

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: October 6, 2025	File: 530.20/Rpts
To: Council	From: J. Mosdell, Deputy Corporate Officer
Re: Rescindment of Three (3) Outdated Policies – No. 11, No. 22 & No. 43	
Recommendations: <ol style="list-style-type: none">1. THAT Council rescind Policy No. 11 – Political Representatives Meeting Protocol2. THAT Council rescind Policy No. 22 – Holiday Office Closure3. THAT Council rescind Policy No. 43 – Covid Relief Grants in Aid: Organizations	

Purpose

To seek Council's approval to rescind three policies that are outdated and no longer followed in practice.

Policy No. 11 – Political Representatives Meeting Protocol

Background

Policy No. 11 – Political Representatives Meeting Protocol was adopted by Council on March 1, 2010, and establishes that Council meets twice annually with Members of Parliament, the Member of the Legislative Assembly, and the local School Trustee to discuss items of mutual interest.

Policy No. 22 – Holiday Office Closure

Background

Policy No. 22 – Holiday Office Closure was adopted by Council on December 7, 2012, and sets specific annual office closure dates and guidance for the non-stat holiday season.

Policy No. 43 – Covid Relief Grants in Aid: Organizations

Background

Policy No. 43 – Covid Relief Grants in Aid: Organizations was adopted on May 9, 2022, and created a time-limited relief fund to assist organizations because of the pandemic.

Benefits or Impact

General

Clearer policy framework and improved administrative flexibility.

Finances - N/A

Strategic Impact

Priority 2 – Fiscally Responsible Operations.

Goal 2 – Develop a Strategy to mitigate cost increases and downloading pressures.

Result D – Business cases to align current and future operational needs to increase efficiencies and capacity is presented for Council consideration.

Risk Assessment

Compliance: There is no legislation that requires these policies to remain in force so this change will not affect Council procedures.

Risk Impact: Low. By aligning policy with current practices, the decision introduces no operational risk.

Internal Control Process:

1. Policy No. 11 - Staff will maintain a log of intergovernmental meetings and report through regular Council updates as appropriate.
2. Policy No. 22 - The CAO will confirm the holiday closure dates annually and report to Council and Staff.
3. Policy No. 43 – N/A

Next Steps / Communication

- Upon approval, remove policies from the active policy manual. The Policies will be archived. Staff will be notified.
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Attachments

- Policy No. 11 – Political Representatives Meeting Protocol
- Policy No. 22 – Holiday Office Closure
- Policy No. 43 – Covid Relief Grants in Aid: Organizations

Recommendation

1. **THAT Council rescind Policy No. 11 – Political Representatives Meeting Protocol**
2. **THAT Council rescind Policy No. 22 – Holiday Office Closure**
3. **THAT Council rescind Policy No. 43 – Covid Relief Grants in Aid: Organizations**

Alternative Options

Council could choose to not rescind any of the above three Policies. This is not recommended as this would result in the organization not following its established operational process.

Prepared by: Jamie Mosdell, Deputy Corporate Officer

Reviewed by: D. Drexler, Chief Administrative Officer



DISTRICT OF BARRIERE

COUNCIL POLICY MANUAL

Page 1 of 1
Approval Date: March 1, 2010

NO: 11
SECTION: GENERAL GOVERNMENT - COUNCIL
SUBJECT: POLITICAL REPRESENTATIVES MEETING PROTOCOL

That the District Council meet twice a year with our Member of Parliament, our Member of the Legislative Assembly and our local School Trustee to discuss items of mutual interest and concern.



DISTRICT OF BARRIERE

COUNCIL POLICY MANUAL

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Approval Date: Dec 7, 2012

NO: 22

DEPARTMENT: COUNCIL AND STAFF

SUBJECT: HOLIDAY OFFICE CLOSURE

1.0 Policy Statement:

The District of Barriere Offices will be closed for the Holiday Season as of 2:00pm on the last business day prior to December 25th, and remain closed until 8:30am on the next business day following New Year's Day. Outside workers may decrease their normal work hours during this time as long as mandatory functions are maintained.

2.0 Employee Wages:

The statutory holidays are December 25th, December 26th and January 1st. Non-statutory days/hours within the proposed closure or work reduction may be deducted from employees' holiday entitlement or taken by leave without pay at the Employee's choice.

District of Barriere Holiday Office Closure Policy No. 22

Approved by: Council

Date of Approval: December 7, 2012



DISTRICT OF BARRIERE COUNCIL POLICY MANUAL

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Approval Date: May 9, 2022

NO: 43
SECTION: FINANCE
SUBJECT: COVID RELIEF GRANTS IN AID: ORGANIZATIONS

The District of Barriere is providing Grant-in-Aid funding in order to assist and support non-profit societies/organizations in the community that are facing hardship as a result of the COVID-19 pandemic. The total, allocated funding available is \$50,000 which will reduce by each successful grant provision until the total funding available is depleted. Once this fund is depleted, this policy will dissolve unless otherwise re-established by Council in the annual budget process.

No single COVID-19 Relief Grant-in-Aid will exceed the amount of \$5,000 (five thousand dollars) within a 12-month period. No single COVID-19 Relief Grant-in-Aid will exceed the total loss (or anticipated loss) of revenue indicated in the organization's 2018 or 2019 financial statement.

Applications will be considered by Council at the first available Council Meeting subject to the application being received by the Corporate Officer by no later than the Wednesday prior to the scheduled Regular Council Meeting.

The attached application form (which may be amended from time-to-time by Administration) is to be used and accompanied by the required additional documentation listed below:

- Latest financial statement
- 2018 or 2019 financial statement (unless established in a later year)
- Brief outline of financial hardship incurred due to the COVID-19 pandemic
- Annual report (if available)

Incomplete applications will not be accepted and will be returned to the applicant. All complete applications meeting the specified criteria will be reviewed by Council.

Council may grant the full amount requested, a lesser amount requested, or deny any funding at its discretion.

Applicants will be notified in writing as to whether or not their request has been successful and, if successful, the amount they will receive.

Applications are available at the District of Barriere Municipal Office and online on the District's Municipal website: www.barriere.ca.

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DISTRICT OF BARRIERE

COVID-19 Relief Grant Application – Organizations

Organization Official Name: _____

Mailing Address: _____ Date of Application: _____

Phone: _____ Fax: _____ Email: _____

Contact Person: _____ Title: _____

Briefly describe your organization's purpose:

Briefly describe how the requested grant money will be used and the impact that the COVID-19 pandemic has had on your organization's ability to financially support itself: *(use a separate sheet if necessary)*

What amount of Grant-in-Aid is being requested? \$ _____
 (Maximum \$5000 per application within a 12month period)

Total organization 2019 Revenue \$ _____

Have you received a Grant-in-Aid under this funding stream in the past 12 months?
 Yes _____ No _____

If **yes**, what was the amount of the grant? \$ _____

Attachments: Please provide the following to your application (if available):
2018 or 2019 Financial Statement, Latest Financial Statement

Please forward completed application by mail to: District of Barriere, Box 219, Barriere, B.C. V0E 1E0 or in person at "The Ridge Building" at 4936 Barriere Town Road, inquiry@barriere.ca, or by fax to 250-672-9708. Applications must be received by 4pm on the Wednesday prior to the scheduled Council Meeting to be considered at that meeting.

INTERNAL OFFICE USE: Approved / Denied Amount Approved: _____