services, programs and previously Board approved work plans and projects. This version may include plans and related funding estimates for achieving established service and financial goals, and is usually presented in October or November of each year. This budget version will present revenue projections and expense estimates based on all available information, but may exclude requisition analysis and financial position estimates (surpluses and reserves).
2. **Recommended budget** – The recommended budget is developed using the baseline budget as a starting point and is usually published in January. It includes refined projections and estimates for revenue, expense, requisitions, surpluses and reserves as well as program and work plan information based on gathered inputs to date, including those confirmed at budget workshops or Board, committee or commission meetings. This version may include estimates relating to new initiatives, feasibility studies, and capital or other major projects. Sufficient time should be allowed during the development of the recommended budget to provide for research of new initiatives, communication and discussion of alternatives, and Board direction, where required. Any significant changes arising out of discussions with individual service participants, staff or other service providers will be identified to the Board or its committees. If the significant change is the result of a change in service level it will be approved by the Board before the financial implications of the change are incorporated into the financial plan. Requisition and tax rate projections

will be based on the Completed Assessment Roll received in January.

3. **Final budget** – The final budget incorporates approved changes to the recommended budget and presents updated budget estimates and resulting cost implications. Once the final budget has received the Board's approval in principle, it serves as the basis for the financial plan bylaw.
4. **Financial Plan Bylaw** – The five-year financial plan bylaw is based on the final budget, as approved in principle or amended by the Board. If possible, sufficient time should be allowed between first reading and final adoption of the bylaw to allow for meaningful public input and consideration. The five-year financial plan bylaw will be adopted by the Board no later than March 31 each year.

Amendments: Changes to the financial plan after adoption of the five-year financial plan bylaw will be presented to the Board with each item identified separately with supporting rationale before adoption of the amending bylaw.

Policy review: This policy may be periodically reviewed and amended at any time by Board resolution.

Responsibility: The Financial Officer will be responsible for the development, implementation and monitoring of the financial plan process, including coordinating the budget process, developing the budget calendar, identifying roles and responsibilities for completing the various tasks, and advising on and facilitating financial plan amendments and amendments to this policy, as approved by the Board.



CORPORATE POLICY

No.: CP- 013

Date Approved: June 15, 2016

Name: Director Participation in External Organizations

Purpose:	To establish a policy framework for the involvement of directors in the affairs of external organizations.
Authority:	Part 5 <i>Local Government Act</i> [Purposes, Principles and Interpretation]
Scope:	This policy applies to the appointment of directors to an external organization for the purpose of representing the interests of the Regional Board.

Definitions:	“appointee”	means	a director who has been appointed or nominated in accordance with this policy.
	“appointment”	means	the appointment of a specified director by the Regional Board to participate in the affairs of an external organization.
	“Board” or “Regional Board”	means	the Strathcona Regional District Board of Directors.
	“external organization”	means	a public body as defined in Bylaw No. 167, being Director Compensation Bylaw 2013.
	“nomination”	means	a recommendation by the Regional Board that a specified director be appointed by an external organization to participate in the affairs of that organization.
	“report”	means	the provision of a written report to the Regional Board.
	“self-appointment”	means	the process by which directors appoint or nominate themselves to participate in the affairs of an external organization.

Review Date:

Name: Director Participation in External Organizations

Policy: The Regional Board may designate one or more appointees to participate in the affairs of external organizations where the Board believes that such participation will serve the interests of the Regional District.

- General:**
1. Wherever possible, the terms of reference or mandate of the external organization shall be provided to the Board in writing prior to an appointee being selected. The Board will give priority to appointments and nominations that align with the Board's own strategic plans and objectives.
 2. Unless otherwise specified by resolution, an appointment or nomination will be effective only for the calendar year in which it is made. Appointees shall serve at the pleasure of the Board.
 3. Appointees are expected to advocate on behalf of the Regional Board and to provide reports to the Board on a regular basis concerning the matters considered at meetings of the external organization. If an appointee is unable to provide a written report due to time constraints a verbal report may be offered.
 4. The Regional Board may, by resolution, determine its position on a matter to be considered by an external organization and advise its appointee accordingly.
 5. The Board may choose an alternate appointee to act in the place of an appointee who is unable to attend a meeting of an external organization. When an alternate appointee attends meetings in such capacity, they shall assume all of the obligations and authorities conferred on the appointee.
 6. Alternate directors shall not be appointed or nominated by the Regional Board.
 7. Directors shall advise the Regional Board of any self-appointments that may conflict with their responsibilities or obligations to the Regional District.



CORPORATE POLICY

No.: CP-014

Date Approved: November 24, 2016

Name: Publication of Expense Claims

Purpose:	To establish guidelines for publishing staff and director expense claims.
Authority:	Part 2 (Freedom of Information) of the <i>Freedom of Information and Protection of Privacy Act</i>
Scope:	This policy applies to all directors and staff of the Regional District.

Definitions: “director” **includes** an alternate director.

“expense claim” **means** a written request for reimbursement of expenses incurred in relation to the holding of office or employment with the Regional District whether submitted on the prescribed form or not.

“personal information” **means** information that would enable a third party to directly contact a person who has submitted an expense claim.

Policy: Expense claims submitted by staff or directors after December 31, 2016 shall be published regularly on the Regional District’s website once they have been reviewed and authorized for payment.

- General:**
- 1) Documents supporting an expense claim such as invoices, receipts and ticket stubs will not be included for purposes of publication but will remain available as routinely available records in accordance with the *Freedom of Information and Protection of Privacy Act*.
 - 2) Prior to the publication or release of records all personal information shall be redacted.
 - 3) Expense claims will remain on the Regional District website for at least one year following the cessation of employment or the holding of an office with the Regional District.

Review Date:



CORPORATE POLICY

No.: CP-015

Date Approved: September 20, 2019

Name: Access to Confidential Information

Purpose:	To authorize access to confidential information contained in meeting minutes and agendas in a manner that protects the public interest.
Authority:	Part 2 (Freedom of Information) of the <i>Freedom of Information and Protection of Privacy Act</i> .
Scope:	This policy applies to elected and appointed officials of the Regional District.

Definitions:	“access rights” means the right to view and annotate but not the right to alter or amend.
	“confidential information” means information that is protected from public disclosure or is embargoed pending classification by the Regional Board.
	“device” means a computer, tablet or other electronic device used to access minutes and agendas.
	“historic information” means information that has been classified as confidential prior to an individual’s employment or the holding of office at the Regional District.

Policy: The Regional District will provide appropriate electronic access to closed and restricted information contained in agendas and minutes based on need.

- General:**
- 1) Access to confidential information contained in minutes and agendas will be limited to those elected and appointed positions listed in Schedule ‘A’ of this policy.
 - 2) The Regional District may limit the number of devices used by individuals to access confidential information.

Review Date: April 1, 2019

Name: Access to Confidential Information

- 3) Subject to the specific exceptions noted herein, access rights provided under this policy include access to current and historic information.
- 4) Access rights for individuals will be terminated when they leave office or are no longer actively employed by the Regional District.

Schedule 'A'

Access to Confidential Records

Personnel Category	Closed Session Records			Restricted Session Records		
	Regional Board	Board Committees	SRD Commissions	Regional Board	Board Committees	SRD Commissions
Directors	yes	yes	yes	yes	yes	yes
Alternate directors	yes	yes	yes	yes	yes	yes
Commission members	no	no	yes ¹	no	no	yes ¹
CAO	yes	yes	yes	yes	yes ²	yes
Corporate officer	yes	yes	yes	yes	yes	yes
Other staff	Access permitted at the CAO's discretion					

Notes: 1. Only if a member of the specific commission
 2. Except CAO evaluation committee



CORPORATE POLICY

No.: CP-016

Date Approved: October 11, 2017

Name: Receipt of Correspondence by the Board

Purpose:	To establish guidelines and standards for the receipt of correspondence from members of the public.
Authority:	Part 6 [Governance and Procedure] of the <i>Local Government Act</i> .
Scope:	This policy applies to the Regional Board, its committees and commissions.

Definitions:	“Board” or “Regional Board”	means	the Board of Directors of the Strathcona Regional District in session, or a committee or commission of the Board.
	“correspondence”	means	written communication from one or more members of the public whether submitted in physical form or electronically.
	“electronic petition”	means	a petition that is produced electronically and lacks original signatures of the petitioners.
	“personal information”	means	information that is classed as personal information by the <i>Freedom of Information and Protection of Privacy Act</i> .
	“petition”	means	correspondence appealing to the Regional District with respect to a particular cause and purporting to represent the interests of multiple persons who are identified by name in the petition.

Policy: Correspondence that is addressed to the Board and meets the requirements of this policy will be presented for consideration at a meeting of the Regional Board.

Review Date: August 1, 2019

Name: Receipt of Correspondence by the Board

General Provisions:

- 1) Correspondence must be legible and include the name and civic address of the author(s).
- 2) Correspondence must address a subject that is within the authority of the Regional District.
- 3) Correspondence will be considered unsuitable for public consideration if:
 - a) it contains vulgar, obscene or other inappropriate language;
 - b) it contains information that is protected by an injunction or court order, or which may be defamatory or libellous;
 - c) it would compromise the integrity of a public hearing or similar process;
 - d) it violates or potentially violates the provisions of the *Freedom of Information and Protection of Privacy Act*.
- 4) Correspondence deemed to fall within the parameters of section (3) may, at the Regional District's discretion;
 - be selectively altered, redacted or obscured prior to publication;
 - be considered in closed session; or
 - be withheld from consideration by the Board.
- 5) A response to any item of correspondence will be provided when so directed by the Regional Board.

Additional Requirements for Petitions:

- 1) The purpose of the petition or the action requested of the Regional District must be clearly identified on each page of the petition.
- 2) Petitions must contain original signatures only, and each petitioner must sign his or her own name on the petition.
- 3) Petitions must include a covering letter, memo or other communication that identifies the principal signatory and includes the contact information for that person. Alternatively, the principal signatory may request to deliver the petition in person at a meeting of the Regional Board.
- 4) Electronic petitions will not be presented to the Board.



CORPORATE POLICY

No.: CP-019

Date Approved: August 15, 2018

Name: Strathcona Connected Coast Network Corporation Board of Directors

Purpose:	To establish the responsibilities and composition of the Board of Directors for the Strathcona Connected Coast Network Corporation (SCCNC)
Authority:	Part 8, section 265 [Regional Districts: General Powers and Responsibilities] of the <i>Local Government Act</i> .
Scope:	This policy applies to the Regional Board, its committees and commissions.

Policy: The SRD Board will appoint Directors and assign responsibilities to the Board of the SCCNC in accordance with this policy.

- General Provisions:**
- 1) The SRD Board adopted corporate articles for SCCNC on June 20, 2018 which were approved by the Inspector for Municipalities on August 15, 2018. The SRD Board has also adopted a Shareholder Rights Agreement on June 20, 2018. This policy is intended to provide interpretation of the articles and shareholder rights agreement. It is also intended to guide implementation. Should the articles and policy not align, the corporate articles shall take precedence.
 - 2) This policy may not be amended without a resolution of the Board.
 - 3) SCCNC will have a Board of Directors appointed by the Regional District Board through an ordinary resolution of the SRD Board.
 - 4) The responsibilities of the SRD Board of Directors and the SCCNC Board of Directors is defined in Appendix 1.
 - 5) The SCCNC Board shall be composed of a number of directors not less than five and not more than seven directors. The total number of directors will be determined through an ordinary resolution of the SRD Board.

Review Date: August 15, 2023

- 6) All SCCNC directors must be determined by the shareholders to have the skills, competencies and experience necessary to fulfil their obligations to the corporation, as described in Appendix 2.
- 7) The SCCNC Board of Directors is intended to be a majority skill-based Board to provide the expertise necessary to start and operate such a corporation granted the SRD's limited experience in this new business.

Accordingly, at least four SCCNC directors must be determined by the shareholders to have telecommunications industry and/or governance skills, as described in Appendix 2.

- 8) The SRD Board may designate up to two SRD Board members to be participatory, non-voting observers to the SCCNC that will be entitled to attend and observe SCCNC Board meetings, make presentations, comments and ask questions of the members of the SCCNC Board.
- 9) SRD Board members designated to the SCCNC Board as participatory, non-voting observers may receive a stipend from the SRD for acting in this capacity in accordance with the SRD Board director's remuneration policy.
- 10) The person holding the role of Chief Administrative Officer of the SRD will be automatically appointed to the SCCNC Board of Directors.
- 11) SRD staff will advertise available board appointments via a public notice for a minimum of three weeks. This notice will describe:
 - An overview of the corporation's business, its governance structure and responsibilities;
 - Provide potential candidates with an understanding of what responsibilities accompany the position, the time commitment and the term of appointment;
 - Provide a benchmark against which the attributes of potential candidates can be assessed; and
 - Reinforce that the enduring principle of appointments is based on merit and meeting the needs of the corporation.
- 12) To be considered for appointment, all candidates must put forward a candidate profile and declaration that includes information about a candidate's background, disclosure of any potential conflicts of interest, a declaration acknowledging general responsibilities of the corporation, questions about public accountability and a list of references.
- 13) When recruiting for a position, the SRD Board will form a nominating committee consisting of the Board Chair and Vice-Chair as well as the SRD Corporate Officer.

- 14) The nominating committee will review and assess candidates against a competency matrix outlining the key skills and experience required for the Board as a whole. The nominating committee will make recommendations for appointment to the SRD Board.
- 15) Candidates appointed by the SRD Board to the SCCNC Board of Directors will be provided with a letter confirming the appointment.
- 16) SCCNC directors shall service a maximum of two-year term, unless there are extenuating circumstances.
- 17) Reappointment is not automatic but may be considered subject to approval by the SRD Board.
- 18) If a director decides not to seek reappointment or wishes to resign before the expiry of an appointment term, he or she must provide the SCCNC Board Chair with reasonable notice in writing and set out an effective date.
- 19) A director may be removed before the expiration of his or her term of office by special resolution of the SRD Board.
- 20) SCCNC directors may be entitled to remuneration from the SCCNC for acting as directors as the shareholders may determine by ordinary resolution.
- 21) The Chair of the SCCNC, if appointed, shall be appointed by the directors of the SCCNC.

Appendix 1

CP-019 Strathcona Connected Coast Network Corporation Board of Directors

Roles and Responsibilities of Strathcona Regional District (SRD) Board of Directors and Strathcona Connected Coast Network Corporation (SCCNC) Board of Directors

A. Roles and Responsibilities of the SRD Board of Directors

- Approve creation of subsidiaries, including subsidiary name.
- Define an appropriate governance structure and authorize the appointment of Directors to the SCCNC Board.
- Approve mission, vision, strategic plan and other high-level performance expectations.
- Approve any funding allocations from the SRD through the financial planning process and in accordance with relevant rules and legislation.
- Ensure the subsidiary's activities, roles and overall direction are consistent with the SRD's vision and objectives for SRD communities.
- Receive reports on performance and periodically assess progress towards achieving objectives.

B. Roles and Responsibilities of the SRD Board of Directors

- Advise on the overall strategic direction of the subsidiary and recommend approval of same to the SRD Board.
- Propose amendments to the mission, vision, strategic plan and other high-level performance objectives to the SRD Board as appropriate.
- Approve business and action plans consistent with the mission, vision, strategic objectives and other high-level performance expectations.
- Prioritize activities and resources in the manner best judged to achieve objectives.
- Review and approve annual budgets within external grant funding and SRD approved funding allocations.
- Provide feedback on the performance of the subsidiary.
- Approve the subsidiary's officers, other than the Chief Executive Officer.
- Assess the reasonability of the subsidiary's expenditures.
- Review and approve the subsidiary's financial statements.

Appendix 2

CP-019 Strathcona Connected Coast Network Corporation Board of Directors

Strathcona Connected Coast Network Corporation (SCCNC) Board of Directors Attributes and Competencies

Role	Capabilities/Attributes
All Board members	<ul style="list-style-type: none"> • Strong reasoning skills • Ethics and integrity • Able to work towards consensus • Capable of wide perspectives • Business and commercial judgement
Chair	<ul style="list-style-type: none"> • Experience as a Board member • Business meeting facilitation skills • Understanding of business management • Relationship management expertise
<p>Other Board members</p> <p><i>Each Board member does not need to possess each attribute noted to the right, but rather the combined capabilities and attributes of individual members should provide the noted expertise collectively to the Board.</i></p>	<ul style="list-style-type: none"> • Financial management fluency • Strategic planning experience • Significant experience with business opportunity identification/business development • Familiarity with risk management practices • Legal expertise • Community development/engagement • Knowledge of local government, the SRD and the region it serves is desirable • Significant experience with and knowledge of the telecommunications industry, including with the regulatory environment, overall industry trends, competitive environment, major carriers and management of key stakeholder relationships. • Familiarity with the development and operation of wholesale high speed fibre optic cable networks including fibre construction and fibre exchanges, service development and delivery, and open access approaches. • Significant experience with and knowledge of small to medium scale internet service providers (including wireless) and their operating models, business and technical environment, particularly in a rural and regional context.



CORPORATE POLICY

No.: CP-020

Date Approved: September 19, 2018

Amended: May 8, 2019

Name: Management and Exempt Staff Compensation

Purpose:	To establish a systematic approach to providing compensation to management and exempt employees.
Authority:	Part 6 [Governance and Procedure] of the <i>Local Government Act</i> .
Scope:	This policy applies to all management and exempt employees of the Strathcona Regional District.

Definitions:	“Board” or “Regional Board”	means	the Strathcona Regional District Board of Directors.
	“compensation”	means	the annual base salary earned by an employee for working the standard workweek.

Policy: This policy lays out Strathcona Regional District’s (SRD) formal approach to compensation for its management and exempt employee group.

- General:**
1. Compensation at SRD is designed to attract, retain and engage employees who will work to achieve excellence in local government by providing value to our citizens and stakeholders. Our compensation policy reflects today’s needs but is adaptable to meet future needs should SRD grow or modify its services. Our compensation guidelines allow for flexibility to respond to unique, business critical attraction and retention needs.
 2. This policy is intended to be a map or guide in making effective compensation decisions.
 3. This policy is approved by the Board and is periodically reviewed to ensure it remains current.
 4. SRD is committed to providing employees with compensation that is competitive and guided by the following principles:
 - a. Aligned to and supportive of SRD’s short and long-term strategies and objectives to ensure accountability

Review Date:

Name: Management and Exempt Staff Compensation

- b. Competitive to the external market in which we compete for talent
 - c. Equitable internally to the organization
 - d. Affordable and cost effective
 - e. Easy to administer and understand
 - f. Clearly and consistently communicated
5. The goal of the SRD's base salary program is to target the median (i.e. middle or 50th percentile) of our defined external market.
6. We will review this target level to ensure it remains valid and competitive. This target level may be adjusted by the Board as economic conditions change.
7. Our defined market consists of other regional districts and municipalities in British Columbia listed in Schedule 'A' of this policy. Criteria used as a basis for comparison are:
 - a. Population
 - b. Annual expenses
 - c. Geographic area
 - d. Organizational structure
 - e. Services provided
8. We will conduct external compensation reviews every four years to measure and assess our level of competitiveness relative to our defined market where we compete for skills. We will survey a sample of our management positions that we know we can benchmark in other BC local governments.
9. Prior to conducting external compensation reviews all jobs will be internally evaluated and classified into job families under the following structure:
 - a. Management
 - i. Continuum is from operational/tactical responsibility to strategic focus.
 - b. Professional
 - i. Continuum is on the level of professional knowledge from new graduate to seasoned expert.
 - c. Corporate Support
 - i. Continuum is on the level of independence; from following strict protocols and straightforward tasks to having judgment and freedom to prioritize tasks for self and perhaps others.
10. During the four-year window, to keep salaries competitive and consistent with the market, management and exempt staff will receive a cost of living adjustment (COLA). Commencing on January 1, 2019 and annually thereafter, the COLA will be equivalent to the change in the BC Consumer Price Index for the preceding 12 months.
11. Annual base salary range construct:
 - a. Each base salary range has a minimum salary and a maximum salary. Progression through the range will be dependent upon employee contribution. Top performing employees will move through their ranges

Name: Management and Exempt Staff Compensation

- more rapidly than others. Tenure alone is not a consideration in base salary determination. Exempt employees performing the same job will have the same compensation opportunity but may be paid differently.
- b. The maximum base salary range represents the maximum amount the SRD is willing to pay incumbents who continually meet or exceed performance expectations for the jobs that are classified at that range.
 - c. The maximum of a salary range is a proxy for the median level of market and considered sufficiently competitive with the defined external market to attract and retain qualified employees.
12. The SRD believes its employees are an investment in the success of our community and having a comprehensive approach to compensation is critical to that success. SRD understands compensation programs not only add value but drive value for the organization.

Schedule 'A'

Local Government Comparators

Regional Districts	Municipalities
Alberni-Clayoquot	Campbell River (City)
Cariboo	Comox (Town)
Columbia Shuswap	Courtenay (City)
Comox Valley	Langford (City)
Kootenay Boundary	North Cowichan (District)
Squamish-Lillooet	Vernon (City)

Policy review:	This policy may be periodically reviewed and amended at any time by Board resolution.
Responsibility:	The Human Resources Manager will be responsible for the development, implementation and monitoring of the compensation process including the internal classification of all management and exempt jobs; and obtaining external market comparisons on a timely basis.



CORPORATE POLICY

No.: CP-021

Date Approved: January 9, 2019

Name: Scheduling of Board Meetings

Purpose:	To establish guidelines for determining acceptable dates for scheduling meetings of the Board of Directors.
Authority:	Part 6: Division 5 [Board Proceedings] of the <i>Local Government Act</i> .
Scope:	This policy applies to the Regional Board, its committees and commissions.

Definitions:

“meeting”	means	a meeting of the Board of Directors of the Strathcona Regional District, or a committee or commission of the Board.
“public holiday”	means	a holiday as defined in the <i>Interpretation Act</i> .
“special day of recognition”	means	a day that has been designated as a special day of recognition by this policy.
“weekend”	means	Saturday, Sunday or a day in lieu of a holiday that falls on a Monday.

Policy:

Meetings shall not be scheduled for weekends, public holidays or special days of recognition unless approved by unanimous consent of the directors on the Board, committee or commission, as the case may be.

Special Day of Recognition:

National Indigenous Peoples Day (formerly known as National Aboriginal Day) is hereby designated as a special day of recognition.

Review Date:



CORPORATE POLICY

No.: CP-024

Date Approved: January 29, 2020

Name: Bylaw Enforcement

Purpose:	To provide consistency in complaint-driven enforcement through identifying roles, responsibilities, authority, and methods for the enforcement of bylaws, covenants, etc.
Authority:	The <i>Local Government Act</i> and the <i>Community Charter</i> provide means of enforcing bylaws.
Scope:	Electoral Areas A, B, C, and D, as well as, Municipalities who request (through a Municipal Service Agreement) to have bylaw enforcement done on a case-by-case basis.

A. Objectives

The objective of this policy is to ensure consistent, fair, unbiased enforcement which is cost-effective throughout the Strathcona Regional District ("SRD"). In order to meet this objective, this policy:

1. details when and how potential contraventions will be investigated and enforced;
2. outlines the means by which bylaws may be enforced;
3. provides guidance to staff on how compliance issues are to be addressed;
4. clarifies roles and responsibilities of elected officials and staff; and
5. outlines how inquiries and concerns which arise under this policy shall be addressed.

B. Investigation and Enforcement of Potential Contraventions

As the SRD has limited financial and personnel resources to proactively address all potential bylaw contraventions within its jurisdiction, the SRD commits to act upon contraventions through a complaints-based enforcement model.

The SRD shall use a standard complaint form for all complaints of bylaw contraventions, which shall be made available on the SRD website and will be provided upon request from the SRD Community Services Department. All completed standard complaint forms are to be forwarded to the Senior Manager of Community Services or its delegate.

Review Date:

An identifiable complainant may be required for evidentiary purposes. Therefore, complaints may be considered for investigation only when a fully-completed standard complaint form is received.

After reviewing a complaint, staff may cease investigation if the complaint does not disclose a possible breach of an SRD bylaw. Otherwise, staff shall open a file and investigate the complaint.

After investigating a complaint, staff may close the file if there is no realistic means of enforcement, or if compliance is achieved. A file may be re-opened if the transgression of the bylaw persists or when a subsequent complaint is received.

C. Enforcement authority

The *Local Government Act* and the *Community Charter* provide the following means of enforcing bylaws:

1. voluntary compliance;
2. direct enforcement, without the involvement of a court;
3. ticketing;
4. prosecution under the *Offence Act* in Provincial Court; and
5. injunction proceedings in Supreme Court.

1. Voluntary Compliance:

The individual is contacted personally or by letter and the circumstances of the alleged violation is outlined. Their co-operation is sought and a deadline to comply is negotiated.

2. Direct Enforcement:

Direct enforcement involves carrying out enforcement remedies authorized under the *Local Government Act* pursuant to the direction of the Board, without the involvement of the courts. Examples include placing a notice on title or setting an individual remedial action requirement. The Board can also direct enforcement, such as remedial action for unsightly premises, by bylaw.

Direct enforcement action requires a Board resolution or the enactment of a bylaw, such as an unsightly premises bylaw, before any action is commenced.

3. Ticketing:

The Regional District Ticket Information System is in this category. Bylaw Enforcement Officers issue tickets to alleged contraveners which the contravener can dispute or admit the offence. Disputed tickets are adjudicated in Provincial Court.

A Bylaw Enforcement Officer may prosecute the ticket on behalf of the SRD. The SRD must prove the contravention occurred beyond a reasonable doubt, at which point the alleged contravener may raise a defense. If a contravention is admitted or a conviction is entered following adjudication, the contravener must pay the prescribed fine.

4. Prosecution:

A lawyer must be hired to conduct a prosecution. A prosecution is commenced by filing a long form information in Provincial Court pursuant to the *Offence Act*. A Board resolution is not required to commence a prosecution. The SRD must prove the contravention occurred beyond a reasonable doubt at which point the alleged contravener may raise a defense.

If the alleged contravener pleads guilty or is convicted by a judge, he or she will be sentenced pursuant to the *Local Government Act*, the *Offence Act*, and to any minimum or maximum penalty specified in the bylaw which has been contravened. In addition to imposing a fine, the court can also make orders to prevent the continuation of contraventions and to remedy the harm caused by the contravention.

5. Injunction Proceedings:

An injunction is a court order directing a person to do, or not to do, a specified act. Injunction proceedings in respect of acts that are breaches of Regional District bylaws must be sought in Supreme Court. Given the complexity of Supreme Court rules and procedure, a lawyer should be hired to conduct the action.

Before commencing injunction proceedings in Supreme Court, a Board resolution authorizing the action is required pursuant to the *Local Government Act*. If the SRD is unsuccessful in an injunction proceeding, there may be cost consequences against the SRD.

D. Selecting a Means of Enforcement

The Board delegates to Bylaw Compliance Officers the authority to enforce bylaw contraventions by voluntary compliance, ticketing, and prosecutions under the *Offence Act*.

Bylaw Compliance Officers shall enforce the SRD bylaws using a progressive enforcement model. Where appropriate, Bylaw Compliance Officers should attempt to resolve an alleged contravention by voluntary compliance prior to selecting another method of enforcement. If voluntary compliance is not appropriate or cannot be achieved, staff may select another appropriate means of enforcement. If staff determine that recommending either an injunction or direct enforcement is appropriate, a report shall be prepared and presented to the Board to obtain direction.

In considering the appropriate means of enforcing an alleged offence, staff shall take the following factors into account:

1. any danger to health or safety of any person;
2. threats to the health or safety of investigating officers;
3. any danger to property;
4. the seriousness of the contravention;
5. inconvenience to the public or other property owners;
6. the duration of the contravention;

7. the previous conduct of the contravener and whether similar contraventions have occurred in the past;
8. the quantity of complaints received;
9. the strength of the evidence of the contravention;
10. the availability of monetary funds to pursue enforcement; and
11. policy implications.

E. Roles and Responsibilities

All staff and elected officials are responsible for following the directions outlined in this policy.

Elected Officials – the Board and Area Directors

The Board is responsible for the following:

1. deciding which issues within their discretionary powers the Board wishes to regulate;
2. enacting bylaws on matters that the Board wishes to regulate or is required to regulate by law;
3. identifying within each bylaw the
 - a. enforcement jurisdiction;
 - b. the person and/or agent authorized to enforce that bylaw;
 - c. the regulations, requirements, and prohibitions to be imposed; and
 - d. the applicable penalties for contraventions of that bylaw.
4. appointing staff members as Bylaw Compliance Officers;
5. setting bylaw enforcement policies and guidelines for staff;
6. delegating responsibility to staff;
7. requesting staff to present a status update on a bylaw enforcement file only where the Board wishes to inquire about the status of a specific file;
8. discussing individual bylaw enforcement files in a Board setting as requested;
9. making decisions on cases presented in a staff report by deciding whether or not to take injunctive action in the Supreme Court; and
10. instructing legal counsel, where necessary.

Every local government is responsible for ensuring persons subject to enforcement action are provided with procedural fairness. Guidance to staff on bylaw enforcement matters shall be provided in the form of policies which shall be approved by a resolution of the Board.

Individual members of the Board shall not direct or attempt to direct conduct of individual enforcement files. Files referred to the Board through staff reports, will be considered by the Regional District Board and direction will only be provided through Board resolutions.

Staff

2. Chief Administrative Officer (CAO)

The CAO holds the statutory authority for the enforcement of Regional District bylaws and is responsible for:

1. liaising with the Board and Area Directors regarding bylaw enforcement matters;
2. sub-delegating enforcement responsibilities to staff and providing direction on enforcement; and
3. hiring and instructing legal counsel, where necessary.

3. Senior Manager, Community Services

The Senior Manager, Community Services and its delegate(s) are appointed as Bylaw Compliance Officers and are responsible for:

1. managing the enforcement activities on all bylaw enforcement matters;
2. selecting the appropriate method for enforcing each contravention of a bylaw;
3. providing reports to the Board on ongoing bylaw enforcement matters as required; and
4. hiring and instructing legal counsel, where necessary.

4. Bylaw Compliance Officer

The Bylaw Compliance Officer is responsible for:

1. investigating written complaints received to ascertain whether a bylaw contravention has occurred or is occurring;
2. maintaining detailed reporting on each bylaw enforcement file;
3. reporting as necessary to the Senior Manager, Community Services or its delegate;
4. issuing tickets in accordance with applicable enactments;
5. negotiating for voluntary compliance on enforcement files; and
6. instructing legal counsel, where necessary.

F. Inquiries and Concerns

All enforcement matters are considered confidential. Media inquires regarding the status of a bylaw enforcement matter shall be directed to the Senior Manager, Community Services and its delegates.

Any Board Member or Area Director who has questions regarding bylaw enforcement generally or an individual bylaw enforcement file shall direct their inquiry through an Electoral Area Services Committee or a Board motion, for the matter to be presented

through a staff report in a closed session at Committee or Board, depending on where the request originated.

If any elected official or staff member is concerned that another elected official or staff member has breached this policy, the following procedure for resolving the concern applies:

1. A concern about a breach of this policy shall be brought to the attention of both the Board Chair and the CAO unless the person is concerned that the Board Chair or the CAO breached the policy, in which case that person may bring their concern to the attention of either the Board Chair or the CAO.
2. The Board Chair and the CAO shall be responsible for:
 - a. bringing the issue to the attention of the person who is the subject of the concern;
 - b. outlining the provisions of the policy which apply;
 - c. discussing the issue with the person who is the subject of the concern; and
 - d. discussing an appropriate resolution of the matter with the person who is the subject of the concern.



CORPORATE POLICY

No.: CP- 025

Date Approved: June 10, 2020

Name: Service Restoration Plan

Purpose:	To establish a policy framework for incrementally restoring the delivery of services affected by the COVID-19 pandemic.
Authority:	Section 263 of the <i>Local Government Act</i> [Corporate Powers]
Scope:	This policy applies to all services, programs and other initiatives of the Regional District.

Definitions: “Regional Board” means the Strathcona Regional District Board of Directors.

“service” includes a program, activity or other initiative provided by or on behalf of the Regional District, or authorized under a contract with the Regional District.

Policy: Pending the full restoration of services affected by the COVID-19 pandemic, the Regional Board will implement a plan designed to restore services to an aggregated 60% in the short-term while respecting physical distancing protocols and other public health guidelines intended to protect the public, staff and directors.

- General:**
1. The June 10, 2020 document attached to this policy and titled Service Restoration Plan (the ‘Plan’) is included in its entirety as an integral part of this policy.
 2. The Plan is designed as a flexible document to be administered in response to evolving public health guidelines.
 3. The Chief Administrative Officer shall be responsible for administering this policy.

Review Date:



CORPORATE POLICY

No.: CP-028

Date Approved: November 18, 2020

Name: Processing of Pending Bylaws

Purpose:	To provide direction on the processing of bylaws that have not been considered by the Board for an extended period of time.
Authority:	Section 263(1)(c) of the <i>Local Government Act</i>
Scope:	This policy applies to all pending bylaws that have been prepared for the Regional Board's consideration.

Definitions: "pending bylaw" means a bylaw that has been assigned a unique identification number but has not been adopted or defeated.

Policy: The Regional District will consider pending bylaws on a regular basis to determine whether such bylaws will be further processed, defeated or deferred.

- General:**
- 1) The Regional Board will be provided with a written report at least annually that provides information on all pending bylaws that have not been considered by the Board in the previous 12 months.
 - 2) The report will include the following information for each bylaw:
 - the number of the bylaw and its short title;
 - the purpose of the bylaw;
 - the date that the bylaw was last considered by the Board; and
 - any other information considered relevant for determining the fate of the bylaw.
 - 3) Following its review the Board may direct that one or more bylaws:
 - be deferred for a specified period of time;
 - be deferred until another event has occurred; or
 - be brought forward for further consideration.
 - 4) Nothing in this policy prevents the Board from defeating a pending bylaw at the time of review if it believes that doing so would be in the public interest.

Review Date:



CORPORATE POLICY

No.: CP- 029

Date Approved: December 4, 2020

Name: 93.1FM Visitor Radio Operations

Purpose:	To provide guidelines with respect to the operation of a low-power radio station that provides tourist information under CRTC exemption from regulatory policy.
Authority:	Section 263(1)(c) of the <i>Local Government Act</i> .
Scope:	This policy is applicable to the programming and use of 93.1FM Visitor Radio located at the Strathcona Gardens recreation centre.

Definitions:	“political advertising”	means	messaging intended to promote a particular candidate in an election or bi-election, or a particular outcome in a referendum, plebiscite or assent voting process.
	“tourism information”	means	information about community events and activities that may be of interest to local residents, tourists and businesses.
	“traffic conditions”	means	road conditions, highway construction and closures, ferry schedules, marine traffic and airport arrivals and departures.

Policy: The Regional District will limit use of Visitor Radio to live and pre-recorded messages that serve the social, cultural and educational needs of the public in a manner that is consistent with its broadcast undertaking.

- General:**
- 1) The content of Visitor Radio will be limited to matters related to traffic, weather and marine conditions, tourism information and public safety.
 - 2) Visitor Radio will not broadcast musical selections except where incidental to approved programming.
 - 3) Visitor Radio will not broadcast programming that consists of political advertising or that is religious in nature.

Review Date:

Name: 93.1FM Visitor Radio Operations

- 4) Visitor Radio will consider community access and participation in all aspects of its operations, from programming to management.
- 5) Visitor Radio may allow commercial content deemed appropriate for its broadcast undertaking provided that such advertising has paid the applicable rate or rates then in effect and is limited to not more than 7 (seven) minutes per hour.
- 6) In the event that any provision of this policy or the operation, management or programming of Visitor Radio conflicts with any regulation of the Canadian Radio-television and Telecommunications Commission (CRTC), the regulation of the CRTC shall prevail.

Name: Processing of “Addition to Reserve” Referrals

- 2) A report will be prepared that summarizes the proposal and identifies potential implications from land use, public access, taxation, service delivery, governance and other relevant perspectives.
- 3) When completed, the report will be placed on the next available Board agenda together with information on the response deadline set by the ISC policy, if applicable.
- 4) Following its initial review, the Board may:
 - a) refer the application to one or more committees for input;
 - b) defer a decision pending receipt of additional information or analysis;
 - c) invite the proponent to speak to the Board about the referral;
 - c) recommend that Indigenous Services Canada approve, conditionally approve or deny the application; or
 - d) advise Indigenous Services Canada that the Regional District chooses to not make a recommendation with respect to an ATR application.
- 5) At any time during the consideration of a referral, the Board may decide to meet with the applicant to discuss the proposal.



CORPORATE POLICY

No.: CP-031

Date Approved: February 9, 2022

Amended: March 29, 2023

Name: First Nations Territorial Acknowledgements

Purpose:	To establish guidelines for use of First Nations territorial acknowledgements.
Authority:	Section 185 of the <i>Local Government Act</i>
Scope:	This policy applies to all public meetings and events hosted or co-hosted by the Regional District, as well as written and online communications.

Definitions:	“public event”	means	a public hearing, public information meeting, townhall meeting or similar event to which the public has been invited.
	“public meeting”	means	a meeting of the Regional Board, a Board committee or a Board commission to which the public has been invited.
	“verbal territorial acknowledgement”	means	a verbal acknowledgement that the location upon which a meeting or event is being hosted is within the traditional territory of one or more first nations governments.
	“traditional territory”	means	an area that has been traditionally used or occupied by one or more first nations and which traditional use or occupation has been recognized by Canada or by treaty.
	“written territorial acknowledgement”	means	a written territorial acknowledgement used on official correspondence and electronic communication that encourages an ongoing awareness of Indigenous people and their present connection to the land and water since time immemorial.

Policy: The Strathcona Regional District will include an acknowledgement of traditional territory at the beginning of a public meeting or public event that is being hosted or co-hosted by the Regional District and on official written correspondence and electronic communications.

Review Date:

Name: First Nations Territorial Acknowledgements

- General:**
- 1) The verbal territorial acknowledgement described in this policy will be delivered by the Chair of the Board, committee or commission at the public meeting, or by the senior Regional District representative at the public event.
 - 2) The form of the verbal territorial acknowledgement will generally be as follows:

“On behalf of the Strathcona Regional District I would like to acknowledge that we are meeting today on the traditional territory of the _____ First Nation.”
 - 3) If the Regional District official responsible for delivering the verbal territorial acknowledgement is participating remotely in the meeting or event, the form of the territorial acknowledgement may be as follows:

“On behalf of the Strathcona Regional District I would like to acknowledge that I am speaking today from (town, city, village, community) that is within the traditional territory of the _____ First Nation.”
 - 3A) The following documents and online communications will include a written territorial acknowledgement:
 - a) staff and director correspondence
 - b) website home pages for the Strathcona Regional District and Strathcona Gardens, and
 - c) annual reports.
 - 4) The Regional District may prepare additional supporting materials and guidelines to form an integral part of this policy including a Territorial Acknowledgement Guide which may be amended from time to time without amending this Policy CP-031.
 - 5) This policy does not preclude the use of a verbal territorial acknowledgement by Regional District representatives when participating at a meeting or event that is hosted by a party other than the Regional District.



CORPORATE POLICY

No.: CP-032

Date Approved: April 24, 2024

Name: Appointment of Municipal Directors

Purpose:	To provide information on best practices for municipal appointments to Regional District’s Board of Directors.
Authority:	Division 2 of Part 6 of the <i>Local Government Act</i>
Scope:	This policy applies to director appointments by municipal councils to the Strathcona Regional Board.

Definitions: “municipality” means an incorporated local government entity but, for clarity, does not include an improvement district or a treaty First Nation government.

Policy: The Regional District recommends that, as a best practice, municipal councils appoint the mayor of the municipality as its representative to the Regional District Board and that other members of council only be considered if the municipality is entitled to appoint multiple Regional District directors.

- General:**
- 1) The mayor of a municipality is the spokesperson for that municipality, and the natural conduit for bringing issues that affect that municipality to the Regional Board’s attention. The mayor is also best positioned to determine the municipality’s position on the various matters that may come before the Regional Board during the normal course of events.
 - 2) To be effective in its deliberations, the Regional Board must be confident that its decisions are being made in a manner that reflects the true perspectives of its constituent members. That is why regional district boards are sometimes referred to as the ‘council of mayors.’
 - 3) If the council is not able to appoint the community’s mayor as its representative to the Regional District Board due to scheduling or other conflicts identified by the mayor, it should consider appointing the member of council that it believes is best able to represent the community on matters that will likely come before the Regional Board.
 - 4) Municipalities should align the appointment of its director with the mayor’s term of office to maximize the effectiveness of the appointment.

Review Date:



CORPORATE POLICY

No.: CP- 034

Date Approved: August 21, 2024

Name: Declaration of a State of Local Emergency (SOLE)

Purpose:	To provide clarity on the role of the Chair, directors and staff when considering the declaration of a SOLE.
Authority:	Division 3 of Part 2 of the <i>Emergency and Disaster Management Act</i>
Scope:	This policy applies to the electoral areas within the Strathcona Regional District.

Definitions: “emergency” means an emergency as defined in the *Emergency and Disaster Management Act* of the Province of BC.

“Minister” means the Minister of Emergency Management and Climate Readiness.

Policy: The Chair of the Regional District Board will consider declaring a SOLE upon the recommendation of the Manager of Emergency Services, that person’s designate or the Chief Administrative Officer. The Chair will use best efforts to advise directors on the Regional Board of the pending SOLE.

- General:**
- 1) A declaration of a SOLE must be made in writing and, when signed by the Chair, will become effective for the area or areas that are the subject of the SOLE. Copies of the SOLE will be provided as soon as possible to the Minister and the Regional District’s corporate officer.
 - 2) The Chair will convene a meeting of the Regional Board as soon as reasonably possible to advise of the status of the SOLE.
 - 3) The Manager of Emergency Services will be responsible for deploying such resources as they consider appropriate, including resources obtained through reciprocal agreements, to deal with the SOLE whether in conjunction with an Emergency Operation Centre or not.
 - 4) The Manager of Emergency Services will manage the engagement with those Indigenous Governing Bodies deemed to be affected by the SOLE.
 - 5) In the event the SOLE is required to be in effect for longer than 14 days the actions contained in Paragraph 1 above shall be repeated.

Review Date:



CORPORATE POLICY

No.: CP- 035

Date Approved: December 11, 2024

Name: Grant Funding Application Process

Purpose:	To provide guidance to the Chief Administrative Officer regarding the submission of grant funding applications to external organizations.
Authority:	Division 1 of Part 6 of the <i>Local Government Act</i> .
Scope:	This policy applies to all applications for grant funding that have not been delegated by the Board to its officers or employees.

Definitions: **“application”** **means** a request, application or submission intended to solicit funding from an external organization.

“plan” **means** a project, service or initiative that has not been approved by the Regional Board.

Policy: The Chief Administrative Officer shall obtain approval from the Board before making an application, other than an application for which authority has been delegated, for grant funding from an organization.

- General:**
- 1) All applications should set out how the proposed grant would meet the stated strategic priorities of the Board.
 - 2) The Chief Administrative Officer shall advise the Board whether an application for grant funding would support institutional planning in a manner which is consistent with the mission and vision of the Regional District.
 - 3) The Chief Administrative Officer will not allow applications to be brought forward related to the development of plans for the Regional District without adequately addressing:
 - the expected outcomes of the plan,
 - its impact on the Regional District’s resources,
 - the use to which the plan could be used by the Regional District or the public, and
 - the future impact of the plan on the Regional District.

Review Date: