

DIRC -3rd meeting of 2017

July 10, 2017

Members present: Kathy Sereda (ksereda@hotmail.com), Rhonda Orobko, Ramona Goossen, Krista Roessingh

Last meeting minutes

-read, motion to accept by Kathy, seconded by Ramona, passed.

Old business

-Need to consolidate and compare bylaw amendments – those that were accepted/rejected we should resubmit at the end of the year

-Janitor doesn't do extra cleans for events under their SD contract; we have to arrange something separately.

-Ramona will take a copy of minutes to the next meeting to sort out who is responsible for cleaning supplies and repairs, what does our rent cover

-Pamphlet is complete and distributed

-Leftover gym equipment e.g. weights should go to SW gym? Need to speak to Jean about this. Treadmill is broken and needs to go to the dump.

-Community building: Need shelving for equipment room, latches, hooks, to improve safety and maximize storage. Possibly put out to tender.

New business

-Review of financial statements

-Need to get list of assets. Ramona has a number of things at home now; need to add these to the list. Krista will look in package of papers from Crystal for old list.

-Some things that are at the school belong to the rec. commission.

-Do we have a key for our mailbox?

-Shed project at Community Building:

-needs to be 80 sq. ft. at least

-location should be approved by DICDA

-Rhonda will send an email to DICDA with a proposal. Kathy: previous DIRC proposed an retractable awning along the driveway side of the building, identified

need for sensor lights; no need for decking as the ground is good there. Once a proposal is accepted we will put out a posting for tender.

-Possible snap event: Family fun event over the summer: BBQ, buns, pay by donation, games (water pistol tag with kool-aid dye, ugly white t-shirts, Capture the Flag, dinghy races?)

-Kathy can do Sun/Mon/Tuesdays

-Community canoe, to be located at one of the lakes on Denny Island. Motion approved by all members.

-Will be kept locked with a padlock. Access is by key sign-out only. People have to sign a waiver to get the key.

-Krista will ask businesses in SW if one can host sign-out, will also look for canoe and arrange transport to D.I.

-Need paddles, lifejackets, lock, chain

-Max. cost is \$3500.

-Active Communities Grant from VCH

-Worked with Bridget Horel from CCRD to apply

-Received initial approval for \$8300, option to receive appx. \$7000 more if we expand to BB. Will come through CCRD

-Full proposal due Aug. 31

-Krista has a call with Bridget on Friday to find out more

-All agree to expand to Bella Bella, need to find out what that means according to VCH's criteria

-Needs to have training component – training local person to carry on the activity

-Suggestions include:

#1: swimming lessons; combined with summer camp. Possible locations – above ground pool on Denny with kids coming over from BB, Hoffman's Beach in BB

-Krista will ask the School District if it would be possible to locate a small above-ground pool on school property for summers, but would then need a lifeguard, fence, signage. Also if teacherage could be rented for instructor for the summer.

-Kathy could ask PCA to fund travel for instructor(s)

-Look into leveraging other sources of funding, ie. Canada Summer Jobs



**CENTRAL COAST REGIONAL DISTRICT
EMERGENCY OPERATIONS CENTRE
SEPTEMBER 2017 REPORT**

Board Meeting
SEP 14 2017
CCRD ITEM C(n)

DATE: September 11, 2017
TO: Courtney Kirk, CAO
CC: Chair Alison Sayers and Board members
FROM: Bridget Horel, Emergency Operations Centre Director
SUBJECT: EOC September Report

RECOMMENDATIONS:

1. **THAT the Emergency Operations Centre Report dated September 11, 2017 be received.**
-

CCRD EMERGENCY OPERATIONS CENTRE HIGHLIGHTS

Local Emergency

Due to the Precipice wildfire (VA0778) and the Evacuation Order issued by the CCRD at the Emergency Operations Centre (EOC) on July 9, 2017, the CCRD was operating under a State of Local Emergency (SOLE) from July 15th to August 28th. Pursuant to the BC *Emergency Program Act*, the order in the Precipice area was rescinded and replaced by an Evacuation Alert by the CCRD EOC on August 25th. Following this, the SOLE was cancelled. Currently the CCRD EOC is operating at a level 1 and there is one active Evacuation Alert.

The September 11th BC Wildfire Services bulletin indicates that the Precipice fire is not expected to grow past its current boundaries. This fire is now classified as monitor only and will be taken off as a fire of note on Monday, September 11, 2017.

Emergency Operations Centre Training Session

An EOC mentor arrived to work in the EOC from August 17th to August 20th. During his stay, the EOC mentor conducted a Basic EOC training session on August 19th, collaboratively hosted by the CCRD and Nuxalk Nation. There was 20 attendees and interest in attending additional emergency preparedness training was expressed by some participants. The EOC mentor supported the process for securing a Public Information Officer to assist with communications.

Emergency Response Debrief Session

A joint debrief session with the CCRD and Nuxalk Nation regarding this summer's wildfire events is scheduled for September 13th. This is an important opportunity to acknowledge and build upon the working relationship between local agencies involved in the recent wildfire emergency response and recovery. The session will allow the CCRD Board of Directors and

Nuxalk Nation to hear directly from community providers on what went well, what didn't, and what improvements can be identified in regard to this summer's wildfire events.

Recovery

The Provincial recovery unit is organized into four pillars – people, economy, environment, and reconstruction – with working groups for each. The EOC Director has been in conversations with the PREOC recovery team to provide information and learn what resources may be available. Chair Alison Sayers and Public Information Officer Caitlin Thompson, accompanied by BC Wildfire Services staff, travelled to visit residents in the Precipice to learn how they had been impacted by the fires. A sample of businesses has been surveyed to better understand impacts from the Wildfires on local business activity. For additional information on economic recovery efforts, please refer to the CEDO Monthly report included in this agenda package.

Bella Coola Harbour Authority Mock Disaster Drill

The Bella Coola Harbour Authority is interested in conducting a Mock Disaster Drill on site at the Harbour located at 100 Government Wharf, Highway 20, Bella Coola. An invitation has been extended to the CCRD as well as other local organizations involved in disaster response, with suggested dates in October 2017. The Harbour Authority is planning for a mock scenario where ammonia is released and may be heading towards communities in the Bella Coola Valley. The CCRD EOC has expressed interest in participating in this pre-planning exercise.

Respectfully submitted,

Bridget Horel,
Emergency Operations Centre Director



**CENTRAL COAST REGIONAL DISTRICT
OPERATIONS DEPARTMENT
AUGUST 2017
TRANSPORTATION REPORT**

Board Meeting
SEP 14 2017
CCRD ITEM (6)

TO: Courtney Kirk, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: September 11, 2017
FROM: Ken McIlwain, Operations Manager
SUBJECT: Transportation Monthly Report

RECOMMENDATIONS:

1. THAT the August 2017 Transportation Report be received.
-

**TRANSPORTATION
AUGUST 2017 HIGHLIGHTS**

1. Work is progressing well on the 2017 obstacle removal project at the Bella Coola Airport.

Since July, the following works have been completed:

- Felling of large cottonwood stand on the east approach;
- Removal of a 10 meter strip of timber along either side of the existing clearing on the east approach (runway 23);
- Stumping and clearing of several acres west of the existing clearing for runway 05; and
- Dragging, seeding and rolling of approximately 14 acres of cleared land to the north and west of the runway.

High fire danger indices caused delays to falling and clearing operations in August. Conditions have now improved and the project continues to move forward.

To date, approximately \$230,000 of the \$380,000 budget has been expended. In accordance with Transport Canada's priorities, the berm removal is now complete. The remainder of the project will be focused on tree removal and land clearing.

Much of the work will be complete by late fall. Some residual timber felling, land clearing, field prep and seeding will likely have to wait until spring of 2018.

- 2. Transport Canada conducted an authorization inspection of the Bella Coola Airport on July 18th. CCRD voluntarily and temporarily surrendered the airport operating certificate in return for a temporary authorization document. The presence of obstacles (berm and trees) prevented the airport from maintaining compliance with the conditions of the certification document. The solution to maintaining compliance was for Transport Canada to issue an authorization document that ensures an equivalent level of safety is met which limits scheduled air service to one operator.

- 3. **Denny Island Airport:**
 - a) The southern overshoot has been filled and an access road constructed.
 - b) Two sets of aircraft tie downs have been installed.
 - c) Electrical work and insect extermination have been completed on the terminal building.

Respectfully submitted,



Ken McIlwain, RPF
Operations Manager

CENTRAL COAST REGIONAL DISTRICT
POLICIES

Board Meeting

JUL 20 2017

CCRD ITEM

E(a)

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A-30 – Staff Social Media Policy

Preamble: This policy will govern the publication of any commentary, creation, editing, and posting of pages on social media by Staff of the Central Coast Regional District (CCRD).

Social media is a collective term for the range of digital platforms and channels available to create and publish content to the internet. This includes but is not limited to: Facebook, Twitter, YouTube, LinkedIn, and Instagram.

This policy is in addition to and complements any existing or future social media policies regarding the use of technology, computers, e-mail, and the internet.

All uses of social media must follow the same ethical standards that CCRD employees must otherwise follow.

Purpose: Social media provides an opportunity for the Central Coast Regional District (CCRD) to communicate to the public about the events and activities of the CCRD. It can also be a useful tool for communicating with residents during emergency operations.

This policy is designed to establish guidelines for Staff when communicating through the CCRD's social media accounts (i.e. in an official manner). Additionally, it offers guidance for Staff navigating their professional/public roles and their work-related social media channels.

The policy is intended to:

- Ensure awareness of privacy and security considerations when using social media;
- Ensure sensitive and personal information is identified and managed appropriately;
- Ensure awareness of roles and responsibilities when using social media;
- Encourage a balanced, objective and respectful online engagement and information sharing with the public.

Policy:

1.0 Setting Up Social Media Accounts

Social media identities, logon ID's, user names and passwords may not use CCRD's name without prior approval from the Chief Administrative Officer (CAO). Once created, logon information must be distributed to the staff members who will have publishing privileges.

The official CCRD logo or another pre-approved image that is attributable to the Central Coast must be used as the profile image. Other pre-approved photos may be used as a

Board Meeting

SEP 14 2017

CCRD ITEM

E(a)

CENTRAL COAST REGIONAL DISTRICT
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cover photo, if the platform provides a space for one and provided they have been pre-approved by the CAO. No new accounts should be established without the consultation and authorization of the Chief Administrative Officer.

2.0 Approved Users

The Official CCRD Social Media sites shall be managed by the Administrative Assistant or, should the Administrative Assistant not be able to monitor or respond to Social Media, a designate assigned by the Chief Administrative Officer. If a Departmental account (e.g. Emergency Management, Economic Development) is established it shall be managed by the Manager of the Department or a designate.

3.0 Publishing and Posting

The CCRD’s Core Values are:

Accountability, Transparency, Good Governance, Professionalism, Integrity, Productivity, Sustainability, Inclusiveness and Resilience.

The tone of all posts, in all channels, shall be positive and professional, and aligned with CCRD values. Postings shall be clear, easy to understand, and direct the public to the CCRD’s website for further information, or to further information on Provincial or Federal governments or their affiliated agencies.

Posts will not:

- contain party political material,
- seek to persuade the public of a particular view,
- promote personal images of Directors or their individual proposals, decisions or recommendations, or personalize issues.
- canvas matters before the Board, or suggest bias or pre-determination on planning or program matters.

Posts will follow the CCRD Communications and Engagement Plan. If there is a conflict between the Plan and this policy, this policy will prevail.

Staff are prohibited from disseminating any private organizational information, or any in-camera items.

Confidential information, including information from a third party, may not be published on any of the CCRD’s social media sites.

4.0 Monitoring

Social media channels for the CCRD are not a traditional/formal customer service channel. They are not monitored and are not an emergency help-line. Official CCRD Social Media accounts should contain information about where to call for an immediate response, or in the event of an emergency. As the social media channels are currently used exclusively for information sharing, privacy settings have been adjusted to reduce

CENTRAL COAST REGIONAL DISTRICT
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and/or eliminate commenting functions. This allows information to be posted in a controlled manner.

5.0 CCRD and Your Audience

As a public service provider, CCRD will show respect for a diverse set of customs, values, and points of view. Do not say anything contradictory or in conflict with CCRD’s website. Do not post anything disrespectful or derogatory. Refrain from posting topics that may be considered objectionable or inflammatory, which includes politics or religion.

If the Board as a whole has *publicly* taken a position on an issue, then the CCRD can use social media to share that opinion. This information should only be posted if the Board has publicly published their positions, and have done so in a relatively non-controversial manner.

In regards to political issues, such as a referendum, only post public information as required pursuant to the Local Government Act. Sharing and liking posts are always to provide clarity or information without publicly stating a position.

6.0 Controversial Issues

If the media contains any misrepresentations about the CCRD, corrections to factual information can only be made after gaining approval from the Chief Administrative Officer. Ensure that only factual information is presented when posting about another party and that it does not reflect poorly on that party. Avoid engaging in any online conversations related to controversial issues during work or in your role as a CCRD employee.

Should the CCRD receive a negative post, the Chief Administrative Officer will determine the appropriate response – i.e. if the comment deserves a response or if it should be deleted. If a negative post or comment is found online about the CCRD, Staff shall not counter with another negative post. Please consult the Chief Administrative Officer so a proper response can be determined.

7.0 Correcting Mistakes

If an error is made, make a correction as soon as possible. If you choose to modify a post, make it clear that you have done so. If accused of posting something inappropriate (copyrighted material, defamatory statements, etc.), address this quickly and in an appropriate manner, such as removal of the post, so as not to risk legal action.

8.0 Disclaimers

Using disclaimers may not have much legal effect on social media platforms. If you have any concerns with what you are posting, ask the CAO or another colleague for a second opinion.

CENTRAL COAST REGIONAL DISTRICT
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9.0 Social Media at Work

Unless conducting CCRD related business, social media is not to be used while at work. If you have a social media account for your own use, remain cautious about what you post as you are an employee of CCRD and may be seen as such by others. Consider any information you post online in conjunction with this policy.

10.0 Workplace Bullying and Harassment

Staff are not to post to their personal social media accounts any comments regarding confidential, controversial or sensitive issues before the CCRD. This restriction is to ensure that the CCRD can meet its obligation to provide Staff with a workplace free of harassment and bullying as outlined in the *Respectful Workplace Policy – Policy E-8*. As the CCRD is not able to monitor and manage social interactions outside its own official channels, it is not possible to ensure a workplace free of harassment and bullying unless Staff refrain from commenting on sensitive work issues in their personal social media feeds.

If, through a Staff member’s personal use of social media, Staff identify posts or comments that could be viewed as bullying or harassing communications towards themselves or a Staff member, Staff should not respond or retaliate. Rather, a screenshot should be taken and referred to the CAO.

11.0 Copyright Laws

Staff will adhere to the laws governing intellectual property and must provide recognition to the original author/source.

12.0 Compliance with Freedom of Information & Privacy Act

Most information posted on the CCRD’s social media platforms will be information that has already been captured in official documentation (e.g. the website, notices, news releases, project or communication plans). As such, the information used in social media, when otherwise captured through official documentation, is transitory and can be disposed of accordingly.

Officials and employees of local government in British Columbia are subject to the *Freedom of Information and Protection of Privacy Act* (the Act), and have a duty to understand the key sections of this Act, and must avoid disclosing any verbal or written material that is meant to be confidential concerning the CCRD, its board members, officers, staff members or clients.

All CCRD social media channels shall adhere to applicable local, provincial and federal laws, regulations and policies including the Freedom of Information and Protection of Privacy Act (FOIPPA). Site moderators must delete comments that contain third party personal information (phone numbers, addresses) and pictures of third parties.

Staff must not disclose or use confidential information gained by virtue of their association with the CCRD for personal gain, or to benefit friends, relatives or associates.

CENTRAL COAST REGIONAL DISTRICT
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13.0 Enforcement

Policy violations will be subject to appropriate disciplinary action, up to and including termination for cause in accordance with CCRD Personnel Policy and BC employment laws.

Adoption: June 12, 2014

Reviewed: April 13, 2017

Proposed amendments: July 20, 2017

Proposed amendments to the Social Media Policy have been made to formalize the language; reflect that Social Media is a tool for engaging communities in this region for a broad range of activities (i.e. emergency notices, events, notification of surveys, notification of job posting, etc.); and to make the policy specific to staff.

CENTRAL COAST REGIONAL DISTRICT
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A-30 – Staff Social Media Policy

Preamble: This policy will govern the publication of any commentary, creation, editing, and posting ~~and creation~~ of pages on social media by employees and any commission of the Central Coast Regional District (CCRD).

~~For the purposes of this policy, social media means any online platform for online publication and commentary bearing the CCRD's name or any of its programs. This includes but is not limited to: Facebook, Twitter, YouTube, LinkedIn, Flickr, wiki pages, etc. Social media is a collective term for the range of digital platforms and channels available to create and publish content to the internet. This includes but is not limited to: Facebook, Twitter, YouTube, LinkedIn, and Instagram.~~

This policy is in addition to and complements any existing or future social media policies regarding the use of technology, computers, e-mail, and the internet.

~~CCRD employees and Commissions are free to publish or comment via social media in accordance with this policy. CCRD employees and Commissions are subject to this policy to the extent that they use CCRD social media accounts.~~

~~Publication on social media platforms carries similar obligations and risk to any other kind of publication or commentary. All uses of social media must follow the same ethical standards that CCRD employees and Commissions must otherwise follow.~~

Purpose: ~~The purpose of the Social Media Policy is to be a communication tool to post information to the public about events occurring in the region of the CCRD. The Social Media Policy is not for conducting business, for surveying or engaging the public in dialogue.~~

Social media provides an opportunity for the Central Coast Regional District (CCRD) to communicate to the public about the events and activities of the CCRD. It can also be a useful tool for communicating with residents during emergency operations.

This policy is designed to establish guidelines for Staff when communicating through the CCRD's social media accounts (i.e. in an official manner). Additionally, it offers guidance for Staff navigating their professional/public roles and their work-related social media channels.

The policy is intended to:

- Ensure awareness of privacy and security considerations when using social media;
- Ensure sensitive and personal information is identified and managed appropriately;
- Ensure awareness of roles and responsibilities when using social media;

Commented [BH1]: The language in this section has been changed to reflect that Social Media is a tool for engaging communities in this region for a broader range of reasons than events. For example, social media can be used for posting emergency notices, events, notification of surveys, notification of job posting, etc.

CENTRAL COAST REGIONAL DISTRICT
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- Encourage a balanced, objective and respectful online engagement and information sharing with the public.

Policy:

1.0 **Setting Up Social Media Accounts**

Social media identities, logon ID's, user names and passwords may not use CCRD's name without prior approval from the Chief Administrative Officer (CAO). Once created, logon information must be distributed to the staff members who will have publishing privileges.

The official CCRD logo or another pre-approved image that is attributable to the Central Coast must be used as the profile image. Other pre-approved photos may be used as a cover photo, if the platform provides a space for one and provided they have been pre-approved by the CAO. No new accounts should be established without the consultation and authorization of the Chief Administrative Officer.

2.0 **Approved Users**

The Official CCRD Social Media sites shall be managed by the Administrative Assistant or, should the Administrative Assistant not be able to monitor or respond to Social Media, a designate assigned by the Chief Administrative Officer. If a Departmental account (e.g. Emergency Management, Economic Development) is established it shall be managed by the Manager of the Department or a designate.

Commented [BH2]: This follows the process that is used currently.

3.0 **Publishing and Posting**

The CCRD's Core Values are:

Accountability, Transparency, Good Governance, Professionalism, Integrity, Productivity, Sustainability, Inclusiveness and Resilience.

The tone of all posts, in all channels, shall be positive and professional, and aligned with CCRD values. Postings shall be clear, easy to understand, and direct the public to the CCRD's website for further information, or to further information on Provincial or Federal governments or their affiliated agencies.

Posts will not:

- contain party political material,
- seek to persuade the public of a particular view,
- promote personal images of Directors or their individual proposals, decisions or recommendations, or personalize issues.
- canvas matters before the Board, or suggest bias or pre-determination on planning or program matters.

Posts will follow the CCRD Communications and Engagement Plan. If there is a conflict between the Plan and this policy, this policy will prevail.

Staff are prohibited from disseminating any private organizational information, or any in-camera items.

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~~Be mindful of what is posted, because it reflects on the image of the CCRD. Post only what is related to CCRD and CCRD Commissions.~~

~~THINK (Is it True, Helpful, Inspiring, Necessary, Kind) before you post.~~
~~Information that has been made public is allowed to be posted. Confidential information including information from a third party may not be published on any of the CCRD's social media sites.~~

A-30 Staff Social Media Policy cont... Page 2

4.0 Monitoring

~~Social media channels for the CCRD are not a traditional/formal customer service channel. They are not monitored and are not an emergency help-line. Official CCRD Social Media accounts should contain information about where to call for an immediate response, or in the event of an emergency. As the social media channels are currently used exclusively for information sharing, privacy settings have been adjusted to reduce and/or eliminate commenting functions. Privacy settings which allow other people to post and/or comment should be set to limited access.~~ This allows the information to be posted in a more controlled manner.

2.0 Honesty and Transparency

~~CCRD believes in transparency and honesty when communicating with stakeholders. Do not say anything that is dishonest, false, or misleading. Be smart about protecting yourself and your privacy. And remember: you are speaking on behalf of the CCRD or a Commission of the CCRD, not yourself.~~

3.0 Copyright Laws

~~It is critical that you show proper respect for the laws governing intellectual property and it fair usage and dealing. You will never quote more than short excerpts from the work of others, and always provide recognition to the original author/source. It is good general practice to link other's work rather than reproduce it.~~

4.05.0 CCRD and Your Audience

As a public service provider, CCRD will show respect for a diverse set of customs, values, and points of view. ~~Don't~~ Do not say anything contradictory or in conflict with CCRD's website. Do not post anything disrespectful or derogatory. Refrain from posting topics that may be considered objectionable or inflammatory, which includes politics or religion. ~~if you are unsure about your post, get a second opinion from a colleague.~~

If the Board as a whole has *publicly* taken a position on an issue, then the CCRD can use social media to share that opinion. This information should ~~only be posted if this information~~ if the Board has publicly published their positions, and have done so in a relatively non-controversial manner.

Commented [BH3]: The information about CCRD values and tone for posts has been incorporated into the publishing and posting section above

Commented [BH4]: This type of information has been moved to the bottom of the policy to be located near the compliance and freedom of information/privacy act section.

CENTRAL COAST REGIONAL DISTRICT
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In regards to political issues, such as a referendum, only post general information as required pursuant to the Local Government Act, such as when and where is the referendum is happening. Sharing and liking posts are always to support a view provide clarity or information without publicly stating a position. This should only be done where the Board has publicly taken a position on the issue.

5.0 **Confidentiality**

Notwithstanding the need for employees working for the CCRD to make informed decisions on issues by obtaining input from internal and external sources, employees are to ensure that information that is normally considered confidential (i.e. financial, legal, and personnel issues) is not disclosed to any person outside the CCRD unless authorized to do so.

Commented [BHS]: This is covered in the compliance with Freedom of Information and Privacy Act section.

6.0 **Controversial Issues**

If the media contains you see any misrepresentations made about the CCRD in the media, you may only corrections to factual information can only be made it after gaining approval from the Chief Administrative Officer, and only with respect to the facts. If you speak about others, make sure what you say is Ensure that only factual information is presented when posting about another party and that it does not reflect poorly on that party. Avoid engaging in any online conversations related to arguments about controversial issues during work or in your role as a CCRD employee, as that provides no benefit to the CCRD.

Should the CCRD receive a negative post, the Chief Administrative Officer will determine the appropriate response – i.e. if the comment deserves a response or if it should be deleted. If a negative post or comment is found online about the CCRD, Staff shall not counter with another negative post. Please consult the Chief Administrative Officer so a proper response can be determined.

A-30 **Staff Social Media Policy cont... Page 3**

7.0 **Correcting Mistakes**

If you make an error is made, make a correction as soon as possible, be upfront about it and correct it ASAP. If you choose to modify a post, make it clear that you have done so. If someone accuse d you of posting something improper in appropriate (copyrighted material, defamatory statements, etc.), deal address this with it quickly and in an appropriate manner, such as removal of the post, Better to remove something thanso as to not risk legal action.

8.0 **Disclaimers**

While uUsing disclaimers is a good practice, it may not have much legal effect, especially on social media platforms. Be cautious when using disclaimers on posts for soeial media. If you are have any concernsed with what you are posting, ask the CAO or a colleague for a second opinion.

9.0 **Social Media at Work**

Unless conducting CCRD related business, you are posting on behalf of the CCRD or a commission of the CCRD using CCRD accounts, social media is not to be used while working at work. However, lunch time is free time.

CENTRAL COAST REGIONAL DISTRICT
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If you have a social media account for your own uses, remain cautious about what you post, as you are an employee of CCRD and may be seen as such by others. ~~Once you post something, you have no more control over it. Remember to THINK and eConsider any information you post online in conjunction with this policy. For example, avoid posting your own post about this subject.~~

10.0 Workplace Bullying and Harassment

~~Staff are not to post to their personal social media accounts any comments regarding confidential, controversial or sensitive issues before the CCRD. This restriction is to ensure that the CCRD can meet its obligation to provide Staff with a workplace free of harassment and bullying as outlined in the *Respectful Workplace Policy – Policy E-8*. As the CCRD is not able to monitor and manage social interactions outside its own official channels, it is not possible to ensure a workplace free of harassment and bullying unless Staff refrain from commenting on sensitive work issues in their personal social media feeds.~~

~~If, through a Staff member’s personal use of social media, Staff identify posts or comments that could be viewed as bullying or harassing communications towards themselves or a Staff member, Staff should not respond or retaliate. Rather, a screenshot should be taken and referred to the CAO.~~

11.0 Copyright Laws

~~Staff will adhere to the laws governing intellectual property and must provide recognition to the original author/source.~~

~~10.01.0 Enforcement~~

~~Policy violations will be subject to appropriate disciplinary action, up to and including termination for cause in accordance with CCRD Personal Policy and BC employment laws.~~

~~11.012.0 Compliance with Freedom of Information & Privacy Act~~

~~Most information posted on the CCRD’s social media platforms will be information that has already been captured in official documentation (e.g. the website, notices, news releases, project or communication plans). As such, the information used in social media, when otherwise captured through official documentation, is transitory and can be disposed of accordingly.~~

Officials and employees of local government in British Columbia are subject to the *Freedom of Information and Protection of Privacy Act* (the Act), and have a duty to understand the key sections of this Act, and must avoid disclosing any verbal or written material that is meant to be confidential concerning the CCRD, its board members, officers, staff members or clients. ~~Employees must not disclose or use confidential information gained by virtue of their association with the CCRD for personal gain, or to benefit friends, relatives or associates.~~

All CCRD social media channels shall adhere to applicable local, provincial and federal laws, regulations and policies including the Freedom of Information and Protection of

CENTRAL COAST REGIONAL DISTRICT
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Privacy Act (FOIPPA). Site monitors must delete comments that contain third party personal information (phone numbers, addresses) and pictures of third parties.

EmployeesStaff must not disclose or use confidential information gained by virtue of their association with the CCRD for personal gain, or to benefit friends, relatives or associates.

13.0 Enforcement

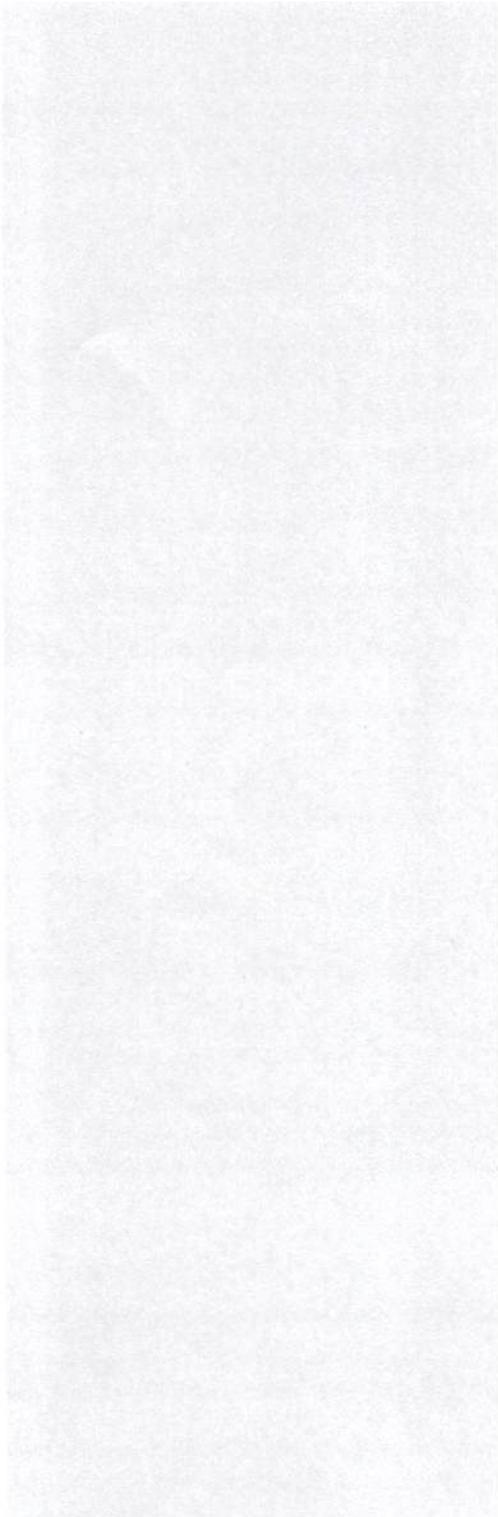
Policy violations will be subject to appropriate disciplinary action, up to and including termination for cause in accordance with CCRD Personal Policy and BC employment laws.

Adoption: June 12, 2014

Reviewed: April 13, 2017

Proposed amendments: July 20, 2017

Proposed amendments to the Social Media Policy have been made to formalize the language; reflect that Social Media is a tool for engaging communities in this region for a broad range of activities (i.e. emergency notices, events, notification of surveys, notification of job posting, etc.); and to make the policy specific to staff.



**Central Coast Regional District
Denny Island Recreation Commission Bylaw No. 473**

Being a bylaw to establish the Denny Island Recreation Commission to provide for the operation and management of recreation programs on Denny Island.

WHEREAS the Central Coast Regional District has established by Bylaw 329 the Denny Island Recreation Service Area to provide recreation services to Electoral Area A; and

AND WHEREAS the Regional Board of the Central Coast Regional District deems it expedient to establish a Denny Island Recreation Commission to oversee the operations and management of the Denny Island Recreation Local Service Area;

AND WHEREAS the Regional Board of the Central Coast Regional District resolved by way of Resolution 16-03-17 to amend the membership of the Denny Island Recreation Commission to consist of four (4) members and the quorum to be three (3);

NOW THEREFORE the Regional Board of the Central Coast Regional District in open meeting assembled ENACTS AS FOLLOWS:

The Denny Island Recreation Commission is hereby established to be known as the Denny Island Recreation Commission being within and composed of Electoral Area A of the Central Coast Regional District.

This Bylaw may be cited for all purposes as the “Denny Island Recreation Commission Bylaw No. 473, 2017

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CCRD ITEM E(b)

DEFINITIONS

In this bylaw:

“**Regional Board**” means the Board of Directors of the Central Coast Regional District.

“**Regional District**” means the Central Coast Regional District (or CCRD).

“**Commission**” means the Electoral Area A Denny Island Recreation Commission (or DIRC)

TERMS OF REFERENCE FOR THE COMMISSION & ITS GOALS

1. The Denny Island Recreation Commission (DIRC) is a volunteer commission of the Central Coast Regional District, which offers and supports recreational and leisure activities and programs for Denny Island and wider community.
2. The goals of the Commission are:
 - (a) To support inclusive recreational and leisure activities for the benefit of the community.
 - (b) To organise and inform the community of events planned by its members.
 - (c) To provide a forum for its members to share ideas and program information, resources and explore areas of mutual interest.

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- (d) To promote the concepts that physical activity, educational opportunities through leisure activities and community involvement are vital to the health and well-being of a vibrant community.
- (e) The Commission shall conduct or have cause to have conducted, surveys of recreational facilities, programs and leadership in the best interest of the area and in accordance to the wishes of the Regional Board.

RIGHTS OF THE REGIONAL BOARD

- 3. The powers delegated to the Commission shall not extend to or include any of the powers of the Regional Board which are exercised by bylaw only

MEMBERSHIP AND TERM

- 4. The Denny Island Recreation Commission, hereinafter called the "Commission" shall consist of:
 - (a) One member appointed by the board of directors as their representative and
 - (b) Four members representing a cross section of individuals directly concerned with community recreation
- 5. For the purpose of obtaining the names of persons willing to serve on the Commission, the Regional District shall place an invitation on the local Denny Island bulletin board inviting those interested, to apply to the CCRD; the Regional District will also seek nominations from the Commission.
- 6. The Regional District Board shall review all applications and nominations for the Commission at the December meeting. All Commission members shall be appointed by resolution of the Board of Directors of the Central Coast Regional District.
- 7. The term of office of each member shall be for a period of two (2) years. However, the first term subsequent to the adoption of this bylaw, two (2) members shall serve for the term which expires December 31, 2016 and two (2) members shall service for the term which expires December 31, 2017.
- 8. The regional board of directors, upon a vacancy arising from any cause other than the expiration of a members term of office, upon recommendation of the Denny Island Recreation Commission, shall appoint a new member from Denny Island who shall serve for the unexpired portion of the term vacated.
- 9. Each retiring member of the Commission shall be eligible for reappointment, at the discretion of the Regional Board of Directors
- 10. The Electoral Area A Director or his/her alternate may attend meetings of the Commission.
- 11. A Regional District staff member will serve as a liaison between the Commission and the Board and will provide advice and technical support as required. The staff liaison will not be a member of the Commission and will not participate in voting and will not be included when determining a quorum (if attending the Commission meetings).
- 12. No member of the Commission shall receive any remuneration for services.

MEETING PROCEDURES & CONDUCT

13. At its first meeting of each year, the Commission shall elect from among its members, other than the Board appointed representative:
 - (a) A Chair who will preside over the meeting of the Commission, and a
 - (b) Secretary/Treasurer who will carry out the responsibilities described herein and other tasks as the Commission may prescribe.
14. In the absence of the Chair, the members present shall appoint a member to act as the Chair for that meeting or until the elected Chair returns.
15. The Commission shall hold regular meetings as they deem practical but not be less than four (4) times per year. Three (3) Commission members shall constitute a quorum.
16. The Chairman or any two members may summon a special meeting of the Commission by giving at least one (1) days' notice by phone or in writing to each member, stating the purpose for which the meeting is called.
17. Notice of Commission meetings will be posted on the local Denny Island Bulletin Board and the Denny Island Recreation Commission Facebook page.
18. Unless otherwise authorized by Section 90 of the *Community Charter*, all Commission meetings will be open to the public and held in a location accessible to the public.
- 19 Any appointed member who is absent from meetings of the Commission for two (2) consecutive meetings without leave of absence from the Commission or without reason satisfactory to the Board of Directors of the Regional District shall cease to be a member of the Commission.
20. Prior to each Commission meeting, the Chair, shall prepare an agenda which shall be circulated to the Commission members at least 24 hours in advance. The Commission may waive the requirement for advance notice of the agenda in emergency situations requiring a special meeting.
21. The Secretary/Treasurer shall prepare the minutes of the Commission meetings. Copies of the minutes shall be circulated to Commission members and forwarded to the Regional District staff liaison who shall carry out any actions required by the Regional District, including presenting to the Board any recommendations from the Commission that require a resolution by the Board of Directors.
22. The Commission may adopt rules of procedure which are consistent with the *Local Government Act*, the *Community Charter* and the CCRD Meetings Procedures Bylaw or this bylaw, as necessary.
23. Members who have a direct or indirect pecuniary interest in a matter under discussion shall not participate in the discussion of the matter or vote on a question on the matter.

Where members believe they are in a conflict, they must declare the conflict and state the general nature of the conflict, and leave that part of the meeting where the matter is under discussion. The member's declaration shall be recorded in the minutes.

The member shall not attempt before, during or after the meeting to influence the voting on any question in respect of the matter.

24. The Chair shall preserve order and decide all points of order which may arise subject to an appeal to other members present. All such appeals shall be decided in accordance with Robert's Rules.
25. Except as provided in this bylaw, the Commission shall regulate the conduct of its meetings as it deems desirable.
26. All acts authorized or required to be done by the Commission under this bylaw shall be decided by a majority vote of those Commission members present at a meeting.
27. All Commission members, including the presiding member, may vote on questions before it, and in all cases where the votes of the members present are equal for and against the questions, the question shall be negated. Any member who abstains from voting shall be deemed to have voted in the affirmative.
28. No act or other proceedings of the Commission shall be valid unless it is authorized by resolution at a regular or special meeting of the commission.

ADMINISTRATION – FINANCIAL MATTERS

29. All purchases by the Commission over \$500 require a request from the Commission to either the Chief Financial Officer (CFO) or Chief Administrative Officer (CAO) to be authorized prior to the expenditure (in accordance with the CCRD Purchasing and Procurement Policy A-26).

All capital purchases shall be conducted only with the approval of the CFO pursuant to CCRD Purchasing and Procurement Policy A-26.

NOTE: Nothing in the purchasing policy or purchasing limits, as stated above, provides for purchasing goods and services which are not contemplated in the financial plan as approved by the board of directors, except where unbudgeted resources have otherwise been provided as determined, confirmed and approved by the CFO or the CAO.

30. The Commission shall, at each meeting, approve invoices for payment by the CCRD that meet the criteria of the CCRD Purchasing and Procurement Policy A-26 and delegated authorized purchasing authority for no more than \$500, and these will be forwarded immediately to the regional district's financial officer for processing. All invoices goods and services purchases over \$500 (not including capital purchases) must be approved prior to expenditure as stated in clause 30.
31. Statement on Petty Cash -
Contrary to CCRD Policy F-14 Payables Procedure, as it relates to Petty Cash limits of \$50 per entry, the DIRC limits on Petty Cash usage are hereby amended to read:

“Amounts exceeding \$250 per entry may not be disbursed from Petty Cash”

32. No less frequently than four (4) times per year on or before the following dates, the Commission shall provide to the regional district's financial officer, a detailed report of all petty cash receipts and expenditures complete with opening and closing balances:

- April 15th (for the period January to March)
- July 15th (for the period April to June)
- October 15th (for the period July to September)
- Jan 15th (for the period October to December)

33. All items of revenue and expenditure, assets and liabilities relating to the activities of the Commission shall be accounted for in the books of account of the Central Coast Regional District in accordance with the provisions of Section 373(2) and other relevant sections of the *Local Government Act*.

34. The Commission shall, before the 31st day of October in each year, cause to be prepared and submitted to the Regional Board a detailed budget outlining its anticipated receipts and expenditures during the next calendar year.

AUTHORITIES, RESPONSIBILITIES AND DUTIES

35. The Board of Directors hereby delegates to the Commission, the following authorities, responsibilities and duties:

- (a) Empowers the Commission to organise and conduct recreation and leisure activities programs,
- (b) Empowers the Commission to incur liabilities for the purposes of organising and conducting recreation and leisure activities programs, provided that the costs incurred are within the annual budget as approved by the Regional District and without limiting the foregoing:
 - (i) to provide community programs and events without charge
 - (ii) to conduct or cause to conduct surveys of residents and participants involved in the recreation and leisure activities programs, to gauge levels of satisfaction and programs for the future
 - (iii) to establish and appoint advisory or select Committees, which will serve without remuneration, to assist the Commission with their activities.
 - (iv) to ensure all invoices and payments of all commitments, liabilities and accounts are in accordance with this bylaw and relevant financial policies of the CCRD, and within the annual budget approved by the Board of Directors of the Regional District; and
 - (v) to follow and/or make recommendations for operational rules and procedures to the Regional District that will improve the methodologies for accountability to the Regional District and the taxpayers of the Electoral Area A of the Central Coast Regional District.

36. All organizations operating under the auspices of the Commission shall, in terms of any liability whatsoever, save harmless the Commission and the Regional District.

Bylaw No. 473 Denny Island Recreation Commission Bylaw

37. Bylaw 458, cited as the “Denny Island Recreation Commission Bylaw No. 458, 2016” is hereby repealed.

READ A FIRST TIME THIS 8th day of June, 2017
READ A SECOND TIME THIS 8th day of June, 2017
READ A THIRD TIME THIS 8th day of June, 2017
RECONSIDERED AND FINALLY ADOPTED THIS . day of . 2017.

CHAIR

CORPORATE ADMINISTRATOR

I hereby certify the above to be a true and correct copy of Bylaw No.473 cited as the “Denny Island Recreation Commission Bylaw No. 473, 2017 as adopted.

CORPORATE ADMINISTRATOR