



**CARIBOO REGIONAL DISTRICT  
POLICY COMMITTEE MINUTES**

**September 20, 2018**

**9:35 am**

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

**PRESENT :** Chair J. Massier, Director J. Bruce, Director S. Forseth, Director J. Sorley  
**ABSENT :** Director A. Richmond, Director D. Cash  
**STAFF :** A. Johnston, Corporate Officer

**1. CALL TO ORDER**

**1.1 Adoption of Agenda**

**PC.2018-9-1**

Moved Director Bruce

Seconded Director Forseth

That the agenda be adopted as presented.

**Carried Unanimously**

**2. ADOPTION OF MINUTES**

**2.1 Minutes of the Policy Committee Meeting - July 12, 2018**

**PC.2018-9-2**

Moved Director Sorley

Seconded Director Bruce

That the minutes of the Policy Committee meeting, held July 12, 2018, be received and adopted.

**Carried Unanimously**

### 3. REPORTS AND CORRESPONDENCE

#### 3.1 CCRHD Recruitment and Retention Fund Policy

##### PC.2018-9-3

Moved Director Sorley  
Seconded Director Bruce

That the agenda item summary from Scott Reid, Chief Financial Officer, dated July 26, 2018, regarding the CCRHD Recruitment and Retention Fund Policy, be received. Further, that the policy be amended to add the italicized words as follows:

- Eligible expenditures include:
  - Retaining a Host within the community whose duties include, *but are not limited to:*

**Carried Unanimously**

##### PC.2018-9-4

Moved Director Bruce  
Seconded Director Sorley

That the final sentence in the CCRHD Recruitment and Retention Fund Policy be amended to read:

- The Recruitment and Retention policy will be reviewed *by mid-year 2022* to evaluate its effectiveness and continued appropriateness.

**Carried Unanimously**

### 4. DISCUSSION ITEM

#### 4.1 Review Policy Manual to Prioritize which Policies Require First Attention

A review of the policy manual determined the following priorities:

Section A – good

Section B – Move B2.1 to a procedure manual

C4.1 – Should be reviewed for updating, and possibly every 2 years. For example, Instagram should probably be added, but the list should not be considered to be exhaustive.

CM1.3 – 1.5 – Review early in 2019

D1.1 – Needs to be updated

D1.2 – Needs to be updated

D2.1 – Awaiting advice from CAO regarding whether the Board can go back to issuing funds as provided for in the repealed Directors’ Discretionary Fund Policy. Further, our website says Williams Lake, which needs to be updated.

E1.1 – Needs to be updated because the LGA section has changed; it would be better to remove the specific section reference.

E1.2 – Delete

E1.3 – This policy should be updated; perhaps the amounts should be in an appendix so they are easier to change. Also, the meal allowance should be raised.

F1.1 – delete

F1.2 – Ask Finance if this one needs to be updated or if it is even necessary. Is this a recommendation from our auditor?

**F1.6 – delete**

F2.2 – Funds may not be unconditional; what if a corporation makes a significant donation on the condition that their name is associated with it? Would we turn down the donation?

F3.1 – Remove the word “Directors”.

F5.5 – CFO, CO & Manager of Environmental Services should review this to see if it is still necessary.

F6.0 – This is not a policy; just keep the last part?

IT1.1 – The policy is missing and must be added.

LQ1.1 – Needs updating

M4.1 – Delete

PL5.4 & 5.5 – Check to see whether it is current.

TOR – Executive Committee - might need to be updated

**PC.2018-9-5**

Moved Director Sorley  
Seconded Director Forseth

That a firesmart policy be drafted, similar to the PL4.5 Shoreland Management Policy, for use in the rezoning application process. The Policy Committee recommends to the Board that a new policy be developed.

**Carried Unanimously**

**5. ADJOURNMENT**

**PC.2018-9-6**

Moved Director Bruce  
Seconded Director Forseth

That the meeting of the Policy Committee be adjourned at 11:57 a.m., September 20, 2018.

**Carried Unanimously**

---

Chair

---

Corporate Officer