



REPORT

To: Chair and Directors

Report Number: ADM-BRD-008

From: Tyra Henderson, Corporate Officer

Date: April 14, 2020

Subject: Policy Manual Updates

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board repeal the following policies:

- Use of Regional District Office Building for Meetings Policy
- Sale of Maps Policy
- Reporting Incidents and Complaints Policy

BACKGROUND/RATIONALE:

The PRRD Strategic Plan identifies a Comprehensive Policy Review as a strategy to enhance organizational effectiveness. Staff recommend repealing the attached policies as part of the ongoing effort to “clean up” the policy manual to assist staff to further identify, from what remains, the gaps or deficiencies where new policies should be proposed for consideration by the Board.

0340-20-49 Use of Regional District Office Building for Meetings Policy

The Use of Regional District Office Building for Meetings Policy states that meeting spaces within the Dawson Creek PRRD office may be rented, free of charge, by outside organizations so long as a Director or staff member is present. The available office meeting spaces are frequently fully booked and not available for outside organizations during business hours. The Policy also states that after hours meetings are allowed but that there would have to be a Director or staff member onsite throughout the course of the meeting. This creates preferential treatment to organizations that have relationships with PRRD Directors and/or staff and depending on the organization, could be perceived as assistance to business, or as competition with companies in the business of providing meeting spaces and catering services, such as hotels and conference centres.

0340-40-6 Sale of Maps Policy

The Sale of Maps Policy states that the PRRD is an authorized seller of federal and provincial maps, and that the PRRD is able to sell in-house made maps. The PRRD no longer sells provincial, federal, or regional maps as all of the information is available online so that people can access maps for free at their convenience. Development services staff and reception often assist callers/visitors with navigation of the map for the first time.

If paper maps are to be sold, and a fee is to be charged for their production, a bylaw is required as per Section 397 of the *Local Government Act* to authorize the collection of a fee.

0340-50-2 Reporting Incidents and Complaints

The Reporting Incidents and Complaints Policy states that PRRD staff traveling throughout the region are required to call in any oil and gas related emergency situations to the appropriate emergency line. This Policy is out of date and procedural in nature.

ALTERNATIVE OPTIONS:

1. That the Regional Board retain, or amend and retain, some or all of the identified policies.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

None.

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. Use of Regional District Office Building for Meetings Policy
2. Sale of Maps Policy
3. Reporting Incidents and Complaints Policy