



City of Richmond

Report to Committee

To: General Purposes Committee
From: Cathryn Volkering Carlile
 General Manager, Community Services
Re: Council Policy Housekeeping

Date: June 10, 2014
File: 01-0105-00/Vol 01

Staff Recommendation

1. That the Council Policies, as listed in Attachment 1 to the staff report titled "Council Policy Housekeeping", dated June 10, 2014, from the General Manager, Community Services, be amended; and
2. That the Council Policies, as listed in Attachment 2 to the staff report titled "Council Policy Housekeeping", dated June 10, 2014, from the General Manager, Community Services, be rescinded.

Cathryn Volkering Carlile
 General Manager, Community Services
 (604-276-4068)
 Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Human Resources	<input checked="" type="checkbox"/>	
Administration & Compliance	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
City Clerk	<input checked="" type="checkbox"/>	
Finance Division	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Fire Rescue	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

June 10, 2014

Staff Report

Origin

In January 2012, the CAO established a Senior Management Policy and Procedure Sub Committee with a mandate to monitor and review City policies and procedures, to ensure policies are not impediments to providing high quality customer service, to ensure policies and procedures are current and relevant, and that policies and procedures are consistently applied throughout the organization.

This report deals with:

- a) housekeeping changes that do not amend the fundamental Council policy philosophy; and
- b) the rescinding of policies that are redundant and/or not relevant.

In 2012, Council rescinded 41 policies that were no longer current or relevant. The City's Policy and Procedure Sub Committee has now reviewed the remaining Council policies for housekeeping changes that do not fundamentally change the council policy and again, for whether the remaining policies are relevant.

Analysis

The City of Richmond has over 255 Council adopted policies covering various aspects of City business including:

- Administration
- Buildings Properties and Equipment
- Finance
- Health and Social Services
- Land and Land Use Planning
- Personnel
- Public Works and Related Services
- Recreation and Cultural Services
- Regulatory and Protective Services
- Single Family Lot Size

Council Policies are different from Bylaws. Council has the authority to regulate, prohibit or impose through establishing bylaws in business areas as outlined in the *Community Charter*. Council Policies express the philosophy of City Council and provide a framework for City staff to carry out administrative and operational matters.

Policies distinguish between the policy-setting function of Council, and the policy implementation function of City staff (Administrative Directives); ensuring consistent operating practices on matters, which occur on a regular basis, and prevent inconsistent decision making on issues where fairness and equity are important considerations.

June 10, 2014

The table attached outlines the policies and the rationale for recommending housekeeping amendments (*Attachment 1*), which includes a copy of the track changes of each policy as well as copy of the proposed final version. Policies that are recommended to be rescinded are attached (*Attachment 2*). Each policy is also attached.

The next phase of the Policy Review process will be for staff to bring policy revisions and amendments to Council for consideration routinely until the remaining policies are updated and current. Staff are also reviewing best practices in other cities and researching gaps or policy innovations that Richmond City Council may want to consider.

Financial Impact

There is no financial impact.

Conclusion

The City has 255 Council Policies. The Policy and Procedure Sub Committee has reviewed all polices and has deemed that some policies be rescinded as they are redundant, obsolete or out of date, that some policies be amended with housekeeping amendments and that some new policies be rewritten or newly established.



Cathryn Volkering Carlile
General Manager, Community Services
(604-276-4068)

cvc:cvc

Recommended Policy Amendments

Policy No.	Title	Date Adopted by Council	Explanation	Department/ Division
1016	Corporate Advertising (Newspapers)	Amended March 24, 2003	Housekeeping amendments.	Communications
3562	Water, Sewage, Drainage and Dyking Charges Collected in Error	April 10, 1978	Housekeeping amendments.	Treasury and Financial Services
4016	Senior Services	August 23, 1982	Updated.	Community Services
4017	Child Care Development Policy	Amended April 10, 2012	Housekeeping amendments.	Community Services
6002	Professional Fees and Memberships	August 21, 1985	Housekeeping amendments.	Human Resources
6700	Driver's/Operator's License & Certification – Suspension	May 1, 1961	Housekeeping amendments.	Human Resources
6800	Respectful Workplace Policy	July 8, 2008	Updated.	Human Resources
8000	Community Leisure Transportation - Operations	September 25, 1989	Housekeeping amendments.	Community Services
8010	City Facilities – Schedule Changes Due to Special Events	May 24, 1977	Housekeeping amendments and updating.	Recreation
8500	Park Playing Fields - Allocation	March 28, 1978	Housekeeping amendments.	Recreation
9001	Demolition of City Owned Substandard Houses	October 13, 1992	Updated.	City Administrators Office



Policy 1016

It is Council policy that:

1. The City Clerk and the Senior Manager, Corporate Communications and ~~Public Affairs~~ shall be responsible for coordinating all statutory and discretionary advertising undertaken by the City in the *Richmond News* and *Richmond Review* (or alternative).
2. Statutory advertising for public hearings on land use matters:
 - (a) shall be in accordance with the provisions of the Community Charter and Local Government Act ~~Local Government Act~~ and this policy;
 - (b) shall not be combined with other statutory or discretionary advertisements; and
 - (c) shall be coordinated by the City Clerk
3. Discretionary advertisements shall only be placed upon approval by the Senior Manager, Corporate Communications and ~~Public Affairs~~.
4. The combining of individual advertisements into one comprehensive advertisement shall be undertaken whenever possible, and individual discretionary advertisements shall only be placed where, in the opinion of the Senior Manager, Corporate Communications and ~~Public Affairs~~, circumstances so require.
5. City corporate advertising shall be awarded through a regular, competitive Request for Proposal process. The RFP process shall be open to Richmond newspapers that provide distribution to a majority of homes and business within the City.
6. The provisions of this policy shall **not** apply to advertising in Provincial or national newspapers in connection with:
 - (a) the filling of vacant positions undertaken by the Human Resources Division department;
 - (b) tenders or proposal calls undertaken by the Purchasing Division department;
 - (c) economic development and retention programs;
 - (d) marketing of revenue-generating City programs; or
 - (e) advertising placed at the direction of Council.



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Adopted by Council: November 14th, 1994
 Amended: March 24th, 2003

Policy 1016

File Ref: 0190-00

Corporate Advertising (Newspapers)

Policy 1016

It is Council policy that:

1. The City Clerk and the Senior Manager, Corporate Communications shall be responsible for coordinating all statutory and discretionary advertising undertaken by the City in the *Richmond News* and *Richmond Review* (or alternative).
2. Statutory advertising for public hearings on land use matters:
 - (a) shall be in accordance with the provisions of the *Community Charter and Local Government Act* and this policy;
 - (b) shall not be combined with other statutory or discretionary advertisements; and
 - (c) shall be coordinated by the City Clerk
3. Discretionary advertisements shall only be placed upon approval by the Senior Manager, Corporate Communications.
4. The combining of individual advertisements into one comprehensive advertisement shall be undertaken whenever possible, and individual discretionary advertisements shall only be placed where, in the opinion of the Senior Manager, Corporate Communications, circumstances so require.
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City of Richmond

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Adopted by Council: Apr. 10/78

POLICY 3562

File Ref: 0930-00

WATER, SEWAGE, DRAINAGE AND DYKING CHARGES COLLECTED IN ERROR**POLICY 3562:**

It is Council policy that:

Should notice be received by the City that any rate or charge has been collected in error, the City shall not refund such rates or charges collected in error during a period greater than three years immediately prior to the date of such notice being received by the City.

(Treasury and Financial Services Department)

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City of Richmond

Policy Manual

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Adopted by Council: Apr. 10/78

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(Treasury and Financial Services)

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City of Richmond

Policy Manual

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Adopted by Council: Aug. 23/82

POLICY 4016

File Ref: 4057-00

SENIOR SERVICES

POLICY 4016:

It is Council policy that:

Council supports improved services to aid Richmond's senior population by:

1. Planning with older adults, community organizations and agencies to respond to the increased needs of older adults, the fastest growing demographic group in Richmond.
 2. Developing programs, services and supports for an expanding, diverse older adults population ranging from active, engaged baby boomers to vulnerable, frail and isolated older adults.
 3. Supporting older adults to age in place and enjoy the highest quality of life possible by providing a range of housing options, including affordable housing, as well as a variety of housing forms with designs that support older adults to remain in their neighbourhoods as they age.
 4. Working with different levels of government to ensure older adults have a range of care options, including adult day, assisted living and complex care facilities.
 5. Providing physical infrastructure and resources to make Richmond an age-friendly community: traffic/street design improvements, and development of community spaces that incorporate the physical, socio-economic and accessibility features that support liveability.
 6. Providing operating funds to Community Associations at the Community Centres and Older Adults Centre, grant programs, investment in community facilities and maintenance of buildings and infrastructure.
 7. Promoting the potential for independence, control and enhanced well-being of Richmond older adults, and portraying older adults in a positive way in all City communications.
 8. Developing and enhancing meaningful volunteer opportunities to encourage Richmond's older adults to become engaged in sharing their knowledge, skills and experience.
1. ~~Encouraging improved design of housing for senior residents.~~
 2. ~~Examining possible solutions to the problem of contacting aid in case of an in-home emergency.~~



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Adopted by Council: Aug. 23/82

POLICY 4016

File Ref: 4057-00

SENIOR SERVICES

- ~~3. Encouraging improvement in seniors' use of transit: educate drivers, educate seniors, locate more stops near seniors' housing and construct raised landings.~~
- ~~4. Supporting the installation of street improvements near seniors housing.~~

(~~Planning Community Services Department~~)

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(Community Services Department)

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Adopted by Council: January 24th, 2006
 Amended by Council: April 10, 2012

Policy 4017

File Ref: 3070

Child Care Development Policy**POLICY**

It is Council policy that:

1. General

The City of Richmond acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees.

2. Planning

To address child care needs, the City will plan, partner and, as resources and budgets become available, support a range of quality, affordable child care:

- Facilities
- Spaces
- Programming
- Equipment
- Support resources.

3. Partnerships

- The City of Richmond is committed to being an active partner with senior governments, stakeholders, parents, the private and co-operative sectors, and the community, to develop and maintain a quality and affordable comprehensive child care system in Richmond.
- Advise regarding establishing child care facilities for workers and students at institutions and workplaces (e.g., Richmond Hospital, Workers Compensation Board).
- To request the Senior Governments and other stakeholders to provide ongoing funding for affordable child care facilities, spaces, operations and programming.

4. Richmond Child Care Development Advisory Committee (CCDAC)

The City will establish and support the Richmond Child Care Development Advisory Committee.

5. Child Care Reserve Funds

The City has established two Child Care Reserve Funds as described below.

1) Child Care Development Reserve Fund (established by Reserve Fund Establishment Bylaw No. 7812)

The City will administer the Child Care Development Reserve Fund to financially assist with the following capital expenses:

- Establishing child care facilities and spaces in:
 - City buildings and on City land,
 - Private developments,
 - Senior government projects, and
 - Community partner projects,
- Acquiring sites for lease to non-profit societies for child care, and



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Adopted by Council: January 24th, 2006
 Amended by Council: April 10, 2012

Policy 4017

File Ref: 3070

Child Care Development Policy

- Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.

2) Child Care Operating Reserve Fund (Established by Child Care Operating Reserve Fund Establishment Bylaw No. 8206)

The City will administer the Child Care Operating Reserve Fund to financially assist with non-capital expenses relating to child care within the City, including the following:

- Grants to non-profit societies to support child care professional and program development within the City;
- Studies, research and production of reports and other information in relation to child care issues within the City; and
- Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.

Developer cash contributions and child care density bonus contributions to the City's Child Care Reserve Funds will be allocated as follows:

- a) 90% of the amount will be deposited to the Child Care Development Reserve Fund, and
- b) 10% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.

All expenditures from the Child Care Reserve Funds must be authorized by Council.

6. Development Applications

To develop City child care policies and guidelines, and use Council's powers and negotiations in the development approval process, to achieve child care targets and objectives.

7. Child Care Grants Policy

Through City child care grants, support child care:

- Facilities
- Spaces
- Programming
- Equipment
- Professional support.

8. Professional Child Care Support Resources

Support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available.

9. Policy Reviews

From time to time, the City will:

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Adopted by Council: January 24th, 2006

Policy 4017

Amended by Council: April 10, 2012

File Ref: 3070

Child Care Development Policy

- ~~From time to time~~, review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
- As appropriate, develop targets for the required number, type and location of child care services in Richmond.

10. Area Plans

The City will ~~E~~ensure that area plans contain effective child care policies.

11. Information

The City will, with advice from the Child Care Development Advisory Committee,

- Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;
- Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- Review, update and ~~and where appropriate, improve and provide~~ City distribute City produced public information material to the public on child care.

12. Promotion

- The City will ~~D~~declare the month of May "Child Care Month" and support awareness and fund-raising activities during that month.

13. Partnerships

- Employers
 - Encourage employer involvement in child care.
- Developers
 - Encourage the developers to provide land and facilities for child care programs throughout the City.
- Community Associations
 - Encourage City staff and the Council of Community Associations to:
 - Assess whether or not child care services can be improved in community centres,
 - Provide enhanced child care programs in current and future community centres.
- Intercultural
 - Encourage the Richmond intercultural Committee to investigate and report on the child care concerns, needs and problems facing ethno cultural groups in the City.
- School Board
 - Co-ordinate CCDAC activities with the Richmond School Board.
 - Encourage the Richmond School District to involve schools in the provision of child care services.
 - Encourage child care centre facilities to be integrated with schools, as appropriate.

14. Child Care Facilities

The City will facilitate establishment of child care facilities by:

- Encourage ~~ing~~ adequate child care centre facilities throughout the City where needed, particularly in each new community.

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Adopted by Council: January 24th, 2006

Policy 4017

Amended by Council: April 10, 2012

File Ref: 3070

Child Care Development Policy

- Securing child care facilities from developers as voluntary contributions through the rezoning process.
- Providing City land and facilities for child care programs in locations throughout the City.
- ~~Consider providing City land and facilities for child care programs throughout the City.~~
- Encouraging child care program expansion through the enhancement of existing community facilities.



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Adopted by Council: January 24th, 2006
 Amended by Council: April 10, 2012

Policy 4017

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- Advise regarding establishing child care facilities for workers and students at institutions and workplaces (e.g., Richmond Hospital, Workers Compensation Board).
- To request the Senior Governments and other stakeholders to provide ongoing funding for affordable child care facilities, spaces, operations and programming.

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- Professional support.

8. Professional Child Care Support Resources

Support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available.

9. Policy Reviews

From time to time, the City will:

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Adopted by Council: January 24th, 2006

Policy 4017

Amended by Council: April 10, 2012

File Ref: 3070

Child Care Development Policy

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- As appropriate, develop targets for the required number, type and location of child care services in Richmond.

10. Area Plans

The City will ensure that area plans contain effective child care policies.

11. Information

The City will, with advice from the Child Care Development Advisory Committee,

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- School Board
 - Co-ordinate CCDAC activities with the Richmond School Board.
 - Encourage the Richmond School District to involve schools in the provision of child care services.
 - Encourage child care centre facilities to be integrated with schools, as appropriate.

14. Child Care Facilities

The City will facilitate establishment of child care facilities by:

- Encouraging adequate child care centre facilities throughout the City where needed, particularly in each new community.

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Adopted by Council: January 24th, 2006

Policy 4017

Amended by Council: April 10, 2012

File Ref: 3070

Child Care Development Policy

- Securing child care facilities from developers as voluntary contributions through the rezoning process.
- Providing City land and facilities for child care programs in locations throughout the City.
- Encouraging child care program expansion through the enhancement of existing community facilities.



City of Richmond

Policy Manual

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Adopted by Council: Aug. 21/85

POLICY 6002

File Ref: 1760-00

PROFESSIONAL FEES AND MEMBERSHIPS

POLICY 6002:

It is Council policy that:

1. Criteria for Membership Approval

The City may pay professional fees and membership dues for employees, providing at least two of the following criteria are met.

- a) Membership or eligibility for membership in the professional association is a requirement of a position.
- b) The association provides literature and other material that is relevant to the employee's position with the City.
- c) The association holds meetings and conducts seminars that will benefit employees in the performance of their duties for the City and contribute to their professional development.

2. Number of Approved Memberships

- a) ~~Deputy Administrators and Department Heads~~The Chief Administrative Officer (CAO), Deputy CAO and General Managers may belong to a maximum of three associations.
- b) ~~Division Managers~~Directors may belong to a maximum of two associations.
- c) Other employees may belong to one association.

3. Exceptions

Exceptions to the above may be authorized by the ~~City Administrator based upon a submission by the employee's Department Head~~General Manager that for additional memberships that would be of value to the City.

(City Administrator's Office Human Resources)

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City of Richmond

Policy Manual

Page 1 of 1	Adopted by Council: Aug. 21/85	POLICY 6002
File Ref: 1760-00	PROFESSIONAL FEES AND MEMBERSHIPS	

POLICY 6002:

It is Council policy that:

1. Criteria for Membership Approval

The City may pay professional fees and membership dues for employees, providing at least two of the following criteria are met.

- a) Membership or eligibility for membership in the professional association is a requirement of a position.
- b) The association provides literature and other material that is relevant to the employee's position with the City.
- c) The association holds meetings and conducts seminars that will benefit employees in the performance of their duties for the City and contribute to their professional development.

2. Number of Approved Memberships

- a) The Deputy CAO and General Managers may belong to a maximum of three associations.
- b) Directors may belong to a maximum of two associations.
- c) Other employees may belong to one association.

3. Exceptions

Exceptions to the above may be authorized by the employee's General Manager for additional memberships that would be of value to the City.

(Human Resources)



City of Richmond

Policy Manual

Page 1 of 1	Adopted by Council: May 1/61	POLICY 6700
File Ref: 0780-00	DRIVER'S/OPERATOR'S LICENSE & CERTIFICATION - SUSPENSION	

POLICY 6700:

It is Council policy that:

When an employee who is required to hold a driver's/operator's license or certification as part of their job requirement has his/her driver's/operator's license or certification suspended for "cause" by the governing body of said license or certification (e.g. suspension due to multiple traffic violations), that the following will occur:

- A comprehensive review of the employee's work history and the circumstances leading to the license/certification suspension.
- Analysis to determine if the employee should ~~will~~ temporarily revert to alternate duties, seniority permitting and if available (not requiring the duty associated with the holding of said license or certification). ~~In such a case, the~~ employee will be paid at the rate of their assigned alternate duties should alternate duties be made available. Any assignment of alternate duties in this circumstance requires approval by the appropriate GM.
- Any assignment of alternate job duties to the employee with license/certification suspension must not cause another employee to be laid off. If there are no alternate duties available or deemed suitable, the employee having his/her license/certification suspended will be subject to lay off.

Notwithstanding the above, disciplinary action may be considered if it is deemed warranted after review of the employee's work history and the circumstances leading to the license/certification suspension.

(Human Resources)
(Personnel Department)



City of Richmond

Policy Manual

Page 1 of 1	Adopted by Council: May 1/61	POLICY 6700
File Ref: 0780-00	DRIVER'S/OPERATOR'S LICENSE & CERTIFICATION - SUSPENSION	

POLICY 6700:

It is Council policy that:

When an employee who is required to hold a driver's/operator's license or certification as part of their job requirement has his/her driver's/operator's license or certification suspended for "cause" by the governing body of said license or certification (e.g. suspension due to multiple traffic violations), that the following will occur:

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- Analysis to determine if the employee should temporarily revert to alternate duties, seniority permitting and if available (not requiring the duty associated with the holding of said license or certification). The employee will be paid at the rate of their assigned alternate duties should alternate duties be made available. Any assignment of alternate duties in this circumstance requires approval by the appropriate GM.
- Any assignment of alternate job duties to the employee with license/certification suspension must not cause another employee to be laid off. If there are no alternate duties available or deemed suitable, the employee having his/her license/certification suspended will be subject to lay off.

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(Human Resources)



Page 1 of 35	Adopted by Council: July 8, 2008 Amended by Council:	Policy 6800
File Ref: 1500-00	RESPECTFUL WORKPLACE POLICY	

POLICY 6800:

I. Purpose

To promote and maintain a workplace in which all employees, volunteers, **elected officials**, suppliers, contractors and visitors act and are treated with dignity and respect. To establish processes for addressing complaints of Harassment and Discrimination.

II. Policy

The City of Richmond is committed to a respectful workplace, free from Discrimination, Sexual Harassment or Personal Harassment. The City considers workplace Discrimination, Sexual Harassment and Personal Harassment a serious offence and will not tolerate behavior which may undermine the respect, dignity, self-esteem or productivity of any employee.

Complaints under the policy will be addressed in an impartial, timely and confidential manner.

Conduct contrary to this policy will not be tolerated and may result in disciplinary action up to and including termination of employment. Off duty conduct which has an impact in the workplace may be subject to the requirements of this policy.

This Policy prohibits retaliation or reprisals against anyone who in good faith (an honest and reasonably held belief) reports violations to this policy or participates/cooperates in a complaint investigation process even if sufficient evidence is not found to substantiate the concern. Retaliation or reprisal is considered to be discriminatory and is subject to disciplinary action by the City up to and including termination of employment.

Good faith investigations under this policy are not grounds for a harassment complaint. Where it is determined that a person had made a complaint in bad faith or with the intent to harm another and/or has misrepresented what is going on in the workplace, then formal disciplinary action may be taken against the person. Conduct based on mistakes or misunderstandings shall not constitute malicious conduct.

III. Scope

This Policy applies to all persons accessing the City of Richmond facilities **or employed by the City**, including employees, **elected officials**, volunteers, **consultants**, suppliers, contractors, and visitors.

While the policy will apply to all persons, the investigative procedures under this policy may vary as the collective agreements or contracts **for service** may require from time to time.



Page 2 of 35	Adopted by Council: July 8, 2008 Amended by Council:	Policy 6800
File Ref: 1500-00	RESPECTFUL WORKPLACE POLICY	

Allegations of conduct contrary to the policy involving persons who are not employees of the City of Richmond will be addressed and assessed on a case-by-case basis, and may result in cancellation of contracts, or suspension of privileges, e.g. such as access to the facility(s) in question.

This policy applies to conduct at the workplace itself or during work-related activities or events including, but not limited to, off-site meetings or conferences, client locations, social situations related to work or workers' homes if there are real or implied consequences related to the workplace.

IV. Definitions

Discrimination means discrimination within the meaning of the BC Human Rights Code based on a person's race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex or sexual orientation, age or criminal conviction unrelated to the employment or intended employment of the person. Discrimination permitted by the BC Human Rights Code is not a breach of the Policy (i.e., where a BFOR is established, or where discrimination relates to a bona fide pension plan or group insurance plan).

Harassment means harassment on the basis of any of the Prohibited Grounds and includes Sexual Harassment and Personal Harassment as defined herein. Under this Policy, Harassment also means any form of retaliation undertaken as a result of an individual having invoked, or in any way been involved with, a complaint lodged pursuant to this Policy.

Sexual Harassment means unwelcome conduct, that is sexual in nature, which may detrimentally affect the work environment or lead to adverse job related consequences for the victim of the harassment.

Examples of Sexual Harassment include, but are not limited to:

- Unwelcome remarks, questions, jokes, innuendo or taunting about a person's body, sex or sexual orientation, including sexist comments or sexual invitations;
- Leering, staring or making sexual gestures;
- Display of pornographic or other sexual materials;
- Unwanted physical contact such as touching, patting, pinching or hugging;
- Intimidation, threats or actual physical assault of a sexual nature;
- Sexual advances with actual or implied work-related consequences; or
- Inquiries or comments about a person's sex life or sexual preference.

Personal Harassment is any objectionable conduct or comment directed towards a specific person, which serves no legitimate work purpose, and has the effect of creating an intimidating, humiliating, hostile or offensive work environment.



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Examples of Personal Harassment may include, but is not limited to:

- Threats;
- Bullying;
- Coercion;
- Physical Assault (actual or threatened);
- Verbal Assault;
- Taunting;
- Ostracizing; or
- Malicious gestures or actions.

It is NOT disruptive and disrespectful conduct to:

- Comply with professional, managerial or supervisory responsibilities to evaluate and report on the performance, conduct or competence of employees;
- Express opinions freely and courteously;
- Respectfully engage in honest differences of opinion.

This policy takes on increased importance with the enactment of British Columbia's Bill 14 – Workers Compensation Amendment Act, 2011:

"Section 5.1 Mental Disorder

Subject to subsection (2), a worker is entitled to compensation for a mental disorder that does not result for an injury for which the worker is otherwise entitled to compensation, only if the mental disorder

(a) either

- (i) is a reaction to one or more traumatic events arising out of and in the course of the worker's employment, or*
- (ii) is predominantly caused by a significant work-related stressor, including bullying and harassment, or a cumulative series of significant work-related stressors, arising out of and in the course of the worker's employment"*

Complainant is an individual who believes that he or she has a complaint of conduct contrary to the policy and is bringing forward the complaint. **There can be more than one complainant in a complaint.**

Respondent is an individual against whom an allegation(s) of conduct contrary to the policy has been made and who is responding to the allegations made in the complaint.

Manager is the Division Head or the immediate exempt level supervisor of either the Complainant or the Respondent.

Investigator is the person assigned to investigate the complaint. The Investigator may be the Director, Human Resources or delegate or, at the Director's discretion, an external third party.



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Mediation is a voluntary process used to resolve conflict by having a neutral, trained third party help the disputing parties arrive at a mutually acceptable solution. **Mediation between parties are treated as private and confidential.**

Allegation is an unproven assertion or statement based on a person's perception.

Employee includes all employees (full-time, part-time, auxiliary, probationary), applicants, apprentices, students, volunteers, members of council and City Association Boards, contractors and consultants working for the City.

Bullying consists of acts or verbal comments that could hurt or isolate a person in the workplace. Sometimes, bullying can involve negative physical contact. Bullying usually involves repeated incidents or a pattern of behavior that is intended to intimidate, offend, degrade or humiliate a particular person or group of people. It has also been described as the assertion of power through aggression.

V. Expected Standards of Conduct

All employees are expected to promote and maintain a respectful work environment by adhering to the following expected standards of conduct and personally responsible behavior:

- Being courteous, polite, respectful and considerate towards others;
- Acting with honesty and integrity, abiding by and upholding all rules and regulations and assisting/encouraging others to do the same;
- The inclusion of all people, including those with different strengths and opinions;
- Managing workplace conflicts using conflict resolution processes; **and**
- Encouraging and supporting individuals to learn and practice personal conflict resolution and respectful workplace skills.;

Each employee of the City of Richmond is responsible for conducting herself/himself within the spirit and intent of this Policy as well as contributing towards a safe, welcoming and inclusive work environment free from Discrimination, Sexual Harassment, and Personal Harassment.

VI. Roles and Responsibilities

As defined by Bill 14 – Workers Compensation amendment Act 2011:

“Mayor, Councillors, managers and supervisors are expected to:

- *Ensure the principles of the policy are reflected in the execution of duties, operational policies and practices within their area of responsibility;*
- *Regularly communicate and support this policy by ensuring all persons, under their supervision, are provided with the policy including knowledge of their rights and responsibilities;*



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Adopted by Council: July 8, 2008

Policy 6800

Amended by Council:

File Ref: 1500-00

RESPECTFUL WORKPLACE POLICY

- *Take action and actively participate as needed, in the resolution and investigation of a complaint and implement remedies as required.*

Members of the union executive and shop stewards are expected to:

- *Support City initiatives to raise employee awareness of respectful conduct in the workplace;*
- *Assist and support members with the complaint resolution process*

Employees:

- *All persons to whom this policy applies or expected to contribute to a respectful, safe and supportive work environment that is collaborative and inclusive by modelling behavior consistent with the policy and not engaging in prohibited conduct.*
- *Take action when they become aware of prohibited conduct because silence or failure to take action acts as a form of approval.*
- *Employees and others to whom this policy applies are encouraged to utilize the informal resolution process where appropriate.*

Human Resources:

- *The Human Resources division will take a leadership role in providing training for management and employees on respectful workplace behavior. They will also give advice on this Policy, addressing and providing assistance to resolve issues of disrespectful behavior, and, or discrimination or harassment.*
- *The Human Resources division will provide mediation where parties in dispute consent to meet to determine whether the dispute can be resolved in an informal and mutually satisfactory manner. In some instances, the Human Resources division may determine that an external third party mediator should be called upon to assist in achieving resolution."*



Page 1 of 5	Adopted by Council: July 8, 2008 Amended by Council:	Policy 6800
File Ref: 1500-00	RESPECTFUL WORKPLACE POLICY	

POLICY 6800:

I. Purpose

To promote and maintain a workplace in which all employees, volunteers, elected officials, suppliers, contractors and visitors act and are treated with dignity and respect. To establish processes for addressing complaints of Harassment and Discrimination.

II. Policy

The City of Richmond is committed to a respectful workplace, free from Discrimination, Sexual Harassment or Personal Harassment. The City considers workplace Discrimination, Sexual Harassment and Personal Harassment a serious offence and will not tolerate behavior which may undermine the respect, dignity, self-esteem or productivity of any employee.

Complaints under the policy will be addressed in an impartial, timely and confidential manner.

Conduct contrary to this policy will not be tolerated and may result in disciplinary action up to and including termination of employment. Off duty conduct which has an impact in the workplace may be subject to the requirements of this policy.

This Policy prohibits retaliation or reprisals against anyone who in good faith (an honest and reasonably held belief) reports violations to this policy or participates/cooperates in a complaint investigation process even if sufficient evidence is not found to substantiate the concern. Retaliation or reprisal is considered to be discriminatory and is subject to disciplinary action by the City up to and including termination of employment.

Good faith investigations under this policy are not grounds for a harassment complaint. Where it is determined that a person had made a complaint in bad faith or with the intent to harm another and/or has misrepresented what is going on in the workplace, then formal disciplinary action may be taken against the person. Conduct based on mistakes or misunderstandings shall not constitute malicious conduct.

III. Scope

This Policy applies to all persons accessing the City of Richmond facilities or employed by the City, including employees, elected officials, volunteers, consultants, suppliers, contractors, and visitors.

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Page 2 of 5	Adopted by Council: July 8, 2008 Amended by Council:	Policy 6800
File Ref: 1500-00	RESPECTFUL WORKPLACE POLICY	

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Page 5 of 5	Adopted by Council: July 8, 2008 Amended by Council:	Policy 6800
File Ref: 1500-00	RESPECTFUL WORKPLACE POLICY	

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Adopted by Council: Sept. 25/89

POLICY 8000

File Ref: 0780-00

COMMUNITY LEISURE TRANSPORTATION - OPERATIONS

POLICY 8000:

It is Council policy that:

1. The service is to be known as Community Leisure Transportation, and is to be provided as a service to the community through the Department of Parks & Leisure Community Services Department and affiliated groups.
2. The purpose of Community Leisure Transportation is to make Parks & Leisure Community Services programs accessible to youth and adults having special needs, older adults, youth, persons with disabilities and all other Richmond residents, and to promote leisure opportunities for all Richmond residents.

~~Special needs is defined as a person having a long term physical, mental, emotional or social condition which substantially impairs their ability to perform major life functions, including participation in leisure activities.~~

3. All user rates and fees to be established for Community Leisure Transportation require the approval of the Parks and Recreation Commission Community Services Department.
4. ~~The Department of Parks & Leisure Services will operate the Community Leisure Transportation service through a working agreement with an affiliated community group, or combination of groups.~~
 - (a) ~~Decisions to the working agreement will be made through a joint evaluation carried out by the Department and the operating community group/s;~~
 - (b) ~~A Transportation Advisory Committee composed of representatives from user groups will provide assistance in planning, monitoring and evaluating the Community Leisure Transportation service.~~
5. ~~The following vehicles are available to community groups for use within Richmond, as well as outside the City:~~

~~One 14 passenger bus (#472) equipped with a wheelchair lift,
One 15 passenger bus (#475),~~

~~NB: These vans have a seating capacity of 22 children.~~

~~One 11 passenger van (#534),
Two 15 passenger vans (#562, #587), and one 48 passenger Blue Bird bus.
Restrictions on radius of use may apply as age and condition of vehicles warrant.~~



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Adopted by Council: Sept. 25/89

POLICY 8000

File Ref: 0780-00

COMMUNITY LEISURE TRANSPORTATION - OPERATIONS

6. Finances for the Community Leisure Transportation service will be provided through the Department operating budget City of Richmond.
- (a) For all vehicles, this will include insurance coverage, coordination (with partial fee recovery), gas, maintenance and repair costs, ~~programming and leadership costs.~~
 - (b) User group rates and fees have been established on a cost recovery basis to offset the operating costs of the Community Leisure Transportation service.
 - (b) ~~For all vehicles excluding the Blue Bird bus this will also include gas, maintenance and repair costs.~~
 - (c) ~~For the Blue Bird bus, maintenance and repair costs will be provided through the collection of user rates and fees.~~
7. The vehicles are available to groups who may wish to book them for their use. Priority classification of eligible user groups is as follows:
- (a) ~~GROUP 1: Richmond seniors and other citizens with special needs who wish to attend leisure programs sponsored by the Department of Parks & Leisure Services, or by affiliated groups~~ Richmond's older adults, youth, persons with disabilities and all other Richmond residents wanting to attend City of Richmond programs and services.
 - (b) ~~GROUP 2: Richmond groups affiliated with the Department of Parks & Leisure Services.~~ Community partners associated with the Community Services Department.
 - (c) ~~GROUP 3: Other Richmond based non-profit groups with intent and purpose of providing~~ wanting to provide leisure, social and wellness opportunities for Richmond residents.
- ~~8. The vehicles are available according to the following priority of use:~~
- (a) ~~Vehicles #472 & #475~~
~~1st Priority - GROUP 1~~
~~2nd Priority - GROUP 2~~
~~3rd Priority - GROUP 3~~
 - (b) ~~Vehicle #534~~
~~1st Priority - GROUP 1 & OUTDOOR RECREATION use in GROUP 2~~
~~2nd Priority - ALL other GROUP 2 use~~
~~3rd Priority - GROUP 3~~
 - (c) ~~Vehicle #562~~

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Adopted by Council: Sept. 25/89

POLICY 8000

File Ref: 0780-00

COMMUNITY LEISURE TRANSPORTATION - OPERATIONS

1st Priority—West Richmond Community Association
2nd Priority—as per 8(a)



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Adopted by Council: Sept. 25/89

POLICY 8000

File Ref: 0780-00

COMMUNITY LEISURE TRANSPORTATION - OPERATIONS

(d) ~~Vehicle #587~~

~~1st Priority - South Arm Community Association~~

~~2nd Priority - As per 8(a)~~

(e) ~~BLUE BIRD BUS~~

~~Weekdays (Mon-Thurs. 6:00 am-6:00 pm):~~

~~1st Priority - GROUP 1~~

~~2nd Priority - GROUP 2~~

~~3rd Priority - GROUP 3~~

(f) ~~Weeknights and Weekends:~~

~~1st Priority - GROUP 2~~

~~2nd Priority - GROUP 1~~

~~3rd Priority - GROUP 3~~

~~Summer (July & August)~~

~~1st priority - GROUP 1 and Community Centre Associations~~

~~2nd Priority - All other GROUP 2 use~~

~~3rd Priority - GROUP 3~~

9. ~~For all groups the vehicles must be booked through the Transportation Co-ordinator before the 15th of the month prior to the required month of use. Requests received after the 15th will be handled on a first come, first served basis, regardless of the groups priority. Bookings will be confirmed on the 15th of the month prior to the requested month of use.~~

(a) ~~Bookings for Group 1 use may be made on a quarterly or a yearly basis. These requests will be confirmed 6 weeks prior to the start of the season of requested use.~~

10. ~~Group user rates and fees have been established for group use of the vehicles to offset the operating cost of the service.~~

(a) ~~For all vehicles excluding the Blue Bird Bus, the rates are:~~

~~For priority 1 groups, those with special needs, each group will be charged \$1.00 per passenger for a one way or round trip within Richmond. Within the boundaries of the Greater Vancouver Regional District (G.V.R.D.), the cost will be \$2.00 per passenger. Outside the G.V.R.D., all groups will be charged a straight rate of \$.22 per kilometre.~~

~~For priority 2 groups and priority 3 groups, each group will be charged \$.22 per kilometre.~~

~~For all groups there will be a minimum charge of \$1.00 per passenger within Richmond and \$2.00 outside Richmond.~~

~~A minimum of 7 passengers to be required per trip.~~



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Adopted by Council: Sept. 25/89

POLICY 8000

File Ref: 0780-00

COMMUNITY LEISURE TRANSPORTATION - OPERATIONS

- ~~Groups may use up to one tank of gas at no extra charge. Gas required beyond this one tank is the responsibility of the user group.~~
- (b) ~~For the Blue Bird bus, the rates are;~~
- ~~For all groups, the user rates are \$.50 per mile or \$10.00 per hour, whichever is greater.~~
 - ~~For single day use there will be a minimum charge of \$20.00 per trip.~~
 - ~~for overnight use there will be a minimum charge of \$50.00 per day.~~
- (e) ~~For all trips there will be a maximum charge of \$100.00 per day.~~
- ~~The cost of gas and oil is the responsibility of the user group. The bus must be returned with a full tank of gas, or at the level it was received.~~
- (d) ~~West Richmond Community Association and South Arm Community Association will pay for the use of vehicle #562 and #587 respectively as per the operating agreements reached with the Community Leisure Transportation Operations Committee.~~
11. All drivers of the vehicles must be 19 years or older, possess a valid British Columbia Class 1, 2 or unrestricted Class 4 Professional Drivers' license and successfully complete the 1.5 – 2 hour commercial vehicle driver evaluation through the City of Richmond's fleet training officer. Drivers are also required to provide an up to date drivers abstract to the fleet officer. .
- (a) ~~For all vehicles excluding the Blue Bird bus, drivers must possess a minimum unrestricted CLASS 4 license.~~
- (b) ~~For the Blue Bird, bus drivers must possess a CLASS 1 or a CLASS 2 license. An air brake ticket is not required.~~
12. The Transportation Coordinator shall oversee the implementation of all policies, and may restrict or refuse use of the service under certain circumstances, in consultation with the Community Services Department.
13. ~~The Community Leisure Transportation Operations Committee may implement specific operating agreements as it deems necessary, with the proper approval of the Parks and Recreation Commission.~~
14. ~~The Community Leisure Transportation service will operate in a manner consistent with the Department of Parks & Leisure Services policy that ensures direct involvement of user groups, and will reflect both a quality operation and a transportation service in line with the needs of Richmond residents.~~

(Parks & Leisure Community Services Department)

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Adopted by Council: Sept. 25/89

POLICY 8000

File Ref: 0780-00

COMMUNITY LEISURE TRANSPORTATION - OPERATIONS

POLICY 8000:

It is Council policy that:

1. The service is to be known as Community Leisure Transportation, and is to be provided as a service to the community through the Community Services Department.
2. The purpose of Community Leisure Transportation is to make Community Services programs accessible to older adults, youth, persons with disabilities and all other Richmond residents.
3. All user rates and fees to be established for Community Leisure Transportation require the approval of the Community Services Department.
4. Finances for the Community Leisure Transportation service will be provided through the City of Richmond.
 - (a) For all vehicles, this will include insurance coverage, coordination (with partial fee recovery), gas, maintenance and repair costs.
 - (b) User group rates and fees have been established on a cost recovery basis to offset the operating costs of the Community Leisure Transportation service.
5. The vehicles are available to groups who may wish to book them for their use. Priority classification of eligible user groups is as follows:
 - (a) GROUP 1: Richmond's older adults, youth, persons with disabilities and all other Richmond residents wanting to attend City of Richmond programs and services.
 - (b) GROUP 2: Community partners associated with the Community Services Department.
 - (c) GROUP 3: Other Richmond based non-profit groups wanting to provide leisure, social and wellness opportunities for Richmond residents.
6. All drivers of the vehicles must be 19 years or older, possess a valid British Columbia Class 1, 2 or unrestricted Class 4 Professional Drivers' license and successfully complete the 1.5 – 2 hour commercial vehicle driver evaluation through the City of Richmond's fleet training officer. Drivers are also required to provide an up to date drivers abstract to the fleet officer.
7. The Transportation Coordinator shall oversee the implementation of all policies, and may restrict or refuse use of the service under certain circumstances, in consultation with the Community Services Department.

(Community Services Department)

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Adopted by Council: May 24/77

POLICY 8010

File Ref: 7125-00

CITY FACILITIES – SCHEDULE CHANGES DUE TO SPECIAL EVENTS

POLICY 8010:

It is Council policy that:

Council authorizes the General Manager, Community Services Department and/or their designate ~~Director of Parks & Leisure Services~~ to approve the altering of City recreation facility schedules to accommodate special events on the understanding that such changes would:

1. Be done with the consent of the party or parties affected, whether such commitments be verbal or contractual;
2. Not involve additional costs to the City, which cannot be offset by additional revenues.

The General Manager, Community Services Department and/or their designate ~~Director of Parks & Leisure Services~~ will advise Council of these facility schedule changes in order that they may be well informed in the event of any public reaction.

(~~Community Services Department~~) ~~Parks & Leisure Services Department~~

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Adopted by Council: May 24/77

POLICY 8010

File Ref: 7125-00

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The General Manager, Community Services Department and/or their designate will advise Council of these facility schedule changes in order that they may be well informed in the event of any public reaction.

(Community Services Department)

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Adopted by Council: Mar. 28/78

POLICY 8500

File Ref: 7125-00

PARK PLAYING FIELDS - ALLOCATION

POLICY 8500:

It is Council policy that:

The allocation of all outdoor sports playing surfaces including soccer fields, ball diamonds, tracks, tennis courts, and lacrosse boxes, will be coordinated through the Community Services Department in order to:

1. Avoid conflicts of use, double bookings, and overuse;
2. Establish equitable allocation of playing surfaces and facilities to maximize benefits to all concerned.

(Community Services Department)

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Adopted by Council: Mar. 28/78

POLICY 8500

File Ref: 7125-00

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(Community Services Department)

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Adopted by Council: Oct. 13/92

POLICY 9001

File Ref: 2045-00

DEMOLITION OF CITY OWNED SUBSTANDARD HOUSES

POLICY 9001:

It is Council policy that:

City-owned houses may be demolished without further reference to Council upon the initiation of a request by the Manager of Real Estate Services Land Agent or Manager of Facility Building Services, provided that:

1. ~~—~~In the opinion of the Director of Engineering Civic Properties (or alternate) there are serious deficiencies based on structural, electrical and mechanical inspections, which would make the building uneconomical to repair.
2. ~~—~~ ~~As alternative measures, the buildings can be made available for moving, or for demolition, and the demolition materials made available for recycling or reuse, where economical to do so.~~

(City Administrator's Office)



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Adopted by Council: Oct. 13/92

POLICY 9001

File Ref: 2045-00

DEMOLITION OF CITY OWNED SUBSTANDARD HOUSES

POLICY 9001:

It is Council policy that:

City-owned houses may be demolished without further reference to Council upon the initiation of a request by the Manager of Real Estate Services or Manager of Facility Services, provided that in the opinion of the Director of Engineering (or alternate) there are serious deficiencies based on structural, electrical and mechanical inspections, which would make the building uneconomical to repair.

(City Administrator's Office)

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Recommended Policies to be Rescinded

Policy No.	Title	Date Adopted by Council or Amended	Explanation	Department/ Division
1013	Execution of RCMP Overtime Agreements	June 13, 1994	Redundant. All overtime is managed within the present agreement.	Law & Community Safety
5010	Minor Subdivisions – Encroachment Plans	July 12, 1976	Standard submission requirements incorporated in subdivision applications.	Planning & Development
6008	Recognition of Retiring City Employees	April 14, 1997	Redundant.	Human Resources
6200	Letter of Recommendation	January 14, 1982	Outdated. New administrative directive will be recommended.	Human Resources
8002	City Facilities – Use by Employee Organizations	October 15, 1974	Outdated.	Recreation
8012	Leisure Programs - Fees	May 28, 1978	Outdated. Information is incorporated in agreements.	Recreation
8301	Recreational Equipment – Available for Public Use	March 28, 1978	Outdated.	Recreation
8601	Beer Gardens on City Property	June 27, 1994	Redundant. Special Occasion Licence Application outlines the information.	Business Licence
8650	Firework Displays in Parks	November 26, 2007	Outdated. Content has been replaced in the updated Fire Prevention Bylaw.	Parks



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Adopted by Council: June 13/94

POLICY 1013

File Ref: 5350-00

EXECUTION OF RCMP OVERTIME AGREEMENTS**POLICY 1013:**

It is Council policy that:

The Mayor and City Clerk are authorized, on behalf of Council, to execute agreements between the City and the RCMP without further reference to Council, regarding the recovery of overtime costs for the policing of special events, such as filming in Richmond, where:

1. There are no substantial changes to the terms of the original agreement authorized by Council; and
2. The costs in question are fully recovered.

(Treasury Department)

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Adopted by Council: July 12/76

POLICY 5010

File Ref: 4105-00

MINOR SUBDIVISIONS – ENCROACHMENT PLANS**POLICY 5010:**

It is Council policy that:

All minor subdivisions must be accompanied by a current encroachment certificate prepared by a registered B.C. Land Surveyor showing the location, dimensions, setbacks and uses of all buildings and structures presently on the property, together with an indication of the proposed subdivision.

(Urban Development Division)



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Adopted by Council: April 14/97

POLICY 6008

File Ref: 1420-00

EMPLOYEES – RECOGNITION OF RETIREES AND LONG SERVICE

POLICY 6008:

RECOGNITION OF RETIRING CITY EMPLOYEES

It is Council policy that:

the valuable and dedicated service of retiring City employees shall be recognized in the following manner:

1. In, or as close as possible to, the month in which an employee retires from employment with the City and vacates their regular workplace, such retiree, together with their immediate family, shall be offered the opportunity to attend:

- (a) a CITY COUNCIL MEETING, for the purpose of being:

- (i) presented by the Mayor with the following retirement recognition gifts:

- a plaque, engraved with the City Coat of Arms, the employee's name, and their number of years of service with the City;
- a gold lapel pin engraved with their number of years of service with the City;
- a monetary award based on their number of years of service with the City; and
- a dinner certificate for a local City restaurant; and

- (ii) photographed with the Mayor and Councillors.

AND

- (b) at the discretion of the retiree, an appropriate FAREWELL EVENT arranged by the Administrator of the Division in which the retiree was last employed, either:

- (i) at the workplace, or
- (ii) after regular working hours,

for the purpose of being recognized by the retiree's work colleagues.

2. Where a retiree declines the opportunity to be recognized at a CITY COUNCIL MEETING, arrangements will be made:

- (a) to make a monetary contribution of equal value to the dinner certificate towards the cost of the FAREWELL EVENT; and
- (b) to have the remaining retirement recognition gifts presented at that FAREWELL EVENT.



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Adopted by Council: April 14/97

POLICY 6008

File Ref: 1420-00

EMPLOYEES – RECOGNITION OF RETIREES AND LONG SERVICE

3. Where a retiree declines the opportunity to be recognized at both a CITY COUNCIL MEETING AND at a FAREWELL EVENT, arrangements will be made to deliver the retirement recognition gifts to the retiree.

4. DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

- (a) "City employee" means an employee of the City of Richmond, and shall include employees of the Richmond Public Library Board;
- (b) "Retiree" means a City employee who has reached the age of 55 years or older (50 years or older in the case of a firefighter), or will reach that age when accumulated benefits and other entitlements are taken into account, who upon retiring from the City will immediately commence collecting a pension under the Superannuation Act.

5. EXCLUSIONS

For the purposes of this policy, the following employees are not considered to be retirees and are therefore excluded from the application of this policy:

- (a) an employee who satisfies the minimum age requirement but who will not immediately be collecting a pension upon completion of employment with the City; and
- (b) an employee who terminates employment prior to reaching the minimum age stipulated.



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Adopted by Council: April 14/97

POLICY 6008

File Ref: 1420-00

EMPLOYEES – RECOGNITION OF RETIREES AND LONG SERVICE

RECOGNITION OF LONG-SERVICE EMPLOYEES

It is Council policy that:

the valuable and dedicated contribution of long-service City employees shall be recognized in the following manner.

1. Employees who have completed 10, 15, 20, 25, 30, 35 or 40 years of regular service with the City shall be eligible for recognition in accordance with this policy.
2. An employee qualifying for long-service recognition shall be offered the opportunity to attend a LONG SERVICE RECOGNITION EVENT arranged by the Administrator of the Division of which the employee is currently a member.
3. At the LONG SERVICE RECOGNITION EVENT the employee being recognized shall be presented with:
 - (a) a pin denoting the number of years of service with the City;
 - (b) a dinner certificate for a local restaurant,

and shall have the opportunity to be photographed with the other City employees attending the event.
4. The Administrator of each corporate division shall be responsible for arranging the LONG SERVICE RECOGNITION EVENTS for employees within his division:
 - (a) either individually or collectively, depending on the number of employees to be recognized; and
 - (b) as close as possible to the anniversary date which is being recognized.

(City Clerk's Office)



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Adopted by Council: Jan. 14/82

POLICY 6200

File Ref: 1530-00

LETTERS OF RECOMMENDATION**POLICY 6200:**

It is Council policy that:

1. Department Heads have the prerogative to prepare letters of recommendation concerning the performance and capabilities of an employee formerly associated with their Department.
2. Before distributing a letter of recommendation, it shall be reviewed by the Director of Personnel. A copy should be placed on the employee file, inasmuch as the Personnel Department is responsible for the centralized control of such information.
3. The Personnel Department has the authority to delay the release of the recommendation if they feel circumstances warrant further consideration.

(Personnel Department)



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Adopted by Council: Oct. 15/74

POLICY 8002

File Ref: 7125-00

CITY FACILITIES - USE BY EMPLOYEE ORGANIZATIONS

POLICY 8002:

It is Council policy that:

The following organizations are permitted free use of City facilities under the direct control of the Community Services Division for membership functions to be held on Mondays, Tuesdays, Wednesdays and Thursdays:

- Local No. 394 (Outside)
- Local No. 718 (Inside)
- Local No. 1698 (Library)
- British Columbia Nurses Union (Richmond)
- RCMP Richmond Detachment Recreational and Sports Club
- Richmond Firefighters' Benefit Association

Functions to be held on Fridays, Saturdays and Sundays will be on the same basis as for Richmond Recreation Clubs, in that they will be granted 50% discount of the commercial rate on the understanding that they will look after their own set-up and basic clean-up.

Mid-week (Monday to Thursday) functions may be booked no earlier than four months in advance, but those functions for which a rental fee will be paid may be booked six months in advance.

(Community Services Division)



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Adopted by Council: May 28/78

POLICY 8012

File Ref: 7125-00

LEISURE PROGRAMS - FEES

POLICY 8012:

It is Council policy that:

Fees paid to instructors conducting programs directly for the Community Services Division shall be offset by revenues received from participants. Exceptions include:

1. Seniors' programs.
2. Special Needs programs.
3. Special summer or other programs financed in whole or in part by the senior levels of government, or other agencies or community associations.

Community associations may retain membership and registration fees from their programs on the understanding that they shall accept the responsibility for the program supplies and instructors' costs involved. Rental fees collected may be retained by the associations with the understanding that the association shall be responsible for additional janitorial and custodian costs involved in the rental.

(Community Services Division)

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Adopted by Council: Mar. 28/78

POLICY 8301

File Ref: 7125-00

RECREATIONAL EQUIPMENT – AVAILABLE FOR PUBLIC USE

POLICY 8301:

It is Council policy that:

As required, and within financial capabilities, equipment will be available for public use for recreation and cultural activities through the Community Services Division.

The following conditions shall apply for equipment provision:

1. Equipment which is provided by the City for the use of any group/s shall remain the property of the City.
2. Equipment acquired by organizations and left or stored on City property (with or without permission) shall be at the full risk of the organization/s concerned, and the City cannot be held liable for loss or damage.
3. The City will endeavour to locate and charge individuals causing damage to buildings and equipment; however, when this is not possible, the organization utilizing that portion of the facility where and when the damage occurred shall be held responsible.

(Community Services Division)

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Page 1 of 1	Adopted by Council: June 11/84	Amended: June 27/94	POLICY 8601
File Ref: 8275-01	BEER GARDENS ON CITY PROPERTY		

POLICY 8601:

It is Council policy that:

The Parks and Recreation Commission, through the Parks & Leisure Services Department, will allow beer gardens on City property. A staff committee with representatives from the Parks & Leisure Services Department and the RCMP will be responsible for reviewing and processing all applications for beer gardens on City property.

The staff committee may grant approval over the signature of the Director of Parks & Leisure Services, under the following conditions:

1. All applications for beer gardens are to be submitted on the appropriate form to the staff committee for review.
2. Groups applying must be bona-fide, non-profit Richmond organizations.
3. Events must be community-wide in nature.
4. The City will charge organizations holding a beer garden 15% of gross sales, in addition to being charged set-up fees.
5. All profits must go to a charitable cause and not to the operation of the organization applying for the licence.
6. Adherence to regulations of the Liquor Control & Licensing Act and the policies and guidelines of the Liquor Control Board is mandatory.
7. Beer and wine will be served only in disposable plastic containers.
8. Amplified music at the site will not be permitted without specific approval of the staff committee specifying location, times and in accordance with the Noise Control Bylaw.
9. Specific site location on the property must be approved by the Parks & Leisure Services Department; however, the evaluation of the event will be the staff committee's responsibility.
10. Applicants have the opportunity to appeal to the Parks and Recreation Commission in the event their application is denied.
11. Notwithstanding points 8 and 9 above, in accordance with the Liquor Control Board regulations, the RCMP have the final licence approval authority.

(Parks & Leisure Services Department)



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Adopted by Council: November 26, 2007

Policy 8650

File Ref: 7400-00

FIREWORKS DISPLAYS IN PARKS

Policy 8650:

It is Council policy that:

Council endorses the concept of fireworks displays in community parks, with the Parks, Recreation and Cultural Services Department authorized to approve displays subject to site suitability and in accordance with municipal and federal regulations.

Community groups requesting permission to hold fireworks displays will provide the Parks Division with a written submission specifying the date, site location and other pertinent details. Upon receipt of Parks Department approval, a fireworks display permit application must be made to Fire-Rescue at least 10 business days prior to the fireworks event.