



REPORT

To: Chair and Directors

Date: February 28, 2020

From: Tyra Henderson, Corporate Officer

Subject: **Policy Manual Update – Events Policy**

RECOMMENDATION:

That the Regional Board approve the Events Policy, which will replace the Social Events Policy and which establishes guidelines for Peace River Regional District staff social events.

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 Events Policy as presented updates the previous Social Events Policy. Some key amendments to the draft policy include:

- The inclusion of the definition of 'Drugs'.
- Separation between on-site and off-site PRRD events.
- Christmas Party additions:
 - Specifications regarding hotel accommodation for attendees.
 - Provision of taxi service (safe ride home) for attendees living within the same community as the Christmas party location. This was approved by the PRRD Board Chair via email in 2014.
 - Provision for the Board Chair to have the option to provide one drink ticket per guest for the Christmas Party. This practice has been in place since 2016.

All policy points that have been included in the proposed Events Policy from the Social Events Policy have been highlighted yellow in both the draft policy and the original policy.

ALTERNATIVE OPTIONS:

1. That the Regional Board refer the draft Events Policy back to staff to make requested changes prior to consideration of adoption.
2. That the Regional Board retain the original Social Events Policy.
3. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Organizational Effectiveness
- Comprehensive Policy Review

Staff Initials: *TH*

Dept. Head: TH

CAO: *[Signature]*

Page 1 of 2

March 12, 2020

FINANCIAL CONSIDERATION(S):

COMMUNICATIONS CONSIDERATION(S):

Staff will be notified of the changes through their Department Heads. Once the review has been completed, the PRRD policy manual will be posted online.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Events Policy – draft
2. Social Events Policy – original



Department: Administration

POLICY STATEMENT

CHRISTMAS AND OTHER SOCIAL EVENTS

For the annual Christmas party, invitations are extended to incoming and outgoing Directors and current staff and their spouse or personal guest. Alternate Directors who have attended Board meetings during the current year are also invited.

To avoid liability issues related to drinking and driving, the Regional District will pay for one night's hotel accommodation, if requested.

The Regional District makes arrangements for a hall, dinner, music and table wine. The Christmas Party is normally held in the same community as the annual meeting, on the second Friday of December, and is alternated between Dawson Creek and Fort St John. The Christmas Party is held in a licensed premise, so that the liquor licence is held by the premise, not by the Regional District.

The Regional District permits staff to use the basement meeting room for pot luck lunches and dinners, and for the annual staff and family Christmas party, a non-alcoholic event.

(November 28, 2002) – Amendment Date RD/02/11/42(28) and RD/02/11/43(28)

March 12, 2020



EVENTS

Department	Administration	Policy No.	0340-20-62
Section	General	Date Approved by Board	
Repeals		Board Resolution #	

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended	November 28, 2002	Board Resolution #	RD/02/11/42 (28) & RD/02/11/43 (28)

Repealed		Board Resolution #	
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1. Purpose

1.1 The purpose of the Events Policy is to establish guidelines for Peace River Regional District (PRRD) events.

2. Scope

2.1 This Statement of Policy applies to the PRRD Regional Board and staff.

3. Definitions

3.1 **Drugs:** this term includes narcotics and illegal drugs, and cannabis – whether used or obtained legally or illegally.

4. Policy

4.1 PRRD On-site Events:

- a. No event or meeting on PRRD operated premises may permit the sale and/or distribution of alcohol or drugs.
- b. The PRRD does not maintain a Liquor License.
- c. PRRD staff are permitted to utilize meeting spaces for internal social events.

4.2 PRRD Off-site Events:

- a. To permit the sale and/or distribution of alcohol at events off-site of PRRD operated premises, venues must hold and maintain a valid Liquor License.
- b. PRRD Christmas Party:
 - i. The Christmas Party will be held in Dawson Creek and Fort St. John, alternating each year.
 - ii. The Christmas Party must be held in a licensed premise; the PRRD will not hold a Liquor License for the event.
 - iii. The PRRD will provide a venue, dinner, music, and table wine for the event.
 - iv. The Board Chair will have the option to gift one drink ticket to each guest on behalf of the PRRD.
 - v. Invitations will be extended to all incoming and outgoing Directors, MP’s, MLA’s, and current staff.
 - Alternate Directors who have attended one or more PRRD meetings during the current year will be invited.



- Each invitee is permitted to bring one personal guest.
- vi. If requested, the PRRD will provide hotel accommodation for one night for Directors and staff who do not live in the same community where the Christmas Party is held.
- vii. If requested, the PRRD will reimburse taxi expenses for Directors and staff who live in the same community where the Christmas Party is held.

Affiliated Procedure	0340-20-62
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Disclaimer: Federal and Provincial Acts, Legislation and Law supersede this policy.