



**CARIBOO REGIONAL DISTRICT  
POLICY COMMITTEE MINUTES**

**April 17, 2019**

**9:30 am**

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

**PRESENT :** Chair M. Sjostrom, Director J. Massier, Director S. Forseth, Director A. Delainey, Director M. Lebourdais, Director J. Glassford, Director G. Kirby  
**ABSENT :** Director A. Richmond  
**STAFF :** A. Johnston, Manager of Corporate Services/Deputy CAO

**1. CALL TO ORDER**

**1.1 Adoption of Agenda**

**PC.2019-4-1**

Moved Director Forseth  
Seconded Director Glassford

That the agenda be adopted as presented.

**Carried Unanimously**

**2. ADOPTION OF MINUTES**

**2.1 Minutes of the Policy Committee Meeting - September 20, 2018**

**PC.2019-4-2**

Moved Director Glassford  
Seconded Director Kirby

That the minutes of the Policy Committee meeting, held September 20, 2018, be received and adopted.

**Carried Unanimously**

### **3. REPORTS AND CORRESPONDENCE**

#### **3.6 In-House Single Use Plastics Reduction Policy**

T. Grady, Supervisor of Solid Waste Management, was present for discussion of this item.

##### **PC.2019-4-3**

Moved Director Lebourdais

Seconded Director Kirby

That the agenda item summary from Tera Grady, Supervisor of Solid Waste Management, dated April 11, 2019, regarding a proposed In-House Single Use Plastics Reduction Policy, be received. Further, that the proposed policy be amended to define "in-house" and to show that reduction of single use plastics will be encouraged rather than mandatory at community halls. Further, that the amended policy be forwarded to the entire Board for comments.

**Carried Unanimously**

##### **Election of Vice-Chair**

Chair M. Sjostrom called for nominations for the position of Vice-Chair of the Policy Committee for 2019.

Director J. Massier nominated Director M. LeBourdais for the position of Vice-Chair of the Policy Committee for 2019. Director M. LeBourdais accepted the nomination.

There being no further nominations, the Chair declared nominations closed and declared Director M. LeBourdais Vice-Chair of the Policy Committee for 2019.

##### **Policy Committee Meeting Schedule**

##### **PC.2019-4-4**

Moved Director Massier

Seconded Director Kirby

That the Policy Committee's next meetings will be held:

May 23, 2019: 6:00 p.m. - 8:00 p.m.

and

June 26, 2019: 6:00 p.m. - 8:00 p.m.

**Carried Unanimously**

### **3.1 Directors' Laptop Policy Update**

#### **PC.2019-4-5**

Moved Director Delainey  
Seconded Director Kirby

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated April 10, 2019, with updated Directors' Laptop Policy attached, be received. Further, that consideration be given to changing "laptop" to "device".

**Carried Unanimously**

### **3.2 Amendments to Remuneration for Election Officers/Officials Policy**

#### **PC.2019-4-6**

Moved Director Lebourdais  
Seconded Director Massier

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated April 3, 2019, requesting amendments (meal allowance and travel expenses) to the Remuneration for Election Officers/Officials Policy, be received and endorsed.

**Carried Unanimously**

### **3.3 NCRP Capital Funding Policy**

D. Campbell, Manager of Community Services, joined the meeting.

#### **PC.2019-4-7**

Moved Director Forseth  
Seconded Director Lebourdais

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated April 5, 2019, with attached Policy #2016-6A-43 North Cariboo Recreation and Parks Capital Funding, be received. Further, that the policy does not need revision at this time and can be included in the CRD Policy Manual in its new format.

**Carried Unanimously**

**3.4 Review of Policy #12-12A-63 Priority Criteria for North Cariboo Recreation & Parks New Services and Funding.**

**PC.2019-4-8**

Moved Director Massier  
Seconded Director Glassford

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated April 4, 2019, with attached Policy #12-12A-63 Priority Criteria for North Cariboo Recreation & Parks New Services and Funding, be received and amended as follows, for clarity:

That the following portion of #5 under Process Example - Request for Inclusion in the NCRP Function, be deleted:

"This would require approval from a minimum of eight committee members including four councillors and three Directors at a meeting with no absent members."

**Carried Unanimously**

**PC.2019-4-9**

Moved Director Kirby  
Seconded Director Delainey

That the previous resolution, requesting amendment to the Priority Criteria for North Cariboo Recreation & Parks New Services and Funding Policy be referred to the North Cariboo Joint Planning Committee.

**Carried Unanimously**

D. Campbell, Manager of Community Services, left the meeting.

**3.5 Amendments to Policy #93-10-24**

**PC.2019-4-10**

Moved Director Glassford  
Seconded Director Massier

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated April 3, 2019, regarding Policy #93-10-24 Use of Synopsis of Bylaw in Other Votings, be received. Further, that the attached policy be endorsed as amended.

**Carried Unanimously**

**3.7 Directors' Laptop – Software, Hardware and Support Policy Update**

**PC.2019-4-11**

Moved Director Massier  
Seconded Director Lebourdais

That consideration of the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated April 10, 2019, regarding Policy #03-05B-41 Directors' Laptop – Software, Hardware and Support Policy, be deferred to the next Policy Committee meeting.

**Carried Unanimously**

**Policy Development and Review Policy**

**PC.2019-4-12**

Moved Director Glassford  
Seconded Director Delainey

That the Policy Development and Review Policy be amended to reflect a streamlined approach in which the Policy Committee will make recommendations that will be included on a Board agenda, unless the recommendations affect another committee, in which case they will be forwarded to that committee prior to going to the Board for consideration of adoption.

**Carried Unanimously**

**4. ADJOURNMENT**

**PC.2019-4-13**

Moved Director Forseth  
Seconded Director Kirby

That the meeting of the Policy Committee be adjourned at 11:40 a.m., April 17, 2019.

**Carried Unanimously**

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Chair

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Manager of Corporate Services