



**CARIBOO REGIONAL DISTRICT  
POLICY COMMITTEE MINUTES**

**June 26, 2019**

**6:00 pm**

**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 :** K. Erickson, Chief Financial Officer, A. Johnston, Manager of Corporate Services/Deputy CAO, H. Surat, Manager of Development Services, R. Cunningham, Bylaw Enforcement Officer

**1. CALL TO ORDER**

**1.1 Adoption of Agenda**

**PC.2019-6-1**

Moved Director Forseth

Seconded Director Lebourdais

That the agenda be adopted as presented.

**Carried Unanimously**

**2. ADOPTION OF MINUTES**

**2.1 Minutes of the Policy Committee Meeting - May 23, 2019**

**PC.2019-6-2**

Moved Director Lebourdais

Seconded Director Glassford

That the minutes of the Policy Committee meeting, held May 23, 2019, be received and adopted.

**Carried Unanimously**

### 3. REPORTS AND CORRESPONDENCE

#### 3.1 Proposed Unsightly Premise Policy and Procedure

##### **PC.2019-6-3**

Moved Director Lebourdais

Seconded Director Forseth

That the agenda item summary from Rick Cunningham, Bylaw Enforcement Officer, dated June 14, 2019, regarding a proposed Untidy and Unsightly Premise Procedures Policy for Bylaw Enforcement, be received. Further, that the policy be amended as follows:

1) That the second sentence of the second to last paragraph of the First Unsightly Premises Letter (Form 1) be revised to read:

*Failure to comply with this request will result in a minimum \$200.00 fine, for every day your property is in violation; and*

2) That the first sentence of the second to last paragraph of the Final Unsightly Premises Letter (Form 2) be revised to read:

*A follow-up inspection will take place on **insert date** to confirm that the cleanup has been completed. If the above noted property has not been cleaned up by the **final compliance date** provided, the Cariboo Regional District, may issue a Bylaw Enforcement Notice and fine of \$200.00 for every day the property remains in contravention of the bylaw, and the Cariboo Regional District may proceed with remedial action.*

**Carried Unanimously**

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

Moved Director Lebourdais

Seconded Director Forseth

That the proposed Untidy and Unsightly Premise Procedures Policy for Bylaw Enforcement be forwarded to the Board for endorsement, as amended.

**Carried Unanimously**

H. Surat, Manager of Development Services, and R. Cunningham, Bylaw Enforcement Officer, left the meeting.

**3.2 Request from Director Forseth - Discussion Regarding Corporate Credit Cards for Directors**

**PC.2019-6-5**

Moved Director Forseth

Seconded Director Delaine

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated June 13, 2019, regarding a request from Director Forseth to discuss the option of issuing corporate credit cards to Directors, be received.

**Carried Unanimously**

**PC.2019-6-6**

Moved Director Glassford

Seconded Director Kirby

That staff draft a policy regarding corporate credit cards for directors, as optional for those who desire one, and bring it to the Policy Committee for review.

**Carried Unanimously**

**3.3 Review of Existing Policy – Donations and Bequests**

**PC.2019-6-7**

Moved Director Lebourdais

Seconded Director Glassford

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated June 13, 2019, regarding a review of CRD Policy No. 00-04-29(18)(b) Donations and Bequests, be received. Further, that the content of the policy remain as is and be transferred to the new policy template.

**Carried Unanimously**

**3.4 Revision to Administration Charges Policy for the Allocation of Building Expenses**

**PC.2019-6-8**

Moved Director Lebourdais

Seconded Director Forseth

That the agenda item summary from Kevin Erickson, Chief Financial Officer, dated June 18, 2019, regarding the revision of the Administration Charges Policy for the allocation of building expenses, be received. Further, that the CRD Administration Charges Policy No. 03-12C-18(2) be revised to reflect the addition of new space, at the Williams Lake CRD office, to be occupied by Protective Services and Emergency Planning, as proposed. Further, that the allocation be reviewed in January 2020.

**Carried Unanimously**

**3.5 Review of CAO Evaluation/Compensation Policy**

**PC.2019-6-9**

Moved Director Lebourdais

Seconded Director Massier

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated June 13, 2019, with attached CAO Evaluation/Compensation Policy, be received and amended as follows:

That the last sentence of section 1 a) of the policy be revised to read:

*All Directors are strongly encouraged to complete the forms.*

Further, that the policy be endorsed as amended.

**Carried Unanimously**

**PC.2019-6-10**

Moved Director Forseth

Seconded Director Kirby

That the CAO Evaluation/Compensation Form be reviewed in the first half of 2020.

**Carried Unanimously**

**4. ADJOURNMENT**

**PC.2019-6-11**

Moved Director Forseth

Seconded Director Massier

That the meeting of the Policy Committee be adjourned at 7:41 p.m., June 26, 2019.

**Carried Unanimously**

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Chair

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Manager of Corporate Services