



REPORT

To: Chair and Directors

Report Number: ADM-BRD-060

From: Kelsey Bates, Deputy Corporate Officer

Date: August 27, 2020

Subject: Policies for Repeal

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board repeal the following Administration policies:

1. News Media – Agendas
2. Agenda Deadline
3. Committee of the Whole Meetings

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board repeal the following Finance policies:

1. Chetwynd Recreation Complex Purchasing Policy and Approval Process
2. Internet Access
3. Insurance Liability
4. Insurance – MIABC Liability
5. Insurance – Property Tendering
6. Telephone Logs
7. Tangible Capital Asset Implementation
8. Banking
9. Capital Budget
10. Cheque Requisition
11. Financial Reports
12. Surplus Equipment – Disposal Of
13. Direct Deposit
14. Accounts Payable Payment Authorization Process

BACKGROUND/RATIONALE:

The Peace River Regional District 2019-2022 Strategic Plan includes completion of a comprehensive policy review as a strategy under Organizational Effectiveness.

The policies noted above are being proposed for repeal for the following reasons:

1. News Media – Agendas

This Policy, which states that media only receive agenda front sheets (a.k.a. cover pages) in advance of Regional Board Meetings, is addressed in the Board Procedure Bylaw. It also states the media is invited to attend meetings, which is not necessary in a policy, as the meetings are open to the public. At this time, the PRRD does publish full agendas to the public (media included) five business days prior to the meeting. The Bylaw does leave opportunity to move

towards the public publishing of agenda cover pages only, while the Directors could still access the full agenda through escribe (the PRRD's agenda management software).

2. Agenda Deadline

This Policy is addressed in the Board Procedure Bylaw. The noted agenda material submission deadlines are not currently adhered to, as they are outdated.

The deadline in the Policy to submit materials for a Regional Board meeting is 12 noon on the Monday the week prior to the week of the meeting. At this time, agenda materials (committee and Board) are accepted until Tuesday the week prior to the meeting at 2:00 pm. This deadline of 2:00 pm on Tuesday's has been established to ensure the agenda is available as per the Board Procedure Bylaw. The Bylaw stipulates that the agenda will be "accessible to Directors for download via the Regional District's Web Page as least 5 business days before the applicable meeting". The current agenda submission deadlines will be included in the next Procedure Bylaw update for the Regional Board's consideration.

3. Committee of the Whole Meetings

This Policy states that "the 4th Thursday of every month be reserved for Board Committee of the Whole meetings, when required. Further, that the meetings commence at 10:00 a.m. with the Board meeting to follow". Historically and generally, Regional Board Meetings are every 2nd and 4th Thursday of each month. This has not been included in the Bylaw as it allows the Regional Board flexibility to schedule meetings around annual events, such as the Union of BC Municipalities Convention. If this Policy were repealed, Committee of the Whole Meetings would continue to be scheduled once each month (the second meeting if there are two), as necessary.

4. Chetwynd Recreation Complex Purchasing Policy and Approval Process

This Policy conflicts with the PRRD's Procurement Policy, which was adopted by the Regional Board in 2019. All purchasing is now consistently administered through the Procurement Policy.

5. Internet Access

This Policy, which states that the PRRD will pay for part of employee's internet through the Peace Region Internet Society, is outdated and currently not in use.

6. Insurance Liability

This Policy is obsolete and provides little guidance or policy.

7. Insurance – MIABC Liability

This Policy simply states that the PRRD will continue its membership in the Municipal Insurance Association of BC. This was a resolution captured at the time, and is not necessary to retain as a policy.

8. Insurance – Property Tendering

This Policy states that the PRRD will tender property insurance every three years. Competitive bid processes are addressed in the PRRD's Procurement Policy, so this Policy is not necessary.

9. Telephone Logs

This Policy, to record long distance calls in a register, is outdated and not currently in use; further, it is operational in nature.

10. Tangible Capital Asset Implementation

This Policy is simply a captured resolution to implement a Tangible Capital Asset Policy, which was completed (attached). The Tangible Capital Asset Policy is also scheduled for review at a future date.

11. Banking Policy

This Policy, which provides parameters for tendering for banking services, is not necessary as it is addressed in the PRRD Procurement Policy.

12. Capital Budget

This Policy is unnecessary, as capital budgeting is required under the *Local Government Act* under section 374 – Annual Financial Plan.

13. Cheque Requisition

This Policy, which provides a cheque requisition form, is operational in nature and not necessary; it can simply be captured as an internal operating procedure.

14. Financial Reports

This Policy is not currently in use.

15. Surplus Equipment – Disposal Of

This Policy is not in use. Currently, surplus equipment is disposed of at public auction, and in line with the PRRD's Tangible Capital Asset Policy. If the Regional Board repeals this Policy, the procedure to publically auction items will be documented during the Tangible Capital Asset Policy Review.

16. Direct Deposit

This Policy, outlining the use of direct deposit and through which bank, is outdated (1996) and operational in nature.

17. Accounts Payable Payment Authorization Process

This Policy is simply a resolution captured: "that the previous requirement to have cheques over \$10,000 signed by the authorized signatories be eliminated; and that all cheques will be processed with electronic signatures". This is now an operational procedure.

ALTERNATIVE OPTIONS:

1. That the Regional Board retain any or all of the attached policies, with or without amendments.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

No expenses will be incurred as a result of these policies being repealed.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. News Media – Agendas Policy
2. Agenda Deadline Policy
3. Committee of the Whole Meetings Policy
4. Chetwynd Recreation Complex Purchasing Policy and Approval Process Policy
5. Internet Access Policy
6. Insurance Liability Policy
7. Insurance – MIABC Liability Policy
8. Insurance – Property Tendering Policy
9. Telephone Logs Policy
10. Tangible Capital Asset (TCA) Implementation Policy (includes TCA Policy for information)
11. Banking Policy
12. Capital Budget Policy
13. Cheque Requisition Policy
14. Financial Reports Policy
15. Surplus Equipment – Disposal Of Policy
16. Direct Deposit Policy
17. Accounts Payable Payment Authorization Process Policy