

CENTRAL COAST REGIONAL DISTRICT POLICIES

A-29 Personnel Policy

Purpose: The purpose of the Personnel Policy is to provide guidance on the general employment practices and conditions at the Central Coast Regional District (CCRD). It is designed to help understand the expectations and obligations of employees and the employer (CCRD).

1.0 INTRODUCTION

1.01 Scope

These guidelines cover CCRD employees which are defined below and who maintain a continuous, regular, employment status. If there is a conflict between this Personnel Policy and any bylaw or employment agreement, the bylaw or employment agreement shall prevail to the extent of the inconsistency.

Definitions

Employee means a person who is employed by the CCRD and includes full-time, part-time, casual, seasonal, or temporary employee.

Full-Time Employee means a person who is employed to work no less than 35 hours per week and has completed a probation period, if any.

Part-Time Employee means a person who is employed to work less than 35 hours per week and has completed a probation period, if any.

Casual Employee means a person who is employed on an as-needed and on-call basis to cover absences.

Temporary Employee means a person who is employed for a specific project or fixed period of time.

Seasonal Employee means a person who is employed on a short-term seasonal basis.

1.03 Living Document

The Personnel Policy is a living document and the CCRD (the employer) reserves the right to amend, or discontinue any of the information contained in this policy. The CCRD commits to make the best effort to review changes to the Policy with staff prior to implementation. Every Employee is responsible for keeping abreast of any changes in the Policy that are approved by the Board which may affect their areas of responsibilities.

If there are any questions not addressed by the policy, please bring them to the attention of your supervisor or the Chief Administrative Officer (CAO).

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2.0 EMPLOYMENT PHILOSOPHY

2.01 Teamwork

The employment philosophy at the CCRD recognizes that both the Employee and the CCRD have rights and responsibilities, and that management and staff must work together as a team to create a positive work environment.

2.02 Open Communication

The Employee is directly responsible to their supervisor for the work they do and their supervisor is the person to whom they should go first for information or instruction, or to share ideas, comments or concerns. This rule applies even when the issue is with the immediate supervisor. Most issues can be addressed in this way. However, if the Employee feels that things have not been adequately or fairly addressed by their supervisor and the difficulties persist, the Employee should let their supervisor know and then discuss the matter with the CAO. Provided this process has been followed, the CCRD has an open door policy.

Open communication is encouraged and no Employee will suffer any form of reprisal or retaliation from raising a concern in a responsible and respectful manner.

2.03 Equal Opportunity Employment

The CCRD is an equal opportunity employer and does not discriminate with respect to race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or criminal or summary conviction unrelated to employment or intended employment.

2.04 Anti-Nepotism

Nepotism undermines a sense of fairness and public trust in local government. The CCRD adheres to the *Human Rights Code* to ensure that family relationships do not unduly or unfairly enhance or restrict a person's opportunity to pursue employment or be awarded government contracts. In the recruitment and hiring process, and in the awarding of contracts, relatives of Employees as well as individuals who reside with Employees will be given the same consideration as other candidates or bidders, subject to the following:

- CCRD Employees must notify their supervisor or the CAO if a direct relative or an individual they reside with is seeking employment or a contract with the CCRD or is also already employed by the CCRD;
- No Employee shall participate in or comment on the recruitment or procurement process where the Employee, candidate, or contractor is a relative of or an individual who resides with the Employee to avoid favoritism, a conflict or a perceived conflict of interest;
- Employees who are direct relatives or who reside together may not be employed together in situations where a reporting relationship exists between one Employee over the other or where one Employee has input or decision-making power over the other Employee's performance evaluation, salary, conditions of work or similar matters; and
- Employees who are direct relatives or who reside together may not be employed together in circumstances where the working relationship affords an opportunity for collusion

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between the two Employees that could have a detrimental effect on the CCRD's interests.

The above restrictions may be waived or relaxed provided the CAO is satisfied that sufficient safeguards have been put in place to ensure that the CCRD's interests are not compromised.

2.05 Harassment in the Workplace

The CCRD is committed to providing a work environment in which all managers, Employees and elected officials are treated with respect and dignity and can contribute to a productive and professional atmosphere that is free of discrimination, violence or harassment.

Anyone who works for the CCRD who believes that they have been harassed in the workplace may use the procedures outlined in the "*Respectful Workplace Policy – Policy E-8*" available on the CCRD Website at www.ccrd-bc.ca. It is the responsibility of all employees to read and understand this policy and to attest to having reviewed it.

3.0 EMPLOYMENT AND COMPENSATION

3.1 Orientation

Immediate supervisors are responsible for conducting an orientation session with all new employees as soon as practicable upon commencement of employment.

3.02 Position Descriptions

Position descriptions are prepared by the CAO for each position in the CCRD. A Position Description includes:

- a) Position title
- b) General description
- c) Key responsibility areas and tasks
- d) Supervisor of the Position
- e) Key competency and experience and education requirements
- f) Compensation

3.03 Probation Review

Except as set out in an employee contract, the probationary period is three (3) months for a new Full-Time, Part-Time, Seasonal or Temporary Employee. During this period, both the Full-Time, Part-Time, Seasonal or Temporary Employee and the CCRD can determine if the position is a suitable fit for the Employee. Should the Full-Time, Part-Time, Seasonal or Temporary Employee prove unsuitable, employment may be terminated. Notice of termination of employment, or money in lieu of notice, will be as per the individual's employment agreement, or in the event there is no agreement, per the *Employment Standards Act*. In exceptional situations a supervisor may extend the probationary period.

3.04 Performance Review & Planning

The CCRD believes that every Employee should have the opportunity to grow and develop at work. The opportunity for growth and development is founded on all of the Employee's interest and abilities, the CCRD's needs, and available resources.

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The employee and their supervisor will work together to plan their development and will evaluate the Employee on an annual or as-needed basis. It is a two-way process between the Employee and their supervisor and should be viewed as an opportunity for the Employee to know how they are performing and for the CCRD to know how well it is meeting the Employee's needs. Changes to an Employee's scope of duties may be clarified during this evaluation process.

3.05 Compensation

The philosophy at the CCRD is to compensate Employees at a fair and competitive level. A salary range will be set for each position at the CCRD on the basis of a survey of compensation levels for comparable positions in British Columbia local governments similar to CCRD's size and other data such as inflation, cost of living and competitive recruitment factors. The Employee's initial placement in the range will be determined prior to or at the time of employment based on a combination of level of education plus years of experience and the nature of the job requirements. Advancement within the range will be based on increasing experience within the position and satisfactory performance. A review of the salary range rates are to be conducted, at minimum, every three years. Salary adjustments will be based on satisfactory performance and at the sole and absolute discretion of the CCRD.

The CCRD recognizes that from time to time, the Employee may be asked to undertake responsibilities other than those in their own Position Description, such as responsibilities resulting from a vacant position, or in other circumstances. In the event this happens, the CCRD will review the increased responsibilities and may, if appropriate, provide the Employee with additional compensation. If it is determined that additional compensation is warranted, the Employee will be provided with a letter or agreement outlining the arrangement.

3.06 Professional Associations and Memberships

The CCRD will pay a Full-Time, Part-Time Employee's membership dues for a recognized professional association if membership is a requirement of their position. Other association membership dues will be paid as approved by the CAO or as established in Employee contracts.

3.07 Educational Assistance Policy (EAP)

Policy Statement

The CCRD is committed to a work environment that encourages continuous learning as a means of maintaining a competent workforce which provides a high standard of service and professionalism to the public.

Purpose

The purpose of this policy is to provide clear criteria outlining education assistance the CCRD may provide to Employees who wish to undertake relevant continuing education, with the CAO's approval.

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This policy covers both the financial educational assistance and assistance with working arrangements, which may be provided to assist Employees balance the demands of work and further studies.

This policy will differentiate between CCRD required education (and professional development) and Employee initiated education and to what level CCRD will assist, as part of its EAP.

The EAP provides a tool for the CCRD CAO and eligible Employees to assist with supporting academic activities that directly relate to the organization's needs, identified knowledge, skills and behaviors.

The EAP is **not** an Employee benefit, right or entitlement; it is a management program for CCRD and professional development. Participation in the EAP is at the sole and absolute discretion of the CAO.

Objective

The purpose of the EAP will be used when skill gaps for the Employee are evident or identified during the performance evaluation process; or where an Employee has been identified in the organization to potentially fulfill organizational gaps during work place planning opportunities. These gaps or opportunities will be described, and documented in the Employee's professional development work plan and the organization's workforce planning document.

The CCRD recognizes the importance of investing in the learning and development of its workforce to increase Employee engagement and career growth and will provide some financial assistance and other opportunities to Employees who complete pre-approved outside educational courses.

There must be a measurable link between the Employee's increased competencies and the organization's workforce planning efforts.

Eligibility

This policy applies to all Full-time and Part-Time Employees who have successfully completed their probationary period and who have received approval from the CAO.

Eligibility will be at the discretion of the CAO in accordance with sufficient budget, and within keeping of this policy.

Originations of Request

Requests for educational assistance may be initiated by the Employee or management.

Eligible Employees may initiate requests for educational assistance to:

- Maintain/enhance current skills
- Develop new skills/competencies for career development within the organization

Management may initiate requests for educational assistance to:

- Ensure Employees have mandated certification

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- Address a shortage of skilled workers in specific areas
- Develop a pool of Employees for succession planning
- Address performance expectations of the Employee as specified on the performance management development/improvement plan

Conditions

Course must be delivered by a legitimate educational institution, agency or proprietor of continuous learning services. Classroom and e-learning programs through distance learning and correspondence courses are acceptable.

Study, classroom and any required travel time will not be paid time. All study time must also be done during non-work time unless pre-approval from the CAO or direct supervisor is obtained to study on work time.

The course(s) requested must be work-related and consistent with the Employee's work development plan, as discussed with and approved by the CAO.

Approval for course funding will be subject to budget sufficiency and workplace impact, therefore, course planning and pre-approval will be a pre-requisite. Before an Employee registers for a course, they must provide a written request and obtain approval, first from their supervisor and then from the CAO. Approval for travel and other course related fees may be reimbursed with the CAO's approval and at the CAO's sole discretion.

Where CCRD Pays 100% of Cost

Where the CCRD requires an Employee to participate in training programs, workshops or attend conferences (with the prior approval of the CAO), the CCRD will pay registration fees and provide reasonable travel, accommodation and meal allowance expenses, in accordance with CCRD policy.

Where CCRD Pays a Portion of Cost

Where an eligible Employee receives pre-approval of the CAO to participate in training programs, courses or workshops relevant to the Employee's current position and work development plan will be eligible for partial reimbursement. Courses will be taken on the Employee's own time. The Employee will pay all fees and costs upfront. The Employee may submit a request for reimbursement of up to 50% of fees and text books upon evidence of paid registration and proof of purchase;; with the remaining reimbursement paid upon successful completion of the course (with a course transcript or workshop certificate showing successful completion).

To qualify for the reimbursement:

1. The Employee must meet this programs eligibility;
2. The course **must** relate to the needs of the CCRD, and
3. The Employee must provide a formal written request to the CAO on the reasons why they wish to take the course, and obtain formal written pre- approval from the CAO
4. The course or workshop must be successfully completed.

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In the case of the CAO seeking reimbursement for course related expenses, the above noted guidelines apply and the Board’s approval is required.

On completion of the course, the Employee must submit a copy of the transcript or completion certificate along with the payment receipt to the Chief Financial Officer (CFO) for reimbursement.

3.08 Corrective Action

Except if otherwise agreed to at the time of hiring, the objective of the CCRD is to hire an Employee for the long term, and the CCRD expects that each Employee will maintain satisfactory performance and conduct themselves in an appropriate and professional manner. However, there are times when there is a need for improvement. This may include on-the-job performance as well as general discipline issues such as harassment, general conduct and work habits. For further information, refer to the *Respectful Workplace Policy E-8* on the CCRD website at

www.ccrd-bc.ca.

3.09 Internal Postings

The CCRD will provide an opportunity for current Employees to apply for non-management positions before recruiting someone from outside the CCRD by posting vacancies in the CCRD Office. Management positions will also be posted however concurrent recruitment will take place. Internal applicants with the necessary qualifications and experience will be interviewed for suitability for the position. If an Employee is successful in being selected for the new position, they will be required to serve a probationary period of three months. The Employee’s supervisor will conduct a performance evaluation for him/her upon completion of the probationary period.

The vacated position will not be held open during the probation period in a new position unless it can be done so without impact on business operations. There is no obligation for the CCRD to allow Employees to return to their prior position; however the employer will endeavour to provide that opportunity during the probationary period.

3.10 Personnel Service – Milestone Recognition

Purpose

To provide an opportunity for the CCRD to honour Employees who have reached a years-of-service milestone or retirement.

Recognition

Personnel will be recognized by the CAO for milestones, and will be presented with a certificate, a cheque/gift of equal value at the Employee’s option, and a letter recognizing the years of service.

Upon reaching a years of service milestone below, Employees will be presented a Years of Service certificate or retirement certificate as well as a cheque or gift of equal value at the Employee’s option in the corresponding amounts:

- Five years of service \$ 50.00

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- Ten years of service \$150.00
- Fifteen years of service \$300.00
- Twenty years of service \$500.00
- Twenty-five years of service \$750.00
- 30+ years of service Dealt with on an individual Basis up to a value of \$1,000

4.0 EMPLOYEE BENEFITS AND PENSION PLAN

4.01 Summary

Full-time Employees are eligible to participate in the CCRD benefits and pension plan. A summary of benefits is below. For further details, please refer to the benefit booklets from the benefit provider, available from the Finance Manager, or on-line.

4.02 Pension Plan

Participation in the BC Municipal Pension Plan is mandatory for all regular, Full time Employees. Full-time Employees shall complete their probationary period prior to be enrolled in the pension plan. Approval of the CAO is required to move it to an earlier date. Rates are set by the BC Municipal Pension Plan. Check out the Municipal Pension Plan website at mpp.pensionsbc.ca for further information.

4.03 WorkSafeBC

If an Employee suffers an injury or illness while at work and cannot perform all or any of their duties, they may be covered under WorkSafeBC. The amount the Employee will receive and the length of time the benefit will be paid depends on WorkSafeBC's adjudication of their claim, their salary and the degree of their injuries. If an Employee is injured on the job, they should first seek medical attention if required and let their supervisor know as soon as possible.

If an Employee is entitled to WorkSafeBC benefits, the benefits will be paid directly to them and the CCRD will maintain benefits during compensable leave. For additional information check out the WorkSafeBC website at www.worksafebc.com.

4.04 Group Benefit Plans – 100% CCRD Premium Paid

The CCRD's obligation to provide coverage is limited to eligible Full-Time Employees, and to those Part-Time Employees who have completed at least one year of service. Probationary time and enrolment assessment which is at the benefit carrier's discretion. Currently the CCRD pays 100% of benefit plan premiums. This will be reviewed periodically for changes in rates and adjusted accordingly. In future, Employees may be required to pay a portion of the premium.

The CCRD's obligation under this section is not to be or to act as a self-insurer for benefits. The CCRD makes the benefit plan available for eligible Employees and, where applicable, will pay premiums to an insurance carrier of the CCRD's choice. All decisions regarding eligibility and coverage shall be made by such insurance carrier and therefore the CCRD will not be responsible or liable for such decisions.

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Particulars associated with specific insurance providers are at the discretion of the provider and may change without notice. Benefits are arranged with the assistance of benefit providers. Additional information and further details can be found at benefit provider’s website.

4.05 Benefits if an Employee Leaves the CCRD

All benefits cease if you are no longer working for the CCRD, however, there may be conversion privileges for life insurance and pension portability options. Please refer to your benefit booklets or contact the benefit provider.

5.0 ABSENCES FROM WORK

5.01 Leave of Absence

There are a number of leaves of absence that may apply to Employees as set out in the *Employment Standards Act*. Any changes in the Act will automatically take effect at the CCRD. Requests for leaves of absence must be in writing and be pre-approved by the CAO or the Board of Directors.

5.02 Benefits While on Leave of Absence

Benefits, such as life insurance, dental and extended health, may continue during a leave of absence as governed by the *Employment Standards Act* and/or the terms and conditions of the contracts between the CCRD and the benefit carriers. In situations where benefits can be continued, eligible Employees will be required to pay any premiums required by either a lump sum payment before the period of leave begins or by providing a series of post-dated cheques to the CCRD.

5.03 Vacation Leave

Casual and Part-Time Employees will be entitled to annual vacation as per the table below:

DURING	VACATION ENTITLEMENT
Up to Dec 31st of Year 1	4.0% of earnings
The next year ending on December 31 st (the first full year)	5.0% of earnings
Years 2 to 5 inclusive	6.0% of earnings
Years 6 to 10 inclusive	7.0% of earnings
Years 11 to 15 inclusive	8.0% of earnings
Year 16 +	9.0% of earnings

Seasonal employees will be entitled to annual vacation as per the table above, except that they are not required to work 12 consecutive months. Each season they are employed will constitute a full year for the purposes of vacation pay rates.

Full-Time Employees will be entitled to annual vacation as per the table below, unless

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otherwise determined through an employment contract with the CCRD.

DURING	VACATION ENTITLEMENT BASED ON FULL YEAR'S SERVICE
Up to Dec 31st of Year 1	Prorate to 2 weeks equivalent (10 working days)
Year 1 to Year 2 inclusive	2 weeks (10 working days)
Years 2 to 5 inclusive	3 weeks (15 working days)
Years 6 to 10 inclusive	4 weeks (20 working days)
Years 11 to 15 inclusive	5 weeks (25 working days)
Year 16 +	6 weeks (30 working days)

The CCRD strongly encourages and expects Employees to use their annual vacation in the calendar year in which it is earned and every effort will be made to accommodate vacation requests.

Written requests for vacation entitlement to be carried forward to the next year may be considered only in special circumstances and must be approved by the CAO or by the Board if the CAO is making the request.

Unless there are special circumstances, vacation schedules should be established early in the year. Vacation requests are to be made in writing to the Employee's supervisor. While the CCRD will endeavor to accommodate requests, changes may need to be made to ensure there is adequate coverage in the Employee's department and that key responsibilities are covered. Final approval of vacation time will rest with the CAO.

Policy A-2 Office Hours & Period of Closure indicates the CCRD Office is closed between December 24th and January 1st each year and Employees wishing to take time off during this period must use their vacation time. Employees wishing to work during this time may do so with the approval of the CAO. If the Employee is out of vacation, they will be considered as being on approved absence without pay while the office is closed.

Should an Employee leave the employment of the CCRD, the Employee will be paid for any unused vacation time.

5.04 Public Holidays

The CCRD recognizes the following public holidays:

- | | |
|----------------|------------------|
| New Year's Day | B.C. Day |
| Family Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Easter Monday | Remembrance Day |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |

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National Indigenous Peoples Day

Ntl Day for Truth & Reconciliation

When a public holiday falls on a weekend, the first week day following the holiday will be taken in lieu of the holiday, unless notified otherwise by the CCRD.

5.05 Sick Days

Employees are entitled to annual and accumulated annual paid sick days. Sick days will accrue at the rate of 1.5 days per month. Sick days are to be used for the time an Employee is absent from work because they are ill or injured. Employees must provide their direct supervisor or the CAO with advanced notice of the need to take sick time, whenever possible. In an emergency, the Employee must make best efforts to notify their direct supervisor or the CAO that they are taking a sick day(s) as soon as practicable. If sick leave is greater than 3 days, the Employee may be requested to provide a note from a doctor outlining their medical restrictions or limitations that are preventing them from attending at work and their anticipated date of return to work.

Before returning from sick leave, the CCRD may request that the Employee provide a written note from the doctor stating that you are fit to return to work and/or whether or not they have any medical restrictions or limitations that ought to be taken into account.

See “Employee Benefits” Section or contact the CFO for information regarding short term and long term disability plans.

The CCRD will provide no less paid sick days to all Employees than that which is required by the *Employment Standards Act*, which may be amended from time to time.

Employees are not entitled to a payout of any accumulated and unused sick days upon termination of their employment with the CCRD for any reason, including their resignation or retirement.

5.06 Bereavement Leave

In the event of death or life-threatening illness of someone in the Employee’s immediate family the Employee may take up to 3 days off work with pay. However, the length of this leave may be extended under some circumstances with prior approval from the CAO, with consideration given to travel time involved and the complexity of the situation. Bereavement leave should be taken within a reasonable time period, however, it need not be on consecutive days. The Employee can also choose to take less than 3 days’ leave.

Immediate family is defined as the Employee’s spouse, child, parent, sibling, grandchild, grandparent, parent-in-law, and any person who lives with the Employee as a member of their family. Spouse includes common-law spouses and same sex partners.

Time off *without* pay may be granted in the event of the death of an extended family member or to attend the funeral of another person.

5.07 Leaves as Established by the Employment Standards Act

Entitlements outlined in the *Employment Standards Act* include the following:

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- Compassionate Care
- Critical Illness
- COVID-19 and Vaccination
- Jury Duty
- Reservist
- Disappearance and Death of a Child
- Domestic and Sexual Violence
- Bereavement; and

may be amended from time to time.

If the Employee requires a type of leave as established under the *Employment Standards Act*, they should make a written request to their supervisor with as much notice as practical in the circumstances. For non-emergent items, at least 4 weeks before the start of their leave would be ideal.

5.08 Maternity Leave

Entitlement for maternity leave will be as outlined in the *Employment Standards Act*. If the Employee requires this leave they should make a written request to their supervisor at least 4 weeks before the start of their leave.

5.09 Parental Leave

Entitlement for parental leave will be as outlined in *Employment Standards Act* and is available for either the birth mother or father, or an adopting parent. Should an Employee require this leave they must make a written request to their supervisor at least 4 weeks before the start date.

5.10 Family Responsibility Leave

Entitlement for “family responsibility leave” will be as outlined in the *Employment Standards Act*. Therefore, an Employee is entitled to up to 5 days of unpaid leave during each employment year to meet responsibilities relate to

- a) The care, health or education of a child in the Employee’s care, or
- b) The care or health of any other member of the Employee’s immediate family

Employees may be encouraged to use all paid leave entitlement such as vacation time and banked overtime prior to applying for this leave. The Employee and the CAO will collectively determine whether there will be a reduction in pay, time in lieu provisions enacted, or the use of vacation days to offset the time away.

Should an Employee need to take this leave, they should notify their supervisor as soon as possible so that appropriate steps can be taken to cover their absence.

5.11 Personal Leave of Absence without Pay

Permission to take an unpaid personal leave of absence may be granted on approval and at the discretion of the CAO providing the leave does not conflict with the business and scheduling needs of the CCRD. Employees will be required to use all paid leave entitlement such as vacation time and banked overtime prior to applying for unpaid leave of absence.

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For an approved personal leave of absence of more than one month, the CCRD reserves the right to fill the position with another person. When the Employee returns from an approved Personal Leave of Absence, the CCRD will make every reasonable effort to provide a position at a level of compensation equal to the level vacated, however, the CCRD does not guarantee one will be available.

5.12 Prescribed Form

Any request for absence from work will be done so in the prescribed form as set by the CAO and amended from time to time. It is the CAO's discretion to receive requests that are not in keeping with a prescribed form.

6.0 HOURS, ATTENDANCE AND OVERTIME

6.01 Hours of Operation

While official public business hours at the CCRD Office are currently as outlined in Policy A-2 (8:30 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. Monday to Friday) Full-Time Employees are expected to work 7 hours per day. Typical hours of work for a full time Employee are 35 hours per week; however this may change based on operational needs. The Employee shall be expected to demonstrate flexibility and commitment in respect to hours necessary to complete work assignments, however, the regular hours of work shall be based on a five (5) day work week.

6.02 Flexible Work Hours

The CCRD supports flexible work hours and in determining the acceptability of flexible hours the effect on customer service, workload and impact on other areas of operation must be addressed and receive approval of the CAO.

Time in attendance at regularly scheduled meetings of Board or committees, and time spent in work related meetings outside regular hours should try to be accommodated as part of the Employee's regular work day.

6.02.01 Remote Working

The CCRD strives to create a positive, enjoyable and collegial work space that fosters cooperative and collaborative working relationships. In order for the CCRD to be successful in that goal, generally speaking, you are expected to work in the office with your colleagues or in person, as applicable. However, the CCRD recognizes that there are times that may require certain employees to work from home from time to time.

The purpose of the Remote Working Policy is to provide eligible Employees with flexibility in limited circumstances where the job, the person and the home environment are deemed suitable to allow you to work from home.

In order to take advantage of this flexibility, you must make a written request to your supervisor

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in advance of actually working from home.

To be eligible to work from home, you must have successfully completed your probationary period (if applicable) and be a Full-Time Employee.

The following criteria must be considered by your supervisor when determining whether a remote work arrangement is appropriate:

- Proven ability to perform;
- Demonstrated ability to work independently;
- Proven dependability and trustworthiness;
- Significant job knowledge;
- Nature of job duties and CCRD performance expectations;
- Reason(s) for the request; and
- Any other relevant considerations (i.e. Public health guidelines or orders).

If approved in advance by your supervisor, eligible Employees may be permitted to work from home on an infrequent and temporary basis in the following circumstances:

- During times of inclement weather conditions;
- Where an uncontrollable and unpredictable issue arises which makes the commute to work difficult or inefficient;
- When specific work assignments can be more effectively completed away from the office; or
- When an employee is not able to attend at the office due to illness or injury but is medically able to perform work at home.

Regularly scheduled remote working arrangements may also be approved in the following circumstances:

- where working from home will not negatively impact your work, service to the public, or ability of your co-workers to perform their duties;
- when your work can be reasonable be done from home; and
- where you have demonstrated that you are self-motivated, self-disciplined, can work independently, are able to manage distractions and have the ability to meet deadlines.

All remote working arrangements are to be decided by your immediate supervisor or the CAO at their sole discretion.

Employees working at home are expected to adhere to the usual requirements regarding hours of work, including breaks and mealtimes, as applicable, and be available to respond by phone and email during their expected hours of work.

Employees are required to keep a record of hours worked on each day and to submit that record

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on a weekly basis as they would if they were working from the office and/or travelling for work. No overtime hours should be worked without a supervisor's prior express written authorization.

Employees who work at home must proactively, and without request, keep their supervisor informed of progress on all work and of any problems or complications that may arise. The Employee's job performance will be evaluated similarly as if the work were performed at the CCRD's workplace.

Remote working arrangements must comply with health and safety requirements of the *Workers Compensation Act* and Occupational Health and Safety Regulations. All employees working remotely are expected to conduct an assessment of the work area and report any hazards to their supervisor. Employees must ensure their work at home location is safe, ergonomically suitable, free from background noise or distraction, and conducive to working. The Employee's supervisor will make the necessary arrangements, on a case-by-case basis, to follow-up with the Employee as necessary to address any health and safety requirements or reported incidents.

The obligation to protect the CCRD's confidential information continues to apply to Employees while they are working remotely. Employees are also still subject to the requirements of the *Freedom of Information and Protection of Privacy Act* as it pertains to the storage and protection of personal information.

Employees are required to take reasonable steps to safeguard the security and confidentiality of CCRD information while working remotely, including with respect to information technology (IT) requirements. In the event that the Employee becomes aware that confidential information belonging to the CCRD has been, or may have been, compromised or disclosed, the Employee must immediately report the details to their supervisor.

The ability to work from home is a privilege and not a right. Therefore, if you are believed or found to be taking advantage of this privilege, the privilege may be revoked, and you may be subject to disciplinary action up to and including termination of employment for just cause.

6.03 Rest Periods

An unpaid lunch break of a minimum of one-half hour and up to one hour long will be taken at 12:00 noon when the CCRD Office will be closed or at a time convenient to workload. Other break times will be in accordance with the *Employment Standards Act*.

6.04 Overtime

6.04.01 Employees' Overtime Compensation Policy

A week runs from Sunday through Saturday for the purposes of calculating overtime. Both the number of hours worked in a day and the number of hours worked in a week must be looked at when calculating overtime.

All overtime, except in extraordinary or emergency circumstances, must be pre-approved

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by your supervisor.

Where an Employee is required by their supervisor to work overtime, they shall be entitled to compensation in accordance with the *Employment Standards Act and Regulation* or as established by an employment contract.

Where an Employee performs overtime on the Employee's own initiative due to what the Employee deems to be extraordinary or emergency circumstances, such overtime must be approved by the supervisor or CAO to qualify for compensation.

In accordance with the *Employment Standards Act and Regulation*, Employees receive overtime compensation for time worked in excess of 8 hours a day or 40 hours a week.

Daily Overtime

If an Employee works in excess of 7 hours and less than 8 hours in a working day, they are given 1 hour of paid time off work for each hour of overtime worked.

If an Employee works in excess of 8 hours and less than 12 hours in a working day, they are given 1.5 hours of paid time off work for each hour of overtime worked.

If an Employee works in excess of 12 hours in a working day, they are given 2 hours of paid time off work for each hour of overtime worked.

Weekly Overtime

If an Employee works in excess of 35 hours and less than 40 hours in the work week, they are given 1 hour of paid time off work for each hour of overtime worked.

If an Employee works in excess of 40 hours in the work week, they are given 1.5 hours of paid time off work for each hour of overtime worked.

Statutory Holiday Overtime

If an Employee is required to work on statutory holiday, they are paid a full day's wage in addition to 1.5 x their hourly wage for the first twelve hours worked and 2.0 x their hourly wage for every hour worked past the twelve hours. These hours worked may be taken as cash or in paid time off.

Paid time off must be taken within one month of the week in which the overtime was earned or, if the CAO approves, it can be taken within the calendar year.

Overtime during Emergency Situations

Overtime pay in money is restricted to emergency situations in compliance with Emergency Management BC (EMBC) policies only when an emergency Task Number is issued. The CAO's discretion may be exercised in appropriate circumstances.

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6.04.02 Management's Overtime Compensation Policy

CCRD management's overtime compensation policy is governed by the *Employment Standards Act* and *Regulation*. Employees in manager positions are not eligible to receive overtime pay. In lieu of receiving overtime pay, managers will receive two week(s) of paid time off annually.

In emergency situations, managers' overtime compensation is permitted in compliance with EMBC policies only when an emergency Task Number is issued. The CAO's discretion may be exercised in appropriate circumstances.

6.05 Attendance

Regular and punctual attendance is expected of all Employees. An Employee must notify their supervisor as soon as possible of any unscheduled or unexpected absence. In challenging times, communication with management is key. Failing to properly notify one's supervisor of their absence may lead to discipline, up to and including termination from employment.

7.0 GENERAL INFORMATION

7.01 Pay Periods

CCRD implements a semi-monthly payroll policy.

7.02 Termination of Employment

Resignation

All Employees who are resigning from the CCRD are asked to give a minimum of three weeks' written notice. The notice period should not contain vacation days. The CCRD may waive such notice, in whole or in part, in the CCRD's sole and absolute discretion and provide the Employee a lump sum amount representing the salary they would have earned had they worked until the resignation date.

Termination

If the CCRD chooses to terminate an Employee's employment for any reason other than just cause, they will be entitled to notice of termination of employment, or payment in lieu of notice, as per their letter of employment, employment contract or in accordance with the *Employment Standards Act*, as applicable.

On leaving the CCRD an Employee will receive a final pay cheque covering all monies owed to them, including regular pay and any remaining vacation time, minus statutory amounts owed. The CFO can provide information on termination of the Employee's benefits.

Before leaving, the Employee must return any CCRD property to their supervisor including records, documents (and copies of records and documents) files, keys, pager, cell phone, calling cards, credit cards, software, hardware, tools, equipment, etc. The Employee's supervisor will conduct an exit interview with the Employee and their feedback

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will remain confidential, unless they agree otherwise.

7.03 Outside Employment

Should an Employee have another job or business (including consulting) it must not conflict with their duties and responsibilities at the CCRD. “Conflict” means that the other job or business, for example:

- creates any demand of time while working for the CCRD
- uses information that is confidential to the CCRD
- involves the use of the CCRD’s office, equipment or supplies
- causes performance to fall below accepted standards
- creates other concerns or issues related to the Employee’s employment with the CCRD

7.04 Letters and Verification of Employment

An Employee requiring verification of employment for banks, landlords, insurance, etc. is to make the request in writing and forward it to the CFO for completion.

7.05 Smoking

Provincial regulation indicates smoking is not permitted in public place. This includes anywhere within the CCRD’s facilities or vehicles. Employees and visitors who wish to smoke may smoke outside at least 30 meters from the main entrance(s).

7.06 External Communications

Any requests for information from the media (such as newspapers, television, etc.) should be referred to the CAO for response.

7.07 Travel

If business travel is required as part of an Employee’s job, they will be reimbursed for mileage, accommodation, ferry fares, air fare, meals, and other necessary expenses in accordance with CCRD Board Remuneration and Expenses Bylaw, Schedule ‘A’ 2. Reimbursement for expenses. Reimbursement for expenses shall be made only upon the submission of a signed expense voucher in the format approved by the CFO. Employees are covered by the CCRD’s insurance policy while traveling on CCRD business.

8.0 COMPUTER EQUIPMENT AND CELL PHONES

8.01 Computer Equipment

Software

Employees are to comply with the CCRD’s software use standards including the use of designated software packages and the need for valid software licences.

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System Security

The user of a computer workstation is responsible for logging off the system when not in use and at the end of the day.

8.02 Cellular Phones

CCRD Policy A-23 Purchase & Use of Communication Tools provides an overview for CCRD Employees.

Employees are to have no reasonable expectation of privacy in the CCRD issued devices.

9.0 CONDUCT AND SAFETY

9.01 Conduct and Safety

In compliance with *Workers Compensation Act* and WorkSafeBC policies, the CCRD is committed to providing a safe, efficient and productive environment for every Employee. It is recognized that this objective can only be achieved by the promotion of positive attitudes and acceptance of individual responsibility.

10.0 CONFIDENTIALITY

10.01 Confidentiality

Employees must not, either during their employment with the CCRD or at any time afterwards, divulge or disclose any secret or confidential information including but not limited to all files, information, records or documents (hardcopy or in electronic form) pertaining to the CCRD's business, its employees, its elected officials, partners, stakeholders or any other person with whom the CCRD has any dealings or other information which, in good faith and good conscience, ought not to be disclosed, which they receive or become aware of in the course of their employment ("Confidential Information")

All Confidential information must be kept confidential except as reasonably required to perform their duties and responsibilities or as required by law. The use of Confidential Information is prohibited unless prior written consent of the CCRD is received. This duty survives the termination of, resignation or retirement from employment.

11.0 FREEDOM OF INFORMATION & PRIVACY ACT

11.01 Compliance with Freedom of Information & Protection of Privacy Act

Boards and Employees of local government in British Columbia are subject to the *Freedom of Information and Protection of Privacy 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.

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I have read the attached Personnel Policy and understand its intent and will comply with its standards.

Print Name of Employee

Signature of Employee

Date Signed

Amended: April 10, 2014
Amended: May 14, 2015
Amended: September 8, 2016
Amended: July 16, 2018
Amended: December 2021
Amended: June 09, 2022
Amended: May 16, 2024

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SCHEDULE A – BENEFIT SUMMARY

Class 1C: Union employees of Cariboo Regional District under age 65 with 3 or more months of service
1st of the month coincident with or next following 3 months of continuous employment

Benefit Description

Life	2x annual earnings to a max of \$200,000 and a minimum of \$100,000 No NEM Terminates at age 70
Optional Life	Available in units of \$10,000 to a maximum of \$500,000
Child Optional Life	\$5,000
Basic AD&D	2x annual earnings to a max of \$200,000 and a minimum of \$100,000
Voluntary AD&D	Units of \$50,000 to a maximum of \$400,000
Dependent Life	\$2,000 Spouse \$1,000 Child Terminates at age 70
Short Term Disability	75% of weekly earnings, to a maximum of \$750 1st day accident, 6 day sickness 16 week benefit period No NEM Terminates at age 65
Long Term Disability	75% of monthly earnings, to a maximum of \$3,250 112 day elimination period 2 year Own-Occupation No NEM Terminates at age 65
<u>EHC</u>	
Drugs	80% co-insurance Telus Drug Plan #88- Generic Unlimited maximum
Major Services	\$25/\$50 Deductible 80% co-insurance \$200 per eligible practitioner, per calendar year

Eligible practitioners include Chiropractor, Massage Therapist, Naturopath, Osteopath,

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Podiatrist (Chiropracist), Physiotherapist, Psychologist and Speech Therapist (Speech Therapist has a \$20 per visit maximum, and a limit of 50 visits per calendar year).

Hospital	80% co-insurance Semi-private hospital
Vision	80% co-insurance \$350 in any period of 24 months for adults and dependent children
Out-of-Country	Emergency Medical Treatment Only \$5,000,000 Lifetime maximum 90 day trip duration Benefit terminates at age 70
Dental	Basic 100% co-insurance \$1,500 maximum, per calendar year Major 50% co-insurance \$1,500 maximum, per calendar year Orthodontics 50% co-insurance \$3,500 lifetime maximum Benefit terminates at age 70
HealthConnector Services	FeelingBetterNow EAP Health Assessment Second Opinion CARE path

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Emergency Contact Information

Date: _____

Name: _____

Date of Birth: _____ / _____ / _____
yr/mth/day

Family Dr: _____

Care Card No. _____

Medical Conditions: _____

Contact Name	Relationship	Home Phone	Work Phone

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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 employees and any commission 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; and
- 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, usernames 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.

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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 CAO.

A-30 – Staff Social Media Policy..... page 2

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 CAO. 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; and/or
- 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

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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. This allows the information to be posted in a more controlled manner.

A-30 – Staff Social Media Policy...page 3

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 and will be in alignment with CCRD’s website. Posted topics will not 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 general 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 CAO. 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 CAO 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 CAO 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 to not 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 a colleague for a second opinion.

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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.

CENTRAL COAST REGIONAL DISTRICT
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A-30 Staff Social Media Policy cont... Page 4

10.0 Copyright Laws

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

11.0 Compliance with *Freedom of Information & Protection of 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 Act. Site monitors 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.

12.0 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
Amended: October 12, 2017
Amended: July 8, 2021

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A-31 – Bylaw Review Process

Preamble:

This policy is to establish a process for the development and review of bylaws for the Central Coast Regional District that provides a guideline to Administration in the process to ensure effectiveness, relevance and consistency with current provincial and federal legislation.

Policy:

Bylaw Review Procedure

Only the Board may amend or repeal a bylaw according to Section 137 of the *Community Charter*.

Review of bylaws and their evaluation should be done on an on-going process. Bylaws will be brought forward to the Board of Directors for review and relevance on a rotating schedule that will cover all bylaws within the Bylaw Manual, every four (4) years. Bylaws encompassing Rates and Charges shall be reviewed by the Board of Directors every two years. Bylaws requiring earlier amendments or revocation will be put forward for board consideration, on an as needed basis.

Bylaw updates will be circulated to all directors and personnel or affiliates following adoption by the Board of Directors, and made available to the general public.

Adopted: September 10, 2015
Amended: June 14, 2018
Reviewed: June 10, 2021

Rationale for policy:

Administration wishes to have a policy for the development and scheduled review of bylaws, similar to A-24 Policy Development and Review, for policies; both of which will meet the Integrated Strategic Plan 2015-2019 Goal 3.4.3 to maintain and update our policy/bylaw process. The intent of the policy is to ensure there are regular reviews and updates, to keep bylaws reflective of current legislation and changes to meet community needs, as requested.

*Reference*¹ - Lidstone, D., *PREPARATION AND INTERPRETATION OF BYLAWS*, 2007

CENTRAL COAST REGIONAL DISTRICT POLICIES

A-32 – CCRD Website Privacy Policy

Preamble:

The Central Coast Regional District website is one of the region’s key tools for communicating with the public about who we are and what we do. In today’s world of social media and electronic communications, a big concern for those visiting any website is, *“what will the host organization do with my personal information?”*

CCRD is committed to creating a transparent environment which explains how CCRD handles personal information in an effort to address website use privacy concerns.

Policy:

1. Introduction

The Central Coast Regional District is strongly committed to protecting the privacy of its user community. The intent of this privacy policy is to clarify what information may be obtained about users of the Central Coast Regional District website, how this information is used and our disclosure practices. Please note that this information may be updated at any time in order to address new issues and reflect changes on our website. We will post those changes on our website as they occur, keeping information current. This privacy policy applies only to the Central Coast Regional District website and not to other community, company or organization sites to which we provide links.

2. Site usage information

Every computer connected to the Internet is given a domain name and an IP (Internet Protocol) address, containing a set of numbers. This information reveals nothing personal about the visitor.

When a visitor requests a page from within the Central Coast Regional District website, our web servers automatically recognize that computers' IP address and domain name. Such data is used in the aggregate to help determine general usage patterns and fine-tune layout patterns to ensure our site is as user friendly as possible. This information is not collected or evaluated for individuals and our web servers do not automatically record e-mail addresses.

3. Cookie technology

From time to time, the Central Coast Regional District may send a “cookie” to a visitor user’s computer. A cookie is a small piece of data that is sent to their browser from a web server and stored on their computer's hard drive. A cookie cannot:

- Read data off your hard disk;
- Read cookie files created by other web sites;
- Damage your system.

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The Central Coast Regional District website may utilize cookie technology to aid visitors in filling out forms or ensuring that requested information is not sent to the visitor more than once.

Our website visitors can choose whether to accept cookies by changing the settings of their browser. They can reset their browser to refuse all cookies, or allow their browser to show them

A-32 – CCRD Website Privacy Policy – Page 2

when a cookie is being sent. If they choose not to accept these cookies, their experience at our site and other Web sites may be diminished and some features may not work as intended.

4. What else should be known about online privacy?

The Central Coast Regional District website contains many links to many external websites. The Central Coast Regional District is not responsible for the privacy practices or the content of such websites. Website visitors will be encouraged to check contained links on our site, to determine other website privacy policies.

Users will be asked to keep in mind that whenever they voluntarily disclose personal information online—for example through e-mail, discussion lists or elsewhere—that information can be collected and used by others. In short, if they post personal information online that is accessible to the public, they may receive unsolicited messages from other parties in return. Ultimately, they are solely responsible for maintaining the secrecy of their personal information. It is therefore important for any user to be careful and responsible whenever they are online.

5. Security

The Central Coast Regional District exercises care and due diligence in managing, transmitting and securing personal information once we receive it. We will take careful measures to secure both a visitor's information and our physical premises. This may include access to an on-site office, secure access levels to databases or the use of passwords and encryption. However, it is important to know that data transmission over the Internet is not 100 percent secure. Despite our efforts, we cannot guarantee the security of any information transmitted to us – it is done at an individuals', own risk.

6. Disclosure policy

The Central Coast Regional District does not share any of the individually identifiable information provided to us with the sites to which the Central Coast Regional District links. We may, however, share aggregate data with such websites (such as how many people use our site).

Our website visitor's personal information may be disclosed without their consent if the Central Coast Regional District has reason to believe that doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring or interfering with our rights, property, users or anyone else who may be harmed by such activities. We will also disclose their information without their consent where we are required by law.

7. Links to other websites

Our privacy policy only applies to the Central Coast Regional District website. It does not apply to external sites that others may connect to from our site.

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We recommend that users of our website or any website read the privacy policy before divulging individually identifiable information, and to understand how personal information will be managed. We are not responsible for the content or practices of websites operated by third parties that are linked to our sites. These links are provided as a service to our visitors. Unless otherwise stated, they do not constitute our endorsement, sponsorship or approval of their content, policies or practices.

A-32 – CCRD Website Privacy Policy – Page 3

8. Acceptance

By accessing any of the pages within the Central Coast Regional District website, users signify their acceptance of our privacy policy. If they do not agree to this policy, they are advised to not use our website. Continued use of the Central Coast Regional District website following the posting of changes to these terms will mean that they accept those changes.

Where the information provided to us is sensitive, their consent must be expressed. The following are examples of expressed consent:

- Clicking on the submit button on a form that includes individually identifiable information;
- Sending an e-mail requesting a product or service.

The manner in which your consent is granted may vary depending on the sensitivity of the information that you are providing to us. Where the information is less sensitive, implied consent will be considered appropriate.

For more information please visit the Office of the Information & Privacy Commissioner for British Columbia at, www.oipc.bc.ca

Adopted: September 10, 2015

Reviewed September 6, 2018

Amended: February 13, 2020

Rationale for policy:

Administration is in the process of updating the CCRD website. We wish to have a privacy policy specifically for CCRD website that outlines in a transparent manner how we will manage the personal information of users of our website.

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A-33 – Bella Coola Volunteer Fire Department: Level of Service Policy

Preamble: As of May 2015, the British Columbia Office of the Fire Commissioner identifies a set of province-wide training standards that contains service level options and associated training requirements for BC Fire Departments. These training standards are based on identified service levels including Exterior Operations, Interior Operations and Full Service Operations. Adherence to the provisions contained in the BC Structure Firefighters Competency and Training Playbook are mandatory for all structural fire departments throughout the province. This policy demonstrates a commitment to quality training, management and oversight of the Bella Coola Volunteer Fire Department.

Purpose: To affirm the commitment of the Central Coast Regional District (CCRD) to set the level of service provided by the Bella Coola Volunteer Fire Department (BCVFD) and for the provision of training to meet the requirements contained within the Structure Firefighters Competency and Training Playbook developed by the British Columbia Office of the Fire Commissioner.

Scope: This Policy applies to all CCRD/BCVFD volunteer firefighters and officers.

Policy: In accordance with the BC Office of the Fire Commissioner as contained within the Structure Firefighters Competency and Training Playbook, the CCRD/BCVFD strives to have all fire service members trained and competent to an Exterior Operations service level.

The CCRD/BCVFD will maintain a training program to meet the job performance requirements for Exterior Operations Level Firefighter as contained within the Structure Firefighters Competency and Training Playbook.

The CCRD will regularly review the membership of the Bella Coola Volunteer Fire Department and will provide an assigned level of service to the Fire Department based on training and competencies in accordance with the BC Office of the Fire Commissioner as contained within the Structural Firefighters Competency and Training Playbook.

The declared level of service and associated procedural guidelines for the Bella Coola Volunteer Fire Department will be reflected in the BCVFD Operations Manual and be based upon criteria established within the Structure Firefighters Competency and Training Playbook.

Adopted: July 20, 2016 resolution 16-07-30

Amended: February 13, 2020

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A-34 – CCRD Board Meeting Accessibility Policy

Preamble: The board of directors supports expanding the accessibility of the meetings of the Central Coast Regional District (CCRD). Efforts will be undertaken, and their effectiveness reviewed in line with the schedule established in Policy A-24: Policy Development and Review, to make meetings as accessible to residents as possible. The overarching goal of this policy is to create increased accessibility and transparency for the residents of the CCRD.

The 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 recordings of regularly scheduled board meetings the nature of these records must be defined.

Policy: A link to access regular and special meetings in a “view only” capacity will be made available on the CCRD’s website and social media accounts prior to the commencement of a meeting. A video recording of the meeting will be made available to the public on a platform linked to the CCRD’s website.

The recording will be uploaded to a publicly accessible format for convenience of the public until the next regularly scheduled meeting. At such time as the next regularly scheduled meeting takes place, the recording will be destroyed and replaced with most recent meeting. There will be only be one (1) active recording available at any given time. The minutes of the meeting will be made available on the CCRD website as the official and permanent record of the meeting.

While staff will undertake to their best to provide high-quality recordings, as the recording is not an official record of the meeting technical difficulties may be experienced and hinder the ability to post these recordings.

The regional district office at 626 Cliff Street is open to the public during electronic meetings as a viewing area.

Data of attendance numbers are to be collected and reported annually to review the effectiveness of the accessibility and transparency initiatives. No identifying information on individuals is to be collected for this purpose.

Adopted Date: April 14, 2016 – By Resolution 16-04-36
Amended: November 14, 2019
Amended: November 10, 2022 By Resolution 22-11-03

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

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A-35 Establishment of New Voluntary Services ... page 2

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

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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 Resolution16-09-28
Reviewed: November 14, 2019
Reviewed: December 8, 2022

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A-36 – Risk Management Policy

Preamble: The Central Coast Regional District defines risk as the chance or possibility of loss, damage, injury or failure to achieve objectives caused by an unwanted or uncertain action or event. Risk management is a planned and systematic approach to the identification, evaluation and control of those risks which can threaten the assets or financial and organisational wellbeing of the Central Coast Regional District.

The Central Coast Regional District recognizes its responsibility to manage risks effectively in order to control its assets and liabilities, protect its employees and communities against potential losses, minimise uncertainty in achieving its goals and objectives and maximise the opportunities to achieve its vision.

The Central Coast Regional District is aware that some risks can never be eliminated fully, this policy will identify the mitigation and implementation tools that are and will be developed to ensure all reasonable actions are taken.

Scope: This policy has been developed to address the Central Coast Regional District regular operations. Emergency Management plans and services are beyond the scope of this policy. Emergency Management is covered separately and specifically in CCRD Emergency Management Plans and Policies.

Policy:

1. Overview

Risk management efforts of the Central Coast Regional District will be divided into four categories that account for potential risks that may be realized by the district during its regular operations.

Financial
Asset Management
Information Technology
Business Continuity

2. Objectives

The objectives of the Risk Management policy is to:

- Raise awareness of the need for risk management;
- Inform policy and decision making by identifying risks, their likely impact, mitigation and recovery strategies;
- Track and address identified risk management concerns.

These objectives will be achieved in each of the four categories by:

- Establishing clear roles, responsibilities and reporting lines within the Central Coast Regional District;

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- Monitoring established plans on an ongoing basis;
- Developing a risk matrix to identify risks;
- Continually improving on in-house risk management expertise.

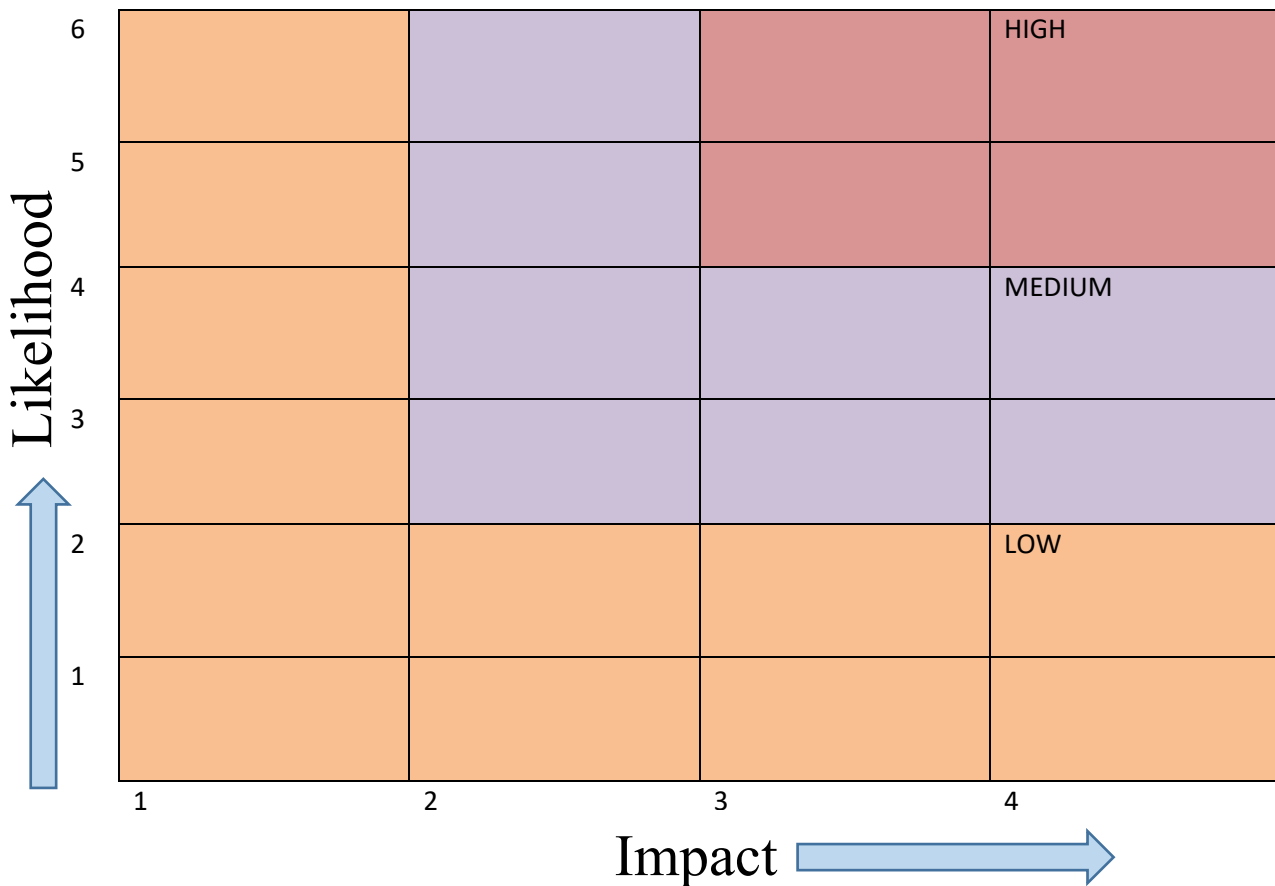
A-36 Risk Management Policy...continued Page 2

3. Identifying, Measuring, Reporting Risk

The following risk profile will be used by CCRD administration to assess the risk level of administrative and executive actions and decisions.

Likelihood: Is the frequency or probability that an identified risk will occur

Impact: Is the degree to which the risk will create negative consequences



For actions that require a decision of the Board of Directors, the findings of the risk assessment will be incorporated and highlighted in administrative reports to the board of directors and will address:

- whether the risk or potential risks have been evaluated;
- the findings of the assessments (High, Medium, or Low);
- plans, controls and/or mitigation steps that exist or will be implemented/taken to minimize the risk to the Central Coast Regional District.

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A-36 – Risk Management Policy...continued Page 3

- In this reporting component reference may be given to existing CCRD Plans or Policies that address the identified risk and its controls or the following 5 categories of controls.
 1. Avoidance – Can a risky activity be avoided/cancelled?
 2. Prevention or modification – Can an activity be modified to reduce the risk of loss?
 3. Mitigation – What can be done to reduce the risk of loss?
 4. Retention – Accept the risk; establish deductibles accordingly, or chose not to insure and accept full responsibility.
 5. Transfer (Sharing) – Transfer or share the risk with a third party.

Date: February 9, 2017

Amended: May 11, 2023

CENTRAL COAST REGIONAL DISTRICT POLICIES

A-37 – Delegation and Public Input Period Policy

Preamble: Community input on the Central Coast Region District is valuable. The Board of Directors updated the Procedure Bylaw (No. 519) to include a delegation and public input period. The purpose of this is to afford an opportunity for the public to provide comment on an agenda item or a topic of other interest to the CCRD before the Board of Directors. This policy is to provide a guideline for residents, CCRD staff, and the Board of Directors on delegations and public input period participants.

Policy: This policy includes the following provisions for resident engagement with the Board of Directors at a board meeting. Residents may attend meetings virtually or in person.

Disclaimer: By participating in the delegation or public input period as a participant, participants acknowledge and understand that the meeting at which they wish to speak is a public meeting. By speaking at these meetings, participants are consenting to the disclosure of any personal information made evident through their speech or presentation materials. Personal information may include participants' image, name, address, and personal opinions. Individuals presenting to the Board are requested to respect third-party information by not disclosing others' personal information without their consent. Participants are also asserting that the presentation is compliant with the Federal Copyright Act and grant the CCRD license to publish these materials.

Delegations:

A delegation is a member of the public or an organization that wishes to present to the Board. Delegations have a period of up to 15 minutes to present with the following provisions:

Delegation - Pre-Board Meeting:

- The maximum individual delegations that may speak at a board meeting is four (4) unless agreed to by unanimous vote by the Board.
- If individual(s) or organizations have presented on a topic already within the last six (6) months during a delegation period, they cannot present again on the same topic. They will be asked to submit written correspondence to the Board instead or to participate in the Public Input Period. If the delegation request is denied, individual(s) or organizations who wish to challenge the decision may submit their case in writing to be decided on by the Board. If the challenge is successful, they will be scheduled as a delegation at the following board meeting.

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- To participate as a delegation, the individual(s) must provide written application on a form prescribed by the person responsible for corporate administration no later than 4:00 PM seven days prior to the meeting.
- Delegates will receive a confirmation email from Central Coast Regional District staff confirming their delegation attendance, and providing them with additional information (time, log-in/in person attendance information, etc.).
- Delegates may only speak on items pertaining to the current agenda. However, delegates may request to speak on alternate topics and the person responsible for corporate administration may allow or deny these requests. If the delegation request is denied, an individual who wishes to challenge the decision may submit their case in writing to be decided on by the Board. If the challenge is successful, they will be scheduled as a delegation at the following board meeting.
- The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- The person responsible for corporate administration may schedule delegations to another Board meeting (including Committee of the Whole) or Advisory Body as deemed appropriate according to the subject matter of the delegation.
- Individuals invited to speak to the Board by the CCRD (e.g., the auditor) will not be considered a delegation, and will be asked to speak when the applicable agenda item is called. There will be no time limit for these presentations.
- The person responsible for corporate administration or their designate may elect not to place a delegation on the agenda if:
 - The issue is not considered to fall within the jurisdiction of the Board.
 - Where the subject matter of a delegation has previously been dealt with in the form of a delegation, the person in charge of corporate administration or their designate may advise the delegation of such apparent duplication and/or repetition and refuse such delegation.
 - The matter can be dealt with by way of written correspondence and placed on the Board Agenda or public input period.

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- Individual(s) are restricted to one delegation per-person at a single board meeting. Should the individual(s) like to speak on additional topics, the individual(s) may speak during the public input period or request to appear as a delegate again at the following Board meeting. These requests will be decided by the person responsible for corporate administration. Delegation spots cannot be guaranteed; however, staff will notify individual(s) regardless of if they receive a delegation spot.

Delegation - During the Board Meeting:

1. All delegates are encouraged to arrive (virtually or in-person) at 9:00AM the day of the Board meeting unless otherwise specified by CCRD staff.
2. All delegations have 15 minutes (unless modified) to address the Board. Delegations are encouraged to leave some time at the end of their presentation for any questions or discussion from Directors. The delegation time may be extended if agreed to by unanimous vote of the Directors present. If the delegation finishes before their 15 minutes is complete and the Board has no questions, the Chair may end that delegation early and move onto the next delegation and/or Agenda item.
3. The Chair may end any delegation if, in the Chair's opinion, the spokesperson or any member of the delegation:
 - Uses offensive words in referring to any Director or member of the public;
 - Shouts, immoderately raises their voice, or uses profane, vulgar or offensive language, gestures or signs; or
 - Addresses issues not contained within the written application of the individual or delegation.

Public Input Period:

The Public Input Period is to provide residents a period of two (2) minutes to address the Board. Participants do not need to register for public input period.

1. All residents wishing to speak during the public input period are encouraged to arrive (virtually or in-person) at 9:00AM to participate.

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2. If a registration system is developed, then those registered to speak will be call upon first. All remaining individuals who were not registered will be called upon afterwards.
3. Participants will have two (2) minutes to discuss their topic. Individuals seeking more time will be encouraged to submit written correspondence to the Board for review. The two (2) minute public input period will not be extended.
4. Participants may have a maximum of one (1) public input opportunity per Board meeting.
5. Within the public input period, each Director may ask one clarifying and one follow-up question. Directors shall not debate topics with participants and shall refrain from lengthy preambles. Directors are not obligated to engage or ask questions to participants during the public input period. Nor are the Directors to answer questions posed by speakers. The sessions are primarily for receiving feedback.
6. The Chair may end a public input period if, in the Chair's opinion, the spokesperson or any member of the delegation:
 - Uses offensive words in referring to any Director or member of the public;
 - Shouts, immoderately raises their voice, or uses profane, vulgar or offensive language, gestures or signs; or
 - Addresses issues not contained within the written application of the individual or delegation.
7. Public input period is limited to ten (10) individual speakers. If more speakers would like to participate, the Board can extend this number by multiples of fives through a unanimous vote of the Directors present.

Adopted: July 23, 2023

Resolution: 23-07-08

CENTRAL COAST REGIONAL DISTRICT POLICIES

A-38 - Hiring Policy (Local and Remote Considerations)

Purpose: This policy aims to prioritize the hiring local talent from the Central Coast Regional District while remaining adaptable to remote work arrangements when suitable local candidates cannot be identified or for time-sensitive and critical roles within the region.

Objective: The objective of this hiring policy is to prioritize local candidates residing within the Central Coast Regional District for job vacancies while ensuring that the organization can fill positions with qualified individuals. The policy also acknowledges the need for flexibility in considering remote work arrangements, depending on the nature of the role and availability of suitable candidates.

1. Local Preference

1.1. All job vacancies within the Central Coast Regional District will give preference to candidates who reside within the boundaries of the Central Coast Regional District.

1.2. Local candidates from the Central Coast Regional District will be given first consideration for interview selection and employment offers provided they meet the minimum qualifications for the position.

2. Local Posting and Provincial Advertising

2.1. Job postings will primarily be advertised locally within the Central Coast Regional District to attract candidates from the area. Postings will be advertised on the CCRD website, Facebook Page, and posted in CCRD information displays.

2.2. If the minimum qualification requirements for a position are not met by local candidates or a suitable candidate is not found within the Central Coast Regional District, the Chief Administrative Officer (CAO) or their designated representative will assess the possibility of remote work and expanding the recruitment province-wide for the role.

2.3. Local candidates who apply from the Central Coast Regional District will still be considered alongside provincial candidates.

3. Time-Sensitive and Critical Roles

3.1. In cases where a role is deemed time-sensitive and critical to the organization's operations within the Central Coast Regional District, both local advertising and provincial advertising may occur simultaneously from the outset.

3.1.1 The CAO or their designated representative will determine which roles fall under this category based on factors such as urgency, impact on service delivery, or other relevant considerations.

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3.3. Local candidates who apply during this combined advertising process from the Central Coast Regional District will be given priority in the selection process provided they meet the necessary qualifications.

4. Remote Work Consideration

4.1. The decision to allow remote work for a particular role within the Central Coast Regional District will be based on an assessment conducted by the CAO or their designated representative.

4.2. Factors such as the nature of the role, operational requirements, and the potential for successful remote work arrangements will be considered.

4.3. If remote work is deemed suitable for a position within the Central Coast Regional District, the organization will modify the job posting to reflect the possibility of remote work and indicate that qualified candidates residing outside the Central Coast Regional District may be considered.

5. Remote Office Considerations

5.1. The Chief Financial Officer (CFO), working in collaborating with the hiring manager, will determine an appropriate monthly office allowance to provide for the establishment and maintenance of a home office. This amount provided should not exceed \$200 per month.

5.2. The Hiring Manager will determine the technology requirements for the role and allocate the equipment. The equipment will remain the property of the CCRD and will need to be returned at the conclusion of the employment relationship.

5.3. If the employee would prefer to use their own technology and the safety and security of the CCRD information can be protected, the CFO may issue an appropriate monthly “rental” payment not to exceed \$100 per month. The property will remain with the employee, and the CCRD will remotely remove access to the SharePoint portal and access to all CCRD information at the conclusion of the employment relationship. Should the employee provide their own laptop:

- i. All CCRD documents and files must be stored on OneDrive or SharePoint.
- ii. Employees must be on Microsoft 10 Pro or 11 Pro should they use their own computer.

6. Employment Contract

6.1 Details and arrangements negotiated in an employment contract will supersede the framework of this policy.

Adopted: July 13, 2023 **Resolution:** 23-07-11

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A-39 – Freedom of Information Request Policy

Preamble: This policy is intended to accompany the Central Coast Regional District’s Bylaw No. 431 on the administration of the *Freedom of Information and Protection of Privacy Act* and the Province’s *Freedom of Information and Protection of Privacy Act*. This policy outlines the process of requesting information, the difference between routine documents and Freedom of Information (FOI) requests and clarifies staff protocol for requests for information.

Policy: The Central Coast Regional District (CCRD) is legislated under the *Freedom of Information and Protection of Privacy Act* to give the public a right to access records.

Types of Information Requests:

There are two ways to request information from the Central Coast Regional District:

1. Informal Request (Routine Records): Routine records are defined as records that do not contain personal information or confidential information that is not legally releasable under provincial legislation and do not require a formal FOI request. These can include agendas and minutes of open meetings, bylaws, publications, and policies and procedures.
2. Formal Freedom of Information (FOI) Request: If information is not available through routine channels (e.g., draft reports, accident reports, personal information), this information must be requested in writing and will be subject to Part 2 Division one of the *FOIPP Act*. Formal requests include all records in the custody or control of the Regional District. These documents are considered “non-routine”.

CCRD Bylaw No. 431 Appendix I provides a list of what constitutes a ‘routine document’ and an FOI request. The list is intended to act as a guide and is not an exhaustive list.

Requesting Information (Routine or Non-Routine).

All requests for information (“routine” or “non-routine”) must be submitted in writing to the CCRD. This can be done through the online form on the “FOI Requests” page on the CCRD website, filling out a paper copy of the Request for Information form at the downtown CCRD office, or calling the CCRD office to have a staff member fill out a form on resident’s behalf (if the resident is not online or unable to fill out the paper copy).

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Once a 'Request for Information' is received by the Administration, staff will assess whether the request is "routine" or "non-routine". A fee structure (outlined below) may be charged to the applicant depending on the type of request ("routine" or "non-routine") or if the request exceeds three (3) hours of staff time to complete.

Communication to Applicant:

An initial email (or phone call if the applicant is not online) will be sent to the applicant confirming the request has been received. Staff will evaluate whether the request is "routine" or "non-routine". The applicant will be emailed (or phoned) a second time with an update to inform the applicant:

- (1) what type of request it is ("routine" or "non-routine")
- (2) whether the \$10 application fee is required
- (3) a fee estimate if the request is anticipated to exceed three (3) hours of staff time (administrative costs).

Communication to Applicant: (continued)

Should the \$10 application fee be required (for "non-routine requests"), the applicant will have 30 days to pay the application fee. Staff will inform the applicant of the deadline for the application fee payment in the second contact (email or phone) with the applicant. The information request will not be processed until the fee is paid. If the application fee is not paid within 30 days, Administration will close the file on the request for information.

Fees:

Non-Routine Requests: All "non-routine" requests will be subject to a \$10 application fee (as per *FOIPP Act* Section 75). This application fee does not apply to personal requests for personal information.

Fee estimate: Local governments may charge a prescribed fee for: (i) locating and retrieving the record, (ii) producing the record; (iii) preparing the record for disclosure, except for time spent severing information from the record; (iv) shipping and handling the record; (v) providing a copy of the record (Section 75, *FOIPP Act*). These fees are outlined in Schedule 1 of the *FOIPP Act* (Appendix 1). The Applicant will be informed of the estimate and be required to place a deposit of 25% of the estimated costs on requests estimated less than \$100. On all requests estimated at more than \$100, a 50% deposit will be required. No work will be done to advance the application until such time as the application fee and deposit are paid in full.

If the work required is less than the estimate and the deposit paid, a refund cheque (of the estimate) will be issued and mailed to the applicant within 30 business days.

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If staff hours exceed the estimated time and cost provided to the applicant, the applicant will be notified, and a new estimate will be provided with an updated cost and time estimate. A new deposit may be required to continue to fulfill the information request. Work on request will resume once paid if deposit is required.

Request for Fee Waiver:

Should the requester of information be unable to pay the \$10 application fee and/or the administrative costs, the requester may submit a written request to the FOI Head in accordance with FOIPP Act Section 75(5) asking to waive all or part of the fees. The FOI Head (CAO) may waive the fees if he/she determines that:

- i) the applicant cannot afford the fee(s) or if there is another reason that it is fair to excuse the fees, or
- ii) the record relates to a matter of public interest, including the environment or public health or safety.

Fees can be paid by cheque, cash, or card at the downtown CCRD Office.

Timeline:

As per the *FOIPP Act*, the CCRD has 30 business days to provide the requested information to the applicant. Administration may request to extend the time limit for responding according to Section 10 of the *FOIPP Act*.

Reasons that an extension may be required include one or more of the following:

(a) the applicant does not give enough detail to enable the public body to identify a requested record, (b) a large number of records are requested or must be searched, and meeting the time limit would unreasonably interfere with the operations of the public body,

Timeline: (continued)

(c) more time is needed to consult with a third party or other public body before the head can decide whether or not to give the applicant access to a requested record, and (d) the applicant has consented, in the prescribed manner, to the extension.

Should the Administration require additional time, staff will contact the Provincial FOI Commissioner to receive permission to extend the deadline. If the Commissioner approves this request, Administration will notify the requester immediately explaining the reason needed for the extension and when a response can be expected.

Exceptions to Requested Information

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The CCRD will not create a new document or record for requests (e.g., timelines, summaries, etc.) as per Section 6(2)b. of the *FOIPP Act*.

The CCRD will not release information if the information requested is described in Division 2 “Exceptions” of the *FOIPP Act*. These exceptions include:

- Cabinet and local public body confidences (Section 12).
- Policy advice or recommendations (Section 13).
- Legal Advice (Section 14).
- Disclosure harmful to law enforcement (Section 15).
- Disclosure harmful to intergovernmental relations or negotiations (Section 16).
- Disclosure harmful to the financial or economic interests of a public body (17).
- Disclosure harmful to the conservation of heritage sites, etc. (Section 18).
- Disclosure harmful to the interests of an Indigenous people (Section 18.1).
- Disclosure harmful to individual or public safety (Section 19).
- Information that will be published or released within 60 days (Section 20).
- Disclosure harmful to business interests of a third party (Section 21).
- Disclosure harmful to personal privacy (Section 22).
- Disclosure of information relating to abortion services (Section 22.1).

For further information on the exceptions to requests for information, please see Division 2 of the *FOIPP Act*.

The CCRD is committed to providing transparency into CCRD administration and services and supports residents’ right to request information.

Date: September 14, 2023

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Appendix 1:

Schedule 1 of *Freedom of Information and Protection of Privacy Act*

Schedule of Maximum Fees

Item	COLUMN 1	COLUMN 2
	Description of Services	Management Fees
1	For applicants other than commercial applicants:	
	(a) for locating and retrieving a record	\$7.50 per 1/4 hour after the first 3 hours
	(b) for producing a record manually	\$7.50 per 1/4 hour
	(c) for producing a record from a machine readable record from a server or computer	\$7.50 per 1/4 hour for developing a computer program to produce the record
	(d) for preparing a record for disclosure and handling a record	\$7.50 per 1/4 hour
	(e) for shipping copies	actual costs of shipping method chosen by applicant
	(f) for copying records	
	(i) floppy disks	\$2 per disk
	(ii) CDs and DVDs, recordable or rewritable	\$4 per disk
	(iii) computer tapes	\$40 per tape, up to 2 400 feet
	(iv) microfiche	\$3 per fiche
	(v) microfilm duplication	\$25 per roll for 16 mm microfilm, \$40 per roll for 35 mm microfilm
	(vi) microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
	(vii) photographs, colour or black and white	\$5 to produce a negative
		\$12 each for 16" x 20" photograph
		\$9 each for 11" x 14" photograph
		\$4 each for 8" x 10" photograph

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		\$3 each for 5" x 7" photograph
	(viii) photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
	(ix) dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(x) dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(xi) scanned electronic copy of a paper record	\$0.10 per page
	(xii) photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
	(xiii) slide duplication	\$0.95 each
	(xiv) audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
	(xv) video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
2	For commercial applicants for each service listed in Item 1	the actual cost to the public body of providing that service

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A-40 – Updates to Strategic Plan Policy

Preamble: This policy creates a protocol for Directors to update and amend the Central Coast Regional District (CCRD) Strategic Plan.

Policy: To update the Strategic Plan, Directors will submit a Notice of Motion to Administration with a proposed resolution regarding an amendment to the Strategic Plan. Administration will include the Notice of Motion in the following board meeting for Director discussion. The matter will then be voted on at the next regular board meeting.

For any amendment adopted to the Strategic Plan via Notice of Motion, there must be a two-thirds (2/3) majority to pass the resolution and thus update the Strategic Plan. Administration will update and present the Strategic Plan once the resolution has received the required majority and passed.

Date: September 14, 2023

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A-41 Privacy Management Plan

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A-41 Policy – Privacy Management Program and Privacy Breach Policy

Preamble: This policy provides a framework for how the Central Coast Regional District (CCRD) operates to ensure that Personal Information is managed in accordance with the *Freedom of Information and Protection of Privacy Act*.

Policy: The purpose of the CCRD’s Privacy Policy is to describe how the CCRD collects, uses, discloses, and protects personal information. This policy applies to Personal Information that the CCRD collects, uses, or discloses in any form (including verbal, electronic, or written Personal Information). This policy is the foundation for the CCRD’s Privacy Management Program.

Definitions:

Act means the *Freedom of Information and Protection of Privacy Act* (British Columbia) as may be amended or replaced from time to time.

Commissioner means the Information and Privacy Commissioner for the Province of British Columbia.

Employee means an employee of the CCRD, including a volunteer or service provider.

Information Sharing Agreement or ISA means an agreement between the CCRD and another public body, person or group of persons, prescribed entity, or organization, that sets the conditions on the collection, use, or disclosure of Personal Information by the parties to the agreement.

Personal Information means recorded information about an identifiable individual (but does not include information to enable an individual at a place of business to be contacted, such as the name, position name or title, business telephone number, business address, business email, or business fax number of the individual).

Privacy Impact Assessment or PIA means an assessment that is conducted by the CCRD to determine if a current or proposed enactment, system, project, program, or activity meets or will meet the requirements of Part 3 of the *Act*.

Privacy Officer means the Corporate Administrator or delegate who is responsible for being the primary contact for privacy-related matters and supporting the CCRD’s compliance with the *Act*.

Service Provider means a person or organization retained under a contract to perform services for the CCRD.

1. Collection of Personal Information

(1) The CCRD may collect Personal Information:

- (a) where the collection is authorized under a statute, such as the *Community Charter* and the *Local Government Act* or is authorized under CCRD bylaws;
- (b) for the purposes of CCRD activities, services, and programs;
- (c) for the purposes of planning or evaluating CCRD activities, services, and programs;
- (d) for law enforcement purposes, including enforcing the CCRD’s bylaws; and

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(e) at presentations, ceremonies, performances, sports meets, or similar events, that are open to the public and where individuals voluntarily appear, such as public meetings and public hearings.

(2) The CCRD collects Personal Information directly from individuals but may also collect information from another source if an individual has consented to the CCRD in doing so. The CCRD may also collect Personal Information from another source as permitted under the *Act*, including in these cases:

(a) where another law allows the CCRD to do so;

(b) for law enforcement, for a court proceeding, to collect a debt or fine, or to make a payment;

(c) where Personal Information is necessary for the CCRD to deliver, or evaluate, a common or integrated program or activity;

(d) where Personal Information is necessary to establish, manage, or terminate an employment relationship between the CCRD and an individual;

(e) if Personal Information may be disclosed to the CCRD under Part 3 of the *Act*; or

(f) where the CCRD collects Personal Information for the purpose of determining a person's suitability for an honour or award.

(3) The CCRD will endeavor to limit the amount of Personal Information recorded to that which is necessary to fulfill the purpose for which the information is being collected.

2. Use and Disclosure of Personal Information

(1) The CCRD will use and disclose Personal Information only for the purpose the CCRD collected it for or for a purpose that is consistent with why the CCRD collected it in the first place.

(2) The CCRD may also use or disclose Personal Information for another purpose if an individual has identified the information and consented to the CCRD's other use.

(3) The CCRD may use Personal Information for a purpose for which the information can be disclosed to the CCRD under Part 3 of the *Act*.

(4) The CCRD may also disclose a person's Personal Information:

(a) if the person has identified the information and consented in writing to its disclosure;

(b) to the CCRD's Employees if the information is necessary for their duties, for delivery of a common or integrated program or activity, or for planning or evaluating a CCRD program or activity;

(c) if the Personal Information is made publicly available in British Columbia by a law that authorizes or requires it to be made public;

(d) to a public body or law enforcement agency to assist in a specific investigation or law enforcement proceeding;

(e) to a person's union representative who is making an inquiry, if the person has given the representative written authority to make the inquiry, or it is otherwise authorized;

(f) to the CCRD's legal counsel for the purpose of legal advice or for use in legal proceedings involving the CCRD;

(g) to a person's Member of the Legislative Assembly (MLA) if the person has asked the MLA to help resolve a problem; or

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(h) as otherwise permitted or required under Part 3 of the *Act*.

(5) All information provided at open board meetings or its committees/commissions is considered to be public. If a person provides or discloses their Personal Information to the CCRD for that purpose, the person consents to that information being available to the public, including through posting on the CCRD's website or webcasting. This information is considered to be a part of the public record and cannot be removed or changed. However, if a person satisfies the CCRD in advance that the person has legitimate personal safety concerns for themselves or an immediate family member, the CCRD may allow the person to submit their Personal Information to the Board of Directors or a Committee/Commission in confidence. The CCRD will not make the Personal Information publicly available in that instance.

3. Accuracy of Personal Information

(1) The CCRD will make every reasonable effort to ensure that the Personal Information the CCRD uses to make a decision directly affecting a person is accurate and complete.

4. Access to Personal Information

(1) A person can ask the CCRD to give them a copy of their Personal Information that is in the CCRD's custody or control by contacting the Corporate Administration department.

(2) If an Employee of the CCRD would like a copy of their own employee's Personal Information, the Employee will need to contact the Corporate Administration department.

(3) If the CCRD believes a person's request may involve someone else's Personal Information, or information protected under the *Act*, the CCRD may require the person to make a formal request under the *Act* for access to those records. In some cases, the *Act* may require the CCRD to refuse access to a person's own Personal Information. The CCRD will give the requestor written reasons for every decision on a formal request.

(4) Before disclosing a person's Personal Information, the CCRD will require the person to verify their identity, so the CCRD can be assured that the requestor is the individual whose information is being requested. This helps ensure that the CCRD does not disclose a person's Personal Information to someone to whom it should not be given.

5. Correction of Personal Information

(1) If a person believes there is an error or omission in or from their Personal Information, the person can contact the CCRD in writing and ask the CCRD to correct it. If the CCRD decides to correct that information, the CCRD will do so as soon as reasonably possible. If the CCRD decides not to correct the information, the CCRD will note the requested change in the information as well as why the CCRD did not correct the information as requested.

6. Retention and Disposal of Personal Information

(1) If the CCRD uses Personal Information to make a decision that directly affects a person, the CCRD will keep the information for at least one year after the CCRD makes the decision.

(2) The CCRD shall keep Personal Information in accordance with the CCRD's relevant record retention schedules.

(3) The CCRD will use reasonable efforts to ensure that Personal Information is destroyed securely under the CCRD's records retention schedules.

7. Responsible Use of Information and Information Technology

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(1) The CCRD will use what the CCRD believes are reasonable security arrangements to protect a person's Personal Information against such risks as unauthorized access, collection, use, and disclosure. These arrangements may include information technology measures, as well as policies and practices, to protect a person's Personal Information.

(2) If the CCRD discloses a person's Personal Information to one of the CCRD's service providers, the CCRD will make reasonable efforts to impose contractual protections on the service provider. Those protections vary according to the nature and sensitivity of the Personal Information involved. The CCRD requires the CCRD's service providers not to use or disclose Personal Information other than for the purpose of performing services for the CCRD.

(3) All CCRD Employees are required to respect the confidentiality of Personal Information they receive or compile and are required to use and disclose it only in accordance with this policy and the *Act*.

8. Responding to Privacy-Related Complaints

(1) The procedure for registering a privacy complaint with the CCRD is outlined in Appendix A attached to this policy.

9. Education and Awareness

(1) All CCRD Employees receive training on the *Act* and privacy generally as appropriate to their work function. Additional training is given in the following circumstances:

- (a) Employees handling what the CCRD considers high-risk or sensitive Personal Information electronically receive training related to information systems and their security;
- (b) Employees managing programs or activities receive training related to Privacy Impact Assessments; and
- (c) Employees managing common or integrated programs or activities receive training related to information-sharing agreements.

10. Privacy Impact Assessments (PIA)

(1) A PIA will be conducted for any new system, project, program, or activity involving Personal Information and for any new collection, use, or disclosure of Personal Information. A template PIA can be found in Appendix C.

(2) A PIA will be conducted for common or integrated programs or activities and data-linking initiatives, as well as when significant modifications are made to existing systems, projects, programs, or activities.

11. Information Sharing Agreements (ISA)

(1) If the CCRD is sharing personal information with an organization, public body, or agency external to the CCRD, the Employee responsible for that program or activity should, where applicable, complete the ISA template in Appendix D of this policy, and any further directions provided by the Privacy Officer.

(2) An ISA is considered to be completed once it has been fully signed by all of the required parties.

(3) Any Employee completing an ISA will ensure that the Privacy Officer is consulted throughout the process and promptly provided with a copy of the completed ISA.

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12. Privacy Breach Management and Protocols

(1) The procedures for responding to a privacy breach are outlined in Appendix A of this policy.

13. Service Provider Management

(1) Employees who prepare or manage contracts with service providers shall include the Privacy Protection Schedule in all contracts that involve the service provider having access to, or collecting, using, or disclosing, Personal Information in the custody or under the control of the CCRD. The Privacy Protection Schedule is included as Appendix B of this policy.

14. External Communications

(1) Under this policy, the CCRD will contact an individual in the following circumstances:

- (a) to give notice of the collection of their Personal Information;
- (b) when individuals request access to their Personal Information or access to records where someone else's Personal Information is involved;
- (c) when responding to requests for correction of Personal Information;
- (d) when Personal Information is disclosed without consent for compelling health or safety reasons; and
- (e) when the CCRD intends to give access to Personal Information in response to a freedom of information request.

15. Authority to Act

(1) The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy and the *Act*.

Adopted: March 28, 2024 Resolution: 24-03-16

CENTRAL COAST REGIONAL DISTRICT POLICIES

APPENDIX A

Procedures for Managing Privacy Breaches

1. Privacy Complaints and Breaches

1.1 Any complaint about any privacy-related matter under this policy or under the *Act* must be made to the CCRD in writing.

1.2 The CCRD will consider a person's complaint, including about a breach of the person's privacy, and will disclose the outcome to the person in writing. The CCRD expects a complainant to co-operate reasonably and in a timely way with the CCRD's work, including by promptly providing the CCRD with information that the CCRD might reasonably need to do the CCRD's work. A complainant's failure to do so may result in the CCRD's deciding not to proceed any further with the complaint.

1.3 A person may make a written formal complaint to the Office of the Information and Privacy Commissioner for British Columbia, although the CCRD encourages individuals to use the CCRD's complaint procedure first. Wherever possible, the CCRD will endeavor to work things out directly with people to their satisfaction.

2. Requirement to Notify

2.1 Upon notice of a privacy breach, the Privacy Officer shall be contacted, in writing, without unreasonable delay.

2.2 The Privacy Officer shall, without unreasonable delay;

2.2.1 notify an affected individual if the privacy breach could reasonably be expected to result in significant harm to the individual, including:

2.2.1.1. identity theft or significant bodily harm,

2.2.1.2. humiliation,

2.2.1.3. damage to reputation or relationships,

2.2.1.4. loss of employment, business or professional opportunities,

2.2.1.5. financial loss,

2.2.1.6. negative impact on a credit record, or

2.2.1.7. damage to, or loss of, property.

2.2.2 notify the Commissioner if the privacy breach could reasonably be expected to result in significant harm referred to in paragraph 2.2.1 above.

3. Notification Procedure

3.1 Direct Notification for Affected Individuals

3.1.1 Notifications must include the following information:

3.1.1.1. the name of the public body;

3.1.1.2. the date on which the privacy breach came to the attention of the public body;

3.1.1.3. a description of the privacy breach including, if known,

3.1.1.4. the date on which or the period during which the privacy breach occurred, and

3.1.1.5. a description of the nature of the Personal Information involved in the privacy breach;

3.1.1.6. confirmation that the Commissioner has been or will be notified of the privacy breach (per section 2.2.2 of this appendix);

3.1.1.7. contact information for a person who can answer, on behalf of the public body, questions about the privacy breach;

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3.1.1.8. a description of steps, if any, that the public body has taken or will take to reduce the risk of harm to the affected individual;

3.1.1.9. a description of steps, if any, that the affected individual could take to reduce the risk of harm that could result from the privacy breach.

3.2. Indirect Notifications for Affected Individuals

3.2.1 A notification may be given to an affected individual in an indirect manner if:

3.2.1.1. the public body does not have accurate contact information for the affected individual,

3.2.1.2. the head of the public body reasonably believes that providing the notice directly to the affected individual would unreasonably interfere with the operations of the public body, or

3.2.1.3. the head of the public body reasonably believes that the information in the notification will come to the attention of the affected individual more quickly if it is given in an indirect manner.

3.2.2 If a notification must be given in an indirect manner, the notification must:

3.2.2.1. be given by public communication that can reasonably be expected to reach the affected individual, and

3.2.2.2. contain the following information:

a. the name of the public body;

b. the date on which the privacy breach came to the attention of the public body;

c. a description of the privacy breach including, if known,

(i) the date on which or the period during which the privacy breach occurred, and

(ii) a description of the nature of the Personal Information involved in the privacy breach;

d. confirmation that the Commissioner has been or will be notified of the privacy breach;

e. contact information for a person who can answer, on behalf of the public body, questions about the privacy breach;

f. a description of steps, if any, that the public body has taken or will take to reduce the risk of harm to the affected individual;

g. a description of steps, if any, that the affected individual could take to reduce the risk of harm that could result from the privacy breach.

3.3. Notifications to the Commissioner

3.3.1 A notification to the Commissioner under section 36.3 (2)(b) of the *Act* must be given to the Commissioner in writing and must include the following information:

3.3.1.1. the name of the public body;

3.3.1.2. the date on which the privacy breach came to the attention of the public body;

3.3.1.3. a description of the privacy breach including, if known, a. the date on which or the period during which the privacy breach occurred, b. a description of the nature of the Personal Information involved in the privacy breach, and c. an estimate of the number of affected individuals;

3.3.1.4. contact information for a person who can answer, on behalf of the public body, questions about the privacy breach;

3.3.1.5. a description of steps, if any, that the public body has taken or will take to reduce the risk of harm to the affected individuals.

3.4. Not Required to Notify

3.4.1 Per section 36.3(3) of the *Act*, “the head of a public body is not required to notify an affected individual under subsection (2) if notification could reasonably be expected to

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3.4.1.1. result in immediate and grave harm to the individual’s safety or physical or mental health, or

3.4.1.2. threaten another individual’s safety or physical or mental health.”

3.5. Disregarding Requests

3.5.1 If the Privacy Officer asks, the Commissioner may authorize the public body to disregard a request if:

3.5.1.1. a request is frivolous or vexatious,

3.5.1.2. a request is for a record that has been disclosed to the applicant or that is accessible by the applicant from another source, or

3.5.1.3. responding to the request would unreasonably interfere with the operations of the public body because the request:

a. is excessively broad, or

b. is repetitious or systematic.

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APPENDIX B

Privacy Protection Schedule

Definitions

1. In this Schedule,
 - (a) “**Act**” means the *Freedom of Information and Protection of Privacy Act* including any regulation made under it;
 - (b) “**Contact information**” means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
 - (c) “**Personal information**” means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Central Coast Regional District and the Contractor dealing with the same subject matter as the Agreement;
 - (d) “**Privacy course**” means the CCRD’s online privacy and information sharing training course, or another course approved by the Province; and
 - (e) “**Public body**” means “public body” as defined in the *Act*;
 - (f) “**Third party request for disclosure**” means a subpoena, warrant, order, demand or request from an authority inside or outside of Canada for the unauthorized disclosure of personal information to which the *Act* applies;
 - (g) “**Service provider**” means a person retained under a contract to perform services for a public body; and
 - (h) “**Unauthorized disclosure of personal information**” means disclosure of production of or the provision of access to personal information to which the *Act* applies, if that disclosure, production or access is not authorized by the *Act*.

Purpose

2. The purpose of this Appendix is to:
 - (a) enable the Central Coast Regional District (CCRD) to comply with the CCRD’s statutory obligations under the *Act* with respect to personal information; and
 - (b) ensure that, as a service provider, the Contractor is aware of and complies with the Contractor’s statutory obligations under the *Act* with respect to personal information.

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Acknowledgements

3. The Contractor acknowledges and agrees that:
 - (a) it is a service provider and, as such, the requirements and restrictions established by Part 3 of the *Act* apply to the Contractor in respect of personal information;
 - (b) unless the Agreement otherwise specifies, all personal information in the custody of the Contractor is and remains under the control of the CCRD; and
 - (c) unless the Agreement otherwise specifies or the CCRD otherwise directs in writing, the Contractor may only collect, use, disclose, or store personal information that relates directly to and is necessary for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

Collection of Personal Information

4. The Contractor must collect personal information directly from the individual that the information is about unless:
 - (a) the CCRD provides personal information to the Contractor;
 - (b) the Agreement otherwise specifies; or
 - (c) the CCRD otherwise directs in writing.
5. Where the Contractor collects personal information directly from the individual the information is about, the Contractor must tell that individual:
 - (a) the purpose for collecting it;
 - (b) the legal authority for collecting it; and
 - (c) the contact information of the individual designated by the CCRD to answer questions about the Contractor's collection of personal information.

Privacy Training

6. The Contractor must ensure that each individual who will provide services under the Agreement that involve the access, collection, or creation of personal information will complete, at the Contractor's expense, the privacy course prior to that individual providing those services.
7. The requirement in section 7 will only apply to individuals who have not previously completed the privacy course.

Accuracy of Personal Information

8. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Contractor or the CCRD to make a decision that directly affects the individual the information is about.

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Requests for Access to Information

9. If the Contractor receives a request for access to information from a person other than the CCRD, the Contractor must promptly advise the person to make the request to the CCRD unless the Agreement expressly requires the Contractor to provide such access. If the CCRD has advised the Contractor of the name or title and contact information of an official of the CCRD to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Correction of Personal Information

10. Within 5 Business Days of receiving a written direction from the CCRD to correct or annotate any personal information, the Contractor must annotate or correct the information in accordance with the direction.
11. When issuing a written direction under section 11, the CCRD must advise the Contractor of the date the correction request was received by the CCRD in order that the Contractor may comply with section 13.
12. Within 5 Business Days of correcting or annotating any personal information under section 11, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was received by the CCRD, the Contractor disclosed the information being corrected or annotated.
13. If the Contractor receives a request for correction of personal information from a person other than the CCRD, the Contractor must promptly advise the person to make the request to the CCRD and, if the CCRD has advised the Contractor of the name or title and contact information of an official of the CCRD to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Protection of Personal Information

14. Without limiting any other provision of the Agreement, the Contractor must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including without limitation by ensuring that the integrity of the personal information is preserved. Without limiting the general nature of the foregoing sentence, the Contractor will ensure that all personal information is securely segregated from any information under the control of the Contractor or third parties to prevent unintended mixing of personal information with other information or access to personal information by unauthorized persons and to enable personal information to be identified and separated from the information of the Contractor or third parties.

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Storage of and Access to Personal Information

15. The Contractor must comply with the requirements under the *Act* concerning storage of personal information outside of Canada, including, if required by the CCRD, by supporting the CCRD with completion of such assessments as may be required by law.
16. The Contractor must not change the location where personal information is stored without receiving prior authorization of the CCRD in writing.
17. Without limiting any other provision of the Agreement, the Contractor will implement and maintain an access log documenting all access to personal information, including a list of all persons that access any personal information. The Contractor will provide a copy of the access log to the CRRD upon request.

Retention of Personal Information

18. Unless the Agreement otherwise specifies, the Contractor must retain personal information until directed by the CCRD in writing to dispose of it or deliver it as specified in the direction.

Use of Personal Information

19. Unless the CCRD otherwise directs in writing, the Contractor may only use personal information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement. For clarity, unless the Agreement otherwise specifies or the CCRD otherwise directs in writing, the Contractor must not anonymize, aggregate, or otherwise alter or modify personal information, including by converting personal information into non-personal information, or analyze personal information (whether by manual or automated means) for any purpose, including for the purpose of developing insights, conclusions or other information from personal information.

Metadata

20. Where the Contractor has or generates metadata as a result of services provided to the CCRD, where that metadata is personal information, the Contractor will:
 - (a) not use it or disclose it to any other party except where the Agreement otherwise specifies; and
 - (b) remove or destroy individual identifiers, if practicable.

Disclosure of Personal Information

21. Unless the CCRD otherwise directs in writing, the Contractor may only disclose personal information to any person other than the CCRD if the disclosure is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

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22. If in relation to personal information, the Contractor:

- (a) receives a third-party request for disclosure;
- (b) receives a request to disclose, produce, or provide access that the Contractor knows or has reason to suspect is for the purpose of responding to a third-party request for disclosure; or
- (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a third-party request for disclosure,

Subject to section 24, the Contractor must immediately notify the CCRD.

23. If the Contractor receives a third-party request described in section 23(a) or (b) but is unable to notify the CCRD as required by section 23, the Contractor must instead:

- (a) use its best efforts to direct the party making the third-party request to the CCRD;
- (b) provide the CCRD with reasonable assistance to contest the third-party request; and
- (c) take reasonable steps to challenge the third party-request, including by presenting evidence with respect to:
 - (i) the control of personal information by the CCRD as a public body under the *Act*;
 - (ii) the application of the *Act* to the Contractor as a service provider to the CCRD;
 - (iii) the conflict between the *Act* and the third-party request; and
 - (iv) the potential for the Contractor to be liable for an offence under the *Act* as a result of complying with the third-party request.

Notice of Unauthorized Disclosure

24. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.5 of the *Act*, if the Contractor knows that there has been an unauthorized disclosure of personal information, the Contractor must immediately notify the CCRD.

Compliance with the *Act* and Directions

25. The Contractor must in relation to personal information comply with:

- 1. the requirements of the *Act* applicable to the Contractor as a service provider, including any regulation made under the *Act* and the terms of this Schedule; and
- 2. any direction given by the CCRD under this Schedule.

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26. The Contractor acknowledges that it is familiar with the requirements of the *Act* governing personal information that are applicable to it as a service provider.
27. The Contractor will provide the CCRD with such information as may be reasonably requested by the CCRD to assist the CCRD in confirming the Contractor's compliance with this Schedule.

Notice of Non-Compliance

28. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply in any respect, with any provision in this Schedule, the Contractor must promptly notify the CCRD of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Termination of Agreement

29. In addition to any other rights of termination which the CCRD may have under the Agreement or otherwise at law, the CCRD may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

Interpretation

30. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
31. Any reference to "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with the requirements of the *Act* applicable to them.
32. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
33. If a provision of the Agreement (including any direction given by the CCRD under this Schedule) conflicts with a requirement of the *Act*, including any regulation made under the *Act*, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
34. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of the Agreement or the law of any jurisdiction outside Canada.
35. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the *Act*.

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APPENDIX C
Privacy Impact Assessment Template

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Use this privacy impact assessment (PIA) template if you work for or are a service provider to the Central Coast Regional District (CCRD) and are starting a new initiative or significantly changing an existing initiative.

Before you start

- An initiative is an enactment, system, project, program or activity.
- If you have any questions, contact the CCRD Privacy/Corporate Officer.

PART 1: GENERAL INFORMATION

Initiative title:	
Organization:	Central Coast Regional District
Department:	
Your name and title:	
Your work phone:	
Your email:	
Initiative Lead name and title:	
Initiative Lead phone:	
Initiative Lead email:	

The CCRD Privacy Officer will complete the questions in the table below.

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<p>Is this initiative a data-linking program under <i>FOIPPA</i>? If this PIA addresses a data-linking program, you must submit this PIA to the Office of the Information and Privacy Commissioner.</p>
<p>Is this initiative a common or integrated program or activity? Under section FOIPPA 69 (5.4), you must submit this PIA to the Office of the Information and Privacy Commissioner.</p>
<p>Related PIAs, if any:</p>

1. What is the initiative?

Describe your initiative in enough detail that a reader who knows nothing about your work will understand the purpose of your initiative and who your partners and other stakeholders are. Describe what you're doing, how it works, who is involved and when or how long your initiative runs. Reports are generated with this information.

2. What is the scope of the PIA?

Your initiative might be part of a larger one or might be rolled out in phases. What part of the initiative is covered by this PIA? What is out of scope of this PIA?

PART 1: GENERAL INFORMATION

What are the data or information elements involved in your initiative?

Please list all the elements of information or data that you might collect, use, store, disclose or access as part of your initiative. If your initiative involves large quantities of information or datasets, you can list categories or other groupings of personal information in a table below or in an appendix.

3.1 Did you list personal information in question 3?

[Personal information](#) is any recorded information about an identifiable individual, other than business contact information. Personal information includes information that can be used to identify an individual through association or reference.

Type "YES" or "NO" to indicate your response.

- If YES, go to [Part 2](#).
- If NO, answer [Question 4](#) and submit questions 1 to 4 to your Privacy Officer. You do not need to complete the rest of the PIA template.

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How will you reduce the risk of unintentionally collecting personal information?

Some initiatives that do not require personal information are at risk of collecting personal information inadvertently, which could result in an information incident.

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PART 2: COLLECTION, USE AND DISCLOSURE

This section will help you identify the legal authority for collecting, using, and disclosing personal information, and confirm that all personal information elements are necessary for the purpose of the initiative.

Collection, use and disclosure - To be filled out by Privacy/Corporate Officer

Use Column 2 to identify whether the action in Column 1 is a collection, use or disclosure of personal information. Use Columns 3 and 4 to identify the legal authority you have for the collection, use or disclosure.

Use this column to describe the way personal information moves through your initiative step by step as if you were explaining it to someone who does not know about your initiative.	Collection, use or disclosure	FOIPPA authority	Other legal authority
Step 1:			
Step 2:			
Step 3:			
Step 4:			
Step 1:			

Optional: Insert a drawing or flow diagram here or in an Appendix if you think it will help to explain how each different part is connected.

Collection Notice

If you are collecting personal information directly from an individual the information is about, *FOIPPA* requires that you provide a collection notice (except in limited circumstances). Review the [sample collection notice](#) and write your collection notice below. You can also attach the notice as an appendix.

For example: “The personal information you provide on this site is being collected in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing CCRD business. If you have any questions about the collection of your personal information, please contact the Central Coast Regional District at info@ccrd.ca or call 250-799-5291 and request the Privacy Officer/Corporate Officer.”

PART 3: STORING PERSONAL INFORMATION

If you’re storing personal information outside of Canada, identify the sensitivity of the personal information and where and how it will be stored.

Is any personal information stored outside of Canada?

Type “YES” or “NO” to indicate your response.

Where are you storing the personal information involved in your initiative?

Does your initiative involve [sensitive personal information](#)?

Type “YES” or “NO” to indicate your response.

- If YES, go to [Question 10](#).

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- If NO, go to [Part 5](#).

Is the sensitive personal information being disclosed outside of Canada under [FOIPPA section 33\(2\)\(f\)](#)?

Type “YES” or “NO” to indicate your response.

- If YES, go to [Part 5](#).
- If NO, go to [Part 4](#).

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PART 4: ASSESSMENT FOR DISCLOSURES OUTSIDE OF CANADA

Complete this section if you are disclosing sensitive personal information to be stored outside of Canada. More help is available in the [Guidance on Disclosures Outside of Canada](#).

Is the sensitive personal information stored by a service provider?

Type “YES” or “NO” to indicate your response.

- If YES, fill in the table below (add more rows if necessary) and go to [Question 13](#)
- If no, go to [Question 12](#).

Name of service provider	Name of cloud infrastructure and/or platform provider(s) (if applicable)	Where is the sensitive personal information stored (including backups)?

Provide details on the disclosure, including to whom it is disclosed and where the sensitive personal information is stored.

Does the contract you rely on include privacy-related terms?

Type “YES” or “NO” to indicate your response.

- If YES, describe the contractual measures related to your initiative.

What controls are in place to prevent unauthorized access to sensitive personal information?

Provide details about how you will track access to sensitive personal information.

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15. Describe the privacy risks for disclosure outside of Canada.

Use the table below to indicate the privacy risks, potential impacts, likelihood of occurrence and level of privacy risk. For each privacy risk you identify describe a privacy risk response that is proportionate to the level of risk posed. This may include reference to the measures to protect the sensitive personal information (contractual, technical, security, administrative and/or policy measures) you outlined. Add new rows if necessary.

Privacy risk	Impact to individuals	Likelihood of unauthorized collection, use, disclosure or storage of the sensitive personal information (low, medium, high)	Level of privacy risk (low, medium, high, considering the impact and likelihood)	Risk response (this may include contractual mitigations, technical controls, and/or procedural and policy barriers)	Is there any outstanding risk? If yes, please describe.

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Outcome of Part 4

The outcome of Part 4 will be **a risk-based decision made by the Privacy Officer on whether to proceed with the initiative**, with consideration of the risks and risk responses, including consideration of the outstanding risks in question 17. **The CCRD may document the decision in an appropriate format as determined by the head of the public body or by using this PIA template.**

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PART 5: SECURITY OF PERSONAL INFORMATION

This part captures information about the privacy aspects of securing personal information. People, organizations, or governments outside of your initiative should not be able to access the personal information you collect, use, store or disclose. You need to make sure that the personal information is safely secured in both physical (e.g., your office building or work environment) and technical (e.g., online cloud service) environments.

16. Does your initiative involve digital tools, databases, or information systems?

Type “YES” or “NO” to indicate your response.

- If YES, determine whether you need a security assessment to ensure the initiative meets the reasonable security requirements of [FOIPPA section 30](#).

16.1 Do you or will you have a [security assessment](#) to help you ensure the initiative meets the security requirements of [FOIPPA section 30](#)?

Type “YES” or “NO” to indicate your response.

- If YES, you may want to append the security assessment to this PIA. Go to [Question 20](#).
- If NO, go to [Question 19](#).

17. Are all digital records stored on government servers and are all physical records stored in government offices with government security?

Type “YES” or “NO” to indicate your response.

- If YES, go to [Question 20](#).
- If NO, describe where the records are stored and the technical and physical security measures in place to protect those records.

18. Controlling and tracking access

Please check each strategy that describes how you limit or restrict who can access personal information and how you keep track of who has accessed personal information in the past.

Strategy (EXAMPLES)		
We only allow employees in certain roles access to information		
Employees that need standing or recurring access to personal information must be approved by executive lead		
We use audit logs to see who accesses a file and when		
Describe any additional controls:		

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PART 6: ACCURACY, CORRECTION AND RETENTION

In Part 6, you will demonstrate that you will make a reasonable effort to ensure the personal information that you have on file is accurate and complete.

19. How will you make sure that the personal information is accurate and complete?

[*FOIPPA section 28*](#) states that a public body must make every reasonable effort to ensure that an individual's personal information is accurate and complete.

20. Requests for correction

[*FOIPPA*](#) gives an individual the right to request correction of errors or omissions to their personal information. You must have a process in place to respond to these requests.

20.1 Do you have a process in place to correct personal information?

Type "YES" or "NO" to indicate your response.

20.2 Sometimes it's not possible to correct the personal information. [*FOIPPA*](#) requires that you make a note on the record about the request for correction if you're not able to correct the record itself. Will you document the request to correct or annotate the record?

Type "YES" or "NO" to indicate your response.

20.3 If you receive a request for correction from an individual and you know you disclosed their personal information in the last year, [*FOIPPA*](#) requires you to notify the other public body or third party of the request for correction. Will you ensure that you conduct these notifications when necessary?

Type "YES" or "NO" to indicate your response.

21. Does your initiative use personal information to make decisions that directly affect an individual?

Type "YES" or "NO" to indicate your response.

- If YES, go to [Question 24](#).
- If NO, skip ahead to [Part 7](#).

22. Do you have an information schedule in place related to personal information used to make a decision?

[*FOIPPA*](#) requires that public bodies keep personal information for a minimum of one year after it is used to make a decision.

Type "YES" or "NO" to indicate your response.

- If NO, describe how you will ensure the information will be kept for a minimum of one year after it's used to make a decision that directly affects an individual.

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PART 7: PERSONAL INFORMATION BANKS

A personal information bank (PIB) is a collection of personal information searchable by name or unique identifier.

23. Will your initiative result in a personal information bank?

Type “YES” or “NO” to indicate your response.

- If YES, please complete the table below.

Describe the type of information in the bank
Name of main organization involved
Any other ministries, agencies, public bodies or organizations involved
Business contact title and phone number for person responsible for managing the Personal Information Bank

PART 8: ADDITIONAL RISKS

Part 8 asks that you reflect on the risks to personal information in your initiative and list any risks that have not already been addressed by the questions in the template.

24. Risk response

Describe any additional risks that arise from collecting, using, storing, accessing, or disclosing personal information in your initiative that have not been addressed by the questions on the template.

Add new rows if necessary.

Possible risk	Response
Risk 1:	
Risk 2:	
Risk 3:	
Risk 4:	

PART 9: SIGNATURES

You have completed a Privacy Impact Assessment. Submit the PIA to your Privacy Officer for review and comment, and then have the PIA signed by those responsible for the initiative.

25. Privacy Officer Comments

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26. Privacy Officer Signatures

This PIA is based on a review of the material provided to the Privacy Officer as of the date below.

Role	Name	Electronic signature	Date signed
Privacy Advisor			
Manager or Director Only required if personal information is involved			

27. Program Area Signatures

This PIA accurately documents the data elements and information flow at the time of signing. If there are any changes to the overall initiative, including to the way personal information is collected, used, stored, or disclosed, the program area will engage with their Privacy Officer and if necessary, complete a PIA update.

Program Area Comments:

Role	Name	Electronic signature	Date signed
Initiative lead			
Program/Department Manager			
Contact Responsible for Systems Maintenance and/or Security Only required if they have been involved in the PIA			
Head of public body, or designate (if required)			

**APPENDIX D
Information Sharing Agreement (ISA) Template**

Dated the _____ day of _____, 20__.

**BETWEEN:
[First Party]**

(“Party X”)

CENTRAL COAST REGIONAL DISTRICT
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Agreement

Administrator:

Party X
Ph:
Fax:
Email:

AND:

[Other Party]

("Party Y")

Agreement

Administrator:

Party Y
Ph:
Fax:
Email:

Add other parties as required.

1. Purpose of this Agreement

The purpose of this Agreement is to document the terms and conditions of the exchange of certain personal information by the Parties, in compliance with the *Freedom of Information and Protection of Privacy Act* and other applicable legislation (if any).

2. Summary of Information Sharing

Describe what program, activity, or initiative the ISA is being drafted to support. This section could also summarize the information sharing and the context in which it takes place.

3. Purpose of the Information Sharing

This section should explain the purpose of the initiative. This description could include its benefits and the larger activity (if any) of which it is a part. Your response may already be found in Question 1 of the Privacy Impact Assessment (PIA) related to this initiative.

4. Personal Information

For the definition of personal information, the CCRD follows the definition provided by the provincial government found here: [Personal Information Definitions](#).

Insert description of information to be covered by the Agreement. If different types of information are to be handled differently under the Agreement, break the definition down accordingly.

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5. Collection and Disclosure of Personal Information

Describe the exchange of information under the Agreement. If different types of information are to be collected and/or disclosed differently, break the description down accordingly. For each receiving body that is a public body, state the authority (under sections 26 and 27) for collection. For each disclosing body that is a public body, state the authority (under section 33) for disclosure. If there are other legislative provisions that work together with the *Freedom of Information and Protection of Privacy Act* to provide authority for collection and/or disclosure, state what those provisions are. This information can be found in the Privacy Impact Assessment (PIA) related to this initiative. For any questions, contact the Privacy Officer/Corporate Officer.

6. Use of Personal Information

Describe the use(s) to which each body will put the information and state the authority (under section 32) for those use(s). If there are other legislative provisions that govern the use of the information, state what those provisions are.

7. Accuracy

Each Party will make every reasonable effort to ensure the Personal Information in its custody is accurate, complete and up to date.

8. Security

8.1 Each Party will make reasonable arrangements to maintain the security of the Personal Information in its custody, by protecting it against such risks as unauthorized access, collection, use, disclosure or disposal.

8.2 Each Party will implement this Agreement in conformity with the government's Information Security Policy.

8.3 Each Party will advise the other Party immediately of any circumstances, incidents or events which to its knowledge have jeopardized or may in future jeopardize:

- the privacy of individuals;
- the security of any computer system in its custody that is used to access the Personal Information.

9. Compliance Monitoring and Investigations

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9.1 Each party will record and monitor access to the Personal Information in its custody, in order to establish a chain of responsibility, as follows:

Describe compliance monitoring methodology and timetable. Use an appendix to provide more detail, if required. If using an appendix, change “as follows” to “as set out in Appendix "A" to this Agreement”.

9.2 Each Party will investigate all reported cases of:

- unauthorized access to or modification of the Personal Information in its custody;
- unauthorized use of the Personal Information in its custody;
- unauthorized disclosure of the Personal Information in its custody;
- breaches of privacy or security with respect to the Personal Information in its custody or with respect to any computer system in its custody that is used to access the Personal Information.

9.3 Each Party will report to the other the results of any such investigation and the steps taken to address any remaining issues or concerns about the security of the Personal Information or computer systems, or the privacy of individuals to whom the Personal Information relates.

10. Modification or Termination of Agreement – General

10.1 This Agreement may be modified or terminated at any time by agreement, in writing, of [both/all] parties.

11. Termination for Non-Compliance with Agreement

11.1 This Agreement may be terminated at any time by either Party if the other Party fails to meet its obligations under this Agreement.

If there are more than two parties, revise paragraph 11.1 as required.

12. Term of Agreement

This Agreement will be in force during the period commencing [Date] and ending [Date] unless sooner terminated in accordance with paragraph 10.1 or paragraph 11.1.

13. Appendices

Any appendices to this Agreement are part of the Agreement. If there is a conflict between a provision in an appendix and any provision of this Agreement, the provision in the appendix is inoperative to the extent of the conflict unless it states that it operates despite a conflicting provision of this Agreement.

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If appendices are not used, clause 13 can be deleted.

Agreed to on behalf of Party X:

(Authorized representative)

Date

Agreed to on behalf of Party Y:

(Authorized representative)

Date

A-42 Correspondence Policy

Preamble: This policy creates a protocol for submitting, receiving, managing, publishing, and responding to correspondence addressed to the Board of Directors of the Central Coast Regional District (CCRD).

Policy: Policy A-42 provides a clear and objective protocol for the handling of correspondence addressed to the Central Coast Regional District. Accepting and encouraging correspondence facilitates good governance and amplifies public engagement in relation to all Regional District services, operations, and statutory requirements.

A. SCOPE

This Policy is applicable to all correspondence received by the CCRD and addressed to the CCRD Board of Directors, Administration, and Appointed Bodies. The procedures contained in the Policy are in accordance with the *Community Charter*, the *Freedom of Information and Protection of Privacy Act* (FOIPPA), and the CCRD Procedure Bylaw No. 519.

B. PURPOSE

On a routine basis, CCRD staff accept written submissions addressed to the CCRD or elected officials. Submissions are reviewed, classified, and compiled into the Regular Board Meeting Agenda in the ‘Correspondence’ section. This is published and uploaded to the CCRD’s website as part of the Regional District Meeting agendas.

DEFINITIONS

Author

means any person writing to the Regional District, Chair and/or Directors, CCRD Administration, and

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CCRD Appointed Bodies (e.g., Committees and Commissions) from an external Party (including residents, non-residents, or a representative of an organization or third party).

Confidential Correspondence

means correspondence that is determined by the Corporate Officer to not be publicly releasable based on legislative requirements and other bylaws and policies of the Regional District.

Corporate Officer

is the employee appointed by Regional District and has the meaning included in S.148 of the *Community Charter*.

Correspondence

means any written communication, including letters, emails, faxes, petitions, and other forms of written expression, addressed to the CCRD Chair, elected officials, Regional District Appointed Bodies, and Regional District staff.

Meeting

means a regularly scheduled Regional District or Regional District Committee/Commission meetings.

Meeting agenda

means Regular Regional District or Regional District Committee/Commission meeting agendas.

Regional District

means the Central Coast Regional District.

Regional District Correspondence Package

means the publication containing accepted Correspondence that is prepared by Legislative Services and distributed with the regularly scheduled Regional District meeting agendas.

C. AUTHORITY

This Policy is established and enforced in accordance with the *Community Charter*, *Freedom of Information and Protection of Privacy Act*, and the Central Coast Regional District Procedure Bylaw No. 519.

The Corporate Administration Department, under the direction of the Corporate Officer, is responsible for the acceptance of documents provided to the CCRD and as well as the maintaining and safekeeping of public records pursuant to section 148 of the *Community Charter*.

The Corporate Officer or designate retains the authority to accept submissions of correspondence addressed to Chair and/or Regional District.

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D. PROCEDURES

I. Acceptable Format and Content

Correspondence is accepted in the following formats:

- webforms via the CCRD’s website;
- electronic mail (email);
- fax;
- mail;
- dropped off in person, at the CCRD Office.

II. Distribution:

- (1) All Correspondence received must meet criteria listed in Section 7 of Part D: Procedures, II Distribution of this Policy to be added to the Regular Board meeting agenda. If the criteria is not met, correspondence may be added to the In Camera/Closed portion of the agenda if it relates to the reasons provided in Section 90 of the *Community Charter* (reasons to close meetings).
- (2) Correspondence addressed to the Regional District will be added to the following regular board meeting agenda in the “Correspondence” section. All personal information (excluding the author name) will be redacted from the document for publication on the regular board meeting agenda.
- (3) Correspondence addressed to the Regional District’s Appointed Bodies will be received by the Corporate Officer and distributed to the specified Appointed Bodies.
- (4) Correspondence addressed to the Chair will be forwarded to the Chair, with further distribution at the Chair’s discretion.
- (5) Correspondence addressed to specific directors will be forwarded to the Director, with further distribution at their discretion.
- (6) Correspondence received during an active and ongoing regular board meeting (for example, as part of a Delegation or public input period) will be added to the following agenda. This does not include presentation materials (e.g., PowerPoint slides).
- (7) Petitions received by the Regional District will be forwarded to the Corporate Officer for distribution to the Board of Directors through the upcoming regular board meeting agenda. In accordance with Section 82 of the *Community Charter*, petitions must include the full name and residential address of each petitioner.
- (8) The following types of correspondence will not be publicly distributed to the Board of Directors or added to the regular board meeting agenda:
 - a. Unsolicited advertising;

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- b. Anonymous correspondence;
- c. Correspondence containing inappropriate language or other defamatory remarks,
- d. Threats to the CCRD, CCRD elected officials, staff, or Appointed Bodies will be passed along to the RCMP for appropriate action;
- e. Confidential and/or personal information of third parties; or
- f. Correspondence pertaining to a zoning bylaw that is the subject of a public hearing, and which has not yet been adopted.

(9) Correspondence containing information on and/or identifying CCRD staff will be added to the in-camera/closed portion of the board meeting.

III. Submission Deadlines and Timelines

To be included on the next scheduled meeting agenda, correspondence must be received by the Corporate Officer no later than 12:00 Noon on the Thursday preceding a Regional District Regular Board Meeting.

Petitions will be included as correspondence in the next regular meeting agenda. If correspondence (including petitions) miss the deadline of 12:00 Noon on the Thursday preceding the Board meeting, they will be added to the following Board meeting.

IV. Confidential Correspondence:

Confidential correspondence will not be included on a public agenda but will be provided to the Regional District's Board of Directors in the Closed/ In Camera Regional District agenda or provided to the appropriate authority or staff member. The CCRD uses the reasons outlined in Section 90 of the *Community Charter* to define Correspondence as 'confidential'.

V. Response and Communication:

Regional District Directors, at their own discretion, may raise any correspondence item for discussion during the "Correspondence" section of the associated meeting agenda package.

CCRD Administration will not respond to received correspondence on behalf of the Board of Directors unless directed by the Board via resolution. Directors may engage with their constituents as they see fit. It is recommended that those submitting correspondence identify their Electoral Area to help facilitate that discussion.

Corporate Administration staff will provide all accepted electronic correspondence with a confirmation receipt and provide information to the Author about when and where the correspondence shall appear for CCRD consideration.

E. EXEMPTIONS

For clarity purposes, submission exemptions to this Policy include:

1. Public Notice responses (e.g. Public Hearings or other statutory notices inviting the public to provide input). Deadlines, requirements, and details for submissions for public notices are

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indicated on the specified notice.

2. Physical mail that is addressed to an individual Regional District Director which will be considered private correspondence and be scanned and forwarded to the CCRD Director's email.

F. PUBLIC RECORD

Accepted correspondence submissions that are placed in the Regional District Agenda Package become part of the permanent public record and Regional District Archives.

Correspondence that is submitted that contains personal information is collected in accordance with British Columbia's *Freedom of Information and Protection of Privacy Act*. Personal information other than the name and civic address will be withheld from public disclosure. The use, storage, and retention of personal information in the Regional District Correspondence Package is under the authority of the CCRD's Privacy Management Program Policy.

G. ACCESSIBILITY ACCOMODATIONS

Accommodation for accessibility purposes in relation to this Policy are available to individuals by contacting the CCRD.

Approved: March 25, 2024

Review Date: Amendment Date(s):

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A-43 Committee/Commission Code of Conduct

Preamble: This policy provides a code of conduct that all Central Coast Regional District (CCRD) Committee and Commissions must adhere to.

A. SCOPE

This Policy is applicable to all individuals appointed as members (full or alternates) to any and all Central Coast Regional District Committees and Commissions.

B. PURPOSE

The Central Coast Regional District Board of Directors may create Committees and Commission and appoint individuals as members of Committees and Commissions (as per their Terms of Reference). To ensure effective, kind, and collaborative behavior for all members of Committees and Commissions, this Code of Conduct outlines the behavior expected of CCRD Committee and Commission members.

C. DEFINITIONS

Committees/Commissions are the Committees and Commissions created by the CCRD's Board of Directors.

Corporate Officer is the employee appointed by the Regional District and has the meaning included in S.148 of the *Community Charter*.

Members means all appointed members (including alternates) of CCRD Committee and Commissions.

Regional District means the Central Coast Regional District.

D. APPLICATION

This code of conduct applies to all appointed members (full time and alternate) of all active CCRD Committees and Commissions.

E. REPRESENTING A COMMITTEE/COMMISSION

- (i) Members will perform their functions with integrity, accountability, transparency, and respect.

F. COMMUNICATIONS

- (i) Members will:
 - a. Communicate with CCRD administration regarding Committee/Commission notices, agendas, minutes, and other Committee/Commission relevant information for Administration.
 - b. Members will ensure they follow the notice requirements for public

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Committee/Commission meetings as per their Terms of Reference and/or CCRD Corporate Officer direction.

- (ii) Confidential Information:
 - a. Members shall respect the confidentiality of information concerning the property, personnel, or legal affairs of the Central Coast Regional District. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial, or other private interests.

G. DECISION MAKING

- (i) Members will consider all decisions and issues thoughtfully, consistently, and impartially taking in all relevant facts, opinions, and perspectives in a manner that demonstrates fairness, respect for differences, and an intention to work together for common good.
- (ii) Committee/Commission Chair and Members will follow direction and objectives provided by CCRD staff.

H. POSITIVE ENVIRONMENT AND RESPECTFUL INTERACTIONS

- (i) Members will conduct themselves with decorum while attending Committee/Commission meetings, interacting with Regional District employees, and with other Members on the Committee.
- (ii) Members shall treat other Members, CCRD staff, and the public with respect and shall be supportive of their personal dignity, self-esteem, and well-being of those with whom they come in contact with during the course of their appointed duties.
- (iii) Members shall listen to each other and the Chair, follow the agenda as adopted, and respect meeting rules (e.g., respecting others who are speaking, following the direction of the Chair, etc.).
- (iv) Members who treat other Members, CCRD staff, and the public inappropriately, with abuse, unkindness, intimidation, and/or harassment, must be reported to CCRD staff (Corporate Officer). All reports of misbehavior will be brought forward to the CCRD Corporate Officer.

I. ADHERENCE TO RULES

- (i) Members will comply with this Code of Conduct and all applicable policies such as Policy E-8 Respectful Workplace policy, Policy A-30 Staff Social Media Policy, E-1 Committee/Commission Reporting Requirements, Policy E-7 Ethical Standards for Elected Officials. All appointed members of CCRD Committees and Commissions must sign a statement confirming they have read and understood the above policies, and that they will adhere to the required (above listed) policies (see Schedule B).

J. COMPLAINTS

- (i) If any person believes that a Member has contravened the code of conduct adopted in this policy, the person is encouraged to first pursue the resolution process outlined in Schedule A – Resolution Process.

K. SANCTIONS

- (i) If a breach of this code of conduct is substantiated by the Committee/Commission Chair or the Members of the Committee/Commission, the complaint may be brought to the

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Board of Directors and the CCRD Chair may remove the accused Member.

Adopted: March 28, 2024

Resolution: 24-03-18

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SCHEDULE A
RESOLUTION PROCESS

Any person, including a Member, who identifies or witnesses' behavior or activity by a Member that appears to contravene this Code of Conduct or relevant policies (see Section I of this policy) shall address the prohibit behavior or activity themselves in the following manner:

- Document the complaint (date, situation/occurrence, Member(s) involved).
- Advise the CCRD Staff (Corporate Officer) of the behavior or activity appears to contravene the code of conduct.
- All complaints brought forward to CCRD staff against a Member will be brought to the attention of the CCRD Corporate Officer. The Corporate Officer will notify the CCRD Chair of the situation and complaint.
- The Corporate Officer may suspend the Member from the Committee/Commission until the matter is brought forward to the CCRD Chair.
- The CCRD Chair will review the complaint. The CCRD Chair may decide to: reinstate the Member to the Committee/Commission; give a warning for behavior; bring the matter to the Board of Directors to discuss; or remove the member from the Committee/Commission.
 - The Chair must give their decision regarding the Member in writing or via Board resolution.

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SCHEDULE B
STATEMENT OF UNDERSTANDING AND COMPLIANCE

I, _____ (print name), state that I have read, understand, and will comply with the following policies:

- (iii) Policy E-7 Ethical Standards of Conduct for Elected Officials
- (iv) Policy E-8 Respectful Workplace Policy
- (v) Policy A-30 Staff Social Media Policy
- (vi) Policy A-43 Committee/Commission Policy

My signature confirms I have reviewed and understand the policies outlined above.

Sign your name here

Date

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E-1 - Committee/Commission Reporting Requirements

Preamble: As the CCRD Board of Directors is ultimately responsible to constituents, 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 approved meeting minutes will be submitted to the CCRD board at the next regular meeting for approval. Requests or resolutions requiring Board action can be submitted for Board approval outside of approved minute submissions. 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 provided to all Committee and Commission members upon their appointment.

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

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

Date: May 20, 1994
Amended: March 3, 2004
Amended: September 13, 2012
Amended: September 10, 2015
Amended: November 14, 2019
Amended: May 11, 2023

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E-2 - UBCM Meeting Requests Policy

- Purpose:** To ensure that the Central Coast Regional District (CCRD) Board has adequate time to review and deliberate Union of British Columbian Municipalities (UBCM) meeting requests.
- Scope:** This policy applies to CCRD Board of Directors.
- Policy Statement:** To ensure The Central Coast Regional District Board has adequate time and information to appropriately review, deliberate and endorse meeting requests submitted UBCM.
- Policy:** To ensure that the Central Coast Regional District (CCRD) Board has adequate time to review and deliberate UBCM meeting requests.

Directors who wish to submit a meeting request must complete the form found as Schedule “A” to this policy. The form will then be approved by the Board to ensure the issue, information and proposed solutions of the request reflect the view point of the Board as a whole. As the topics raised at UBCM meetings may have implications on various areas of the region, the issues and proposed solutions should be clear to all Directors prior to the Board demonstrating support for the request.

Staff will distribute the form annually at the April Regular Board Meeting. Forms are to be submitted to the person in charge of Corporate Administration by no later than 10 days before the Regular Board Meeting in June.

Adopted: May 12, 2022 **Resolution:** 22-05-09

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Schedule A: UBCM Meeting Request Form

Directors Name:	
Issue / Situation:	
Brief Summary of the Request:	
Brief Summary of the Proposed Solution:	
To your knowledge, has this issue been raised by the CCRD in the past? If so, how is this request different?	

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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
Reviewed: November 14, 2019
Repealed: June 8, 2023

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E-5 - Directors Attendance at Board Meetings

Preamble: The present Board consists of only 5 directors. Directors are absent for reasons of health, transportation, out-of-area work or other reasons. A missing director at any Board meeting diminishes public representation and the quality of decision-making.

Policy: That all directors undertake to ensure quality representation for their electoral area, and commit to making every effort to attend all regular meetings of the board.

In the event that the director cannot attend, the director should give as much advance notice as possible to the alternate director. Staff should also be advised as soon as possible if a director is not able to attend and if the alternate director will attend the meeting. The director will make available to the alternate director the agenda and all meeting materials.

In the event the alternate is not able to attend, the director should discuss the key agenda items either with the Chairperson or the Chief Administrative Officer in advance of the meeting.

Pursuant to s. 204(1) of the *Local Government Act*, a board member is disqualified from holding office if the member is absent from board meetings for whichever of the following is the longer time period: 60 consecutive days or 4 consecutive regularly scheduled board meetings.

Date: September 14, 1993
Reviewed: February 11, 2004
Amended: November 15, 2012
Amended: November 13, 2015
Amended: June 8, 2017
Amended: June 11, 2020

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E-7 - Ethical Standards of Conduct for Elected Officials

Preamble: In keeping with the Regional District's core values of accountability, good governance, professionalism, integrity and productivity, the Central Coast Regional District (CCRD) 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 Central Coast Regional District a better place to work and live;

Policy: Elected officials shall:

1. Act in the Public Interest

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

3. Conduct of Members

The conduct of members in the performance of their duties and responsibilities with the Central Coast 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. Members are expected to act in a collaborative manner with other Members, staff, and the general 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 Regional District staff. Members of committees shall be aware of the mandate of their respective committee, and act in accordance with it.

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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. Members are expected to show respectful behaviour to the public, to staff and to other Members.

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 fulfil 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 Central Coast 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 Central Coast Regional District programs open to the public and may purchase Central Coast 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 Central Coast 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 Central Coast 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 Regional District with the advice, information and analysis provided by the public, committees, and regional district staff. Members, therefore, shall not interfere with the administrative functions of the Central Coast Regional District or with the professional duties of staff; nor shall they impair the ability of staff to implement the Board's policy decisions.

14. Positive Workplace 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. Members should model respectful behaviour befitting the leadership role they fill.

15. 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.

16. Compliance and Enforcement

The Central Coast Regional District Code of Conduct expresses standards of ethical conduct expected for members of the Central Coast Regional 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 Regional District.

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The Board of Directors may impose sanctions on members whose conduct does not comply with the Regional 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 their 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 them;
2. a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare a defense 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

Amended: November 14, 2019

Amended: December 8, 2022 Resolution 22-12-09

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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 _____

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E-8 - Respectful Workplace

1. PURPOSE:

- a. The purposes of this Policy are to:
 - i. promote and foster a respectful workplace environment for everyone working for and acting as an elected official of the Central Coast Regional District (the “Regional District”) and to state clearly that discrimination, bullying and harassment of any kind are unacceptable and will not be tolerated by the Regional District;
 - ii. reassure all individuals covered by this Policy that any claims of discrimination, bullying or harassment will be dealt with in accordance with the terms of this Policy;
 - iii. aim to prevent all forms of discrimination, bullying and harassment of any kind;
 - iv. provide procedures for prompt handling and resolving of complaints of discrimination, bullying and harassment, and to assist all those to whom this Policy applies in doing so.

2. POLICY:

- a. The Regional District is committed to a safe and professional workplace where Board members, officers, employees, and volunteers of the Regional District are treated with respect and dignity.
- b. The Regional District is committed to providing a workplace that is free from discrimination, bullying and harassment, and complying with the *Workers Compensation Act*, R.S.B.C. 1996, c. 492 (“WCA”), the *Occupational Health and Safety (OHS) Policies*, and the *Human Rights Code*, R.S.B.C. 1996, c. 210, all as amended from time to time.

3. APPLICATION:

- a. This Policy governs the resolution of all informal or formal complaints in respect of incidents of discrimination, bullying and harassment or sexual harassment made by board members, employees (including permanent full-time and part-time, temporary, casual, students), and volunteers of the Regional District.
- b. Individuals covered by this Policy must not engage in the discrimination, bullying and harassment of others; they must report if discrimination, bullying or harassment is observed or experienced; and they must apply and comply with this Policy and these procedures.
- c. This Policy applies to all forms of communication (verbal, non-verbal, electronic,

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written, etc.).

- d. This Policy applies to all situations where activities are connected to work with the Regional District and could impact employment during and outside of regular business hours at and away from the workplace. Discrimination, bullying or harassment can occur at, but is not limited to, the following:
 - i. the workplace and Regional District premises;
 - ii. work-related business functions, such as meetings, conferences, training sessions or workshops;
 - iii. work-related travel;
 - iv. in-person / telephone conversations, emails, text messages, and social media messaging;
 - v. work-related social functions.
- e. The application of this Policy is also triggered when a complaint is received by a board member, employee (including permanent full-time and part-time, temporary, casual, student), or volunteer of the Regional District where discrimination, bullying or harassment is allegedly perpetrated by a third-party contractor of the Regional District or a member of the public.
- f. While complaints under the Policy may and should be made where an individual covered by this Policy feels discriminated against, bullied or harassed by a member of the public, the rights, obligations and protections set out in this Policy do not apply to members of the public.
- g. This Policy does not cover legitimate and good faith management of the workplace such as performance evaluations, direction or discipline given by management.

4. DEFINITIONS

Discrimination:

- a. Discrimination is the adverse differential treatment of an individual or group, whether intentional or unintentional, on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity, gender expression, age or a criminal conviction unrelated to employment or to the intended employment of that person. (“Prohibited Ground”) [BC *Human Rights Code*, Section 13]
- b. Any conduct, comment, gesture or contact which likely harms, intimidates, offends, degrades or humiliates any person, whether intentionally or unintentionally, based on a Prohibited Ground constitutes discrimination.

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- c. Discrimination is based on the erroneous assumption that a particular individual shares attributes, usually negative, stereotypically associated with a group to which they are perceived to belong. Discrimination imposes burdens on, or denies opportunities to, individuals or groups and is unfair because it is not based on actual academic or job performance, or any other form of competence.
- d. Adverse differential treatment has the effect of imposing burdens, obligations or disadvantages on an individual or group that are not imposed on others. Adverse differential treatment may also withhold or limit access to opportunities, benefits and advantages available to other individuals or groups. It is important to note that discriminatory conduct is not only a breach of this Policy, it may also be a breach of the BC *WCA* and *Human Rights Code*.

Bullying and Harassment:

- a. Bullying and harassment includes unwanted and unwelcome comments or conduct from a person who knows, or reasonably ought to know, such comments or conduct are unwelcome and would cause the person to feel humiliated or intimidated.
- b. Bullying and harassment can consist of a single incident or several or repeated incidents over a period of time which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals. It can also consist of incidents that create an uncomfortable environment or which might reasonably be expected to cause insult, embarrassment, intimidation, humiliation, insecurity, discomfort, or offence to a person or group.
- c. Bullying and harassment includes, but is not limited to:
 - i. written or verbal abuse, intimidation, teasing, undermining, bullying or threats, including swearing, shouting or making derogatory gestures or comment to or about an individual;
 - ii. physical assault;
 - iii. unwelcome remarks, jokes, innuendoes, criticisms or taunting about a person's body, sexual orientation, gender identity, gender expression, attire, age, marital status, ethnic or racial origin, religion, or family members etc.;
 - iv. practical jokes which cause or which should reasonably be known to cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - v. isolation practices, hazing or initiation rites;
 - vi. condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;
 - vii. rude, belittling, sarcastic or slanderous comments or malicious gossip;

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- viii. vandalizing personal belongings;
- ix. false accusations of harassment, motivated by malice or mischief, meant to cause others harm;
- x. sexual harassment, as further described below.

Sexual Harassment:

- a. Sexual harassment is to engage in a course of vexatious comment or conduct against a person in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of conduct is known or reasonably ought to be known to be unwelcome or unwanted.
- b. Sexual harassment includes the making of unwanted and offensive sexual advances, solicitations, offensive remarks, gestures or acts where the individual making them is in a position to confer, grant or deny a benefit or advancement to a person and the individual knows or ought to reasonably know that such behaviour or conduct is unwelcome.
- c. Sexual harassment may include, but is not limited to:
 - i. unwanted or inappropriate physical contact, including but not limited to, touching, pinching, grabbing, patting, rubbing, or purposefully brushing up against another person;
 - ii. unwanted verbal abuse or advances, invitations or propositions of a sexual nature or repeated invitations after previous requests have been refused;
 - iii. displaying, sending or sharing sexually inappropriate images or videos, such as pornography, or suggestive letters, notes, photos, videos, text messages or e-mails with co-workers;
 - iv. telling lewd jokes, sharing sexual anecdotes or asking sexual questions, such as questions about someone's sexual history or their sexual orientation;
 - v. leering, staring in a sexually suggestive or offensive manner, or whistling;
 - vi. making sexual comments about appearance, clothing, body parts, personal life; or
 - vii. making offensive comments about someone's sexual orientation, gender identity or gender expression;

Complainant: An individual employee, volunteer or board member who believes that they have been subject or witness to discrimination, bullying or harassment and brings forward a complaint under this Policy.

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Respondent: An individual against whom an allegation of discrimination, bullying or harassment has been made and to which they are responding. Does not include members of the public.

Bystander: An individual who has witnessed behaviour that, in their view, potentially constitutes a violation of this Policy. Bystanders should report their concerns in accordance with Step 2 of the Informal Process set out below. Bystanders are not parties to a complaint. However, they may be interviewed as witnesses in the event there is a formal investigation into their concerns.

Mediation: A voluntary process used to resolve conflict by having a neutral, trained third party help the disputing parties arrive at a mutually acceptable solution.

Investigator: The person assigned to investigate a complaint. The Investigator may be the Chief Administrative Officer or designate, the Board Chair, or in some instances, an external third party.

5. FAIRNESS

- a. All parties, including Complainants, Respondents and witnesses, have a right to fair treatment in the investigation and adjudication of complaints made under this Policy.
- b. Fair treatment includes the following:
 - i. the right to bring forward concerns and have them addressed in a timely manner;
 - ii. the right to be informed in a timely manner of complaints made against them and an opportunity to respond;
 - iii. an impartial and objective consideration and evaluation of each complaint, through formal or informal resolution processes;
 - iv. confidentiality to the extent possible in the circumstances;
 - v. protection from retaliation;
 - vi. being informed of a summary of the outcome of any formal investigation or intervention (Complainants and Respondents only).

6. ANNUAL REVIEW

- a. This Policy will be reviewed on an annual basis by Central Coast Regional District (CCRD) employees. All individuals working on behalf of the Regional District will be advised and educated on this policy and program when they are hired through the employee orientation process.

7. ROLES, RIGHTS, RESPONSIBILITIES

a. Senior Management

- i. The Chief Administrative Officer (“CAO”) is responsible for the

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implementation and administration of this Policy.

- ii. When possible, the CAO shall assess every complaint for appropriate action and exercise their discretion as to how this Policy is implemented and who in management is advised of the complaint and its findings.
- iii. The CAO must:
 - Ensure that the workplace is free from discrimination, bullying and harassment and to ensure the principles of the Policy are reflected in the execution of their duties, operational policies and practices within their area of responsibility;
 - Model inclusive and professional behaviour and not participate in discriminatory, bullying or harassing behaviour;
 - Report incidents of discrimination, bullying or harassment as soon as possible;
 - Listen to complaints, treating them sensitively, seriously and confidentially;
 - When the CAO deems it appropriate and required, provide a timely, thorough, confidential and objective investigation of any allegation and answer any complaints in accordance with this Policy;
 - If deemed necessary and appropriate, appoint a third-party investigator to investigate any allegations or complaints;
 - Consult with the investigator(s) to set a reasonable period for the completion of the investigation;
 - Review the findings and recommendations;
 - Determine the outcome and the appropriate action to be taken, which may include education, training or disciplinary action, dependent upon the results;
 - Ensure the Complainant and Respondent are informed of the outcome, in writing, in a timely fashion and that appropriate education and such other proactive measures as necessary for a workplace free from bullying, harassment and discrimination; and
 - Maintain confidentiality of all involved.
- iv. Managerial staff have a responsibility to:
 - Ensure that the workplace is free from discrimination, bullying and harassment and to ensure the principles of the Policy are reflected in

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the execution of their duties, operational policies and practices within their area of responsibility;

- Model inclusive and professional behaviour and not participate in discriminatory, bullying or harassing behaviour;
- Report incidents of discrimination, bullying or harassment as soon as possible;
- Listen to complaints, treating them sensitively, seriously and confidentially;
- Take appropriate action if anyone is found to have engaged in conduct contrary to this Policy; and
- Provide reasonable and appropriate remedies for anyone who has been the target of discrimination or harassment.

b. Employees and Volunteers

- i. Not engage in discrimination, bullying or harassment of employees, board members, third party contractors, volunteers or members of the public;
- ii. Report incidents of discrimination, bullying or harassment experienced or witnessed as soon as possible.

c. Board Members

- i. Ensure that the workplace is free from discrimination, bullying and harassment and to ensure the principles of the Policy are reflected in the execution of their duties
- ii. Model inclusive and professional behaviour and not participate in discriminatory, bullying or harassing behaviour;
- iii. Report incidents of discrimination, bullying or harassment as soon as possible.

d. Complainants

- i. Complainants have a right to:
 - Make a complaint and receive a copy of the complaint;
 - Be informed of the status and progress of the investigation;
 - Be informed of a summary of the results of the investigation in writing including any corrective action that has or will be taken as a

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result of the investigation;

- Not be subject to retaliation;
- Withdraw a complaint at any time during the procedure; however, depending upon the nature and severity of the allegations, the CAO or its designate, or Board Chair may determine that an investigation is required and the process will continue notwithstanding the withdrawal.

ii. Complainants have a responsibility to:

- Maintain confidentiality with respect to the investigation and sign a Discrimination, Bullying and Harassment Confidentiality Agreement;
- Cooperate with all those responsible for dealing with the investigation of the complaint.

e. Respondents

i. Respondents have a right to:

- Be informed that a complaint has been filed;
- Be informed of the status and progress of the investigation;
- Have the allegations provided to the Investigator;
- Be informed of the allegations against them and be provided an opportunity to respond;
- Be informed of a summary of the results of the investigation in writing and validation of corrective action that has been taken or will be taken as a result of the investigation.

ii. Respondents have a responsibility to:

- Follow all procedures under this Policy;
- Cooperate with all those responsible for dealing with the investigation of the complaint;
- Not retaliate against the Complainant or any Bystanders;
- Maintain confidentiality with respect to the investigation and sign a Discrimination, Bullying and Harassment Confidentiality Agreement.

f. Bystanders

i. Bystanders have the right to not be subject to retaliation because they have

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participated as a witness.

ii. Bystanders have a responsibility to:

- Meet with the investigator and to cooperate with all those responsible for the investigation of the complaint;
- Maintain confidentiality with respect to the investigation and sign a Discrimination, Bullying and Harassment Confidentiality Agreement.

g. Investigator

i. The investigator shall:

- Ensure the Respondent is informed of the allegations;
- Ensure all parties involved have been informed of their rights and responsibilities;
- Interview the parties concerned and any witnesses;
- Collect all pertinent information;
- Recommend a mediation process where appropriate;
- Prepare a written report;
- Ensure the investigation is completed in a timely fashion taking into account particular circumstances;
- Maintain confidentiality.

8. COMPLAINT RESOLUTION PROCEDURE

- a. Complainants are encouraged to resolve complaints and concerns about discrimination, bullying or harassment with others as soon as they arise, first using the individual conversation or informal processes unless it is clearly inappropriate in the circumstances.
- b. Without limiting its application, the informal resolution process is commonly used in circumstances where the alleged conduct appears to be non-repetitive (such as a “one-off” interaction or discussion) and relatively minor in severity or seriousness, considering its content, potential impact on the health and safety of the individual and/or of the organization overall. Although a Complainant may wish to proceed by way of the informal resolution process, the Regional District may at any time exercise its discretion to initiate a formal process based upon its overall review of the circumstances.
- c. A Complainant should approach their direct supervisor, or if the Complainant is

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uncomfortable approaching their direct supervisor, the Complainant should approach the CAO. If the Respondent is the CAO, the Complainant should approach the Chair of the Board. If the Respondent is a Board member, the Complainant should approach the CAO.

- d. If the Complainant is a Board member, the Complainant should approach the CAO. If the Complainant is the CAO, the CAO should approach the Board Chair unless the Respondent is the Board Chair. In such case, the CAO should approach the Chief Financial Officer or another member of Council.

9. STEP 1: INDIVIDUAL CONVERSATION

- a. A Complainant should first bring the matter to the attention of the Respondent in a direct and discreet manner as soon as possible following the incident and advise them that their conduct is unwelcome and ask that the conduct cease.

10. STEP 2: INFORMAL COMPLAINT PROCESS

- a. If the conduct persists, the Complainant or Bystander should approach their direct supervisor, the CAO, the Board Chair, or their designate, as set out in section 8 above with their concerns (the “Facilitator”), including particular examples of inappropriate statements or behaviour by the Respondent. The Complainant should provide as much detail as is possible, including dates, times, and witnesses to the alleged conduct. This should be done as soon as reasonably possible following the incident(s).
- b. Complainants should keep written records of date(s), time(s), what was said and done, and the name of any witnesses to the incident(s), if any.
- c. The Facilitator will review the concern(s) and must directly or indirectly facilitate a resolution of the complaint in a manner that they consider to be effective and reasonable considering all of the circumstances. The filing of a written complaint under Step 2 does not automatically mean that a formal investigation will be conducted. The manner in which the complaint is resolved will be determined by the CAO, following consultation with the parties and will depend on a number of factors, including the nature, extent and severity of the allegations brought forward by the Complainant(s) and the history of circumstances leading up to the filing of the written complaint.
- d. Interventions may include one or more of the following:
 - i. Meeting separately with each person involved in the alleged conduct to discuss and investigate the situation;
 - ii. Meeting together with the persons involved to facilitate a discussion aimed at understanding and resolving the issue in a practical, non-punitive manner or mediating a solution that works for all persons;
 - iii. Coaching one or more of the parties (verbally or in writing) on workplace

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- expectations regarding appropriate workplace conduct;
- iv. Recommending or applying progressive discipline where warranted;
 - v. Engaging an external third-party facilitator or mediator to work with the parties involved to achieve a practical and mutually agreeable resolution to outstanding concerns without making findings against the parties; or
 - vi. Requiring one or more of the parties involved to complete relevant training.
- e. Step 2 should be completed within thirty (30) days of receiving a complaint unless the circumstances reasonably permit an extension of this timeline.
 - f. At the completion of Step 2, the Facilitator must prepare a written report to the CAO (or Board Chair if the CAO is the Respondent) which should contain the following:
 - i. The facts from the interviews with the Complainant, Respondent, and Bystander(s), if any;
 - ii. Steps the Facilitator took to resolve the complaint, including coaching or discipline imposed;
 - iii. Any recommendations designed to ensure that further discrimination, bullying or harassment does not occur.
 - g. If mediation is not successful in resolving the complaint, or if the Complainant is not satisfied with the result, the Complainant can submit a formal complaint as set out in Step 3 within ten (10) business days.
 - h. If at any time during Step 2, the Facilitator concludes that, given the severity of the alleged complaint, including the potential for physical or psychological harm on the Complainant or other individuals protected by this Policy, a formal investigation is warranted, then the matter should be immediately referred to Step 3.

11. STEP 3: FORMAL COMPLAINT PROCESS

- a. The formal process involves an objective and fulsome investigation of a complaint of discrimination, bullying or harassment brought forward to the attention of a supervisor or the CAO (or their designate), Board Chair or by the Facilitator.
- b. **File a Complaint:** Individuals can formally report incidents or complaints of workplace discrimination, bullying and harassment either verbally or in writing. When submitting a written complaint, individuals are to use the Respectful Workplace Complaint Form (see Appendix A). When reporting verbally, the person who receives the complaint, along with the Complainant, will be required to fill out the Respectful Workplace Complaint Form.
- c. **When to File a Complaint:** Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be

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investigated and addressed promptly.

- d. **Documentation to Include:** Individuals must provide as much information as possible in the complaint form, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint, along with anyone who may have been witness to the incidents. Attach any supporting documents, such as emails, handwritten notes, or photographs. Include the impact of the behaviour complained of on the Complainant and any steps that have already been taken under either Steps 1 or 2 of this Policy and the outcome of those steps.

- e. **Screening and Acknowledgement of the Complaint:** Within ten (10) business days of the receipt of a complaint, the CAO (or their designate) or the Board Chair will review the complaint and exercise their discretion to either conduct an investigation, appoint a neutral third party to investigate the complaint or dismiss the complaint if the CAO or Board Chair reasonably determines the conduct complained of would not constitute a violation of this Policy, the WCA or the Human Rights Code.
 - i. If the CAO (or their designate) or the Board Chair decides not to conduct an investigation, they will inform the Complainant in writing of the reasons.
 - ii. If an investigation is determined necessary, the procedures are outlined below.

- f. **Appointment of Investigator:** The Regional District will retain legal counsel or an internal or external investigator depending on the overall complexity of the facts/ law related to the complaint, the parties to the complaint, the anticipated length of time necessary to conduct the investigation, the potential severity of the outcome of the investigation to the Respondent should the complaint be substantiated, and any other relevant considerations.
 - i. For complaints brought against any member of the Board or the CAO, an external investigator with expertise regarding the matters covered under this Policy will be retained.
 - ii. In cases involving the Board Chair as Respondent, the investigator will be retained by and will report directly to either legal counsel or the CAO or their designate at the discretion of the Board. In cases involving other Board members as Respondents, the investigator will be retained by and will report directly to either legal counsel or the Board Chair and CAO or their designate at the discretion of the Board. In cases involving the CAO as Respondent, the investigator will be retained and report directly to legal counsel or the Board Chair at the discretion of the Board.

- g. **Investigation:** An investigation will be conducted as quickly as possible to determine the facts of the situation. The Investigator will review all relevant documents and conduct interviews with the Complainant, the Respondent and any

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Bystander(s) that may have relevant information.

- i. Each party has the right to be accompanied or represented by a person of their choosing (union representative, another employee, legal representative). All participants will be asked to maintain confidentiality and sign off accordingly.
- ii. The Respondent will be provided with the Complainant's name and information on the particulars of the complaint and offered an opportunity to respond.
- iii. The investigation will normally commence within two (2) weeks of the filing of the complaint and be completed within thirty (60) business days following such time. Completion time may be reasonably extended beyond those timelines in order to ensure a thorough investigation has been conducted.
- iv. During the investigation, depending on the severity of the allegations, changes in scheduling or reporting may be implemented; or the Regional District may suspend individuals with pay pending the outcome of the investigation if deemed appropriate.
- v. Following the completion of the investigation, the investigator will file a written report with the instructing individual for the Regional District.
- vi. The CAO (or their designate) or Board Chair will review the report to determine if the investigation reveals evidence to support the allegation(s) made in the complaint. The Regional District will then inform the Complainant and Respondent, in writing, of the findings and, if warranted, validation of corrective action that has been or will be taken and any other action(s) the Regional District may take.
- vii. Determining culpability and discipline will be the sole responsibility of the CAO (or designate) or Board Chair (or designate) depending on the circumstances.
- h. **Remedies:** Any individual covered by this Policy, who is found to have engaged in, or known about and took no action to report or stop discrimination, bullying or harassing behaviour in the workplace contrary to this Policy may be subject to appropriate disciplinary action, up to and including termination of employment for just cause or legal action, depending up on the severity of the misconduct. The range of appropriate disciplinary action may include, but is not limited to, the following:
 - i. Oral and/or written apology from the Respondent and/or Regional District;
 - ii. Any administrative change that is appropriate (i.e.: job site or position transfer; no contact for a period of time, temporary or permanent changes to reporting structures or work assignments)
 - iii. Coaching;

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- iv. Counselling;
- v. Training or education;
- vi. Re-orientation to this Policy and its purpose;
- vii. Discipline up to and including termination of employment for just cause.
- viii. Where the Respondent is not covered by this Policy, the Regional District will take any and all steps necessary to remedy the substantiated complaint to protect the Complainant from future harm.

i. **Unsubstantiated Complaints:** If the Investigator finds insufficient evidence to support the Complainant’s allegations, the Investigator will submit that finding. There will be no record of the complaint on the Complainant’s or Respondent’s file and there will be no penalty to anyone concerning the incident. A finding of no evidence is a simple reflection of an absence of evidence to support the claim and nothing more.

j. **No Reprisals or Retaliation:** Any Complainant (or person closely related to or associated with the Complainant), Bystander, Respondent or employee responsible for implementing this Policy and procedure, who in good faith:

- i. Makes a complaint alleging workplace discrimination, bullying or harassment;
- ii. Identifies or opposes a practice that he or she reasonably believes to constitute workplace discrimination, bullying or harassment;
- iii. Implements or participates in a discrimination, bullying or harassment investigation, proceeding or hearing under this Policy or pursuant to any applicable statutory complaint process.
- iv. Any reprisal or retaliatory action that is related, in any way, to the circumstances noted above violates this Policy and will not be tolerated.

Any individual covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause.

k. **Vexatious Allegations and Complaints:** Any individual covered by this Policy who makes an allegation or complaint under this Policy that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause.

l. **Follow-up and dealing with adverse symptoms:** Post complaint, the Supervisor or CAO will follow up with the Complainant to ensure the issue was addressed and resolved, and to assess if the Complainant is feeling any adverse health symptoms.

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Should the Complainant feel adverse health symptoms resulting directly or indirectly from bullying and harassment, the Complainant can follow-up with their supervisor or CAO and request additional supports. Their supervisor or CAO can work with the Complainant to create a support plan complimenting the health care benefits plan provided by the CCRD as outlined in the A-29 Personnel Policy.

Adopted: April 11, 2013

Amended: April 14, 2016

Amended: September 8, 2021

Amended: September 14, 2023

CENTRAL COAST REGIONAL DISTRICT
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Appendix A

Respectful Workplace Complaint Form

Name and position of Complainant
Name and position of Respondent
Address or location where the incident(s) occurred
Date(s) and time of each incident
Detailed summary of all of the specific incidents or examples of behaviour that have led to the filing of the complaint (continue on separate page if needed)
Name(s) of any potential bystander(s)
Impact of the behaviour / incident complained of
Any steps that have already been taken under either Steps 1 or 2 of this Policy to resolve the complaint and the outcome of those processes.

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Appendix B

Confidentiality Agreement

Pursuant to the Central Coast Regional District’s Discrimination, Bullying and Harassment Policy (“Policy”), complainants, respondents, bystanders and witnesses (“Parties”) that participate in a workplace investigation have a right to, and a duty to maintain, the confidentiality of all information received or made known to them.

By participating in the investigation into the complaint and by signing this Confidentially Agreement, you acknowledge and agree that:

- a) you will not share the identity of the complainant(s), the respondent(s) or witnesses;
- b) you will not talk to others about the investigation or do anything to confirm or infer who is involved or what the investigation or complaint is about;
- c) you will alert the CAO or their designate to any conversations among workers about the investigation or complaint;
- d) you will not share the content of the complaint;
- e) you will not share the content of the discussion(s) you have with the investigator;
- f) the information learned or discussed relating to the investigation or complaint may only be shared with your legal advisor or union representative or unless required by law (for example if you are called as a witness in a legal proceeding);
- g) you will not engage in any retaliatory behaviour against any individual related to the investigation or complaint;
- h) you agree to abide by the Regional District’s Policy and you understand that compliance with it and this Confidentiality Agreement is a condition of your duties, responsibilities and obligations of employment; and
- i) you understand that non-adherence to the Regional District’s Policy or this Confidentiality Agreement may result in legal or disciplinary action up to and including the termination of employment.

Print Name

Signature

Date

Print Witness Name

Signature

Date

April 24, 2024

CENTRAL COAST REGIONAL DISTRICT
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CENTRAL COAST REGIONAL DISTRICT POLICIES

E-9 - Directors Travel to Board Meetings & Conventions

Preamble: The Regional District Board has several convention, conference and other meeting-type of events that have optional attendance.

The Central Coast Regional District may set a policy to determine the reasonable attendance of Board members when it is advantageous for the Regional District to have representation at these events. Regular and Special meetings of the Board are primarily conducted remotely through electronic means, but the occasional attendance of the outer coast directors should be facilitated for board relations and cohesion.

Policy: The Board will set a budget for Director travel every year for each electoral area director. This travel budget will cover flights, boats, ferries, compensation, hotels, car rentals, and any other relevant expense related to the Director's travel and attendance at events, conventions and meetings.

Travel arrangements can be made by the Director or staff can book and bill the account. Travel claims by Directors are submitted to the CFO or other appropriate CCRD staff. The CFO will provide regular reporting on budget balances to the Directors.

Amounts budgeted for travel can be rolled over into the next year for the term of the Director. Amounts cannot be rolled over into the next term of a director. A director may gift all or a portion of their budget to another director by providing the CFO that request in writing. The amount gifted cannot exceed the director's current account balance.

Transportation costs are intended for directors to travel to meetings within the CCRD and to represent the CCRD at official events. The funds will not be provided to cover travel from outside the boundaries of the CCRD to attend meetings or for personal travel.

Should there be vacant seats on chartered boats or planes, 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 and staff may bring children in their care or spouses as extra passengers on CCRD Charters. The travel and expenses to conduct regular board meetings in outer coast communities is separate and covered under a separate budget and policy.

Electoral Area travel will not be reimbursed within 6 months of an election or assent vote.

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E-9 - Directors Travel to Board Meetings & Conventions

Adopted: February 11, 1998
Amended: September 9, 1998
Amended: September 12, 2013
Amended: March 10, 2016
Amended: November 14, 2019
Amended: December 8, 2022 Resolutoion 22-12-10

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E-10- Annual Board Meeting in the Outer Coast

Preamble: The Board will undertake to hold a Board Meeting within one of the outer coast communities annually.

Policy: The Board will undertake to hold a Board Meeting in one of the following communities annually.

- Bella Bella
- Denny Island
- Ocean Falls
- Wuikinuxv (River's Inlet)

The location of the annual meeting will rotate between all four communities, so that the intention is that each community will host a Board Meeting once throughout the four-year term of a director. The schedule will reset after the general local government elections or at the end of the 4-year term.

Travel costs for this annual Board Meeting is separate from policy E-9 - Directors Travel to Board Meetings & Conventions. Staff will include the projected costs in the 5-year financial plan.

While the Board will undertake to hold a Board Meeting in one of the following communities, circumstances beyond the control of the Board or staff may necessitate an inability to hold the meeting. This would only be the case in exceptional circumstances.

The meetings will take place in June, and follow the schedule listed below unless changed by a resolution of the Board:

- 1st year: Wuikinuxv (River's Inlet)
- 2nd year: Denny Island
- 3rd year: Bella Bella
- 4th year: Ocean Falls

Adopted:December 8, 2022 **Resolution:**22-12-11

CENTRAL COAST REGIONAL DISTRICT
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F-1 - Payment Distribution Schedule

Preamble: Requests for payment are continuous. In order to improve cash management and allow for optimum time and office management, it is desirable to designate the times in a reporting period when cheques are requisitioned, coded, drafted, signed and posted.

Policy: That payment of invoices be twice monthly; the first being of the 15th day and the other being the last working day of each month. Where the 15th day falls at a time when regular office hours are not in effect, payment will be scheduled to occur on the last working day before the 15th.

Date: May 10, 1994
Reviewed: March 3, 2004
Reviewed: October 13, 2011
Reviewed: April 9, 2015
Amended: March 12, 2021

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F-3 - Signatories

Preamble: It is appropriate for the regional district to establish and designate signatories for payments issued from the accounts of the Central Coast Regional District and the Central Coast Regional Hospital District.

Policy: It is the policy of the Central Coast Regional District that designated signatories for payment issuing purposes and online banking shall be TWO of the following: electoral area directors, Chief Administrative Officer, Chief Financial Officer, Finance Manager, Operations Manager, and Financial Management Services Provider as designated by the CAO. For clarity, alternate directors are not designated signatories, even when acting on behalf of the electoral area director.

Further, it is policy that designated signatories are limited to signing only where a real or perceived conflict does not exist. For the purposes of this policy, a real or perceived conflict includes a relationship with the payee as follows: a person, partnership, proprietorship or shareholder in an organization, who is a relative (child, spouse, parent, sibling, or grandparent). A real or perceived conflict also exists when payments are issued to the signatory, or to a payee of which the signatory is a partner, proprietor or shareholder.

Date: September 14, 1993
Reviewed: March 3, 2004
Amended: October 13, 2011
Amended: April 10, 2014
Amended: June 11, 2015
Amended: March 29, 2018
Amended: February 13, 2020

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F-5 - Administration Cost Recovery from Services

Preamble: A policy to ensure costs charged to services are reasonable and justifiable while complying with *Local Government Act* Section 379 on charging services for their operational costs.

Policy: That in conjunction with the preparation of the annual budget each year, the Chief Financial Officer shall provide a schedule of Administration Charges to Services.

The amount determined for apportionment will be calculated by considering particularly, the estimated amount of time and effort required by the regional district to administer the service, relative to other services provided by the regional district.

Date: September 14, 1993

Reviewed: March 3, 2004

Reviewed: November 15, 2012

Amended: November 13, 2015

Reviewed: December 12, 2019

Reviewed: February 2, 2023 Resolution Number: 2023-02-12

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F-11 - Firefighter's Use of Department Equipment

Preamble: The Volunteer Firefighters of the Bella Coola Volunteer Fire Department (BCVFD) of the Central Coast Regional District, receive requests from the public for assistance with street cleaning and other services unrelated to fire protection or emergency response. Furthermore, from time to time, members of the BCVFD request use of department equipment for personal use. In order to avoid inconsistencies and potential conflicts, it is necessary that the acceptable use of department property be clearly defined.

Policy: The Fire Department or its members will not use Fire Department equipment except for the express purpose of providing fire protection services, emergency response, training, maintaining department property, water system maintenance, education initiatives and public awareness around fire.
safety.

Effective date as adopted by the Central Coast Regional District Board of Directors:
July 17, 1997

Adopted: July 17, 1997
Reviewed: March 3, 2004
Reviewed: September 12, 2013
Amended: July 20, 2016
Reviewed: June 11, 2020

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F-13 - Capitalization

Preamble: The regional district's auditors, PMT Chartered Accountants, have recommended that a capitalization policy be put in place to determine when a purchase should be expensed and when it should be included as an asset. They further recommend that a threshold be established above which purchases should be treated as capital additions.

Purpose: The purpose of this policy is ensure consistent treatment of purchases and to appropriately establish a threshold. It will also comply with Public Sector Accounting Board (PSAB) handbook section PSAB 3150

Policy: It is the policy of the Central Coast Regional District to capitalize assets when the useful life is greater than one year and the costs of acquisition exceeds the threshold of \$2,500.

Definition: Tangible Capital Assets are non-financial assets having physical substance that:

- (i) Are held for us in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- (ii) have useful economic lives extending beyond an accounting period;
- (iii) are to be used on a continuing bases; and
- (iv) are not for sale in the ordinary course of operations.

TCAs and Amortization:

Tangible Capital Assets are recorded at cost in the General Capital Fund and Water Capital Fund. Contributed TCAs are recorded at fair value at the date of contribution. The regional district amortizes its tangible capital assets as follows:

Buildings	4%	Paving	5%
Furniture and equipment	20%-30%	Water Distribution System	4%
Parks and Recreation	20%	Computer hardwares, softwares	
Vehicles	30%	20%	

Groups/Classes of assets:

Where individual asset items are less than the capitalization limit, but when multiple identical or interrelated components are purchased and when added together and the dollar amount then exceeds the threshold, that group or class of assets will be capitalized.

Authorization:

The final determination of operational vs. capital expenditures rests with the CFO or CAO.

Adopted: September 8, 2011

Amended: May 14, 2015

Amended: May 14, 2020

CENTRAL COAST REGIONAL DISTRICT
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F-14 - Payables Procedure

Purpose: The purpose of this policy is to establish procedures, duties and responsibilities for the handling of vendor payments. Such payments may be in the form of petty cash, credit card, cheques or electronic funds transfers.

Policy: Other relevant policies:
Purchase and Procurement - Policy A-26
Signatories - Policy F-3
Payment issue dates - Policy F-1

Limit on Credit Card Usage

The CU Mastercard shall not be used under any circumstances, for the payment of goods or services which are not directly associated with the operations of the regional district. Spending limits are as detailed in the Purchase and Procurement Policy A-26

Limits on Petty Cash Usage

Amounts exceeding \$50 per entry may not be disbursed from petty cash. Exemptions apply for the payment of honorariums for elders or cultural advisors. CAO has the authority to approve the payment. Policies F-3 and F-1 do not apply.

Limits on Direct Payments (Electronic Funds Transfers or EFT's)

See segregation of duties later in this policy. Vendors will be added by staff at the Williams Lake and District Credit Union at the request of two regional district signatories.

Procedure

- 1 Bills received by hand, facsimile, email or regular mail shall immediately be stamped as received. Payments will not be issued for statements or packing slips - invoices are required. The requisition request form will be attached to the bill.
2. Upon receipt of copies, scans, emails or facsimiles, effort shall be made to determine the availability of the original bill. Notwithstanding the foregoing, vendors will be encouraged to provide original documents. Emailed invoices may be accepted as originals provided that the vendor will not be issuing the invoice in another form at a later date.
3. Bills will be approved by the authorized purchaser by initialling the bill pursuant to the limits as determined in Purchase and Procurement Policy A-26. The signature may be obtained by email, by hand, or by fax and if not placed on the original bill, shall be attached to the original bill prior to payment.
4. Bills will be checked for accuracy. This includes the proper provision for applicable taxes, including, if necessary, verification of GST registration. Extensions will be checked and verification for the receipt of the goods will be undertaken. Packing slips will be matched and filed with the bill.

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5. Once authorization has been obtained and the bill verified, the bill shall be entered as a "bill" in the accounting program.

F-14 Payables Procedure – continued – page 2

6. Payment (or "pay bills") will be issued pursuant to Payment Issue Dates Policy F-1 and signed pursuant to Signatories Policy F-3. Payments will be issued immediately after generation and will not be held.

Direct Payment (Electronic Funds Transfers - EFT)

Certain vendors may be paid by electronic funds transfer (EFT) through the regional district's banking provider and Policies F-1 and F-12 apply. Direct payments are generally issued to vendors with whom the regional district has an ongoing obligation and particularly where the due dates cannot be satisfied in a timely manner in accordance with the regional district's payment issue dates.

The process for issuing payments by EFT will follow steps #s 1-6, above, except that the "pay bills" function in #6 will be changed to record a direct payment as opposed to a cheque.

Accessing the online banking system and therefore, the ability to pay by EFTs are password protected. When the bill has been paid in the accounting system, the actual transaction to remove it from the bank account will be undertaken. The bank confirmation for each transaction will be printed and attached to the paid bill for filing and must have two authorizations for the transaction. Bills paid by direct payment will be filed separately. The bank confirmation number will be recorded in the accounting system.

Segregation of duties

Records and Accounting Clerk (RAC) Executive/Operations Assistant (EOA)	<ul style="list-style-type: none">- check extensions, taxes- eliminate potential for duplication- verification of GST registration- verify receipt of goods (packing slips)- ensure purchase authorization- "enter bills" including bills to be paid by EFT in the accounting system- "pay bills" - generate cheque pursuant to Policy F-1- obtain signatures pursuant to Policy F-3- disburse, receive and manually record petty cash activity
Project Manager	<ul style="list-style-type: none">- review bills related to projects (which a project manager [CEDO, Planning Coordinator] has the responsibility of the planning, procurement and execution of) prior to bill payment
Operation Manager (OM)	<ul style="list-style-type: none">- approve/review bills prior to bill payment

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	<ul style="list-style-type: none"> - mail cheques prepared by others - in the absence of the FM, pay or authorize vendors online by direct payment method (EFTs)
--	--

F-14 Payables Procedure – continued – page 3

<p>Finance Manager (FM)</p>	<ul style="list-style-type: none"> - review bills prior to bill payment - verify codes, cost centre, other - pay vendors online by direct payment method (EFT's) and obtain one other authorization on the receipt generated by the banking system. Record confirmation number in accounting system. - "enter bills" including bills to be paid by EFT in the accounting system in the absence of AA - "pay bills" - generate cheque pursuant to Policy F-1 in the absence of AA - reconcile credit card account and enter as a bill for payment - mail cheques prepared by others - payroll entry and pay cheque generation - petty cash review and reconciliation; replenish or make bank deposits -sign cheques
<p>Chief Administrative Officer (CAO)</p>	<ul style="list-style-type: none"> - mail cheques prepared by others - review bill payments - disburse, receive and manually record petty cash activity - authorize online direct payment method (EFT's) - sign cheques

Adopted: October 13, 2011
 Amended: September 12, 2013
 Amended: March 13, 2014
 Amended: June 11, 2015
 Amended: April 9, 2020
 Amended: July 8, 2021

CENTRAL COAST REGIONAL DISTRICT POLICIES

F-15 - Receipts and Deposits Handling

Purpose: The purpose of this policy is to establish procedures, duties and responsibilities for the handling of receipts and deposits. This policy will provide directives for a consistent approach that ensures effective financial controls resulting in timely and effective management of receipts, deposits and the recording of money.

Policy:

Definition of Receipts

Money or receipts or payments shall mean and include forms of payment and negotiable instruments including cash, cheques, money orders, bank drafts and wire transfers or direct deposits; and include debit or credit card payments via the POS machines located at Thorsen Creek Waste & Recycling Depot, Bella Coola Airport, Centennial Pool, and CCRD Administration office.

Under certain circumstances, receipts may be issued for "in kind" donations, such as for land.

Petty Cash Receipts

Receipts into petty cash shall be recorded and kept separate from other forms of payment. However, petty cash may be included in the same deposit as cheques and other forms of payments.

Direct Payments (Electronic Funds Transfers or EFT's)

Payments transferred directly into the regional district chequing account must be accompanied by a transaction receipt or other official notification from the payor in order to ensure that the correct revenue or receivable account is credited.

Upon receipt of notification and subsequent confirmation of the receipt of direct deposits, the transaction will be recorded in the accounting software program either as a sales receipt or a customer payment. The payment type will be specified as "direct payment" to separate it from payments by cash or cheque. Receipt notifications will then be initialled as posted and filed separately in chronological order with the bank reconciliations. Manually written receipts will also be maintained for direct payments.

Procedure

1. Except for petty cash, payments received by hand or by regular mail shall immediately be stamped as payable to the Central Coast Regional District Account . All payments will then be entered manually into a receipt book which has been pre-sequenced numerically. The original of this receipt may be issued to the payor. The second copy of the receipt will be retained in the receipt book and shall not be removed under any circumstance.

Payments received into petty cash shall immediately be receipted and entered manually into a separate receipt book which has been pre-sequenced numerically. The original of this receipt may be issued to the payor. The second copy of the receipt will be extracted and

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filed with the monthly petty cash transactions and reconciliations and filed with the general journals.

F-15 Receipts and Deposits Handling – continued Page 2

Receipts for both petty cash and other payments will then also be entered into the accounting software program. The same numerical sequencing will apply as it did to the manual entry into the receipt book. Receipts entered into the accounting software program will either be in the form of a "customer payment" (if an invoice has previously been issued) or a "sales receipt" (if an invoice has not previously been issued).

2. To ensure safekeeping, payments will then be entered into the deposit book and placed inside a locked and secured cabinet to be deposited at the next opportunity. In the event that total payments accumulated exceed \$1,000, those lone or combined payments shall be deposited no later than the last operating day in that week.
3. Deposits will be manually prepared and delivered to the regional district's financial institution. The financial institution will do at least one of the following: stamp as verified on the regional district's copy of the deposit slip; or provide a separate receipt which shows the date and total of the deposit amount. If a separate receipt is provided, it shall be filed with the deposit slip.
4. Remote deposits may be made using the Automated Teller Machine provided by the regional district's financial institution or with a mobile device in situations where CCRD staff have reasonable grounds to believe that their health or that of other individuals, may be compromised.

Deposits will also be prepared and entered into the accounting software program.

Segregation of duties

- | | |
|----------------------------------|---|
| Administrative Assistant
(AA) | <ul style="list-style-type: none">- record and issue receipts manually- enter receipts into accounting software program- record payments manually in invoice journals- record payments in deposit book; prepare deposits- safeguard receipts and deposits- receive and record petty cash |
| Executive Assistant
(EA) | <ul style="list-style-type: none">- record and issue receipts manually- enter receipts into accounting software program- record payments manually in invoice journals- record payments in deposit book; prepare deposits- safeguard receipts and deposits- receive and record petty cash |

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F-15 Receipts and Deposits Handling – continued Page 3

Operation Manager (OM) - record and issue receipts manually
 - deposit payments at the regional district's financial institution
 - receive and record petty cash

Finance Manager (FM) - record and issue receipts manually
 - verify codes, revenue centre, or receivable account
 - record receipts and make deposits in the accounting system;
 - deposit payments at the regional district's financial institution
 - receive and record petty cash
 - authorize issuance of receipt for "in kind" donations

Chief Administrative Officer (CAO) - record and issue receipts manually
 - deposit payments at the regional district's financial institution
 - receive and manually record petty cash
 - authorize issuance of receipt for "in kind" donations

Adopted: April 12, 2012
Amended: April 9, 2015
Amended: April 9, 2020

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F-16 Community Works Fund Allocations

- Preamble:** Community Works Funds are made available to eligible local governments, including the Central Coast Regional District, by the Government of Canada pursuant to the Agreement on the Transfer of Federal Gas Tax Revenues (Gas Tax Agreement) between the Union of BC Municipalities and the governments of Canada and British Columbia. Funding under the program is intended to be directed to local priorities that fall within one of the eligible project categories and that are in keeping with the Agreement’s intended outcomes.
- Purpose:** The purpose of this policy is to provide a measured approach for the best use of the funds available, paying particular attention to the strategic priorities of the Central Coast Regional District as determined by the board of directors.
- Policy:** It is the policy of the Central Coast Regional District that money from the Community Works Fund shall be expended or allocated as follows:
1. First, by satisfying the requirements of the Gas Tax Agreement by fulfilling the regional district’s commitment to Capacity Building, Integrated Sustainability Planning and Capital Investment Planning.
 2. Second, by providing funding for eligible projects according to the regional district’s strategic priorities as determined by the board of directors. Where a conflict is found to exist, the funds shall first be allocated to functions and services already established by the regional district, and then to those functions and services under consideration for establishment.

Adopted: April 11, 2013
Reviewed: June 9, 2016
Amended: April 9, 2020

CENTRAL COAST REGIONAL DISTRICT POLICIES

F-17 – Application for Grant-in-Aid

Purpose: To enable the Board to allocate budgeted Grant-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 Central Coast 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 CCRD (i.e. other grants, donations, membership revenue, corporate donations, etc.).

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

The total value of disbursement is at the discretion of the Board of Directors but may not exceed the maximum of \$0.10 per thousand dollars of assessed property values (approximately \$15,000). The amount of individual disbursement is determined based on eligibility and the total number of applications received.

Application Process and Timeline:

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

After March 31: 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 disbursed sooner than August, please include a note in your application.

Once the final decision is made by the Board of Directors, the CAO or designate will administer disbursements.

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.

CENTRAL COAST REGIONAL DISTRICT
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F-17- Application for Grant-In-Aid... cont

DISCLAIMER:

The Regional District will not provide assistance in contravention of s. 236(1)(c) of the *Local Government Act*. Furthermore, the Regional District does not intend 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.

Please submit applications to:

Administrative Assistant
Central Coast Regional District
PO Box 186
626 Cliff Street
Bella Coola, BC V0T 1C0

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: December 12, 2019
Amended: February 2, 2023 Resolution: 2023-02-13

CENTRAL COAST REGIONAL DISTRICT
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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;
- A description of your organizations mandate, mission, and objectives; and
- A list of key dates and/or milestones for the initiative.

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.
- Adhere to the CCRD Integrated Strategic Plan 2019-2022.
- Provide a service that meets a community need.

Please briefly demonstrate how the above priorities will be achieved.

CENTRAL COAST REGIONAL DISTRICT
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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

Source Name	Cash requested from CCRD	Your in-kind (\$ value) contributed	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)
 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? (Y / N)
 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 _____

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@ccrd.ca

CENTRAL COAST REGIONAL DISTRICT
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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	
Please provide the following information on separate sheets of paper. Responses should be numbered as listed below. 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.ca

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-18 - Annual Board Adjustment Policy

Preamble: The purpose of this policy is to provide regular and consistent updates, to Bylaw 518, Schedule A.

Policy:

1. For purposes of Board remuneration, CPI will be calculated using the B.C. Consumer Price Index increase from October to October and applied the following January.
2. In order to maintain consistent data, the following website and table will be used:
www.statcan.gc.ca
Consumer Price Index - Consumer Price Index for British Columbia Which can be found at [Consumer Price Index, monthly, not seasonally adjusted \(statcan.gc.ca\)](#)
3. If the CPI is negative, remuneration will be red circled and the negative percentage will be deduced from a future adjustments when the CPI is positive. Remuneration will not be decreased.

Example: CPI is -1.1% - Remuneration red circled. The following year CPI is 2%. Minus 1.1% and remuneration recommendation would be .9%.

4. CPI increases are capped at a maximum of 3% per year.

Adopted: September 8, 2022 Resolution 22-09-10

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-19 - Inflation Calculation Policy

Purpose: To provide clarity in how inflation should be calculated in relation to the distribution of annual cost of living increases provided to employees of the regional district.

Employee Policy:

All CCRD permanent employees (both contracted and non-contracted) will have a cost-of-living increase of CPI effective June 1 every year. This CPI increase will be based on using the British Columbia All-items (not seasonally adjusted) October to October monthly change (2022 table 18-10-0004-01 for reference). Values will be determined during the budget process using the October-to-October values and factored into budget development. The increases will be paid out to all full-time regular staff starting June 1st of the following year.

This implantation is to allow for the best possible adjustment for the current cost of living, while preventing excessive staff time spent calculating retroactive payments.

This increase of wages will have a maximum of 3.0% annually.

If the CPI is negative, it is understood that employee remuneration will not decrease, rather the increase for that year will be 0% and future increases lowered by the percentage of negative CPI.

For example, if CPI was to reflect a -0.2 percent decrease in consumer goods prices, and experience an increase of 2.0% in year 2, staff increases would be 0% in Year 1, and 1.8% in Year 2 (2.0% - 0.2%).

For clarity, Board Directors have a separate process outlined under Board Remuneration Bylaw and associated policies.

Adopted: October 13, 2022 Resolution 22-10-02IC

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-20 – Budget Preparation and Engagement

Purpose: The Central Coast Regional District (CCRD) is required to adopt an annual budget and financial plan by March 31 of each year. This budget informs taxation, spending, and service levels of the CCRD. The budget is the product of months of research, meetings, and planning. This policy is to provide clarity in preparation, engagement, and future planning.

Policy: The CCRD will strive to provide a consistent and repeatable practice with its budget preparation and engagement including consistent principles of how information is provided to the Board of Directors and the public, as well as how each of these parties interacts with the budget process. The following guidelines provide a framework for repeatable and consistent practice.

Engagement:

1. Preparation for future budgets is an ongoing process. The Board will be updated with quarterly financial updates. Updates will provide information on revenue, expenses, major project milestones and issues of concern. These updates provide a foundation for understanding future planning.
2. Staff continually document and research solutions and options for maintenance and operational needs, public requests, and regulatory requirements. These projects are categorized and will be provided to the Board for consideration during budget discussions.
3. The annual budget preparation cycle starts in July with staff bringing together the information required to start developing draft materials for consideration of The Board. This process lasts from July to September.
4. Public engagement will begin in August with the mailing out of an informational postcard to all CCRD residents. This will include links etc. on where to find budget information and contact information for CCRD staff for any questions.
5. An online survey will be administrated by CCRD staff in the last week of August to mid September and run for roughly three (3) weeks. The objective of this is to better understand the public's desires in service and taxation levels. The survey results will be reported in aggregate to the Board in a public meeting.
6. The budget is prepared in a draft form for the October meeting. This budget is based on significant items from the previous sections, and the previous years actual spending as reliably forecast. The online survey results and recommendations will be tabulated and included within the budget.

CENTRAL COAST REGIONAL DISTRICT POLICIES

7. This October meeting provides early information to the Board, as well as to the public in the form of a public meeting of the Board. The Board can provide preliminary direction on financial matters of note that they want additional information, reworking of the budget or for staff to research and provide additional options. Staff will present options regarding tasks, projects, and recommendations for budgets for approval at the October meeting.
8. November meeting will provide a reworked budget aligned with Board direction and/or options for consideration by the Board. This meeting is to eliminate the major issues of concern for a considerable stable idea of the financial picture for the CCRD.
9. To ensure all residents have an opportunity to review the budget, a copy of the draft budget and a poster containing links and contact information will be sent to various locations (Denny Island Chamber of Commerce, Wuikinuxv Nation Band Office, Ocean Falls Improvement District, CCRD office, Heiltsuk Nation Band Office, Dawson's Landing General Store) to be printed and posted in early February. The locations of these will be disclosed in the informational postcards.
10. Community engagement will begin in February. This will include two sessions from the CCRD Finance department: (A) In-person public engagement session for Bella Coola Valley residents, and a (B) a live online presentation for all residents.
 - A. A longer in-person public engagement session will go over both afternoon and evening – for example, 2:00PM to 7:00PM for residents working during the day. This presentation will be aimed at Bella Coola Valley residents. The presentation style and format will be determined by the Chief Financial Officer. There will be a mechanism for resident feedback, and results and recommendations will be provided to the Board of Directors at the following Board meeting. The purpose of the in-person event will be to showcase budget items but not initiate a debate with the public.
 - B. A live online presentation will be given by the Chief Financial Officer on budget items for all residents. There will be an opportunity for residents to provide feedback during and after the presentation. This will also be recorded and available on social media and the website after.

This engagement is intended to provide information to the public on the draft budget and will include all necessary detail. All materials used within the three public engagement sessions (Powerpoint slides, poster materials, etc.) will be available on the website after the presentations.

Significant items of concern from the public should be undertaken for consideration in amendments. The public will be given a window for providing comments to be included in the budget package. The Chief Financial Officer will set the date, format,

CENTRAL COAST REGIONAL DISTRICT POLICIES

and time of the events and ensure that it is appropriately advertised. This event will meet the requirements in Section 375 of the *Local Government Act*.

11. The Board will be presented a final version of the budget with tax implication at the February meeting. The Board will consider any final changes, hear any final delegations, review the feedback and comments from the public consultation, and provide direction to staff related to the budget. The public will be encouraged to submit feedback in writing for this meeting. Delegations will be accepted for the February meeting but limited to 60 minutes (1 hour). The Corporate Officer will adjust delegation presentation lengths (limiting presentation times to a maximum of 5 minutes) to maximise the number of delegations that may present in the 60-minute delegation period.
12. All annual financial bylaws need to be adopted by March 31. The auditor provides updated surplus numbers in March and the final budget will be presented in March to the Board for adoption. No delegations will be accepted related to the budget at the March meeting.

Preparation:

1. Budgeting processes are to conform with Generally Accepted Accounting Principles
2. Operational budgets are prepared using forecasted actuals with relevant variations (e.g. need for increased maintenance is expected, expectation of decreased maintenance, etc.). This draft is prepared by staff and provided to The Board early in the budget process to understand a 'foundation' of which to work with in terms of operational needs.
3. New services or increased service levels are costed with relevant expertise and placed before the Board for consideration early in the process as well. These proposed new services or increased service levels may be proposed by staff, requested by the public through various delegations or engagement platforms, or may be requested by the Board.
4. Capital expenditures are costed with relevant expertise and provided before the Board. Staff prioritize the list of proposed capital expenditures as best determined to be necessary to meet operational needs. This list is expected to be modified by the Board to their satisfaction.
5. Surplus from a budget year will be referred to the next budget. The surplus should generally be placed in reserves for contingency relief in the event of unforeseen circumstances that affect the operation of current services. Previous year's surplus will be allocated toward a budgets contingency until the contingency account represents 15% of the total budget. Surplus should not be used to fund new or increased service levels due to the unstable nature of surplus funds. Unused surplus

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beyond the appropriate contingency levels should be considered for transfer to the appropriate reserve fund. Use of surplus funds in the budgeting process remains at the discretion of the Board and may be allocated as the Board desires.

6. Capital Projects that have not been started should be re-introduced to the Board with a description of if the project is still necessary. Capital Projects that have been started and not finished should provide the funds reserved for the project and expected costs in the next year. Any funds not used as a result of Capital Projects being under-budget should be treated as surplus.
7. All draft budgets are presented for discussion by the Board, and to the Board's approval. Staff present information to prepare the Board on the implications of decisions and what they believe is required to meet the expectations of multiple stakeholders, but the Board holds approving authority in the way of bylaw approval.
8. Budgeting is an annual process, but the process of planning for the budget is a constant practice that requires consistent sharing of information, reporting and feedback between staff, the Board, and the public.

Adopted: June 8, 2023 **Resolution:** 23-06-04

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-21 – Volunteer Fire Fighter Honorarium

Purpose: To provide standardized honorariums and remuneration to all volunteer fire departments in the Central Coast Regional District.

Scope: All volunteer fire departments in the Central Coast Regional District are eligible for honorariums which include:

- The Bella Coola Fire Department
- The Hagensborg Fire Department
- Any additional Fire Departments under the direction of the Central Coast Regional District.

Policy:

1. All volunteer firefighters will be eligible to receive an honorarium for their service.
2. The amount of the honorarium will be determined by the number of calls responded to and the number of training hours completed, as outlined in the following schedule:
 - a. For each call responded to, a volunteer firefighter will receive \$20.
 - b. For each training session completed, a volunteer firefighter will receive \$20.
 - c. Honorarium payments will be distributed on an annual basis.
3. To be eligible for an honorarium, a volunteer firefighter must:
 - a. Be in good standing with the department.
 - i. Good standing requires attendance to the minimum of training sessions and weekly practice as set out by the volunteer Fire Chief.
 - b. Have completed all required training for the position held as pre-approved by the CCRD.
 - c. Any volunteer firefighter or Chief who is found to have falsified call or training records will be ineligible for an honorarium and may face disciplinary action.
4. The department's leadership team will review and approve the honorarium payments on an annual basis. The Fire Chief will submit to the Chief Financial Officer (CFO), on a form determined by the CFO, the approved honorarium payments.
5. The policy may be subject to change at any time by the Central Coast Regional District.
6. Firefighters Honorarium payments will be forecast and budgeted annually through individual service budgets.
7. Any additional funds left over at the end of the year may be used towards either a Christmas event for the fire department or individual gifts to a limit of \$50 per firefighter. The Fire Chief will submit a proposal to the Chief Financial Officer and Operations Manager each year in November for approval. The Operations Manager will determine if the expenditure is viable and issue approval only if the funds are within budget and the proposal is appropriate (alcohol purchases are prohibited).
8. Budgets for honorariums will be set annually and honorarium program shall not exceed the amounts allocated in the annual budget.

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Adopted: October 12, 2023

Resolution: 2023-10-09

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POLICIES

P-1 – Delegation of Public Hearing

Preamble: Section 231 of the *Local Government Act* provides that the Board may delegate the holding of a public hearing.

Policy: That for purposes of Division 3, Part 14 of the *Local Government Act* the Board delegates the holding of a public hearing

- a) to the director of the electoral area in which the land concerned is located
- b) with the consent of the director referred to in paragraph (a);
 - 1. to the alternate director of that electoral area, or
 - 2. to any other director or directors, and
 - 3. the person to whom the hearing has been delegated must report back to the Board before the bylaw is adopted.

Date: June 16, 1993
Amended: April 07, 2004
Adopted: June 02, 2004
Reviewed: June 14, 2012
Amended: September 10, 2015
Amended: February 13, 2020

CENTRAL COAST REGIONAL DISTRICT
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P-2 - Application/Approval Process for Land Use Bylaws

Preamble: Certain portions of the application process for amendments to the zoning and Official Community Plan (OCP) bylaws are at the discretion of the board of directors. It is advisable and expedient to define the process that is best suited to accommodate the public and reduce unnecessary time spent at the board table.

Policy: That upon receipt of an application to amend the zoning bylaw or OCP bylaw, and on receipt of the required application fee, staff are authorized to proceed with obtaining the responses from various agencies prior to first reading of a potential bylaw. Agencies include, but are not limited to:

Ministry of Transportation & Infrastructure
Agricultural Land Commission (where applicable)
Vancouver Coastal Health Authority
Department of Fisheries and Oceans
Ministry of Forests Lands and Natural Resource Operations - Archaeology
School District No. 49
Nuxalk Nation Chief and Council
Heiltsuk Tribal Council (Electoral Areas A&B only)
Wuikinuxv First Nation (Electoral Area A only)

After the applicant has been informed of the responses from outside agencies and upon his or her recommendation to proceed, the information will be compiled and submitted to the board in the form of a staff report. This report will form the basis for first and subsequent readings of the amending bylaw.

If the applicant does not wish to proceed to first reading, 50% of the application fee as specified by regional district bylaws will be refunded to the proponent and the rest retained by the regional district to cover the costs associated with the initial inquiries and bylaw preparation.

Adopted: August 9, 1994
Amended: November 01, 1994
Amended: June 02, 2004
Amended: June 14, 2012
Amended: September 10, 2015
Amended: February 13, 2020

CENTRAL COAST REGIONAL DISTRICT
POLICIES

**P-3 - Administration of Agricultural Land Commission and Soil Conservation Act
Application Fees**

Preamble: The *Agricultural Land Commission Act* and the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* set the legislative framework for the establishment, administration and procedures of BC's agricultural land preservation program. The *Agricultural Land Commission Act* takes precedence over, but does not replace other legislation and bylaws that may apply to the land. Local governments are expected to plan in accordance with the provincial policy of preserving agricultural land.

It is the responsibility of the local government under section 21 of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* to forward applications to the Commission.

Policy: Section 33(1) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* specifies that the prescribed application fees are as follows:

- (a) for permission under section 20 or 21 of the *Act* for a use or subdivision of agricultural land to which section 4 does not apply, \$600;
- (b) for permission under section 29 or 30 of the *Act* for the exclusion of land from the reserve, \$600;
- (c) for permission under section 34(6) of the *Act* for applications filed directly with the commission, \$400.

Pursuant to section 33(2) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* specifies that the prescribed portion of the application fee that the Central Coast Regional District will retain for the purposes of section 35(1) of the Act is \$300 for an application

- (a) for exclusion under section 29 or 30 of the *Act*, or
- (b) for use or subdivision under section 20 or 21 of the *Act*.

Pursuant to section 33(3) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* specifies that the prescribed times for the purposes of section 35(1)(b) of the Act are at a time that occurs on or before March 31, June 30, September 30 and December 31 of each year.

Section 33(4) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* states that the prescribed portion of an application fee that may be remitted by the commission to a local government for the purposes of section 35(5) of the Act is \$200.

Adopted: April 11, 1995
Amended: June 02, 2004
Reviewed: June 14, 2012
Amended: September 10, 2015

CENTRAL COAST REGIONAL DISTRICT
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Amended: February 13, 2020

April 24, 2024

CENTRAL COAST REGIONAL DISTRICT
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P-4 - Overnight Camping in Community Parks

Preamble: Due to unauthorized camping in regional district managed community parks, and due to the fact that Bella Coola Valley has existing designated camping sites at various locations in the valley, and due to excess of garbage and unauthorized fires left by campers at non-designated sites, it is deemed necessary to establish a policy to prohibit overnight camping in local regional district managed community parks that do not have designated sites for the accommodation of the traveling public, whether it be in tents, campers, motor homes or travel trailers.

Notwithstanding the Nuxalk Nation's constitutional Aboriginal right to use their traditional territories by means deemed appropriate to the Nuxalk Nation.

Policy: That Walker Island Park, Snootli Creek Park, Nusatsum Park and the skating rink sites located in the Bella Coola Valley, prohibit overnight camping in tents, campers or travel trailers.

Adopted: May 14, 1996
Reviewed: April 7, 2004
Amended: June 14, 2012
Amended: July 9, 2015
Amended: February 13, 2020