



CORPORATE SERVICES COMMITTEE MEETING AGENDA

WEDNESDAY, SEPTEMBER 13, 2017
BOARD ROOM
175 INGRAM STREET, DUNCAN, BC

3:00 PM

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1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Corporate Services Committee meeting of August 9, 2017	1
Recommendation That the minutes of the Regular Corporate Services Committee meeting of August 9, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
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R1 Report from the Procurement Officer Re: Procurement Policy	7
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Recommendation That it be recommended to the Board 1. That the Car Allowance for Elected Officials Policy attached to the August 31, 2017 Corporate Services Department Staff Report be approved; and that previous versions of the Car Allowance	

for Elected Officials Policy be repealed.
2. That the Conference/Seminars for Elected Officials Policy attached to the August 31, 2017 Corporate Services Department Staff Report be approved.

- R3 Report from the Corporate Secretary Re: Public Input at Board, Committee and Commission Meetings 21

Recommendation For Direction

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. QUESTION PERIOD

11. CLOSED SESSION

Motion that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.

12. ADJOURNMENT

The next Corporate Services Committee Meeting will be held Wednesday, October 11, 2017 at 3:00 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

Committee Members

Director B. Day, Chairperson
Director L. Iannidinardo, Vice-Chairperson
Director S. Acton
Director M. Clement
Director K. Davis

Director M. Dorey
Director S. Jackson
Director K. Kuhn
Director J. Lefebure
Director M. Marcotte

Director K. Marsh
Director I. Morrison
Director A. Nicholson
Director A. Stone
Director T. Walker

Minutes of the Corporate Services Committee Meeting held on Wednesday, August 9, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 2:04 PM.

PRESENT: Chair B. Day
Director S. Acton
Director M. Clement <after 5:10 p.m.>
Director M. Dorey
Director L. Iannidinaro
Director K. Kuhn
Director J. Lefebure
Director K. Marsh
Director M. Marcotte
Director I. Morrison
Director A. Nicholson
Director A. Stone
Director T. Walker <after 2:09 p.m.>
Alternate Director P. Kent
Alternate Director B. Salmon

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
J. Barry, Corporate Secretary
R. Blackwell, General Manager, Land Use Services
H. Hatami, General Manager, Engineering Services
B. Farquhar, Manager, Parks & Trails
A. Tokarek, Senior Environmental Energy Analyst
L. Smith, Assistant Finance Manager
T. Daly, Recording Secretary

ABSENT: Director K. Davis
Director S. Jackson

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Corporate Services Committee meeting of July 12, 2017

It was moved and seconded that the minutes of the Regular Corporate Services Committee meeting of July 12, 2017 be adopted.

MOTION CARRIED

REPORTS

R1 Report from the Asset Coordinator Re: 2017 Strategic Energy Management Plan

Update

The Asset Coordinator provided a PowerPoint update of the 2017 Strategic Energy Management Plan, for information.

2:09 p.m. Director Walker entered the meeting at 2:09 p.m.

R2 Report from the Parks & Trails Division Re: Priority Based Budget Review - Community and Regional Parks

The Manager, Parks & Trails provided a PowerPoint presentation summarizing recommendations from the July 12, 2017 Corporate Services Committee meeting on the detailed Priority Based Budgeting Review of the Community and Regional Parks budget functions.

3:33 p.m. The committee, by consensus, recessed at 3:33 p.m.

3:48 p.m. The meeting resumed at 3:48 p.m.

It was moved and seconded that Land Management be maintained at the current base service inclusive of new parkland acquisitions guided by master plans and land development parkland contributions.

MOTION CARRIED

It was moved and seconded that the level of support and advisory role function of Parks Commissions on matters from the Board and engagement with the Parks and Trails Division in the delivery of the Community Parks and Trails Program, be improved.

MOTION CARRIED

It was moved and seconded that Parks Maintenance maintain the current level of parks maintenance services, inclusive of operational budgets adjusted annually for new park improvements and trail additions.

MOTION CARRIED

It was moved and seconded that Parks Operations maintain the current level of parks operations services, inclusive of operational budget adjusted annually for new park improvement and trail additions.

MOTION CARRIED

It was moved and seconded that Ecosystem Management include dedicated funding in annual budgets for Community and Regional Parks for invasive species/ecosystem management (\$2,000 - \$10,000 annually).

MOTION CARRIED

It was moved and seconded that Parks Bylaw Enforcement maintain a pro-active presence in parks and on trails, as well as complaint-driven response.

MOTION CARRIED

It was moved and seconded that Parks Planning maintain the current base service, delivered through a combination of Parks Administration staff resources and contracted, (as required) specialized external planning services.

MOTION CARRIED

It was moved and seconded that Park Development and Replacement maintain the current base service, inclusive of scheduled infrastructure replacement, and pursuit of external funding opportunities to support new park and trail projects.

MOTION CARRIED

It was moved and seconded that Park Acquisition maintain the current service, which is dependent upon available funds annually within individual budgets.

MOTION CARRIED

It was moved and seconded that Parks and Trails Volunteers be provided with an expanded service with dedicated program support to organize regular in-park and trail activities, projects, and events matched to volunteer interest/capabilities.

MOTION CARRIED

It was moved and seconded that Information and Promotion maintain the current base service, inclusive of park/trail kiosks, limited brochures and on-line information.

MOTION CARRIED

It was moved and seconded that Parks Bookings and Special Events provide an Enhanced Bookings and Special Events Request/Approval Service to administer increased group bookings, activities and special event application requests for use of Electoral Area Community Parks, Regional Parks and the Cowichan Valley Trail.

MOTION DEFEATED

It was moved and seconded that Parks Bookings and Special Events maintain the current limited service that would require review to determine administration booking capacity and policy to allocate limited booking spaces and special event permits annually.

MOTION CARRIED

It was moved and seconded that staff explore the ability of the booking systems at the recreation centres to expand to include park facility bookings; and report back to the Corporate Services Committee.

MOTION CARRIED

It was moved and seconded that Outdoor Recreation maintain the current limited service, inclusive of an annual review of the scope and funding for the program.

MOTION CARRIED

It was moved and seconded that \$22,121 be budgeted in Function 279 (Parks & Trails) to fund a 0.25 FTE staff position to provide administrative, orientation/training, and engagement support to Electoral Area and South Cowichan Parks Commissions.

MOTION CARRIED

It was moved and seconded that \$25,000 be included for Function 279 (Parks and Trails) and \$25,000 for Function 280 (Regional Parks) to fund a seasonal term (7 month) parks operations technician position.

MOTION CARRIED

It was moved and seconded that preparation of 2018 budgets for Community Parks (Functions 231-239, 281, 282) and Regional Parks (Functions 280) include dedicated annual funding (between \$2,000 - \$10,000 based on management prescription assessments) to undertake invasive species/ecosystem management.

MOTION CARRIED

It was moved and seconded that Function 279 (Parks and Trails) be increased by \$22,794 for Parks Bylaw Enforcement and Function 280 (Regional Parks) be reduced by \$22,794 for Parks Bylaw Enforcement.

MOTION CARRIED

It was moved and seconded that \$22,121 be included for Function 279 (Parks and Trails) and \$22,121 for Function 280 (Regional Parks) to fund a 0.5 FTE Parks and Trails Volunteer Coordinator position.

MOTION CARRIED

It was moved and seconded that the Regular Part-Time Parks Operations Labour position within the Parks and Trails Division be converted to a regular full-time position.

MOTION CARRIED

5:10 p.m. Director Clement entered the meeting at 5:10 p.m.

It was moved and seconded that staff be provided with resources (for professional assistance) to work with the Board and staff to articulate strategic objectives and desired outcomes based on the benefits green spaces (parks and trails) can provide for the residents of our region and how program services can best achieve those outcomes.

MOTION CARRIED

ADJOURNMENT

5:18 p.m. It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:18 p.m.

Chair

Recording Secretary

Dated: _____



STAFF REPORT TO COMMITTEE

DATE OF REPORT August 28, 2017
MEETING TYPE & DATE Corporate Services Committee of September 13, 2017
FROM: Corporate Services Department
SUBJECT: Procurement Policy
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to inform the Committee of the need to update and revise the current purchasing policy to bring it into compliance with the new trade treaties.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the Procurement Policy attached to the August 28, 2017 Corporate Services Department Staff Report be approved; and that the previous Purchasing Policy be repealed.

BACKGROUND

The current purchasing policy was adopted in January 1, 2009. Since that date the following trade agreements have been consolidated or come into effect:

1. April 2009, the Trade, Investment and Labour Mobility Agreement (TILMA) was consolidated with Protocols of Amendment which have been adopted since the signing of the agreement (2006);
2. July 2010, the New West Partnership Trade Agreement (NWPTA) came into effect. In July of 2015 the bid protest mechanism came into force;
3. July 2017, the Canada Free Trade Agreement came into affect. It replace the 1995 Agreement on Internal Trade (AIT); and
4. September 21, 2017, the Canada European Union Trade Agreement (CETA) will come into effect.

The new policy brings our procurement practices in line with those of the trade agreements mentioned above.

ANALYSIS

The new Procurement Policy ensures we meet our obligations under the trade treaties. It upholds the principles of selecting suppliers in ways that are open, fair, transparent and non-discriminatory.

Some of the key highlights of the new policy:

1. Approval thresholds have been raised and align better with the trade treaties;
2. Encourages the use of open competitive processes;
3. Seeks to deliver the best overall value to the CVRD;
4. Identifies who has the authority to acquire goods and services on behalf of the CVRD; and
5. It tightens the language around declaring conflicts of Interest.

The new policy also mitigates our risk exposure by ensuring that the CVRD makes procurement decisions that are defensible. This is of particular importance since the NWPTA bid protest mechanism came into effect in 2015.

FINANCIAL CONSIDERATIONS

The new policy will ensure that the Regional District will obtain the best overall value in its expenditures.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

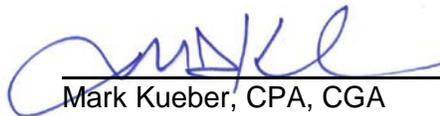
Prepared by:

Reviewed by:



Anthony Jeffery, CRM
Procurement Officer

Not Applicable
Not Applicable



Mark Kueber, CPA, CGA
General Manager

ATTACHMENTS:

- Attachment A – New Procurement Policy
- Attachment B – Reference Guide to new Procurement Policy



PROCUREMENT POLICY

Applicability: All CVRD

Effective Date: October 1, 2017

PURPOSE:

The purpose of this policy is to achieve the best overall value for the Cowichan Valley Regional District (CVRD), in its acquisition of goods and services. The overriding objective of this Policy is to select qualified suppliers in a way that is open, fair, transparent and non-discriminatory. This policy will also ensure we meet our obligations under Canada's competitive bidding laws and be in compliance with the various trade agreements.

POLICY:

It is the policy of the CVRD to conduct procurement processes that conform to the following principles:

1. Wherever possible the acquisition of goods and services shall be by a competitive bidding process.
2. The CVRD will comply with all applicable laws, regulations, CVRD policies and trade agreements.
3. The CVRD is committed to open, fair, transparent and non-discriminatory procurement processes that give access to all qualified suppliers.

The CVRD has established procedures and guidelines for the procurement of goods and/or services in an effort to achieve maximum economy, efficiency, effectiveness and timeliness.

Maximizing the CVRD's purchasing ability depends on different factors such as insuring good quality, taking advantages of economies of scale, maximizing returns on disposable assets and ensuring consistency in application of this policy throughout the CVRD. In addition, the best value for money does not always mean the lowest acquisition cost; in some circumstances it may mean lowest overall life cycle cost.

PERSONS AFFECTED:

This policy applies to anyone who may be involved in procurement activities on behalf of the CVRD. It identifies those who have the authority and the responsibility to acquire goods and services on behalf of the CVRD. It also sets out the principles to be followed throughout the procurement process.

This policy applies to all purchases of goods and services, including capital expenditures and goods for resale.

PRINCIPLES:

CVRD procurement activities must be conducted with integrity, so as to maintain the public's trust. Individuals involved in procurement activities must act, and be seen to act, with integrity and professionalism. Procurement activities must be open, fair, transparent and conducted with a view to obtaining the best overall value.

1. Professional Ethics

Employees shall not use their authority or office for personal gain and shall seek to uphold and enhance the District's image by:

- a. Maintaining impeccable standard of integrity in all their business relationships.
- b. Fostering the highest standard of professional competency amongst District employees, by using an open and transparent process.
- c. Maximizing the use of resources for which they are responsible so as to receive maximum benefit for the CVRD.
- d. Not accepting business gifts from vendors other than items of nominal value (under \$100).

2. Declaration of Interest

All participants in a procurement process (including all staff and members of an evaluation team) must ensure that there are no internal conflicts of interest. Section 100-109 of the Community Charter (CC) and section 787.1 of the Local Government Act (LGA) regulate the manner in which current board members may engage in business with the CVRD where they have a pecuniary interest. It should also serve as a guideline for participants in procurement activities, for ethical conduct and situations in which a conflict of interest may arise.

Any personal interest which may encroach or might reasonably be deemed by others to affect the impartiality of an employee in any manner relevant to their duty shall be declared by the employee to their supervisor.

Participants in a procurement process should be in compliance with the CVRD Conflict of Interest Policy. Participants should not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting favours, providing preferential treatment, or publicly endorsing suppliers or products.

Suppliers are required to declare, as part of their bid in a procurement process, that there are no conflicts of interest, or provide details of any actual or apparent conflict of interest. All competition documents must include appropriate conflict of interest language and declarations

3. Confidentiality and Accuracy of Information

Information received in the course of duty must be respected and shall not be used for personal gain. Information given in the course of duty should be true, fair, and not designed to mislead.

4. Competition

When considering advantages to the CVRD of maintaining a continuing relationship with a supplier, any arrangement which might, in the long term prevent, the effective operation of fair competition should be avoided.

RESPONSIBILITIES:

Individuals performing procurement activities on behalf of the CVRD must have authorization to do so. The CVRD Board is responsible for approving a five year financial plan. Through budget discussions and the accumulation of the final budget, the Board sets operating service levels and capital project priorities together with the related funding sources.

To enable departments to operate efficiently and effectively in the performance of those service levels set by the Board, Managers have the authority to reallocate funds within their operating budget for which they are responsible. Along with this flexibility comes the need to manage and ensure that the gross and net expenditures remain within budget for which General/Division Managers are responsible.

The CAO will support the promotion of sound procurement practices and appropriate education and training to those involved in procurement. The CAO will also authorize purchases that exceed the delegated authority of Managers.

It is the responsibility of General Managers to ensure that their department's procurement practices serve the best interest of the CVRD and are in compliance with its procurement policy.

Managers are to authorize purchases up to delegated authority, ensure budget funds are available in duly authorized accounts or functions and identify any applicable conditions which need to be adhered to if grants are part, or the whole funding source. The Finance Division Manager or designate will sign off on budget availability for all publicly posted competitions before proceeding to market.

The Procurement Officer will advise the CAO and General Manager of Corporate Services on policies, regulations and legislation affecting procurement. The Procurement Officer will also ensure organizational compliance with all procurement policies, applicable laws, trade agreements and regulations. The Procurement policy is to be readily accessible to CVRD employees, suppliers and the general public.

Individuals involved in procurement activities shall identify and develop the specifications to be met through a procurement process, meet legal and ethical obligations, and secure authorization from an approver prior to any purchase. A competitive process is to be used wherever practical and possible.

Emergencies

The Chief Administrative Officer shall have the authority to bypass normal procedures in the event of a disaster or emergency. A report explaining the expenditure will be presented at the first available Board Meeting.

Approval Thresholds

Where funding is allocated specifically within an approved budget the delegate responsible for the award of a competitive bid process shall be:

- \$0 - \$15,000 Division Manager or designate
- \$15,001 - \$50,000 Division Manager for low bid General Manager for highest evaluated
- \$50,000 - \$100,000 General Manager or Designate
- \$100,000+ The CAO or designate

Where funding is allocated specifically within an approved budget the delegate responsible for the award of a non-competitive bid process (direct award) shall be:

- \$0 - \$5,000 Division Manager or designate
- \$5,000 - \$10,000 General Manager or designate
- \$10,000+ CAO or designate

The designate for the purposes of approval of a procurement process shall be:

- The person acting in the position of the designated Manager or CAO whilst they are absent from work.
- A General Manager may delegate approval authority to staff up to a limit she/he is comfortable with but not for more than their delegated approval authority.

Competitive Bidding Process

The competitive bid process is essential for delivering the best overall value to the CVRD. The CVRD will facilitate open as well as invitational competitions as per the following:

Open Competition: An open competition **will be** conducted for all purchases that are estimated to be over \$50,000. The Procurement Officer and/or Manager or designate will conduct an open competition. All open competitions must be posted to BC Bid.

The New West Partnership Trade Agreement (NWPTA) states that an open competition must be employed when the procurement of goods or services exceeds \$75,000 or \$200,000 for construction projects. It also states the public posting of competition documents to the CVRD's prescribed electronic tendering site. Our prescribed site is BC Bid.

Invitational Competition: Where the estimated procurement value is less than the open competition threshold the CVRD may choose to engage in an invitational competition subject to the following thresholds:

- \$5,001 - \$15,000 - A Division Manager or designate shall conduct an invitational competition by requesting bids from at least 2 qualified suppliers.
- \$15,000 - \$50,000 – A Division Manager or designate shall conduct an invitational competition by requesting bids from at least 3 qualified suppliers. If market conditions or

the complexity of the procurement warrant it, the Procurement Officer and or a Manager or designate will conduct an open competition.

Direct Award: A Direct Award process is one where a contract is awarded without using a competitive process. It shall be employed when in compliance with the Canada Free Trade Agreement (CFTA) and the NWPTA.

Some of the items that are exempt from the trade agreements include emergencies, one-of-a-kind goods or services available from only one supplier, services provided by lawyers or notaries and replacement parts/items for a specific brand of existing equipment.

Agreements

Once a competitive bid process is complete and a winner selected, a service agreement may be entered into for up to a maximum of five years.

A purchase order will form part of the agreement in conjunction with the competition document and the bidder's response for all competitions valued at under \$200,000. Purchase Orders may only be signed up to an approver's threshold.

The Procurement Officer and/or General Manager of Corporate Services must sign all service agreements that are required as part of the outcome of a procurement process. Procurements over \$200,000 must have a service agreement.

All other long term agreements will be authorized as instructed by the Corporate Secretary or delegate.

Payment Method

All invoices and purchase orders must be approved by the General Manager or their designate. The Finance Division Manager must be advised in writing of the departmental designate(s) along with a sample signature as well as, in the event of any changes, alternate or temporary appointments of departmental designates.

- Where possible, all purchases under \$5,000 should be made via procurement card.
- Purchases from \$5,000 to \$10,000 may be made by purchase order or via procurement card.
- Purchases from \$10,000 to \$200,000 must be made by purchase order.
- Purchases over \$200,000 must be made by a service agreement
- Purchases under \$100 may be made using petty cash where a procurement card is not accepted or we do not have an agreement in place with a supplier.

Reference Guide to Procurement Policy

Dollar Thresholds	Competitive Process	Approver	Payment Method	Form of Contract	Advertised	Risk Level
\$0 - \$5,000	Optional	Division Manager or designate	Procurement Card	Nil	No	Low
\$5,001 - \$15,000	Informal 2 quotes	Division Manager or designate	Purchase Order or Procurement Card	Purchase Order	No	Low
\$15,000 - \$50,000	RFX document or solicit min 3 quotes	Division Manager for low bid General Manager for highest evaluated	Purchase Order	PO or Service Agreement	Optional	Low
\$50,001 - \$100,000	RFX document	General Manager	Purchase Order	PO or Service Agreement	Yes	Medium
\$100,000+	RFX Document	CAO or Designate	Purchase Order	PO or Service Agreement	Yes	High

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Direct Awards (single and sole source)

Dollar Thresholds	Competitive Process	Approver	Payment Method	Form of Contract	Advertised	Risk Level
\$0 - \$5,000	Optional	Division Manager or designate	Procurement Card	Nil	No	Low
\$5,000 - \$10,000	Nil	General Manager or designate	Purchase Order	PO or Service Agreement	No	Medium
\$10,000+	Nil	CAO	Purchase Order	PO or Service Agreement	Yes – Notice of Intent	High



STAFF REPORT TO COMMITTEE

DATE OF REPORT August 31, 2017

MEETING TYPE & DATE Corporate Services Committee of September 13, 2017

FROM: General Manager
Corporate Services Department

SUBJECT: Board Policies

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to introduce a revised Car Allowance for Elected Officials Policy and a new Conference/Seminars for Elected Officials Policy.

RECOMMENDED RESOLUTION

That it be recommended to the Board:

1. That the Car Allowance for Elected Officials Policy attached to the August 31, 2017 Corporate Services Department Staff Report be approved; and that previous versions of the Car Allowance for Elected Officials Policy be repealed.
2. That the Conference/Seminars for Elected Officials Policy attached to the August 31, 2017 Corporate Services Department Staff Report be approved.

BACKGROUND

Staff have been requested to draft two new policies that will provide Elected Officials the ability to better perform their responsibilities by enabling them to attend a greater number of conferences and seminars, as well as attend a greater number of meetings where CVRD business is conducted and then be able to claim mileage for their attendance.

ANALYSIS

The Board currently has a Car Allowance for Elected Officials Policy which is quite detailed on what Elected Officials can claim mileage for private vehicles use while carrying out Board business. Staff have been asked to bring back a revised policy that will expand when mileage can be claimed. The draft revised policy basically allows claims to be submitted by the Directors for all public meetings that they attend, that are held to conduct CVRD business. The draft policy is attached.

There currently is no Conference/Seminars for Elected Officials Policy approved by the Board, which means that the Elected Officials are required to receive Board approval prior to attending any conference/seminar or workshop that has not been sponsored by the CVRD or predetermine as an appropriate conference such as UBCM, AVICC, and FCM. Staff have been asked to bring back a policy that will enable Elected Officials to attend conferences and seminars (where total costs are under \$500 dollars) without Board approval. The draft policy is attached.

FINANCIAL CONSIDERATIONS

If both these policies are approved it is anticipated that there will be an increase in expenditures for the overall budget, however it is unknown to what extent.

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

Reviewed by:



Mark Kueber, CPA, CGA
General Manager

Not Applicable
Not Applicable

Not Applicable
Not Applicable

ATTACHMENTS:

- Attachment A – Car Allowance for Elected Officials Policy
- Attachment B – Car Allowance for Elected Officials Policy – June 14, 2006
- Attachment C – Conference/Seminars for Elected Officials Policy



CAR ALLOWANCE FOR ELECTED OFFICIALS POLICY

Applicability: Board of Directors

Effective Date:

PURPOSE:

To define the conditions of remuneration for use of private vehicles for business purposes by Directors of the Board.

POLICY:

A Director or Alternate Director required to use their private vehicle for attendance at the following shall be reimbursed at the current mileage rate:

1. A Board, Commission, Select Committee, Standing Committee, or Sub-Committee meeting (regular or special);
2. A meeting of a non-CVRD organization to which the Director has been appointed to.
3. A Public Hearing to which the Director has been delegated by the Board to attend;
4. A non-committee meeting that has been approved by the Board;
5. Attendance at UBCM / AVICC conventions or seminars;
6. A conference, seminar, or workshop with prior approval by the Board, or is in compliance with the Conference and Seminars for Directors Policy;
7. A special purpose that has received prior approval by the Board;
8. A meeting scheduled in advance with staff; or
9. A scheduled public meeting where issues will be discussed that may result in the issue being considered at a future date by a Committee, Commission or the Board.

Submitted claims shall be reviewed by the CAO. Any dispute shall be taken before the Chairperson of the Board for final decision.

Approved by: Board Approval date:



CAR ALLOWANCE FOR ELECTED OFFICIALS POLICY

Applicability: CVRD Board

Effective Date: June 14, 2006

PURPOSE:

To define the conditions of remuneration in accordance with CVRD Car Allowance Policy, Revision May 26, 2004, for use of private vehicles for business purposes by Directors of the Board.

POLICY:

Any Director or Alternate Director required to use his / her own vehicle for attendance at the following shall be reimbursed at the current mileage rate:

1. any Board or Standing Committee meeting;
2. any Regional District Commission or Advisory Group to which they have been appointed;
3. any Public Hearing to which they are appointed;
4. any special committee or special meeting called by the Board;
5. any non-CVRD Committees or Advisory Groups to which they have been appointed;
6. any business meeting that has received approval by the Board;
7. attendance at UBCM / AVICC conventions or seminars;
8. any conference, seminar, or workshop with prior approval by the Board;
9. any special purpose that has received prior approval by the Board; or
10. any scheduled meetings with CVRD staff.

Submitted claims shall be reviewed by the Administrator or Deputy Administrator. Any dispute shall be taken before the Chairperson of the Board for final decision.

Approved by: CVRD Board Approval date: June 14, 2006



CONFERENCE/SEMINARS FOR ELECTED OFFICIALS POLICY

Applicability: Board of Directors

Effective Date:

PURPOSE:

To establish a policy regarding Directors attendance at conferences/seminars or workshops to allow them to attend without having prior Board approval

POLICY:

Directors may attend any conference/seminar or workshop without prior Board approval if the total cost to attend is under \$500 (which includes registration, travel, accommodations and meals).

Any conference/seminar or workshop with an expected total cost greater than \$500 requires Board approval prior to attendance.

DRAFT

Approved by: CVRD Board
Approval date:



STAFF REPORT TO COMMITTEE

DATE OF REPORT September 1, 2017

MEETING TYPE & DATE Corporate Services Committee of September 13, 2017

FROM: Legislative Services Division
Corporate Services Department

SUBJECT: Public Input at Board, Committee and Commission Meetings

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to obtain direction from the Committee on whether to proceed with procedure bylaw amendments to incorporate a public input period at the beginning of meetings; to determine which meetings would include a public input period; and to decide on the procedures to be included in a Public Input Procedure Policy.

RECOMMENDED RESOLUTION

For direction.

BACKGROUND

Director Marsh brought forward a report last October to gauge the desire of the Board to include a public input section at the start of all CVRD meetings (copy attached). The Committee passed the following resolution: *“that the report from Director Marsh dated September 9, 2016 Re: Public Input at CVRD Meetings be referred to staff for a report for consideration at a future meeting”*.

In discussions with the Chief Administrative Officer, Board Chair, and the Chairs of the Standing Committees, there was consensus to adding a public input session to the agenda template. If the Board wishes to proceed, an amendment will be needed to the meeting procedures bylaw(s). The bylaw(s) would allow the public input session to occur. A separate policy would be required to set out the specific conditions of the public input session. This would follow the same model as our Question Period Procedure Policy (copy attached).

ANALYSIS

Which Meetings?

The regional district has two meeting procedure bylaws. One bylaw is specific to Board meetings while the other bylaw applies to all Committee and Commission meetings.

If the Directors wish to proceed, an amendment to Board Procedures Bylaw No. 2889 will be required:

1. That it be recommended to the Board that an amendment to Board Procedures Bylaw No. 2889 be prepared incorporating a public input period to the order of proceedings and business on the agenda.

Regarding Committee and Commission meetings, the requirement to hold a question period as part of the agenda *only applies if membership of the Committee/Commission is comprised of 50% or greater of elected officials*. This was a decision made by the Board many years ago recognizing that the Advisory Planning, Fire, and Parks Commissions consist solely or mainly of public

volunteers. Since these are volunteer advisory commissions reporting to the Board, it was felt that a question period was not required of the volunteers.

If the Directors wish to see the same principle followed, then the following motion would be required:

2. That it be recommended to the Board that an amendment to Committee and Commissions Procedures Bylaw No. 2922 be prepared incorporating a public input period to the order of proceedings and business on agendas for meetings that are comprised of 50% or greater of elected officials.

Specific Policy Conditions

The current Question Period Procedure Policy contains the following conditions:

- maximum of 15 minutes.
- consists of two parts: questions regarding business discussed during the meeting and if there is time, questions regarding matters of public interest.
- maximum of one question plus a follow-up question related to the answer.
- an opportunity to ask a second question if time is remaining and all other questioners have been heard.
- statements of opinion and speeches are not permitted; just questions.
- questioners are to avoid personal references; insinuations; violent, offensive, or disrespectful remarks about another person; and unparliamentary language.

A person wishing to ask a question is not required to register in advance and is not required to provide their name or address. This is a best practice since the regional district is NOT collecting personal information since that information is not needed to ask a question. As well, a person is not giving out their personal address information which protects their privacy.

Staff are recommending that a Public Input Procedure Policy contain the following conditions:

- overall maximum of 15 minutes (extendable by a unanimous vote);
- individuals limited to a maximum of 3 minutes;
- input limited to items listed on the open meeting agenda; and,
- terminology related to respectful language.

Therefore, a recommendation to proceed with the drafting of a Public Input Procedure Policy would be appropriate:

3. That it be recommended to the Board that a Public Input Procedure Policy be prepared based on the conditions identified in the September 1, 2017 staff report from the Legislative Services Division.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATION CONSIDERATIONS

N/A

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

- Community Services *(Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit)*
- Corporate Services *(Finance, Human Resources, Legislative Services, Information Technology, Procurement)*
- Engineering Services *(Environmental Services, Recycling & Waste Management, Water Management)*
- Land Use Services *(Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services

Prepared by:

Reviewed by:



 Joe Barry
 Corporate Secretary

 Not Applicable
 Not Applicable



 Mark Kueber, CPA, CGA
 General Manager

ATTACHMENTS:

- Attachment A – Public Input at CVRD Meetings Report from Director Marsh
- Attachment B – Question Period Procedure Policy



DIRECTORS REPORT

DATE OF REPORT: September 9, 2016

To: Corporate Services Committee
of October 12, 2016

FROM: Kate Marsh, Director, Municipality of North Cowichan

SUBJECT: Public Input at CVRD Meetings

PURPOSE/INTRODUCTION

The purpose of this report is to gauge desire of the board for a PUBLIC INPUT section to be on all CVRD meeting agendas to immediately follow the adoption of the agenda.

RECOMMENDATION

That it be recommended to the Board that bylaw amendments be prepared incorporating a Public Input Session under the Order of Proceedings and Business for Regional Board Procedures Bylaw No. 2889 and for Committee and Commissions Procedures Bylaw No. 2922.

BACKGROUND

The CVRD has made gaining public input one of its strategic focus areas through 5. ENGAGING OUR COMMUNITIES.

5.2 COMMUNITY ENGAGEMENT POLICY/GUIDELINES speaks to the intent to establish principles and structure for engaging residents on important matters that affect them and their communities.

ANALYSIS

Placing "PUBLIC INPUT" on the agenda after the adoption of the minutes would allow citizens an opportunity to speak to the board on an item on that agenda. While citizens can give their input at any time before a board meeting via email, phones calls or letters. This would give one last opportunity for giving their input verbally at meetings before decisions are taken.

While it is acknowledged that citizens can apply to be a delegation to the board and/or committees, sometimes the agenda may be the first time a citizen becomes aware of that item being up for discussion thereby making it too late to be a delegation and though they can still email directors there is no guarantee that the entire board has read that input prior to the vote.

Those who are immediately affected by CVRD decisions have their own valuable points of view that the board could consider when making a decision.

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I have included North Cowichan Council's Public Input Policy, adopted April 4, 2012, as a sample policy.

That Council set policy for public input session guidelines, question period guidelines, and general meeting conduct rules as follows:

Public Input Session - To provide a brief opportunity for the public to speak to Council on agenda items before Council debates and votes, Council establishes the following guidelines:

1. Persons wishing to address Council must register at least 10 minutes prior to the Council meeting by signing the sheet posted for that purpose outside the Council Chambers.
2. A maximum of three minutes will be allotted to each speaker
3. A maximum of five speakers will be heard during the Public Input Period.
4. Speakers should first state their name and residential address.
5. Speakers must restrict their remarks to matters on the agenda.
6. Speakers must not talk about matters from a closed meeting.

Questions - In an effort to foster civic engagement and preserve decorum, that Council encourage persons asking questions during question period to adhere to the following guidelines:

1. Begin by stating your name and residential address.
2. Direct your questions to the Mayor.
3. Be concise and avoid repeating previous questions.
4. Conduct yourself in a civil and respectful manner.
5. Restrict questions to matters on the agenda.

Meeting Conduct - The Municipal Council is committed to fostering a safe, respectful, and orderly environment for the public to observe, and where permitted participate in, its local government meetings. Please adhere to the following code of conduct in order to help us meet this commitment:

1. Respect other members of the public, Council and staff.
2. Refrain from disruptive behaviour that would impede the proceedings.
3. Comply with directives from the Mayor in a prompt and orderly fashion.
4. Restrict comments and questions to the appropriate time on the agenda.



QUESTION PERIOD PROCEDURE POLICY

Applicability: CVRD Board, Committees, and Commissions

Effective Date: June 8, 2011

PURPOSE:

The purpose of the Question Period is to provide public access to the Board / Committee / Commission regarding the business of the local government. The purpose of the Question Period Procedure Policy is to recognize the need for Question Period to proceed in a timely fashion.

POLICY:

The Question Period is subject to the following provisions:

1. There will be allotted a maximum of 15 minutes for questions.
2. The Question Period will be comprised of two parts. The first part is reserved for questions directly related to business discussed during the meeting. If there is time remaining, questions during the second part can be on a matter of public interest under the jurisdiction of the Regional District.
3. Each questioner will be allowed to ask one question plus a follow-up question related to the answer. If after all questioners have been heard and there is still time remaining, a questioner who has already spoken can ask one additional question plus a follow-up question related to the answer.
4. Questions must be truly questions and not statements of opinions. Questioners are not permitted to make a speech.
5. Questioners must avoid personal references; insinuations; violent, offensive, or disrespectful remarks about another person; and unparliamentary language.
6. Questions shall be addressed to the Chair.

Approved by: CVRD Board Approval date: June 8, 2011
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CVRD Question Period Procedure Policy