

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-34 – Retention and Destruction of Audio Recordings

Preamble: The board of directors has supported the audio recording of regularly scheduled board meetings for the sole purpose of enabling access for residents who live in remote areas of the Central Coast Regional District.

The audio recordings will not supplement or replace the official meeting minutes as recorded by the Recording Secretary.

For the purpose of ensuring consistency in the retention of these audio recordings of regularly scheduled board meetings the nature of these records must be defined.

Policy: Audio recordings of regularly scheduled board meetings are considered transitory records and will be destroyed three months after the recording date.

Adoped Date: April 14, 2016 – resolution 16-04-36

Board Meeting
NOV 14 2019
CCRD ITEM D(b)1

Board Meeting
OCT 10 2019
CCRD ITEM D(a)

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-35 Establishment of New Voluntary Services

Preamble: Regional districts establish and provide services in direct response to the expressed needs, desires and instructions of their electoral areas. It is prudent to determine the process by which the CCRD will follow to establish new services, provided it is consistent with the provisions of the Local Government Act, and where applicable, the Community Charter.

Policy:

1. Determine the Need

- a) Consider whether this proposal is new, or if it has been put forward in the recent past and not pursued.
- b) Consider community input, need, desire and willingness to pay.
 - i) The regional district may, by bylaw, provide for a referendum to obtain the opinion of the electors on a question regarding a service that may be operated by the regional district
 - ii) Property owners may sign and submit a petition for a service

2. Assess the proposed new service

- (a) Vision:
 - The service is rooted in a strong, shared vision consistent with regional district plans
- (b) Capacity: Leadership, Partnership and Collaboration, Project Management, Fundraising
 - The regional district has, or can obtain the capacity and capability to deliver the service and can demonstrate the effective leadership, collaboration, project management and fundraising required.
- (c) Sustainability: Environmental, Organizational, Financial, Economical
 - The proposed service will make a positive contribution to environmental and economical sustainability, realistic projections of operating revenues and expenses are proposed, and the service is being developed in a stable and sustainable organizational structure
- (d) Adaptability, Support and Engagement
 - The service has the capacity to adapt to changing needs and practices and support is demonstrated from the participants. The participants are engaged.
- (e) Impact:
 - the proposed service will contribute to the achievement of one or more of the regional district's board priorities, strategic plan objectives, goals, Integrated Strategic Plan, Official Community Plan, Solid Waste Management Plan, Economic Development Plan, Airport Development Plan, etc)
- (f) Efficiency
 - Options have been considered to identify other opportunities for governance mechanisms to ensure that the regional district is the vehicle most suited to providing the service

Board Meeting
Nov 14, 2019
CCRD ITEM D(b) 2)

~~Board Meeting~~
OCT 10 2019
CCRD ITEM D(b)

A-35 Establishment of New Voluntary Services cont....

3. Study the Feasibility

If deemed desirable by the board of directors, a study may be undertaken to determine the feasibility of the proposed service. The extent of the actual study will vary depending on the potential size and scope of the proposed service, and will include:

- a) Determine a clear and understood purpose
- b) Define and agree upon the service scope
- c) Identify specific, measurable goals of the service
- d) Agree on a way to share costs amongst parties and/or participants
- e) Agree on how the service should be governed
- f) Agree on how the service should be delivered
- g) Develop a start-up plan
- h) Determine support among elected officials to ensure it is sufficient
- i) Develop a 5-year budget outlining anticipated annual revenues and expenditures.

4. Develop Establishing Bylaw

(a) Determine the assent and consent requirements of the service:

- (i) participating area approval (by voting or assent of the electors, by alternative approval process, consent on behalf of electoral area electors);
- (ii) approval of the Inspector of Municipalities

(b) Determine the need for an amendment to the financial plan bylaw – if any proposed expenditures are not contemplated in the current financial plan, an amendment is required. Also, consider that a tax levy for the proposed service cannot be requisitioned unless and until the service is established. If borrowing is required, a loan authorization bylaw must also be put forward.

The service establishing bylaw must include the following:

- The boundaries of the service area
- The participants of the service (entire electoral area(s), partial etc.)
- A description of the service
- Method of cost recovery (taxation, use fees, contribution agreement)
- The maximum amount that may be requisitioned for the service. (Some establishing bylaws such as regulatory services, do not require this)

5. Adopt service establishing bylaw

After third reading of the bylaw, the bylaw must receive the approval of the province's Inspector of Municipalities, and the approval of the electoral areas that are intending to participate in the service.

Date to be adopted: September 08, 2016 Resolution 16-09-28

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-1 - Committee/Commission Reporting Requirements

Preamble: As the CCRD Board of Directors is ultimately responsible to the taxpayers, and to senior governments through legislation. Under the Local Government Act the board of directors has the authority to delegate responsibilities to board appointed committees and commissions. Delegated authorities can assist the regional district to administer and operate a service. Accountabilities for delegations require regular reporting by any Committees and Commissions of the regional district, and these should be clearly defined.

Policy: In order to ensure that the board of directors is kept informed regarding the activities of various Committees and Commissions, reporting requirements are hereby established

Committees and commissions of the regional district are expected to report back all planning, budgeting recommendations and expenditures based on board approved budgets and operational decisions.

Committees and commissions are responsible for putting forward recommendations and action plans to the board of directors of the regional district for approval.

Committee and commission meeting minutes will be submitted to the CCRD board at the next regular meeting for approval.

The minutes of all proceedings of any meeting of a committee or commission of the regional district shall be legibly recorded and certified and signed as correct by the committee/commission secretary and Chair (or other presiding member) of the committee/commission; and then submitted to the Central Coast Regional District for filing.

To ensure reporting requirements are met by committees of the regional district, details of this policy will be included in all Terms of Reference for a regional district appointed committees.

Responsibilities delegated to a commission by the board will be established by bylaw.

In the event that the Committee/Commission is temporarily inactive, or that no business has taken place since the previous reporting period, the CCRD Director responsible to represent the function, or the Committee/Commission Chair (if present), may provide verbal update to the CAO for inclusion in the next regular Board of Directors meeting package.

Private organizations or societies that may have representation by a member of the CCRD Board of Directors are exempted from this policy, however, the director

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Board Meeting
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CCRD ITEM B(c)

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E-1 - Committee/Commission Reporting Requirements – Page 2

representing the CCRD to such organization or society shall provide updates to the remainder of the Board of Directors in accordance with this policy.

Date: May 20, 1994
Amended: March 3, 2004
Amended: September 13, 2012
Amended: September 10, 2015

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-2 - Drinking and Driving – Road Sense

Preamble: Where the Central Coast Regional District is the approving authority, the district will encourage responsible attitudes towards drinking and driving. Therefore, the following policy has been developed.

Policy: That the Central Coast Regional District may provide facilities and may give approval for events at which alcohol is served provided that a SPECIAL OCCASION SUPPORT KIT is in place.

1.0 Definitions

- 1.1 Special Occasion Support Kit: A community awareness program created and administered by the Insurance Corporation of British Columbia (ICBC) to educate the public to plan alternate means of transportation after drinking alcohol. ICBC distributes promotional materials, at no cost, for this program.
- 1.2 District Facility – A park, arena or other regional district facility which may be used for public or private gatherings.
- 1.3 Public Functions – An event for which admission is open to the public either at no cost or for which a fee has been charged, or where the CCRD board of directors have given their approval for an event.

2.0 Regulations

- 2.1 All sponsors of events at a district facility or where the regional district has given their approval for such an event at which alcohol is served are required to ensure that an approved Special Occasion Support Kit is in place.
- 2.2 A Special Occasion Support Kit for a Public Function event shall consist of no less than the following:
 - 2.2.1 An announcement made to the assembled guests encouraging the use of a designated driver or alternate transportation from the event.
 - 2.2.2 Information posted prominently at each station where alcohol is served.
 - 2.2.3 Reminders at each table where guests are seated.
- 2.3 In order to ensure that event organizers provide adequate information to their guests, the Central Coast Regional District shall maintain a supply of Special Occasion Support Kit materials for free distribution to events sponsors.

Board Meeting
 NOV 14 2019
 CCRD ITEM D(b) 4

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 OCT 10 2019
 CCRD ITEM D(d)

CENTRAL COAST REGIONAL DISTRICT
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E-2 - Drinking and Driving-Road Sense – continued – page 2

2.4 Although the Central Coast Regional District does not have authority over private events such as weddings and other private gatherings that are held off regional district property, and where alcohol is served, they do promote the Special Occasion Support Kit to encourage the public to take responsible attitudes towards drinking and driving.

Adopted: May 14, 1996
Reviewed: February 11, 2004
Amended: September 12, 2013
Reviewed: March 10, 2016
Revised: Nov 14, 2019

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-4 - Regional Perspective on Board Operation

Preamble: The CCRD Board relies on input from individual members on matters relating specifically to an electoral area or beyond the electoral area. In many cases, and indeed in most cases it is not practical for other Board members to become conversant with all the details of the matter. Nonetheless, the Board decisions relative to one electoral area influence what may or could result in another area, by way of precedent or otherwise.

Policy: That the Central Coast Regional District Board relies considerably on input from, and the viewpoint of, each member, it must not lose sight of the fact that matters should be approached with regional overview in mind, in keeping with the very concept of regional government.

Date: September 14, 1993
Reviewed: February 11, 2004
Reviewed: April 12, 2012
Reviewed: April 09, 2015

Board Meeting
NOV 14 2019
CCRD ITEM D(b)5

Board Meeting
OCT 10 2019
CCRD ITEM D(e)

CENTRAL COAST REGIONAL DISTRICT
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E-7 - Ethical Standards of Conduct for Elected Officials

Preamble: In keeping with the Regional Districts core values of accountability, good governance, professionalism, integrity and productivity, the District seeks to foster the sustainable socioeconomic and environmental wellbeing of the Central Coast through the professional and efficient delivery of mandated regional and community services,

To help achieve this goal, the board of directors has committed to strive to adhere to a code of conduct so as to ensure that public business is conducted with integrity, in a fair, honest and open manner, and that members respect one another, staff, and the public and recognize the unique role and contribution each person has in making the Regional District a better place to work and live;

Policy: Elected officials shall:

1. Act in the Public Interest

Recognizing that the Regional District seeks to maintain and enhance the quality of life for all District residents through effective, responsive and responsible government, members will conduct their business with integrity, in a fair, honest and open manner.

2. Comply with the Law

Members shall comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include, but are not limited to: the *Constitution Act*; the *Provincial Human Rights Code*; the *Criminal Code*, the *Local Government Act*; *Community Charter*; laws pertaining to financial disclosures, and employer responsibilities; and relevant District bylaws and policies.

3. Conduct of Members

The conduct of members in the performance of their duties and responsibilities with the Regional District must be fair, open and honest. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Board of Directors, committees, the staff or the public.

4. Respect for Process

Members shall perform their duties in accordance with the policies and procedures and rules of order established by the Board of Directors governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board by District staff. Members of committees shall be aware of the mandate of their respective committee, and act in accordance with it.

Board Meeting
NOV 14 2019
CCRD ITEM D(b)(6)

~~Board Meeting
OCT 10 2019
CCRD ITEM D(f)~~

E-7 - Ethical Standards of Conduct for Elected Officials – page 2

- 5. Conduct of Public Meetings**
Members shall prepare themselves for public meetings; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall not interrupt other speakers; make personal comments not germane to the business of the body; or otherwise disturb a meeting.
- 6. Decisions Based on Merit**
Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
- 7. Communication**
Subject to paragraph 10, members shall publicly share substantive information that is relevant to a matter under consideration by the Board or a committee, which they may have received from sources outside of the public decision-making process.
- 8. Conflict of Interest**
Members shall be aware of and act in accordance with Part 4 Division 6 of the *Community Charter*, and shall fulfill all parts of their *Oath of Office*.
- 9. Gifts and Favours**
Members shall not accept any money, property, position or favour of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the Regional District, save for appropriate refreshments or meals, except where such a gift or favour is authorized by law, or where such gifts or favours are received as an incident of the protocol, social obligation or common business hospitality that accompany the duties and responsibilities of the member. A member may participate in Regional District programs open to the public and may purchase Regional District property or goods offered for public sale.
- 10. Confidential Information**
Members shall respect the confidentiality of information concerning the property, personnel or legal affairs of the Regional District. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.
- 11. Use of Public Resources**
Members shall not use public resources, which are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

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12. Advocacy

Members shall represent the official policies or positions of the Regional District to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent the Board of Directors, a committee or the Central Coast Regional District, nor will they allow the inference that they do.

13. Policy Role of Members

Members shall respect and adhere to the Board-Chief Administrative Officer structure of government as practiced in the Central Coast Regional District. In this structure, the Board determines the policies of the District with the advice, information and analysis provided by the public, committees, and District staff. Members, therefore, shall not interfere with the administrative functions of the District or with the professional duties of staff; nor shall they impair the ability of staff to implement Board policy decisions.

14. Positive Work Place Environment

Members shall treat other members, the public and Regional District staff with respect and shall be supportive of the personal dignity, self-esteem and wellbeing of those with whom they come in contact during the course of their professional duties. Members shall be aware of and act in accordance with the Central Coast Regional District Harassment Policy, E-8.

15. Principles of the *United Nations Declaration on the Rights of Indigenous People*

CCRD resolution 15-12-05 approves steps forward in its commitment to Truth & Reconciliation at a local level. Further CCRD resolution 15-12-32 requested Policy E-7 Ethical Standards of Conduct for Elected Officials, includes a section on the principles of the *United Nations Declaration on the Rights of Indigenous People*.

Therefore, Members shall be guided by the Principles of the *United Nations Declaration on the Rights of Indigenous People*.

16. Implementation

The Central Coast Regional District Code of Conduct is intended to be self-enforcing. Members should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when members are thoroughly familiar with the Code and embrace its provisions.

Members elected or appointed to the Board of Directors will be requested to sign the Member Statement affirming they have read and understood the Central Coast Regional District Code of Conduct. In addition, the Board of Directors shall review annually the Code of Conduct, and shall consider recommendations from staff or committees, and update the Code as necessary.

17. Compliance and Enforcement

The Central Coast Regional District Code of Conduct expresses standards of ethical conduct expected for members of the District Board of Directors. Members themselves have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the District.

The Board of Directors may impose sanctions on members whose conduct does not comply with the District's ethical standards, such as motion of censure. The Board of Directors may also rescind the appointment of a member to a committee for breaching the Code of Conduct.

To ensure procedural and administrative fairness, a member who is accused of violating any provision of the Code of Conduct with the exception of paragraph 14 shall have a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare his or her case to respond to these allegations. Before considering a sanction, the Board must ensure that a member has:

1. received a written copy of the case against him or her;
2. a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare a defence against any allegations; and
3. an opportunity to be heard.

The procedures outlined in Policy E-8, Harassment, have been adopted by the Board for dealing with a complaint under Policy E-8 (see paragraph 14, above).

A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a Board decision.

Adopted: Nov 12, 1997
Amended: June 14, 2012
Amended: December 12, 2013
Amended: March 10, 2016

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MODEL OF EXCELLENCE

Board of the Central Coast Regional District
and Board Appointees to Committees and Commissions

MEMBER STATEMENT

As a member of the Central Coast Regional District or of a District committee, I agree to uphold the Code of Conduct adopted by the District and conduct myself by the following model of excellence.

I will:

Recognize the diversity of backgrounds, interests and views in our community;

Help create an atmosphere of open and responsive government;

Conduct public affairs with integrity, in a fair, honest and open manner;

Respect one another and the unique role and contribution each of us has in making the Regional District a better place to work and live;

Strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just and fair;

Avoid and discourage conduct which is not in the best interests of the Regional District;

Treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and understood the Central Coast Regional District Code of Conduct.

Signature _____

Name (please print)

Office / Committee

Date _____



To: Board of Directors, CCRD
From: Courtney Kirk, CAO
Meeting Date: November 14, 2019
Subject: Policy E-8 – Recommend tabling to February 2020 Board Meeting

Recommendation:

THAT the Board of Directors of the Central Coast Regional District table Policy E-8 to the February 2020 Board Meeting.

Issue/Background Summary:

To be considered in conjunction with proposed revisions to the Policy A-26 Personnel Policy.

Policy, Bylaw or Legislation:

E-8 – Respectful Workplace

Financial/Budgetary Implications:

N/A

Time Requirements – Staff and Elected Officials:

N/A

Options to Consider:

N/A

Submitted by: DMack
Destiny Mack, Executive Assistant

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer



E-8 – Respectful Workplace

Purpose: To formalize the responsibility and commitment of the Central Coast Regional District (CCRD) to ensure that all managers, employees, elected officials, contractors, volunteers, residents, customers and visitors enjoy a workplace and service environment that is free from any form of discrimination or harassment (including sexual harassment.)

To establish that the CCRD promotes a work environment in which all managers, employees, elected officials, and contractors are treated with respect and dignity and can contribute to a productive and professional atmosphere.

To ensure that all managers, employees, elected officials, and contractors understand what is meant by a respectful workplace and know what to do to ensure that a respectful workplace is created and maintained at the CCRD.

To provide processes and procedures to handle complaints and remedy situations when workplace discrimination, harassment or conflict, as defined by this Policy, occurs.

Policy:

What is a respectful workplace?

A respectful workplace is one which is free from discrimination and harassment as prohibited by the BC Human Rights Code. Discrimination and harassment are not tolerated at the CCRD. All employees, elected officials, contractors, volunteers, residents, customers and visitors at the CCRD shall have a respectful experience free from discrimination and harassment.

A respectful workplace is a workplace where each employee, elected official, volunteer, resident, customer and visitor feels comfortable and is treated fairly and civilly by others. All employees, elected officials and volunteers of the CCRD are expected to conduct themselves in a friendly, courteous and professional manner. The philosophy, which must be shared by employees, elected officials and volunteers of the CCRD, is “treat others as you would have them treat you.” Employees and elected officials are expected to consider the feelings and pride of others and to respect their unique backgrounds and contributions.

A respectful workplace promotes cooperative and collaborative behaviors including healthy group dynamics and proactive problem solving.

The CCRD will not tolerate any form of harassment within the Regional District. Each elected official and member of the CCRD will act as a model for his/her colleagues and will perform his/her duties in a respectful, non-discriminatory manner.

In order to foster a respectful workplace, everyone at the CCRD must understand that this policy applies to all. Every employee, elected official, contractor and volunteer must accept his or her

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E-8 – Respectful Workplace ... continued page 2

responsibility and accountability to ensure that a discrimination and harassment free work and service environment exists at the CCRD.

Our Commitment to Employment Equity

The CCRD incorporates the intent of the respectful workplace policy in its hiring practices. The CCRD promotes equal access to jobs, promotions, transfers, pay increases, training and development opportunities, and other aspects of employment to all individuals.

The CCRD will provide fair and equal opportunities to all employees and prospective employees. The CCRD will employ people who are capable of carrying out the work available, regardless of their ethnicity, gender, culture, religion, age or affiliations.

How Do We Define Respectful Communication?

English is the language for communicating about the work of the CCRD. While employees may speak in a language other than English at work, each employee must be aware of how their choice of language is affecting others. If an individual in a group does not understand the language being spoken, he/she may feel excluded and uncomfortable. This is contrary to the spirit of a respectful workplace, which promotes a workplace where employees feel comfortable and included.

What is Discrimination?

Discrimination refers to unfair, differential treatment of individuals or groups and is prohibited by law. Discrimination may be intentional or unintentional and often stems from prejudice and/or stereotypes we have of others. Discrimination can result in one individual or group having an advantage over another. Discrimination can cause an individual or group to be excluded from activities which they have the right to be included in.

All employees, elected officials, contractors and volunteers at the CCRD are protected from discrimination in employment by the BC Human Rights Code on the following grounds: race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, political belief or unrelated criminal or summary conviction.

All residents and visitors who access the services provided by the CCRD are protected from discrimination by the BC Human Rights Code on the following grounds: race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation of that person or class of persons.

What is Harassment?

Harassment is a type of discrimination. It is a serious violation of fundamental human rights. Harassment means engaging in a course of annoying comment or conduct that is known or

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E-8 – Respectful Workplace ... continued page 3

ought reasonably to be known to be unwelcome, and is tied to a prohibited ground of discrimination. It is behaviour which causes distress and serves no legitimate work related purpose.

Harassment attacks a person's dignity, health and wellbeing. It is unwarranted comment, conduct, or gesture that humiliates, intimidates, insults, embarrasses, excludes, isolates and undermines the individual's self-esteem. It can be a single incident (in the case of physical contact) or a pattern of repeated incidents directed against an individual or protected group. Whether intentional or unintentional, harassment demonstrates a lack of respect for the individuality and the dignity of those it targets.

Harassment behaviour includes, but is not limited to:

- a) Written or verbal intimidation, threats, or abuse
- b) Physical assaults or intimidation
- c) Unwelcome remarks, jokes, innuendoes, or taunting which may humiliate, degrade or abuse
- d) Distribution or displaying of sexually explicit, racist, or other offensive or derogatory pictures or materials, (including materials on computers)
- e) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect a person's performance
- f) Hazing or initiation rites
- g) Condescension, paternalism, or patronizing behaviour which undermines self-respect, or adversely affects a person's performance (or working conditions)
- h) False accusations of harassment, motivated by malice or mischief, meant to cause others harm.

What is Sexual Harassment?

Sexual harassment is a type of discrimination under the BC Human Rights Code. Sexual harassment is uninvited and unwelcome conduct that is sexual in nature that may detrimentally affect the work or service environment or lead to adverse job related or other consequences for the victim of harassment. The term 'sexual harassment' has come to be used to identify those kinds of sexual coercion and exploitation of women and men in a formal or structured relationship in which we have an expectation that the relationship has nothing to do with sex or sexuality.

Sexual harassment behaviour includes, but is not limited to:

- a) Remarks, jokes, innuendoes or derogatory or demeaning comments regarding someone's body, appearance, physical or sexual characteristics or clothing
- b) Displaying of sexually offensive or derogatory pictures, cartoons or other material including material on computers)
- c) Unwelcome questions or sharing of information regarding a person's sexuality, sexual activity or sexual orientation
- d) Sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the victim of harassment
- e) Leering or other suggestive or obscene gestures

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E-8 – Respectful Workplace ... continued page 4

- f) Conduct, comments, gestures or contacts of a sexual nature that are likely to cause offence or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on any opportunity for selection, training advancement, or employment
- g) Unwanted physical contact of any kind.

What is Criminal Harassment?

Criminal harassment may be defined as adverse differential treatment of an individual or individuals which involves assault, damage to personal property or company property, and stalking.

What is a Poisoned Environment?

Harassment can 'poison' the work environment for the victim of harassment as well as for others who share the work environment. A 'poisoned' work environment is one which is hostile, intimidating or offensive. Comments or actions of a co-worker or a supervisor may create a poisoned environment. These comments and/or actions make the workplace uncomfortable and can interfere with productivity and interactions of the work group. The poisoned environment forms an unequal term or condition of employment, and is therefore a violation of the right to be free from discrimination.

DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE:

The CCRD encourages the prompt reporting of all allegations of harassment, regardless of who the offender may be. All incidents of discrimination and harassment, including single and multiple incidents, must be reported so that corrective action may be taken to:

1. Stop the discriminatory behaviour; and
2. Remedy the situation for the individual(s) involved.

It is the responsibility of the CCRD to ensure that all complaints, which are brought to the attention of a member of the management staff, are dealt with promptly and fairly. Employees, elected officials, volunteers, residents and visitors who feel subject to, or who are aware of an incident of discrimination or harassment, are required to report it in writing to the Chief Administrative Officer (CAO).

If a manager or supervisor suspects that discrimination or harassment may be occurring, he/she must take action to deal with the concern.

If you feel you are being harassed

1. Tell the person whose conduct is offensive that his/her behaviour makes you uncomfortable, and request that it stops immediately.
2. Keep a record of dates, times, nature of any incidents and witnesses, if any.

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E-8 – Respectful Workplace ... continued page 5

Complaint Procedure for Employees

No employee will be criticized or penalized in any way because he/she has, acting honestly and in good faith, brought a complaint relating to harassment or discrimination to the attention of the CCRD. Any employee who misuses this policy by making a false complaint in bad faith will be disciplined, up to and including discharge and may also be liable for defamation and libel.

The CCRD provides an informal as well as a formal complaint procedure for its employees. Confidentiality will be maintained throughout the complaint procedure and investigation. Disclosure of information will be made only to the extent required to investigate a given complaint, to the extent practicable and appropriate under the circumstances, or required by law. Any unwarranted breaches of confidentiality will be treated very seriously.

Informal Procedure

1. If you are unable to speak with the person or have spoken to the person and the behaviour does not stop; discuss your concerns with either your supervisor or the CAO.
2. Your supervisor, the CAO, or other representative of the CCRD will investigate the complaint and attempt to resolve the issue informally between the parties. The outcome will be documented and placed in a confidential file with the CAO.

Formal Procedure

Any time you may make a formal written complaint to your supervisor or the CAO an investigation will follow. The formal complaint procedure is as follows:

1. A copy of the written complaint will be provided to the person about whose conduct there has been a complaint or the CCRD will advise the person in writing of the allegations;
2. The person will have an opportunity to respond to the complaint in writing;
3. The complaint will be investigated by speaking to the complainant, to the person complained about and to other individuals, where appropriate, in confidence;
4. If the complaint is substantiated, appropriate corrective and/or disciplinary action will be taken and a record will be made of the investigation and result;
5. Where the complaint is not substantiated, no further action will be taken against the person complained about. A confidential record of the complaint, investigation and result will be filed with the CAO; and
6. The complainant and the person complained about will be advised in writing of the outcome of the investigation.

Procedures with respect to complaints involving customers, clients, suppliers or other outside persons

If you believe you are subject to any form of harassment by a customer, supplier or other outside person with whom the CCRD does business, you should advise your supervisor or the CAO. The

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E-8 – Respectful Workplace ... continued page 6

matter will be investigated by using either the informal or formal procedure to the extent appropriate in the circumstances.

Procedures with respect to complaints involving CCRD Board Members or the CAO

If you believe you are subject to any form of harassment by a CCRD Board Member or the CAO, you should advise your supervisor or the Chair of the CCRD Board. The matter will be investigated by using either the informal or formal procedure to the extent appropriate in the circumstances.

Outside Investigator

The CCRD may choose to bring in an outside party to investigate the complaint. The investigation will be confidential. The investigator will prepare a confidential report providing the information and/or advice management needs to make a decision in respect of the complaint.

The CCRD reserves the right to proceed with an investigation even if no formal complaint is made or if a complaint is withdrawn.

Resolutions

Resolutions resulting from a complaint or investigation, whether formal or informal, may include any one or more of the following:

- a) a formal apology;
- b) a written warning to the person whose conduct was harassment;
- c) counselling;
- d) attendance at educational seminars;
- e) a change in work assignment of the person complained about;
- f) demotion;
- g) suspension or discharge from the CCRD

In the case of harassment of an employee by someone who is not an employee of the CCRD, appropriate action will be taken.

In addition to any sanctions imposed by the CCRD, individuals who engage in harassment could face sanctions imposed under the B C Human Rights Code. If the situation moves to legal steps by any parties, the internal administrative procedures will be suspended.

Any dispute that arises regarding the employer's choice of accommodation measures (if any) would fall within the jurisdiction of the BC Human Rights Tribunal and should be dealt with by that agency.

E-8 – Respectful Workplace ... continued page 7

What About Workplace Conflict?

Discrimination and harassment are specific types of conflicts which are prohibited by the BC Human Rights Code. There are many other types of conflicts that can arise in the workplace that are not dealt with by the BC Human Rights Code. For the purpose of this Policy, these other types of conflicts are dealt with as “Workplace Conflict.”

Getting along with co-workers, supervisors, or elected officials may not always be easy, but making an effort to resolve conflict at work should be a goal of all employees and elected officials at the CCRD. It is the expectation of the CCRD that each employee will try his/her best to get along with his/her co-workers. This means:

- Respect the fact that others may be different from you and that they may have a different approach or way of doing something than you do.
- Be aware of the fact that how you act can impact others in the workplace.
- Avoid talking negatively, gossiping or being judgmental about your co-workers or elected officials. This type of behaviour encourages conflict in the workplace, and is not consistent with the goals of the Respectful Workplace Policy.
- If you are not sure if your behaviour is welcome, ask.

Workplace Violence

Employees must not engage in any improper activity or behaviour or violent behaviour in the workplace that might create or constitute a hazard to them or any other person.

Improper activity or behaviour includes the attempted exercise by a person towards another person in the workplace of any physical force or violence so as to cause injury and includes any threatening statement or behaviour which gives a person reasonable cause to believe he or she is at risk of injury. Improper activity or behaviour also includes physically or mentally bullying, tormenting or other demeaning behaviours towards another person.

Workplace Bullying

Workplace bullying can be defined as a conscious, wilful and deliberate hostile activity intended to harm.

Bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade or humiliate a particular person or group of people.

Bullying can also be described as the assertion of power through aggression.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-8 – Respectful Workplace ... continued page 8

Bullying or other aggressive or demeaning behaviours towards others are contrary to a respectful workplace and will not be tolerated at the CCRD. Individuals who are found to be bullying or otherwise tormenting others, either physically, mentally or via email or in writing, will be subject to discipline.

Areas Where Infractions May Occur

For the purpose of this policy, workplace discrimination, harassment, violence or bullying can occur in, but is not limited to the following:

- a) At the work place
- b) At work-related social functions
- c) At business functions, such as meetings, conferences, training sessions and workshops
- d) At sporting events and competitions
- e) During telephone conversations
- f) During electronic communications via computer, phone, or other electronic device
- g) Elsewhere if the person harassed is present as a result of CCRD related responsibilities or relationships

Workplace Conflict Complaint Procedure

If someone is behaving in a way that makes you feel uncomfortable at work, or if you are having a conflict with someone at work, you are encouraged to try and speak with the person directly and discuss the matter with him/her. If you do not feel comfortable dealing with the individual directly, you should speak to the CAO who will assist you in resolving the situation.

If you see others behaving in a way that is inappropriate or disrespectful, try and speak to the person(s) involved or bring the matter to the attention of the CAO (or Board Chair if it involves the CAO or an elected official).

Workplace Conflict Discipline Procedures for Employees

All employees are subject to the following disciplinary procedures:

- First contravention: verbal warning followed up with a letter which will be placed in the employee's personnel file
- Second contravention: one day work suspension without pay
- Third contravention: one week work suspension without pay
- Fourth contravention: termination of employment.

Workplace Conflict Discipline Procedures for Board Members

If the complaint involves the CAO or an elected official, the complaint should be reported to the Board Chair of the CCRD, who will speak to the CAO or accused elected official to try to resolve the situation. If there is no resolution the Chair will report the incident to the CCRD Board, who will determine what action will be taken to resolve the situation.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-8 – Respectful Workplace ... continued page 9

Natural Justice

All investigations stemming from a complaint shall follow the principles of natural justice, which stated that:

- a) Everyone has the right to a fair hearing in the course of determining whether an infraction has been committed
- b) The issues should be clearly and concisely stated so that the accused is aware of the essentials of the complaint
- c) The accused has a right to have a representative present in his or her case
- d) Relevant information must be available to all parties
- e) The accused has the right to call and cross-examine witnesses
- f) The accused has the right to a written decision following the judgment
- g) The accused has the right to appeal a decision (if there are grounds)
- h) The decision-making body has a duty to listen fairly to both sides and to reach a decision untainted by bias.

This Policy shall be reviewed annually by the Central Coast Regional District in accordance with D3-115(g) of the Workers Compensation Act.

Adopted: April 11, 2013
Amended: April 14, 2016

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-9 - Directors Travel to Board Meetings

Preamble: The present Board consists of only 5 directors. Directors can be absent for various reasons and a missing director at any board meeting diminishes public representation and the quality of decision making. It is important that a policy define the circumstances in which the Regional District will accommodate the transportation costs associated with director representation at the board table.

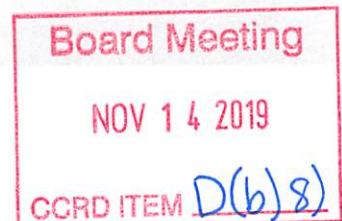
Policy: That precedence for director travel be established as those members who, at the time of the board meeting, are actually within the boundaries of the Central Coast Regional District. This will be the first priority in terms of transportation costs and the annual budget is established accordingly.

Transportation in the form of charter flights will be for directors only. Should there be vacant seats it will be at the discretion of the Chief Administrative Officer to allow extra passengers aboard in order to share the cost of the flight. Any extra passengers will be advised that they must be aware of their individual insurance needs.

At the discretion of the CAO, and in accordance with giving first priority to elected CCRD Directors, where there is no additional cost or risk incurred by the CCRD, Directors may bring children in their care as extra passengers on CCRD Charters.

Adopted: February 11, 1998
Amended: September 9, 1998
Amended: September 12, 2013
Amended: March 10, 2016
Amended: November 14, 2019

December 13, 2018



CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-3 - Office Security & File Security

Preamble: There is a demonstrated need for file and office security to protect the public records and assorted documentation, from wilful or accidental loss.

Policy: That all original primary documents be kept in a fire proof security cabinet(s) of sufficient capacity for safekeeping. That the corporate seal, in-office cash or monies, and other articles of public value be kept in a cabinet and locked at all times and that access to the security cabinet(s) be the responsibility of one designated staff member. That the staff member is to keep the key(s) or combination with them at all times with a duplicate key(s) or combination to be stored in a safety deposit box at the local financial institution.

And further, that all files of a confidential nature be stored in a locked cabinet(s) and that access to the cabinet(s) be the sole responsibility of the CAO or CFO.

And further that all electronic data be backed-up daily to an external storage device. See Policy A-27 [Disaster Recovery Plan Preparedness Planning](#) – Information Technology, for more information.

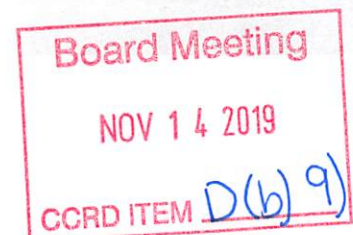
And further, that all computer access be protected by separate passwords and that all confidential electronic data be protected by a secondary password to be put in place by the CAO or CFO.

And further, that the office, is not to be occupied by any person or persons except where a staff member or regular personnel is present.

And further, that only staff and regular personnel maintain key access to the building and that the Administrative Assistant, or the last member to leave the building, ensures that all doors and windows are secured with blinds and interior doors in the closed position.

Date: September 14, 1993
Amended: February 13, 1996, November 15, 2012, November 14, 2013
Amended: July 9, 2015
[Amended: November 14, 2019](#)

December 13, 2018



CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-5(a) - Prerequisites for Agenda Items – Responding to Compliments and Complaints

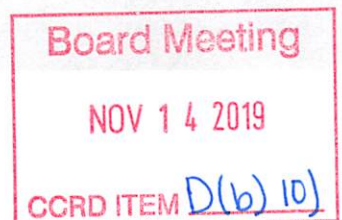
Preamble: Both staff and electoral area directors receive and respond to spoken concerns and complaints from members of the public on an on going basis. In order to reduce potential conflict and/or misinterpretation, it is prudent to define the requirements necessary to have a matter placed before the Board at the monthly meeting.

Policy: That upon receipt of spoken complaints or concerns, staff are encouraged to attempt good faith resolution of the matter. Where a complaint is not satisfied of Administration. Staff and directors- encourage- the complainant to submit a written letter, outlining the nature of the complaint. The letter will be received by staff 7 days prior to the monthly board meeting. This will allow all area directors the opportunity to view the concern before passing a resolution. Letters of complement received and put them directly into the Board Agenda.

By asking for a submission in writing, the board will be able to address the issue in its intended context, the time management at board meetings will be enhanced and the most effective solution will be found.

Date: October 11, 1994
Amended: July 11, 2013
Amended: April 14, 2016
Amended: November 14, 2019

December 13, 2018



A-5(b) - Board Meeting Agenda

Mission Statement: The Mission of the Central Coast Regional District is to foster the sustainable socioeconomic and environmental well-being of the Central Coast through the professional and efficient delivery of mandated regional and community services”

Policy Background: The Board has, in its Board Meeting Procedures Bylaw #449, 2015, adopted an agenda format that is shared by many municipalities and regional districts. The agenda served the purpose of ensuring that the Board’s meetings conformed to statutory requirements, and that all the business required to be dealt with by the Board be dealt with in an orderly manner. The agenda did not, however, provide for as much time as may be desirable to debate issues of importance to the region’s communities.

Policy Goal: It is the goal of this policy to reserve Regional Board Meeting prime time to the consideration, reflection and debate of policies that contribute to the Regional District’s Mission Statement.

Policy Objectives:

- 1) Directors will have read the agenda material prior to a Board Meeting.
- 2) Directors will ensure that their alternates are fully informed of current issues and the alternate will have read the agenda material prior to a Board Meeting if it is expected that he/she will attend on behalf of the director.
- 3) To allow such additional time on the agenda as may be required to perform the Board’s statutory duties.
- 4) To implement this policy and amend the agenda notwithstanding the agenda format prescribed in the Regional District’s Board Meeting Procedures Bylaw #449, 2015.

Initially approved at the regular Board Meeting of October 11, 2000

Amended: January 9, 2002

Amended: April 7, 2004

Amended: July 11, 2013

Amended: April 14, 2016



CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-9 (a) - Facilities Inspection Policy – Airport Operations

Preamble: Inspections of the airport terminal building, runway and grounds are beneficial to the Regional District both in correcting potential safety hazards and planning for the future expenditures. An inspection report will provide guidelines for the continued successful operation of the airport and will assist in ensuring that the users of the facilities have safe and reliable access.

Policy: An Aerodrome Inspection of the Bella Coola Airport will be carried out on a regular basis by personnel provided by Transport Canada. Inspection observations are in reference to the 4th edition of Transport Canada's publication "Aerodrome Standards and Recommended Practices (TP312)". Observations are classified as:

- 1) Required Improvements
- 2) Recommendations
- 3) Other

All required improvements identified by Transport Canada will be brought immediately to the attention of the C-A-O.

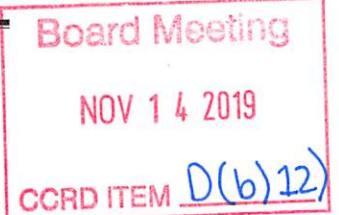
It is the responsibility of the ~~Transportation Services Coordinator~~ Airport Manager and/or Accountable Executive to inform and respond to Transport Canada, CCRD CAO and to the Board of Directors, as to the progress made in complying with required corrective action taken in addressing the inspection details.

Such corrective action will be documented in the monthly Transportation Services report until the airport is in compliance with the inspection report. In the event that finances or other barriers do not allow for immediate compliance a schedule will be identified in which these items will be listed with an anticipated completion date together with an explanation of the delay.

Date: August 09, 1994

Amended: June 12, 2014

March 29 ~~December 13~~, 2018



CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-9 (c) - Facilities Inspection Policy – General

Preamble: An inspection policy will help to ~~identify and~~ identify and prescribe corrective or mitigative measures, thus reducing, the potential of injury to staff, volunteers and the public at CCRD facilities.

Policy: Due to limited manpower and financial constraints, the inspection policy for CCRD facilities shall be solely complaint driven with the exception of facilities covered by a separate inspection policy. Complaint driven inspection reports are initiated either in response to a complaint by a member of the public or CCRD staff. Once a complaint is received, staff shall, within two working days, inspect the site and determine what maintenance or mitigative measures are required to ensure public and worker safety. Complaints, inspections and corrective maintenance shall be recorded for the purpose of informing the asset management plan, budgeting and in the event of a legal claim.

Date: September 13, 1994

Amended: September 10, 2015

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~~March 29~~ December 13, 2018

Board Meeting
NOV 14 2019
CCRD ITEM D(b)13

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-10 - Filing Disclosures

Preamble: The Regional District is required to comply with the provisions of the Financial Disclosure Act, specifically the filing of disclosure forms.

Policy: That all Directors and Officers of the Regional District file the required disclosure forms under the provisions of the Financial Disclosure Act; such disclosure to be filed once annually, in January between the 1st and 15th, and such other times as may be required.

Access to written disclosures, section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection.

Date: September 14, 1993
Amended: October 8, 1997
Amended: April 12, 2012
Amended: July 11, 2013
Amended: March 10, 2016

December 13, 2018

Board Meeting
NOV 14 2019
CCRD ITEM D(b)14

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-20 - Disposal of Assets

Preamble: An asset disposal policy ensures that assets representing expended tax dollars are disposed of in a fair and transparent fashion, taking into account best practices, and in accordance with *Part 5, Division 5, Disposing of Land and Improvements (sections 186-188)* of the *Local Government Act, RSBC, 1996*.

Definitions: "Assets" means any type of tangible, physical property, either singularly or as a component or part of another item of tangible physical property.

"Interest in land and improvements" means the multi-year lease agreements the CCRD has with various lease holders at the Bella Coola Airport or other CCRD facilities.

"Immediate Family Member" means father, mother, sister, brother, stepfather, stepmother, stepsister, stepbrother, father/mother/sister/brother-in-law, spouses/common law spouses, and/or children.

"Value" means replacement value for an item of similar age and condition

Policy: Assets held by the Regional District that are no longer needed shall be disposed of as follows:

1. Any item having an estimated value of less than \$1000 may be posted on the Regional District's website and public notice boards located at postal outlets within the Regional District.
2. Any item having an estimated value of \$1000 or more must be published on the Regional District's website, in the local newspaper and simultaneously posted on public notice boards at postal outlets within the Regional District.
3. The Chief Administrative Officer and/or designate be authorized to receive any and all offers and to accept one offer that would provide the most benefit to the Regional District, up to an amount of \$10,000. The sale of assets with a value greater than \$10,000 must be approved by the Board of Directors.
4. No assets shall be sold to CCRD staff, Directors or immediate family members prior to assets being offered for sale to the public. Additionally, no preferential treatment in acquisition shall be given to CCRD staff, Directors or immediate family members.
5. The CCRD shall notify the public of any disposition of an interest in land and improvements. Notice must be published on the Regional District's website and in the local newspaper.

or accept none?

Adopted: June 14, 2007
Amended: September 13, 2012
Amended: September 10, 2015

Board Meeting
NOV 14 2019
CCRD ITEM D(b)15

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-21 - Use of Flood Mitigation Resources

Preamble: The Board of Directors recognizes the scope of flood potential on the Central Coast and particularly within the Bella Coola Valley and desires to optimize flood mitigation through the Regional District's Emergency Program, in accordance with the goals of the British Columbia Emergency Response Management System; and

Whereas the principle resources for the provision of flood mitigation works are provided to the Regional District by Emergency Management British Columbia (EMBC); and

Whereas it is a requirement of EMBC funding agreements that local governments undertake critical infrastructure assessments for the purposes of rating projects by standardized consequence of loss criteria,

Policy: Therefore the Regional District will focus its flood mitigation efforts to protect public infrastructure that benefits the greater population guided by the following definitions:

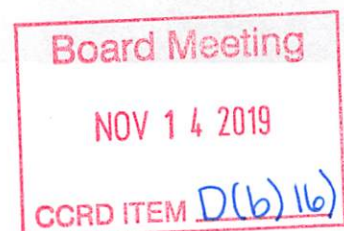
1. Transportation, utility and safety infrastructure including, but not limited to, roads, bridges, dikes, airports and ports, rights-of-way, etc.;
2. Schools, government offices, public building (or those deemed essential) and associated lands; and
3. Populated areas containing a significant representation of the above.

Recognizing the responsibilities of private landowners in designated flood hazard lands, as outlined by the BC Compensation and ~~Financial Disaster Assistance Regulation~~ Disaster Financial Assistance Regulation, private landowners and residents are responsible for having a plan, as well as tools and equipment necessary to protect their homes and properties (sandbagging, for example).

CCRD will only assist private landowners and residents with the provision of sandbags and sand, during a flood event where EMBC have allocated a task number; upon availability of sandbags and sand, after critical public infrastructure has been protected, in the first instance; and where assistance is provided to private landowners and residents, priority will be given to known vulnerable properties.

Adopted: February 12, 2009
Reviewed: September 12, 2013
Amendment: November 13, 2015
Reviewed: September 6, 2018

December 13, 2018



CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-22 - Safety Management Policy – Bella Coola Airport

Preamble: Safety is paramount to the overall operations cycle of the Bella Coola Airport. Creating and maintaining a facility which ~~strives to minimize~~ ~~is free of~~ risks and hazards is beneficial to all airport users. Safety inspections of the airport terminal building, runway and grounds are integral to identifying and correcting potential safety hazards and mitigating risk. Regular safety monitoring will provide the basis for guidelines for the continued successful operation of the airport and will assist in ensuring that users of the facilities have safe and reliable access. The Safety Management Policy was developed in response to Transport Canada's Canadian Aviation Regulations Part I, Subpart 7.

Policy: The Accountable Executive and/or Airport Manager, as identified in the Bella Coola Airport Safety Management System Manual, will be responsible for establishing, implementing and managing the safety system with the cooperation and assistance of ~~the Bella Coola Airport Commission or~~ established designates. Adherence to documented processes and procedures will ensure regular safety audits are conducted and all stakeholders will be given the opportunity to participate in the process. Focus of audits will be on the behaviour of people as well as on the conditions of the operations area. All new or recurring risks, hazards, incidents or occurrences are to be reported immediately.

It is the expectation that all stakeholders will;

- familiarize themselves and comply with safety policies, processes and procedures;
- have the opportunity to participate in developing safety standards and procedures;
- accept responsibility and accountability for their own behaviour and recognise the safety of others;
- communicate any issue having a safety impact to the Accountable Executive and/or Airport Manager through the designed processes and procedures;
- have the opportunity to report risks, hazards, incidents or occurrences with impunity and anonymity.

It is the expectation that the Accountable Executive and/or Airport Manager will;

- recognise the importance of the safety of airports stakeholders, users, suppliers and contractors;
- openly communicate information about all safety incidents or occurrences per the processes and procedures identified in the Safety Management System Plan and share lessons learned from such occurrences;
- support safety training and awareness programs;
- monitor, evaluate and measure Bella Coola Airport activity against industry activity to ensure best safety practices are incorporated;
- demonstrate a continual commitment to excellence in safety at the Bella Coola Airport.

March 29 ~~December 13~~, 2018



CENTRAL COAST REGIONAL DISTRICT
POLICIES

~~A-27 Disaster-Recovery-Plan~~Preparedness Planning – Information Technology

Preamble: The primary objective of the ~~Disaster-Recovery-Plan~~Preparedness Planning-Information Technology Policy is to protect the organization in the event that all or part of its operations and/or computer services are rendered unusable.

The plan should minimize disruption of operation and ensure some level of organizational stability and an orderly recovery after a disaster.

Policy: Management personnel are responsible for protecting all assets of the organization. These assets include employees, physical property, information and records relating to the conduct of business. This policy specifically addresses information technology systems and records management, ~~which will be rolled into an all-inclusive Business Continuity Plan in due course.~~

Authority

The decision to implement ~~disaster-recovery~~Preparedness Planning procedures is the responsibility of the CAO or designate. The ~~Preparedness Planning~~Disaster-Recovery Team (the Team) will convene as soon as possible after a disaster has occurred to assess damages and make recommendations to the CAO.

Distribution

This plan will be distributed to and used by those persons responsible for its implementation and operation. These individuals, the Team, are identified in Appendix A. ~~This document~~Appendices will be maintained and updated by the Administrative Assistant whenever significant changes occur.

Basic Recovery Plan Requirements

The basic requirements for the Recovery plan are as follows:

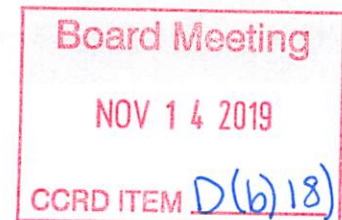
- ~~Disaster-recovery~~Preparedness Planning ~~team~~Team
- ~~Preparedness Planning~~Disaster-recovery documentation backup
- Backup computer facilities
- Recovery Plans

Disaster Recovery Team

~~Data Managers~~ (~~Disaster-Recovery~~ Team members) are specifically responsible for:

- Identifying and protecting all assets within their assigned area of control.
- Understanding their obligation to protect the organization's assets.
- Developing, coordinating, testing and maintaining it by keeping the information it contains current.
- Being familiar with the Plan and understanding their part in the recovery effort.
- Reducing potential risks by implementing any monitoring established security measures and procedures and initiating corrective action when violations are observed.
- Ensuring that the procedures set forth in the Plan are properly executed in the event of a disaster.

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CENTRAL COAST REGIONAL DISTRICT
POLICIES

**A-27 ~~Disaster Recovery Plan~~ Preparedness Planning – Information Technology cont... – page
2**

The ~~team-Team~~ will ~~consist of the Data Managers (Appendix A) who will~~ be responsible for one or more of the following functions.

- Recovery Electronic Data administration
- Insurance notification
- Supplies
- Systems software
- Application software
- Facilities
- Hardware
- Communications
- Operations

In the event of a disaster or major failure, the ~~team-Team~~ will convene with as many ~~team-Team~~ members as possible. All members of the ~~team-Team~~ will assess damage to computer facilities, control and coordinate recovery/backup actions and make recommendations to the CAO.

Disaster-RecoveryPreparedness Planning Documentation

Inventory Necessary Office Equipment

- Desk and chair
- Computer
- Computer software
- Telephone
- Calculator

Catalog of Supporting Equipment

- Servers
- Server Software
- Data backups
- Phone System

Insurance and Budget

- The Chief Financial Office will review insurance coverage.
- The Annual budget will be the loss deductible of \$1,500.

Backup computer facilities

Offsite storage of ~~system-data files~~ backup

In the event that disaster occurs, having backup stored off site is critical. Appendix F defines the backup schedule. Offsite ~~backup of server~~ Copy of all computer backups to an external hard drive storage device is done ~~weekly-daily~~ and stored ~~in our safety deposit box at the Williams Lake and District Credit Union, Bella Coola~~ offsite with the Administrative Assistant or designate.

Backup facilities

In the case of fire or natural disaster it may become necessary to move/relocate the office to a backup location. The location currently designated is the ~~upstairs office located at the Bella Coola Airport, Hagensborg airport~~ satellite office in the hangar.

December 13, 2018

CENTRAL COAST REGIONAL DISTRICT
POLICIES

~~A-27 Disaster-Recovery-Plan~~Preparedness Planning – Information Technology cont... – page
3

Recovery Plans

Disaster Preparation-Preparedness Planning

This section outlines the minimum steps required to ensure the CCRD can fully recover from a disaster.

1. The ~~disaster plan-Preparedness Plan~~ must be kept current, and all of the ~~team-Team~~ members must be made aware of any changes.
2. A copy of the ~~Preparedness Plan~~Disaster plan is stored offsite in the CCRD safety deposit box at the Williams Lake and District Credit Union Bella Coola Branch.
3. All ~~team-Team~~ members should be aware of the consequences of a disaster and what they can do while recovery is in progress.
4. Procedures and lead times for replacement equipment and communications should be established.

In the event that there is warning of an impending disaster, (e.g. potential flood situations, fire or potential building damage) the following steps should be taken:

1. Notice should be given to as many ~~team-Team~~ members as possible.
2. The CAO should be briefed and a decision should be made whether to shut down the systems.
3. The ~~team-Team~~ should convene and review whatever actions may be necessary.

Emergency Response

This section details the basic actions to be taken in the event of a disaster situation.

1. The CAO or assignee will be notified as soon as possible.
2. The ~~team-Team~~ will be notified and assembled as soon as reasonable under the circumstances.
3. Team members will assess damages to their individual areas of expertise.
4. Team members will advise the CAO as to the extent of damage and recovery procedures necessary so that the decision to move the office can be made after the assessment of damage done to the current office.
5. Pertinent vendors will be contacted and negotiations will be made for the delivery of equipment. Delivery time will be noted.
6. All ~~team-Team~~ members will be given an estimated time to return to either full or degraded service.
7. Each ~~team-Team~~ member will supervise their own area of expertise.
8. Computer facilities will be secured.

Recovery Procedures

If it is decided to transfer the office and computers to the off site location:

- It is assumed that the basic emergency procedures have been followed as detailed in Recovery Plans
- An inventory of the status of existing equipment and files will be compiled
- Initiate the recovery site.
- An estimated time of delivery of computers and equipment will be established
- Systems will be tested and loaded as soon as the vendors release them to the CCRD

December 13, 2018

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-27 ~~Disaster Recovery Plan~~ Preparedness Planning – Information Technology cont... – page

4

Recovery Timetable

The following timetable does not take into account the amount of time required to re-input data which may have been lost during recovery period.

Day 1	Convene the disaster-recovery <u>Preparedness Planning team-Team</u> and assess damages. Contact vendors to replace needed equipment.
	If able restore programs and data, test integrity of programs and data. Begin restoring communications and networking capabilities.
Day 2	Restore operations to priority departments
	Determine priority of data processing
Day 4	Delivery and setup new equipment. Restore full communications and networking capabilities

~~Disaster Recovery Plan~~ Preparedness Planning Review

The Preparedness Planning~~Disaster Recovery~~ Team will convene annually to review the Plan and Appendices. Updates or revisions will be made at this time.

December 13, 2018

CENTRAL COAST REGIONAL DISTRICT
POLICIES

~~A-27 Disaster Recovery Plan~~ Preparedness Planning – Information Technology cont... – page

6

Appendix D - Hardware Requirements

Minimum four computers	CFO, CAO, Ops Mgr, Admin	Required immediately
Printer/Photo copier/scanner/fax		
Telephones		
Desks and chairs		
Sundry office supplies		

Appendix E - Setup and configuration for Network

Setup and configuration of Network will be conducted by Sandtronic Business Systems. (see Appendix B, Key contacts)

Appendix F - Disk Backup Schedule

All data stored on the server is backed up daily. Each day the storage device on the server is replaced with the duplicate storage device. A backup storage device is taken off site daily by the Administrative Assistant or designate.

All data stored on Staff "U:/" drive on the server all Staff "C:/" on their computers are not backed up to server therefore not to the offsite backup.

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The following computers/files are copied to the Share Centre drive daily for 8 consecutive days.

Computers

- 8. CAO, Admin, Public Works, Sr Admin

Files

- Company Files – Quickbooks
- Share folder
- All active folders/documents
- All email and email data folders (contacts, calendars)
- The CFO backs up folders by sending them to an offsite backup

Once a week all backups on the Share Centre are copied to an external hard drive which is secured in the CU safety deposit box.

Quickbooks files are also backed up every 4th exits to Administrative Assistant's USB storage and kept offsite after hours.

Adopted: October 10, 2013

Amended: November 14, 2019

December 13, 2018

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-17 – Application for Grant-in-Aid

Purpose: To enable the Board to allocate budgeted Grants-in-Aid funds in a consistent and fair manner; by ensuring comparable consideration is given to all applications.

Eligibility: Organizations must meet the following criteria in order to be considered for a Grant-in-Aid:

1. Have a mailing address and contact representative within the regional district;
2. Be non-partisan, non-denominational and not for profit OR at the approval of the CCRD Board be a well-established community group;
3. Provide a service to the residents within the regional district; and
4. Have additional funding sources other than the Central Coast Regional District (ie- other grants, donations, membership revenue, corporate donations, etc.

Applications may be for: operational or capital expenses, and recurring or one-time events.

1. ~~Operation Funding~~
2. ~~Capital Expenditure~~
3. ~~Events – Recurring~~
4. ~~Events – One time~~

Only one application per organization will be accepted, per year.

Total value of disbursement is \$15,000 which can be applied for by all those eligible in the Central Coast region. The amount of individual disbursement is determined based on eligibility and the total number of applications received.

(Also include a sentence here about what percentage of the total budget can be CCRD funding).

The Regional District does not intend to provide assistance under the provisions of the Local Government Act to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

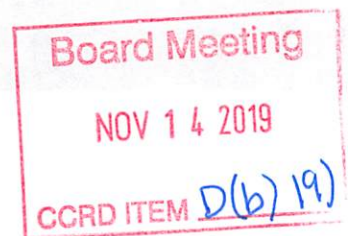
The Regional District does not intend to regularly fund operations such that existence of the service is dependent on CCRD Grant-in-Aid funding.

Application Process and Timeline:

In the month of December each year, staff will advertise the process for organizations to submit a Grant-in-Aid application to the Regional District for consideration in the following year.

Organizations must submit the Grant-in-Aid Application Form with all supporting documentation (as outlined in Appendix A) no later than 4pm February 1st or the

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first business day in February. Incomplete or late applications will not be considered.

December: Call for applications

February 1 OR first business day in February: Applications due

February: Eligible and complete applications presented to CCRD Board at February Regular Meeting for consideration and final decision

Insert month: Applicants advised in writing of whether or not their proposal is approved for funding

August: Funds disbursed to successful applicants

December 31 OR last business day in December: Deadline for funding report

Incomplete or late applications will not be considered. Please use the checklist to ensure you are submitting all the required information. If you require funds to be dispersed sooner than August, please include a note in your application.

Reports for successful applicants should follow the Appendix C – Report on Grant-in-Aid Funding template. The CCRD reserves the right to request that unspent funds be returned. Failure to report on time without prior written consent from the CCRD may result in revocation of funds and/or ineligibility for future funding.

DISCLAIMER:

The Regional District does not intend to provide assistance under the provisions of the Local Government Act to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

Approval Process:

Prior to the February Regular Meeting of the Board, all applications will be reviewed for eligibility and to ensure the correct documentation has been submitted.

F-17- Application for Grant-In-Aid... cont

A report of all eligible applications with a completed administrative checklist as the cover page will be presented to the Board at the February meeting for their consideration and final decision.

Release of Funds:

Applicants will be advised in writing as to whether or not they have been awarded a Grant-in-Aid.

Organizations awarded Grant-in-Aid will receive funding in August of each year.

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~~If the organization requires Grant in Aid funding before August, it must submit a request in writing for early release of the Grant in Aid.~~

Conditions of Funding:

~~Funds must be used for the purpose for which they were granted.~~

~~Organizations that received Grant in Aid funds must report to the CCRD how the funds were spent no later than the last working day of December of the granting year (using Appendix C—Report on Grant in Aid funding as a guide).~~

~~In the event that any portion of funds are not expended, the CCRD reserves the right to request the return of said funds.~~

~~Funds that are not used for the intended purpose or a failure to report by the determined date without prior written consent from the Board of Directors will result in a request to return the funds. Failure to do so will result in the applicant being ineligible for funding for a period of 3 year. At the discretion of the Board of Directors this ineligibility period may be extended beyond the 3 years.~~

Administration:

~~CCRD Administration may amend Appendix A, B and C as required.~~

~~CCRD Administration will provide a reference document to the board of directors that shows potential distribution of annual funding per electoral area, that is based 50% on assessment value and 50% on Census Canada population figures. Final discretion for allocation of the funds rests with the board of directors.~~

~~Please submit applications to:~~

~~Administrative Assistant
Central Coast Regional District
PO Box 186
626 Cliff Street
Bella Coola, BC V0T1C0~~

~~info@ccrd.ca~~

Date: December 11, 2014 - Resolution 14-12-43
Amended: November 13, 2015 – Resolution 15-11-28
Amended: November 10, 2016 – Resolution 16-11-20
Amended: November 14, 2019 - Resolution

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F-17- Application for Grant-In-Aid – APPENDIX ‘A’

Please ensure the following are included in your Grant-in-Aid application. Incomplete applications will not be considered. Please include this checklist with your application.

- A completed and signed application form (Appendix B);
- The budget and detailed cost estimates, revenues and expenses (if the application is for a project based initiative only the budget for the project is required);
- A copy of your organizations most recent financial statements, including an income statement and balance sheet OR, if applying for less than \$500, a written financial report for the previous year;

Please provide the following information.

- A description of
 - (a) Your organizations mandate, mission, and objectives;
 - (b) How the success of the initiative will be evaluated;
 - (c) How this initiative will provide a service to Central Coast Regional District residents or a direct benefit to a community in the Central Coast Regional District;
 - (d) How the initiative will be funded in future years (Write ‘N/A’ if the application is for a one-time project/event);
- List of key dates and/or milestones for the initiative;

~~The Central Coast Regional District has a limited budget for the Grant-in-aid program and the program may be oversubscribed. To better understand the impact CCRD funding will have on the success of your initiative and the Central Coast Regional District, please answer the following questions:~~

~~Place a checkmark beside the following priorities that your application aligns with. For each checkmark please provide a paragraph (no more than 500 words) demonstrating how your organizations application aligns with the priority.~~

~~We typically receive more applications in a given year than we have the budget to fund. Competitive applications will demonstrate alignment with some or all of the following priorities:~~

- —Promote volunteer participation and engagement.
- —Promote a healthy lifestyle through sport, recreation, leisure, and/or social opportunities.
- —Celebrate community pride and diverse heritage and culture through art, festivals, and/or events.
- —Meet the needs of the community by using new approaches and techniques.
- —Exercise coordination, cooperation, and collaboration with other groups to prevent duplication of projects, programs, services, or events.

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- — [Adhere to the CCRD Integrated Strategic Plan 2015-2019.](#)
- — Provide a service that meets a community need.

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F-17 APPLICATION FOR GRANT-IN-AID FUNDS – APPENDIX B

Name of Organization: _____

Name of Contact Person: _____ Position: _____

Mailing Address: _____

Phone #: _____ Email: _____

Are you a: (Yes/No) Society _____ Charity _____ Corporation/Company _____ Other _____

Registration Date: _____ Registration # _____

Note: Registration date and number are only required if the application is for more than \$500.

Proposed use of funds (select one):

- Operational Funding (not to exceed 50% of annual operating budget)
- Capital Expenditure
- Events – recurring
- Events – one-time

List any other funding partners (cash or in-kind) that will be contributing to the success of the initiative identified above.

Partners	In-Kind	Cash	% of total initiative
Your organization			
CCRD			
Total			100%

Source Name	Cash	In-Kind (\$ Value)	Confirmed		% of Total initiative
			Cash	In-Kind	
Your organization					
CCRD					
Total					100%

Has your organization received CCRD Grant-in-Aid funding support in the past 3 years? (Y / N)

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If yes, please list the project/initiative title, year, and amount received below.

Are CCRD Grant-in-Aid funds being used to leverage other funding applications? _____

Are you aware of other foundations, funding organizations, or government programs that align with your organizations mandate, mission, and objectives? _____

Identify the Electoral Area(s) that directly benefit from your application. _____

Please review Application Checklist (Appendix A) for required documentation and definitions.:

Date Signature

(Please print name) Position

Please submit applications to:

Administrative Assistant
Central Coast Regional District
PO Box 186
626 Cliff Street
Bella Coola, BC V0T1C0

info@cerd.ca
Mail to: Central Coast Regional District, Box 186, Bella Coola, BC V0T1C0

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F-17 Application for Grant-In-Aid – APPENDIX C

REPORT ON GRANT-IN-AID FUNDING
Due on or before last working day of December of current year

Name of Organization	
Mailing Address	
Name of Contact Person (Position)	
Email Address	
Total Amount Received from the CCRD	
Please attach copies of invoices(s) if funds were for a project or capital expenditure.	
<input type="checkbox"/> Attached	
<p>Please provide the following information on separate sheets of paper. Responses should be numbered as listed below.</p> <ol style="list-style-type: none"> 1. A descriptive narrative summary of activities undertaken; 2. An evaluation of the benefits received by the community with regards to the initiative that was undertaken; 3. A statement of actual revenue and expenses (clearly identifying how the CCRD funds were used) 	

Mail to: Central Coast Regional District
Box 186, Bella Coola, BC V0T 1C0
Or Email to: info@ccrd-be.ea.ca

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