

MINUTES OF A COMMITTEE OF THE WHOLE MEETING OF THE TOWN OF CRESTON HELD ON TUESDAY, AUGUST 21, 2018 IN THE TOWN OF CRESTON COUNCIL CHAMBERS, 238 - 10TH AVENUE, NORTH AT 4:00 P.M.

PRESENT: Mayor Ron Toyota
Councillors Boehmer, Casemore, Comer, Elford, Unruh, Wilson

ALSO PRESENT: Michael Moore, Interim Chief Administrative Officer
Steffan Klassen, Director of Finance & Corporate Services
Ross Beddoes, Director of Municipal Services
Jared Riel, Acting Fire Chief
Marsha Neufeld, Executive Assistant

MEDIA: Jensen Shields, Juice FM Radio

GALLERY: Deb Cherkas, Resident
Bill Hutchinson, Resident

CALL TO ORDER: Mayor Toyota called the meeting to order at 4:00 p.m.

AGENDA Moved by Councillor Wilson, seconded by Councillor Comer
THAT the agenda be adopted.

CARRIED

► 2018 FOREST STEWARDSHIP PLAN

RECOMMENDATION 1:

THAT Ltr #330 from Karl Sommerfeld, regarding JH Huscroft Ltd.'s renewal of its Forest Stewardship Plan, be received as information as Council has no comments on the draft Forest Stewardship Plan for JH Huscroft Ltd. at this time.

► COUNCIL POLICY MANUAL REVIEW

RECOMMENDATION 2:

THAT Ltr #360 from the Interim Chief Administrative Officer, regarding a review of the Council Policy Manual, be received; THAT staff is directed to proceed with a comprehensive review of the Council adopted Policy Manual, to identify policies which require amending or rescinding; AND FURTHER, THAT staff develop a work plan to modernize the Council Policy Manual.

► COUNCIL POLICY HOUSEKEEPING

RECOMMENDATION 3:

THAT Ltr #375 from the Interim Chief Administrative Officer, regarding the rescinding of redundant policies from the Council Policy Manual, be received; AND FURTHER, THAT policies contained within the Council Policy Manual be rescinded as per the respective policies listed within Ltr #375 from the Interim Chief Administrative Officer, a copy of which is attached to and forms a part of these minutes as Appendix 'I'.

► MID-YEAR FINANCIAL UPDATE

RECOMMENDATION 4:

THAT Ltr #376 from the Director of Finance and Corporate Services, regarding an update as of June 30, 2018 on the financial status for the Town of Creston, be received as information.

► TOWN HALL FLAG POLES & DISPLAY OF FLAGS

RECOMMENDATION 5:

THAT Ltr #378 from the Interim Chief Administrative Officer, regarding Council's Flag Policy and the new flag poles on the Town Hall building, be received; AND FURTHER, THAT upon the installation of three new flag poles at Town Hall, the Canadian, British Columbia and Town of Creston flags be flown on the three poles respectively.

► TOWN OF
CRESTON FLAG
REDESIGN

RECOMMENDATION NO. 6:

THAT staff is authorized to draft a new design for the Town of Creston flag, incorporating the Town's Coat of Arms, for Council's consideration.

► COUNCIL ACTION
LIST

RECOMMENDATION NO. 7:

THAT the Council Regular Meeting Action List, as of August 14, 2018, be received as information.

**QUESTIONS FROM
THE GALLERY:**

There were no questions from members of the gallery.

ADJOURN

The meeting adjourned at 5:08 p.m.

AS TO THE MINUTES OF THIS COMMITTEE OF THE WHOLE MEETING:



Mayor Ron Toyota



Michael Moore, Interim Chief Administrative Officer



Town of Creston

APPENDIX '1' TO THE
AUG. 21, 2018 REGULAR
COTW MEETING MINUTES

Ltr No: 375
File: 0100.014 COTW File
Date: August 15, 2018
Author: Michael Moore
Action: COTW-Aug 21/18

REQUEST FOR DECISION

SUBJECT: Council Policy Housekeeping

RECOMMENDATION:

THAT Council receive LTR #375;

AND FURTHER THAT the Council policies, as listed in Attachment "1" to the Request for Decision titled "Council Policy Housekeeping", dated August 15, 2018, from the Interim Chief Administrative Officer, be rescinded.

PURPOSE/BACKGROUND DEFINED:

The policies attached in Attachment "1" have become redundant in that they no longer reflect applicable legislation, do not reflect the current practices of the Town of Creston, or no longer meet the needs of the Corporation, and therefore, should be removed from the Policy Manual.

STRATEGIC RELEVANCE:


Strategic Priorities Chart – Council Priorities 2017-2019 – No. 9 – Organization / Process Improvements

RELEVANT POLICY/LEGISLATION:

There is a potential of liability associated with Council adopted policies when not applied consistently, or non-consistent with applicable legislation.

FINANCIAL:

There is no financial impact.

Submitted by: 

Michael Moore,
Interim Chief Administrative Officer

ATTACHMENT "1"

Recommended Policies to be Rescinded

Policy Manual Section	Title	Date Adopted by Council or Amended	Explanation
ADMINISTRATIVE	Airport .1 Snow Ploughing	RM Oct 10, 2000 Res # 817-00	The Town of Creston leases the airport operation to a society.
ADMINISTRATIVE	Airport .2 Gas Purchase	RM May 8, 2000 Res #421-00	The Town of Creston leases the airport operation to a society.
ADMINISTRATIVE	Airport .3 Water Usage	October 27, 1997	The Town of Creston leases the airport operation to a society.
ADMINISTRATIVE	A.K.B.L.G Headquarters	October 27, 1997	The Town of Creston is no longer A.K.B.L.G. Headquarters.
ADMINISTRATIVE	Associations – Executive of	RM Oct 10, 2000 Res #817-00	Not applicable as professional associations have staff now.
ADMINISTRATIVE	Green – Landscape / Trees .1 Apply for tree .2 Maintain stock of .3 Removal of trees	RM Oct 10, 2000 Res # 817-00 RM Feb. 25/14 Res. 60-14 deleted .4	This policy is not being budgeted for to allow citizens to apply for a free tree to be planted on public property. Staff capacity limits and maintaining stock is not feasible to maintain this program at this time. Tree removal on public land is part of Council decision making in planning. Further, this policy does not consider trees and shrubs that are hazardous in other manners, such as damaged, fire hazard, etc.
ADMINISTRATIVE	Inventory	CM Feb. 23, 2004 Res #44-04	Not consistent with Asset Management and current accounting process.
ADMINISTRATIVE	Liquor Licence Applications .1 Approval Process	October 27, 1997	Not consistent with legislation by BC Liquor Control Board. Has not been current practice for Town.
ADMINISTRATIVE	Photocopying .1 Non-Profit .2 Public	October 27, 1997	Town does not provide any photocopy services so not to compete with private businesses.
ADMINISTRATIVE	Safety & Energy Committee .1 Scope .2 Minutes	October 27, 1997	Not consistent with legislation on requirements of Joint Occupational Health and Safety. Legislation on meeting minute distribution. Not current practice.
ADMINISTRATIVE	Volunteer Conference Room .1 Eligibility .2 Maintenance .3 General Rules .4 Booking .5 Other	October 27, 1997	Town Hall does not have a volunteer conference room any longer for use.

ATTACHMENT "1"

Recommended Policies to be Rescinded

Policy Manual Section	Title	Date Adopted by Council or Amended	Explanation
ADMINISTRATIVE	Wood Burning Inspections	October 27, 1997	Not consistent with legislation. Building inspectors do not (by Building Code) inspect new installations. Insurance requires specific certification.
CEMETERIES	Memorials .1 Artificial Flowers .2 Plants	October 27, 1997	These policies are located with municipal bylaw.
CEMETERIES	Flags	October 27, 1997	Located with municipal bylaw.
CEMETERIES	Pioneer Cemetery Headstones	October 27, 1997	Located with municipal bylaw.
CEMETERIES	Rules	RM, Nov. 13/00 Res. #862-00	Located with municipal bylaw.
EMPLOYEE HANDBOOK	Call Out Procedures .2 Emergency – After Hours (b) and (c)	October 27, 1997 Amended May 12, 2009	Not current practice on how emergency call outs are processed.
EMPLOYEE HANDBOOK	General Policies .3 Computer Diskettes	October 27, 1997	Computer disk drives are not available on computers.
EMPLOYEE HANDBOOK	.12 Retirement (a) Pre-retirement seminars	October 27, 1997 RM August 28/00 Res # 674-00 CM Feb. 23, 2004 Res #44-04	Not current practice. Two hour seminars are hosted in Creston for all staff. References collective agreement which makes redundant.
EMPLOYEE HANDBOOK	.13 Superannuation	October 27, 1997	All employees are eligible for superannuation, not just aged 50 and over.
FIRE DEPARTMENT	.1 Cleaning	October 27, 1997	Operational decision by appropriate department director.
FIRE DEPARTMENT	.1 Deputy Fire Chief	October 27, 1997	No labour rate for this position in CUPE collective agreement.
FIRE DEPARTMENT	.1 Use of Volunteer Room in the Fire Hall	RM June 11/01 Res #486-01	No contracts for this space any longer.
FIRE DEPARTMENT	First Responder Calls	RM October 27/03 - Res #465-03	Not consistent with Council direction on operational service level.
FIRE DEPARTMENT	.2 Truck	October 27, 1997	Operational decision by appropriate department director.
FIRE DEPARTMENT	.3 Fire Protection Technician Certification Implementation	Res. #151-12 Mar. 27/12 RM	Implementation completed and program is part of Fire Services Bylaw.

ATTACHMENT "1"

Recommended Policies to be Rescinded

Policy Manual Section	Title	Date Adopted by Council or Amended	Explanation
FIRE DEPARTMENT	Road Rescue Services .1, .2 and .3	RM May 10/04 Res #287-04	These policies are captured within the Fire Services Bylaw on out of boundary response.
FIRE DEPARTMENT	Fees for Demolition of Structures	RM Nov. 14/05 – Res. #670-05	The fire department does not participate in burning of structures within municipal boundaries due to environmental reasons.
LAND USE & UTILITIES	4) Boundary Extension Costs	October 27, 1997	Not consistent with current OCP; does not cover costs associated; not geographical limits
LAND USE & UTILITIES	Property Clean-Up .1 and .2	RM June 26/00 Res. #562-00 and RM Aug. 14/00 Res #626-00	This is captured in the Property Maintenance Bylaw.
LAND USE & UTILITIES	.3 Water System Emergency Response Plan	RM May 8/00 Res. #421 - all of .3 RM November 27, 2000 Res. #910-00	This no longer meets the legislative requirements for an emergency water system response plan. Current plan is a 21 page document.
PUBLIC RELATIONS	Advertising .1 Legal .2 Special Events	October 27, 1997	Not consistent with current practice. Advertising is operational budgets and performed as required.
PUBLIC RELATIONS	Capital Construction Notification Policy	RM March 9/10 Res. #56-10	Not current practice. New policy needs developing.
PUBLIC RELATIONS	4) Christmas Cards	October 27, 1997	Not consistent with current practice.
PUBLIC RELATIONS	5) Congratulatory Letters	October 27, 1997	Not consistent with current practice.
PUBLIC RELATIONS	10) Lowering of Town Hall Flags	RM May 23/06 Res. #200-06	Covered in the flag policies with the Administrative. Duplication.
STREETS, ROADS, SIDEWALKS	Parking .2 Courtesy (all)	October 27, 1997	Covered in bylaw; not consistent with legislative requirements of Bylaw Adjudication System.
STREETS, ROADS, SIDEWALKS	Parking .3 Exempt Stickers	October 27, 1997	Not consistent with bylaws and parking permits; not current practice.
STREETS, ROADS, SIDEWALKS	Parking .4 Firemen	October 27, 1997	Not consistent with bylaws and parking permits; not current practice. This would be covered in Bylaw Adjudication process.
STREETS, ROADS, SIDEWALKS	Parking .6 Xmas Free Parking	RM Jan. 10/05 Res. #20-05	Not consistent with current parking policy of 2 hour free parking.

ATTACHMENT "1"**Recommended Policies to be Rescinded**

Policy Manual Section	Title	Date Adopted by Council or Amended	Explanation
STREETS, ROADS, SIDEWALKS	Parking .7 Parking Meter Rental Fees	Sept. 21/10 Res. #272-10)	Not consistent with current parking policy of 2 hour free parking.
VEHICLES	1) Mobile Kitchen Unit	October 27, 1997	Vehicle is no longer owned by the Town of Creston.