



BOARD POLICY REVIEW COMMITTEE

**Thursday June 1, 2023
TO BE HELD IN THE BOARDROOM
OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES
AT 1975 FIELD ROAD, SECHLT, B.C.**

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

REPORTS

- | | |
|---|------------------------|
| 2. Policy and Procedure Framework
<i>Corporate Officer</i>
(Voting – All Directors) | Annex A
Pages 2 - 8 |
| 3. Policies Flagged for Minor Revision
<i>Executive Assistant</i>
(Voting – All Directors) | Annex B
pp 9 - 82 |
| 4. Additional Policies for Review
<i>Senior Manager, HR</i>
(Voting – All Directors) | Annex C
pp 83 - 95 |

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Board Policy Review Committee – June 1, 2023

AUTHOR: Sherry Reid, Corporate Officer

SUBJECT: POLICY AND PROCEDURE FRAMEWORK

RECOMMENDATION(S)

- (1) **THAT the report titled Policy and Procedure Framework be received for information;**
- (2) **AND THAT the Committee adopt the Policy and Procedure Framework as presented.**
-

BACKGROUND

In spring 2022, the SCRD Board approved the establishment of a Board Policy Review Standing Committee whose purpose is to review policies of the Board of the Sunshine Coast Regional District (SCRD) and to make recommendations with respect to the amendment, repeal and/or development of new Board policy. An inaugural Committee meeting was held on July 20, 2022, where current Board policies were either affirmed, recommended for revision, or repealed. As follow-up, staff committed to developing a Policy Framework to guide and assist the ongoing work of policy review.

DISCUSSION

The purpose of this report is to bring forward a Policy and Procedure Framework for the Committee's review and consideration. A policy and procedure framework provides guidance for developing policy documents for the SCRD to encourage consistency, control, clarity and quality in the development, approval and review processes associated with policies. Staff have attached a draft Policy and Procedure Framework for the Committee's review and consideration in Attachment 1 appended to this report.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Staff recommend adoption of the Draft Policy and Procedure Framework to support consistency in the development, approval, and review process associated with SCRD policies and associated procedures.

Attachment 1:
Policy and Procedure
Framework

Reviewed by:			
Manager		Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	



BOARD Policy

Attachment 1

Section:	Legislative & Regulatory Affairs	BRD-0340-50
Title:	Policy and Procedure Framework	001

1. PURPOSE

- 1.1 The Policy and Procedure Framework provides guidance for developing policy documents for the Sunshine Coast Regional District (SCRD). This document is intended to provide a framework that will ensure consistency in the development, approval, and review process associated with SCRD policies and associated procedures.

2. SCOPE

- 2.1 The Policy Framework applies to all Board and Operational Policies and Procedures.

3. DEFINITIONS

- 3.1 **"Policy"** means a plan or course of action, intended to influence, and determine decisions, actions, and other matters that inform service levels and resource allocation. A policy must be consistent with the overall goals of the Board and the organization.
- 3.2 **"Board Policy"** means a policy that directs staff in making consistent decisions on a recurring issue affecting members of the public and/or more than one department which usually has an external focus. Board policies are developed by the **Policy Owner** (subject matter expert).
- 3.2.1 Board Policies:
- a) Are approved by the Board and within the Board's jurisdiction.
 - b) Guide and inform Board decision-making to achieve consistent outcomes, and common interpretation.
 - c) Convey a common understanding of the Board's strategic direction.
 - d) Are related to SCRD governance, programs and/or services.
 - e) Impact the community.
- 3.3 **"Operational Policy"** means a policy that governs staff with consistent standards and practices on a recurring issue that may affect one or more departments. Operational Policies are developed by the **Policy Owner** (subject matter expert).
- 3.3.1 Operational Policies:
- a) Are reviewed by the Senior Leadership Team (SLT) and given final approval by the Chief Administrative Officer (CAO).
 - b) Focus on internal administration and operations of the organization.
 - c) Primarily informs and/or impacts employees and contractors.
 - d) Provide consistency and clarity of interpretation.
 - e) Direct and/or guides management and staff for consistent outcomes.
- 3.4 **"Policy Owner"** means the Division or Department head Subject Matter Expert who has functional responsibility and accountability for the policy once it has been approved. The **Policy Owner** recommends, develops, drafts and proposes amendments to Policy documents, and is responsible for ensuring the policy is implemented and enforced once approved or adopted.
- 3.5 **"Policy Control Officer"** means the Corporate Officer, or designate, who is responsible for the system of policies, including development and maintenance of the SCRD's Policy Register. The **Policy Control Officer's** role is to ensure policy consistency, legislative compliance, and alignment with Policy and Procedure Framework prior to submission for approval.



BOARD Policy

3.6 “**Procedure**” means a specific set of instructions that guides who, when, and how to complete a specific task or process. Procedures supplement Board and operational policies by documenting the methods, actions and steps required to support or apply a particular policy. Procedures associated with a policy are developed by the **Policy Owner** (subject matter expert).

3.6.1 Procedures:

- a) Are considered workplace specific related to a certain function or task.
- b) Are related to an internal corporate activity.
- c) Provide a higher degree of certainty to an outcome.
- d) Ensure consistent behavior and action.

4. POLICY

4.1 A policy is a deliberate system of principles to guide decisions and achieve rational outcomes in an open, transparent, and accountable way. It describes what is to be done and must be consistent with the overall goals and strategic direction of the organization. A policy is a statement of intent and is implemented as a procedure or protocol. The SCRD has two types of policies: Board and Operational.

4.2 A Procedure is a specific set of instructions that guide who, when, and how to complete a specific task or process.

4.3 The need for a new or revised Policy may be required by legislation or identified by a department or subject matter expert. A policy is required whenever there is a need to direct, control or inform.

4.4 Types of issues which commonly require a Policy include:

- 4.4.1 Equity in services provided.
- 4.4.2 Adherence to established standards and statutory requirements.
- 4.4.3 Board governance.
- 4.4.4 Safeguarding corporate assets.
- 4.4.5 The fair and equitable treatment of employees.
- 4.4.6 The health and safety of employees.

4.5 Policies must comply with all relevant legislation (e.g. Community Charter, Local Government Act, Occupational Health and Safety Regulations, Freedom of Information and Protection of Privacy Act).

4.6 Terminology used in the policy should reflect that used in the legislation, if appropriate, be inclusive and equitable, and ensure consistency of format, content, and process.

4.7 All policies will contain plain, clear, concise wording, enabling a wide range of users to understand the content. Where prescribed terminology is used (e.g. extracted from legislation) a clear description of the terminology should be contained in the definitions section of the policy.

4.8 The **Policy Owner** is responsible for researching the issues, which may include liaising and receiving feedback from internal and external interested parties, benchmarking, legal research, and financial impact analysis. The **Policy Owner** is also responsible for regular review of all policies to assess any areas of overlap, contradiction, or integration with other existing Policies, and to discuss these issues with the departments of the affected Policy.

4.9 Prior to developing or revising a Policy, the **Policy Owner** is responsible for describing the issue to be addressed, seeking authority to proceed, identifying the policy gap or root cause of the problem that has been identified.



BOARD Policy

4.10 The **Policy Control Officer** will provide support to **Policy Owners** to ensure conformity to the requirements of this framework including policy interpretation when needed.

4.11 Policy and Procedure templates have been created and must be used in the development of all Policies.

5. Minor Revisions

5.1 Minor housekeeping revisions, such as those to reflect changes in organizational structure and/or administrative corrections such as spelling and grammar, may be done by the **Policy Control Officer**, or designate.

6. Policy Review

6.1 Board Policy Review

6.1.1 The **Policy Control Officer** is responsible for initiating the annual review process for all Board Policies per the Board Policy Review Committee Terms of Reference.

6.1.2 **Policy Owners** may bring forward new or revised policies to any Standing Committee meeting of the Board as needed.

6.2 Operational Policy Review

6.2.1 The CAO is responsible for initiating an annual review for all operational policies.

6.2.2 **Policy Owners** may bring forward new or revised policies as needed for review by SLT prior to obtaining CAO approval.

7. Policy Access

7.1 All Policies will be electronically available and accessible by all staff. All Board Policies will be made available to the public on the SCRD's website.

8. REFERENCES (Bylaws, Procedures, Guiding documents)

8.1 Appendix A – Operational Policy Template

8.2 Appendix B – Board Policy Template

8.3 Appendix C – Procedure Template

8.4 Board Policy Review Committee Terms of Reference

Approval Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



Department:	Choose an item.	OP-0340-30
Title:	[Enter title of Policy]	xxx

1 PURPOSE

- 1.1 Describe the purpose on why the SCRD is issuing this policy and the desired effect or outcome.

2 SCOPE

- 2.1 Describe who or what the policy applies to. For example, does the policy apply to all employees, volunteers, credit card payments or participants of a camp program?

3 DEFINITIONS

- 3.1 Describe the word or term that requires a defined and clear definition. Capitalize words and terms throughout the procedure to signify they have been defined here.

4 POLICY

5 EXCEPTIONS

6 RESPONSIBILITIES/AUTHORITY TO ACT

- 6.1 Employees
6.2 Management
6.3 Human Resources
6.4 Chief Administrative Officer

7 REFERENCE

- 7.1 Reference any relevant legislation, department reports, Bylaws, applications, forms, or templates here. Each one should be numbered separately (i.e., 7.1, 7.2, 7.3 etc.).

SLT Review Date:	
CAO Approval Date:	
CAO Signature	



Department:	Choose an item.	BRD-0340-50
Title:	[Enter title of Policy]	xxx

1 PURPOSE

1.1 Brief statement on why – eg. ...to establish guidelines/requirements/standards

2 SCOPE

2.1 Identify persons/departments affected – focus on those who might have influence or those who support the policy.

3 DEFINITIONS

3.1 Define key terms to assist with interpretation

4 POLICY

4.1 General policy statement/goal/vision/direction, including high-level guidelines, requirements, and standards if applicable.

5 EXCEPTIONS

5.1 Identify general exceptions to the policy or guidance that is out of scope.

6 AUTHORITY TO ACT

6.1 Legislation

6.2 Board

6.3 Delegated Authority

7 REFERENCES (BYLAWS, PROCEDURES, GUIDING DOCUMENTS)

7.1 Attach or refer to related documents ((Bylaws, Procedures, Guiding Documents))

Approval Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



OPERATIONAL PROCEDURE

Appendix C

Department:	Name of Department
Division:	Name of Division
Title:	Title of Procedure

1 INTRODUCTION

- 1.1 Describe the overall purpose of the procedure in one to two sentences. It should be a simple statement of what the procedure intends to outline.

2 SCOPE

- 2.1 Describe who or what the procedure applies to. For example, does the procedure apply to programs, volunteers, credit card payments or participants of a camp program?

3 PROCEDURE

Attachment 1

Effective Date:	
General/Senior Manager Approval	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Board Policy Review Committee – June 1, 2023

AUTHOR: Christine Armitage, Executive Assistant

SUBJECT: POLICIES FLAGGED FOR MINOR REVISION

RECOMMENDATION(S)

- (1) **THAT the report titled Policies Flagged for Minor Revision be received for information;**
 - (2) **AND THAT the Board Policy Review Committee review the draft amended policies and adopt the amendments as recommended.**
-

BACKGROUND

The purpose of the Board Policy Review Committee (Committee) is to review policies of the Board of the Sunshine Coast Regional District (SCRD) to ensure they remain relevant, timely, and provide meaningful guidance by which the Board conducts its business.

At the Inaugural Board Policy Review Committee Meeting held on July 20, 2022, staff provided the committee with a collection of all Board policies and a template to help classify policies using the following criteria and asked the Committee to identify and prioritize policies requiring further action:

Repeal: no longer needed

Housekeeping: update as needed/make minor amendments (e.g., neutralize/update language)

Leave as is: no changes are needed

Major Overhaul: will take a significant amount of time and resources to amend

Operational: should be an operational policy rather than Board policy

At the July 28, 2022, Regular Board meeting, the following recommendation was adopted (in part):

192/22 THAT the Inaugural Board Policy Review Committee recommendation Nos. 1, 2 and 4-6 of July 20, 2022 be received, adopted and acted upon as follows:

...Recommendation No. 5 *Board Policy Review – For Further Review*

The Board Policy Review Committee recommended that the following policies be brought back to the Board Policy Review Committee for further review and minor amendment:

Subsection	Policy No.	Policy Title
Ceremonies and Celebrations	1-0330-1	Laying of Wreaths
Board – General	1-0530-6	Board Administration
Board – Meetings	1-0550-2	Petitions and Delegations
Board – Meetings	1-0550-4	Agenda Item Submission Deadline
Plans and Programs	1-0620-3	Pesticide Use and Invasive Species Management
Assets and Procurement	3-1200-5	Procurement Policy
Vehicles	3-1280-2	Use & Insurance of Rental & Personal Vehicles
General	5-1610-1	Support Service Allocation
Debt	5-1760-1	Debt Management Policy
Expense Accounts	5-1800-1	Directors - Reimbursement of Travel & Other Expenses
Expense Accounts	5-1800-2	Constituency Expenses
Benefits – General	7-2550-1	Directors - Travel Accident Insurance
Bylaw Enforcement - General	9-4000-4	Screening Officer Bylaw Notice
Street and Roads	11-5400-1	Street Lighting
Independent Power Projects	11-5510-1	Independent Power Production Development in the Sunshine Coast Regional District
Water Supply and Distribution	11-5600-4	Funding Watermain Extensions DRAFT
Parks Administration – General	12-5810-2	SCRD Park Naming
Planning and Development	13-6410-6	Development Variance Permits
Planning and Development	13-6410-8	Geo-Hazard Acceptability in Development Approval
Planning and Development	13-6410-10	Water Extraction for the purpose of Commercial Bottled Water Sales
Planning and Development	13-6410-11	Community Amenity Contribution for Independent Power and Resource Projects
Strategic Planning – General	13-6430-2	Strategic Planning
Recreation – General	15-TBD-1	Room Naming - Parks and Recreation Facilities
Transit	16-8500-1	Free Ticket Program

The Board Policy Review Committee Terms of Reference, and the Inaugural meeting minutes are included for the committee's reference in Attachments 2 and 3.

DISCUSSION

Policies previously identified as “repeal” have now been repealed.

Policies previously identified as “operational” have been assigned to the respective departments as operational policies.

Policies previously identified as needing a major overhaul will be brought forward to a future Board Policy Review Committee meeting.

Policies flagged for “housekeeping” have been reviewed by staff and updates are provided in the table below for the Committee’s consideration. The draft amended policies have been provided in Attachment 1 for the committee’s review.

Subsection	Policy No.	Policy Title	Status Update
Ceremonies and Celebrations	1-0330-1	Laying of Wreaths	Amended with track changes.
Board – General	1-0530-6	Board Administration	Amended with track changes.
Board – Meetings	1-0550-2	Petitions and Delegations	Amended with track changes.
Board – Meetings	1-0550-4	Agenda Item Submission Deadline	Amended with track changes.
Plans and Programs	1-0620-3	Pesticide Use and Invasive Species Management	Staff recommend referring to policies requiring Major Overhaul.
Assets and Procurement	3-1200-5	Procurement Policy	Amended with track changes.
Vehicles	3-1280-2	Use & Insurance of Rental & Personal Vehicles	Amended with track changes.
General	5-1610-1	Support Service Allocation	Amended with track changes.
Debt	5-1760-1	Debt Management Policy	Amended with track changes.
Expense Accounts	5-1800-1	Directors - Reimbursement of Travel & Other Expenses	Amended with track changes.
Expense Accounts	5-1800-2	Constituency Expenses	Amended February 9, 2023 (031/23, Rec. No. 7)
Benefits – General	7-2550-1	Directors - Travel Accident Insurance	Staff recommend repeal.
Bylaw Enforcement - General	9-4000-4	Screening Officer Bylaw Notice	Amended with track changes.
Street and Roads	11-5400-1	Street Lighting	Staff recommend this policy be repealed as there are numerous (8) Bylaws that give the SCRD the authority to install street lighting.
Independent Power Projects	11-5510-1	Independent Power Production Development in the Sunshine Coast Regional District	Staff recommend this policy be repealed and referred to OCP renewal project as this would be more impactful as part of OCPs.

Water Supply and Distribution	11-5600-4	Funding Watermain Extensions DRAFT	Staff recommend repeal.
Parks Administration – General	12-5810-2	SCRD Park Naming	Staff recommend combining this policy with the Parks and Recreation Room Naming policy and referring it to policies requiring major revisions.
Planning and Development	13-6410-6	Development Variance Permits	Amended with track changes.
Planning and Development	13-6410-8	Geo-Hazard Acceptability in Development Approval	Staff recommend referring to policies requiring major revisions as this is planned for review as part of PEP2 (OCP renewal).
Planning and Development	13-6410-10	Water Extraction for the purpose of Commercial Bottled Water Sales	Staff recommend repeal.
Planning and Development	13-6410-11	Community Amenity Contribution for Independent Power and Resource Projects	Amended with track changes.
Strategic Planning – General	13-6430-2	Strategic Planning	Amended with track changes.
Recreation – General	15-TBD-1	Room Naming - Parks and Recreation Facilities	Staff recommend combining this policy with the Parks and Recreation Room Naming policy and referring it to policies requiring major revisions.
Transit	16-8500-1	Free Ticket Program	Staff recommend this be broader policy and should include the Recreation LIFE (Leisure Inclusion for Everyone) program. Staff recommend referring to policies requiring major revisions.

CONCLUSION

This report is intended to provide an update on the policies that were identified to be brought back to the Committee for minor amendment.

ATTACHMENTS

Attachment 1 – Draft Amended Policies

Attachment 2 - Board Policy Review Committee Terms of Reference *(for reference only)*

Attachment 3 - 2022-JUL-20 BPR Minutes – Inaugural *(for reference only)*

Reviewed by:			
Manager		Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – D. McKinley	Other	



BOARD Policy

Attachment 1

Section:	Administration	<u>BRD-0340-504</u>
Title:	Laying of Wreaths	<u>1</u>

1. PURPOSE

To ensure appropriate and equitable donations to the Royal Canadian Legions for the laying of wreaths.

2. SCOPE

Applies to all Directors laying wreaths on behalf of the SCRD.

3. DEFINITIONS

4. POLICY

- 4.1** ~~One hundred dollars will be donated to the respective Royal Canadian Legion o~~On each occasion that a Director lays a wreath on behalf of the Sunshine Coast Regional District (SCRD) at a Remembrance Day Ceremony, one hundred dollars will be donated to the respective Royal Canadian Legion.

5. EXCEPTIONS

6. AUTHORITY TO ACT

6.1 Directors

- a) To inform the Executive Assistant(s) to the Chief Administrative Officer that they have laid a wreath on behalf of the SCRD.

6.2 Executive Assistant

- a) To inform finance staff to provide a donation to the appropriate Royal Canadian Legion(s).

6.3 Finance

- a) To process cheques and forward them to the appropriate Royal Canadian Legion(s).

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	February 8, 2007	Resolution No.	94/07
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Administration	BRD- <u>0340-504</u>
Title:	Board Administration	<u>6</u>

1. PURPOSE

- 1.1 The purpose of the Policy is to outline Board expectations surrounding certain administrative matters.

2. SCOPE

- 2.1 This Policy applies to all Sunshine Coast Regional District (SCRD) directors and alternate directors.

3. DEFINITIONS

4. POLICY

- 4.1 Member municipalities will be requested to convey the appointment of a new municipal director (or alternate) in writing to the Corporate Officer following the adoption of the relevant Council resolution, and prior to the new member actively taking part in SCRD meetings.
- 4.2 Directors who are unable to attend a Board or Committee meeting will notify the Chief Administrative Officer and the Board of their impending absence and advise whether the Alternate Director will be in attendance.
- 4.3 Alternate Directors will only attend In Camera meetings in the absence of the Director.
- 4.4 Despite Section 4.3, the Board or Committee may authorize the attendance of an Alternate Director at an In Camera meeting by passing a resolution which includes the rationale for the approval.
- 4.5 Alternate Directors will not be provided with corporate cell phones, other electronic devices, or access to In Camera files.

5. EXCEPTIONS

6. AUTHORITY TO ACT

- 6.1 Retained by the Board

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	September 14, 2017	Resolution No.	259/17
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Administration	<u>BRD-0340-504</u>
Title:	Petitions and Delegations	<u>2</u>

1. PURPOSE

- 1.1 To provide direction in the handling of requests to appear as a delegation ~~to~~before the Sunshine Coast Regional District (SCRD) Board or Committee.

2. SCOPE

- 2.1 This Policy applies to all requests to appear as a delegation ~~to~~before the SCRD Board or Committee.

3. DEFINITIONS

3.1 “Petition” means a written request signed by a group of citizens to initiate an action or to make the Board aware of an issue of public concern.

3.13.2 “Delegation” means an individual or organization that has requested or been invited to address the Board or Committee about a specific issue.

4. POLICY

4.1 Petitions to the SCRD Board are considered informational and are deemed received by the Board when they are delivered to the Corporate Officer. The full name and residential address of each petitioner must be included on petitions to the Board.

4.14.2 Delegation Rrequests to appear before the SCRD Board or Committee shall be dealt with in the following manner:

a)–

- a) Delegations must notify the Corporate Officer no later than two weeks prior to the Board or Committee meeting in writing utilizing the Delegation Request Form.
- b) Delegations will be limited to two per meeting.
- c) Delegations are limited to a maximum of ten minutes unless agreed to by a 2/3 majority vote of the Committee or Board members present at the meeting.
- d) Delegations are not to appear for the sole purpose of promoting an individual business.
- e) Delegations who have previously appeared before the Board on a particular subject matter are to provide new information only in any subsequent presentation relating to the matter.
- f) Preference will be given to delegations wishing to address new topics or subject areas which have not already been considered by the Board.
- g) Delegations are not to appear on matters relating to an application which has been deferred, is held in abeyance or is otherwise inactive unless specifically accepted by the Corporate Officer or Board.
- h) Delegations from invited parties, Senior Government staff or related agencies from outside the Sunshine Coast may:
 - i. have the 10 minute maximum time limit extended.
 - ii. have a special meeting arranged for the sole purpose of receiving the presentation.
 - iii. have the delegation limit for that particular meeting reduced to one.



BOARD Policy

5. EXCEPTIONS

- 5.1 The Chair may grant a delegation not listed on the agenda an opportunity to be heard on a subject matter related to an agenda item provided the Chair is satisfied that circumstances prevented the delegation from giving advance notice of their request to appear before the Board or Committee.

6. AUTHORITY TO ACT

- 6.1 The Corporate Officer is granted the authority to screen and, if deemed appropriate, deny a request to appear as a delegation if:
- a) the issue is not within the mandate or jurisdiction of the SCRD;
 - b) a delegation has previously addressed the Board on a particular issue and no new significant information is being provided; ~~or~~
 - c) ~~if a~~the delegation relates to a matter that has been deferred, is in abeyance or is otherwise inactive; ~~or,~~
 - ~~e)d)~~ the matter is operational in nature.
- ~~6.2 The General Manager is granted the authority to approve delegation requests for their designated Committee. Delegations denied the opportunity to appear before the Board or Committee will be:~~
- ~~a) offered the opportunity to provide written information for distribution to the Board or Committee through an Agenda or Directors' Reading file, as appropriate; and~~
 - ~~a)b) informed of their right to appeal the decision to the Chair of the Board or Committee.~~

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	September 14, 2000	Resolution No.	409/00
Amendment Date:	October 14, 2021	Resolution No.	273/21
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Administration	<u>BRD-0340-504</u>
Title:	Agenda Item Submission Deadline	<u>4</u>

1. PURPOSE

1.1 To provide direction with regard to agenda items.

2. SCOPE

2.1 This policy applies to all submissions received after the preparation of the Committee or Board Agenda.

3. DEFINITIONS

4. POLICY

4.1 All items for Board and Standing Committee agendas should be submitted in their final form to the appropriate Division/Department by 10 a.m. noon on Thursday-Friday of the week prior to the Board or Standing Committee meeting.

~~4.2 All submissions received after the preparation of the Committee or Board Agenda will be handled in accordance with the Sunshine Coast Regional District Policy regarding Late Agenda Items.~~

5. EXCEPTIONS

5.1 Late items will only be considered for a Committee or Board agenda if they meet the following criteria:

- a) Impose deadline - matters arising after the preparation of the agenda and which if not acted upon in a timely manner, would prejudice or compromise the Regional District position or the position of a constituent or group of constituents;
- b) Imminent danger or threat to public safety;
- c) High community/public interest;
- d) Legal issue of imminent importance;
- e) Urgent matters which are purely administrative and require no background information to support them; or
- a)f) Important additional information pertinent to items on the agenda.

5.6. AUTHORITY TO ACT

5.16.1 Retained by the Board in part and delegated to staff in part.

6.7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	February 24, 1983	Resolution No.	114/83
Amendment Date:	December 12, 2002	Resolution No.	700/02
Amendment Date:	December 10, 2009	Resolution No.	500/09
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Administration	1
Subsection:	Plans and Programs	0620
Title:	Pesticide Use and Invasive Species Management	3

1. PURPOSE

The risks associated with the use of pesticides include impacts to human health, non-target plants and animals (including pets), pollution of watercourses, and long-term contamination of soil and groundwater. Research has demonstrated links between pesticide exposure and several types of cancer, as well as hormone disruption. Young children are at greater risk from the effects of pesticides due to their undeveloped immune systems, more permeable skin, and behaviours (e.g. playing on lawns, putting objects in their mouths). The Canadian Cancer Society has documented a growing body of evidence showing a link between the use of pesticides and an increased risk of cancer.

Pesticide use contributes to the cumulative chemical impact on the natural environment. These chemicals are not easily confined to a single location, and as they move through the air, water, and land, there can be many unforeseen impacts to plants and animals throughout those ecosystems. The Sunshine Coast Regional District supports the “precautionary principle” regarding pesticides, thus being pro-active in reducing possible threats to human health and the natural environment.

2. SCOPE

This policy is applied to all Sunshine Coast Regional District property and all Electoral Areas within the Sunshine Coast Regional District.

3. DEFINITIONS

- 3.1** “invasive species” means highly competitive plants and animals which spread aggressively into environments where they are not normally found and whose introduction does or is likely to cause environmental or economic harm, or harm to human health.
- 3.2** “noxious weeds” means plant species that are capable of inflicting agricultural loss or ill health on people, or are designated by regulation to be a noxious weed, and includes the seeds of the noxious weed;
- 3.3** “pesticide” means any substance designed to prevent, destroy, repel, or mitigate injurious, noxious, or troublesome living organisms. The term “pesticide” encompasses the more specific terms such as insecticides (for insects), herbicides (for plants) and fungicides (for fungal diseases).

4. POLICY

The use of pesticides and herbicides for cosmetic purposes is discouraged and will not be used on SCRD property.

The use of the class of insecticides called neonicotinoids is strongly discouraged due to the unacceptably high-risk neonicotinoids pose to bees and other pollinators.



BOARD Policy

5. EXCEPTIONS

The spread of invasive species (both plants and animals) has become a major concern for residents, ecologists, naturalists and land and water managers across BC. The spread of invasive species is second only to habitat loss, as the major cause of declining biodiversity. The Sunshine Coast Regional District is committed to preventing new invasive species from becoming established and controlling those of major concern for human health and the health of natural ecosystems. Several new invasive species that may warrant rapid response to contain their spread come to our attention each year.

Pesticide use is only acceptable when:

- noxious weeds or invasive species pose significant risk to the environment, economy, or public health; and
- defensible, appropriate scientific study does not support the success of alternative methods of control or eradication; and
- the pesticide proposed for use is effective in the control of the target species and is registered in Canada for the use proposed.

6. AUTHORITY TO ACT

Retained by the Board

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	January 22, 2015	Resolution No.	032/15 Rec. No. 1
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Assets and Procurement	BRD-0340-503
Title:	Procurement Policy	5

1. PURPOSE

1.1 ~~The purpose of this policy is to~~ To ensure that all goods, services, and construction are acquired in a competitive, fair, and open manner, and that the process is efficient, accountable, and provides the best value for the community.

~~1.21.1 The Sunshine Coast Regional District (SCRD) is committed to working with the vendor community on opportunities for sharing ideas and feedback to help improve the procurement process and make it easier for vendors to do business with the SCRD.~~

1.31.2 The policy will To support the Sunshine Coast Regional District (SCRD) strategic objectives while ensuring that we meet the requirements under the *Community Charter*, *Local Government Act*, various trade agreements, *Freedom of Information and Protection of Privacy Act*, district bylaws, public sector procurement standards and competitive bidding law.

2. SCOPE

~~2.1 The Sunshine Coast Regional District (SCRD) is committed to working with the vendor community on opportunities for sharing ideas and feedback to help improve the procurement process and make it easier for vendors to do business with the SCRD.~~

~~2.12.2~~ This policy applies to all SCRD services, ~~(functions)~~ and to all acquisitions and purchases made by SCRD officers, employees, and volunteers.

~~2.22.3~~ No employee or officer may purchase, or enter into, ~~GC~~ contracts, or dispose of anything owned by the SCRD unless the Board has delegated such authority to the employee or officer ~~in as set out in SCRD Delegation Bylaw No. 710, 2017 and amendments thereto~~

3. DEFINITIONS

3.1 “Best Value”:- means the optimal combination of total cost, performance, local knowledge, environmental, social sustainability, reduced carbon dependency, and reduced waste.

3.2 “Board”:- refers to the elected officials that make up the SCRD Board of Directors.

3.3 “Contract Amendment”:- means any change to a term, condition, or other ~~GC~~ contract provision, including a Change Order.

3.4 “Formal Competitive Process”:- means a procurement method used to acquire goods and services through a solicitation for bid submissions that is open to more than one supplier and includes, but is not limited to, an invitation to tender, a request for proposals and request for quote.

3.5 “Informal Quote”:- means a request from one or more sources for pricing on specific goods or services without a solicitation for bid submissions and that is not binding on either party.

3.6 “Invitational Bidding”:- means a competitive bidding process that is directed to specific vendors.

3.7 “Living Wage”:- means the hourly wage established by the Living Wage for Families Campaign ~~from time to time~~, which includes: (i) direct wages; and (ii) the value of any non-mandatory benefits such as paid sick leave, and extended health benefits.

3.8 “Lobbying”:- means any attempt to influence any determination by a public official, staff or entity working with a public official, related to a governmental procurement.



BOARD Policy

3.9 “Local Area” is defined as the SCRD.

3.10 “~~Local Vendor/Bidder~~” a ~~local~~ vendor/bidder must have a physical address within the local area and must possess a valid business license, if required by the area and have a **principal** business office, or satellite with at least one full time employee, located in the local area.

3.11 “Open Competitive Bidding Process” means a competitive bidding process in which bid submissions are solicited by public advertisement and that is open to all interested suppliers.

3.12 “Sustainability” is a state in which the needs of the present generation are met without compromising the ability of future generations to meet their own needs.

3.13 “Tender” is any request or invitation for a bid (for example, requests for proposal, requests for expressions of interest, invitations to tender, invitations to quote, and invitations to offer).

3.14 “Trade Agreements” means New West Partnership Trade Agreement (“NWPTA”), the Canadian Free Trade Agreement (“CFTA”), Comprehensive Economic and Trade Agreement (CETA) and other applicable trade agreements.

3.15 “Volunteer” is a person who gives their services without any express or implied promise of remuneration.

4. POLICY

4.1 The SCRD’s primary goal in the procurement process is to attain best value using processes that are competitive, open, transparent, and non-discriminatory.

4.2 Where possible, the SCRD will give preference to the purchase of goods, services and construction that minimize adverse environmental impacts and greenhouse gas emissions and that promote recycling, re-use, and reduction of waste, and promotes a healthy economy.

4.3 Purchasing staff will review and modify evaluation criteria, and weightings will vary by contract. The criteria will be specific to the nature of the procurement and clearly stated in the procurement documents to include environmentally and socially responsible options or criteria to be considered along with price and performance.

4.4 Purchasing staff will ~~be able to~~ select the most appropriate process for the requirement, considering the discussions at the planning phase.

4.5 The following threshold will guide the method of procurement used to purchase goods, services, or construction:

Estimated Thresholds	Method
Goods and Services	
Less than \$ 2 5,000	Small Purchase Guidelines
Less than \$10,000	Informal Process
\$ 10 25,000 to \$50,000	Invitational Bid Process or Formal Competitive Process (RFP, ITQ, RFSO)
Greater than \$ 50 75,000	Formal Competitive Process (RFP, ITQ, RFSO)
Construction	
Less than \$100,000	Invitational Bid Process or Formal Competitive Process (RFP, ITT)
Greater than \$100,000	Formal Competitive Process (RFP, ITT)

VENDOR RELATIONSHIPS Vendor Relationships



BOARD Policy

- 4.6 Authorized staff and the department responsible for a procurement transaction will maintain records of supplier performance. The information will be used to ensure contract compliance, to supplement a subsequent prequalification process or to justify a subsequent award to other than the low bidder where it can be demonstrated that such records are part of the evaluation process and criteria.
- 4.7 When a procurement transaction is awarded using a formal competitive process, unsuccessful vendors are entitled to a debriefing upon request to obtain feedback on the strengths and weaknesses of their bids.
- 4.8 All vendor complaints, whether directed to an elected official, the Chief Administrative Officer or a member of staff shall be referred to the Manager, Purchasing and Risk Management ~~and dealt with as outlined in Appendix B.~~

~~ETHICAL CONSIDERATIONS~~Ethical Considerations

- 4.9 A Vendor must not attempt to influence the outcome of a procurement process by engaging in lobbying activities. Any attempt by the Vendor to communicate, for this purpose directly or indirectly with any employee, Contractor or representative of the SCRD, including members of the evaluation committee and any elected officials of the SCRD, or with the media, may result in disqualification of the Proponent.
- 4.10 No member of the Board, employee or volunteer shall have any direct or indirect pecuniary interest in any competitive bid or arrangement for the supply of goods, services, or construction to the SCRD, unless it is first disclosed by the person submitting the bid or supplying the goods, services, or construction. All competitive bid documentation must include a section that requires suppliers to disclose any actual or potential conflicts of interest and existing business relationships it may have with the SCRD, its elected or appointed officials or employees prior to submission of the bid.

~~METRICS AND REPORTING~~Metrics and Reporting

- 4.11 Staff will report quarterly to the ~~Corporate and Administrative Services~~ Committee of the Whole on all new contracts entered into with a value between \$50,000 and \$100,000.
- 4.12 Staff will report annually to the Committee of the Whole on the number of supplier and/or Contractor performance evaluations formally completed per year for contracts over \$50,000.
- 4.13 Staff will report annually to the Committee of the Whole on the number of exceptions to the Procurement Policy.
- 4.14 Staff will pro-actively release contract award information on the SCRD website after a contract has been executed.
- 4.15 Staff will publicly report award recommendations to the Board for contracts over \$100,000. ~~These award recommendation reports for evaluated solicitations, will include the company names of all the unsuccessful respondents and aggregated pricing. Award Reports (cont'd)~~
- 4.16 15 In drafting these reports staff will reference the Province of BC's Guidance for the Release of Information Related to the Competitive Procurement Process. Staff will ensure that this disclosure requirement is in the solicitation documents and that written consent has been provided from contractors or sub-contractors who are identified as individuals rather than organizations.
- 4.17 ~~4.16 SUSTAINABLE AND SOCIAL PROCUREMENT~~ The SCRD will promote procurement processes and make decisions that are consistent with the strategic goals and objectives of the SCRD.



BOARD Policy

- a) Within the limits set out by applicable trade legislation, the SCRD will seek to identify procurement opportunities that support the development of a sustainable local economy. While no local preference policies are permitted, by practicality, any small value and low dollar purchases would normally be made in the Local Area.

The Regional District recognizes the importance of economic development within the Sunshine Coast communities it serves. Should all economic, environment and social requirements of the procurement be equal, the contract shall be awarded to the local bidder.

In the case of a tie bid of local bidder or where only non-local bidders have tie bids, the Manager, Purchasing and Risk Management shall request the tie bidders to submit a final offer.

The SCRD, where applicable, may choose to include in the Tender evaluation criteria a requirement for the Vendor's employees be paid a Living Wage for performing the Tendered services.

- b) The SCRD will use, where appropriate, an evaluation model that incorporates the Total Cost of ownership of products and services including the environmental benefits which may include sourcing with minimal packaging, sustainable products, and services with low environmental impact (where reasonably quantifiable).

These costs will be factored into the vendor pricing, evaluation, and selection process.

Staff are encouraged to develop and participate in opportunities to partner with local government entities and businesses in the Local Area to provide awareness of the goods and services the SCRD procures.

GENERAL APPLICATIONSGeneral Applications

4.184.17 When replacing assets through a Tender process, consideration to the disposal of the current asset will be incorporated in the Tender document and be consistent with the asset disposal process.

4.194.18 When a contract valued at \$75,000 or more is intended to be awarded on the basis that there is only one vendor that can provide the goods/services required and cannot be strictly proven or a specific exemption is not available under the Trade Agreements, a Notice of Intent must be posted on BC Bid.

4.204.19 In the event of a natural disaster where it is impossible to obtain the necessary authority in a timely manner, the Chief Administrative Officer or Chief Financial Officer shall have the authority to bypass policy and procedures. All such purchases shall be reported as soon as possible to the SCRD Board Chair.

4.214.20 Contracts may only be Extended where one of the following conditions are met:

- a) The Extension option was included in the Tender document.
- b) The Extension is a Permitted Sole Source.
- c) There is (or is about to be) a new Tender for the goods or services being provided under the expiring Contract and the Extension is approved by the Manager, Purchasing and Risk Management to provide time to complete the new Tender.



BOARD Policy

- 4.21** Increases to the value of an existing contract or purchase order must only be approved by the authorized staff person that approved the award and only if the total amount of the contract or purchase order, including the increase, is within that authorized staff person's signing authority limit and within the project budget as set out in the approved financial plan.
- 4.22** For contracts approved by the Board, the Chief Administrative Officer will approve increased value and administrative change amendments within the project budget as set out in the approved financial plan.
- 4.23** Notwithstanding the provisions of this policy, the SCRD shall have the right to reject the lowest or any bid at its absolute discretion. The SCRD also reserves the right to cancel, or reissue bid documents in the original format or modified as best suits the requirements of the SCRD.
- 4.24** Staff must not prepare, design, or otherwise structure a procurement, select a valuation method, or divide procurement requirements to avoid the obligations with the policy, purchasing procedures or the Trade Agreements.
- 4.25** All contracts for service to be provided on SCRD property require the Contractor to provide proof of registration, where applicable, and remain in good standing with WorkSafeBC throughout the term of their contract. Contractors may be required to provide clearance letters before and after performing work for the SCRD. In the event the Contractor is not eligible for registration with WorkSafeBC for reasons other than workplace safety performance, the SCRD may register the Contractor and pay the applicable WorkSafeBC premiums, at the Contractor's expense.

5. EXCEPTIONS

- 5.1** Any requirement for goods or services, not falling under the categories identified below, should be submitted to a procurement process. Occasionally, there may be a need for exceptions from the regular procurement process and direct or sole/single source award to a supplier.
- 5.2** Any request for an exception to the procurement process must be signed off by the Manager, Purchasing and Risk Management. Unless the identified requirement falls under the categories identified in Appendix A from being excluded from the Procurement Policy.
- 5.3** An emergency purchase occurs when a situation creates an immediate and serious need. A key element is that the emergency is unforeseen and could not be predicted in advance. The expiry of a contract does not qualify.
- 5.4** When it has been proven that only one vendor is qualified and available to provide the goods and/or services. Examples of such proof could be:
- a) To ensure compatibility with existing products, facilities, or services, to recognize exclusive rights, such as exclusive licenses, copyright, and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
 - b) Where for technical reasons, there is an absence of competition and goods or services can be supplied by a particular supplier and no alternative substitute exists.
 - c) For the procurement of goods or services, the supply of which is controlled by a supplier that is a statutory monopoly. The level of proof required often does not exist. In this case, the Procurement Division may be required to issue a Notice of Intent depending on the value of the contract.
- 5.5** When the acquisition is of a confidential or privileged nature and disclosure through an open process could reasonably be expected to compromise the SCRD or other government confidentiality, cause economic disruption or be contrary to the public interest.



BOARD Policy

6. AUTHORITY TO ACT

6.1 Procurement transactions must be within the scope of the Board approved annual financial plan and must only be initiated and executed by persons authorized to acquire and purchase goods and services within the authorized purchasing limits as set out in the SCRD Delegation Bylaw ("Authorized Staff"). Authorized Staff must only authorize procurement transactions that are within the signing authority limits set out in the SCRD Delegation Bylaw.

6.2 Employees

All departments, employees, volunteers of the SCRD are responsible for following the approved Procurement Policy and all related Procedures.

6.3 Purchasing

The Purchasing Division is responsible for the facilitation of all aspects of the Procurement Policy, by providing professional procurement advice, the administration and overseeing of all calls for bids, resulting contracts and ensuring compliance with the terms and conditions of those calls. This division is also responsible for the standardization of all procurement procedures, the monitoring of compliance with this policy and notifying managers of non-compliance.

6.4 Management

SCRD Management is responsible for the administration of the Procurement Policy and Procedures.

6.5 Board

The authority for expenditures is the current year of the Financial Plan, which the Board has adopted or amended.

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Attach or refer to related documents

Approval Date:	September 12, 2019	Resolution No.	2018/19 Rec. 13
Amendment Date:	July 8, 2021	Resolution No.	188/21
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Appendix A Purchasing Policy List of Exemptions

1. Training and Education:
 - Conferences, Conventions and Tradeshow
 - Newspapers, Magazines and Periodicals
 - Memberships
 - Seminars and Workshops
2. Refundable Employee / Other Expenses:
 - Advances
 - Courses
 - Entertainment
 - Miscellaneous Non-Travel
 - Meal Allowances
 - Travel Expenses
 - Hotel Accommodation
 - Refunds: tax, recreation, permits
3. Employer's General Expenses:
 - Payroll Deduction Remittances
 - Grants to Agencies
 - Medical and Dental Expenses
 - Debenture Payments
 - Payment of Damages
 - Tax Remittances
 - Sinking Fund Payment
 - Employee Income
 - Board Member's Discretionary Funds
 - Real Property-including land, building, leasehold interest, easements, encroachments
 - Licenses (vehicles, elevator, etc.)
 - Charges to or from other government or Crown corporations
 - Bank Charges and Underwriting Services where covered by agreements
4. Professional and Special Services:
 - Committee Fees
 - Witness Fees
 - Court Reporter's Fees
 - Honoraria
 - Arbitrators
 - Discoveries (legal)
 - Legal Services
 - Performing Artists
5. Utilities
 - Water and Sewage Charges
 - Power
 - Telephones
 - Cable Television and Internet
6. Miscellaneous (under \$5,000)
 - Print, Television and Radio media advertising accounts



BOARD Policy

Section:	Assets and Procurement	<u>3BRD-0340-50</u>
Title:	Use and Insurance of Rental and Personal Vehicles	<u>2</u>

1. PURPOSE

1.1 To clarify insurance requirements and provisions for ~~d~~Directors, ~~and a~~Alternate ~~d~~Directors, ~~and staff~~, using a rented ~~vehicle~~ or ~~their~~ personal vehicle for Sunshine Coast Regional District (SCRD) business.

2. SCOPE

2.1 This policy applies to all SCRD Directors, Alternate Directors and staff.

3. DEFINITIONS

~~2.13.1~~ "Personal Vehicle" means a vehicle owned or privately leased by a Director, Alternate Director or staff.

~~3.4.~~ POLICY

Rented Vehicles

~~3.14.1~~ Directors, ~~and a~~Alternate ~~d~~Directors ~~and staff~~ may rent a vehicle to conduct SCRD business when it is the most practical and economical means of transportation for the task or journey. Business use may include but is not limited to attendance at meetings and conferences.

~~3.24.2~~ At the time of vehicle rental, ~~d~~Directors, ~~and a~~Alternate ~~d~~Directors ~~and staff~~ must purchase the following insurance:

- A minimum of \$2,000,000 of primary automobile insurance coverage. In the event of a claim exceeding this limit, the ~~d~~Director, ~~or a~~Alternate ~~d~~Director, ~~and staff~~ will be covered by the Municipal Insurance Authority (MIA) Liability Protection Agreement ☐ non-owned automobile ☐ coverage.
- Collision damage waiver: ~~this~~ is necessary to limit the exposure of the Regional District/SCRD in ~~the~~ event of a claim. ~~Due to the varied insurance provisions of credit cards, these are not to~~ be relied upon for collision damage coverage.

~~3.34.3~~ All rental expenses, including the cost of insurance must be claimed in accordance with SCRD Board policy on the Reimbursement of Travel and Other Expenses policy.

Personal Vehicles

~~3.4 For the purposes of this policy, personal vehicles includes use of a vehicle owned or privately leased by a director or alternate director.~~

~~3.54.4~~ Directors, ~~or a~~Alternate ~~d~~Directors, ~~and staff~~ who may be required to use their personal vehicle to conduct SCRD business ~~from time to time~~ are responsible for maintaining insurance in accordance with ICBC requirements regarding business usage. Upon receipt of a written request and documentation from the insured ~~d~~Director, ~~or a~~Alternate ~~d~~Director, ~~or staff~~,



BOARD Policy

and with the approval of the CAO, the SCRD will reimburse the ~~d~~Director, ~~or a~~Alternate ~~d~~Director, ~~or staff~~ for the difference between personal and business coverage.

~~3.64.5~~ In the event of a claim ~~in excess of more than~~ the coverage purchased, the ~~d~~Director, ~~or a~~Alternate ~~d~~Director, ~~and staff~~ will be covered under the ~~Regional District's~~ CBC's Special Excess Third Party Legal Liability Policy.

~~3.74.6~~ MIA coverage does not extend to leased or owned vehicles.

4.5. EXCEPTIONS

5.6. AUTHORITY TO ACT

~~5.16.1~~ Delegated to staff.

6.7. REFERENCES (Bylaws, Procedures, Guiding documents)

~~6.17.1~~ 5-1800-1 Directors – Reimbursement of Travel & Other Expenses

~~6.2 Special Excess Third Party Liability Policy~~

Approval Date:	September 14, 2000	Resolution No.	407/00
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Section:	Finance	BRD-0340-505
Title:	Support Services Allocation	4

1. PURPOSE

- 1.1** ~~The policy's purpose is to~~ To define the process for allocating the costs of general administration (support service costs) for the Sunshine Coast Regional District (SCRD) to all budgeted functions within the ~~Regional District~~SCRD on an equitable basis.

2. SCOPE

3. DEFINITIONS

3.1 "Direct Costs" means the costs that can be specifically identified and assigned to a particular project or function relatively easily and with a high degree of accuracy.

3.2 "Indirect Costs" means those costs incurred that cannot be identified readily and specifically with a particular project or function.

3.3 "Support Services" includes the following functions:

a) Administrative Expenses

i. Liability Insurance and Legal Fees

ii. Photocopier and Reception

iii. Mail and Records Management

iv. Corporate Communications and Engagement

v. Chief Administrative Officer

b) Financial Management

i. Asset Management

ii. Financial Services

iii. Payroll

iv. Purchasing and Risk Management

c) Field Road Administrative Offices Building Maintenance

d) Human Resources

e) Information Services

f) Corporate Sustainability Services

g) Property Information and Mapping Services (PIMS)/Geographical Information Systems (GIS)

h) Mason Road Works Yard

3.4 "Net Operating Budget" means the total operating expense budget for each function of the SCRD, exclusive of Internal Recoveries, Support Services, Support Services Recovery, Interest on Long Term Debt, Member Municipality Debt Payments, and Amortization Expense.

3.13.5 "Tangible Capital Assets" means assets that are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other tangible capital assets; have useful economic lives extending beyond an accounting period; are to be used on a continuing basis; and are not for sale in the ordinary course of operations.

3.23.6 "Recoverable Costs" means the total current year budget less any offsetting revenues.

~~4. POLICY~~

~~5. POLICY~~

~~6. Definitions:~~

~~7. Direct costs—those that can be specifically identified and assigned to a particular project or function relatively easily and with a high degree of accuracy;~~

~~8. Indirect costs—those incurred that cannot be identified readily and specifically with a particular project or function;~~

~~9. Support Services (includes the following functions):~~

~~10. Administrative Expenses:~~

~~11. Liability Insurance and Legal Fees~~

~~12. Photocopier and Reception~~

~~13. Mail and Records Management~~

~~14. Corporate Communications and Engagement~~

~~15. Chief Administrative Officer~~

~~16. Financial Management~~

~~17. Asset Management~~

~~18. Financial Services~~

~~19. Payroll~~

~~20. Purchasing and Risk Management~~

~~21. Field Road Administrative Offices Building Maintenance]~~

~~22. Human Resources~~

~~23. Information Services~~

~~24. Corporate Sustainability Services~~

~~25. Property Information and Mapping Services (PIMS) / Geographical Information Systems (GIS);~~

~~26. Mason Road Works Yard~~

~~27. Net operating budget — the total operating expense budget for each function of the Regional District, exclusive of Internal Recoveries (Line Item 4999), Support Services (Line Item 5000), Support Services Recovery (Line Item 5001), Interest on Long Term Debt (Line Item 5300), Member Municipality Debt Payments (Line Item 5305) and Amortization Expense (Line Item 5400);~~

~~28. Tangible Capital Assets — are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets; have useful economic lives extending beyond an accounting period; are to be used on a continuing basis; and are not for sale in the ordinary course of operations;~~

~~29.4. Recoverable costs — the total current year budget less any offsetting revenues.~~

~~29.1 — The Sunshine Coast Regional District (SCRD) will allocate all costs incurred in relation to a particular service to that service. This includes the cost of administration attributable to that service.~~
~~PROCEDURE~~

29.24.1

29.34.2 Principles:

- a) Fairness – functions should pay for the administrative services they consume.;
- b) Transparency – it should be clear what administrative services a function pays for and the amount for those services.;
- c) Consistent and equitable application.;
- d) Application of generally accepted accounting principles.;
- e) Ease of administration.;
- f) Easily understood by the Board, administration, and service participants.

29.44.3 Allocation Method:

- a) Where costs can be identified as direct costs, they will be budgeted and charged to the function or project to which they apply.
- b) Overall Allocation
 - i. Fifteen percent (15%) of the total recoverable costs for all support service functions will be allocated proportionately to all functions, based on the function's prior year net operating budget. This allocation is in recognition that all functions receive a benefit from support services that may not be recognized in the allocation method utilized.
- c) Liability Insurance and Legal Fees
 - ii. Liability Insurance and Legal Fees are included in function 110 and will be allocated proportionately to individual functions, based on the function's prior year net operating budget.
- d) Photocopier and Reception
 - i. Includes the cost associated with the photocopiers and reception for the Field Road Administrative Building. The recoverable costs of this function will be allocated proportionately, based on the square footage of office space assigned to each department.
- e) Mail and Records Management
 - i. The costs for mail and records management are included in function 110 and will be allocated proportionately to individual functions, based on the function's prior year net operating budget.
- f) Corporate Communications and Engagement

- i. Includes all costs associated with providing advertising, media and communications and engagement for the ~~Regional District~~SCRD. The recoverable costs for function 110 will be allocated based on prior year's historical use.
- g) Chief Administrative Officer
 - i. Includes the staffing and related costs to provide core administrative oversight to the ~~Regional District~~SCRD. The recoverable costs for this function will be allocated proportionately to individual functions, based on the function's prior year net operating budget.
- h) Asset Management
 - i. Includes costs associated with the development, implementation, and ongoing operation of the Corporate Asset Management Plan and Program, which ensures that all corporate capital assets/infrastructure are operated and maintained to optimize life cycle costs and that there are long term financial strategies in place for their end-of-life replacement. The recoverable costs for function [111] will be allocated proportionately, based on prior year's historical cost value of the "Tangible Capital Assets" (excluding land or work-in progress) managed by each individual function.
- i) Financial Services
 - i. Includes the staffing and related costs to provide core financial services to the ~~Regional District~~SCRD. The recoverable amounts of this function, excluding costs associated with payroll, will be allocated proportionately to individual functions, based on the function's prior year net operating budget, excluding the cost of wages and benefits, multiplied by the usage factor. The usage factor is a ratio from 1 to 3 that reflects the draw on financial resources by a particular service.
 - ii. The recoverable amount associated with Payroll will be allocated proportionately to individual functions, based on the function's prior year wages and benefits budget ~~(Line Items 5100 to 5140).~~
- j) Payroll
 - i. The recoverable amount associated with Payroll will be allocated proportionately to individual functions, based on the function's prior year wages and benefits budget ~~(Line Items 5100 to 5140).~~
- k) Purchasing and Risk Management
 - i. Includes costs associated with providing the support for procurement of goods and services and risk management for the ~~Regional District~~SCRD. The recoverable costs will be allocated based on prior year's historical use with a portion for general benefit to the organization.
- l) Field Road Administrative Offices Building Maintenance
 - i. Includes the cost of maintenance, utilities and debt costs associated with the Field Road Administrative Building. The recoverable costs of this function will be allocated proportionately, based on the square footage of office space assigned to each department.
- m) Human Resources
 - i. Includes the Human Resources' staffing costs, legal fees, and corporate training. The recoverable costs will be allocated proportionately to individual functions, based on the function's prior year wages and benefits budget ~~(Line Items 5100 to 5140).~~
- n) Information Services
 - i. Includes costs of providing computer hardware and software, telephones, network connectivity, and support for the ~~Regional District~~SCRD. The

recoverable costs of this function will be allocated based on the following methods:

- A. The costs associated with computer hardware and software and networks will be allocated based on the number of computers assigned to each department.
- B. The costs of telephone service will be allocated based on the number of telephones assigned to each department.
- C. The cost of support will be allocated based on the number of users.
- o) Corporate Sustainability
 - i. Includes costs to support the ~~Regional District's~~ **SCRD's Sustainable Community Policy and Integrated Community Sustainability Policy** corporate climate adaptation and sustainability initiatives.
 - ii. The recoverable costs for this function will be allocated proportionately to individual functions, based on the function's prior year net operating budget. When a sustainability project is undertaken that is of regional nature, the costs of that project will be recovered by way of direct taxation.
- p) Property Information and Mapping Services (PIMS)
 - i. Includes costs associated with providing core spatial data services, systems, and mapping for the ~~Regional District~~ **SCRD**. The recoverable costs for function 506 will be allocated based on the following:

Allocation	Methodology	Percent of Budget
General Administration/Overall	40% overall	40%
Tempest-Land Management	Apportioned based on the overall allocation of Tempest Software Maintenance Fees.	10%
Cityworks (Enterprise Asset Management)	Apportioned based on same method as Asset Management	30%
Project based	Only 20% of the budget will be reserved/apportioned to projects and reviewed annually	20%

- q) Mason Road Works Yard-
 - ii. Includes the cost of maintenance, utilities and debt costs associated with the Transit/Fleet Building. The recoverable costs will be allocated proportionately, based on the square footage of site occupied by each department.

29.54.4 Five-Year Plan Allocation:

- a) Budget Years 2 through 5 of the five-year financial Plan will be based on the Year 1 (current budget year) allocation, adjusted for any significant changes in individual operating plans.

29.64.5 New Services:

- a) A new service with no base year will be allocated a support services charge based on a projected budget amount or a charge as set by the Chief Financial Officer.

29.74.6 Review:

- a) In the fall of each year, as part of the base budget process, each function's allocations are updated according to the policy, and the changes are applied. This may result in an increase or decrease to the respective functions support service cost for the following year.



BOARD Policy

5. EXCEPTIONS

~~29.8 Exceptions to this policy may be made by the Chief Administrative Officer or designate.~~

30.6. AUTHORITY TO ACT

~~30.16.1~~ The Chief Financial Officer will administer the allocation of all support services consistent with this policy. ~~Exceptions to this policy may be made by the Chief Administrative Officer or designate.~~

7. REFERENCES (Bylaws, Procedures, Guiding documents)

~~7.1 Sustainable Community Policy Debt Management~~

~~7.2 Asset Management~~

~~7.3 Financial Planning~~

~~7.4 Financial Sustainability~~

~~30.27.5 Feasibility Study Finding Integrated Community Sustainability Policy~~

Approval Date:	November 25, 2010	Resolution No.	484/10 Rec. No. 5
Amendment Date:	February 14, 2013	Resolution No.	048/13 Rec. No. 1
Amendment Date:	December 12, 2013	Resolution No.	577/13 Rec. No. 3
Amendment Date:	December 11, 2014	Resolution No.	579/14 Rec. No. 8
Amendment Date:	December 10, 2015	Resolution No.	443/15 Rec. No. 5
Amendment Date:	December 8, 2016	Resolution No.	452/16 Rec. No. 3
Amendment Date:	December 13, 2018	Resolution No.	340/18 Rec. No. 3
Amendment Date:	January 9, 2020	Resolution No.	004/20 Rec. No. 2
Amendment Date:	November 26, 2020	Resolution No.	381/20 Rec. No. 10
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Finance	5BRD-0340-50
Title:	Debt Management Policy	4

PURPOSE

1.1 To establish financial guidelines and appropriate controls for the issuance and use of new debt and to ensure financial sustainability for the Sunshine Coast Regional District (SCRD).

Whereas:

Debt is an ongoing component of the Regional District's capital financing structure and is integrated into long-term plans and strategies.

Notwithstanding that debt is an ongoing component, it must be affordable, kept to a minimum, and in line with the goals of "Financial Sustainability". The Regional District must maintain flexibility to issue debt in response to emerging financial needs.

Debt must be structured in a way that is fair and equitable to those who pay and benefit from the underlying asset over time.

Compliance is with all legislation applicable to the Regional Districts including public process, bylaws, and subject to Board approval.

Revenues must be sufficient to accommodate debt servicing.

SCOPE

1.1.2 This Policy applies to issuance and management of all Regional District SCRD debt, in accordance with the *Local Government Act* and *Community Charter*.

DEFINITIONS

POLICY

1.3 Debt is an ongoing component of the Regional District's SCRD's capital financing structure and is integrated into long-term plans and strategies.

1.4 Notwithstanding that debt is an ongoing component, it must be affordable, kept to a minimum, and in line with the goals of "Financial Sustainability". The Regional District SCRD must maintain flexibility to issue debt in response to emerging financial needs.

1.5 Debt must be structured in a way that is fair and equitable to those who pay and benefit from the underlying asset over time.

1.6 Compliance with all legislation applicable to the Regional Districts SCRD including public process, bylaws, and subject to Board approval.

1.7 Revenues must be sufficient to accommodate debt servicing.

1.8 Projects that are to be funded by debt should be submitted to the Board with a "business case", including recommendations on how the debt will be serviced.

1.9 Expense where debt may be recommended:

- One-time capital improvements.



BOARD Policy

- b) Capital expenditures as a result of service enhancements.
- c) When the useful asset project life will exceed the term of financing.
- d) Major equipment purchases.

~~1.3.1 The maximum debt servicing costs be limited to 15% of the Regional District's SCRD's revenues (includes taxation, investment income, fees and charges, and unconditional grants).~~

- e) Purchase of property, if deemed by the Board as essential to the operation of the ~~Regional District~~ SCRD.

~~1.41.10~~ Reserves are to be considered as a funding source before debt.

~~1.51.11~~ Strategies to minimize debt will be considered, such as:

- a) Pay as you go.
- b) Create capital reserves to help future capital replacement needs.
- c) Shorten the number of years to repay the debt when possible.

~~1.61.12~~ Current and projected interest rates will be considered when determining the duration of a borrowing term.

~~1.71.13~~ In consideration of debt reduction, when Municipal Finance Authority Debenture Issues become open for interest rate re-sets (every 10 years ~~on 20 year issues~~); debt repayment will be considered.

~~1.81.14~~ Life cycle costs be matched with debt servicing.

~~—~~ This Policy will be reviewed annually by the Chief Administrative Officer and ~~Treasurer~~ Chief Financial Officer in consideration of meeting the ~~Regional District's SCRD's~~ Financial Sustainability goals, market conditions, and industry best practices. ~~Any~~ required changes shall be submitted to the Board for consideration and approval. ~~The This~~ Policy should be reviewed during each term of the Board to ensure its continued effectiveness.

~~1.91.15~~

~~1.401.16~~ The maximum debt servicing costs be limited to 15% of the SCRD's recurring revenues (includes taxation, investment income, fees and charges, and unconditional grants).



BOARD Policy

Interest expense will be funded by the respective functions primary revenue, whether property taxation, user fee or operating reserves while principal repayments will be funded from parcel/frontage taxes, grants or capital reserves

PRINCIPLES

~~Principles in this policy provide guidance for policy development and assist with interpretation of the policy applied.~~

~~Policy guidelines are developed for the benefit of the Regional District as a whole; for the users of the Regional District's financial statements; the Board; and managers of the Regional District's debt.~~

~~Whereas:~~

~~Debt is an ongoing component of the Regional District's capital financing structure and is integrated into long term plans and strategies.~~

~~Notwithstanding that debt is an ongoing component, it must be affordable, kept to a minimum, and in line with the goals of "Financial Sustainability". The Regional District must maintain flexibility to issue debt in response to emerging financial needs.~~

~~Debt must be structured in a way that is fair and equitable to those who pay and benefit from the underlying asset over time.~~

~~Compliance is with all legislation applicable to the Regional Districts including public process, bylaws, and subject to Board approval.~~

~~Revenues must be sufficient to accommodate debt servicing.~~

EXCEPTIONS

AUTHORITY TO ACT

REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	December 11, 2014	Resolution No.	579/14 Rec. No. 9
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Finance	<u>BRD-0340-505</u>
Title:	Directors —Reimbursement of Travel & and Other Expenses	4

1. PURPOSE

- 1.1 To clarify how various provisions with respect to reimbursement of travel and other expenses will be administered ~~by the Regional District~~.

2. SCOPE

- 1-22.1 This procedure applies to all Directors and Alternate Directors who incur expenses while engaged in Sunshine Coast Regional District (SCRD) business, unless otherwise stated.

2-3. DEFINITIONS

- 3.1 “**SCRD Business**” includes attendance at conferences, conventions, meetings, and seminars.

3-4. POLICY

- 3-14.1 The ~~Regional District~~ **SCRD** will reimburse ~~d~~Directors and ~~a~~Alternate ~~d~~Directors of the ~~Regional District~~ for reasonable food, accommodation, and travel expenses in accordance with the attached Schedule of Allowable Expenses.

- 3.2 ~~Regional District business includes attendance at conferences, conventions, meetings and seminars.~~

- 3-34.2 Those claiming expenses in accordance with this policy should be aware of the following general guidelines:

- a) The most economical mode of transportation is to be used, unless there is a specific ~~practical~~ reason to choose otherwise, e.g., flying may be preferable to driving more than 3 hours, one way.
- b) The “per diem” rate may not be claimed when meals are provided ~~as part of a function and paid for~~ as part of ~~a the~~ registration ~~for that function~~ for a conference, convention, meeting, or seminar.
- b)c) When some but not all meals are included, expenses may be claimed for the additional meal(s) when travelling. The amount payable for the additional meal(s) will be the actual cost of the meal or the amount outlined in Section 11 of the attached *Schedule of Allowable Expenses*. If the actual expense is greater than the standard amount, the receipt must be attached to the claim ~~together with an explanation for the expense item~~.
- e)d) The “per diem” rate may be claimed for travel days when these involve being away from the office for more than half a day, subject to the above limitation.

4-5. EXCEPTIONS

5-6. AUTHORITY TO ACT

- 5-16.1 Chief Administrative Officer (CAO)

- a) To review and approve expense claims in a manner consistent with this policy and attached Schedule of Allowable Expenses.

- 5-26.2 Directors and Alternate Directors



BOARD Policy

- a) To submit expense claims in a manner consistent with the Expense Report Form.
- b) The Expense Report Form is the only form used for claiming travel and related expenses. Expenses for more than one trip can be claimed on one form, but the claim must be approved and submitted to Accounts Payable within 60 days of the earliest expense incurred.
- c) Complete the form under each heading and review for accuracy. Attach receipts, unless the "per diem" rate is being claimed (which does not require receipts). The "per diem" rate may not be claimed when meals are provided as part of the function and paid for as part of the registration.
- d) On completion, the form must be approved by the CAO and forwarded to Accounts Payable for processing.

6.7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	September 14, 2000	Resolution No.	409/00
Amendment Date:	October 14, 2021	Resolution No.	273/21
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

SCHEDULE OF ALLOWABLE EXPENSES

1.	Commercial accommodation	Actual cost	
2.	Non-commercial accommodation	\$35.00 per night	
3.	FCM Annual conference and accommodation (Chair, Electoral Area or Municipal Directors only)	Actual cost	
4.	UBCM Annual conference and accommodation (Chair, Electoral Area or Municipal Directors only)	Actual cost	
5.	AVICC conference and accommodation (Chair, Electoral Area or Municipal Directors only)	Actual cost	
6.	Course or conference registration fees	Actual cost	
7.	Required course material	Actual cost	
8.	Private Motor Vehicle use	Amount equal to Provincial reimbursement	
9.	Ferry transportation	Actual cost	
10.	Air transportation	Actual cost of regular economy fare	
11.	Telephone or facsimile charges	Actual cost	
12.	Meal charges including gratuities (no receipts required)	Breakfast Lunch Dinner	\$21.35 \$21.60 \$53.00
13.	Provincial and Federal taxes applicable to allowable expenses	Actual cost	
14.	Incidentals (drycleaning/laundry, photocopying/business related fees, portage, internet fees. (No receipts required, overnight travel only)		\$17.30
15.	"Per Diem" rate (no receipts required, overnight travel only)	\$113.25 per day (in lieu of meals charges) exclusive of accommodation	
16.	Parking	Actual cost	
17.	Taxis	Actual cost	



BOARD Policy

Section:	Finance	BRD 5
Subsection:	Expense Accounts	1800
Title:	Constituency Expense	1

1. PURPOSE

To provide clarification regarding allowable constituency expenses.

2. SCOPE

Applies to all Directors of the Sunshine Coast Regional District (SCRD).

3. DEFINITIONS

"Device" means electronic, or technology equipment as described within this policy.

"Director" means an Electoral Area Director or Municipal Director.

"Constituency Business" means business that pertains to the political activities of a Director, including acting on behalf of constituent interests within the electoral area.

"Constituency Expenses" means costs incurred by a Director to conduct constituency business.

"SCRD Business" means the business of the Regional District and requires an operational decision or Board consideration for action or decision.

4. POLICY

4.1 Directors may be reimbursed up to a maximum of \$2,500 for constituency expenses per year. If required, and only after the \$2,500 has been depleted, each Electoral Area Director may be reimbursed up to an additional \$1,000, funded by electoral areas only.

4.2 Devices must be purchased within the first two years of the Director's term. The Director retains ownership of the device at the end of the term, therefore, it is a taxable benefit.

4.3 Constituency expenses include:

- Devices including: cell phones, computers (PC or laptop), printers, tablets, computer monitors, headphones (not supported by SCRD).
- Postage.
- Constituency office expenses.
- Printing supplies.
- Advertising costs.
- Constituency newsletters.
- Travel expenses in support of constituency issues.
- Constituency events, excluding alcohol.
- Websites



BOARD Policy

- Monthly stipend of up to \$100 to reimburse home related internet and phone (landline or cellular) charges or technical support. This is a taxable benefit.

- 4.4** Alternatively, upon request the SCRD will supply Directors with a tablet and a cell phone complete with plan at the beginning of the term. These devices will remain the property of the SCRD; however, Directors may purchase the devices at a depreciated cost at the end of their term. Devices not purchased must be returned to the SCRD at the end of the Director's term.
- 4.5** Devices provided by the SCRD will receive SCRD IT support; devices purchased using constituency funds must be maintained and supported by the Director.
- 4.6** Claims for constituency expenses must be submitted within 60 days of the earliest expense incurred. Directors must provide a detailed accounting complete with receipts for each claim (other than for mileage). Finance will ensure that all constituency expense claims are processed within a two-week period.
- 4.7** Constituency expenses for the previous calendar year must be submitted no later than January 10 of the following year. Constituency expenses submitted after this date will not be eligible for reimbursement.
- 4.8** In an election year, constituency expenses must be submitted prior to the campaign period, which is generally established 28 days prior to the election.

5. EXCEPTIONS

N/A

6. AUTHORITY TO ACT

6.1 Board

- To be familiar with this policy and to utilize it as a lens to provide focus for determining constituency expenses.

6.2 Chief Administrative Officer

- To approve Directors' expense claims prior to payment.
- To determine the depreciation rate used to calculate buyout price, consistent with asset management practices within the SCRD.
- To make write off decisions on items of low residual value.

6.3 General Manager, Corporate Services/Chief Financial Officer

- To provide advice and clarification regarding this policy.
- To ensure that constituency expense claims are processed within a two-week period.

7. REFERENCES (Bylaws, Procedures, Guiding documents)

None to be Included



BOARD Policy

Approval Date:	April 4, 2004	Resolution No.	288/04
Amendment Date:	February 12, 2009	Resolution No.	045/09, Rec. No. 17
Amendment Date:	February 10, 2011	Resolution No.	060/11, Rec. No. 2
Amendment Date:	December 11, 2014	Resolution No.	579/14, Rec. No. 4
Amendment Date:	February 9, 2023	Resolution No.	031/23, Rec. No. 7
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Assets and Procurement	<u>BRD-0340-507</u>
Title:	Directors —Travel Accident Insurance	1

1. PURPOSE

2. SCOPE

3. DEFINITIONS

4. POLICY

- 4.1 The Sunshine Coast Regional District (SCRD) shall provide accidental death and dismemberment insurance for all Board members when outside the ~~Regional District~~SCRD on ~~Regional District~~SCRD business, to a maximum of \$50,000.

5. EXCEPTIONS

6. AUTHORITY TO ACT

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	February 24, 1983	Resolution No.	114/83
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Legislative & Regulatory Affairs <u>Planning & Development</u>	<u>BRD-0340-509</u>
Title:	Screening Officer Bylaw Notice	<u>4</u>

1. PURPOSE

~~The purpose of the Policy is to~~ To identify grounds for ~~cancellation~~ cancelling of a Bylaw Notice.

2. SCOPE

This policy applies to the review of Bylaw Notices by a designated Screening Officer.

3. DEFINITIONS

4. POLICY

- 4.1** The Sunshine Coast Regional District (SCRD) authorizes the Screening Officer to cancel a Bylaw Notice where ~~he or she is~~ they are satisfied that one or more of the following reasons exist, and a compliance agreement is not appropriate or available:
- Identity cannot be proven, for example:
 - The Bylaw Notice was issued to the wrong person; or
 - The boat involved in the contravention had been stolen.
 - An exception as specified in the Bylaw being enforced or a related enactment is proven.
 - There is ~~poor~~ an ~~un~~likelihood of success for the ~~Regional District~~ SCRD at adjudication, for example:
 - The evidence is inadequate to show a contravention;
 - The Screening Bylaw Officer relied on incorrect information ~~in~~ when issuing the Bylaw Notice;
 - The Bylaw Notice was not completed properly;
 - The Bylaw provision is unenforceable or poorly worded.
 - The contravention was necessary for the preservation of health and ~~and~~ or safety, for example:
 - The contravention was the result of a medical emergency.
 - The Bylaw Notice is one of ~~a number of several~~ Bylaw Notices arising out of the same incident, in which case the Screening Officer may cancel all but the most appropriate Bylaw Notice(s).
 - It is not in the public interest to proceed to adjudication for one of the following reasons:
 - The person who received the Bylaw Notice was permitted or entitled to take the action, but the ~~issuing Bylaw~~ eOfficer was not aware of this entitlement or permit;
 - The person receiving the Bylaw Notice was undergoing a personal tragedy or crisis at the time of the contravention such that it is not in the public interest to proceed;
 - The Bylaw has changed since the Bylaw Notice was issued, and now authorizes the contravention.
 - The person exercised due diligence in their efforts to comply with the Bylaw, for example:
 - As a result of mechanical problems, the person could not comply with the Bylaw; or
 - The sign indicating the Bylaw requirement was not visible.



BOARD Policy

5. EXCEPTIONS

6. AUTHORITY TO ACT

Delegated to staff.

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Attach or refer to related documents

Approval Date:	June 23, 2011	Resolution No.	264/11
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Infrastructure & Public Works	11
Title:	Street Lighting	1

1. PURPOSE

To enable the Sunshine Coast Regional District Board to make decisions regarding the installation and funding of street lights.

2. SCOPE

3. DEFINITIONS

4. POLICY

The general function for street lighting will be used for lights installed on the Sunshine Coast Highway and Port Mellon Highway and other roadways where lighting is deemed to be in the public interest.

5. EXCEPTIONS

6. AUTHORITY TO ACT

Delegated to Staff.

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	May 13, 1999	Resolution No.	234/99
Amendment Date:	March 10, 2005	Resolution No.	135/05 Rec #8
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Independent Power Production Development
in the
Sunshine Coast Regional District

Recommend Repeal

Independent Power Production Development in the Sunshine Coast Regional District

POLICY

SECTION ONE: BACKGROUND

Introduction

Over the past two years, interest in development of independent power projects (IPPs) in British Columbia has significantly increased. In November 2002, the new Provincial Energy Policy identified IPPs as the primary source for new electricity in the province. In addition, the Energy Policy set a voluntary target of 50% of new resources to be obtained from “clean” sources such as small hydro, wind, biomass, etc.

With its water resources and mountainous terrain, the Sunshine Coast Regional District has significant potential for development of green energy (particularly small and run of river hydro-electric projects). Currently, over 18 potential sites for small hydro projects have been identified in the Regional District.

The SCRD Board supports development of green energy resources and believes the area can make a significant contribution to a more sustainable energy future for the province. However, the Board also wants to ensure that development of these resources is truly sustainable, respects the unique nature of the region, is compatible with the surrounding land uses and ecology, and beneficial to the local area. As the level of government responsible for local land use planning and the level closest to its constituents, the SCRD needs to establish a clear policy framework to evaluate and approve (or deny) project proposals.

Over the past couple of years a number of issues have arisen in relation to the development of IPPs in BC. The areas of concern that have been identified include:

- Incremental development
- Approval Processes - including timelines, lack of clear criteria for project selection and handling of post approval changes
- Power line and BC Hydro system implications of development
- Public input/public consultation
- Community Benefits
- Enforcement and Accountability

In addition, since the release of the new provincial energy policy in November 2002 there has been an increasing level of concern by some observers that support for IPP development will lead to the further break up and privatization of BC Hydro.

While the Board is supportive of development of green energy, in no way does its evaluation and approval of any projects explicitly or implicitly support any move to privatize BC Hydro. There has been development of IPP projects in the province of British Columbia for decades, with two projects being built in the SCRD (Sechelt Creek and McNair Creek). These policies are being adopted to assist the SCRD in better managing IPP development and ensuring that local benefits accrue in areas affected by development.

On February 13th, 2003, the SCRD Board responded to a letter from the BC Citizen's for Public Power related to the privatization of BC Hydro and passed the following resolution:

THAT a letter be sent to Harold Long, MLA urging that he take a principled stand and vote against any legislation to break-up BC Hydro before a full public consultation can take place;

AND THAT a copy be sent to the Premier, Cabinet, UBCM, and local media;

AND FURTHER THAT support for the UBCM resolution calling for a halt to the transfer of one-third of the company's employees to Bermuda-based Accenture be reiterated.

Policy

1. General Policy

The SCRD is positioned to take advantage of opportunities presented by emerging technologies and opportunities for independent power development such as small-scale hydroelectric facilities.

The SCRD Board is supportive of green power and in seeing these resources developed in the best interests of their communities while providing the benefits of green power to the rest of British Columbia.

It is recommended that the SCRD board adopt the following general policy, policy positions and action items to provide an overall framework to better manage IPP development in the region.

General Policy: The SCRD endorses sustainability and supports the development of green energy development in the region when:

- ◆ *Those facilities have been comprehensively evaluated and are shown to be technically sound, environmentally sensitive and socially responsible*

- ◆ *Those facilities are located, designed, constructed and operated in a manner that is consistent with the overall vision for the region and do not negatively impact on other economic activities (e.g. tourism)*
- ◆ *Can be connected into the existing transmission and distribution infrastructure with minimal impact and do not require the development of any new major transmission corridors; and*
- ◆ *Provide tangible community benefits comparable to IPP projects currently under development.*

To support and implement the above policy, a series of policy positions and action items have been developed. The policy positions provide guidance on those areas that relate directly to SCRD responsibilities (i.e. within local government control). In addition, a series of positions or actions has been recommended to provide direction on issues that the SCRD is involved in or affected by but not directly responsible for (i.e. outside local government control).

Policy Position #1: Proposed IPP developments in the SCRD will be evaluated for consistency with the following green criteria:

Renewable –the resource must be replenishable by natural processes within a reasonable length of time - at the longest, within about one average human life span.

Technically sound – all project studies and designs (e.g. geotechnical, hydrological and engineering work) must be certified by an appropriate professional.

Environmentally responsible – this means that the project avoids any significant environmental impacts. Projects must meet all criteria established by Ministry of Water, Land and Air Protection, Fisheries and Oceans Canada, and Environment Canada. All work must be certified by an appropriate professional.

Socially responsible –. Projects must be consistent with community values and priorities as defined in land use and planning documents (i.e. Official Community and future Land and Resource Management Plans) and contribute positively to the community as a whole.

Licensable – this means that the project meets all relevant regulations and standards.

Project applications for small hydroelectric facilities will be evaluated against these categories.

Policy Position #2: The development of small hydroelectric facilities will be considered to be consistent with the rural resource (or equivalent) designation within official community plan (OCP) areas.

Policy Position #3: All other forms of green energy development will be evaluated on their own merits and may require an OCP amendment depending on the proposed change in land use.

2. Policy Positions and Action Items Relating to Planning Activities

A. Regional Growth Strategy and Official Community Plans

Two important documents for local government in managing land use and ensuring future development reflects local values and priorities are the Regional Growth Strategy (RGS) and Official Community Plan (OCP). A Regional Growth Strategy can include policies related to the type of development that is appropriate for different areas and the relationship between different kinds of land uses. OCP's designate appropriate land uses in different areas and set out conditions for development. These plans should include:

1. Designation of scenic value zones and establishment of visual quality criteria: Development in these zones will require visual impact studies and may be required to provide screens, buffer zones or other design attributes to mitigate the visual impact and protect the visual quality of an area. In special cases, this may result in a requirement for undergrounding of utility infrastructure (e.g. power lines and telephone lines).
2. Designation of utility corridors: Given that the SCRD has indicated a desire to support development of independent power projects in the region and that overhead power lines are the BC standard for transmission and distribution of power, utility corridors should be established in the RGS and in OCPs to designate preferred routes and locations.

The Regional Growth Strategy will include and official community plans will be updated to incorporate the following policy items:

Policy Position #4: The SCRD Board will protect community values and vision, including the scenic and tourism value of the region and will establish and enforce scenic quality objectives in areas of high sensitivity, as defined in the RGS and OCPs. In specific areas, this may apply to both the construction of new facilities and any upgrades to existing facilities.

Policy Position #5: The SCRD will identify in the RGS, OCPs and other land use documents, preferred routes or corridors for electrical infrastructure development where possible.

Policy Position #6: The SCRD Board will not support new IPP developments that result in a requirement for any new major transmission corridors in areas of high tourism or scenic value.

B. Site Specific Rezoning

Site-specific zoning continues to be the primary tool for local government to manage IPP development in the area. Guidelines for rezoning for IPP development should be developed.

All projects should provide clear local benefits and proponents must provide a community benefit statement to the SCRD along with their application. When projects provide little or no guaranteed local benefits, proponents are encouraged to negotiate Community Amenity & Benefit Agreements to ensure tangible local benefits and to strengthen this portion of their application.

In addition, proponents are required to complete social and environmental studies and mitigation strategies. The SCRD will be looking for sign-off by the appropriate federal or provincial agency prior to final rezoning.

Policy position #7: Every IPP development will require site specific rezoning and will be evaluated against Board policies and community interests.

Policy position #8: As part of the rezoning process, IPP developers will be required to provide the following information to the Board:

- ◆ a development plan dimensioned to scale including information related to the preparation of the site, facility designs (including weir, diversion, powerhouse), visual impact statement and proposed mitigation (if required); and design (including visuals) of the proposed power line inter-connection.
- ◆ Information on social and environmental impacts, the associated management plans and the projected community & economic benefits of the project (including any community benefits or proposed amenity payments negotiated with the local government).
- ◆ Implications of proposed development on existing transmission and distribution infrastructure in the region.
- ◆ Copies of all designs and related correspondence with BC Hydro and/or the BC Transmission Company regarding all potential works or upgrades required to accommodate the development (excluding any sensitive financial information)
- ◆ Consultation plan and a summary report identifying community issues and concerns and steps the developer has taken to address them. (see Policy Position #11).

C. Land and Resource Management Plan

The Board supports the development of a Land and Resource Management Plan (LRMP) for the Sunshine Coast. Ideally, the plan will identify resource priorities and recommended land and resource uses for each watershed within the plan area.

These resource priorities and/or land use designations can be used as criteria to evaluate IPP proposals. Approved developments would be consistent with the priorities set in LRMP, RGS and/or Official Community Plans and any IPP development within a given area must not degrade or compromise the priority values designated for it.

Action item #1: The SCRCD will participate in the development of a LRMP for the Sunshine Coast and work to ensure the LRMP provides clear designation of land use priorities that are consistent with regional values and objectives. With respect to energy, the Board supports:

- ◆ Establishment of specific resource use designations and priorities for small hydro development on the LRMP map
- ◆ Establishment of scenic value zones to protect the scenic and tourism values in the region.
- ◆ Optimization of existing power line infrastructure and require shared use of lines as a condition of any municipal or regional right-of-way agreements.
- ◆ A requirement to minimize the visual impact of any new facilities in areas of high tourism activity or high visual sensitivity.

In addition, the SCRCD will support the inclusion of objectives compatible with its overall direction in the LRMP. For example, protection of areas of high scenic value through the creation of scenic value zones and the establishment of visual quality objectives and need to optimize use of existing infrastructure through shared use of lines.

If the LRMP lacks designating resource priorities for specific areas, the SCRCD should consider including a similar type of designation in the RGS and the OCPs.

D. BC Hydro System Planning Process

Discussions should be initiated with BC Hydro to look at the issue of cumulative impacts of IPP development on BC Hydro's distribution and transmission infrastructure within the SCRCD. To assist local planning, BC Hydro will be requested to meet with the SCRCD on a regular basis (annual or semi-annual depending on the level of activity) to discuss plans for system upgrades in the region.

One of the current challenges related to planning for IPP development is that BC Hydro's ten-year system planning process continues to be based primarily on projections of load growth and BC Hydro generation additions. It does not currently incorporate potential distributed generation/IPP scenarios. The SCRCD should work with BC Hydro to shape their planning processes and encourage BC Hydro to adjust its planning to incorporate potential IPP development scenarios. Updated system plans should be shared with provincial and local government planners on a regular basis.

Action Item #2: The SCRCD will work proactively with BC Hydro and other planning agencies to ensure that regional values and priorities are incorporated into planning decisions affecting the region. The SCRCD will request annual meetings with BC Hydro to discuss the system plan and any projects planned in the SCRCD.

E. Memorandum of Understanding (MOU) with Approval Agencies

The SCRD and LWBC should develop a Memorandum of Understanding aimed at clarifying their respective roles and responsibilities, identifying processes to address existing issues and opportunities to improve and streamline the existing approval process.

In addition, a process efficiency team (comprised of representatives from local, provincial and federal government approval agencies) is working to identify additional opportunities to improve the approval process with the objective of making it clearer, more accountable and more effective. These process improvements should be incorporated into a tri-party MOU that could replace or augment any earlier agreements.

Action Item #3: The SCRD will develop and sign Memorandum of Understanding with other levels of government to clarify respective roles and responsibilities, align the IPP approval processes, establish clear working relationships and agreements including handling post-approval changes and review of applications, and public consultation and communication.

F. Development of Screening Criteria

The need for explicit screening criteria for evaluation of IPP proposals is recognized at many levels. Provincial and Federal agencies are currently working at establishing clear standards related to key environmental concerns (e.g. minimum flow standards). Consistency with local land use plans (both the LRMP and local OCPs) will be another criteria against which a project proposal will be evaluated.

Action Item #4: The SCRD will continue to work with other approval agencies to establish and incorporate into review processes clear measurable criteria (e.g. minimum flow standards) by which to evaluate IPP Projects.

3. Policy Positions and Action Items related to Enforcement

A. Legal Agreements and Performance Bonds

Given the concern regarding accountability and enforcement of particular aspects of IPP development and the debate that can emerge regarding the exact nature of a commitment, the SCRD should consider entering into legal agreements documenting the agreed outcome/resolution of community discussions. This could take the form of a straightforward legal agreement or a performance bond.

For example, in situations where the most controversial issue is the power line interconnection and an agreement is reached between the community and the developer on a solution, that solution should be documented in a legal agreement so there is no debate in the future regarding what was agreed to or the process for making changes to the design. This agreement could be as simple as an agreement stating that ““XYZ Power agrees that the power line interconnection associated with ABC project will use the appended alignment and design. Any

changes to this alignment or design will require formal endorsement of the SCRD Board”.

In other situations, such as where there is significant debate about the expected impacts or benefits associated with a project, the SCRD could require the developer to provide a performance bond. This bond acts as a guarantee to a specific performance level (e.g. level of environmental performance or level of local benefits (hires/purchasing). If the developer fails to meet the performance level agreed, the bond would be used to mitigate the impact and/or augment the local benefits.

Policy Position #9: For issues of significant local impact or public concern, the SCRD Board will require IPP proponents to sign legal agreements and/or to post performance bonds to ensure that the project is constructed as agreed and that any post-approval changes are referred back to the Board for approval.

B. Independent Inspectors

The current move towards self-regulation is not widely supported at the grassroots level. The concept of self-regulation and of companies hiring professionals to monitor their own performance is perceived as suspicious by certain members of the public. Recognizing the financial constraints of the provincial government, it was suggested that LWBC could hire the monitors and bill the cost back to the individual companies rather than have the companies hire the monitors themselves. It was felt that this process would have the same financial implications (e.g. developers pay) but would have more credibility as the monitors were hired by and reported to the regulatory agency directly.

Action Item # 5: The SCRD Board will request the provincial government to establish an independent monitoring and evaluation function to ensure accountability and enforcement of conditions and standards applied to IPP development.

4. Policy Positions and Action Items related to Regulation

Development of major transmission lines can have a significant impact on adjacent uses and tend to raise a number of public concerns. Traditionally, these concerns have included issues of:

- ◆ Public safety
- ◆ Potential health implications of electro-magnetic fields
- ◆ Property value
- ◆ Aesthetic
- ◆ Siting & Land Use

Given the apparent evolving policy environment and changing regulations, there is some concern that the appropriate safeguards and oversight mechanisms are not in place to properly monitor and manage IPP developments and associated delivery infrastructure (e.g. power lines and substations).

In general, development of new transmission and substation facilities is regulated by:

- ◆ BCUC Act Section 3, Subsection 45- Certificates of Public Necessity and Convenience which requires approval of all facilities with a voltage of 138kV or above (1989 BCUC Order)¹

These processes provide a means for public issues and concerns regarding development of new electricity infrastructure built by BC Hydro (or companies such as West Kootenay Power) to be addressed and ensure that development is in the public interest. In addition, Section 3 of the BCUC Act has a provision to require “shared use” of infrastructure. Under this provision, the BCUC can require companies to share the use of infrastructure, promoting the effective use of scarce resources and minimizing public impacts

However, on June 6, 2002 the Province of BC exempted Independent Power Producers (IPPs) from regulation by the British Columbia Utilities Commission when they were producing electricity for sale to BC Hydro or Powerex (Ministerial Order M-22-205).

While exemption of certain sections of Utilities Commission Act and regulation is appropriate where there is no requirement to oversee the use of public funds, the blanket exemption of section 3 of the Act results in IPP developers having no regulatory requirements for approval of new transmission lines required for interconnection with the BC Hydro system. This raises many issues for local government as the public looks to them to ensure that development is compatible with other land uses and community values.

Action Item #6: The SCRD will encourage the provincial government to establish appropriate regulations for independent power projects and all associated infrastructure (e.g. power lines) to ensure that development is in the best interests of the region, respects community values and provides opportunity for public input and comment.

Action Item #7: The SCRD will work with other local governments and other interested parties to encourage the provincial government to repeal the sections of Ministerial Order M-22-205 granting exemptions from Part 3 of the *Utilities Commission Act*:

- ◆ Section 23 (I)(g)(i) and (ii) which provide for BCUC oversight on issues of
 - (i) safety, convenience, or service of the public
 - (ii) the proper carrying out of this Act or of a contract, charter or franchise for the use of public property or rights
- ◆ Section 27 Shared Use of Facilities
- ◆ Section 45 Certificates of Public Necessity & Convenience

5. Policy Positions and Action Items related to Community Benefits

The issue of community benefits forms a significant area of contention between local government and IPP developers. Developers argue that:

¹ New transmission lines with a voltage of 500kV and length of over 40km also require approval under the Environmental Assessment Act

- ◆ projects should be considered individually on their own merits (some provide greater economic/local benefits than others);
- ◆ they are already paying significantly to use/access the resource; and
- ◆ that their payments to communities should be directly related to the impacts and/or costs they impose.

While developers don't disagree with the need for local benefits, they feel that it is an issue more appropriately addressed through revenue sharing discussions between the province, local government and First Nations rather than a cost imposed on the developer.

From a community perspective, there is a clear distinction between the concepts of mitigation and community benefits. Mitigation is seen as the process of making the community "whole" (i.e. in the same condition as it was prior to development/a neutral state). A benefit is something that makes the community better off than it was before (e.g. increased local revenues, employment, new facilities etc).

Given the potential range in the level of benefits associated with any given project, guidelines should be developed and specific agreements should reflect these differences.

In the long-term, the SCRD should work with the UBCM and the Provincial government to develop a lasting solution to ensuring benefits accrue in areas affected by development (e.g. a more equitable resource revenue sharing agreement). In the recent energy policy, the Provincial Government indicated support for the concept, at least relating to offshore oil and gas development, stating that the provincial government would "work with coastal communities and First Nations to ensure that benefits accrue to the areas affected."² The SCRD should monitor these discussions and, if appropriate lobby for a similar model to ensure that benefits associated with all types of energy development accrue to the areas affected.

Policy Position #10: The SCRD Board will require all projects to provide tangible local benefits to those areas affected by IPP development. Community benefits may take the form of a community project or its monetary equivalent, at the discretion of the Regional Board.

Action Item #8: The SCRD Board will work with the UBCM and the provincial government to discuss equitable revenue sharing agreements for energy developments and will work through the Regional District Charter and any other appropriate provincial processes to address the taxation discrepancies between municipalities and unincorporated areas as they relate to energy developments, similar to those enacted in other regions of the province.

² BC Government, Provincial Energy Policy, pg. 8, November 2002

6. Policy Positions and Action Items related to Communication and Consultation

Communication

Improved communication is a key component of improving understanding of IPP development. At present, there is an apparent lack of general awareness and comfort level with the approval processes, opportunities for public input and how that input is used/incorporated, the number and type of projects underway, the impacts associated with energy development (small hydro, coal bed methane, etc) and what safeguards are in place to protect the public interest. There is a need for both better communication as well as improved access to information (both at the broad industry level and at the project specific level).

To address some of these issues, it is recommended that:

1. The SCRD expand its current website to include a section specifically related to IPP policy and development. This site would provide information on SCRD policy and projects proposed in the area, the approval processes and status of each project. In addition, the site would provide links to provincial and federal information related to IPP development and proponent web pages.
2. The SCRD encourage the IPP industry, the provincial government and BC Hydro to develop a joint communication campaign to provide basic information on government direction related to electricity development, the regulatory framework, what IPPs are, financial implications and benefits of the industry, roles and responsibilities, general policies and what safeguards are in place to protect the public interests.

Consultation

Effective public consultation is an essential element of a successful power project. Early consultation helps to identify issues of public concern early in the process, build support for and understanding of the project among community members ultimately easing the approval process.

Policy Position #11: The SCRD Board requires IPP developers to engage the community in dialogue about the project and a community consultation plan and summary are to be submitted as part of the rezoning application.

Policy Position #12: The SCRD Board will ensure that information related to IPP development is available to the public through its website, local offices and/or public libraries. In addition, the SCRD Board will provide updates on development and notice of key public meetings through its newsletter and periodic public advertising.

Policy Position #13: The IPP developer will be required to submit to the Board and local emergency response authorities an emergency response and emergency communication

plan for both the construction and operational phase of their project. It is the developer's responsibility to ensure that these plans remain current and contain an emergency contact that is available to respond 24 hour a day, 7 days a week.

Policy Position #14: The SCRD Board: will inform and consult with its member municipalities on any independent power projects within neighbouring electoral areas, and requests that its member municipalities do the same.

Action Item #9: The SCRD Board will encourage the provincial government, BC Hydro and the independent power industry to develop a joint communication and public information campaign to provide basic information to British Columbians on government direction related to electricity development, the regulatory framework, definition of independent power and their role in the province's electricity future, the roles and responsibilities of the various players and what safeguards have been established to protect the public interest.

Action Item #10: The SCRD Board will engage First Nations communities located within the regional district in discussions regarding IPP development to identify shared interests, establish consultation protocols and develop a positive working relationship.

Action Item #11: The SCRD will share the information and policies they have developed with other local governments and local government agencies and work to build a coalition of local government interests related to IPP development to ensure that local government issues are recognized and accommodated.

Action Item #12: The SCRD will forward this document to all relevant provincial and federal ministries and agencies.



BOARD Policy

Section:	Infrastructure & Public Works	11
Title:	Funding of Watermain Extensions	4

1. PURPOSE

To clarify establish a process for managing the funding of watermain extensions.

2. SCOPE

Identify persons/departments affected – focus on those who might have influence or those who support the policy.

3. DEFINITIONS

Define key terms to assist with interpretation

4. POLICY

The following options were presented to the ISC at a report drafted by Dave Crosby and Joan Merrick, The board adopted these options as a “basis” for a policy. Obviously I need to work on the wording of this policy!!!

Option 1: Full payment in advance

The 49 parcels would have to agree to pay a proportionate share of the cost prior to the Regional District agreeing to undertake the project (This could be based on development potential).

Option 2: Create a new service and finance for 20 years

Under this option the property owners would need to petition the Regional District for a new service. In order to establish a new service, approval from 50% plus one is required based on both assessed value and number of parcels. Once the service is established the SCRD could then borrow the funds to construct the water main. The debt costs would be recovered by way of a parcel tax applied to each of the 49 parcels plus any additional parcels created through subdivision. The properties in the new service would also become part of function 370 Regional Water for which they would also be assessed the regular user fees and parcel taxes.

Option 3: Combined Method

Under this method the property owners would pay a combination of Option 1 (50%) and Option 2 (50%).

The primary advantage of the three options above is that the Regional District would not be required to provide internal financing for the project and would be assured of 100% recovery on the project within a reasonable time period. In addition, the parcel tax would be the most equitable as it would apply to both improved and unimproved lots equally. The parcel tax would also be reduced as more parcels are created through subdivision.



BOARD Policy

5. EXCEPTIONS

Identify general exceptions to the policy or guidance that is out of scope.

5.1

6. AUTHORITY TO ACT

Delegated to Staff

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Attach or refer to related documents

Approval Date:	November 12, 2009	Resolution No.	457/09 Rec. No. 7
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Community Services	12
Subsection:	Parks Administration - General	5810
Title:	SCRD Park Naming	2

1. PURPOSE

This policy will identify guidelines for naming park sites in the Sunshine Coast Regional District Electoral Areas.

2. SCOPE

3. DEFINITIONS

4. POLICY

4.1 Naming guidelines will be as follows:

- by pioneers/community leaders/volunteers/individuals in the area in which the park is located;
- by geographic/historical location or special feature, eg. recreation complex, physical feature;
- by subdivision name (excluding real estate or development companies);
- proponents are encouraged to co-ordinate naming competitions within their communities;
- parks located beside a school should be named after the school where appropriate;
- consideration may be given to naming park sites of reasonable size after the donor;
- parks should not be named after a politician while holding office;
- small areas (tot lots, cul de sacs) may not be deemed necessary to be officially named. A road name reference for identification purposes is all that should be necessary;
- park signage will be used where appropriate for the park and SCR D logo is to appear on all signs;
- interpretive signage may be used to explain why a park name commemorates an individual.

5. EXCEPTIONS

6. AUTHORITY TO ACT

Retained by the Board

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Attach or refer to related documents

Approval Date:	June 22, 2000	Resolution No.	281/00
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Planning & Development	13BRD-0340-
Title:	Development Variance Permits	506

1. PURPOSE

To outline the criteria for approving Development Variance Permit Applications.

2. SCOPE

3. DEFINITIONS

4. POLICY

- 4.1** ~~It is Board policy to~~ To consider Development Variance Permit applications according to the following criteria. ~~Applications, which meet most or all of the following criteria, will generally be supported:~~
- a) The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw.
 - b) The variance should not negatively affect adjacent or nearby properties or public lands.
 - c) The variance should not be considered a precedent, but should be considered as a unique solution to a unique situation or set of circumstances.
 - d) The proposed variance represents the best solution for the proposed development after all other options have been considered.
 - e) The variance should not negatively affect the natural site characteristics or environmental qualities of the property.
- 4.2** Applications which meet most, or all, of the following criteria will generally be supported.

5. EXCEPTIONS

6. AUTHORITY TO ACT

Retained by the Board.

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	March 22, 2001	Resolution No.	173/01 Rec #1
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Planning & Development	13
Subsection:	Planning and Development	6410
Title:	Geo-Hazard Acceptability in Development Approval	8

1. PURPOSE

- 1.1** To establish a range of geo-hazard design benchmarks corresponding to the scale and size of development as a basis for approval or non-approval of permits for development on hazardous lands.

2. SCOPE

2.1

3. DEFINITIONS

3.1

4. POLICY

This Policy applies to all development applications involving geo-hazards.

- 4.1** For all development approvals involving geo-hazards, the SCR D requires the property owner to register a “save harmless” covenant on title of the property indemnifying the SCR D and its elected and appointed officials from all geo-hazard liabilities or losses that may result from approval of the development application and accepting all geo-hazard risks, despite all required standards having been met and all reasonable avoidance and protective measures having been undertaken.
- 4.2** The SCR D requires the qualified professional’s report to state that the site is safe for the use intended and specify what conditions are required to ensure the site will be safe.
- 4.3** For seismic and flood hazards, the SCR D requires a development to meet the following standards corresponding to the type and size of the development:

Development Type & Size	Hazard Design Standard		
	Seismic Event	Creek Flooding	Ocean Flooding
Restoration and Small Addition: Restoration includes repair of a damaged structure or rebuilding of a structure within its existing location and spatial limits. Small addition includes an attached expansion to an existing building or a detached additional building with total gross floor area not exceeding 25% of the existing building or 60 m ² , whichever is lesser.	8% in 50 years	1 in 50 years	Anticipated sea level in 20 years
Small Development: Construction of new buildings with total gross floor area between 60 m ² and 500 m ² , lot line adjustments, but excluding subdivisions.	4% in 50 years	1 in 100 years	Anticipated sea level in 60 years



BOARD Policy

Large Development or Subdivision: New buildings with a total gross floor area exceeding 500 m ² , or subdivision creating one or more additional lots.	2% in 50 years	1 in 200 years	Anticipated sea level in 100 years
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4.4 For landslides, the SCRD requires that the qualified professional's report include a completed *Appendix D: Landslide Assessment Assurance Statement* (Schedule 1).

4.5 For all hazards including localized hazards such as debris flow and rock fall, the qualified professional must:

- 4.5.1 describe the method of hazard or risk analysis used;
- 4.5.2 refer to appropriate provincial, national or international guidelines or benchmarks for the level of safety;
- 4.5.3 compare the guidelines with findings of his/her own investigation;
- 4.5.4 make a finding on the level of safety on the property based on the comparison;
- 4.5.5 make recommendations on design standards based on the comparison, the scale of the development and SCRD requirements in Policy 1.4;
- 4.5.6 make recommendations to reduce hazards and risks such as siting requirements to avoid the hazards, requirements for protective work; and
- 4.5.7 report on the requirements for future inspections of the property and recommend who should conduct those inspections.

5. EXCEPTIONS

6. AUTHORITY TO ACT

Delegated to staff through development application approval.

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Attach or refer to related documents

Approval Date:	November 22, 2018	Resolution No.	332/18 Rec. 1
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Infrastructure & Public Works	13
Title:	Water Extraction for the Purpose of Commercial Bottled Water Sales	10

1. PURPOSE

The Sunshine Coast Regional District supports water conservation, solid waste reduction goals, greenhouse gas emission reduction goals, healthy community water infrastructure and protecting the environment for a sustainable future. This policy serves to conserve water in its natural state, to address local and international environmental issues and to support safe, low cost, clean water for communities.

2. SCOPE

This Policy applies to all streams, lakes, groundwater, and wells within the Sunshine Coast Regional District.

3. DEFINITIONS

4. POLICY

The Sunshine Coast Regional District does not support the extraction of fresh water resources in gas, liquid or solid form from surface or groundwater for the purpose of commercial bottled water sales.

5. EXCEPTIONS

6. AUTHORITY TO ACT

Retained by the Board in part and delegated to staff in part.

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Attach or refer to related documents

Approval Date:	February 24, 2011	Resolution No.	088/11 rec. no. 9
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Planning & Development	13BRD-0340-
Title:	Community Amenity Contribution for Independent Power and Resource Projects	50 11

1. PURPOSE

1.1 To provide guidance for the ~~Board, Sunshine Coast Regional District (SCRD) Board~~, staff, and proponents regarding negotiating community amenity contributions.

1.1.2 ~~The intent of this policy is to identify the Sunshine Coast Regional District's~~ SCRD's expectations and provide a basis for identifying suitable community amenity contributions from independent power and resource projects.

2. SCOPE

2.1 ~~The policy a~~ Applies to projects regardless of whether a formal environmental assessment is required.

2.1.2 ~~The policy a~~ Applies to projects regardless of whether an amendment to SCRD Official Community Plans and/or zoning bylaws is required.

3. DEFINITIONS

3.1 ~~An~~ "Independent power project" includes wind, run-of-river, tidal and power produced from other sources.

3.1.2 ~~A~~ "Resource project" includes independent power projects, mining proposals and other resource based activities.

4. POLICY

4.1 ~~Background~~

4.2 ~~Proponents of resource and independent power projects are expected to demonstrate good corporate citizenship and help to achieve what is being called a 'social license'. Social license refers to local communities' acceptance of a project. To achieve acceptance there are voluntary actions that can be undertaken by the proponent to improve local communities' economic, social and environmental well being or to reduce the negative impacts. Voluntary actions are those that go beyond legislative/legal obligations.~~

4.3 ~~Impacts from independent power and resource projects can challenge proponents in building community support. Energy produced from projects can serve a provincial need, but the overall project may bring limited local benefits and both short term and lasting negative impacts to communities. SCRD communities should benefit from the use of the Sunshine Coast's natural resources. In response, a number of progressive proponents have worked with the SCRD to reach community amenity contribution agreements to balance these impacts and provide local and/or regional benefits. The contributions provide proponents with an additional mechanism to address local concerns and expectations of their regulators, green consumers, investors, and corporate energy buyers.~~

4.4 ~~Community amenity contributions are voluntary and entirely at the discretion of both the proponent and the Sunshine Coast Regional District. Contribution amounts may vary and are not limited to a specific project or format. They may include, but are not limited to financial contributions (e.g. lump sum or ongoing payments), tangible assets (e.g. trails and park infrastructure) or in-kind resources (e.g. gravel or excess site materials).~~



BOARD Policy

~~4.5 Establishing a fixed contribution amount to apply to each proposal is inappropriate given the discretionary nature of the arrangement.~~

~~4.6 Purpose~~

~~4.71.1 The intent of this policy is to identify the Sunshine Coast Regional District's expectations and provide a basis for identifying suitable community amenity contributions from independent power and resource projects.~~

~~4.81.1 An independent power project includes wind, run-of-river, tidal and power produced from other sources.~~

~~4.91.1 A resource project includes independent power projects, mining proposals and other resource based activities.~~

~~4.101.1 The policy applies to projects regardless of whether a formal environmental assessment is required.~~

~~4.111.1 The policy applies to projects regardless of whether an amendment to SCRD Official Community Plans and/or zoning bylaws is required.~~

~~4.12 Procedure~~

~~4.13 A community amenity contribution is a voluntary offer at the discretion of the proponent.~~

~~4.14 Acceptance or refusal of a community amenity contribution is a decision of the Regional Board and it does not imply support for, or opposition to the proposed project by the Sunshine Coast Regional District unless otherwise stated.~~

~~4.15 A rezoning application or environmental assessment will be reviewed on the merits of the proposal.~~

~~4.16 A decision by a proponent not to provide a community amenity contribution will not negatively impact the Regional District's review of a proposed project.~~

~~4.17 Upon receipt of independent power or resource project proposals SCRD staff, subject to Board direction, will initiate negotiations with the proponent.~~

~~4.18 A formal agreement, approved by Board resolution, may be signed by all parties and may outline the terms and conditions associated with the community amenity contribution, including: acceptance and use of funds or services, timing, corporate recognition, charitable receipts (if permitted under the relevant legislation), and accommodation of unforeseen circumstances or alternate arrangements.~~

~~4.19 There may be situations when a formal agreement is not required such as if the amenity contribution is a one-time payment.~~

~~4.204.1~~ Determining a Suitable Community Amenity Contribution

- a) The ~~Regional District~~ SCRD will work ~~together~~ with the proponent to ensure a contribution of mutual interest.
- b) The ~~Regional District's general expectation is that the~~ community amenity contribution will be commensurate with the scale and community impact of the project.
- c) Environmental works that return the site to, or maintain, baseline conditions will not be considered as a community amenity contribution. However environmental enhancements may be considered a contribution.
- d) The SCRD ~~prefers retaining~~ retains discretion regarding disbursement of contributions ~~in order~~ to provide flexibility in responding to community needs.
- e) If the project requires re-zoning, ~~then~~ the draft contribution agreement will be made ~~publically~~ available before a public hearing for a rezoning application is scheduled.
- f) Each Community amenity contribution should provide financial or in-kind resources which:
 - i. ~~a~~ Are located in the ~~Sunshine Coast Regional District~~ SCRD;
 - ii. ~~s~~ Satisfy identified community needs or priorities as determined by the SCRD Board.



BOARD Policy

- iii. ~~d~~Does not create a financial, management or operational burden to the ~~Regional District~~ SCRD;
 - iv. ~~e~~Corresponds with an existing service area or function where possible; ~~and~~
 - v. ~~a~~Addresses any other issue identified by the ~~Regional Board~~ SCRD.
- g) The contribution may be a single payment, in-kind contributions, or a regular payment over the life of the project. ~~It could also consist of, or~~ a combination of these.
- h) Where the project is not taking place on a legal parcel, ~~the SCR D prefers~~ one-time contributions are preferred. ~~However t~~ This does not exclude consideration of a contribution that is made over the life of the project.

4.214.2 SCR D Disbursement of Contributions

- a) The Director(s) representing the area(s) where the project is proposed will take the lead to facilitate discussions in determining the disbursement of the contribution.
- b) Decisions to disburse the contribution will be made by SCR D Board resolution.
- c) Financial contributions from all community amenity contribution agreements shall be pooled in a single fund to allow for the ~~Regional District~~ SCR D to allocate contributions to projects across the SCR D area.
- d) Priority will be to address the project's impacts on local communities near the project site.
- e) Where no local community is impacted or where the impacts are wider, disbursement may be to projects associated with services and facilities that serve the wider community such as:
 - i. ~~p~~Parks;
 - ii. ~~l~~ibraries;
 - iii. ~~r~~Recreation; ~~and~~
 - iv. ~~f~~ire departments.
- f) Where there is a direct link between the contribution received and disbursement on a specific project, the SCR D will formally acknowledge the contribution such as by a notice on site or through publicity.
- g) The SCR D will maintain record of which Electoral Area the project is in, the contributions associated with it and how the funds are disbursed. Any in-kind or non-monetary contributions will also be recorded and if possible, a monetary value will be assigned to it.

4.224.3 Implementation

- a) Eligibility for a charitable tax receipt will be considered in accordance with the applicable legislation.
- b) If the amenity contribution requires an ongoing commitment, ~~then~~ an agreement must be signed by all parties.
- c) Where the project is on a legal parcel, the agreement shall be included in a covenant or legal agreement registered on title.
- d) Where the project is not on a legal parcel, the agreement must consider the impact of a sale/transfer of the project to a new owner. A mechanism should be included to note what steps need to be taken to ensure that the agreement's terms/obligations will be met after the sale/transfer has taken place.

5. EXCEPTIONS

6. AUTHORITY TO ACT

Retained by the Board.



BOARD Policy

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	October 22, 2015	Resolution No.	411/15 Rec. No. 2
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Administration	13BRD-0340-
Title:	Strategic Planning	50 2

1. PURPOSE

1.1 Strategic planning is a critical process for any organization ~~in order~~ to maintain its current operations, ~~in managing~~ manage future growth and ~~in addressing~~ increasing demands and expectations for services.

~~1.2 Strategic planning looks primarily at the future—in the context of the changing environment, the challenges and opportunities facing its residents, businesses and communities, as well as its internal operations. It assists the organization to be proactive in responding to changing circumstances and moving away from managing crises.~~

~~1.3 Strategic planning establishes long term goals and annual objectives. It sets targets to monitor and report on its progress. It allows everyone in the organization to work together on a common direction and to build a stronger sense of teamwork between the Board and staff.~~

~~1.4 An effective strategic plan is crisp, clear and concise on what needs to be accomplished by when.~~

~~1.5~~ **1.2** The majority of the Sunshine Coast Regional District (SCRD)'s resources are committed to maintaining its current programs, services, and infrastructure ~~in order~~ to support the residents and businesses on the coast.

~~1.6~~ **1.3** It takes time to readjust current priorities or major initiatives, therefore, it is critical that the Board establish, early in its mandate, what it would like to accomplish during its ~~three~~four-year term.

2. SCOPE

~~2.1 Strategic planning looks primarily at the future in the context of the changing environment, the challenges and opportunities facing its residents, businesses, and communities, as well as its internal operations. It assists the organization to be proactive in responding to changing circumstances and moving away from managing crises.~~

~~2.2 Strategic planning establishes long term goals and annual objectives. It sets targets to monitor and report on its progress. It allows everyone in the organization to work together in a common direction and to build a stronger sense of teamwork between the Board and staff.~~

~~2.3~~ **2.3** An effective strategic plan is clear and concise on what needs to be accomplished by when.

3. DEFINITIONS

4. POLICY

4.1 The SCRD Board will prepare a strategic plan at the beginning of each ~~Board's~~ term and will update the strategic plan throughout its term. ~~—The strategic plan will address the key policy priorities and will be the key focus of the Board's work for our communities.~~



BOARD Policy

5. EXCEPTIONS

6. AUTHORITY TO ACT

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	November 12, 2009	Resolution No.	457/09 Rec. No. 10
Amendment Date:	July 28, 2011	Resolution No.	323/11 Rec. No. 12
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Community Services	15
Subsection:	Board General	TBD
Title:	Room Naming – Parks and Recreation Facilities	1

1. PURPOSE

To provide direction in the naming of rooms within the Sunshine Coast Regional District Parks and Recreation facilities.

2. SCOPE

This Policy applies to all rooms in all SCRD Parks and Recreation facilities.

3. DEFINITIONS

4. POLICY

4.1 Names shall be assigned to rooms within the SCRD Parks and Recreation facilities as follows:

4.1.1 to honour First Nations/pioneers/community leaders/volunteers/individuals in the area in which the recreation facility is located;

4.1.2 by geographic location; historical event or special feature, eg. physical feature;

4.2 Consideration may be given to naming rooms of reasonable size after the donor, individual(s) or business (to be negotiated at the time based on market conditions, etc.)

4.3 Rooms will not be named after a politician while holding office.

4.4 Signage will be used where appropriate either outside or inside the room.

4.5 Interpretive signage may be used to explain the room name.

5. EXCEPTIONS

6. AUTHORITY TO ACT

Retained by the Board.

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Attach or refer to related documents

Approval Date:	November 18, 2010	Resolution No.	455/10
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



BOARD Policy

Section:	Community Services	16
Subsection:	Transit	8500
Title:	Free Ticket Program	1

1. PURPOSE

To provide direction to SCRD staff regarding the management of the free transit ticket program.

2. SCOPE

3. DEFINITIONS

4. POLICY

BC Transit and the SCRD continually work to ensure equal access to the transit service. Transit fares are a financial barrier for some residents on the Sunshine Coast. Upon request, the SCRD may provide local social service agencies, without prejudice, a specified allotment of complimentary transit tickets to be distributed to agency clients who do not otherwise have the financial means to access the SCRD transit service for employment, health, or recreation purposes.

5. EXCEPTIONS

6. AUTHORITY TO ACT

Delegated to staff.

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Attach or refer to related documents

Approval Date:	March 12, 2015	Resolution No.	124/15 rec 1
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

TERMS OF REFERENCE

Board Policy Review Committee

1. Purpose

- 1.1 The purpose of the Board Policy Review Committee is to review policies of the Board of the Sunshine Coast Regional District (SCRD) and to make recommendations to the SCRD Board with respect to the amendment, repeal and/or development of new Board policy.

2. Duties/Mandate

- 2.1 The Board Policy Review Committee is a standing committee of the Board that reviews Board policies to ensure they remain relevant, timely, and provide meaningful guidance by which the Board conducts its business and to also establish parameters within which staff may carry out Board directives.

3. Membership

- 3.1 The Board Policy Review Committee is comprised directors appointed annually by the Chair of the Sunshine Coast Regional District.
- 3.2 The Chair and Vice Chair of the Committee will be appointed annually by the Chair of the Sunshine Coast Regional District.

4. Operations

- 4.1 The Board Policy Review Committee will meet at least once annually and from time to time, as required by the SCRD Board or the Chair of the Committee.

**SUNSHINE COAST REGIONAL DISTRICT
BOARD POLICY REVIEW COMMITTEE**

July 20, 2022

RECOMMENDATIONS FROM THE BOARD POLICY REVIEW COMMITTEE MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	Electoral Area E	D. McMahon
	Directors	Electoral Area A Electoral Area B Electoral Area F District of Sechelt District of Sechelt	L. Lee L. Pratt M. Hiltz A. Toth D. Siegers
ALSO PRESENT:		Chief Administrative Officer Corporate Officer Executive Assistant/ Recorder Area A Alternate Director	D. McKinley S. Reid C. Armitage C. Alexander

CALL TO ORDER

1:05 p.m.

AGENDA

The agenda was adopted as presented.

REPORTS**Recommendation No. 1** *Board Policy Review - Repeal*

The Board Policy Review Committee recommended that the report titled Inaugural Meeting of the Board Policy Review Committee be received for information;

AND THAT the following policies be repealed:

Subsection	Policy No.	Policy Title
Board - General	1-0530-1	Public Statements
Board - General	1-0530-2	Press Release
Board - General	1-0530-4	Access to Planning Files
Board - Meetings	1-0550-1	Agendas
Board - Meetings	1-0550-3	Public Notice for SCRD Meetings
Board - Meetings	1-0550-5	Board Meetings
Board - Meetings	1-0550-6	Filming Board and Committee Meetings
Board - Meetings	1-0550-7	Retention and Destruction of Audio Recordings
Board - Meetings	1-0550-8	Late Agenda Items
Plans and Programs	1-0620-1	Overall Goals

Subsection	Policy No.	Policy Title
Plans and Programs	1-0620-2	Overall Goals
Security - General	1-0680-1	Access After Hours
Energy Management	2-0970-2	Energy Management Policy
Procurement - General	3-1200-1	Tender Documents
Procurement - General	3-1200-2	Supplies and Services
Procurement - General	3-1200-3	Capital Assets
Procurement - General	3-1200-4	Contracts
Vehicles	3-1280-1	Vehicle Identification
Information Services - Books and Publications	4-1405-1	Dissemination of Mapping & Digital Equipment
Salaries and Wages - Benefits and Services	5-1900-1	Directors - Loss of Wages
Personnel - General	7-2510-1	Hiring of Regional District Officers
Building Regulations - General	9-3760-1	Mobile Homes within the Agricultural Land Reserve
Building Regulations - Building Permits & Inspections	9-3800-1	Notification of Stop Work Orders
Building Regulations - Building Permits & Inspections	9-3800-2	Enforcement - Floating Structures
Bylaw Enforcement - General	9-4000-2	Complaints - Confidentiality
Bylaw Enforcement - General	9-4000-3	Adjudicator Qualifications
Cemetery Administration	9-4100-1	No Irrigation of SCRD Cemeteries
Elections	9-4200-1	Election Results
Licenses - Individual	9-4320-1	Beer Gardens - Annual Limit of Approvals
Ports	11-5230-1	Docks - Piling Replacement
Solid Waste Disposal - Recycling	11-5380-1	Relief Funding for Private Recyclers
Solid Waste Disposal - Recycling	11-5380-2	Large Volume Recycling from the ICI Sector
Utilities	11-5500-1	Utility Lines
Water Supply and Distribution	11-5600-1	Unauthorized Water Connections
Water Supply and Distribution	11-5600-2	Drought Management
Parks Administration - General	12-5810-1	Facility Rental Fees
Planning and Development	13-6410-1	Land Use
Planning and Development	13-6410-2	Indian Reserves
Planning and Development	13-6410-3	ALR Lands within Villages
Planning and Development	13-6410-5	Complaints - Planning Related Permits
Strategic Planning - General	13-6430-1	Sustainable Community
Official Community Plan	13-6480-1	Official Community Plans
Development - Agricultural Land	13-6635-1	Agricultural Land Reserves Covenant for Second Dwelling
Development - Agricultural Land	13-6635-2	ALR Applications within Roberts Creek

Recommendation No. 2 *Board Policy Review – Hold for Repeal*

The Board Policy Review Committee recommended that the following policies be held for repeal until the replacement policies have been adopted:

Subsection	Policy No.	Policy Title
Asset Management and Inventories	5-1025-1	Asset Management Policy
General	5-1610-2	Feasibility Study Funding
Bylaw Enforcement	9-3800-4	Bylaw Enforcement Complaints
Sanitary Sewer	11-5340-1	Local Community Sewage Systems

Recommendation No. 3 *Board Policy Review – Reaffirm*

The Board Policy Review Committee recommended that the following policies be reaffirmed:

Subsection	Policy No.	Policy Title
Board - General	1-0340-1	Waiving Fees and Charges
Board - General	1-0530-5	Proclamations
Budgets - General	5-1700-1	Financial Sustainability
Grants to Organizations	5-1850-2	Electoral Areas' Grant-in-Aid
Salaries and Wages – Benefits and Services	5-1900-2	Directors – Remuneration Review

Recommendation No. 4 *Board Policy Review – Reaffirm as Operational*

The Board Policy Review Committee recommended that the following policies be reaffirmed as Operational Policies:

Subsection	Policy No.	Policy Title
Strata Title Properties	8-3300-1	Strata Conversion of Previously Occupied Lawful Dwelling Units
Building Regulations - Building Permits & Inspections	9-3800-3	Registering Notice on Title
Water Supply and Distribution	11-5600-3	Toilet Rebate Program
Planning and Development	13-6410-7	Public Hearing Submissions

Recommendation No. 5 *Board Policy Review – For Further Review*

The Board Policy Review Committee recommended that the following policies be brought back to the Board Policy Review Committee for further review and minor amendment:

Subsection	Policy No.	Policy Title
Ceremonies and Celebrations	1-0330-1	Laying of Wreaths
Board – General	1-0530-6	Board Administration
Board – Meetings	1-0550-2	Petitions and Delegations
Board – Meetings	1-0550-4	Agenda Item Submission Deadline

Plans and Programs	1-0620-3	Pesticide Use and Invasive Species Management
Assets and Procurement	3-1200-5	Procurement Policy
Vehicles	3-1280-2	Use & Insurance of Rental & Personal Vehicles
General	5-1610-1	Support Service Allocation
Debt	5-1760-1	Debt Management Policy
Expense Accounts	5-1800-1	Directors - Reimbursement of Travel & Other Expenses
Expense Accounts	5-1800-2	Constituency Expenses
Benefits – General	7-2550-1	Directors - Travel Accident Insurance
Bylaw Enforcement - General	9-4000-4	Screening Officer Bylaw Notice
Street and Roads	11-5400-1	Street Lighting
Independent Power Projects	11-5510-1	Independent Power Production Development in the Sunshine Coast Regional District
Water Supply and Distribution	11-5600-4	Funding Watermain Extensions DRAFT
Parks Administration – General	12-5810-2	SCRD Park Naming
Planning and Development	13-6410-6	Development Variance Permits
Planning and Development	13-6410-8	Geo-Hazard Acceptability in Development Approval
Planning and Development	13-6410-10	Water Extraction for the purpose of Commercial Bottled Water Sales
Planning and Development	13-6410-11	Community Amenity Contribution for Independent Power and Resource Projects
Strategic Planning – General	13-6430-2	Strategic Planning
Recreation – General	15-TBD-1	Room Naming - Parks and Recreation Facilities
Transit	16-8500-1	Free Ticket Program

Recommendation No. 6 *Board Policy Review – For Revision*

The Board Policy Review Committee recommended that the following policies be brought back to the Board Policy Review Committee for further review and major revision:

Subsection	Policy No.	Policy Title
Board - General	1-0530-3	Correspondence
Gas Tax	5-0580-1	Federal Gas Tax - Community Works Fund
Legal Matters - General	6-2210-1	Contacting SCRD Solicitors
Volunteers	7-2830-1	Committee Volunteer Meeting Expenses
Subdivisions and Subdivision Control	8-3320-2	Parks Acquisition from Subdivision
Parks Administration - General	12-5810-4	New Trails and Bikeways Procurement And Administration by SCRD Function

Planning and Development	13-6410-9	Advisory Planning Commission Communications
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Attachment 3

ADJOURNMENT

3:50 p.m.

Committee Chair

Attachment 3

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Board Policy Review Committee – June 1, 2023

AUTHOR: Gerry Parker, Senior Manager, Human Resources

SUBJECT: ADDITIONAL POLICIES FOR REVIEW

RECOMMENDATION(S)

- (1) THAT the report titled Additional Policies for Review be received for information;**
 - (2) AND THAT the Board Policy Review Committee identify and prioritize the policies for action.**
-

BACKGROUND

At the Inaugural Board Policy Review Committee Meeting held on July 20, 2022, staff provided the committee with a collection of all Board policies and a template to help classify policies using the following criteria and asked the Committee to identify and prioritize policies requiring further action.

Repeal: no longer needed

Housekeeping: update as needed/make minor amendments (e.g., neutralize/update language)

Leave as is: no changes are needed

Major Overhaul: will take a significant amount of time and resources to amend

Operational: should be an operational policy rather than Board policy

DISCUSSION

Two additional policies were found stored within our operational policies. Research confirmed that they were approved by resolution and are identified as Board Policies and are therefore before the committee to be identified and prioritized according to the classifications listed above.

1. Staff Development Policy (Attachment 1) - staff recommend this Policy be classified as Operational. This policy refers to staff training and acting or interim wages with such compensation provisions currently residing within Bylaw 633. Staff are in the midst of drafting revisions to that Bylaw.
2. Performance Management Policy (Attachment 2) – staff recommend this policy be repealed. This Policy was replaced by an Operational Policy in November 2016, and was meant to be brought forward for repeal at that time. The SCRD's Performance Engagement Program (PEPtalk) came into effect in May 2015, which replaced all former approaches to performance management.

STRATEGIC PLAN AND RELATED POLICIES

CONCLUSION

Two additional policies that require Committee review and classification have been identified. Staff recommend that the Staff Development policy be reclassified as an operational policy and the Performance Management Policy be repealed.

Attachment 1: Staff Development Policy

Attachment 2: Performance Management Policy

Reviewed by:			
Manager		Finance	
GM	X- I. Hall	Legislative	X – S. Reid
CAO	X – D.McKinley	Other	



Human Resources Policy & Procedure Manual

Subject: Staff Development

Page 1 of 2

PURPOSE

- To state the commitment of SCRD to supporting and encouraging continuous learning
- To increase active participation in continuous learning
- To provide guidelines for implementation, decision-making and approvals.

SCOPE

This policy applies to all post-probationary staff.

POLICY

The SCRD recognizes that development of human resources is critical to achievement of the organization's vision through "...responsive and effective government...". Enhanced job satisfaction, motivation and retention are also important organizational objectives that will be met by the provision of education and growth opportunities for staff.

The SCRD supports continuous learning consistent with the guidelines attached in *Appendix 1* and encourages all levels of staff to participate in the learning process, particularly in the context of the annual *Performance Plan and Review ("PPR")*¹.

Decision-making

This policy allows broad discretion to a manager to authorise education and growth opportunities that reflect and support the policy objectives. The table attached at *Appendix 1* provides a framework and guidelines for decision-making with respect to budgeting of funds for staff development and approval of leaves.

Options for development and growth

Options are not limited to classroom or on-line learning. This policy encourages consideration of the broad spectrum of options, such as "acting" or "in charge" assignments, promotions, project work and exchanges as opportunities for continuous learning.

RESPONSIBILITIES

CAO

- To provide broad policy direction

¹ Refer to SCRD Performance Management Program

Effective Date: January, 2005	Authorized By: Board of Directors, Dec 9, 2004
Replaces: New	Revision Date: II - 80



Human Resources Policy & Procedure Manual

Subject: Staff Development

Page 2 of 2

- To provide higher level approvals consistent with the guidelines in *Appendix 1*.

Managers/General Managers

- To partner with their employees in establishing learning goals (performance planning) and document them in the *Performance Plan and Review*.
- To identify, facilitate and evaluate learning opportunities
- To budget for appropriate funding to support staff development
- To approve arrangements in accordance with guidelines, subject to available funding as appropriate (*Appendix 1*).

Employees

- To partner with their manager or reviewer to establish learning goals
- To identify learning opportunities
- To provide information about appropriate courses for the consideration of their manager or reviewer.

Human Resources

- To facilitate staff development using a proactive approach
- To advise, guide and assist staff in the application of this policy and guidelines
- To investigate and deliver corporate training programs that will contribute to "responsive and effective government".

PROCEDURE

Materials Required

- Education and Training Leave form (if time away from work is requested), OR
- Learning agreement (see categories 7, 8 and 9 in *Appendix 1*)

Procedural steps

- Agreement in principle (PPR) and provisional approval, subject to available funds (see *Appendix 1*)
- Budgeting if necessary
- Completion of required form (*Education and Training Leave form* or *Learning Agreement* and obtaining approvals (see *Appendix 1*)
- Completion of learning opportunity
- Reporting back to the organization
- Reimbursements as applicable (see *Appendix 1*).

Effective Date: January, 2005	Authorized By: Board of Directors, Dec 9, 2004
Replaces: New	Revision Date: II - 80



**Human Resources
Policy & Procedure Manual**

**Subject: Performance Management Program and
Salary Administration for exempt staff**

Page 1 of 9

PREAMBLE

The SCRD Exempt Employment Bylaw No. 473 has the following provisions:

Under section 7.0 – PERFORMANCE REVIEWS:

7.2 *"The Board of Directors may, on recommendation of the Chief Administrative Officer, implement a performance –based variable compensation plan for exempt employees, i.e. related to measurable outcomes for the benefit of the Regional District."*

This provision is addressed in the Exempt Performance Management Policy on pages 1-6.

Under section 8.0 – REMUNERATION AND HOURS OF WORK:

8.1 *"The Regional District will pay exempt employees an annual salary in accordance with an established pay grid. The pay grid will normally be reviewed every three years, or at such shorter interval as may be determined by the Board of Directors on the recommendation of the Chief Administrative Officer."*

This provision is addressed in the Exempt Salary Administration Policy from page 7 onwards.

Together the Exempt Performance Management Policy, the Exempt Salary Administration Policy and the guidelines and principles which are integral to them form the Performance Management and Salary Administration Program ("the Program") for exempt managers and non-managers of the Sunshine Coast Regional District.

A key concept of the Program is the link between compensation and "measurable outcomes". The policies forming the Program work together to show the link between compensation and achievement of "measurable outcomes", which is specifically addressed in subsections 2.3.2 and 2.3.3 of this document.

Effective Date:	January, 2004	Authorized By:	Board of Directors, May 26, 2004
Replaces:		Revised Date:	11-70



Human Resources Policy & Procedure Manual

Subject: Performance Management Program and Salary Administration for exempt staff

Page 2 of 9

1.0 EXEMPT PERFORMANCE MANAGEMENT POLICY

1.1 PURPOSE

The purpose of the Exempt Performance Management Policy is to:

- a) encourage excellent performance in exempt staff by recognising the achievement of results that are linked to business plans and/or corporate priorities and the demonstration of SCRD Core Competencies, and;
- b) provide a framework for a consistent and equitable approach to performance management, staff development and salary administration, based on measurable outcomes.

1.2 SCOPE

This policy applies to all exempt management and non-management staff covered by Bylaw 473 (*SCRD Exempt Employment Bylaw*) and the Manager of Financial Services/Deputy Treasurer.

1.3 POLICY

The Sunshine Coast Regional District recognises the role of equitable and effective performance management and staff development in attracting and retaining a high performance exempt team. This policy in conjunction with the Salary Administration Policy will together provide for the implementation of the provisions of the SCRD Exempt Employment Bylaw, No. 473.

1.3.1 Guiding principles for performance management

- a) Demonstrate how achievement of individual goals supports overall achievement of SCRD strategic direction and realisation of the Board's vision.
- b) Define a clear accountability framework.

Effective Date:	January, 2004	Authorized By:	Board of Directors, May 26, 2004
Replaces:		Revision Date:	11-70



Human Resources Policy & Procedure Manual

Subject: Performance Management Program and Salary Administration for exempt staff

Page 3 of 9

- c) Establish pre-defined quantitative and qualitative measures with some consistency across the exempt group
- d) Allow for significant changes in circumstances or priorities from year to year.
- e) Develop and support a high performance leadership group that can objectively demonstrate its contribution to excellence and service.
- f) Integrate and respect SCRD leadership competencies, values and ethics.

1.3.2 PERFORMANCE MANAGEMENT PROGRAM ELEMENTS

The three main elements of exempt performance are:

- a) Ongoing Commitments
- b) Key Commitments
- c) Demonstration of SCRD Core Competencies.

1.3.2 a) Ongoing Commitments

These are the continuing responsibilities of the position that do not normally change from year to year, such as financial management, human resource management, business planning, policy development and operational program delivery.

1.3.2 b) Key Commitments

These are commitments that are priority areas of focus that will likely change from year to year, in response to changing priorities and commitments of the Board or a changing business environment.

1.3.2 c) Defining Ongoing and Key Commitments

Ongoing and key commitments should be "S.M.A.R.T." commitments:

- S Stated
- M Measurable
- A Achievable through influence and control and with available resources
- R Results-oriented
- T Time-based.

Effective Date:	January, 2004	Authorized By:	Board of Directors, May 26, 2004
Replaces:		Revision Date:	89 11-70



Human Resources Policy & Procedure Manual

Subject: Performance Management Program and Salary Administration for exempt staff

Page 4 of 9

Normally there will be 1-3 measures for each Ongoing and Key Commitment. Examples of measures can include:

- a) Input and output measures, e.g. resources required (inputs): permits issued (outputs).
- b) Outcome measures e.g. staff satisfaction measures, savings or improvement measures.
- c) Customer Service measures e.g. customer satisfaction measures. Additional information about performance measurement requirements is in Section 1.4.

1.3.2. d) SCRD Core Competencies for Managers

SCRD and CEP Local 466 have jointly established Core Competencies for bargaining unit staff and these will be the starting point for exempt staff. We will revisit the Core Competencies as required and add to them for management purposes (*see attached Summary of Core Competencies*).

1.4 PERFORMANCE MEASUREMENT – USE AND IMPLEMENTATION

Human Resources will work with General Managers, Managers and the CAO to develop performance measures. Some general characteristics and requirements of performance measures follow:

- a) Performance measures must be articulated in an annual performance agreement, signed by the parties and filed in Human Resources by May 31st each year, so that the parties to that agreement and the CAO can assess the achievement of Ongoing and Key Commitments in the following twelve months.
- b) Performance agreements may be modified during the twelve-month period commencing June 1st each year to reflect a significant change in circumstances. Such agreements must also be in writing, signed by the parties and filed in Human Resources on completion.
- c) Measures must be agreed upon by each exempt incumbent and their manager and articulated in the incumbent's performance agreement.

Effective Date:	January, 2004	Authorized By:	Board of Directors, May 26, 2004
Replaces:		Revision Date:	1 11-70



Human Resources Policy & Procedure Manual

Subject: Performance Management Program and Salary Administration for exempt staff

Page 5 of 9

- d) Measures may be qualitative and/or quantitative, but must be observable or supported by data to identify if and how well the commitments are met.
- e) Standards for expected level of achievement of these results must also be articulated in the performance agreement. If feasible, performance measures should also describe exceptional performance.

1.5 PERFORMANCE MEASUREMENT REQUIREMENTS FOR ADVANCEMENT THROUGH SALARY GRID

There are performance measurement pre-requisites for advancement through the salary grid. Refer to subsection 2.3.3 – *Base Salary – pre-requisites for progression through steps*.

1.6 RESPONSIBILITIES

1.6.1 Chief Administrative Officer

- a) To give overall direction to this program and ensure that it is consistent with the Board's stated goals and objectives
- b) To review performance evaluation documentation and approve recommendations for salary increases in accordance with this program
- c) To address performance issues if Ongoing Commitments have not been met, in consultation with the Board and General Managers/Managers as appropriate.
- d) To recommend to the Board the termination of exempt staff in accordance with Section 18.00 of the Exempt Employment Bylaw No. 473, if and when necessary.

1.6.2 General Managers/Managers

- a) To manage performance of exempt managers (responsibility of General Managers only), non-managers and bargaining unit employees reporting to them, ensuring that the expectations of the SCRD with respect to performance management have been met

Effective Date:	January, 2004	Authorized By:	Board of Directors, May 26, 2004
Replaces:		Revision Date:	11-70



Human Resources Policy & Procedure Manual

Subject: Performance Management Program and Salary Administration for exempt staff

Page 6 of 9

- b) To recommend salary increases for any exempt managers and non-management employees reporting to them in accordance with this program
- c) To act as advocates for the SCRD performance management program as a whole, participate in evaluation of the program and recommend improvements
- d) To identify training and support needs to Human Resources with respect to performance management.

1.6.3 Human Resources

- a) To develop performance measures in collaboration with the CAO, General Managers and Managers
- b) To advise, guide and assist the CAO, General Managers and Managers in the application of this program and policy and maintain appropriate records.
- c) To verify and audit compliance with the program.

Effective Date:	January, 2004	Authorized By:	Board of Directors, May 26, 2004
Replaces:		Revision Date:	11-7



Human Resources Policy & Procedure Manual

Subject: Performance Management Program and Salary Administration for exempt staff

Page 7 of 9

2.0 SALARY ADMINISTRATION PROGRAM FOR EXEMPT STAFF

2.1 PURPOSE

To establish and maintain a salary administration plan in accordance with the Exempt Employee Salary Bylaw No. 473, section 8.1.

2.2 SCOPE

This policy applies to all management and non-management staff covered by *SCRD Exempt Employee Salary Bylaw No. 473*.

2.3 POLICY ON SALARY ADMINISTRATION

2.3.1 Base Salary – structure

The exempt salary grid will have four (4) steps, with the maximum (Step 4) reflecting market conditions. The vertical structure of the grid will reflect the value of management and non-management positions relative to each other ("internal equity"), as established by triennial review.

2.3.2 Base Salary – progression through steps

Progression through the steps will normally occur on the incumbent's anniversary date of hire with the SCRD, provided that one complete business cycle has elapsed and all Performance Management Program requirements have been met to the satisfaction of the CAO.

On the recommendation of the GM, the CAO may approve an interim or partial increase for a new employee who may otherwise be significantly disadvantaged because a complete business cycle has not elapsed.

Once the maximum (Step 4) has been reached, the incumbent is subject to cost of living increases only.

2.3.3 Base Salary - pre-requisites for progression through grid steps

- a) Performance agreement signed by incumbent and their immediate superior and filed with Human Resources by May 31st each year.

Effective Date:	January, 2004	Authorized By:	Board of Directors, May 26, 2004
Replaces:		Revised Date:	11-70



Human Resources Policy & Procedure Manual

Subject: Performance Management Program and Salary Administration for exempt staff

Page 8 of 9

- b) Ongoing commitments met within the previous business cycle
- c) Documentation to show the achievement of Ongoing Commitments including measures used and results.
- d) Satisfactory demonstration of SCRD Core Competencies
- e) Recommendation of General Manager
- f) CAO approval.

2.3.4 Base Salary – application for new hires

Newly hired exempt management and non-management staff will normally start at Step 1. A starting salary higher than Step 1 may be justified in some circumstances in order to attract a well-qualified candidate when the supply of qualified candidates is limited. In such circumstances, CAO approval is required prior to such an offer being made.

2.3.5 Base Salary – maintenance of grid

The salary grid shall be kept current with changes in the Consumer Price Index for Vancouver, calculated as follows:

(CPI Vancouver @ November, Year 1) less (CPI Vancouver @ November, Year 0)
divided by (CPI Vancouver @ November, Year 0)

The SCRD will undertake a review of the grid at least every three (3) years to ensure that the maximum rate (Step 4) remains current, compared with similar positions in other comparable-sized local governments. The SCRD maximum rate (Step 4) is intended to be comparable to the average of the salaries in the survey sample.

A CPI increase may be withheld at the discretion of the CAO in consultation with the GM when significant performance deficiencies have been identified.

2.3.6 Promotion

Promotion is defined as a change from one exempt position to another exempt position with a higher maximum rate.

Effective Date:	January, 2004	Authorized By:	Board of Directors, May 26, 2004
Replaces:		Revision Date:	11-70



Human Resources Policy & Procedure Manual

Subject: Performance Management Program and Salary Administration for exempt staff

Page 9 of 9

Promotion may result from either:

- a) Board approval of the CAO's recommendation, recognising additional responsibilities which are reflected in a new job description and a change of Ongoing Commitments for the incumbent, or
- b) An internal candidate successfully bidding into an exempt position with a higher maximum rate (may be a bargaining unit employee or an exempt employee).

When an employee is promoted, the new salary will be according to the first step on the higher grid level to give the employee an increase over salary immediately prior to promotion.

2.3.7 Acting pay

Acting pay will be in accordance with Section 8.6 of the *Exempt Employment Bylaw No. 473*.

2.4 RESPONSIBILITIES

For further discussion and articulation:

2.4.1 Chief Administrative Officer

2.4.2 General Managers/Managers

2.4.3 Human Resources

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