



**CARIBOO REGIONAL DISTRICT  
POLICY COMMITTEE MINUTES**

**May 16, 2023**

**10:00 am**

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

**PRESENT :** Chair S. Forseth, Director M. Sjostrom, Director E. de Vries, Director J. Massier, Director A. Richmond, Director B. Bachmeier

**STAFF :** Director M. Wagner, A. Johnston, Manager of Corporate Services/Deputy CAO, C. Davis, Recording Secretary, M. Daly, Chief Administrative Officer

**1. CALL TO ORDER**

**1.1 Adoption of Agenda**

**PC.2023-5-1**

Moved Director Bachmeier

Seconded Director de Vries

That the agenda be adopted as presented.

**Carried**

**2. ADOPTION OF MINUTES**

**2.1 Minutes of the Policy Committee Meeting - March 7, 2023**

**PC.2023-5-2**

Moved Director Bachmeier

Seconded Director de Vries

That the minutes of the Policy Committee meeting, held March 7, 2023, be received and adopted.

**Carried**

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

#### **3.1 Amendment to Donations Policy**

##### **PC.2023-5-3**

Moved Director Bachmeier

Seconded Director de Vries

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated February 15, 2023, with attached amended Donations Policy, be received. Further, that the Donations Policy be adopted, as amended.

**Carried**

##### **PC.2023-5-4**

Moved Director de Vries

Seconded Director Richmond

That staff look into a policy to define donations for fire departments and bring back the August meeting.

**Carried**

#### **3.4 DRAFT – Display of Materials in CRD Building Foyers Policy**

##### **PC.2023-5-5**

Moved Director Massier

Seconded Director de Vries

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated February 28, 2023, with attached draft policy entitled, Display of Materials in CRD Foyers Policy, be received. Further, that the policy be adopted as presented.

**Carried**

#### **3.5 DRAFT - Fire Protection Area Inclusion Requests Policy**

**PC.2023-5-6**

Moved Director Bachmeier  
Seconded Director de Vries

That the agenda item summary from Michael Navratil, Manager of Protective Services, dated March 2, 2023, with attached draft policy entitled, Fire Protection Area Inclusion Requests Policy, be received. Further, that the policy be adopted as presented.

**Carried**

**3.2 DRAFT – Email Records Policy**

Deferred from Policy Committee on May 31, 2022

**PC.2023-5-7**

Moved Director Richmond  
Seconded Director Massier

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated May 17, 2022, with attached draft Email Records Policy, as deferred at the Policy Committee meeting held on May 31, 2002, be received. Further, that the Policy be adopted as attached.

**Carried**

M. Daly, Chief Administrative Officer, left the meeting.

Director Sjostrom left the meeting.

**3.3 DRAFT - Board Correspondence Policy**

Deferred from Policy Committee on May 31, 2022

**PC.2023-5-8**

Moved Director Massier  
Seconded Director Richmond

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated May 18, 2022, with attached draft Board Correspondence Management Policy, as deferred at the Policy Committee

meeting held on May 31, 2022, be received. Further, that the Policy be adopted with the following amendments:

- section 2 - Remove a) & b) and use the ALTERNATIVELY portion of the policy.

- section 3b - Add staff with Chair for determination of whether correspondence is shared with Board members at all.

**Carried**

#### **4. ADJOURNMENT**

##### **PC.2023-5-9**

Moved Director Bachmeier

Seconded Director Massier

That the meeting of the Policy Committee be adjourned at 12:05 p.m., May 16, 2023.

**Carried**

---

Chair

---

Manager of Corporate Services