



## COUNCIL REPORT

Report Date: October 24, 2023  
Contact: Tina Penney  
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Meeting Date: November 28, 2023  
[Submit comments to Council](#)

TO: Vancouver City Council  
FROM: City Clerk  
SUBJECT: Repeal of Outdated Policies

### Recommendation

THAT Council repeal the corporate policies listed in Table 1 of this report, identified as items # 1- 24.

### Purpose and Executive Summary

City staff has identified a number of policies that Council approved between the 1970s and 1990s as outdated. A repeal of these policies is recommended.

These policies are recommended for repeal for the following reasons:

- Policies are superseded by more recently approved direction-setting documents such as strategies or frameworks, etc.; *or*
- Changes in legislation means policies are no longer aligned with legislation; *or*
- Policies address a historical challenge and not an ongoing challenge; *or*
- For a number of policies with a Human Resources focus, current requirements are stipulated in collective agreements and exempt staff guidelines.

### Council Authority/Previous Decisions

The identified policies were all originally approved by Council. In order to formally repeal these outdated policies, Council will have to approve repeals.

### City Manager's Comments

The City Manager recommends approval of the foregoing.

## Context and Background

Corporate policies are reviewed on a regular basis by the Department with the most direct subject matter expertise on the policies' contents (the "Policy Owner"). Reviews are conducted to ensure a policy has continued relevance and alignment with Council and Corporate goals, organizational values and principles, legislation, and industry standards and best practices. Policy Owners are tasked with conducting policy reviews and the City Clerk's Office supports and helps co-ordinate policy management and policy maintenance practices. As a number of Policy Owners have identified outdated Council-approved policies to be repealed, the City Clerk's Office has taken on a coordination role, including consulting with the Policy Owners and bringing this collective policy repeal report to Council.

Table 1 below lists all policies recommended for repeal and provides the applicable rationale for repeal.

*Table 1: Summary of Policies Recommended for Repeal*

<b>Item #</b>	<b>Policy Number</b>	<b>Policy Name</b>	<b>Policy Owner*</b>	<b>Policy Approval Year</b>	<b>Rationale for Repeal</b>
1	AE-001-01	Employment Equity - General	HR	1986	Outdated. Superseded by Equity Framework.
2	AE-001-02	Employment Equity - Recruitment	HR	1986	Outdated. Superseded by Equity Framework.
3	AE-001-03	Employment Equity - Career Development	HR	1986	Outdated. Superseded by Equity Framework.
4	AE-011-01	HIV/AIDS Infection - Infected Staff	HR	1987	Outdated. Staff who are or have been infected with HIV/AIDS are protected by the BC Human Rights Code from discrimination in employment. In addition, the Freedom of Information and Protection of Privacy Act restricts the collection and use of information from or with respect to employees.
5	AE-011-02	HIV/AIDS Infection - Infected Job Applicants	HR	1987	Outdated. Job applicants who are or have been infected with HIV/AIDS are protected by the BC Human Rights Code from discrimination in employment. In addition, the Freedom of Information and Protection of Privacy Act restricts the collection

					and use of information from or with respect to employees.
6	AE-020-01	Leave of Absence - Sporting Events	HR	1989	Outdated and no longer required.
7	AE-013-01	Job Evaluation	HR	1992	Outdated and addressed in other procedures.
8	AE-016-01	Terminations	HR	1989	A policy is not required as requirements for employee terminations are stipulated in relevant Collective Agreements for unionized staff, exempt staff terminations are planned and executed on a case-by-case basis in consultation with City or external Legal Counsel.
9	AE-009-01	Hours of Operation - General	HR	1992	Outdated. Policy not needed as Hours of Operation are covered in general conditions of employment as specified in relevant Collective Agreements and offer letters.
10	AE-009-02	Hours of Operation - Christmas	HR	1992	Outdated and addressed in other procedures.
11	AE-019-01	Contract Employees - Vacant Exempt Position	HR	1996	Outdated and addressed in other procedures.
12	AE-018-02	Vacations - Deferred	HR	1992	Entitlements are stipulated in relevant Collective Agreements for unionized staff, exempt staff guidelines. A policy is not required.
13	G 140.2 (AE-018-01)	Vacations - Entitlement	HR	1992 (amended in 2003)	Entitlements are stipulated in relevant Collective Agreements for unionized staff, exempt staff guidelines. A policy is not required.
14	G-140.1 (AE-018-03)	Vacation - Planning	HR	1992	Entitlements are stipulated in relevant Collective Agreements for unionized staff, exempt staff guidelines. A policy is not required.

15	G 90.1 (AE-015-01)	Sick Leave - Entitlement	<b>HR</b>	1985	Entitlements are stipulated in relevant Collective Agreements for unionized staff, exempt staff guidelines. A policy is not required.
16	G-90.2 (AE-015-02)	Sick Leave - Responsibilities	<b>HR</b>	1985	Entitlements are stipulated in relevant Collective Agreements for unionized staff, exempt staff guidelines. A policy is not required.
17	G 90.3 (AE-015-03)	Sick Leave - Reporting Procedure	<b>HR</b>	(1985)	Outdated and addressed in other policies and procedures.
18	AE-012-01	Acting Capacity - General	<b>HR</b>	1977	Policy not needed. Stipulated in relevant Collective Agreements for unionized staff and exempt staff guidelines.
19	AE-012-02	Acting Capacity - Authority, Authorization and Compensation	<b>HR</b>	1977 (amended in 1981 and 1993)	Policy not needed. Stipulated in relevant Collective Agreements for unionized staff and exempt staff guidelines.
20	CG-001-02	Corporate Priorities and Purpose Statement	<b>CMO</b>	1990	Outdated.
21	AG-016-01	Emergency Preparedness – Emergency Disaster Exercises	<b>OCSO</b>	1984	Outdated. Policy addresses a historical problem, not a continuing/current a problem.
22	CG-004-01	Serving on Non- profits Boards	<b>CCO</b>	1988	Outdated. Policy was effectively reversed/superseded by a regulation enacted by the Province pursuant to the <i>Vancouver Charter</i> deeming such appointments not to be a conflict of interest anymore.
23	CP-003-03	Awards - Civic Recognition - Medal	<b>CCO</b>	1978	Outdated and no longer required. Award recipients are identified & recognized by Council, which is covered under Policy COUN-002 (Civic Recognition Award).

24	AF-016-01	Civic Grants- Local Conferences	<b>FRS</b>	1993	Outdated and no longer required.
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*\*Acronyms used: Human Resources (HR), City Manager’s Office (CMO), Office of the Chief Safety Officer (OCSO), City Clerk’s Office (CCO), Finance, Risk and Supply Chain Management (FRS)*

**Related Issues**

None identified based on consultation with Policy Owners.

**Financial Implications**

No financial implications identified as a result of repealing the above-noted policies.

**Legal Implications**

No legal risk identified as a result of repealing the above-noted policies.

**References**

See Appendix A for all Policies.

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**CITY OF VANCOUVER  
CORPORATE POLICY**

<b>SUBJECT:</b> Employment Equity - General	
<b>CATEGORY:</b> Employment	<b>POLICY NUMBER:</b> AE-001-01

**PURPOSE**

The aim of this policy is to create a workforce which reflects the composition of the qualified labour pool available in the community, and to foster a climate of understanding and mutual respect among employees in the workplace and the community at large.

**SCOPE**

All City staff.

**POLICY STATEMENTS**

**1 General**

The City of is made up of many racial and cultural components, each contributing uniquely to the community as a whole. In recognition of this, and of the dignity and worth of every person, Council reaffirms its commitment to a policy of equal employment opportunity for visible minorities, women, and the physically disabled.

**2 EEO Program**

Council requires that civic employees comply with the Equal Employment Opportunity Program in carrying out their duties in order to achieve representative hiring and promotion within the provisions of Council resolutions and the collective agreements, and in order to achieve a work environment free of harassment arising from an individual's gender, racial/ethnic origin, or disability.

Council believes that both this policy and the operation of an Equal Employment Opportunity Program support the efficient and effective functioning of the city administration and are consistent with the policy of selecting the most meritorious applicants for city positions.

**3 Responsibility**

The City Manager is responsible for the implementation of the EEO program through the EEO office and the departmental action plans.

**4 Pay Equity**

All employees shall be compensated equitably for their work.

**RELATED POLICIES**

AE-001-02      Employment Equity - Recruitment  
AE-001-03      Employment Equity - Career Development

**APPROVAL HISTORY**

<b>ISSUED BY:</b> Council	<b>APPROVED BY:</b> Council	<b>DATE:</b> 1986/01/16
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**CITY OF VANCOUVER  
CORPORATE POLICY**

<b>SUBJECT:</b> Employment Equity - Recruitment	
<b>CATEGORY:</b> Employment	<b>POLICY NUMBER:</b> AE-001-02

**PURPOSE**

To promote representative recruitment for all civic positions.

**SCOPE**

All City staff.

**POLICY STATEMENTS**

**1 General**

The City shall strive for representative recruitment for all civic positions, including temporary, auxiliary, part time and senior management positions, within relevant provisions of the Collective Agreements as they evolve.

**2 Criteria for Selection**

Where no demonstrable difference exists in the qualifications of candidates for a position, the goal of the Equal Employment Opportunity Program operates as a criterion of selection.

Work-related experience should be valued only in so far as it provides competence to do the job.

Reasonable accommodation shall be made for well qualified individuals whose physical or mental disabilities could prevent them from performing every aspect of the position applied for.

**3 Pre-employment Tests**

Pre-employment tests used by the City shall be reviewed to ensure validity as well as neutrality with respect to gender and culture.

**RELATED POLICIES**

<u>AE-001-01</u>	Employment Equity - General
<u>AE-001-03</u>	Employment Equity - Career Development

**APPROVAL HISTORY**

<b>ISSUED BY:</b> Council	<b>APPROVED BY:</b> Council	<b>DATE:</b> 1986/02/18
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**CITY OF VANCOUVER  
CORPORATE POLICY**

<b>SUBJECT:</b> Employment Equity - Career Development	
<b>CATEGORY:</b> Employment	<b>POLICY NUMBER:</b> AE-001-03

**PURPOSE**

This policy sets out the City of Vancouver's position on outreach, training and career development for target group members.

**SCOPE**

All City staff.

**POLICY STATEMENTS**

**1 General**

All persons in the civic workforce shall be given equal opportunity for career development through the establishment of a career counselling, development and human resource planning program.

**2 Career-Related Training**

Information on career paths in the City will be made available to all persons in the civic workforce.

There shall be special emphasis placed on training target group members and others in dead-end career ladders, including, for example, a management-apprenticeship program, external career-related training and development, and provision for study leave.

**3 Outreach/Access Training**

Civic Departments, through the Equal Employment Opportunity Office, will actively pursue the use of Federal and Provincial programs in areas such as work experience, pre-apprenticeship, and employment in meeting their EEO goals and needs.

**4 Support Training**

Council has established a policy of time-limited support training to address the EEO needs of target group employees arising from socialization and cultural background, including, for example, English as a Second Language training, integration training, and career planning courses.

**5 Intercultural Training**

Council has established a policy of system-wide, time-limited intercultural training for supervisory and managerial personnel to better evaluate:

- culture/gender-based differences in responses of their staff,
- the specific needs of persons with disabilities for special accommodation.

**RELATED POLICIES**

AE-001-01  
AE-001-02

Employment Equity - General  
Employment Equity - Recruitment

**APPROVAL HISTORY**

<b>ISSUED BY:</b> Council	<b>APPROVED BY:</b> Council	<b>DATE:</b> 1986/02/18
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**CITY OF VANCOUVER  
CORPORATE POLICY**

<b>SUBJECT:</b> HIV/AIDS Infection - Infected Staff	
<b>CATEGORY:</b> Employment	<b>POLICY NUMBER:</b> AE-011-01

**PURPOSE**

To assist civic managers in supporting persons with HIV infection in the workplace and to recruit the support of fellow employees.

**SCOPE**

All City staff.

**POLICY STATEMENTS**

**1 General**

Employees with HIV infections, including AIDS, who are able to carry out the essential duties of their jobs in a satisfactory manner, without posing a health or safety hazard to themselves or others, will be entitled to continue working. When their condition no longer permits productive, safe, full-time work, the City will deal with them compassionately as outlined below.

**2 Council Philosophy**

The City accepts the fact that many persons with AIDS, a life-threatening illness, can perform effectively as civic employees. In keeping with this perspective, such employees will be treated as persons with a severe medical problem with full recognition that this may entail absences, functional limitations and other work effects from their disabilities. Further, the City recognizes that persons with life-threatening illnesses may wish to engage in as many normal pursuits as their condition allows, including work. As long as these persons are able to meet acceptable performance standards and medical evidence indicates that their condition is not a threat to themselves and others, these people will be entitled to continue as members of the civic workforce. Council also acknowledges its obligation to provide a safe work environment for all employees and to ensure the health and safety of the public it serves. Every precaution will be taken to ensure that an employee's condition does not present a health or safety threat to other employees or our customers.

**3 Right to Privacy and Confidentiality**

The City will not require a treating physician or employee infected with the AIDS virus to report the diagnosis to the employer. Should the employee or job applicant choose to share this information, it will be recorded only on the Occupational Health Service records and will be treated with the strictest confidentiality. Communication of this information to other civic staff will be done only with the agreement of the

affected person. Communication between the Occupational Health Service and the personal physician will occur only with the employee's consent.

**4 Right to Work**

The City will not deny employment exclusively on the basis of a person having an HIV infection. A job applicant known to be infected may be accepted for employment conditional on a medical assessment of the candidate's ability to perform the essential elements of the job effectively and efficiently without endangering the health of himself/herself or others. This assessment may be carried out by the private physician but the final judgment will be made by the Director of Occupational Health Services. An employee infected with the AIDS virus will be allowed to continue working at his/her regular job until such time as physical disability impedes work performance significantly. A worker who cannot carry out regular duties effectively or safely may be reassigned to other work if such is available. A supervisor who believes that a physically handicapped employee is unable to perform the assigned duties adequately may request an examination and assessment by the Director of Occupational Health Services. When an infected employee is no longer able to work, the City's sick leave, medical leave of absence, and disability benefits policy will apply to the extent of eligibility under these plans.

**5 Environmental Safety Issues**

All reputable medical authorities state that the AIDS virus cannot be transmitted through casual contact in the home or the workplace. Sharing of office and other work equipment, eating facilities, toilets, water fountains and similar common use items poses no risk. No precautionary procedures beyond normal hygienic practices are required. Policies and procedures for the protection of all employees in jobs where exposure to blood may occur will be regularly reviewed and updated required in the light of current public health and safety recommendations. A work environment offering exposure to infectious diseases may pose an increased risk to a person with HIV infection and a defective immune system. Work reassignment, if available, or appropriate counselling and extra precautions will be provided as required.

**6 Concerns of Co-workers**

Employees who share their work environment with a person with AIDS may express concerns about their own health and safety. The supervisor, with consultation from the Director of Occupational Health and experts in the Health Department, must explain that casual contact with a co-worker with AIDS or who has a spouse, family member or friend with AIDS poses no threat of transmission. If necessary, arrangements may be made for a more comprehensive educational effort for the involved members of the work force. Where some risk may exist from exposure to blood or other body secretions, the City recognizes its obligation to take the necessary protective measures and provide appropriate precautionary guidelines. When the risk is negligible or the appropriate protective guidelines are in place, an employee who refuses to work with a person with AIDS will be subject to relevant disciplinary procedures.

**7 Discrimination against a person with HIV Infection with or without AIDS**

Since AIDS virus infection cannot be transmitted in the course of the usual interpersonal transactions occurring in the workplace, discriminatory acts by managers or fellow employees against a person infected with this virus are unacceptable and will be subject to disciplinary action. The City will not require HIV antibody testing or any of its employees or job applicants.

**7 Employees and Applicants for Employment**

Associated with persons with AIDS The City recognizes that persons who do not have an HIV infection but who live with, are related to or are otherwise associated with persons who are infected should not be subject to any discrimination as a result of such association. No special precautionary measures will be taken in respect of such persons.

**8 Education of City Employees**

The City is committed to a program of education to better equip employees to deal with the presence of AIDS in the workplace. In particular, the city will endeavour to ensure that supervisory employees take part in a program of education which will enable them to deal with concerns expressed by their subordinates.

**9 Responsibilities**

Support for the person with AIDS requires the coordinated efforts of fellow employees, supervisory personnel, Occupational Health Services, the Personnel Services Department with as appropriate, consultation with the Health Department, the employee's personal physician and the community organizations providing support to the staff member. The involvements of each must be individualized based on the needs perceived by the employee and the significant others in his/her work environment. Failure to provide adequate support will represent a failure of this coordinated effort."

**RELATED POLICIES**

AE-011-02 HIV/AIDS Infection - Infected Job Applicants

**APPROVAL HISTORY**

ISSUED BY: Council	APPROVED BY: Council	DATE: 1987/12/15
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**CITY OF VANCOUVER  
CORPORATE POLICY**

<b>SUBJECT:</b> HIV/AIDS Infection - Infected Job Applicants	
<b>CATEGORY:</b> Employment	<b>POLICY NUMBER:</b> AE-011-02

**PURPOSE**

This sets out the City of Vancouver's position on HIV/AIDS infected job applicants.

**SCOPE**

All City staff.

**POLICY STATEMENTS**

**1 Disclosure on Employment Application**

1.1 *No Requirement to Report:* An infected job applicant is not required to disclose the infection, and job applicants will not be required to submit to HIV antibody testing.

1.2 *Choosing to Report:* If the job applicant chooses to advise the City of the infection, this information will be recorded only on the Occupational Health Services records and it will be treated as highly confidential.

**RELATED POLICIES**

AE-011-01 HIV/AIDS Infection - Infected Staff

**APPROVAL HISTORY**

<b>ISSUED BY:</b> Council	<b>APPROVED BY:</b> Council	<b>DATE:</b> 1987/12/15
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**CITY OF VANCOUVER  
CORPORATE POLICY**

<b>SUBJECT:</b> Leave of Absence - Sporting Events		
<b>CATEGORY:</b> Employment	<b>POLICY NUMBER:</b>	AE-020-01

**PURPOSE**

This sets out the City's policy on granting leave of absence for participation in athletic and sporting events.

**SCOPE**

All City staff.

**POLICY STATEMENTS**

**1 Requests to Participate in Athletic or Sporting Events**

When a Department Head receives a request from an employee for leave to participate in an athletic or sporting event, he or she will make every reasonable effort to accommodate the request.

**2 Leave without Pay**

Normally, such leaves will be without pay and will be processed administratively in accordance with the General Leave provisions of the Personnel regulations and the collective agreements.

**3 Leave with Pay**

Where the event is at the national or international level involving significant public prominence and prestige, the Department Head may recommend to the City Manager that the leave be with pay.

3.1 If the City Manager agrees, the Department Head will submit a report to City Council recommending leave with pay.

3.2 If the City Manager disagrees or if Council does not approve the recommendation, then leave will be without pay.

**APPROVAL HISTORY**

<b>ISSUED BY:</b> City Council	<b>APPROVED BY:</b> City Council	<b>DATE:</b> 1989/12/02
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**CITY OF VANCOUVER  
CORPORATE POLICY**

<b>SUBJECT:</b> Job Evaluation	
<b>CATEGORY:</b> Employment	<b>POLICY NUMBER:</b> AE-013-01

**PURPOSE**

This authorizes the General Manager, Human Resources to establish rates of pay.

**SCOPE**

All City staff.

**POLICY STATEMENTS**

**1 New Positions Established by City Council**

The City's General Manager, Human Resources is authorized to establish the rate of pay for all new positions.

**2 Existing Positions**

The City's General Manager, Human Resources is authorized to approve retroactive pay adjustments for *up to three years*.

**APPROVAL HISTORY**

<b>ISSUED BY:</b> Council	<b>APPROVED BY:</b> Council	<b>DATE:</b> 1992/01/07
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# CITY OF VANCOUVER POLICIES AND PROCEDURES

<b>SUBJECT:</b> Terminations - General	
<b>CATEGORY:</b> Administration - Employment	<b>POLICY NUMBER:</b> AE-016-01

## PURPOSE

This sets out the City of Vancouver's policy on terminating employment.

## SCOPE

All City staff.

## POLICY STATEMENTS

### 1 Unionized Employees

1.1 **Collective Agreement:** The Collective Agreements contain provisions which must be considered before terminating the employment of unionized employees.

### 2 Exempt and Senior Staff

2.1 **Department Heads:** Only City Council may terminate a department head's employment.

2.2 **Union-Exempt and Senior Staff:** The City Manager can approve employment terminations involving cash settlements of up to one year's salary.

## APPROVAL HISTORY

<b>ISSUED BY:</b>	Council	<b>APPROVED BY:</b>	Council	<b>DATE:</b>	1989/02/21
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**CITY OF VANCOUVER  
POLICIES AND PROCEDURES**

<b>SUBJECT:</b> Hours of Operation - General	
<b>CATEGORY:</b> Administration - Employment	<b>POLICY NUMBER:</b> AE-009-01

**PURPOSE**

This sets out the City of Vancouver's position on early closing at Christmas.

**SCOPE**

All City staff.

**POLICY STATEMENTS**

**1 Civic Offices & Works Yards**

**1.1 Early Closing:** Civic offices and works yards are closed at 12:00 noon on the last working day prior to Christmas.

**RELATED POLICIES**

AE-009-02 Hours of Operation - Christmas

**APPROVAL HISTORY**

<b>ISSUED BY:</b>	Council	<b>APPROVED BY:</b>	Council	<b>DATE:</b>	1992/12/01
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CITY OF VANCOUVER  
POLICIES AND PROCEDURES

SUBJECT: Hours of Operation - Christmas	
CATEGORY: Administration - Employment	POLICY NUMBER: AE-009-01

PURPOSE

This sets out the City of Vancouver's policy on hours of work at Christmas.

SCOPE

All City staff.

POLICY STATEMENTS

1 Hours of Operation

1.1 *Early Closing*: Civic offices and works yards are closed at 12:00 noon on the last working day prior to Christmas.

2 Hours of Work

2.1 *Employees Reporting to Work*:

- Where Operationally *Possible*: Employees will be entitled to leave the work site at 12:00 noon, and will be paid for their normal working hours. For Hourly paid employees, time after 12:00 noon should be reported as code 35 (Christmas leave with pay). The total hours reported must not exceed the employees regular daily hours.
- Where Operationally *Impossible*: Employees will be required to work regular hours on that day without additional compensation (pay or time off in lieu).

2.2 *Employees Not Reporting to Work*:

- Employees on Paid Leave: Employees who are on paid leave such as vacation or sick leave, will be considered absent for the hours preceding 12:00 noon, with the remainder of their time being reported as code 35 (Christmas leave with pay).
- Employees on Unpaid Leave: These employees will be considered absent for the whole day.
- Employees on a Scheduled Day Off: These employees *will not* receive any benefit related to the early closing.

RELATED POLICIES

AE-009-01 Hours of Operation - General

APPROVAL HISTORY

ISSUED BY:	Director of Human Resources	APPROVED BY:		DATE:	1992/12/01
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**CITY OF VANCOUVER  
POLICIES AND PROCEDURES**

<b>SUBJECT:</b> Contract Employees - Vacant Exempt Positions		
<b>CATEGORY:</b> Administration - Employment	<b>POLICY NUMBER:</b> AE-019-01	

**PURPOSE**

This sets out the City of Vancouver's policy on vacant exempt positions.

**SCOPE**

All City staff.

**POLICY STATEMENTS**

**1 Authority**

**1.1 Department Head Authorization:** Department Heads (CMT) are authorized to fill vacant exempt positions within their organizational units with contract employees on a situational basis as may be practicable.

**APPROVAL HISTORY**

<b>ISSUED BY:</b> Council	<b>APPROVED BY:</b> Council	<b>DATE:</b> 1996/03/28
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**CITY OF VANCOUVER  
CORPORATE POLICY**

<b>SUBJECT:</b> Vacations - Deferred	
<b>CATEGORY:</b> Employment	<b>POLICY NUMBER:</b> AE-018-02

**PURPOSE**

This sets out the City of Vancouver's policy for deferred vacations.

**SCOPE**

All City staff.

**POLICY STATEMENTS**

**1 Unionized Employees**

1.1 *Collective agreement:* Department heads are authorized to approve deferred vacation *in excess* of that which is provided for in the collective agreements.

**2 Union Exempt Employees**

2.1 *Department heads:* The City Manager is authorized to approve requests to defer any department head's unused annual vacation entitlement.

2.2 *Other excluded staff:* The Department Head is authorized to approve requests by excluded staff to defer any unused annual vacation entitlement.

**3 Approval Considerations**

3.1 *Future impact:* There are several consequences of deferring vacation entitlements:

- Higher cost to the City due to a deferred liability that may have to be paid out at a higher rate than when it was earned.
- Impact on the operation due to a lengthy absence at a later date, or prior to retirement.

3.2 *Current impact:* The impact on the operation from a current absence may warrant deferring all or part of an employee's vacation entitlement.

3.3 *Special circumstances:* Employees may be faced with special circumstances such as a personal obligation to their family, or a once-in-a-lifetime vacation, which can only be accomplished by deferring vacation entitlements.

**4 Approval Process**

- 4.1 *Annual instruction:* Annually, the Human Resources department will provide department heads with specific information on the approval process for deferring vacation.

**RELATED POLICIES**

AE-018-01      Vacations - Entitlement

**APPROVAL HISTORY**

<b>ISSUED BY:</b> Council	<b>APPROVED BY:</b> Council	<b>DATE:</b> 1992/03/03
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CITY OF VANCOUVER  
DRAFT POLICY & PROCEDURES MANUAL

INDEX : G.140. Vacation	ISSUED BY : Director of Human Resources
SUBJECT: 1. Planning	DATE ISSUED : October 19, 1992
	DATE REVISED:

DISCUSSION:

1.1 ANNUAL LEAVE

a. All Full Time Employees

Vacation time is intended to provide the employee with a break from the work routine, and an opportunity to pursue other life interests. Therefore, where operationally possible, employees should be encouraged to take their full annual vacation entitlement.



CITY OF VANCOUVER  
DRAFT POLICY & PROCEDURES MANUAL

INDEX : G.140. Vacation	ISSUED BY : City Council
SUBJECT: 2. Entitlement	DATE ISSUED : Various
	DATE REVISED:

POLICY:

2.1 UPON COMMENCING EMPLOYMENT

a. Regular Full Time Employees

Employees commencing employment between January 1st and December 31st of any year will receive vacation on the basis of 1/12th of their annual vacation entitlement for each month or portion of a month greater than one half, worked in that calendar year.

b. Temporary Full Time Employees

These employees will receive the same vacation entitlement as outlined in Section 2.1a. above. However, only if the temporary employee will continue employment for a full twelve (12) months or more, should they be allowed to take the vacation time off. Anyone working for less than a year will receive vacation pay in accordance with the "Employment Standards Act" adjusted for any leave taken.

2.2 DURING EMPLOYMENT

a. Unionized Employees

The Collective Agreements contain provisions for an employee's vacation entitlement.

b. Union Exempt Employees Below Pay Grade 34

Excluded employees receive the same provisions as outlined in the VMREU Collective Agreement.

CITY OF VANCOUVER  
DRAFT POLICY & PROCEDURES MANUAL

INDEX : G.140. Vacation	ISSUED BY : City Council
SUBJECT: 2. Entitlement	DATE ISSUED : Various
	DATE REVISED:

POLICY:

2.2 c. Union Exempt Employees Pay Grade 34 and Above  
(Excluding City Manager and Department Heads)

- i. Annual Vacation:
  - a. 105 hours during the 1st year of service;
  - b. 140 hours during the 2nd through the 9th year of service;
  - c. 175 hours during the 10th through the 25th year of service;
  - d. 210 hours during the 26th and all subsequent years of service.
- ii. Supplemental Vacation
  - a. 35 hours during the 11th, 16th, 21st, 26th, 31st, 36th, 41st, and 46th calendar year of service. This vacation time may be taken in any of the years beginning with the one in which it is credited, but must be taken before the next entitlement.

d. Department Heads and City Manager

Based on a five day week, these employees will be entitled to:

- i. Annual Vacation
  - a. 20 days during the 1st through the 9th year of service;
  - b. 25 days during the 10th through the 25th year of service;
  - c. 30 days during the 26th and all subsequent years of service.

CITY OF VANCOUVER  
DRAFT POLICY & PROCEDURES MANUAL

INDEX : G.140. Vacation	ISSUED BY : City Council
SUBJECT: 2. Entitlement	DATE ISSUED : Various
	DATE REVISED:

POLICY:

- 2.2 d. ii. Supplemental Vacation
  - a. 5 days during the 11th, 16th, 21st, 26th, 31st, 36th, 41st, and 46th calendar year of service. This vacation time may be taken in any of the years beginning with the one in which it is credited, but must be taken before the next entitlement.

2.3 TERMINATING EMPLOYMENT FOR REASONS OTHER THAN RETIREMENT OR DEATH

- a. Regular Full Time Employees
  - i. Before completing 12 consecutive months of employment, will be granted vacation pay in accordance with the "Employment Standards Act", adjusted for any vacation time taken prior to termination.
  - ii. After completing 12 consecutive months of employment, will receive vacation for the calendar year in which termination occurs on the basis of 1/12th of their vacation entitlement for the year for each month or portion of a month greater than 1/2 worked to the date of termination. The termination date will be the last day worked.

CITY OF VANCOUVER  
DRAFT POLICY & PROCEDURES MANUAL

INDEX : G.140. Vacation	ISSUED BY : City Council
SUBJECT: 2. Entitlement	DATE ISSUED : Various
	DATE REVISED:

POLICY:

2.4 UPON RETIREMENT

a. Unionized Employees

The Collective Agreements contain provisions for an employee's vacation entitlement upon retirement or upon leaving employment to go on Superannuation.

b. Union Exempt Employees

Employees leaving employment to go on superannuation or after reaching maximum retirement age are entitled to:

- i. Half (1/2) of their entitled annual vacation, if retiring before April 1st;
- ii. All of their entitled annual vacation, if retiring on or after April 1st.

2.5 UPON DEATH WHILE EMPLOYED

a. Unionized Employees

The Collective Agreements should be consulted to determine provisions for an employee's vacation entitlement upon death. There shall be no recapture of overtaken vacation.

b. Union Exempt Employees

Employees who have attained minimum retirement age, and have completed twenty years service, or who have otherwise become eligible for superannuation, shall be entitled to the provisions outlined in Section 2.4b. above. All other employees receive the vacation entitlement outlined in Section 2.3a. above. There shall be no recapture of overtaken vacation.





CITY OF VANCOUVER  
POLICIES AND PROCEDURES

SUBJECT: Vacations - Entitlement	
CATEGORY: Administration - Employment	POLICY NUMBER: AE-018-01

PURPOSE

This sets out the vacation entitlement for City employees.

SCOPE

All City staff.

POLICY STATEMENTS

1 Upon Commencing Employment

- 1.1 **Regular full time employees:** Employees commencing employment between January 1st and December 31st of any year will receive vacation on the basis of 1/12th of their annual vacation entitlement for each month or portion of a month greater than one half, worked in that calendar year.
- 1.2 **Temporary full time employees:** These employees will receive the same vacation entitlement as outlined in section 1.1 above. However, only if the temporary employee will *continue* employment for a full twelve (12) months or more, should they be allowed to take the vacation time off. Anyone working for less than a year will receive vacation pay in accordance with the Employment Standards Act adjusted for any leave taken.

2 During Employment

- 2.1 **Unionized employees:** The Collective Agreements contain provisions for an employee's vacation entitlement.
- 2.2 **Exempt employees Pay Band 5 and below:**

Annual Vacation

- 15 days pro-rated to the number of full months worked during the 1st year of employment
- 15 days during the 2nd through 6th calendar years
- 20 days during the 7th through 15th calendar years
- 25 days during the 16th through 23rd calendar years
- 30 days during the 24th calendar year and subsequent years.

Supplemental Vacation

- 5 days during the 11th, 16th, 21st, 26th, 31st, 36th, 41st, and 46th calendar year of service. This vacation time may be taken in any of the

years beginning with the one in which it is credited, but must be taken before the next entitlement.

**2.3 Exempt employees Pay Band 6 to Pay Band 11:**

Annual Vacation

- 20 days pro-rated to the number of full months worked during the 1st year of employment
- 20 days during the 2nd through 6th calendar years
- 25 days during the 7th through 15th calendar years
- 30 days during the 16th through 23rd calendar years
- 35 days during the 24th year and subsequent years
- Note: One (1) week (5 days) of vacation in lieu of overtime is included in the annual vacation.

Supplemental Vacation

- 5 days during the 11th, 16th, 21st, 26th, 31st, 36th, 41st, and 46th calendar year of service. This vacation time may be taken in any of the years beginning with the one in which it is credited, but must be taken before the next entitlement.

**2.4 Exempt employees Pay Band 12 and above:**

Annual Vacation

- 20 days pro-rated to the number of full months worked during the 1st year of employment. (Corporate Management Team members - 25 days pro-rated)
- 25 days during the 2nd through the 9th calendar years
- 30 days during the 10th through the 23rd calendar years
- 35 days during the 24th and all subsequent years of service
- Note: One (1) week (5 days) of vacation in lieu of overtime is included in the annual vacation.

Supplemental Vacation

- 5 days during the 11th, 16th, 21st, 26th, 31st, 36th, 41st, and 46th calendar year of service. This vacation time may be taken in any of the years beginning with the one in which it is credited, but must be taken before the next entitlement.

**Note: 1 vacation day = 7, 7.5, or 8 hours depending on the employee's work schedule.**

**3 Terminating Employment for Reasons Other Than Retirement or Death**

**3.1 Regular full time employees:**

Before completing 12 consecutive months of employment, will be granted vacation pay in accordance with the "Employment Standards Act", adjusted for any vacation time taken prior to termination.

After completing 12 consecutive months of employment, will receive vacation for the calendar year in which termination occurs on the basis of 1/12th of

their vacation entitlement for the year for each month or portion of a month greater than 1/2 worked to the date of termination. The termination date will be the last day worked.

4 Upon Retirement

4.1 **Unionized employees:** The Collective Agreements contain provisions for an employee's vacation entitlement upon retirement.

4.2 **Exempt employees:** Retiring employees are entitled to:

- Half (1/2) of their entitled annual vacation, if retiring before April 1<sup>st</sup>.
- All of their entitled annual vacation, if retiring on or after April 1<sup>st</sup>.

5 Upon Death While Employed

5.1 **Unionized employees:** The Collective Agreements should be consulted to determine provisions for an employee's vacation entitlement upon death. There shall be no recapture of overtaken vacation.

5.2 **Exempt employees:** Employees who have attained minimum retirement age, and have completed twenty years service, or who have otherwise become eligible for superannuation, shall be entitled to the provisions outlined in Section 4 above. All other employees receive the vacation entitlement outlined in Section 3 above. There shall be no recapture of overtaken vacation.

REFERENCE

Collective Agreements

RELATED POLICIES

AE-018-02 Vacations - Deferred

APPROVAL HISTORY

ISSUED BY:	General Manager, Human Resources	APPROVED BY:	General Manager, Human Resources	DATE:	2003/02/06
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19900902POLI 000

Sep 02 90 - City Council Policy 900902

1. SUBJECT: Civic Sick Leave Policy
2. PURPOSE: To approve a sick leave policy
3. REFERENCES: City Manager's Report January 18, 1985  
Council January 22, 1985
4. POLICY:
  - A. Council approve the Sick Leave Policy attached as appendix "A".
  - B. Council request the Library, Park and Police Boards also to approve the Policy.

APPENDIX A

CITY OF VANCOUVER

SICK LEAVE POLICY

The Sick Leave Policy of the City of Vancouver can best be expressed as sets of obligations which are incumbent upon the three main groups involved: line employees, supervisors, and the civic administration. Some of these obligations are contractual and stem from a number of collective agreements. Others are moral in nature and require a good deal of mutual trust. Most are nothing more or less than good common sense:

OBLIGATIONS OF LINE EMPLOYEES

1. Utilize sick leave plans only for valid illness.
2. Make every effort to work safely and observe safety rules on the job.
3. Be aware of the availability of the Occupational Health Service and the Employee Assistance Plan.
4. Supply medical proof of a disability when requested as specified in the Occupational Health Plan.
5. Report in to supervisors if unable to work due to illness.
6. Attempt to have medical and dental appointments on days away from work.
7. Report working conditions which may be having a negative effect on attendance.

OBLIGATIONS OF SUPERVISORS

1. Use the sick leave plan responsibly themselves.
2. Ensure that line employees are made aware of the nature of the sick leave plan and their obligations under it.
3. Review attendance records of the employees under his or her supervision regularly.
4. Keep in touch with employees who are absent due to illness, in a helpful and constructive manner.
5. Provide employees with information as to how to report illnesses.
6. Where appropriate, provide employees with Medical Disability Certificates for

submission to the Occupational Health Service.

7. Understand and make appropriate use of the Occupational Health Plan and the Employee Assistance Program.
8. Commend good attendance.
9. Advise employees when sick leave seems excessive and take disciplinary measures if necessary.

5. RESPONSIBILITY: Director of Personnel

CITY OF VANCOUVER  
DRAFT POLICY & PROCEDURES MANUAL

INDEX : G.90. Sick Leave	ISSUED BY : City Council
SUBJECT: 1. Entitlement	DATE ISSUED : date of contract settlement
	DATE REVISED:

POLICY:

1.1 ANNUAL PROVISION

a. Unionized Employees

The Collective Agreements contain the negotiated sick leave provisions.

b. Exempt and Senior Staff

The sick leave provisions are similar to those for VMREU members.

CITY OF VANCOUVER  
DRAFT POLICY & PROCEDURES MANUAL

INDEX : G.90. Sick Leave	ISSUED BY : City Council
SUBJECT: 2. Duties & Responsibilities	DATE ISSUED : January 22, 1985
	DATE REVISED:

POLICY:

2.1 OBLIGATIONS OF LINE EMPLOYEES

a. Contractual & Moral Obligations:

- i. utilize sick leave plans only for valid illness;
- ii. make every effort to work safely and observe safety rules on the job;
- iii. be aware of the availability of the Occupational Health Service and the Employee Assistance Plan;
- iv. supply medical proof of a disability when requested as specified in the Occupational Health Plan;
- v. report in to supervisors if unable to attend work due to illness;
- vi. attempt to have medical and dental appointments on days away from work;
- vii. report working conditions which may be having a negative effect on attendance.

2.2 OBLIGATIONS OF SUPERVISORS

a. Supervisor's Responsibility

- i. use the sick leave plan responsibly themselves;
- ii. ensure that line employees are made aware of the nature of the sick leave plan and their obligations under it;
- iii. review attendance records of the employees being supervised;
- iv. in a helpful and constrictive manner, keep in touch with employees who are absent due to illness;

CITY OF VANCOUVER  
DRAFT POLICY & PROCEDURES MANUAL

INDEX : G.90. Sick Leave	ISSUED BY : City Council
SUBJECT: 2. Duties & Responsibilities	DATE ISSUED : January 22, 1985
	DATE REVISED:

**POLICY:**

2.2 a. Supervisor's Responsibility (cont'd)

- v. provide employees with information as to how to report illnesses;
- vi. where appropriate, provide employees with Medical Disability Certificates for submission to the Occupational Health Service;
- vii. understand and make appropriate use of the Occupational Health Plan and the Employee Assistance Program;
- viii. commend good attendance;
- ix. advise employees when sick leave seems excessive and take disciplinary measures if necessary.

2.3 OBLIGATIONS OF CIVIC ADMINISTRATION

a. Management's Responsibility

- i. make certain that sick leave plans are in place which are adequate to serve employees' needs and which can be administered effectively by supervisors;
- ii. encourage a labour relations atmosphere in which a constructive program of absenteeism control is possible;
- iii. continue an effective Occupational Health Service and Employee Assistance Program;
- iv. strive to create working environments which are safe, avoid unnecessary fatigue, and do not cause undue employee stress;
- v. analyze absenteeism statistics in order to identify any areas where special problems may exist, and take remedial measures designed to correct such problems;

CITY OF VANCOUVER  
DRAFT POLICY & PROCEDURES MANUAL

INDEX : G.90. Sick Leave	ISSUED BY : City Council
SUBJECT: 2. Duties & Responsibilities	DATE ISSUED : January 22, 1985
	DATE REVISED:

POLICY:

2.3 a. Management's Responsibility (cont'd)

- vi. provide supervisors promptly and regularly with statistical data on absenteeism in forms which will assist them in exercising control;
- vii. support supervisors in their efforts to administer and control sick leave;
- viii. train supervisors in methods of sick leave administration and employee counselling;
- ix. establish hiring and documentation procedures which will help to identify potential problems;
- x. provide employees with relevant lifestyle and health promotion information.

CITY OF VANCOUVER  
DRAFT POLICY & PROCEDURES MANUAL

INDEX : G.90. Sick Leave	ISSUED BY : Human Resources
SUBJECT: 3. Reporting	DATE ISSUED :
	DATE REVISED:

PROCEDURE:

3.1 REPORTING ABSENCES BI-WEEKLY

a. Salary Employees

A Salary Attendance Profile form is printed bi-weekly for all employees who are active on the Salary Payroll System. These forms are distributed to all departments for reporting various types of absences, and must be completed and returned to Human Resources at the end of each pay period.

b. Hourly Employees

All of an hourly paid employee's time must be reported in the Hourly Payroll System as either earnings or leave. Reporting is done either by time card for processing by Payroll or via on-line entry in the field to the City's Costing System for later update to the Hourly Payroll System.

3.2 MANAGEMENT INFORMATION REPORTS

a. Salary Employees

The Human Resources Department supplies departments with the following management reports:

b. Hourly Employees







CITY OF VANCOUVER  
POLICIES AND PROCEDURES

<b>SUBJECT:</b> Acting Capacity - General	
<b>CATEGORY:</b> Administration - Employment	<b>POLICY NUMBER:</b> AE-012-01

**PURPOSE**

This policy sets out the City of Vancouver’s position on acting in a senior capacity.

**SCOPE**

All City staff.

**POLICY STATEMENTS**

**Management’s Role**

- 1 **Acting Assignment Not Automatic:** Acting in a senior capacity is not automatic from the assignment perspective, and neither is it mandatory from the acceptance perspective.
  - When filling staff vacancies, managers must weigh the costs and benefits of all available solutions. This includes an assessment of the capabilities and experience of the staff member being considered for the more senior position, as well as determining the need to fill the vacancy.
  - Should an employee decline an acting assignment, the manager should take the opportunity to explore with the employee the reasons for refusing the added responsibility. This exploration can be an extremely useful component of staff development and may lead to either the removal of obstacles identified by the employee, or to the identification of alternate career development opportunities. The manager should then consider other options available, in order to cover the duties of the position.
  
- 2 **Staff Development:** Acting in a senior capacity provides staff with the opportunity to develop corporately, by gaining knowledge, skill, ability and experience at a more senior level in the organization.

**RELATED POLICIES**

AE-012-02 Acting Capacity - Authority, Authorization & Compensation

**APPROVAL HISTORY**

<b>ISSUED BY:</b>	Director of Human Resources	<b>APPROVED BY:</b>	Director of Human Resources	<b>DATE:</b>	
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# CITY OF VANCOUVER POLICIES AND PROCEDURES

<b>SUBJECT:</b> Acting Capacity - Authority, Authorization & Compensation	
<b>CATEGORY:</b> Administration - Employment	<b>POLICY NUMBER:</b> AE-012-02

## PURPOSE

This policy sets out the City of Vancouver's position on acting in a senior capacity.

## SCOPE

All City staff.

## POLICY STATEMENTS

### 1 Level of Delegated Authority

**1.1 Full Authority:** If an individual is to perform the principal duties, and, assume the full authority of the position, then the individual will either act or be temporarily promoted into the position using the following criteria:

- Position Occupied - Acting in a senior capacity requires the position to be occupied in PPMIS (Personnel Payroll Management Information System), by an incumbent who is off on leave for the duration of the acting assignment.
- Position Vacant - If PPMIS reports the position as vacant, any staff member not permanently filling the position, should be temporarily promoted into it.

**1.2 Partial Authority:** If an individual is to perform only some of the principal duties, and, assume only part of the authority of the position, then the individual will receive a temporary salary adjustment to cover the additional duties.

### 2 Authorization

**2.1 Approval Required:** All acting assignments must be authorized in advance of the assumption of the higher level duties, on the Human Resources Staff Action Form (SAF).

- All positions below the Department Head - Department Head or designate must authorize any acting assignment.
- Department Head - The City Manager may authorize acting pay for a Deputy or Assistant Department Head, in situations where the Department Head will be absent for one month or more, due to a prolonged illness.
- Deputy City Manager - The City Manager may authorize the Deputy City Manager to act in his or her absence.

### 3 Compensation

**3.1 Full Authority Delegated (see Acting Capacity Section 1.1):** Compensation is determined as follows:

- Unionized Employees: Collective Agreements contain the negotiated provisions for full acting.

- Excluded Staff: To be compensated at the minimum rate on the pay scale for the position being filled, unless this rate is  $\leq$  the salary received in their own position, in which case they will receive the next highest rate on the pay scale.

**3.2 Partial Authority Delegated (see Acting Capacity Section 1.2):** Staff who are assigned added responsibilities should be compensated at a rate which is less than the minimum rate on the pay scale for the position normally responsible for the duties being performed. The Department may wish to consult with a representative from Human Resources regarding the appropriate compensation for the additional responsibilities.

**RELATED POLICIES**

AE-012-01      Acting Capacity - General

**APPROVAL HISTORY**

<b>ISSUED BY:</b> Council	<b>APPROVED BY:</b> Council	<b>DATE:</b> 1977/12/14
<b>AMENDED BY:</b> City Manager	<b>APPROVED BY:</b> City Manager	<b>DATE:</b> 1981/07/07
<b>AMENDED BY:</b> Director, Human Resources	<b>APPROVED BY:</b> Director, Human Resources	<b>DATE:</b> 1993/06/01



**CITY OF VANCOUVER  
CORPORATE POLICY**

<b>SUBJECT:</b> Corporate Priorities and Purpose Statement	
<b>CATEGORY:</b> Administration	<b>POLICY NUMBER:</b> CG-001-02

**PURPOSE**

- provide a sense of common direction for all City activities;
- encourage more cooperation among departments;
- enable more anticipatory planning and innovation;
- implement better information systems;
- enhance communication among departments, between Council and officials, and between the City and the public;
- help develop our staff resources; and
- improve service to the public.

**SCOPE**

All City staff.

**POLICY STATEMENTS**

**1 Our Corporate Priorities**

- Urban structure
- The environment
- Social development
- Aging
- Physical services
- Emergency preparedness
- Information

**2 Our Purpose Statement**

Vancouver is British Columbia's principal city and Canada's gateway to the Pacific. Located at the junction of the river, mountain and sea, the City of Vancouver enjoys a spectacular setting.

The purpose of City Council and the City Administration is to build and support a great city befitting its setting: an outstanding place to live, to work and to visit - now and in the future.

We pursue this purpose through cooperation and partnership with residents, community organizations, businesses and other governments.

We maintain an open and accessible government that represents Vancouver's interests as a multicultural community, leads positive community change and promotes pride in Vancouver.

We provide high quality services and facilities that ensure a safe, healthful and attractive environment; sustain social and economic well-being; and enhance cultural and recreational opportunities for all people in the City. Through competent and responsive staff, we strive to administer our responsibilities in the most friendly, efficient and ethical manner possible.

**RELATED POLICIES**

CG-001-01 Mission, Objectives and Values

**APPROVAL HISTORY**

<b>ISSUED BY:</b> City Manager	<b>APPROVED BY:</b> Council	<b>DATE:</b> 1990/06/19
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**CITY OF VANCOUVER  
CORPORATE POLICY**

<b>SUBJECT:</b> Emergency Preparedness - Emergency/Disaster Exercises	
<b>CATEGORY:</b> Administration	<b>POLICY NUMBER:</b> AG-016-01

**PURPOSE**

This sets out the City's policy on emergency/disaster exercises conducted by organizations other than the City of Vancouver which require the participation or involvement of a City Department.

**SCOPE**

External emergency/disaster relief organizations and all City staff.

**POLICY STATEMENTS**

**1 Exercise planned by a non-City agency**

Where any agency or organization, except for a department of the City, plans a "live" emergency/disaster exercise and requires the participation or involvement of any City department, the Director of the Vancouver Emergency Program shall be advised during all conceptual or pre-planning phases as to the type of exercise planned and the degree of support that may be required from the City.

**2 Coordination**

If the Director of the Vancouver Emergency Program, after consultation with the appropriate City departments, determines that the proposed exercise is feasible she or he shall initiate the required coordination.

**3 Responsibilities and Safety Standards**

The Director of the Vancouver Emergency Program or senior personnel from City departments shall ensure that all parties involved are aware of their responsibilities to ensure that basic safety standards are met during all phase of the exercise.

**4 Briefing Prior to Exercise**

All "live" emergency/disaster exercises involving City personnel shall have an exercise briefing immediately prior to the start of the exercise.

**APPROVAL HISTORY**

<b>ISSUED BY:</b> Director of Risk Management	<b>APPROVED BY:</b> Council	<b>DATE:</b> 1984/09/24
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**CITY OF VANCOUVER  
CORPORATE POLICY**

<b>SUBJECT:</b> Non-Profit Boards - Serving On	
<b>CATEGORY:</b> Governance	<b>POLICY NUMBER:</b> CG-004-01

**PURPOSE**

This sets out the City of Vancouver's policy on appointments to non-profit boards.

**SCOPE**

All City staff.

**POLICY STATEMENTS**

Councillors and civic staff should not represent the City on non-profit Boards. This policy specifically eliminated appointments to the following Boards:

- Art Gallery;
- Arts, Science and Technology;
- Dr. Sun Yat-Sen Garden Society;
- Downtown Parking Corporation;
- Vancouver Museum and Planetarium Society; and
- Tourism Vancouver.

**APPROVAL HISTORY**

<b>ISSUED BY:</b> Council	<b>APPROVED BY:</b> Council	<b>DATE:</b> 1988/03/01
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**CITY OF VANCOUVER  
CORPORATE POLICY**

<b>SUBJECT:</b> Awards - Civic Recognition Medal	
<b>CATEGORY:</b> Administration	<b>POLICY NUMBER:</b> CP-003-03

**PURPOSE**

This sets out the policy governing the award of the Civic Recognition Medal.

**SCOPE**

All City staff.

**POLICY STATEMENTS**

**1 Conditions for Award of Civic Recognition Medal**

The Civic Recognition Medal is granted in recognition of national and international honours received by:

- Vancouver citizens;
- sports teams which represent Vancouver, have their headquarters in Vancouver, and where a majority of the team members are residents of Vancouver; and
- residents of British Columbia, based upon the merits of each case brought to the attention of Council.

**2 Responsibility**

The City Clerk administers this honour.

**3 Form of Recognition**

The type of medal and the method of presentation will vary with the degree of importance attached to the particular occasion and circumstances.

**4 Presentation of Awards**

Presentation of all awards, with the exception of Freedom of the City, must be arranged when possible for the same time.

**RELATED POLICIES**

- CP-003-01 Awards - Freedom of the City  
CP-003-02 Awards - Civic Merit Book

**APPROVAL HISTORY**

<b>ISSUED BY:</b> Council	<b>APPROVED BY:</b> Council	<b>DATE:</b> 1978/03/14
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**CITY OF VANCOUVER  
POLICIES AND PROCEDURES**

<b>SUBJECT:</b> Civic Grants - Local Conferences	
<b>CATEGORY:</b> Administration - Finance	<b>POLICY NUMBER:</b> AF-016-01

**PURPOSE**

This establishes the City of Vancouver's policies governing financial support to local conferences in the form of City grants.

**SCOPE**

All City staff.

**POLICY STATEMENTS**

The City may offer grants to local conferences provided that

- the topic of the conference is particularly relevant to the business of the City as a corporation;
- senior City staff, serving in their professional capacity, are directly and actively involved in hosting and organizing the conference;
- the conference organizers demonstrate that the conference budget includes a significant level of financial support from other government or private sector organizations; and
- appropriate recognition of the City's financial and other support be provided in the conference program.
- Financial support be initially limited to a maximum of \$4.50 per paid delegate and a maximum total contribution of \$5,000 (adjusted annually since 1993 by the inflation factor which is used to adjust the ceilings on the City's other grants budgets).

**APPROVAL HISTORY**

<b>ISSUED BY:</b> Council	<b>APPROVED BY:</b> Council	<b>DATE:</b> 1993/12/16
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