



**CARIBOO REGIONAL DISTRICT
POLICY COMMITTEE MINUTES**

August 15, 2023

10:00 a.m.

**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

ABSENT : Director B. Bachmeier

STAFF : M. Daly, Chief Administrative Officer, A. Johnston, Manager of Corporate Services/Deputy CAO, K. Erickson, Chief Financial Officer

C. Braaten, Acting Manager of Protective Services, S. Masun, Manager of Emergency Programs, G. Pinchbeck, Manager of Communications, and K. Welsh, Manager of Financial Services (all for a portion of the meeting)

GUEST: Director M. Wagner

1. CALL TO ORDER

1.1 Adoption of Agenda

PC.2023-8-1

Moved Director Sjostrom
Seconded Director Massier

That the agenda be adopted as presented.

Carried

2. ADOPTION OF MINUTES

2.1 Minutes of the Policy Committee Meeting - May 16, 2023

PC.2023-8-2

Moved Director Sjostrom

Seconded Director de Vries

That the minutes of the Policy Committee meeting, held May 16, 2023, be received and adopted.

Carried

3. REPORTS AND CORRESPONDENCE

3.3 Volunteer Fire Department Donations

PC.2023-8-3

Moved Director de Vries

Seconded Director Sjostrom

That the agenda item summary from Kevin Welsh, Manager of Financial Services, dated August 9, 2023, regarding Volunteer Fire Department Donations, be received. Further, that existing donation policies be reviewed periodically as needed.

Carried

3.1 DRAFT - Board Correspondence Policy

Referred back to Policy Committee from Board on June 2, 2023.

PC.2023-8-4

Moved Director Massier

Seconded Director de Vries

That the Board Correspondence Policy be endorsed as presented and forwarded to the CRD Board for adoption.

Carried

3.2 Amendment to Audio Recording of Meetings Policy

PC.2023-8-5

Moved Director Sjostrom
Seconded Director de Vries

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated August 3, 2023, with attached Policy #14-06B-39 Audio Recording of Meetings Policy, be received. Further, that the Committee recommend to the Board of Directors that the policy be endorsed as amended.

Carried

3.4 Amendment to Procurement Policy

PC.2023-8-6

Moved Director Massier
Seconded Director Sjostrom

That the agenda item summary from Larry Loveng, Manager of Procurement, dated August 2, 2023, with attached amended Purchasing Policy, be received. Further, that the Committee recommend to the Board that the Procurement Policy be adopted, as amended.

Carried

3.5 New Business Investment Recognition Policy

PC.2023-8-7

Moved Director Massier
Seconded Director de Vries

That the agenda item summary from Alice Johnston, Manager of Corporate Services / Deputy CAO dated August 3, 2023, regarding a New Business Investment Recognition Policy, be received. Further, that a policy be drafted and brought back to this Committee that lays out the process to be followed when a Director wishes to acknowledge a business, individual or group for an achievement in their electoral area.

Carried

4. ADJOURNMENT

PC.2023-8-8

Moved Director de Vries
Seconded Director Massier

That the meeting of the Policy Committee be adjourned at 11:02 a.m., August 15, 2023.

Carried

Chair

Manager of Corporate Services