



INAUGURAL BOARD POLICY REVIEW COMMITTEE

Wednesday July 20, 2022

**Held Electronically
and Transmitted via the SCRD Boardroom,
1975 Field Road, Sechelt, B.C.**

AGENDA

CALL TO ORDER 1:00 p.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

REPORTS

2. Inaugural Meeting of the Policy Review Committee -
Corporate Officer and Executive Assistant
(Voting – All Directors)

Annex A
Pages 1 - 225

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Policy Review Committee – July 20, 2022

AUTHOR: Sherry Reid, Corporate Officer
Christine Armitage, Executive Assistant

SUBJECT: INAUGURAL MEETING OF THE POLICY REVIEW COMMITTEE

RECOMMENDATION(S)

THAT the report titled Inaugural Meeting of the Policy Review Committee be received for information;

AND THAT the Policy Review Committee identify and prioritize policies requiring further action as per attachment A.

BACKGROUND

At the regular Board Meeting of April 28, 2021, the following Resolution was adopted (in part):

107/22 cont. **Recommendation No. 2** *2022 Chair's Appointment to Standing Committees*

THAT the report titled 2022 Chair's Appointments to Standing Committees be received for information;

AND THAT Chair appointments and newly established standing committees for Committee of the Whole, Electoral Area Services, and Board Policy Review be affirmed as follows:

...Board Policy Review Committee:

Chair	Donna McMahon
Vice Chair	Mark Hiltz
Members	(Directors Toth, Pratt, Lee)

AND THAT the 2022 Board standing committee meeting schedule be updated to reflect appointments to the newly established committees, effective May 6, 2022;

AND THAT the Terms of Reference for each of the Committee of the Whole, the Electoral Area Services Committee, and the Board Policy Review Committee be approved as amended, as follows:

- ...Amend section 4.1 of the Board Policy Review Committee to: "The Board Policy Review Committee will meet at least once annually and from time to time...";...

DISCUSSION

The purpose of the 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, and to also establish parameters within which staff may carry out Board directives. The committee will make recommendations to the SCRD Board with respect to amendments, repeals and/or development of new Board policy.

Staff have provided the committee with a collection of all Board policies and a template (attachment A) to help classify policies using the following criteria and ask 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

STRATEGIC PLAN AND RELATED POLICIES

CONCLUSION

This report is intended to guide the discussion and decision-making process as it relates to identifying and prioritizing policies requiring further action.

Attachment A: Policies Collection Classification

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

	Policy Title	Date Approved	Policy #	Sub-Section	Action (pick from drop down menu)
Administration					
1	Laying of Wreaths	February 8, 2007	1-0330-1	Ceremonies and Celebrations	
2	Waiving Fees and Charges	October 29, 2009	1-0340-1	Board - General	
3	Public Statements	February 24, 1983	1-0530-1	Board - General	
4	Press Release	February 24, 1983	1-0530-2	Board - General	
5	Correspondence	March 11, 2010	1-0530-3	Board - General	
6	Access to Planning Files	March 8, 2007	1-0530-4	Board - General	
7	Proclamations	December 10, 2009	1-0530-5	Board - General	
8	Board Administration	September 14, 2017	1-0530-6	Board - General	
9	Agendas	February 24, 1983	1-0550-1	Board - Meetings	
10	Petitions and Delegations	March 14, 2009	1-0550-2	Board - Meetings	
11	Public Notice for SCRD Meetings	October 11, 2001	1-0550-3	Board - Meetings	
12	Agenda Item Submission Deadline	December 10, 2009	1-0550-4	Board - Meetings	
13	Board Meetings	January 13, 2005	1-0550-5	Board - Meetings	
14	Filming Board and Committee Meetings	September 11, 2008	1-0550-6	Board - Meetings	
15	Retention and Distruction of Audio Recordings	July 24, 2008	1-0550-7	Board - Meetings	
16	Late Agenda Items	December 10, 2009	1-0550-8	Board - Meetings	
17	Overall Goals	February 24, 1983	1-0620-1	Plans and Programs	
18	Overall Goals	February 24, 1983	1-0620-2	Plans and Programs	
19	Pesticide Use and Invasive Species Management	January 22, 2015	1-0620-3	Plans and Programs	
20	Access After Hours	September 14, 2000	1-0680-1	Security - General	
Buildings, Facilities and Properties					
21	Energy Management Policy	June 13, 2013	2-0970-2	Energy Management	
Equipment and Supplies					
22	Tender Documents	February 24, 1983	3-1200-1	Procurement - General	
23	Supplies and Services	February 24, 1983	3-1200-2	Procurement - General	
24	Capital Assets	February 24, 1983	3-1200-3	Procurement - General	
25	Contracts	February 24, 1983	3-1200-4	Procurement - General	
26	Procurement Policy	September 12, 2019	3-1200-5	Assets and Procurement	
27	Vehicle Identification	February 24, 1983	3-1280-1	Vehicles	
28	Use & Insurance of Rental & Personal Vehicles	September 14, 2000	3-1280-2	Vehicles	
Information Systems and Services					
29	Dissemination of Mapping & Digital Equipment	July 15, 2010	4-1405-1	Information Services - Books and Publications	
Finance					
30	Federal Gas Tax - Community Works Fund	March 11, 2021	5-0580-1	Gas Tax	
31	Asset Management Policy	February 12, 2015	5-1025-1	Asset Management and Inventories	
32	Support Service Allocation	November 26, 2020	5-1610-1	General	
33	Feasibility Study Funding	March 12, 2010	5-1610-2	General	
34	Financial Sustainability	October 8, 2020	5-1700-1	Budgets - General	
35	Debt Management Policy	December 11, 2014	5-1760-1	Debt	
36	Directors - Reimbursement of Travel & Other Expenses	September 14, 2000	5-1800-1	Expense Accounts	
37	Constituency Expenses	December 11, 2014	5-1800-2	Expense Accounts	
38	Electoral Areas' Grant-in-Aid	February 11, 2021	5-1850-2	Grants to Organizations	
39	Directors - Loss of Wages	February 24, 1983	5-1900-1	Salaries and Wages - Benefits and Services	

Repeal: no longer needed
Housekeeping: update as needed/make minor amendments (ex. 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

40	Directors - Remuneration Review	October 14, 2021	5-1900-2	Committees
Legal Matters				
41	Contacting SCRD Solicitors	April 29, 2004	6-2210-1	Legal Matters - General
Personnel				
42	Hiring of Regional District Officers	February 24, 1983	7-2510-1	Personnel - General
43	Directors - Travel Accident Insurance	February 24, 1983	7-2550-1	Benefits - General
44	Committee Volunteer Meeting Expenses	November 10, 2005	7-2830-1	Volunteers
Protective Services				
Land Administration				
	Strata Conversion of Previously Occupied Lawful			
45	Dwelling Units	January 22, 2009	8-3300-1	Strata Title Properties
46	Parks Acquisition from Subdivision	May 24, 2012	8-3320-2	Subdivisions and Subdivision Control
Legislative and Regulatory Services				
47	Mobile Homes within the Agricultural Land Reserve	June 24, 1993	9-3760-1	Building Regulations - General
48	Notification of Stop Work Orders	February 24, 1983	9-3800-1	Building Regulations - Building Permits & Inspections
49	Enforcement - Floating Structures	February 25, 1999	9-3800-2	Building Regulations - Building Permits & Inspections
50	Registering Notice on Title	October 28, 1999	9-3800-3	Building Regulations - Building Permits & Inspections
51	Bylaw Enforcement Complaints	October 11, 2012	9-3800-4	Bylaw Enforcement
52	Complaints - Confidentiality	June 16, 1996	9-4000-2	Bylaw Enforcement - General
53	Adjudicator Qualifications	June 23, 2011	9-4000-3	Bylaw Enforcement - General
54	Screening Officer Bylaw Notice	June 23, 2011	9-4000-4	Bylaw Enforcement - General
55	No Irrigation of SCRD Cemeteries		9-4100-1	Cemetery Administration (Missing Policy)
56	Election Results	May 28, 1992	9-4200-1	Elections
57	Beer Gardens - Annual Limit of Approvals	July 10, 1997	9-4320-1	Licenses - Individual
Community Services				
Engineering and Public Works				
58	Docks - Piling Replacement	October 14, 2004	11-5230-1	Ports
59	Local Community Sewage Systems	May 11, 2006	11-5340-1	Sanitary Sewer
60	Relief Funding for Private Recyclers	February 26, 2009	11-5380-1	Solid Waste Disposal - Recycling
61	Large Volume Recycling from the ICI Sector	March 10, 2011	11-5380-2	Solid Waste Disposal - Recycling
62	Street Lighting	March 10, 2005	11-5400-1	Street and Roads
63	Utility Lines	February 24, 1983	11-5500-1	Utilities
	Independent Power Production Development in the			
64	Sunshine Coast Regional District	June 17, 2004	11-5510-1	Independent Power Projects
65	Unauthorized Water Connections	April 29, 1983	11-5600-1	Water Supply and Distribution
66	Drought Management	January 23, 2003	11-5600-2	Water Supply and Distribution
67	Toilet Rebate Program	November 17, 2014	11-5600-3	Water Supply and Distribution
68	Funding Watermain Extensions DRAFT	November 12, 2009	11-5600-4	Water Supply and Distribution
Parks Administration				
69	Facility Rental Fees	November 22, 1984	12-5810-1	Parks Administration - General
70	SCRD Park Naming	June 22, 2000	12-5810-2	Parks Administration - General
	New Trails and Bikeways Procurement And			
71	Adminstration by SCRD Function	May 24, 2012	12-5810-4	Parks Administration - General
Planning and Development				
72	Land Use	February 24, 1983	13-6410-1	Planning and Development
73	Indian Reserves	February 24, 1983	13-6410-2	Planning and Development

74	ALR Lands within Villages	February 24, 1983	13-6410-3	Planning and Development
75	Complaints - Planning Related Permits	June 24, 1993	13-6410-5	Planning and Development
76	Development Variance Permits	March 22, 2001	13-6410-6	Planning and Development
77	Public Hearing Submissions	January 22, 2004	13-6410-7	Planning and Development
78	Geo-Hazard Acceptability in Development Approval	November 22, 2018	13-6410-8	Planning and Development
79	Advisory Planning Commission Communications	June 25, 2009	13-6410-9	Planning and Development
	Water Extraction for the purpose of Commercial			
80	Bottled Water Sales	February 24, 2011	13-6410-10	Planning and Development
	Community Amenity Contribution for Independent			
81	Power and Resource Projects	October 22, 2015	13-6410-11	Planning and Development
82	Sustainable Community	July 10, 2003	13-6430-1	Strategic Planning - General
83	Strategic Planning	July 28, 2011	13-6430-2	Strategic Planning - General
84	Official Community Plans	February 24, 1983	13-6480-1	Official Community Plan
	Agricultural Land Reserves Covenant for Second			
85	Dwelling	October 15, 1992	13-6635-1	Development - Agricultural Land
86	ALR Applications within Roberts Creek	November 27, 2003	13-6635-2	Development - Agricultural Land
Recreation and Cultural Services				
87	Room Naming - Parks and Recreation Facilities	November 18, 2010	15-TBD-1	Recreation - General
Transportation and Transit Services				
88	Free Ticket Program	March 12, 2015	16-8500-1	Transit



SUNSHINE COAST REGIONAL DISTRICT

2021 POLICIES COLLECTION

October 2021

Policies - Sections

1.	Administration.....	0100-0699
2.	Buildings, Facilities and Properties.....	0700-0999
3.	Equipment and Supplies.....	1000-1299
4.	Information Systems and Services	1300-1599
5.	Finance.....	1600-2199
6.	Legal Matters.....	2200-2499
7.	Personnel	2500-2999
8.	Land Administration.....	3000-3699
9.	Legislative and Regulatory Services.....	3700-4699
10.	Community Services.....	4700-5199
11.	Engineering and Public Works.....	5299-5799
12.	Parks Administration.....	5800-6399
13.	Planning and Development	6400-6999
14.	Protective Services.....	7000-7699
15.	Recreation and Cultural Services	7700-8299
16.	Transportation and Transit Services.....	8300-8799

Administration – 0100-0699

Sub-Section	Policy Title	Policy #
Ceremonies and Celebrations	Laying of Wreaths	1-0330-1
Board General	Waiving of Fees and Charges	1-0340-1
Board - General	Public Statements	1-0530-1
Board - General	Press Release	1-0530-2
Board - General	Correspondence	1-0530-3
Board - General	Access to Planning Files	1-0530-4
Board - General	Proclamations	1-0530-5
Board – General	Board Administration	1-0530-6
Board - Meetings	Agendas	1-0550-1
Board - Meetings	Petitions and Delegations	1-0550-2
Board - Meetings	Public Notice for SCRD Meetings	1-0550-3
Board - Meetings	Board and Standing Committee Agenda Item Submission Deadline	1-0550-4
Board - Meetings	Board Meetings	1-0550-5
Board – Meetings	Filming	1-0550-6
Board – Meetings	Retention of Audio Recordings	1-0550-7
Board – Meetings	Late Agenda Items	1-0550-8
Plans and Programs	Overall Goals	1-0620-1
Plans and Programs	New Projects – Mapping	1-0620-2
Plans and Programs	Pesticides and Herbicides	1-0620-3
Security - General	Access After Hours	1-0680-1

Buildings, Facilities and Properties – 0700-0999

Sub-Section	Policy Title	Policy #
Energy Management	Energy Management	2-0970-2

Equipment and Supplies – 1000-1299

Sub-Section	Policy Title	Policy #
Procurement - General	Tender Documents	3-1200-1
Procurement - General	Supplies and Services	3-1200-2
Procurement - General	Capital Assets	3-1200-3
Procurement - General	Contracts	3-1200-4
Assets & Procurement	Purchasing Policy	3-1200-5
Vehicles	Vehicle Identification	3-1280-1
Vehicles	Use & Insurance of Rental & Personal Vehicles	3-1280-2

Information Systems and Services – 1300-1599

Sub-Section	Policy Title	Policy #
Information Services - Books and Publications	Dissemination of Mapping & Digital Equipment	4-1405-1

Finance – 1600-2199

Sub-Section	Policy Title	Policy #
General	Support Service Allocation	5-1610-1
General	Feasibility Study Funding	5-1610-2
Budgets - General	Financial Sustainability Policy	5-1700-1
Expense Accounts	Directors - Reimbursement of Travel & Other Expenses	5-1800-1
Expense Accounts	Constituency Expenses	5-1800-2
Grants to Organizations	Rural Areas Grants-in-Aid	5-1850-2
Salaries and Wages - Benefits and Services	Directors – Loss of Wages	5-1900-1
Asset Management & Inventories	Asset Management	5-1025-1

Legal Matters – 2200-2499

Sub-Section	Policy Title	Policy #
Legal Matters - General	Contacting SCRD Solicitors	6-2210-1

Personnel – 2500-2999

Sub-Section	Policy Title	Policy #
Personnel - General	Hiring of Regional District Officers	7-2510-1
Benefits - General	Directors – Travel Accident Insurance	7-2550-1
Volunteers	Committee Volunteer Meeting Expenses	7-2830-1

Land Administration – 3000-3699

Sub-Section	Policy Title	Policy #
Strata Title Properties	Strata Conversion of Previously Occupied Lawful Dwelling Units	8-3300-1
Subdivisions and Subdivision Control	Parks Acquisition from Subdivision	8-3320-2

Legislative and Regulatory Services – 3700-4699

Sub-Section	Policy Title	Policy #
Building Regulations - General	Mobile Homes within the Agricultural Land Reserve	9-3760-1
Building Regulations - Building Permits & Inspections	Notification of Stop Work Orders	9-3800-1
Building Regulations - Building Permits & Inspections	Enforcement – Floating Structures	9-3800-2
Building Regulations - Building Permits & Inspections	Registering Notice on Title	9-3800-3
Bylaw Enforcement	Bylaw Enforcement Complaints	9-3800-4
Bylaw Enforcement - General	BEN Adjudicator Policy	9-4000-3
Bylaw Enforcement - General	BEN Screening Officer	9-4000-4
Cemetery Administration	No Irrigation of SCRD Cemeteries	9-4100-1
Elections	Election Results	9-4200-1
Licenses - Individual	Beer Gardens -Annual Limit of Approvals	9-4320-1

Community Services – 4700-5199

Sub-Section

Policy Title

Policy #

ATTACHMENT B

Engineering and Public Works – 5200-5799

Sub-Section	Policy Title	Policy #
Ports	Docks – Piling Replacement	11-5230-1
Sanitary Sewer	Local Community Sewage Systems	11-5340-1
Solid Waste Disposal-Recycling	Relief Funding for Private Recyclers	11-5380-1
Solid Waste Disposal-Recycling	Large Volume Recycling from ICI Sector	11-5380-2
Street and Roads	Street Lighting	11-5400-1
Utilities	Utility Lines	11-5500-1
Independent Power Projects	Independent Power Production Development	11-5510-1
Water Supply and Distribution	Unauthorized Water Connections	11-5600-1
Water Supply and Distribution	Drought Management	11-5600-2
Water Supply and Distribution	Toilet Rebate Program	11-5600-3
Water Supply and Distribution	Funding Watermain Extensions DRAFT	11-5600-4

Parks Administration – 5800-6399

Sub-Section	Policy Title	Policy #
Parks Administration - General	Facility Rental Fees	12-5810-1
Parks Administration - General	SCRD Park Naming	12-5810-2
Parks Administration – General	New Trails and Bikeways Procurement And Administration by SCR D Function	12-5810-4

Planning and Development – 6400-6999

Sub-Section	Policy Title	Policy #
Planning & Development	Land Use	13-6410-1
Planning & Development	Indian Reserves	13-6410-2
Planning & Development	ALR Land within Villages	13-6410-3
Planning & Development	Complaints – Planning Related Permits	13-6410-5
Planning & Development	Development Variance Permits	13-6410-6
Planning & Development	Public Hearing Submissions	13-6410-7
Planning & Development	Risk Assessment and Liability	13-6410-8
Planning & Development	APC Communications	13-6410-9
Planning & Development	Extraction of Water for the purpose of Commercial Bottled Water Sales	13-6410-10
Planning & Development	Community Amenity Contribution for Independent Power and Resource Projects	13-6410-11
Strategic Planning - General	Sustainable Community	13-6430-1
Strategic Planning – General	Strategic Planning	13-6430-2
Official Community Plan	Official Community Plans	13-6480-1
Development – Agricultural Land	Agricultural Land Reserves Covenant for Second Dwelling	13-6635-1
Development – Agricultural Land	ALR Applications within Roberts Creek	13-6635-2

Recreation and Cultural Services – 7700-8299

Sub-Section	Policy Title	Policy #
Recreation - General	Recreation Facility Room Naming	15-####-1

Transportation and Transit Services – 8300-8799

Sub-Section	Policy Title	Policy #
Transit	Free Transit Ticket Program 16-8500-1

Administration – 0100-0699

Sub-Section	Policy Title	Policy #
Ceremonies and Celebrations	Laying of Wreaths	1-0330-1
Board General	Waiving of Fees and Charges	1-0340-1
Board - General	Public Statements	1-0530-1
Board - General	Press Release	1-0530-2
Board - General	Correspondence	1-0530-3
Board - General	Access to Planning Files	1-0530-4
Board - General	Proclamations	1-0530-5
Board – General	Board Administration	1-0530-6
Board - Meetings	Agendas	1-0550-1
Board - Meetings	Petitions and Delegations	1-0550-2
Board - Meetings	Public Notice for SCRD Meetings	1-0550-3
Board - Meetings	Board and Standing Committee Agenda Item Submission Deadline	1-0550-4
Board - Meetings	Board Meetings	1-0550-5
Board – Meetings	Filming	1-0550-6
Board – Meetings	Retention of Audio Recordings	1-0550-7
Board – Meetings	Late Agenda Items	1-0550-8
Plans and Programs	Overall Goals	1-0620-1
Plans and Programs	New Projects – Mapping	1-0620-2
Plans and Programs	Pesticides and Herbicides	1-0620-3
Security - General	Access After Hours	1-0680-1

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Ceremonies and Celebrations	330
Title:	Laying of Wreaths	1

POLICY

One hundred dollars will be donated to the respective Royal Canadian Legion on each occasion that a Director lays a wreath on behalf of the Sunshine Coast Regional District at a Remembrance Day Ceremony.

REASON FOR POLICY

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

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

1. Scope of Policy

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

2. Responsibility

Directors

- To inform the Executive Assistant to the Chief Administrative Officer that he or she has laid a wreath on behalf of the SCRD.

Executive Assistant

- To instruct finance staff to provide donation to the various Royal Canadian Legions.

Finance Staff

- To process cheques and forward them to the appropriate Royal Canadian Legions.

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Circulars, Directives, Orders, Manuals, Policies	0340
Title:	Waiving Fees and Charges	1

1. POLICY

- 1.1. The Sunshine Coast Regional District does not waive fees and/or charges for non-profit organizations.
- 1.2. The Sunshine Coast Regional District recognizes the contribution made by non-profit organizations to the communities and residents of the Sunshine Coast. The Board may provide a letter of support or other endorsement at the request of the organization.

2. REASON FOR POLICY

- 2.1. The waiving of fees and/or charges for an individual organization creates a redistribution of fees and taxes to residents and businesses on the Sunshine Coast. This policy assists the Regional District in keeping taxation levels and fees as low as possible.

Approval Date:	October 29, 2009	Resolution No.	434/09
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Board – General	0530
Title:	Public Statements	1

POLICY

Public Statements on Board Policy are the duty of the Chairman of the Board of Directors.

REASON FOR POLICY

To clarify who is responsible for public statements on Board Policy

AUTHORITY TO ACT

Retained by the Board

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Board – General	0530
Title:	Press Release	2

POLICY

All press releases from the Board must be signed by the Chairman and ratified by the Board and if a Director wishes to issue a press release he should sign his name as Director and electoral area which he represents.

REASON FOR POLICY

To ensure that the Board and staff are aware of the process for the issuance of press releases.

AUTHORITY TO ACT

Retained by the Board

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Board – General	0530
Title:	Correspondence	3

1.0 INTERPRETATION

In this policy the following definition shall apply:

“Correspondence” means any letter, note, facsimile transmission, email message, or any other written or electronic transmission of information or data, and any attachments.

2.0 POLICY

Correspondence addressed to the Chair, Directors or Chief Administrative Officer shall be dealt with in the following manner:

- 2.1 Correspondence relating to the provision of services, which are within the current budget, or are generally of an operational nature shall be dealt with by staff.
- 2.2 Correspondence which can be dealt with under existing policy shall be dealt with by staff.
- 2.3 Correspondence which relates to new policy, new or improved service levels and new, amended or additional funding requests shall be referred to Board members for decision either at a Board Meeting or appropriate Committee Meeting.
 - (1) If multiple or duplicate items are received, comments may be summarized in a staff report for the appropriate agenda.
- 2.4 Correspondence which relates to politically sensitive issues will be placed on the Board or appropriate Committee Agenda.
 - (1) If multiple or duplicate items are received, comments may be summarized in a staff report for the appropriate agenda.
- 2.5 Correspondence of thanks, appreciation or commendation shall be placed in the Director's Reading File with a copy to the Manager of the relevant Division.
- 2.6 Correspondence of complaint that is:
 - (1) of an operational nature, shall be dealt with by staff with a copy of both the letter of complaint and response in the Directors Reading File.
 - (2) of a policy nature, will be placed on the Board or appropriate Committee Agenda with a copy to the Manager of the relevant Division.

- 2.7 Requests for letters of support will be placed on the Board or appropriate Committee Agenda.
- 2.8 Requests for Proclamation will be dealt with by staff based on policy direction.
- 2.9 Correspondence referring to general bylaws or zoning will be copied to the Area Director and Board members either through email, mail slots or reading file.
- 2.10 Correspondence providing feedback on a proposed bylaw will be placed on the Board or appropriate Committee Agenda unless a Public Hearing has been held in relation to the matter.
- (1) If multiple or duplicate items are received, comments may be summarized in a staff report for the appropriate agenda.
- 2.11 Correspondence announcing grant funding to the SCRD will be placed on the Corporate and Administrative Services Committee Agenda for information with a copy to the Manager of the relevant Division.
- 2.12 Correspondence providing feedback related to a specific area will be dealt with by staff with a copy provided to the Electoral Area Director.
- 2.13 Invitations that are:
- (1) of a casual nature shall be placed in the Directors mail slots or sent via email;
- (2) of a formal nature, related to Board business; incidents of protocol or ceremony shall be placed on the Board Agenda if required.
- 2.14 Correspondence from Senior Governments or related agencies that are purely informational, or have no direct relevance to the SCRD, will be placed in the Directors' reading file.
- 2.15 Correspondence with lengthy attachments or supporting documentation may be submitted to an agenda with a notation that attachments are available in the Director's Reading file or on request to the Recording Secretary.

3.0 SCOPE

- 3.1 This Policy applies to all items of correspondence addressed to the Chair, Directors and/or the Chief Administrative Officer;
- (1) requesting a decision or policy position by the Board or a commitment of Board resources; or
- (2) conveying thanks, congratulations, complaints or similar sentiments; or
- (3) that are a 'statement' of opinion and not requiring any follow up action to be taken.

- 3.2 The Policy also applies to similar items of correspondence which have been delivered direct to the Chair and/or Directors and subsequently made available to the General Manager.

4.0 REASON FOR POLICY

- 4.1 To provide direction in the handling of correspondence.

5.0 AUTHORITY TO ACT

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

6.0 PROCEDURE

- 6.1 The Executive Assistant will review all mail addressed to the Chair, Directors or Chief Administrative Officer and will flag items for staff response, Board Agenda, Committee Agenda, Director's reading file or Director's mail boxes in accordance with Section 2. The Chair and Chief Administrative Officer will review the correspondence and return to the Executive Assistant for distribution.

For items not included on an agenda, correspondents are to be advised of how their item of correspondence has been dealt with and any proposed further actions by the relevant Manager within ten working days of receipt of such correspondence.

For items that have been included on a meeting agenda, resolutions of the Board are to be communicated in writing to the correspondent within five working days of the Board meeting where the recommendation is adopted.

- 6.2 Support Staff from each area will review all mail addressed to staff within their Division and will flag items for staff response, Board Agenda, Committee Agenda, Director's reading file or Director's mail boxes. The General Manager or Division Manager will review the correspondence and return to the Support Staff for distribution.

For items not included on an agenda, correspondents are to be advised of how their item of correspondence has been dealt with and any proposed further actions by the relevant Manager within ten working days of receipt of such correspondence.

For items that have been included on a meeting agenda, resolutions of the Board are to be communicated in writing to the correspondent within five working days of the Board meeting where the recommendation is adopted.

- 6.3 Despite the provisions of Sections 6.1 and 6.2, no response will be sent:

- (1) to individual signatories on a petition;
- (2) to form letters;
- (3) when more than fifteen submissions are received on a particular subject (unless staffing resources permit);
- (4) to grant-in-aid acknowledgements or other letters of thanks;
- (5) to information bulletins; or

(6) in other circumstances as may be deemed appropriate by the Corporate Officer.

- 6.4 Responses to correspondence not sent to Committee will be handled in accordance with Section 2. In situations not addressed by Section 2, a copy of the response will be placed in the Director's Reading File.

Approval Date:	March 11, 2010	Resolution No.	132/10
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Board – General	0530
Title:	Access to Planning Files	4

POLICY

SCRD Planning files will be made available for viewing by any Director upon request to the Manager of Planning & Development for an appointment. Files will be viewed at the SCRD offices only, with no reproduction of the material. Information contained in these files will be held in confidence by the Director until such time as that information is made available to the public in accordance with Planning & Development Division process. Directors acknowledge that the contents of the file and the form of any application for rezoning, permit, Official Community Plan amendment, etc. may be subject to change.

REASON FOR POLICY

To clarify access to Planning & Development Division files.

AUTHORITY TO ACT

Retained by the Board

PROCEDURE

1. Scope of Policy

Applies to all Directors of the SCRD.

2. Responsibility

Directors

- To be familiar with this policy and to ensure compliance with regard to the confidentiality of information.

Manager of Planning & Development

- To ensure access is provided to Planning files as requested by Directors by appointment.

Approval Date:	March 8, 2007	Resolution No.	181/07
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Board – General	0530
Title:	Proclamations	5

1.0 POLICY

The Sunshine Coast Regional District does not issue proclamations.

2.0 SCOPE

This Policy applies to all requests for Proclamation.

3.0 REASON FOR POLICY

To provide direction in the handling of requests for Proclamations.

4.0 AUTHORITY TO ACT

The Corporate Officer is granted the authority to respond to all requests for Proclamations.

5.0 PROCEDURE

The Legislative Services Division will respond to all requests for Proclamation advising that notwithstanding that the request may be for a worthwhile benefit to the community as a whole, the Sunshine Coast Regional District declines to issue Proclamations.

Amendment Date:	December 10, 2009	Resolution No.	498/09
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Board – General	0530
Title:	Board Administration	6

1.0 POLICY

- 1.1 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.
- 1.2 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.
- 1.3 Alternate Directors will only attend In Camera meetings in the absence of the Director.
- 1.4 Despite Section 1.3, 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.
- 1.5 Alternate Directors will not be provided with corporate cell phones, other electronic devices or access to In Camera files.

2.0 REASON FOR POLICY

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

3.0 AUTHORITY TO ACT

- 3.1 Retained by the Board.

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Board – Meetings	0550
Title:	Agendas	1

POLICY

The deadline for material for the agenda will be 7 calendar days from the Board meeting day.

The Chairman or a Director may add material to the agenda up to the commencement of the meeting as approved by the Board.

Copies of material added to the agenda shall be made available at the meeting whenever possible or distributed with the minutes of the meeting.

REASON FOR POLICY

To provide direction with regard to agenda items.

AUTHORITY TO ACT

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

PROCEDURE

As per policy.

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Board – Meetings	0550
Title:	Petitions and Delegations	2

1.0 POLICY

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

- 1.1 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 (appendix 1) or other form of written communication including email.
- 1.2 Delegations will be limited to two per meeting.
- 1.3 Delegations are limited to a maximum of ten minutes unless agreed to by a 2/3 majority.
- 1.4 Delegations are not to appear for the sole purpose of promoting an individual business.
- 1.5 Delegations who have previously appeared before the Board on a subject matter are to provide new information only in any subsequent presentation relating to the matter.
- 1.6 Preference will be given to delegations wishing to address new topics or subject areas which have not already been considered by the Board.
- 1.7 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.
- 1.8 Organizations wishing to address the Board are limited to a maximum of ten minutes regardless of the number of representatives of the group wishing to speak.
- 1.9 Delegations from invited parties, Senior Government staff or related agencies from outside the Sunshine Coast may:
 - (1) have the 10 minute maximum time limit extended.
 - (2) have a special meeting arranged for the sole purpose of receiving the presentation.
 - (3) have the delegation limit for that particular meeting reduced to one.

2.0 SCOPE

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

3.0 REASON FOR POLICY

- 3.1 To provide direction in the handling of requests to appear as a delegation to the SCRD Board or Committee.

4.0 AUTHORITY TO ACT

- 4.1 The Corporate Officer is granted the authority to screen and if deemed appropriate deny a request to appear as a delegation if:
- (1) the issue is not within the mandate or jurisdiction of the SCRD;
 - (2) a delegation has addressed the Board on a particular issue and no new significant information is being provided; or
 - (3) if a delegation relates to a matter that has been deferred, is in abeyance or is otherwise inactive.
- 4.2 The General Manager is granted the authority to approve delegation requests for their designated Committee.

5.0 PROCEDURE

- 5.1 The following procedure will be followed for all requests to appear before the Board or Committee:
- (1) Written requests will be directed to the Corporate Officer.
 - (2) The Corporate Officer will review the request and direct to the appropriate meeting.
 - (3) The delegate will be notified of the decision.
 - (4) Delegations approved to appear before the Board or Committee will be:
 - (a) notified of the scheduled time and date of the delegation.
 - (b) requested to forward any supporting documentation for publication in the Agenda no later than the Monday of the week prior (10 days) to the Board or Committee meeting at which they will be appearing.
 - (c) provided a copy of the information on ground rules as outlined on the Delegation Request Form.
 - (5) 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/Committee through an Agenda or Directors' Reading file as appropriate.
- (b) informed of their right to appeal the decision to the Chair of the Board/Committee.

Approval Date:	December 10, 2009	Resolution No.	497/09
Amendment Date:	March 14, 2013	Resolution No.	108/13 rec9

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Board – Meetings	0550
Title:	Public Notice for SCRD Meetings	3

POLICY

The minimum notice for meetings shall be in accordance with the current Sunshine Coast Regional District Procedures Bylaw and with provisions of the *Local Government Act*.

Whenever possible, the following practice for providing notice shall be followed:

- Meetings for the upcoming month will be advertised in the Sunshine Coast Regional District Bulletin Board ad in a local newspaper prior to the first meetings of that month.
- Meetings for the current week will be advertised in the Sunshine Coast Regional District Bulletin Board ad in a local newspaper.
- Agendas for the current week's meetings will be posted on the notice board in the front office of the Sunshine Coast Regional District office.
- Agendas for the current week's meetings will be faxed, e-mailed or mailed to the Libraries and Reading Centres on the Sunshine Coast for posting.
- The monthly calendar of meetings for the current month will be posted in the front window of the Sunshine Coast Regional District office.
- Agendas for the current week's meetings will be posted on the Sunshine Coast Regional District web site.
- Information regarding the standard meeting schedule will be posted on the Sunshine Coast Regional District web site.

REASON FOR POLICY

To establish protocol for providing adequate notice to the public for upcoming Sunshine Coast Regional District meetings.

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

As per policy.

Approval Date:	October 11, 2001	Resolution No.	509/01
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Board – Meetings	0550
Title:	Agenda Item Submission Deadline	1

POLICY

All items for Board and Standing Committee agendas should be submitted to the appropriate Division / Department by 10 a.m. on Thursday of the week prior to the Board or Standing Committee meeting.

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.

REASON FOR POLICY

To provide direction with regard to agenda items.

AUTHORITY TO ACT

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

PROCEDURE

As per policy.

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.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Board – Meetings	0550
Title:	Board Meetings	5

POLICY

That, upon request, Regular Board meetings be held throughout the area.

REASON FOR POLICY

To provide opportunities to hold Board meetings in locations other than the SCRD offices.

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

Staff to provide the Board with requests from the public for Board meetings to be held in another location. Board to determine appropriate location for meetings.

Approval Date:	January 13, 2005	Resolution No.	08/05
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

SUNSHINE COAST REGIONAL DISTRICT

BOARD POLICY MANUAL

Section:	Administration	1
Sub-Section:	Board - Meetings	0550
Title:	Filming Board and Committee Meetings	6

POLICY

Filming will be permitted during open Board Meetings and Standing Committee meetings providing the following conditions have been met:

- A request to film must be submitted to the Communications Officer or Manager of Legislative Services 24 hours prior to the meeting;
- The request must include the name of the requestor and who they represent as well as contact information for the requestor;
- Equipment must be completely set up prior to the meeting commencing;
- No flash or other disruptive equipment can be used during the meeting;
- Media (and public) are restricted to the designated gallery area and movements are restricted within that area;
- Rules of Order must be followed, no independent questions can be asked and no disruptions are permitted;
- Those disrupting a meeting may be asked to leave; and
- Access or connection to SCRD equipment is not permitted.

All applications meeting the above mentioned policy criteria will be approved.

REASON FOR POLICY

To provide clear parameters regarding filming during Board and Committee meetings.

AUTHORITY TO ACT

Delegated to staff (Manager of Legislative Services & Communications Officer)

PROCEDURE

As per policy.

Approval Date:	September 11, 2008	Resolution No.	415/08
Amendment Date:		Resolution No.	

SUNSHINE COAST REGIONAL DISTRICT

BOARD POLICY MANUAL

Section:	Administration	1
Sub-Section:	Board - Meetings	0550
Title:	Retention and Destruction of Audio Recordings	7

POLICY

Audio recordings of Board, Standing Committee, Public Hearing and Special meetings are considered transitory records and will be destroyed as follows:

- Public Hearing – destroy one year following the public hearing.
- Board, Standing Committee and Special meetings – destroy three months following the adoption of the related meeting minutes.

REASON FOR POLICY

To ensure consistency in the retention of audio recordings throughout the organization.

AUTHORITY TO ACT

Delegated to staff (Manager of Legislative Services).

PROCEDURE

1. Scope of Policy

Applies to audio recordings from all Board, Standing Committee, Public Hearing and Special meetings.

2. Responsibility

Recording Secretary

- To be familiar with this policy and to ensure that all audio recordings are managed as follows:
 - Digital File must be named according to approved file naming conventions (e.g. recording from a Board Meeting of July 24, 2008 would be named "07-24-08-BRD.mp3")
 - Digital Files for all committee meetings will be saved in H:\WP\year\MINUTES\RECORDINGS
 - Digital Files for all Public Hearing meetings will be saved in H:\WP\year\MINUTES\RECORDINGS

Manager of Legislative Services

- To monitor audio recording files to ensure compliance with this policy.

Approval Date:	July 24, 2008	Resolution No.	366/08
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Board – Meetings	0550
Title:	Late Agenda Items	8

1.0 POLICY

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

- a) Imposed 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
- f) Important additional information pertinent to items on the agenda.

2.0 SCOPE

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

3.0 REASON FOR POLICY

To provide direction in the handling of late agenda items.

4.0 AUTHORITY TO ACT

The General Manager, Corporate Officer or Chief Administrative Officer is granted the authority to evaluate all submissions received after the preparation of the Committee or Board Agenda.

5.0 PROCEDURE

Prior to the meeting, the applicable Senior Manager (General Manager, Corporate Officer or Chief Administrative Officer) will make the determination of whether a late item meets the criteria. If an item is brought forward at the meeting, the Chair will make the determination.

Amended agendas will be produced prior to the meeting (when required) and delivered to the Director's place at the Board table. In the event that a late agenda item is of significant length, staff will endeavour to email the report to members prior to the meeting.

Amendment Date:	December 10, 2009	Resolution No.	499/09
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Plans and Programs	0620
Title:	Overall Goals	1

POLICY

The overall goal of the Sunshine Coast Regional District is declared to be: To maintain and enhance the liveability of the region. The liveability of an area is that quality that makes the area a pleasant place to live in. Liveability considerations include those related to:

- a) health and safety;
- b) convenience of facilities and amenities;
- c) local economic stability; and
- d) residents' personal satisfaction with their physical and cultural environment.

To maintain the liveability of the region, it is intended to preserve existing valued features of the area. Particularly important valued features include:

- a) the sight of, and access to natural surroundings throughout the region;
- b) a peaceful, rural atmosphere;
- c) a friendly, personally-oriented community; and
- d) a clean environment.

To enhance the liveability of the region, it is intended to achieve certain conditions in the area. Particularly important desirable conditions include:

- a) the adequate supply of utilities and services to developed area;
- b) moderation in local service taxation; and
- c) an increase in community facilities, provided that the increase does not conflict with other regional goals.

REASON FOR POLICY

To ensure that the Sunshine Coast Regional District maintains its liveability.

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Plans and Programs	0620
Title:	Overall Goals	2

POLICY

That the Board reaffirm its policy of introducing no new unplanned projects to the Mapping Department without Board approval.

REASON FOR POLICY

To ensure that the workload of the Mapping Department is taken into consideration.

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

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

POLICY

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

DEFINITIONS

“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.

“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;

“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).

SCOPE

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

REASON FOR POLICY

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.

EXEMPTIONS

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:

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

AUTHORITY TO ACT

Retained by the Board

PROCEDURE

1. Necessary provincial and/or federal permits for the pesticide must be obtained.
2. Industry best-practices, and all federal and provincial standards and regulations shall be met with respect to the pesticide proposed for use, including transportation, storage, application, personnel safety and training, public safety, and environmental protection.
3. Foliar or sprays of herbicide applications are generally discouraged and will not be used on SCRD property unless provincial or federal authorities determine it an effective treatment for the invasive species. The preferred methods are stem injection, stump cut, basal bark, and hack and squirt treatments, or similar application methods.
4. Pesticide use will be undertaken to minimize potential environmental risks through use of the lowest effective toxicity, the smallest effective amounts, and the most conservative methods of application timed to optimize effects on the target species.
5. Extra caution should be exercised in riparian areas, waterways and ecologically sensitive areas including the use of appropriate setbacks.

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Security – General	0680
Title:	Access After Hours	1

POLICY

In order to ensure the security of SCRD premises, property and equipment, it is necessary to limit after hours access and issuance of keys as follows:

- Directors shall have after hours access on an unlimited basis as it is anticipated that they may need to enter the building outside of normal business hours from time to time.
- Alternate directors will be permitted after hours access as and when needed and with the approval of the CAO. The alternate director is responsible for obtaining a key and returning the key to the Records Clerk on completion of the task.

REASON FOR POLICY

To clarify Directors and Alternate Directors access to the SCRD Administration Building outside of business hours.

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

Approval Date:	September 14, 2000	Resolution No.	410/00
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Buildings, Facilities and Properties – 0700-0999

Sub-Section	Policy Title	Policy #
Energy Management	Energy Management	2-0970-2

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Buildings, Facilities & Properties	02
Subsection:	Energy Management	0970
Title:	Energy Management Policy	02

POLICY

The Sunshine Coast Regional District is committed to the efficient use of energy in the planning and operating of all the facilities under its jurisdiction.

Each member of management shall be responsible for the energy efficient operation of his/her area of responsibility, and each employee has a vital role to play in supporting this policy.

REASON FOR POLICY

To conserve energy within the Sunshine Coast Regional District services wherever possible.

AUTHORITY TO ACT

Delegated to Managers and Staff.

PROCEDURE

To carry out this policy the SCRD will:

1. Monitor energy consumption so that the energy efficiency goals can be established and energy performance measured and reviewed annually.
2. Maintain a continuous education program in energy efficiency procedures and practices.
3. Maintain an active energy conservation awareness program among all employees.
4. Work with all employees to practice established methods of energy conservation.
5. Encourage all employees to identify and suggest energy saving opportunities.
6. Upgrade existing facilities and equipment to higher efficiency where the change offers a simple payback that is viable to the organization.
7. Consider life cycle costs when purchasing new equipment and when undertaking major repairs to equipment.
8. Provide, where the business case supports, the best available energy efficient systems.
9. Maintain equipment to energy efficient standards.

Approval Date:	June 13, 2013	Resolution No.	260/13 Rec. No. 3
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Equipment and Supplies – 1000-1299

Sub-Section	Policy Title	Policy #
Procurement - General	Tender Documents	3-1200-1
Procurement - General	Supplies and Services	3-1200-2
Procurement - General	Capital Assets	3-1200-3
Procurement - General	Contracts	3-1200-4
Assets & Procurement	Purchasing Policy	3-1200-5
Vehicles	Vehicle Identification	3-1280-1
Vehicles	Use & Insurance of Rental & Personal Vehicles	3-1280-2

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Equipment and Supplies	3
Subsection:	Procurement – General	1200
Title:	Tender Documents	1

POLICY

All tender documents shall be reviewed by the Board before being placed for advertisement.

REASON FOR POLICY

AUTHORITY TO ACT

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Equipment and Supplies	3
Subsection:	Procurement – General	1200
Title:	Supplies and Services	2

POLICY

The policy of the Sunshine Coast Regional District shall be to make every attempt to obtain the most cost efficient and effective goods and services used by the Regional District by the most efficient and practical means possible. Purchase orders shall be used for all purchases, and prices shall be obtained if possible and practical before the purchase order is issued.

Standing purchase orders may be issued to suppliers who provide the Regional District with goods and services on an ongoing basis, and such purchase orders will be re-issued each year. No purchase orders shall be issued for any supplies or services not covered by the current budget without the expressed permission of the Board (i.e. from contingency).

REASON FOR POLICY

AUTHORITY TO ACT

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Equipment and Supplies	3
Subsection:	Procurement – General	1200
Title:	Capital Assets	3

POLICY

Whenever practical and cost effective the Regional District shall call for tenders or obtain quotations for all capital items purchased and the following guidelines shall apply:

- a) Capital assets having a value of less than \$2,500 may be purchased on the basis of quotations either written or verbal.
- b) Capital assets having a value greater than \$2,500 but less than \$20,000 may be purchased on the basis of written quotations or sealed tenders.
- c) Capital assets having a value in excess of \$20,000 shall be obtained on the basis of sealed quotations or tenders.
- d) Purchase orders shall be issued for all capital assets and all such purchase orders for items in excess of \$2,500 shall be signed by the Secretary-Treasurer.

Purchase orders for items less than \$2,500 may be signed by Department Heads but in any event no purchase order shall be signed for a capital item unless the item has been specifically provided for in the current budget.

- e) When sealed tender or quotations have been obtained for a capital item, such tenders or quotations shall be opened at the designated time in public and a report of the results and a recommendation shall be made to the Board with respect to such items.

REASON FOR POLICY

AUTHORITY TO ACT

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Equipment and Supplies	3
Subsection:	Procurement – General	1200
Title:	Contracts	4

POLICY

When works or services are to be contracted out, specifications for the works or service are to be prepared and a request for tenders for the provision of the works or services shall be advertised. The Board shall determine the extent of the advertising coverage. Tenders received shall be opened in public at the designated time, and the results together with a recommendation shall be presented to the Board for their decision.

Where the works or service are estimate to cost less than \$10,000 a contract may be awarded on the basis of quotations received. The Regional District Works Department may submit a quotation or tender on any works advertised by the Regional District.

REASON FOR POLICY

AUTHORITY TO ACT

PROCEDURE

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



Board Policy Manual

Corporate Services

Section:	Equipment & Supplies	3
Subsection:	Assets & Procurement	1200
Title:	Procurement Policy	5

1. PURPOSE

The purpose of this policy is 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.

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.

The policy will support the 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

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

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

3. POLICY STATEMENT

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



Board Policy Manual

Corporate Services

DEFINITIONS

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

Board: refers to the elected officials that make up the SCRD Board of Directors.

Contract Amendment: means any change to a term, condition or other Contract provision, including a Change Order.

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/invitation to quote.

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.

Invitational bidding: means a competitive bidding process that is directed to specific vendors.

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.

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.

Local Area: is defined as the SCRD.

Local Vendor/Bidder: a local vendor 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.

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.



Board Policy Manual

Corporate Services

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

Tender: 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).

Trade Agreements: New West Partnership Trade Agreement ("NWPTA"), the Canadian Free Trade Agreement ("CFTA"), Comprehensive Economic and Trade Agreement (CETA) and other applicable trade agreements.

Volunteer: a person who gives his or her services without any express or implied promise of remuneration.

4. AUTHORITIES AND RESPONSIBILITIES

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.

4.1 Employees

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

4.2 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.



Board Policy Manual

Corporate Services

4.3 Management

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

4.4 Board

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

5. METHODS OF PROCUREMENT AND THRESHOLDS

The Purchasing Division will be able to select the most appropriate process for the requirement, taking into account the discussions at the planning phase.

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

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



Board Policy Manual

Corporate Services

The chart below identifies the most popular Procurement Methods. There are also other processes that may be used in conjunction with the primary methods, for example, a two-envelope process where qualifications are evaluated separately and prior to the financial information being opened and evaluated.

Procurement Method	Purpose	Risks
Request for Information (RFI)	Used to gather information that can help in the development of a future solicitations. No contract results from this process.	Cannot be awarded
Request for Expression of Interest (EOI)	Used to solicit vendors interest in helping achieve business outcomes. May be used as a marketing tool for future opportunities.	Cannot be awarded
Request for Pre-Qualification (Pre-Qual)	Used to pre-qualify vendors who are interested in a current or future opportunity (preferred list).	No commitment of price
Request for Quote (RFQ)	Completed relatively quickly. Used to make a single purchase. Detailed specifications are essential and awarded to lowest compliant bid.	Decision made on price only
Request for Tender (RFT)	More complex requirements than quotation. Detailed specifications are essential. Must be awarded to lowest compliant bid.	Decision made primarily on price. Takes time to develop documents.
Request for Proposal (RFP)	Usually used on projects of significant value, complexity and risk. Evaluation criteria need to be developed and evaluation process defined.	Significantly longer time to develop, depending on complexity
Direct Award (Sole Source)	Used when only one supplier can supply the products or services needed (may involve a Trade Agreement exemption).	Not competitive, cannot demonstrate value for money
Negotiated Request for Proposal (NRFP)	Contemplates a negotiated process after ranking submission.	May bear high administrative costs. Non-binding nature means everything is negotiable. Requires solid negotiating skills



6. EXEMPTIONS FROM PROCUREMENT PROCESSES

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 exemptions from the regular procurement process and direct or sole/single source award to a supplier.

Any request for an exemption to the procurement process must be signed off by the Manager, Purchasing and Risk Management and the Chief Financial Officer. Unless the identified requirement falls under the categories identified in Appendix A from being excluded from the Procurement Policy.

6.1 Unforeseeable Emergency

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.

6.2 One Qualified Vendor

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:

- (i) 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.
- (ii) 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.
- (iii) 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 procurm Division may be required to issue a Notice of Intent depending on the value of the contract.



6.3 Security/Confidential or Privileged Nature

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.

7. VENDOR RELATIONSHIPS

7.1 Supplier Performance

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.

7.2 Vendor Debriefing

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.

7.3 Vendor Complaints

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.

8. ETHICAL CONSIDERATIONS

8.1 Lobbying

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.



8.2 Conflict of Interest

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.

9. METRICS AND REPORTING

9.1 Financial performance metrics

Staff will report quarterly to the Corporate and Administrative Services Committee on all new contracts entered into with a value between \$50,000 and \$100,000.

9.2 Vendor related performance metric

Staff will report annually to the Corporate and Administrative Services Committee on the number of supplier and/or Contractor performance evaluations formally completed per year for contracts over \$50,000.

9.3 Procurement efficiency performance metric

Staff will report annually to the Corporate and Administrative Services Committee on the number of exceptions to the Procurement Policy.

9.4 Contract Award

Staff will pro-actively release contract award information on the SCRD website after a contract has been executed.

9.5 Award Reports

Staff will publicly report award recommendations to the Board for contracts over \$100,000. In drafting these reports staff will reference the Province of BC's Guidance for the Release of Information Related to the Competitive Procurement Process.



10. SUSTAINABLE SOCIAL PROCUREMENT

The SCRD will promote procurement processes and make decisions that are consistent with the strategic goals and objectives of the SCRD.

10.1 Local economic development

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. With this in mind, 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.

10.2 Environmental values

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.



11. GENERAL APPLICATIONS

11.1 Asset Disposal

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.

11.2 Direct Award Sole Sourcing

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.

11.3 Emergency Purchases

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.

11.4 Contract Renewals / Extensions

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

- (i) The Extension option was included in the Tender document.
- (ii) The Extension is a Permitted Sole Source.
- (iii) 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 so as to provide time to complete the new Tender.



11.5 Increase to an Existing Contract or Purchase Order

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.

11.6 Right to Reject Bids

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.

11.7 Transaction/Contract Splitting

Staff must not prepare, design or otherwise structure a procurement, select a valuation method or divide procurement requirements in order to avoid the obligations with the policy, purchasing procedures or the Trade Agreements.

11.8 Worksafe BC

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.

Approval Date	September 12, 2019	Resolution	2018/19 Rec. 13
Amendment Date		Resolution	
Amendment Date		Resolution	
Amendment Date		Resolution	



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



Appendix B

Vendor Complaint Procedure

1. PURPOSE:

This procedure is to define the guidelines for handling complaints that are resolvable and are not a matter where litigation has started or before a competent court. This procedure is not intended in any way to delay or restrict the Regional District in exercising its normal course of business.

All vendors complaints, whether directed to an elected official, the Chief Administrative Officer or a member of staff shall be referred the Manager, Purchasing and Risk Management to be dealt with in accordance with these guidelines.

2. PROCEDURES:

Vendors will be encouraged to resolve problems directly with the Procurement staff wherever possible as many problems can be resolved before a complaint is formalized.

A complaint refers to a written objection submitted by a vendor regarding a bid solicitation, contract award or proposed contract for goods, services or construction.

Complaints must contain written details of the issue and the resolution being requested. Complaints submitted or referred to the Manager, Purchasing and Risk Management shall be reviewed to determine if further action is warranted.

Complaints may be submitted during the competitive process and up to 30 business days after the contract award is posted.

Complaints may be resolved, dismissed or withdrawn*. If the complaint is dismissed, the Manager, Purchasing and Risk Management will notify the vendor of their right to appeal the decision to the Chief Administrative Officer.

Disputes that are litigious in nature will be referred directly to Legal Services.

The Manager, Purchasing and Risk Management will respond formally to vendor complaints within 21 business days.

* Resolved - the vendor is satisfied with the explanations / solution provided by the Regional District.

* Dismissed - the Manager, Purchasing and Risk Management concludes that the complaint is without merit.

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Equipment and Supplies	3
Subsection:	Vehicles	1280
Title:	Vehicle Identification	1

POLICY

All Regional District vehicles shall be identified by a Regional District insignia decal to be displayed on the front doors of the vehicle.

REASON FOR POLICY

To ensure that Regional District vehicles can be easily identified as such.

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Equipment and Supplies	3
Subsection:	Vehicles	1280
Title:	Use & Insurance of Rental & Personal Vehicles	2

POLICY

Rented vehicles

Directors and alternate directors 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.

At time of vehicle rental, directors and alternate directors 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 director or alternate director will be covered by the MIA Liability Protection Agreement □ non-owned automobile □ coverage.
- Collision damage waiver: this is necessary to limit the exposure of the Regional District 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.

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

Personal vehicles

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

Directors or alternate directors 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 director or alternate director and with the approval of the CAO, the SCRD will reimburse the director or alternate director for the difference between personal and business coverage.

In the event of a claim in excess of the coverage purchased, the director or alternate director will be covered under the Regional District's Special Excess Third Party Legal Liability Policy.

MIA coverage does not extend to leased or owned vehicles.

REASON FOR POLICY

To clarify insurance requirements and provisions for directors and alternate directors using a rented vehicle or their personal vehicle for SCRD business.

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

This policy applies to all SCRD directors and alternate directors.

CAO to review and approve receipts and claims submitted in accordance with SCRD Board Policy on "Reimbursement of Travel and Other Expenses".

Directors and Alternate Directors to be aware of and apply the provisions of the policy and to submit travel and other expenses in accordance with SCRD Board Policy on "Reimbursement of Travel and Other Expenses".

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

Information Systems and Services – 1300-1599

Sub-Section	Policy Title	Policy #
Information Services - Books and Publications	Dissemination of Mapping & Digital Equipment	4-1405-1

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Information Systems and Services	4
Subsection:	Information Services – Books and Publications	1405
Title:	Dissemination of Mapping & Digital Information	1

POLICY

1. The B.C. Freedom of Information and Protection of Privacy Act and Bylaw No. 409 will be considered an integral part of this policy and will govern the release of mapping and digital information.
2. Examination, inspection and copying of information will be restricted to regular business hours and may only be conducted by designated employees of the Sunshine Coast Regional District.
3. Fees for the sale of information are outlined in the 'SCRD Administrative Fees and Charges Bylaw No. 627'.
4. Non-profit organizations, educational institutions, government agencies and organizations offering an equitable exchange of digital data may be exempt from purchasing fees. The GIS Administrator will determine eligibility for exemption from purchase fees.
 - a. Data may be provided to member municipalities and consultants engaged by them at no cost providing there is an agreement for the mutual and equitable exchange of digital data.
 - b. Staff resources for projects or special requests from member municipalities and their consultants will be charged as per 'SCRD Administrative Fees and Charges Bylaw No. 627'.
5. Requests that require substantial amounts of work will be completed as resources permit.
6. Every hardcopy map produced will include a 'Disclaimer of Responsibility' that outlines the Regional Districts responsibility for data supplied.
7. All parties obtaining digital data from the Sunshine Coast Regional District must enter into a Limited Use Agreement.
8. Mapping staff will provide customers with a cost or estimated cost for services and products. Requested data or products will not be released until full payment is received or method of payment is agreed on.

Approval Date:	March 23, 2000	Resolution No.	133/00
Amendment Date:	July 15, 2010	Resolution No.	304/10 rec. 7
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

REASON FOR POLICY

AUTHORITY TO ACT

PROCEDURE

Approval Date:	March 23, 2000	Resolution No.	133/00
Amendment Date:	July 15, 2010	Resolution No.	304/10 rec. 7
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Finance – 1600-2199

Sub-Section	Policy Title	Policy #
General	Support Service Allocation	5-1610-1
General	Feasibility Study Funding	5-1610-2
Budgets - General	Financial Sustainability Policy	5-1700-1
Expense Accounts	Directors - Reimbursement of Travel & Other Expenses	5-1800-1
Expense Accounts	Constituency Expenses	5-1800-2
Grants to Organizations	Rural Areas Grants-in-Aid	5-1850-2
Salaries and Wages - Benefits and Services	Directors – Loss of Wages	5-1900-1
Salaries and Wages - Benefits and Services	Directors – Remuneration Review	5-1900-2
Asset Management & Inventories	Asset Management	5-1025-1

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:	Asset Management and Inventories	1025
Title:	Asset Management Policy	1

1.0 POLICY

Asset management is an integral component of moving the Sunshine Coast Regional District (SCRD) toward the Boards Strategic Goals of Financial Sustainability. As stated in the Financial Sustainability Policy, it is the degree to which a government is capable of funding the service needs of its community, including the management and maintenance of assets.

In order to accomplish the Board's commitment to asset management, the following actions will help guide the SCRD as it develops its Asset Management Plans:

- 1.1. Determine and maintain the replacement value of assets;
- 1.2. Determine and maintain the condition of assets and their expected service life;
- 1.3. Maintain and manage infrastructure assets at defined service levels to provide uninterrupted services, support public safety, and the Board's strategic goals;
- 1.4. Establish and define the level of service and standards to which assets will be maintained;
- 1.5. Plan for and provide sustainable long term financial plans to renew and/or replace assets, including their de-commissioning;
- 1.6. Where appropriate, consider and incorporate asset management in its other corporate plans;
- 1.7. Report regularly to the Board on the status and performance of the work related to asset management;

2.0 DEFINITIONS

- 2.1. **Board**- refers to the elected officials that make up the SCRD Board of Directors.
- 2.2. **Asset Management** - Asset Management BC defines asset management as: *“An integrated approach involving planning, finance, engineering and operations to effectively manage existing and new infrastructure to maximize benefits, reduce risks and provide satisfactory levels of service to community users in a socially, environmentally, and economically sustainable manner.”* Engineering and operations to effectively maintain infrastructure assets.
- 2.3. **Infrastructure assets** – Physical assets that provide a service to the community and require maintenance in order to maintain its service capacity over its anticipated life span. SCRD infrastructure for the purpose of asset management includes: water, wastewater, fleet, parks, recreation, docks, transportation, and facilities.

3.0 SCOPE

This policy applies to services within the SCRD that “manage” infrastructure assets or asset systems in the delivery of services to the various communities it serves.

4.0 PURPOSE

- 4.1. The purpose of the asset management policy is to:
 - 4.1.1. Articulate the SCRD's commitment to asset management.
 - 4.1.2. To demonstrate to the community that the SCRD is exercising good stewardship, and delivering services in the most sustainable manner.
 - 4.1.3. To guide staff in the implementation of the policy through the use of asset management principles, guidelines and practices.

5.0 AUTHORITY TO ACT

5.1. The Board has authority to approve, update, amend or rescind this policy.

5.2. The following outlines the roles and responsibilities for the policy:

Role	Responsibility
Identification of issues, and development of policy updates	Board and Sr. Management Staff
Establish levels of service	Board, Chief Administrative Officer, and Staff
Exercise stewardship of assets, adopt policy and budgets	Board
Implementation of policy	Chief Administrative Officer and Staff
Development of principles, guidelines and practices	Chief Administrative Officer and Staff
On-going review of policies	Board and Staff

6.0 PROCEDURE

6.1. An organizational Asset Management Plan will be developed and maintained for all infrastructure assets of the Regional District, outlining long term goals, processes, and steps on how they will be achieved.

6.2. The policy and plans will be implemented by using industry guidelines and best management practices (such as the Asset Management of BC and the Federation of Canadian Municipalities).

6.3. The Asset Management Plan will be integrated into strategic and operational plans throughout the organization.

Implementation, review and reporting of the Asset Management Plan will be reported annually to the Board and the community.

Approval Date:	February 12, 2015	Resolution No.	058/15 Rec. No. 4
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:		
Title:	Feasibility Study Funding	

1.0 POLICY

When there is no existing service, the costs of undertaking a feasibility study will be apportioned among the areas that the board provides (by resolution) may benefit from the proposed service.

2.0 SCOPE

This Policy applies to feasibility studies for new services.

3.0 REASON FOR POLICY

To provide direction with regard to feasibility study funding for new services.

4.0 AUTHORITY TO ACT

Retained by the Board.

5.0 PROCEDURE

The Board will resolve, on a case-by-case basis, the benefitting area or areas that will pay the costs of feasibility studies for new services.

Feasibility study costs will be apportioned to the whole area. If the service is established, the costs of the actual service and the subsequent recovery of the Feasibility Study costs will be paid by the properties that make up the actual service area. This may be the entire area or a subset of the area.

Approval Date:	March 12, 2010	Resolution No.	134/10
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:		1700
Title:	Financial Sustainability	1

1. PURPOSE

This policy was developed to support the move to financial sustainability for the Sunshine Coast Regional District.

Financial sustainability, along with asset stewardship and working together collaboratively are integral components of the Strategic Plan. The Board has agreed to use these components as a lens to focus through when making decisions and implementing plans.

- 1.1. A proactive strategy is required that will lay the groundwork for the continuance of high-quality services while providing a legacy for future generations. It will position the Regional District to meet financial obligations and take advantage of opportunities that arise. It will also mean that residents and businesses can look forward to stable, equitable and affordable taxation in relation to the services provided.
- 1.2. The adoption of the Regional District's Five-Year Financial Plan is one of the most critical functions undertaken by the Board to achieve its stated goals. Budgets and service plans shall be developed in a consistent and planned manner. Budgets shall take into consideration the impacts of initiatives on both the current and future years and the Regional District's ability to fund those initiatives.

2. SCOPE

- 2.1. This Policy will apply to the development, management and delivery of all the Regional District's services and programs.

3. DEFINITIONS

3.1. Sustainability

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 (Source: Board-adopted definition).

3.2. Financial Sustainability

Financial Sustainability is the degree to which a government can maintain its existing financial obligations both with respect to its service commitments to the public and financial commitments to creditors, employees and others without increasing the debt or tax burden relative to the economy in which it operates. (Source: Public Sector Accounting Board Statement of Recommended Practice; Indicators of Financial Condition; SORP 4; May 2009).

4. POLICY STATEMENTS

4.1. Growth in Revenues

The Sunshine Coast is a growing community and all indications are that this will continue. Growth brings in new revenues (both taxation and fees) which must be estimated using the best available data.

- 4.1.1. Policy: Conservative estimates of revenues related to growth will be included in the budget based on information provided by BC Assessment as well as the respective Departments of the SCRD in collaboration with the Corporate Services Department.

4.2. Fees and Charges

Fees and charges are a significant portion of the Regional District's revenues. They must be reviewed on a regular basis to ensure they are set at the appropriate rate and to provide users with adequate notice of any changes.

- 4.2.1. Policy: The Regional District's self-financed programs are to be fully funded by user fees and/or parcel taxes including corporate overhead, equipment replacement, debt financing, transfers to reserves and capital expenditures.
- 4.2.2. Policy: Fees and charges will be reviewed annually and adjusted where appropriate. Reviews will include an analysis of the Regional District's costs of providing the service, as well as a comparison to other similar local governments.
- 4.2.3. Policy: An increase equal to inflation (Consumer Price Index) shall be applied as appropriate.
- 4.2.4. Policy: The users will be provided with no less than two months' notice of those changes, where possible.

4.3. **Alternative Revenues**

The Regional District should strive to produce non-traditional revenues and diversify its tax base.

- 4.3.1. Policy: All departments will make every effort to access alternative funding sources. New sustainable funding sources can be used to reduce property tax or fee increases, increase service levels and/or provide new services.
- 4.3.2. Policy: The Regional District will apply for grant funding for projects only after consideration is given to the full lifecycle costs of the project. When considering grant funding, the Regional District will focus on projects that are already included in the Five-Year Financial Plan, the adopted long-term capital plans or the Strategic Plan.

4.4. **One-time Revenues**

Using one-time revenues to fund ongoing expenditures results in unfunded expenditure obligations in future years.

- 4.4.1. Policy: Operating surpluses and one-time revenues will not be used to fund ongoing expenditures. Major one-time revenues will be applied to:
 - Reserves and/or Rate Stabilization in keeping with levels set by the Board;
 - One-time expenditures; or
 - Repayment of outstanding debt.

4.5. **Service Demands Created by a Growing Community**

Growth creates demands for service. It is important that the demands created by growth be recognized and efforts be made to maintain or improve existing standards.

- 4.5.1. Policy: Plans should provide details of the demands for service created by growth and should include options as to how the demands can be met and existing standards be maintained or improved.

4.6. **Cost of Existing Services**

The rising cost of existing services at existing service levels must be recognized.

- 4.6.1. Policy: Each year, an inflation factor will be applied to the operating budget as appropriate (e.g. Municipal or Construction Price Indexes, collective agreements, or utility rate increases).
- 4.6.2. Policy: Each budget cycle, the Board will consider the cost of existing services at existing service levels, or reducing service levels, before considering enhancements.

4.7. New Services and Major Enhancements

The funding established under Policy Statement 4.6 allows the Regional District to provide the same level of service for the existing tax base. It is not designed to provide for new services or major enhancements to existing services.

4.7.1. Policy: New services or enhancements to existing services may be funded by a combination of:

- Reduction in the cost/scope of existing services. This may include a reallocation of resources from one area to another;
- Increase in other revenues;
- An increase in other revenue and/or taxes; and/or
- Ongoing future financial revenues can justify the new service and / or enhancement.

4.7.2. Policy: The process to establish a new service must include thorough and accurate financial planning to support the Board's decision in determining the viability of establishing a new service.

4.8. Demand Management and Efficiencies

The Regional District does not have the resources to meet all the demands that are made for services. Demand must be managed to make sure that expectations reflect our fiscal reality.

Areas where efficiencies or service level changes may be possible will be identified and brought forward to the Board for consideration.

4.8.1. Policy: Plans will identify demand management strategies and should include options for service level changes and alternative service delivery models.

4.8.2. Policy: As a sound business practice, departments will strive to find and explore efficiencies throughout the Regional District's operations.

4.8.3. Policy: All departments will endeavour to develop partnerships, strategic alliances and shared project funding to assist in the reduction of expenditures to the Regional District.

4.9. Service Reviews (Non-statutory)

A Service Review is a review of an organisation's services designed to identify potential service delivery improvements. A Service Review can be used to improve the organisation's efficiency and effectiveness and assist in addressing financial sustainability. Systematically reviewing its services allows the Regional District to potentially redesign its mix of services to achieve efficiency gains or generate additional income.

Options that may be explored under a Service Review System include such matters as:

- Changing outputs and levels of service
- Sharing services and resources
- Optimizing the use of existing assets
- Alternate delivery of services or activities
- Internal operational changes (e.g. processes, work practices and technology)
- Adding or modifying user fees or charges
- Consideration of how the service contributes to overall service equity

4.9.1. Policy: The Regional District will undertake regular reviews (internal and/or external) of its services to find ways to improve service delivery and maximize the benefit to the community while minimizing costs.

4.10. Capital Maintenance, Replacement, and Asset Retirement

The Regional District has substantial value invested in its assets. As the community grows, this investment increases. A plan must be implemented to keep the infrastructure in a proper state of repair to avoid costly failures. The SCRD also has a legal obligation to responsibly dispose of its various assets and must account as well as develop financial plans to cover these costs.

4.10.1. Policy: The Regional District will establish and maintain an inventory of its capital assets. A maintenance/replacement plan will be developed utilizing best practices to keep existing assets in optimum condition. This program will be included in the Five-Year Financial Plan and the departmental long-term Capital, Asset Management and Service Plans.

4.10.2. Policy: The Regional District will depreciate its assets over their useful lives, and a sustainable funding strategy will be developed.

4.10.3. Policy: The Regional District, in accordance with Public Sector Accounting Standards, will account for and establish a plan for the future financial commitment associated with its legal obligation for the retirement of a tangible capital asset

4.11. Capital Projects

Capital projects and programs are funded from a variety of sources including taxation, grants, debt and reserves. Once the project or program is completed, its full on-going operation and maintenance costs need to be included in the operating budget, and future upgrade and/or replacement costs need to be included in the Capital Plan. These on-going and future costs must be clearly understood before a capital project is approved.

4.11.1. Policy: Each capital project or program submitted for consideration must clearly state its full initial cost, as well as future costs, including operating upgrade/replacement costs, and decommissioning. In addition, the source of sustainable funding for such costs has to be demonstrated.

- 4.11.2. Policy: When proposing capital projects, managers will consider the impact / draw on staff resources to undertake the project. Capital projects may require a change in the operating plan / priorities or additional resources to manage the project. Managers must ensure that staff resources are considered in the budget decisions related to capital projects.
- 4.11.3. Policy: Large-scale capital projects will be budgeted in at least two phases. The first phase is for planning and design, and subsequent phases are for construction and implementation with full life cycle project costs.

4.12. Allocation of Funding for Services

In order to ensure transparent accounting of the true costs of delivering a regional district service, clarity on the revenue allocation and cost recovery is necessary. The Regional District, where possible, will work towards the following:

- 4.12.1. Policy: The SCRCD considers that revenues generated from user fees, property taxation (ad valorem), operational grants, or other revenues will be allocated to fund the operational costs of a service.
- 4.12.2. Policy: Parcel Taxes, frontage fees, capital grants, or other revenues will be used to fund major capital projects associated with the service. In some cases, capital may be more appropriately funded through property taxation, such as debt servicing costs or minor capital purchases.

4.13. Carry-forward Projects

Some projects may not be completed in the year they are budgeted for. In such instances, funding is “carried forward” in recognition of the fact that the project is still required, and the Regional District must be in a position to complete the project. Nonetheless, there is a need to review carry-forward projects in light of other priorities that may have emerged.

- 4.13.1. Policy: Management will complete a detailed review of carry-forward projects in light of other priorities that may have emerged and include a report to the Board, prior to year end, with recommendations for including those projects in the following year’s budget.

4.14. Debt Management

The Regional District recognizes that, properly applied, debt can be an affordable and effective source of funding that complements the sustainability of an organization by matching costs to the appropriate tax payer in the year in which the benefit is received. The Regional District also recognizes that excessive debt reduces an organization’s flexibility and its ability to handle unforeseen challenges. Debt decisions shall balance quality of life and financial considerations.

4.14.1. Policy: 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.

4.14.2. Policy: Any debt funding should align with the Boards ‘Debt Management Policy’.

4.15. Reserve Funds and Rate Stabilization

The Regional District strives to develop appropriate reserves with respect to Regional District capital assets, landfill closure and post closure costs, employee benefit obligations, asset retirement obligations and other significant future financial obligations. Reserves and Rate Stabilization Funds contribute to the financial stability of Regional District services.

4.15.1. Policy: The Regional District will review all services to identify the appropriate uses and level of reserves and /or rate stabilization funds recommended for each service. Strategies to build reserves will be developed and presented as part of the annual budget process.

5. RESPONSIBILITY

5.1. Directors - To be familiar with this policy and to utilize it as a lens to provide focus when making budget or service decisions.

5.2. Staff – To be familiar with this policy and to ensure that it is followed when developing budgets and service options.

6. POLICY REVIEW

6.1. The policy shall be reviewed annually by Administration. Any changes shall be recommended to the Board for approval.

Approval Date	January 13, 2011		015/11
	March 10, 2016		117/16 Rec. 7
	October 8, 2020		321/20 Rec. 4

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:	Expense Accounts	1800
Title:	Directors – Reimbursement of Travel & Other Expenses	1

POLICY

The Regional District will reimburse directors and alternate directors of the Regional District for reasonable food, accommodation and travel expenses in accordance with the attached *Schedule of Allowable Expenses*.

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

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

- 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.
- The “per diem” rate may not be claimed when meals are provided as part of a function and paid for as part of a registration for that function. When some but not all meals are included, expenses may be claimed for the additional meal when travelling. The amount payable for the additional meal 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, receipt must be attached to the claim together with an explanation for the expense item.
- 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.

REASON FOR POLICY

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

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

1. Scope of Policy

This procedure applies to all directors and alternate directors of the SCRD who incur expenses while engaged in Regional District business unless otherwise stated.

2. Responsibility

Chief Administrative Officer

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

Directors and Alternate Directors

- To submit expense claim in a manner consistent with the following procedure.

3. Materials Required

- Expense Report Form
 1. Details of all claimable expenses are contained in the attached Schedule.
 2. 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.
 3. 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.
 4. On completion, the form must be approved by the CAO and forwarded to Accounts Payable for processing.

**SUNSHINE COAST REGIONAL DISTRICT
SCHEDULE OF ALLOWABLE EXPENSES**

1. Commercial accommodation Actual cost
2. Non-commercial accommodation \$35.00 per night
3. FCM Annual conference and accommodation Actual cost
(Chair, Electoral Area Directors or Alternates only)
4. UBCM Annual conference and accommodation Actual cost
(Chair, Electoral Area Directors or Alternates only)
5. AVICC conference and accommodation Actual cost
(Chair, Electoral Area Directors and Alternates only)
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 \$14.00
Lunch \$18.00
Dinner \$28.00
13. Provincial and Federal taxes applicable to allowable expenses Actual cost
14. "Per Diem" rate \$60.00 per day (in lieu of meal charges) exclusive of accommodation
(no receipts required, overnight travel only)
15. Parking Actual cost
16. Taxis Actual cost

Approval Date:	September 14, 2000	Resolution No.	409/00
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:	Expense Accounts	1800
Title:	Constituency Expenses	2

POLICY

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

Constituency expenses must be incurred as a result of SCRD business and the duties of the office of the Director. These expenses include but are not limited to:

- Phone charges, printing supplies, advertising local issues for their area, support for producing newsletters and travel expenses in support of local issues.

In addition, the SCRD will provide each Director 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. The cell phone must be returned to the SCRD at the end of a Director's term.

Directors may purchase a printer/scanner device using constituency funds. If the printer costs less than \$250 and is purchased greater than two years before the end of the term, the device will be written off. Otherwise, the device will be depreciated and offered to the Director at the depreciated cost.

Claims for constituency expenses should be submitted on a monthly basis. 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.

REASON FOR POLICY

To provide clarification regarding the budget for constituency expenses.

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

1. Scope of Policy

Applies to all Directors of the SCRD.

2. Responsibility

Directors

- To be familiar with this policy and to ensure that this policy is followed when submitting expense claims.

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

General Manager of Corporate Services or Treasurer

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

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



BOARD Policy

Section:	Finance	5
Subsection:	Grants to Organizations	1850
Title:	Electoral Areas' Grant-in-Aid	1

1. PURPOSE

This policy provides the framework to enable the Sunshine Coast Regional District (SCRD) Electoral Area Directors to make fair and equitable recommendations to the SCRD Board on behalf of their respective areas in the granting of funds to the community.

2. SCOPE

This policy applies to all SCRD officers, employees, Board members, and applicants to the Grant-in-Aid process.

The SCRD Electoral Areas provide Grant-in-Aid funding in order to assist non-profit societies / organizations and registered charitable societies / organizations that provide community, tourism or regional benefit and enrichment, enhancing the quality of life for residents.

3. DEFINITIONS

Electoral Areas: means SCRD's five (5) unincorporated Electoral Areas being Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E), and West Howe Sound and Islands (Area F).

4. POLICY

This policy establishes open and transparent guidelines for the evaluation and distribution of Electoral Areas' Grant-in-Aid, respecting the limited financial resources available for this purpose.

- 4.1 Each year, as part of the budget process, the SCRD Board will establish a maximum amount for Electoral Areas' Grant-in-Aid funding for the following year's budget.
- 4.2 The maximum allowable grant request for a single Electoral Areas' Grant-In-Aid application (per project / per event) is \$5,000 (five thousand dollars). Requests for \$500 (five hundred dollars) or less will be accepted from non-registered organizations, societies, or groups demonstrating a community need and / or whose objectives are charitable in nature. If a request is for more than \$500 (five hundred dollars) the organization must be a registered society to be an eligible applicant, or otherwise may apply through a partner organization that is a registered society.
- 4.3 To be considered for funding, the proposed project, program, service or special event should fill a need in the community with no overlap to identifiable or competing projects, programs, services or special events.
- 4.4 Electoral Areas' Grant-in-Aid is not intended to replace any financial responsibilities of senior levels of government or other government agencies or affiliates.



BOARD Policy

- 4.5 Organizations funded on an ongoing basis through taxation or those that receive a fee for service from the SCRD are not eligible for grant funding under this policy, unless the application is for a program other than the funded service.
- 4.6 The SCRD is subject to the provincial *Freedom of Information and Protection of Privacy Act* and cannot guarantee the information provided on Grant-in-Aid applications can or will be held in confidence.
- 4.7 On or before April 1st of each year, the SCRD will accept applications for Electoral Areas' Grant-in-Aid funding.
- 4.8 Late applications may be considered for emergent requirements subject to available Electoral Areas' Grant-in-Aid funding (see Section 8.3).
- 4.9 Grant funding is not guaranteed from year to year. Organizations are encouraged to work toward financial independence.

5. POLICY – BURSARY, SCHOLARSHIP, SUBSIDY

- 5.1 Grants will not be awarded to societies for use as scholarships, bursaries, or subsidies, with the exception of the School District 46 (SD46), under the direct approval of the SCRD.
- 5.2 Grants may be awarded to SD46 if the grant provides a direct benefit to a project that has significant benefit to the community.
- 5.3 Grant allocation to SD46 for bursary funding for each of the four secondary schools is to be approved each year within the SCRD budget process. Unclaimed bursary funding provided to SD46 will be reported to the SCRD on an annual basis. If amounts remain unclaimed after 2 years, funds will be returned to the SCRD to be re-allocated as the SCRD Board sees fit.

6. EXCEPTIONS

- 6.1 Funding requests that do not meet the basic criteria of the policy will be considered on a case- by-case basis at the discretion of the SCRD Board.

7. AUTHORITY TO ACT AND RESPONSIBILITIES

7.1 Legislation

The authority to provide grants of assistance is set out in the *Local Government Act*, section 263(1) as follows: "Subject to the specific limitations and conditions established under this or another Act, the corporate powers of a board include the following:... (c) to provide assistance for the purpose of benefitting the community or any aspect of the community."



BOARD Policy

7.2 SCRD Board

The SCRD Board has an obligation to all of its citizenry to protect the SCRD from exposure to unacceptable liability that could arise as a result of its funding relationships.

The SCRD Board has both statutory and budgetary limitations on Electoral Areas' Grant-in-Aid and wish to ensure that these funds are disbursed as fairly and equitably as possible to deserving applications with due regard to the degree of benefit that will result to the residents of the Sunshine Coast communities. Therefore, the SCRD Board has full discretion whether grants are allocated and for what amounts and all decisions are final.

8. EVALUATION CRITERIA

8.1 The Electoral Areas' Grant-in-Aid Committee shall use some or all of the following criteria to assess applications (in no particular order):

- Evidence of community need or desire for proposed program, project, service or event
- Potential benefit to the residents of the Sunshine Coast - use new approaches and techniques in the solution of community needs; whose project, program, service or special event is accessible to a large portion of the community's residents
- Evidence of community partnerships or support (financial or in-kind)
- Capacity to deliver the proposed program, project, service or event
- Level of volunteer participation and citizen involvement
- Evidence of financial need
- Evidence of funding from other sources
- Ability to demonstrate or anticipate future outcomes
- Public accessibility
- Exercise co-ordination, co-operation and collaboration with other groups to prevent duplication of projects, programs, services or special events

8.2 Electoral Areas' Grant-in-Aid will not be approved for:

- Large capital costs for equipment or improvements to (Privately) owned properties;
- Fire Suppression and Life or Emergency Safety Equipment;
- Annual Expenses;
- Remuneration (wages, salaries, other fees);
- Personal benefit, individuals, industrial, commercial, business undertakings (proprietor, member or stakeholder), educational institutions hospitals / healthcare;
- Religious or ethnocultural organizations serving primarily their membership or their own religious or ethnic promotion or purpose;
- Annual fundraising campaigns;
- Endowment funds;
- Debt retirement, interest payments or reserves;
- Cost of developing a proposal or undertaking a facility study;



BOARD Policy

- Non-profit societies conducting regional, Provincial or Federal level fundraising campaigns

8.3 If an applicant's project, program, service or special event is time sensitive where:

- funding is required prior to the application deadline date (on or before April 1st) and / or the August 1st payment date; or
- funding for a project that was not realized by the announced application deadline date and / or the August 1st payment date;

the applicant may submit an application to the SCRD to be brought forward to a standing committee for review. The applicant must use the Electoral Areas' Grant-in-Aid application form and comply with the requirement and criteria of this Policy and provide justification for late application.

9. ACCOUNTABILITY AND ACKNOWLEDGEMENT

- 9.1 In the event that the Electoral Areas' Grant-in-Aid funding results in a surplus to the applicant's needs or is no longer required for the project, program, service or special event for which it was intended or described in the application, the SCRD will be notified immediately and any remaining funding must be returned to the SCRD as soon as possible.
- 9.2 Recipients must acknowledge the SCRD as a supporter of the project, program, service or special event in publications or marketing. Projects, programs, services or special events may not be represented as an SCRD event nor may the society / organization hold itself out as an agent of the SCRD in anyway.

10. REFERENCES (Bylaws, Procedures, Guiding documents)

Terms of Reference – Rural Areas' Grant-in-Aid Review Committee

Approval Date:	February 11, 2021	Resolution No.	040/21 Rec. No. 1
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:	Salaries and Wages – Benefits and Services	1900
Title:	Directors – Loss of Wages	1

POLICY

No remuneration shall be paid to any Director or Alternate Director for attending to Regional District business due to loss of wages from regular employment.

REASON FOR POLICY

AUTHORITY TO ACT

PROCEDURE

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



BOARD Policy

Section:	Administration	5
Subsection:	Committees	1900
Title:	Directors - Remuneration Review	2

1. PURPOSE

To establish a process, structure and timeline for conducting Sunshine Coast Regional District (SCRD) Director remuneration, allowance, expense and benefit reviews that are reasonable, independent and transparent.

2. SCOPE

Applies to all Directors of the SCRD.

3. DEFINITIONS

- 3.1 "Allowance"** means predetermined amounts or flat rates that are allocated to SCRD Directors for expenses that may be incurred in the course of their duties.
- 3.2 "Benefit"** means the incentives, services and protections provided to SCRD Directors during their time in office.
- 3.3 "Board"** means the SCRD Board in its entirety and does not include standing committees or select committees of the Board.
- 3.4 "Director"** means an Electoral Area Director or Municipal Director.
- 3.5 "Expense"** means the charges incurred by SCRD Directors in the course of their duties, and are necessary in order to perform their duties.
- 3.6 "Remuneration"** means money that is paid to SCRD Directors as compensation for the duties they perform. Remuneration is also used in a broader sense to include expenses and benefit packages, in addition to money.
- 3.7 "Remuneration Review"** means the formal assessment of existing remuneration provided to SCRD Directors. These reviews include a consideration of pay, allowances, expenses and benefits.

4. POLICY/PROCEDURE

- 4.1** The *Local Government Act* provides that a board may by bylaw, provide for the remuneration, expense reimbursements and benefits of Directors.



BOARD Policy

- 4.2** The SCRД provides for the remuneration allowances and expense reimbursements of Directors in accordance with the bylaw cited as *Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021*.
- 4.3** SCRД Directors' remuneration, allowances, expense reimbursements and benefits will be reviewed once per term by a Chief Administrative Officer (CAO) appointed independent task force as outlined in the Directors' Remuneration Review Task Force Terms of Reference. Upon completion of the review, the task force is to present their recommendations to the Board. The approved recommendations will be implemented in the succeeding Board's term.

5. AUTHORITY TO ACT

The Chief Administrative Officer is responsible for administering the remuneration review process.

6. REFERENCES (Bylaws, Procedures and Guiding Documents)

- 6.1** Directors' Remuneration Review Task Force Terms of Reference
- 6.2** Directors – Reimbursement of Travel & Other Expenses Policy 5-1800-1
- 6.3** Constituency Expenses Policy 5-1800-2
- 6.4** *Sunshine Coast Regional District Board Procedures Bylaw No. 717, 2018*
- 6.5** *Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021*

Approval Date:	October 14, 2021	Resolution No.	273/21 No. 3
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:	Asset Management and Inventories	1025
Title:	Asset Management Policy	1

1.0 POLICY

Asset management is an integral component of moving the Sunshine Coast Regional District (SCRD) toward the Boards Strategic Goals of Financial Sustainability. As stated in the Financial Sustainability Policy, it is the degree to which a government is capable of funding the service needs of its community, including the management and maintenance of assets.

In order to accomplish the Board's commitment to asset management, the following actions will help guide the SCRD as it develops its Asset Management Plans:

- 1.1. Determine and maintain the replacement value of assets;
- 1.2. Determine and maintain the condition of assets and their expected service life;
- 1.3. Maintain and manage infrastructure assets at defined service levels to provide uninterrupted services, support public safety, and the Board's strategic goals;
- 1.4. Establish and define the level of service and standards to which assets will be maintained;
- 1.5. Plan for and provide sustainable long term financial plans to renew and/or replace assets, including their de-commissioning;
- 1.6. Where appropriate, consider and incorporate asset management in its other corporate plans;
- 1.7. Report regularly to the Board on the status and performance of the work related to asset management;

2.0 DEFINITIONS

- 2.1. **Board**- refers to the elected officials that make up the SCRD Board of Directors.
- 2.2. **Asset Management** - Asset Management BC defines asset management as: *“An integrated approach involving planning, finance, engineering and operations to effectively manage existing and new infrastructure to maximize benefits, reduce risks and provide satisfactory levels of service to community users in a socially, environmentally, and economically sustainable manner.”* Engineering and operations to effectively maintain infrastructure assets.
- 2.3. **Infrastructure assets** – Physical assets that provide a service to the community and require maintenance in order to maintain its service capacity over its anticipated life span. SCRD infrastructure for the purpose of asset management includes: water, wastewater, fleet, parks, recreation, docks, transportation, and facilities.

3.0 SCOPE

This policy applies to services within the SCRD that “manage” infrastructure assets or asset systems in the delivery of services to the various communities it serves.

4.0 PURPOSE

- 4.1. The purpose of the asset management policy is to:
 - 4.1.1. Articulate the SCRD's commitment to asset management.
 - 4.1.2. To demonstrate to the community that the SCRD is exercising good stewardship, and delivering services in the most sustainable manner.
 - 4.1.3. To guide staff in the implementation of the policy through the use of asset management principles, guidelines and practices.

5.0 AUTHORITY TO ACT

- 5.1. The Board has authority to approve, update, amend or rescind this policy.
- 5.2. The following outlines the roles and responsibilities for the policy:

Role	Responsibility
Identification of issues, and development of policy updates	Board and Sr. Management Staff
Establish levels of service	Board, Chief Administrative Officer, and Staff
Exercise stewardship of assets, adopt policy and budgets	Board
Implementation of policy	Chief Administrative Officer and Staff
Development of principles, guidelines and practices	Chief Administrative Officer and Staff
On-going review of policies	Board and Staff

6.0 PROCEDURE

- 6.1. An organizational Asset Management Plan will be developed and maintained for all infrastructure assets of the Regional District, outlining long term goals, processes, and steps on how they will be achieved.
- 6.2. The policy and plans will be implemented by using industry guidelines and best management practices (such as the Asset Management of BC and the Federation of Canadian Municipalities).
- 6.3. The Asset Management Plan will be integrated into strategic and operational plans throughout the organization.

Implementation, review and reporting of the Asset Management Plan will be reported annually to the Board and the community.

Approval Date:	February 12, 2015	Resolution No.	058/15 Rec. No. 4
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Legal Matters – 2200-2499

Sub-Section

Policy Title

Policy #

Legal Matters - General

Contacting SCRD Solicitors

6-2210-1

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Legal Matters	6
Subsection:	Legal Matters – General	2210
Title:	Contacting SCRD Solicitors	1

POLICY

Any contact with solicitors must be initiated by, or sanctioned by a manager.

REASON FOR POLICY

To clarify the authority for contacting the SCRD Solicitors.

AUTHORITY TO ACT

Delegated to Staff.

PROCEDURE

1. Scope of Policy

Applies to staff of the SCRD.

2. Responsibility

Non-Management Employees

- To receive permission from an appropriate manager prior to contacting the SCRD Solicitor for legal advice.

Managers (including General Managers and Chief Administrative Officer)

- To determine the appropriateness of a non-management employee contacting the SCRD Solicitor directly and give permission for this if deemed appropriate by the manager.

Approval Date:	April 29, 2004	Resolution No.	329/04
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Personnel – 2500-2999

Sub-Section	Policy Title	Policy #
Personnel - General	Hiring of Regional District Officers	7-2510-1
Benefits - General	Directors – Travel Accident Insurance	7-2550-1
Volunteers	Committee Volunteer Meeting Expenses	7-2830-1

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Personnel	7
Subsection:	Personnel – General	2510
Title:	Hiring of Regional District Officers	1

POLICY

The Secretary-Treasurer (Chief Management Officer) shall be appointed by the Board. A short list shall be prepared by a Selection Committee (Board Members) and interviews conducted by the Board.

The hiring of designated Officers i.e. Public Works Superintendent, Chief Building Inspector, Assistant Secretary-Treasurer and the Planning Director, shall be by a Selection Committee made up of the Chairman, the Secretary-Treasurer and the Chairman of the Committee related to the Department Head being hired. This Committee shall short list, interview and appoint the Offer, and the Board shall ratify such appointments.

REASON FOR POLICY

AUTHORITY TO ACT

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Personnel	7
Subsection:	Benefits – General	2550
Title:	Directors – Travel Accident Insurance	1

POLICY

The Regional District shall provide accidental death and dismemberment insurance for all Board members when outside the Regional District on Regional District business to a maximum of \$50,000.

REASON FOR POLICY

AUTHORITY TO ACT

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Personnel	7
Subsection:	Volunteers	2830
Title:	Committee Volunteer Meeting Expenses	1

POLICY

Volunteer committee members appointed by the SCRD board to SCRD committees and commissions shall be entitled to reimbursement for:

- a) ferry tickets and/or water taxi expenses
- b) up to 1.5 hours of use of one's personal boat to a maximum rate of \$100/hour when this is the least expensive or only option available.
- c) total mileage when travelling more than 50 km round trip at the rate established by SCRD Board "Reimbursement of Travel and Other Expenses" policy.

REASON FOR POLICY

To specify when reimbursement for expenses incurred by volunteer committee members will be provided.

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

1. Scope of Policy

Applies to all board appointed volunteer committee members of SCRD committees and commissions who must travel by ferry or water taxi, personal boat or travel more than 50 km. round trip to attend a meeting.

2. Responsibility

Volunteer Committee Members

- To be familiar with this policy and to ensure that this policy is followed when submitting expense claims.
- To ensure that expense claims are submitted, on the appropriate form, at least quarterly and within 2 weeks of the end of the year.
- Volunteers claiming for reimbursement for use of one's personal boat must provide proof that they have Ocean Marine insurance coverage.

Managers Responsible for SCRD Committees / Commissions

- To review and approve volunteer committee members' expense claims prior to submission for payment.

General Manager of Corporate Services

- To provide advice and clarification regarding this policy.
- To ensure that volunteer committee members' expense claims are processed in a timely manner.

Approval Date:	April 10, 2003	Resolution No.	190/03
Amendment Date:	November 10, 2005	Resolution No.	676/05
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Protective Services – 7000-7699

Sub-Section

Policy Title

Policy #

ATTACHMENT B

Land Administration – 3000-3699

Sub-Section	Policy Title	Policy #
Strata Title Properties	Strata Conversion of Previously Occupied Lawful Dwelling Units	8-3300-1
Subdivisions and Subdivision Control	Parks Acquisition from Subdivision	8-3320-2

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	PROPERTIES ADMINISTRATION	8
Subsection:	STRATA TITLE PROPERTIES	3300
Title:	STRATA CONVERSION OF PREVIOUSLY OCCUPIED LAWFUL DWELLING UNITS	1

POLICY

The Sunshine Coast Regional District (the Regional District) will consider applications for the conversion of previously occupied duplexes and parcels with two dwellings as permitted under Section 242 of the *Strata Property Act*.

REASON FOR POLICY

Section 242 of the *Strata Property Act* requires that stratification of previously occupied dwellings be approved by a local government or delegated to staff subject to the provisions of this section and other criteria that may be stipulated by the local government. This policy has been developed to ensure that there is a consistent review of strata conversion applications against criteria that meet the requirements of the Planning and Development, Building and Infrastructure Services Departments as well as community values.

AUTHORITY TO ACT

Section 942 of the *Strata Property Act* provides the authority for this policy to applied by the Regional District and that the authority to be delegated, by Regional Board resolution, to the Manager of Planning and Development.

PROCEDURE

1. The Sunshine Coast Regional District shall receive applications to allow the Manager of Planning and Development, as delegated by the Regional District Board, to consider the strata conversion of dwelling units on parcels with existing duplexes or more two dwelling units as permitted under Section 242 of the *Strata Property Act*.
2. Applications for the consideration of approval of a strata conversion under Section 242 (8) of the *Strata Property Act* shall include confirmation that:
 - (1) The dwelling units are in conformance with all applicable provisions of zoning bylaw applicable to the property or that the dwelling units are legal-nonconforming with respect to use and siting as set out under Section 911 of the *Local Government Act* to the satisfaction of the Regional District.
 - (2) The Building Inspection Department documents to the satisfaction of the Regional District, the dwelling units are in conformance with the applicable provisions of the *British Columbia Building Code*, including, but not limited to:
 - (a) Fire separations;
 - (b) Heating systems;
 - (c) Ventilation;
 - (d) Smoke alarms; and
 - (e) Plumbing systems.

- (3) The Regional District Building Inspector estimates to the satisfaction of the Regional District, the life expectancy of the dwelling units and projected increases in maintenance costs for the dwelling units after meeting the applicable provisions of the *British Columbia Building Code* as set out in Section 2 above.
 - (4) The dwelling units have sewage disposal systems that have received the required approval or registration number from the Coast Garibaldi Health Unit or Vancouver Coastal Health; or are lawfully connected to a local community sewer system to the satisfaction of the Regional District and meeting the Regional District's servicing bylaw.
 - (5) The dwelling units are provided with domestic water by either:
 - (a) The Regional District or other community water system providing domestic water to the dwelling units to the satisfaction of the Regional District with required water metering; or
 - (b) An independent qualified professional engineer confirming that the dwelling units have wells or surface water licences that provide sufficient quantity as required under the *British Columbia Building Code* and quality as set out under the *Canadian Drinking Water Guidelines*.
 - (6) Any tenant is provided with written notice of the proposed strata conversion at least 30 days prior to its consideration by the Manager of Planning and Development, and which notice must be received at least 60 days prior to any final written approval of the strata conversion that may be granted under Section 242 (7) or (8) of the *Local Government Act*.
 - (7) Written confirmation is provided by the applicant that alternative accommodation for any tenant has been obtained, if found necessary by the Regional District.
 - (8) The priority and needs of providing rental accommodation over owned accommodation within the subject electoral area is considered.
3. In considering applications of a strata conversion, the Manager of Planning and Development may consider any other matter as permitted under Section 242 (8) of the Strata Property Act.
 4. Applications for strata conversions shall be accompanied by an application form and fee as set out under the current development procedures and fees bylaw.

Approval Date:	January 22, 2009	Resolution No.	032/09
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Land Administration	8
Subsection:	Subdivisions and Subdivision Control	3320
Title:	Parks Acquisition from Subdivision	2

1. POLICY

The following criteria will be considered when commenting on park dedication for subdivision applications:

- The land is designated for park use in an official community plan, the parks master plan or another plan adopted by the regional board.
- The land is adjacent to an existing park and will improve the configuration or function of the park.
- The community indicates a high priority for acquisition of parkland within the local area.
- The proposed new park is manageable from an operational perspective.
- The lands have attractive and/or useable physical characteristics and appropriate access.

2. SCOPE

This Policy applies to all subdivisions reviewed by the SCRD Planning and Development Division.

3. REASON FOR POLICY

To ensure park lands received are viable within the SCRD parks system.

4. AUTHORITY TO ACT

Delegated to Planning staff in consultation with Parks Division.

5. PROCEDURE

- Subdivision applications will be received and reviewed by the Planning & Development Division and to the area Director.
- Proposed park dedications will be referred to the Parks Division for comment.
- Comments on the proposed park dedication will be provided to the Planning and Development Committee in order to make a recommendation to the Board.

Approval Date:	May 24, 2012	Resolution No.	215/12 Rec. No. 11
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Legislative and Regulatory Services – 3700-4699

Sub-Section	Policy Title	Policy #
Building Regulations - General	Mobile Homes within the Agricultural Land Reserve	9-3760-1
Building Regulations - Building Permits & Inspections	Notification of Stop Work Orders	9-3800-1
Building Regulations - Building Permits & Inspections	Enforcement – Floating Structures	9-3800-2
Building Regulations - Building Permits & Inspections	Registering Notice on Title	9-3800-3
Bylaw Enforcement	Bylaw Enforcement Complaints	9-3800-4
Bylaw Enforcement - General	BEN Adjudicator Policy	9-4000-3
Bylaw Enforcement - General	BEN Screening Officer	9-4000-4
Cemetery Administration	No Irrigation of SCRD Cemeteries	9-4100-1
Elections	Election Results	9-4200-1
Licenses - Individual	Beer Gardens -Annual Limit of Approvals	9-4320-1

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Legislative and Regulatory Services	9
Subsection:	Building Regulations – General	3760
Title:	Mobile Homes within the Agricultural Land Reserve	1

POLICY

That there be a Board policy to require that at the time of building permit issuance, a covenant or other appropriate mechanism be used to indicate on title the conditions under which a mobile home is being permitted as a second dwelling in the Agricultural Land Reserve.

REASON FOR POLICY

AUTHORITY TO ACT

PROCEDURE

Approval Date:	June 24, 1993	Resolution No.	594/93
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Legislative and Regulatory Services	9
Subsection:	Building Regulations – Building Permits & Inspections	3800
Title:	Notification of Stop Work Orders	1

POLICY

- a) The Building Inspector shall send a double registered letter to any building permit holder on whose building a “stop work order” has been placed, listing out the deficiencies leading to the stop work order.
- b) In a like manner the Building Inspector shall send a double registered letter to the permit holder when the deficiencies are corrected, advising that the stop work order has been lifted and that work may proceed.

REASON FOR POLICY

AUTHORITY TO ACT

Delegated to Staff.

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Legislative and Regulatory Services	9
Subsection:	Building Regulations – Building Permits & Inspections	3800
Title:	Enforcement – Floating Structures	2

POLICY

On the basis of economic reasons including the geographic size and remoteness of large portions of the Sunshine Coast Regional District, as well as limited staff resources, the Sunshine Coast Regional District will not enforce the Building Bylaw with respect to structure on the water except for floating buildings for commercial or industrial uses on water lots zoned for these purposes.

REASON FOR POLICY

AUTHORITY TO ACT

Delegated to Staff.

PROCEDURE

Approval Date:	February 25, 1999	Resolution No.	101/99
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Legislative and Regulatory Services	9
Subsection:	Building Regulations – Building Permits & Inspections	3800
Title:	Registering Notice on Title	3

POLICY

The Sunshine Coast Regional District will register a Notice on Title in accordance with Sections 700 (1), (2), (3) and (4) of the Municipal Act which allows for a notice to be registered against title that building regulations have been contravened, if the building inspector:

- (a) observes a condition, with respect to land or a building or structure, that the inspector considers
 - (i) results from the contravention of, or is in contravention of, a bylaw or regulation under this Part or under any other enactment relating to the construction or safety of a building or structures, and
 - (ii) as a result of that condition, a building or structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or
- (b) discovers that
 - (i) something was done with respect to a building or structure or the construction of a building or structure that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and
 - (ii) the permit was not obtained or the inspection not satisfactorily completed.

REASON FOR POLICY

To provide a procedure for registration of Notice on Title at the Land Title office concerning properties with incomplete or expired building permits, or non-conforming construction subject to the Chief Building Inspector's recommendation.

AUTHORITY TO ACT

Delegated to Staff.

PROCEDURE

1. After two attempts to notify the owner(s) about the incomplete or expired permit or the non-conforming condition (one of which must be in writing) to demand to the owner(s) to bring the building into conformity with the Building Code and remedy any condition that makes a building or structure unsafe or unlikely to be usable for its expected purpose during its normal lifetime, the Chief Building Inspector, at his discretion, prepares a report to the Manager of Legislative Services outlining the incomplete, expired permit or non-conforming condition. A copy of the title search for each property is attached.

2. The Manager of Legislative Services notifies the registered owner(s) in writing of the date and time of the Board meeting (subsequent to the Planning and Development Committee noted in Section 3 below) at which their issue will be considered, citing section 700(1), (2), (3) and (4) of the Municipal Act. Any financial institution and/or 2nd mortgage holder showing on the Title Search is also notified.
3. The Chief Building Inspector writes a report to the Planning and Development Committee advising it of the incomplete, expired permit or non-conforming properties and the background. The Chief Building Inspector will attend the subsequent Board meeting at which the Planning and Development Committee recommendation is to be considered, to provide further comments if necessary or advise the Board that the matter has been resolved. The owner(s) may attend if he/she wishes to make comments.
4. After the Board has approved the recommendations to register a notice at the Land Title office, a Notice of Resolution is prepared by the Manager of Legislative Services.
5. The Manager of Legislative Services signs the Resolution and registers it in the Land Titles Office. A copy of the executed Resolution is returned to the Chief Building Inspector.
6. The Chief Building Inspector sends a letter to the registered owner(s) notifying them of the registration including a copy of the executed Resolution.
7. The building permit file is placed in the "Notice on Title Permits" file.
8. If the unsafe, non-conforming condition is rectified, the applicable inspection fee is paid, and the work is inspected and approved by the building inspector, the Chief Building Inspector sends a report to the Manager of Legislative Services who will file a cancellation notice at the Land Titles Office at the cost of the owner.
9. A copy of the executed cancellation notice is forwarded to the Chief Building Inspector.

Approval Date:	October 28, 1999	Resolution No.	464/99
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Legislative and Regulatory Services	9
Subsection:	Bylaw Enforcement	3800
Title:	Bylaw Enforcement Complaints	4

1. POLICY

The SCRD Board supports efforts to achieve voluntary compliance to bylaws. Where this is not possible, a progressive approach to enforcement will be utilized where the noncompliant actions are addressed where possible through avenues other than court action or direct enforcement.

1.1 Reason

The purpose of this Policy is to outline a fair process for dealing with Bylaw complaints.

The objectives of the Board Bylaw Enforcement Policy are to provide certainty and consistency in the enforcement of Regional District bylaws.

The Board has no duty on the part of the Regional District to take enforcement action with respect to a contravention of a bylaw that may be occurring within its jurisdiction.

1.2 Written Complaint

Enforcement action with regard to Bylaws, (excluding issues dealing with the issuance of a Permit), shall only be entertained under circumstances where:

- a) a written complaint has been received by a clearly identified individual or where there has been a resolution of the Regional District Board; or,
- b) The Regional District may pursue any information with regard to a situation where a required Permit has not been obtained or a life safety issue exists.

1.3 Confidentiality

In administering Bylaw Enforcement, all complainants shall be advised that the substantive details of their complaints will be made known to the alleged violators, but the complainants' identities will be received, and held, by the Regional District in confidence unless required to be revealed through any ensuing legal process.

If the complainant, whose identity is required to be made known before enforcement action may proceed, or continue, refuses to have their identity revealed, any action required by, or resulting from, their complaint will be abandoned.

1.4 Where a Ticket may be Immediately Issued

Where bylaw infractions result from illegal irrigation, immediate life safety or health concerns, dog control issues, or such similar violations and after efforts to achieve voluntary compliance have failed, a ticket or series of tickets may be introduced in addition to seeking compliance on a voluntary basis.

1.5 Staff Safety

The safety of staff and/or agents of the Regional District is of primary importance. If a Compliance Officer and/or agent are verbally or physically threatened while administering the bylaws of the Regional District, no further investigative action shall be carried out and an in camera report to the Board will be made with options for further action.

1.6 Board Involvement

The individual members of the Board must not be involved with the sanctioning of an investigation, (other than acting solely as a citizen of the RD reporting a complaint), in making a decision on who shall be investigated, or in the assessment of a complaint.

2. PROCEDURES

Procedures for Bylaw Enforcement are outlined below:

2.1 Inquiries

2.1.1 Media inquiries regarding the status of a bylaw enforcement matter shall be directed to the Manager of Legislative Services.

2.1.2 All Board inquiries relating to bylaw enforcement shall be directed to the Chief Administrative Officer.

2.2 Priority to deal with enforcement complaints shall be in the following order:

2.2.1 Any danger to health, safety or property.

2.2.2 Any inconvenience to the public or other property owners.

2.2.3 Matters related to zoning regulations.

2.2.4. Routine enforcement issues.

2.3 Investigation Process

2.3.1 A preliminary review of the complaint will be undertaken to ensure that the complaint is well founded.

2.3.2 Part of the review may include gathering of evidence in support of the bylaw investigation. Statements from witnesses should be obtained where possible and follow the prescribed statement taking format.

2.3.3 If no violation exists, the complainant will be so advised and a record of the inquiry filed.

2.4 Follow up on Complaints

2.4.1 The following types of complaints may be actionable:

- (i) a written or e-mailed complaint by a resident within reasonable geographic proximity to the location of the alleged offence;
- (ii) a written or e-mailed complaint by a legally established business owner who may suffer financially from any unauthorized or non conforming use of property in direct competition with that business, within reasonable geographic proximity of their legally established business;
- (iii) a referral written or e-mailed from another Government Agency, Fire Department, or RCMP;
- (iv) a written or e-mail referral from an SCRD staff person; or;
- (v) a resolution from the Regional District Board of Directors.

2.4.2 The following types of complaints will not be actionable:

- (i) building conditions complaints considered general maintenance and not subject to a building permit;
- (ii) complaints which are considered to lack geographic proximity by the Officer, unless they are referred for consideration to the Board.

2.5 Reporting to the Board

- 2.5.1 On each enforcement matter that may require Court enforcement or direct action on the part of the Board, a report will be provided to the Board that includes the history and recommended action. Also included in the report shall be the legal status of the enforcement matter as required.
- 2.5.2 The Chief Building Inspector and Manager of Bylaw Enforcement shall report to the Board quarterly regarding the enforcement of Regional District Bylaws.
- 2.5.3 Where the Bylaw Enforcement Notice system (BEN) is contemplated for use in conjunction with Notice on Title, a report will be brought to the Board for resolution prior to taking action.

2.6 Progressive Enforcement

- 2.6.1 A series of standardized letters following a progressive enforcement approach coupled with an enforcement flow chart will form part of the Procedures for Bylaw Enforcement and Compliance.

2.6.2 Voluntary Compliance Process

The following are the voluntary compliance process guidelines:

- (i) The alleged offender will be contacted personally or by letter and the alleged violation will be outlined;
- (ii) If a violation exists, the property owner and/or occupant's cooperation will be sought. The bylaw compliance officer may meet with a violator to review the nature of the violation and to advise options on how to achieve compliance with the bylaws.
- (iii) The violator(s) may be asked to cease activity immediately, or be given a deadline to comply. The violator will also be advised that failure to comply could result in further legal action.
- (iv) The bylaw compliance officer may meet with a violator to review the nature of the violation and to advise on options to achieve compliance with the bylaws; or,
- (v) A compliance agreement may be negotiated

2.6.3 Non-Voluntary Enforcement Process

The following are the non-voluntary enforcement process guidelines:

Where the violation is found to be valid, a Progressive Enforcement Approach will be utilized:

- (i) A first letter will be sent detailing the alleged offence and what is required to comply with SCRD bylaws.
- (ii) A second letter will be sent outlining the alleged offence, and requesting compliance stating possible consequences of inaction. The bylaw compliance officer may meet with a violator to review the nature of the violation and to recommend options on how to achieve compliance with the bylaws.
- (iii) A third letter will be sent outlining the alleged offence, requesting compliance and stating an MTI or BEN ticket will be issued if the required corrective action is not taken.
- (iv) A fourth letter will be sent detailing the offence and the imposed MTI or BEN ticket.
- (v) The MTI will be personally served to an offender and a BEN ticket may be mailed.
- (vi) A formal documented Compliance Agreement will be used in lieu of a fine payment where possible.
- (vii) The offender will be given an opportunity to enter into an Adjudicated payment dispute process in accordance with the Bylaw Enforcement Adjudication System where applicable.
- (viii) The offender will have the opportunity to dispute any fine amount at the Provincial Court level.

2.6.4 Where complaint issues related to safety, fire and health have not been satisfactorily addressed by the registered owner or occupant, a Notice on Title may be placed on the property to alert future owners to the condition of the property.

2.6.5 Injunctive Proceedings Process

The following are the injunctive proceedings process guidelines:

- (i) The Chief Administrative Officer will request legal counsel to commence bylaw enforcement proceedings.
- (ii) At the end of the proceedings, the complainant and the Board, if required, will be advised of the outcome, and the file closed.

2.6.6 Direct Enforcement Process (Matters of public life safety, fire or health)

The following steps outline the direct enforcement process guidelines:

- (i) When all other options to achieve compliance have been exhausted, then a letter will be sent to the owner/occupant clearly outlining the required tasks. The letter must advise that failure to comply with the bylaws within the outlined time frame will result in staff requesting that the Board pass a resolution to effect compliance on the subject property and any expenses that year will be added to the property taxes as taxes in arrears if they are not paid by December 31st.
- (ii) Should the owner/occupant fail to comply with the applicable bylaw(s) within the given time frame as outlined in the first letter, one or more of the following actions may occur:
 - (a) A letter will be sent to the owner/occupant advising them that they have failed to comply with the bylaws of the Regional District and a staff report will be forwarded to the Board asking for a resolution to effect compliance on the subject property. The letter must be sent to every owner on title, and/or to all occupants; or
 - (b) A letter will be sent to the owner/occupant advising them that they have failed to comply with the bylaws of the Regional District and a staff report will be forwarded to the Board asking for a resolution to effect compliance on the subject property and to authorize the placement of a Notice on Title. The letter must be sent to every owner on title, and / or to all occupants.
 - (c) If the subject property requires that substantial work be completed before compliance can be achieved, then staff will obtain estimates for the costs of the work and advise the owner of the estimated costs (prior to commencement of the work) should the Regional District effect direct compliance.
 - (d) Once a staff report has been received by the Board, then the following may occur:

- d(1) If a resolution is passed, a letter will be sent to the owner(s) of the property stating that a resolution has been passed to enforce and effect related works. Should the property not be brought into compliance within 30 days, or bona fide steps are not occurring to achieve compliance, then any costs incurred as a result of the work to achieve compliance will be invoiced and sent to the property owner(s). If the invoice is not paid within 30 days the invoiced amount will be added to the taxes payable as taxes in arrears, or;
- d(2) If the Board resolves not to proceed with direct enforcement, letters will be sent to the owner(s), occupant(s) and complainant(s) indicating the Board's decision.

Approval Date:	June 23, 2011	Resolution No.	265/11
Amendment Date:	October 11, 2012	Resolution No.	375/12
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Legislative and Regulatory Services	9
Subsection:	Bylaw Enforcement	4000
Title:	Adjudicator Qualifications	3

1. POLICY

In addition to the qualifications outlined in provincial legislation, the Sunshine Coast Regional District requires that individuals acting as adjudicators for the Bylaw Enforcement Notice System have:

- a) a minimum of five years tribunal experience as an adjudicator,
- b) a strong background in Administrative Law; and,
- c) extensive knowledge of the application of natural justice principles.

2. SCOPE

This policy applies to all adjudicators utilized by the SCRD for the Bylaw Enforcement Notice system.

3. REASON FOR POLICY

The provincial legislation (Bylaw Notice Enforcement Act and Regulation) which sets the standard for adjudicators does not prescribe sufficient knowledge and experience for the adjudicator. The purpose of this policy is to ensure the appointed roster agency provides an adjudicator with the desired knowledge and experience.

4. Procedure

Staff will provide any appointed roster agency with the adjudicator qualifications required by the SCRD.

Approval Date:	June 23, 2011	Resolution No.	257/11 rec 24
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Legislative and Regulatory Services	9
Subsection:	Bylaw Enforcement	4000
Title:	Screening Officer Bylaw Notice	4

1. POLICY

The Sunshine Coast Regional District authorizes the Screening Officer to cancel a Bylaw Notice where he or she is satisfied that one or more of the following reasons exist and a compliance agreement is not appropriate or available:

(a) Identity cannot be proven, for example:

- i. The Bylaw Notice was issued to the wrong person; or
- ii. The boat involved in the contravention had been stolen.

(b) An exception as specified in the Bylaw or a related enactment is proven.

(c) There is poor likelihood of success for the Regional District at adjudication, for example:

- i. The evidence is inadequate to show a contravention;
- ii. The Officer relied on incorrect information in issuing the Notice;
- iii. The Notice was not completed properly;
- iv. The Bylaw provision is unenforceable or poorly worded.

(d) The contravention was necessary for the preservation of health and / or safety, for example:

- i. The contravention was the result of a medical emergency.

(e) The Notice is one of a number of Notices arising out of the same incident, in which case the Screening Officer may cancel all but the most appropriate Notice(s).

(f) It is not in the public interest to proceed to adjudication for one of the following reasons:

- i. The person who received the Notice was permitted or entitled to take the action, but the issuing officer was not aware of this entitlement or permit;
- ii. The person receiving the 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;
- iii. The Bylaw has changed since the Notice was issued, and now authorizes the contravention.

(g) The person exercised due diligence in their efforts to comply with the Bylaw, for example:

- i. As a result of mechanical problems the person could not comply with the Bylaw; or
- ii. The sign indicating the Bylaw requirement was not visible.

2. SCOPE

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

3. REASON FOR POLICY

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

4. AUTHORITY TO ACT

Delegated to staff.

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Legislative and Regulatory Services	9
Subsection:	Bylaw Enforcement – General	4000
Title:	Complaints - Confidentiality	2

POLICY

THAT reasonable attempts shall be made to secure voluntary compliance with Bylaws prior to initiating any manner of enforcement action;

AND THAT enforcement action with regard to Bylaws (excluding issues dealing with the issuance of a Permit) shall only be entertained under circumstances where a written complaint has been received by a clearly identified individual or where there has been a resolution of the Regional District Board. The Regional District may pursue any lead with regard to a situation where a required Permit has not been obtained;

AND THAT in administering Bylaw Enforcement, ALL complainants shall be advised that the substantive details of their complaints will be made known to the alleged violators, but the complainants' identities will be received, and held, by the Regional District in absolute confidence unless required to be revealed through any ensuing legal process;

AND THAT if the complainant, whose identity is required to be made known before enforcement action may proceed, or continue, refuses to have their identity revealed, any action required by, or resulting from, their complaint will be abandoned.

REASON FOR POLICY

AUTHORITY TO ACT

Delegated to Staff.

PROCEDURE

Approval Date:	June 16, 1996	Resolution No.	444/96
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Legislative and Regulatory Services	9
Subsection:	Elections	4200
Title:	Election Results	1

POLICY

As soon as practical the Returning Officer shall notify the elected Directors and the Chairman of the results of a referendum.

REASON FOR POLICY

To provide direction to staff with regard to election results.

AUTHORITY TO ACT

Delegated to Staff.

PROCEDURE

Approval Date:	May 28, 1992	Resolution No.	479/92
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Legislative and Regulatory Services	9
Subsection:	Licenses - Individual	4320
Title:	Beer Gardens – Annual Limit of Approvals	1

POLICY

To choose not to establish a limit and requests be dealt with on a case by case basis.

REASON FOR POLICY

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

Approval Date:	July 10, 1997	Resolution No.	424/97
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Community Services – 4700-5199

Sub-Section

Policy Title

Policy #

ATTACHMENT B

Engineering and Public Works – 5200-5799

Sub-Section	Policy Title	Policy #
Ports	Docks – Piling Replacement	11-5230-1
Sanitary Sewer	Local Community Sewage Systems	11-5340-1
Solid Waste Disposal-Recycling	Relief Funding for Private Recyclers	11-5380-1
Solid Waste Disposal-Recycling	Large Volume Recycling from ICI Sector	11-5380-2
Street and Roads	Street Lighting	11-5400-1
Utilities	Utility Lines	11-5500-1
Independent Power Projects	Independent Power Production Development	11-5510-1
Water Supply and Distribution	Unauthorized Water Connections	11-5600-1
Water Supply and Distribution	Drought Management	11-5600-2
Water Supply and Distribution	Toilet Rebate Program	11-5600-3
Water Supply and Distribution	Funding Watermain Extensions DRAFT	11-5600-4

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Engineering and Public Works	11
Subsection:	Ports	5230
Title:	Docks – Piling Replacement	1

POLICY

Recognizing that local government has the responsibility for taking the initiative in protecting the environment and minimizing the release of pollutants to the environment in the delivery of local government services, this policy specifically targets the following:

- Creosote Piling requiring replacement on all SCRD Docks are to be replaced with non-toxic materials such as concrete or steel where possible.

REASON FOR POLICY

To provide direction to Ports Operations with respect to minimizing the release of pollutants to the environment.

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

1. Scope of Policy

This policy applies to the repair and replacement of pilings on all SCRD docks.

2. Responsibility

General Manager of Infrastructure Services

- General Manager of Infrastructure Services shall provide direction to staff in implementing the above policy for SCRD Ports Repair Work. .

Approval Date:	October 14, 2004	Resolution No.	597/04 Rec #8
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Engineering and Public Works	11
Subsection:	Sanitary Sewer	5340
Title:	Local Community Sewage Systems	1

POLICY

I. That the Regional District assume ownership and operation of proposed and existing local community sewage systems (LCSS) for developments designed to accommodate more than 22,700 litres/day of effluent from residential (more than approximately 20 dwelling units) and other non-residential uses subject to the following conditions:

1. The LCSS has been approved for construction under the Health Act, Environmental Management Act or the applicable provisions of the former Waste Management Act as applied at the time of construction.
2. The Regional District will stipulate that the transfer of the LCSS following this policy, and be included in the Preliminary Layout Approval Letter issued by the Approving Officer for a subdivision, or may be included in the Regional District resolution to issue a development variance permit or adopt a zoning bylaw amendment to be considered by the Regional Board. Where there is no subdivision or approvals being considered by the Regional Board, this policy will apply as a condition of issuance of a building permit by the Regional District under Subdivision Servicing Bylaw No. 320 as amended.
3. For new developments, the LCSS will comply with the maintenance period requirements under the approval granted under Environmental Management Act and Health Act as well as the approval granted by the Regional District under Subdivision Servicing Bylaw No. 320 as amended.
4. For existing and new developments, the LCSS was constructed and approved under the applicable sections of SCRD Subdivision Servicing Bylaw No. 320 as applied at the time of construction.
5. The land on which a septic field or treatment plant has been constructed will be transferred to the Regional District in fee simple, and any sewer mains will be located on public highway or within Statutory Rights of Way (SROW) on private land of sufficient area to allow for maintenance to the satisfaction of the Regional District. In the event that an existing LCSS is to be taken over by the Regional District and the land on which the treatment plant is located can not be transferred to the Regional District, a SROW will be registered to secure permanent access by the Regional District.
6. Without fettering the Regional Board in the future, Bylaw No. 1026 is to be considered for amendment to include the areas serviced by LCSS being owned and operated by the Regional District following the requirements of the Local Government Act.

- II. Without fettering the Regional Board in the future, the Regional Board may by resolution consider assuming ownership and operation of LCSS with flows of less than 22,700 litres/day when consistent with the OCP for the area in which the LCSS is located and it is deemed that it is in the public interest due to special environmental, community or economic development reasons, pursuant to the conditions set out in Part I above.
- III. Prior to assuming ownership and operation of a LCSS, the SCRD will enter into an agreement as set out in Schedule "A" with the owner in the following form.

REASON FOR POLICY

To provide for more consistent maintenance and operation of local community sewer systems by the SCRD.

AUTHORITY TO ACT

Delegated to Staff.

PROCEDURE

1. Scope of Policy

This policy applies to existing and new developments.

2. Responsibility

As per policy.

Approval Date:	May 11, 2006	Resolution No.	415/06
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

SCHEDULE "A" to SCRD
Local Community Sewer System (LCSS) Policy

The Owner and the SCRD hereby sets out their understanding and agreements in this matter with respect to LCSS (local community sewer system) as follows:

1. Collection System

The land owner, developer, strata corporation or other legal entities (collectively referred to as the "Owner") who have constructed or have ownership of an LCSS for a strata subdivision, subdivision, non-residential or multi-family building (a "Development"), will be responsible for any repairs or maintenance of the sewage collection system from the building connections to the sewage treatment plant.

2. Operation and Transfer of LCSS to SCRD

- a. The SCRD will take over operation and maintenance of the LCSS commencing that day (the "Takeover Date") at such time that the LCSS is substantially completed and commissioned to the satisfaction of the SCRD.
- b. Upon registration of the strata subdivision or subdivision at the Land Title Office or issuance of an occupancy permit for non-residential or multi-family building (specify one or more as applicable), the Owner will transfer the fee simple title of the lot housing the LCSS (the "Lot") to the SCRD. The SCRD will not be responsible for any of the costs of such transfer including applicable taxes and transfer costs. If _____ (insert Owner name) _____ and this Development connect in the future to a public sewer system supplied by the SCRD or another entity, thereby eliminating the need for the LCSS, then the SCRD will, upon request, transfer the Lot back to the Owner, such transfer to be at the sole cost of the Owner.
- c. The Owner will be responsible for all operation, maintenance and repairs costs of the LCSS incurred by the SCRD during the first year of its operation.
- d. The Owner will provide or cause to be provided for a period of one year following the Takeover Date (the "Year") an irrevocable letter of credit in favour of the SCRD for \$_____ (the "Letter of Credit"), constituting ten percent (10%) of the total construction cost of the LCSS to ensure payment of operation, insure against construction defects, and ensure maintenance and repair of the LCSS during the first year of its operation. If the costs of operation, repairs or maintenance to the LCSS incurred by the SCRD are not reimbursed by the Owner within 30 days upon invoice by the SCRD during the Year, then the SCRD may draw down funds from the Letter of Credit. The SCRD shall use its best efforts to ensure that the costs of such maintenance or repairs are reasonable.

3. Maintenance Frontage Fees

Upon the issuance of an Occupancy Permit for the building or buildings on a lot within the Development, and after the first year of operation by the Owner, the owner of each lot or strata lot within the Development will be required to pay an annual maintenance fee to the SCR D, in an amount to be determined by the SCR D, for operation, repairs and maintenance of the LCSS. For partial year charges, the rate shall be pro-rated, based on the date of occupancy of such lot or strata lot, and paid in advance for the remainder of the year. A sewer frontage fee, in an amount to be determined by the SCR D, will also be imposed on each or lot or strata lot in this after the first year of operation.

The above fees may be adjusted from time to time, according to the actual costs of operation of the LCSS and will include an appropriate amount for operating contingent and capital replacement reserve funds.

4. Service Bylaws

Following the Takeover Date, the SCR D will amend Bylaws Nos. 1026 and 428, to include this Development as an area serviced by an SCR D Sewage Treatment Facility and to impose charges against the owners of the strata lots for the use and operation of the LCSS.

5. Term of the Agreement

This agreement shall expire one year after the Takeover Date when the SCR D will assume full responsibility of the LCSS; and the remaining Letter of Credit, if not totally expended, as per item 2 d, shall be returned to the Owner.

DATED at Sechelt, British Columbia, the ____ day of _____.

SUNSHINE COAST REGIONAL DISTRICT,
Per:

(Insert Name of Owner)
Per:

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Engineering and Public Works	11
Subsection:	Solid Waste Disposal - Recycling	5380
Title:	Relief Funding for Private Recyclers	1

POLICY

The SCR D Solid Waste Management Program may provide temporary financial relief on a without prejudice basis to local private recycling businesses (i.e. located within the SCR D) provided that:

- It can be demonstrated that the business has incurred an extraordinary financial hardship due to extreme weather conditions or natural disaster;
- It can be demonstrated that access to public recycling facilities provided by the SCR D was impaired at times coinciding with this period of extreme weather conditions or natural disaster thereby putting additional pressure on the business or organization requesting financial relief;
- It can be demonstrated that the private recycling facility was accessible at the time that the SCR D facility was not;
- The funding provided by the SCR D will be strictly provided on a not-for profit basis provided they are not higher than the SCR D's costs to accept this material under its program.

REASON FOR POLICY

To establish the Sunshine Coast Regional District's position with regards to providing financial relief for local private recycling businesses not under contract with the Regional District for the provision of recycling related services.

AUTHORITY TO ACT

Delegated to Staff.

PROCEDURE

1. Scope of Policy

This policy will apply to the management and delivery of the following services and programs:

- Infrastructure Services (Regional Recycling)

The following procedure will be employed in implementing this policy:

- A written request for financial relief is received from a local recycling business;
- The amount of funding provided by the SCRD will be determined at the discretion of the General Manager Infrastructure Services or his designate subject to budgetary constraints;
- The business that submitted the request must provide any and all information requested by the Regional District that is considered necessary to confirm that the request meets the policy criteria and to determine funding levels; and
- No funds will be provided without prior written approval of the General Manager Infrastructure Services or his designate

2. Responsibility

Chief Administrative Officer, General Manager Infrastructure Services and Manager of Sustainable Services

- To be familiar with this policy and ensure Solid Waste Program staff is informed accordingly.

Solid Waste Program Staff

- To direct any requests for relief from local recycling businesses or organizations to the General Manager Infrastructure Services or his designate.

Approval Date:	February 26, 2009	Resolution No.	100/09
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

ATTACHMENT B

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Engineering & Public Works	11
Subsection:	Solid Waste Disposal - Recycling	5380
Title:	Large Volume Recycling from the ICI Sector	2

1.0 POLICY

- 1.1 Recyclable materials from the Institutional, Commercial and Industrial (ICI) sector may be accepted under the Sunshine Coast Regional District (SCRD) recycling program; and

ICI generators may be given authorization to deliver directly to the SCRD's contracted processor;

Provided all of the following criteria are met:

- (1) the business activities occur within the Sunshine Coast Regional District;
- (2) the recyclable materials are generated within the business as a result of its internal operations;
- (3) the business does not actively collect recycling from external sources ;
- (4) approval from the SCRD is received prior to delivery of the first load;
- (5) loads are delivered in vehicles that are no larger than a full sized pickup truck; and
- (6) those delivering the loads follow any protocols or rules that apply at the processor's facility.

2.0 SCOPE

- 2.1 This policy applies to recyclable materials from the ICI sector.

3.0 REASON FOR POLICY

- 3.1 To provide clear direction for how the SCRD recycling program addresses large volumes of recyclable materials from the ICI sector.

4.0 AUTHORITY TO ACT

- 4.1 Delegated to staff.

5.0 PROCEDURE

- 5.1 Solid Waste Division staff will receive requests from ICI sector generators at least two weeks prior to the planned delivery date of the recycling load.
- 5.2 Requests will include all pertinent information needed to make a determination including:
- (1) business location
 - (2) type of business
 - (3) type of recyclable material(s)
 - (4) volume of recyclable material(s)
 - (5) source of recyclable material(s) ie where did it come from; from internal operations; from external sources
 - (6) proposed date for delivery of recyclable material(s)
- 5.3 Requests will be reviewed in accordance the criteria established in section 1 of this policy.
- 5.4 If the request meets the criteria outlined in section 1, written authorization will be provided to the applicant and to the SCRD contracted recycling processor.
- 5.5 If the request is not approved, the applicant will be informed in writing and directed to make alternate private arrangements.

Approval Date:	March 10, 2011	Resolution No.	119/11 rec 15
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Engineering and Public Works	11
Subsection:	Streets and Roads	5400
Title:	Street Lighting	1

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.

REASON FOR POLICY

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

AUTHORITY TO ACT

Delegated to Staff.

PROCEDURE

All requests for street lighting must be in writing. When a request is received, it should be forwarded to the Infrastructure Services Department. Staff will review the request, conducting a site visit in order to clarify the location and note the number of the hydro pole, which will provide the best location for the light. During the site visit, staff will also assess the benefit of the street light based on the following criteria:

- Is the location on the Sunshine Coast Highway or the Port Mellon Highway?
- Is the location at a major intersection?
- Is the location at a bus stop?
- Will the lighting provide a benefit to the immediate properties only or will it provide a wider benefit to the community?
- Is there a history of motor vehicle accidents or other such public safety issue?
- Is the location on a road or at an intersection of a road that has been designated by the Ministry of Transportation and Highways as a "Major Street"?

Staff will also survey neighbours in the area directly affected (in direct view of the light) by the proposed light.

Following the preliminary site visit, staff will contact BC Hydro to confirm the cost for the installation of a light at this location.

A report outlining the request, the level of benefit and the fiscal implications will then be forwarded to the Infrastructure Services Committee for review. The Committee will make a recommendation to do one of the following:

1. Direct staff to provide a petition to the requester which can be circulated in the area benefiting from the proposed street light and returned to the Regional District requesting the establishment of a Service Area.
2. Direct staff to proceed with the installation under the General Street Lighting Function.
3. Direct staff to inform the requester that a street light will not be installed by the Regional District, as there has been an objection from a property owner immediately adjacent to the proposed street light and that other options will need to be pursued by the requester, such as individually owned yard lights or installation of reflective tape on the subject hydro pole.

(Item 1 above will be forwarded to the Legislative Services Division for action. Items 2 and 3 will be completed by the Infrastructure Services Department)

BC Hydro is encouraged to install the least invasive type lenses possible and to move toward replacing existing lenses with low light emission technology, in order to create the least possible residual light.

If, during the informal survey process, objections are received from any immediately adjacent property owners to the proposed street light location, BC Hydro should be contacted to see if they are able to install the light in such a way as to address the concerns of the objector. ***For example, a street light can be angled in such a way as to direct the light away from windows and by the use of low light emission technology.*** Once a review is done of the concerns, staff will submit another report to the Board providing the information necessary for the Board to determine whether or not it is appropriate to proceed with the installation.

If a petition for a Local Service is required, staff will prepare the petition and forward it to the requester. If sufficient signatures are received, staff will proceed with the preparation of a Service Establishment Bylaw.

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.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Engineering and Public Works	11
Subsection:	Utilities	5500
Title:	Utility Lines	1

POLICY

Pole lines along highways within the Regional District should be multi-purpose when at all possible to avoid the duplication of utility poles adjacent to roadways.

REASON FOR POLICY

AUTHORITY TO ACT

PROCEDURE

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

Independent Power Production Development

in the

Sunshine Coast Regional District

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 SCRCD 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 SCRCD 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.

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Engineering and Public Works	11
Subsection:	Water Supply and Distribution	5600
Title:	Unauthorized Water Connections	1

POLICY

When the Regional District becomes aware of an unauthorized and unpaid water connection, it will be assumed that the unauthorized connection has taken place in the immediate past and the current connection fee shall become due and payable by the registered owner of the property so connected. If, however the owner provides the Regional District with conclusive proof of the date of such unauthorized connection, the owner may pay the connection fee in effect at that date plus user fees, land charges, penalties and interest accrued from the date of the unauthorized connection, in lieu of the current connection fee.

REASON FOR POLICY

AUTHORITY TO ACT

PROCEDURE

Approval Date:	April 29, 1983	Resolution No.	260/83
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Engineering and Public Works	11
Subsection:	Water Supply and Distribution	5600
Title:	Drought Management	2

POLICY

1.0 Definitions

"General Manager" means the General Manager of Infrastructure Services, or designate
"Newspaper" has the same meaning as in the Local Government Act.

"Notice" means a Notice given under Section 3 of this Plan.

"Nursery" means a business in which flowers, plants, trees or shrubs are grown or displayed for sale.

"Occupier" has the same meaning as in the Local Government Act.

"Owner" has the same meaning as in the Local Government Act.

"Public Sector Entity" means federal and provincial government agencies, municipalities, school districts, universities, colleges and other schools.

"Restricted Hours" means those time periods during which watering is permitted in Schedule "A" of this Plan.

"Sprinkler" means a hose connected or other sprinkler system but excludes a micro-irrigation or drip-irrigation system.

"Stage" means the Stages 1, 2,3 and 4 of water use restrictions prescribed by Sections 5 and 8 of this Plan and by Schedule "A" of this Plan.

"Stage 1" water levels shall also be known as Normal.

"Stage 2" water levels shall also be known as Moderate.

"Stage 3" water levels shall also be known as Acute.

"Stage 4" water levels shall also be known as Severe.

"Water" means water supplied by the SCRD to an Owner or Occupier.

"Water Use Restrictions" means the restrictions prescribed by Section 9 of this Plan.

"Watering Days" means those days during which watering is permitted as outlined in Section 8 of this Plan. Unless otherwise determined, herein after,

2.0 Determining Restrictions

The sprinkling regulations are in effect from May 1 to Sept 30 unless otherwise directed by the General Manager. On the first business day of each month or more often, the General Manager shall determine the applicable Stage. In making a determination to step up the restrictions to stages 2,3,or 4 the General Manager will consider the following:

- i. Total volume of water stored in Chapman and Edwards Lakes;
- ii. Month of the Year;
- iii. Stream flow at the monitoring station in Chapman Creek;

- iv. number of days since last rain;
- v. Chapman Snow Course Survey (spring data for year).

3.0 Notice

The General Manager shall give notice or cause notice to be given to persons within the SCRD Water Service Area of the applicable Stage and when it takes effect. Such notice shall be broadcast from a radio station, and/or television station or cable television channel serving the Sunshine Coast region and published in a Newspaper. Public will be informed of the current water storage stage in the "Bulletin" published weekly in the Coast Reporter. For 2003 and beyond, SCRD staff shall place an alert on the SCRD website homepage indicating the applicable Stage in effect during summer months. The "Bulletin" entry will also refer individuals to the website alert for the most up-to-date information. Staff may also place an advertisement on Channel 10.

4.0 Effective Date of Restrictions

The applicable Stage as determined under Section 2 and the water use restrictions prescribed under Schedule "A" for that Stage shall take effect on the date of commencement stated in the notice given under Section 3.

5.0 Water Use Restrictions

For the purposes of this Plan, the Water Use Restrictions for each Stage are prescribed in Section 8 of this Plan.

6.0 Schedules

Schedule "A" demonstrates the relationship between storage, month (of the year) and the water restriction level. Schedule "A" forms part of this Plan and serves as a general indication of what the restriction level may be.

7.0 Effective Date

This Plan shall take effect upon the date of a Regional Board resolution and will serve as SCRD policy.

8.0 Outdoor Water Use Restriction Stages

8.1 STAGE 1 – SPRINKLING THREE DAYS A WEEK (*Bylaw 422*)

The following sprinkling regulations for stage 1 are in effect from May 1 to September 30 unless otherwise determined by the general manager a person may;

- a. use a Sprinkler to water a lawn, trees, shrubs, flower or vegetables during the following scheduled times on a property with;

- i. an even numbered address on Tuesday, Thursday and Saturday mornings between the hours of 7:00 a.m. to 10:00a.m and in the evenings of Tuesday and Thursday between the hours of 7:00p.m. and 9:00 p.m.; and
- ii. an odd numbered address on Monday, Wednesday and Friday mornings between the hours of 7:00 a.m. to 10:00 a.m and in the evenings of Monday and Wednesday between the hours of 7:00p.m. and 9:00 p.m.

8.2 STAGE 2 – SPRINKLING EVENINGS ONLY

If the General Manager gives Notice that a reduction in Water Sprinkling is necessary requiring Stage 2 restrictions, a person may;

- a. use a Sprinkler to water a lawn, trees, shrubs, flowers or vegetables on a property with;
 - i. an even numbered address on Tuesday and Thursday evenings between the hours of 7:00p.m. and 9:00 p.m.
 - ii. an odd numbered address on Monday and Wednesday evenings between the hours of 7:00p.m. and 9:00 p.m.
- b. at anytime water trees, shrubs, flowers and vegetables by;
 - i. hand using a hose with a shut-off device, or
 - ii. hand-held container;
- c. not use;
 - i. a hose to wash sidewalks and driveways;

8.3 STAGE 3 – BAN ON SPRINKLING AND OTHER WATER USE

If the General Manager gives Notice that a reduction in water use is necessary requiring Stage 3 restrictions, a person may:

- a. water trees, shrubs, flowers or vegetables by hand-held container;
- b. not ;
 - i. use a Sprinkler to water a lawn, trees, shrubs, flowers or vegetables including newly seeded or sodded lawns at any time;
 - ii. use a hose to wash sidewalks, driveways, exterior building surfaces, or windows at any time;
 - iii. use a hose to wash a Vehicle, boat or equipment;
 - iv. fill residential swimming pools, hot tubs, wading pools, garden ponds, or decorative fountains.

8.4 STAGE 4 - COMPLETE BAN ON OUTSIDE WATER USE

If the General Manager gives Notice that a reduction in water use is necessary requiring Stage 4 restrictions, then all outdoor water use is banned. Main Line water pressures will also be reduced where possible.

9.0 Vacant Land

On vacant land where an address number does not exist, the sprinkling restrictions for that property will match those of the abutting, same side of road, properties.

10.0 All Users

A person may:

- a. Water flowers, shrubs, trees, or vegetables on days other than, and including, their assigned Stage 1 or Stage 2 Watering days, providing Watering is done by hand using a hose with a shut-off nozzle or a hand-held container.
- b. By permit issued by the SCRD Infrastructure Services Department, water new trees and shrubs during installation and for the following 24 hours. Afterwards watering must comply with the applicable Stage 1, 2, 3 or 4 Water Use Restrictions currently enforced.

11.0 Public Sector

Public sector entities may during Stage 1:

- a. use a Sprinkler to Water lawns, ornamental gardens and playing fields on prescribed times as defined by SCRD policy. Watering must take place only during applicable restricted hours.

Public sector entities shall during Stage 2, 3 and 4:

- b. cease the use of Sprinklers to water all lawns, ornamental gardens and playfields. Any Watering during Stage 2, 3, and 4 must comply with Section 8.2 and Section 8.3 respectively

12.0 Draw Down

At, or before Stage 4, the General Manager will undertake to secure adequate pumping equipment and transportation to be mobilized on short notice for the purpose of Chapman Lake draw down.

13.0 Stage Adjustment

The General Manager may adjust the restrictions at anytime due to extenuating circumstances including but not limited to:

- Unusual weather conditions.
- Supply disruption.

- Excessive water consumption

REASON FOR POLICY

To protect the SCRD water supply in the event of a drought.

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

1. Scope of Policy

Applies to all properties within the Sunshine Coast Regional District Water Supply and Distribution Areas

2. Responsibilities

As per Policy.

Approval Date:	October 10, 2002	Resolution No.	538/02 Rec #5
Amendment Date:	January 23, 2003	Resolution No.	32/03 Rec #6
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

SCHEDULE "A"

DROUGHT MANAGEMENT PLAN Edwards and Chapman Lake Existing Storage

Lake Storage ⁱ	Billion Litres	J	F	M	A	M	J	J	A	S	O	N	D
100 %	1.682	1	1	1	1	1	1	1	1	1	1	1	1
90 %	1.514	1	1	1	1	1	2	2	2	1	1	1	1
80 %	1.346	1	1	1	1	2	2	2	2	1	1	1	1
70 %	1.177	1	1	1	2	2	2	2	2	2	1	1	1
60 %	1.009	1	1	1	2	2	3	3	3	2	1	1	1
50 %	0.841	2	2	2	3	3	3	3	3	3	2	2	2
40 %	0.673	3	3	3	3	3	3	3	3	3	3	2	2
30 %	0.505	3	3	3	3	3	3	3	3	3	3	3	3
20 %	0.336	4	4	4	4	4	4	4	4	4	4	4	4
10 %	0.168	4	4	4	4	4	4	4	4	4	4	4	4

1 = Stage 1

2 = Stage 2

3 = Stage 3

4 = Stage 4

ⁱ Combined Edwards and Chapman Lake

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Engineering and Public Works	11
Subsection:	Water Supply and Distribution	5600
Title:	Toilet Rebate Program	3

POLICY

Residential SCRD water customers who replace up to two toilets and non-profit organizations who replace all existing toilets with CSA approved High Efficiency Toilets (HETs) that flush 4.8 litres of water per use may claim a rebate for the actual cost of the toilet, including tax, of up to \$200 per toilet.

Existing toilets must be rated to flush 13 litres of water or more to be eligible. Participants must submit the old toilets to the SCRD. An original, dated receipt indicating toilet brand, model name, model number and method of payment must be submitted to the SCRD for the new toilets. Replacement toilets must be selected from a list of qualified toilets which is updated annually using the Maximum Performance (MaP) testing results as a guideline.

SCRD staff reserve the right to inspect any houses or facilities that have participated in the toilet rebate program. This rebate offer may be terminated at any time at the discretion of the SCRD Board.

REASON FOR POLICY

To clarify the eligibility criteria and process for the SCRD Toilet Rebate Program.

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

1. Scope

Applies to all SCRD residential and non-profit organization water customers.

2. RESPONSIBILITY

SCRD Board members

- To be familiar with this policy.

SCRD Infrastructure Department staff

- To ensure eligibility of participants in program.
- To process rebate claims and direct participants to drop off their toilets at the landfill.
- To update the list of qualifying toilets on an annual basis using the Maximum Performance (MaP) testing results as a guideline.

SCRD Corporate Services staff

- To process rebate claims in a timely manner.

Approval Date:	September 9, 2004	Resolution No.	539/04 Rec #4
Amendment Date:	July 10, 2008	Resolution No.	331/08 Rec. #8
Amendment Date:	June 10, 2010	Resolution No.	264/10 Rec. #8
Amendment Date:	November 17/14	Resolution No.	540/14 Rec. #10

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Engineering and Public Works	11
Subsection:	Water Supply and Distribution	5600
Title:	Funding of Watermain Extensions	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.

REASON FOR POLICY

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

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

1. Scope

Applies to

2. RESPONSIBILITY

SCRD Board members

- To be familiar with this policy.

SCRD Infrastructure Department staff

- To

SCRD Corporate Services staff

- To.

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

Parks Administration – 5800-6399

Sub-Section	Policy Title	Policy #
Parks Administration - General	Facility Rental Fees	12-5810-1
Parks Administration - General	SCRD Park Naming	12-5810-2
Parks Administration – General	New Trails and Bikeways Procurement And Administration by SCR D Function	12-5810-4

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Parks Administration	12
Subsection:	Parks Administration – General	5810
Title:	Facility Rental Fees	1

POLICY

That the Sunshine Coast Regional District establish a policy of not renting any facility for an amount below market value.

REASON FOR POLICY

AUTHORITY TO ACT

Delegated to staff.

PROCEDURE

Approval Date:	November 22, 1984	Resolution No.	756/84
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Parks Administration	12
Subsection:	Parks Administration – General	5810
Title:	SCRD Park Naming	2

POLICY

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 SCRД logo is to appear on all signs;
- < interpretive signage may be used to explain why a park name commemorates an individual.

REASON FOR POLICY

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

AUTHORITY TO ACT

Retained by the Board

PROCEDURE

1. Requests are to be received in writing outlining why the person(s) should be recognized under the policy.
2. The request will be reviewed by the staff in relation to the provisions of the policy and discuss their findings with the proponent.
3. The request will then be forwarded to the Parks and Recreation Committee for consideration. The Parks and Recreation Committee will review all submissions and provide opportunity for public input prior to making a recommendation to the board.
4. Staff may initiate a request to name a park.

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Parks Administration	12
Subsection:	Parks Administration - General	5810
Title:	New Trails and Bikeways Procurement and Administration by SCRD Function	4

1. POLICY

New SCRD trails including bikeways/walkways will be planned, constructed and maintained under the following functional dichotomy:

Community Parks - Function [650]

Construction and maintenance of recreational trails within SCRD community parks or on lands for park use where the SCRD holds tenure will be handled through Function [650] i.e.

- Beach access trails on statutory rights of way
- Recreation trails built on Crown Land with permits held by Regional District
- Trails in SCRD parks.

Bicycle/Walking Paths - Function [665]

Construction and maintenance of Active Transportation networks including improvements for cyclists on or near roadways will be handled through Function [665].

In addition, where included in an annual work plan and the Financial Plan, the Board may fund and maintain selected trails or walkways that are not immediately adjacent to or beside a roadway particularly where the project supports Active Transportation and is included in a guiding document like a Trails Master Plan or the Integrated Transportation Study.

2. SCOPE

This policy applies to all new trail and bikeway works and projects.

3. REASON FOR POLICY

To provide clarity on which function/service is responsible for trails and pathway construction projects and maintenance i.e. Community Parks [650] or Bicycle /Walking Paths [665].

4. AUTHORITY TO ACT

Retained by the Board.

Approval Date:	May 24, 2012	Resolution No.	216/12 Rec. No. 7
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Planning and Development – 6400-6999

Sub-Section	Policy Title	Policy #
Planning & Development	Land Use	13-6410-1
Planning & Development	Indian Reserves	13-6410-2
Planning & Development	ALR Land within Villages	13-6410-3
Planning & Development	Complaints – Planning Related Permits	13-6410-5
Planning & Development	Development Variance Permits	13-6410-6
Planning & Development	Public Hearing Submissions	13-6410-7
Planning & Development	Risk Assessment and Liability	13-6410-8
Planning & Development	APC Communications	13-6410-9
Planning & Development	Extraction of Water for the purpose of Commercial Bottled Water Sales	13-6410-10
Planning & Development	Community Amenity Contribution for Independent Power and Resource Projects	13-6410-11
Strategic Planning - General	Sustainable Community	13-6430-1
Strategic Planning – General	Strategic Planning	13-6430-2
Official Community Plan	Official Community Plans	13-6480-1
Development – Agricultural Land	Agricultural Land Reserves Covenant for Second Dwelling	13-6635-1
Development – Agricultural Land	ALR Applications within Roberts Creek	13-6635-2

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Planning and Development	13
Subsection:	Planning & Development	6410
Title:	Land Use	1

POLICY

To assist in the achievement of the goals as set out in Policy No. 1.1.1 (new policy no. 1-0620-1 - Overall Goals) the sunshine Coast Regional District adopts the following policies;

- a) That the growth of the Sunshine Coast community shall be controlled by land use bylaws.
- b) Notwithstanding a) above, that the planning of the regional shall provide for adequate space for the operation of industrial and commercial activities.
- c) The Regional District shall make every effort to co-operate with its member municipalities to ensure compatibility of planning objectives and land use throughout the Regional District

REASON FOR POLICY

AUTHORITY TO ACT

Retained with the Board

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Planning and Development	13
Subsection:	Planning & Development	6410
Title:	Indian Reserves	2

POLICY

There should be a cooperation with Indian Bands on the Sunshine Coast on all land use matters affecting the Reserves.

REASON FOR POLICY

AUTHORITY TO ACT

Retained with the Board

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Planning and Development	13
Subsection:	Planning & Development	6410
Title:	ALR Lands within Villages	3

POLICY

Recommendations for exclusions and inclusions of Agricultural Lands within the Villages of Gibsons and Sechelt shall be at the discretion of the municipal Councils.

REASON FOR POLICY

AUTHORITY TO ACT

Retained with the Board

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Planning and Development	13
Subsection:	Planning & Development	6410
Title:	Complaints – Planning Related Permits	5

POLICY

That the Board policy respecting its enforcement procedure for planning related permits, such as development permits, development variance permits, tree cutting permits and soil removal and deposit permits, be confirmed and clarified to be the same procedure for that related to building permit infraction, which is not to require written letters of complaint to initiate enforcement action.

REASON FOR POLICY

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

Approval Date:	June 24, 1993	Resolution No.	595/93
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Planning and Development	13
Subsection:	Planning & Development	6410
Title:	Development Variance Permits	6

POLICY

It is Board policy 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:

1. The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw;
2. The variance should not negatively affect adjacent or nearby properties or public lands;
3. The variance should not be considered a precedent, but should be considered as a unique solution to a unique situation or set of circumstances;
4. The proposed variance represents the best solution for the proposed development after all other options have been considered.
5. The variance should not negatively affect the natural site characteristics or environmental qualities of the property.

REASON FOR POLICY

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Planning and Development	13
Subsection:	Planning & Development	6410
Title:	Public Hearing Submissions	7

POLICY

Written submissions received prior to a Public Hearing will not be read into the minutes at the Public Hearing but will be made available for review at the Public Hearing and will be attached to and form part of the Public Hearing minutes. Notwithstanding the above, if there are very few written submissions received prior to a Public Hearing, these may be read into the minutes at the discretion of the Public Hearing Chair.

REASON FOR POLICY

To provide the process for dealing with written submissions received prior to a Public Hearing.

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

1. Scope of Policy

Applies to all SCRD Public Hearings

2. Responsibility

SCRD Board members

- To be familiar with this policy prior to acting as Chair at a Public Hearing.
- To determine whether the number of written submissions received prior to a Public Hearing are few enough to be read into the minutes at the time of the Public Hearing.
- To inform the audience at the Public Hearing that the written submissions received prior to the Public Hearing are available for review and will be attached to and form part of the Public Hearing minutes.

SCRD Planning & Development Division staff

- To ensure that all written submissions received prior to the Public Hearing are available for review at the Public Hearing.
- To attach the written submissions received prior to the Public Hearing to the Public Hearing minutes as a part of those minutes.

- To assist the Chair in determining whether the number of written submissions received prior to the Public Hearing are few enough to read into the minutes at the time of the Public Hearing.

Approval Date:	January 22, 2004	Resolution No.	077/04 Rec #15
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

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

1.0 POLICY

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

1.2 For all development approvals involving geo-hazards, the SCRD requires the property owner to register a “save harmless” covenant on title of the property indemnifying the SCRD 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.

1.3 The SCRD 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.

1.4 For seismic and flood hazards, the SCRD 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
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

1.5 For landslides, the SCRD requires that the qualified professional’s report include a completed *Appendix D: Landslide Assessment Assurance Statement* (Schedule 1).

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

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

2.0 REASON FOR POLICY

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.

3.0 AUTHORITY TO ACT

Delegated to staff through development application approval.

4.0 PROCEDURE

4.1 Scope of Policy

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

4.2 Responsibility

Board of Directors

To be familiar with this policy and to make decisions regarding the issuance of permits based on this policy.

Manager of Planning and Development

To provide advice to the Board of Directors on this policy.

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

Schedule 1

APPENDIX D: LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

Note: This Statement is to be read and completed in conjunction with the "EGBC Guidelines for Legislated Landslide Assessments for Proposed Residential Development in British Columbia", March 2006/Revised September 2008 ("EGBC Guidelines") and the "2006 BC Building Code (BCBC 2006)" and is to be provided for *landslide assessments* (not floods or flood controls) for the purposes of the Land Title Act, Community Charter or the Local Government Act. Italicized words are defined in the EGBC Guidelines.

To: The Approving Authority

Date: _____

Jurisdiction and address

With reference to (check one):

- ☐ Land Title Act (Section 86) – Subdivision Approval
- ☐ Local Government Act (Sections 919.1 and 920) – Development Permit
- ☐ Community Charter (Section 56) – Building Permit
- ☐ Local Government Act (Section 910) – Flood Plain Bylaw Variance
- ☐ Local Government Act (Section 910) – Flood Plain Bylaw Exemption
- ☐ British Columbia Building Code 2006 sentences 4.1.8.16 (8) and 9.4 4.4.(2) (Refer to BC Building and Safety Policy Branch Information Bulletin B10-01 issued January 18, 2010)

For the Property:

Legal description and civic address of the Property

The undersigned hereby gives assurance that he/she is a *Qualified Professional* and is a *Professional Engineer* or *Professional Geoscientist*.

I have signed, sealed and dated, and thereby certified, the attached *landslide assessment* report on the Property in accordance with the *EGBC Guidelines*. That report must be read in conjunction with this Statement. In preparing that report I have:

Check to the left of applicable items

- ___ 1. Collected and reviewed appropriate background information
- ___ 2. Reviewed the proposed *residential development* on the Property
- ___ 3. Conducted field work on and, if required, beyond the Property
- ___ 4. Reported on the results of the field work on and, if required, beyond the Property
- ___ 5. Considered any changed conditions on and, if required, beyond the Property
- ___ 6. For a *landslide hazard analysis* or *landslide risk analysis* I have:
 - ___ 6.1 reviewed and characterized, if appropriate, any *landslide* that may affect the Property
 - ___ 6.2 estimated the *landslide hazard*
 - ___ 6.3 identified existing and anticipated future *elements at risk* on and, if required, beyond the Property
 - ___ 6.4 estimated the potential *consequences* to those *elements at risk*
- ___ 7. Where the *Approving Authority* has adopted a *level of landslide safety* I have:
 - ___ 7.1 compared the *level of landslide safety* adopted by the *Approving Authority* with the findings of my investigation
 - ___ 7.2 made a finding on the *level of landslide safety* on the Property based on the comparison
 - ___ 7.3 made recommendations to reduce *landslide hazards* and/or *landslide risks*
- ___ 8. Where the *Approving Authority* has **not** adopted a *level of landslide safety* I have:
 - ___ 8.1 described the method of *landslide hazard analysis* or *landslide risk analysis* used
 - ___ 8.2 referred to an appropriate and identified provincial, national or international guideline for *level of landslide safety*

____ 8.3 compared this guideline with the findings of my investigation
____ 8.4 made a finding on the *level of landslide safety* on the Property based on the comparison
____ 8.5 made recommendations to reduce *landslide hazards* and/or *landslide risks*
____ 9. Reported on the requirements for future inspections of the Property and recommended who should conduct those inspections.

Based on my comparison between

Check one

- ☐ the findings from the investigation and the adopted *level of landslide safety* (item 7.2 above)
☐ the appropriate and identified provincial, national or international guideline for *level of landslide safety* (item 8.4 above)

I hereby give my assurance that, based on the conditions^[1] contained in the attached *landslide assessment* report,

Check one

- ☐ for subdivision approval, as required by the Land Title Act (Section 86), "that the land may be used safely for the use intended"

Check one

- ☐ with one or more recommended registered covenants.
☐ without any registered covenant.
☐ for a development permit, as required by the Local Government Act (Sections 919.1 and 920), my report will "assist the local government in determining what conditions or requirements under [Section 920 subsection (7.1) it will impose in the permit".
☐ for a building permit, as required by the Community Charter (Section 56), "the land may be used safely for the use intended"

Check one

- ☐ with one or more recommended registered covenants.
☐ without any registered covenant.
☐ for flood plain bylaw variance, as required by the "Flood Hazard Area Land Use Management Guidelines" associated with the Local Government Act (Section 910), "the development may occur safely".
☐ for flood plain bylaw exemption, as required by the Local Government Act (Section 910), "the land may be used safely for the use intended".

Name (print)

Date

Signature

^[1]When seismic slope stability assessments are involved, *level of landslide safety* is considered to be a "life safety" criteria as described in the National Building Code of Canada (NBCC 2005), Commentary on Design for Seismic Effects in the User's Guide, Structural Commentaries, Part 4 of Division B. This states:

"The primary objective of seismic design is to provide an acceptable level of safety for building occupants and the general public as the building responds to strong ground motion; in other words, to minimize loss of life. This implies that, although there will likely be extensive structural and non-structural damage, during the DGM (design ground motion), there is a reasonable degree of confidence that the building will not collapse nor will its attachments break off and fall on people near the building. This performance level is termed 'extensive damage' because, although the structure may be heavily damaged and may have lost a substantial amount of its initial strength and stiffness, it retains some margin of resistance against collapse".

Address

(Affix Professional seal here)

Telephone

If the *Qualified Professional* is a member of a firm, complete the following.

I am a member of the firm _____
and I sign this letter on behalf of the firm. (Print name of firm)

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Planning & Development	13
Subsection:	Planning & Development	6410
Title:	Advisory Planning Commission Communication	9

POLICY

The Sunshine Coast Regional District will facilitate clear and consistent communications and ensure timely provision of information to Advisory Planning Commissions.

REASON FOR POLICY

Advisory Planning Commissions (APC's) advise the Sunshine Coast Regional District Board through the Planning and Development Division on matters referred to them respecting land use, the preparation and adoption of a community plan, a rural land use bylaw, or a proposed bylaw or permit.

This policy outlines procedures for staff to follow regarding communication with APC's and attendance at APC meetings. The policy outlines how Planning and Development Division staff will respond to requests by an APC for: information; resources; training; interpretation; or, the expertise of a Planner. The procedures describe:

- how/when routine referrals and additional information and resources will be provided to APC members;
- conditions under which staff attendance at APC meetings will be approved;
- how/when the annual APC Orientation will be conducted; and
- implementation of an informal mentoring system.

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

APC Agenda Packages

An agenda package will consist of:

- APC minutes of the receiving APC
- APC Minutes of the other Electoral Area APC meetings
- Planning and Development Committee minutes
- NRAC minutes (when available)
- Development Referrals, Planning Projects and Relevant Documents

Area A agenda packages will be dropped off at the Area A Satellite Office whenever possible and electronic copies will be emailed to the APC Secretary one week prior to the APC meeting. If drop-off is not possible, the hard copy packages will be mailed. For all other Electoral Areas, completed agenda packages will be provided to the APC Secretary in both electronic and hard copy format one week prior to the APC meeting, or as close as reasonably possible to that date. Completed agenda packages will be provided to the APC Secretary in both electronic and hard copy format one week prior to the APC meeting, or as close as reasonably possible to that date. Extensions to the deadline will be approved by the Manager of Planning and Development when it is determined that staff require additional time to gather required information, or hold consultations in order to prepare a comprehensive analysis of an application.

To ensure agenda packages are provided on schedule, the late item may be removed from the main agenda and distributed separately by email to the APC Secretary to place on an amended agenda.

Referrals to APC's

Planners will ensure referrals contain, as much as reasonably possible, sufficient information with adequate mapping to illustrate the development. A referral may include: a technical analysis or reports on other planning issues; draft bylaw(s) and appendices, or, permit and appendices; location map; site plan; photos (if available); summary of engineering or other technical report (if applicable).

One paper copy of the previous month's Planning and Development Committee Agenda, including Amended Agendas will be referred to the Electoral Area APC's.

Communication with APC Members and Chair

Planners are a resource to the APC and may be contacted by members or the Chair when, for example; clarification or further information is required concerning an agenda referral. The APC Chair may request, through the Manager of Planning and Development, that a Planner be present at the APC meeting. For communication purposes, each referral will include the Planner's contact information including name, telephone number and email address.

Access to OPIS Mapping System

Property Information and Mapping staff will provide agenda related custom mapping to APC members and assist with information requests, including training on the OPIS mapping system, upon request.

Staff Attendance at APC Meetings

The Manager of Planning and Development will determine when a referral is of significant impact or is sufficiently complex to warrant a Planner's attendance at the APC meeting. Under such circumstances, the Planner responsible for the file will likely be designated to attend the APC meeting to address the particular referral.

APC Orientation

A member of the Planning Division will present the annual orientation for APC members in February at a regularly scheduled APC meeting.

New members will receive copies of Bylaw No. 453 (the establishing bylaw for APC's); Part 26 of the *Local Government Act*; the Zoning Bylaw and the Official Community Plan for their respective electoral area.

The goal of the orientation will be to both provide refresher training for existing members and acquaint new members with the following topics:

- Overview, purpose and role of APC's; how they are established; SCRD APC Bylaw
- APC Meeting Procedures
 - conduct of meetings
 - recording secretary function
 - agendas and minutes - format
- Outline of Part 26 of the *Local Government Act* Planning and Land Use Management
 - Consultation Groups
 - Local Government Act
 - Official Community Plans
 - Development Permits
 - Development Permits with a Variance
 - Development Variance Permits
 - Zoning
 - Board of Variance
 - Tree Cutting Permits
 - Temporary Industrial/Commercial Use Permits
 - Subdivisions
- Other Activities
 - Agricultural Land Reserve Applications
 - Crown Tenure Application Referrals
 - Current Projects

Mentoring New APC Members

At the orientation session, Planning staff will encourage experienced APC members to implement an informal mentoring system with incoming members for the first year of the new member's term.

Throughout the year, the Planner's role will be as a resource to the mentor through email or telephone contact and to assist them in facilitating a new member's understanding of planning issues typically considered by the APC. These may include providing instruction concerning the different types of referrals, the scope of the Regional District's jurisdiction, approval processes, and the distinction between Zoning Bylaw regulations and policies and designations contained in the Official Community Plan.

Approval Date:	December 18, 2008	Resolution No.	570/08
Amendment Date:	June 25, 2009	Resolution No.	288/09 Rec. No. 16
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Planning and Development	13
Subsection:	General	6410
Title:	Water Extraction for the Purpose of Commercial Bottled Water Sales	10

1.0 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.

3.0 SCOPE

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

4.0 REASON FOR POLICY

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.

5.0 AUTHORITY TO ACT

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

6.0 PROCEDURE

Do not support any application to Provincial and Federal agencies for the extraction of fresh water resources in gas, liquid or solid form for the purpose of commercial bottled water sales.

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

SUNSHINE COAST REGIONAL DISTRICT

BOARD POLICY MANUAL

Section:	Planning and Development	13
Sub-Section:	Planning and Development	6410
Title:	Community Amenity Contribution for Independent Power and Resource Projects	11

REASON FOR POLICY

To provide guidance for the Board, SCRD, staff and proponents regarding negotiating community amenity contributions.

AUTHORITY TO ACT

Retained by the Board.

POLICY

1. Background

- 1.1. 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.
- 1.2. 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.
- 1.3. 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).
- 1.4. Establishing a fixed contribution amount to apply to each proposal is inappropriate given the discretionary nature of the arrangement.

2. Purpose

- 2.1. 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.
- 2.2. An independent power project includes wind, run-of-river, tidal and power produced from other sources.
- 2.3. A resource project includes independent power projects, mining proposals and other resource based activities.
- 2.4. The policy applies to projects regardless of whether a formal environmental assessment is required.
- 2.5. The policy applies to projects regardless of whether an amendment to SCRD Official Community Plans and/or zoning bylaws is required.

3. Procedure

- 3.1. A community amenity contribution is a voluntary offer at the discretion of the proponent.
- 3.2. 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.
- 3.3. A rezoning application or environmental assessment will be reviewed on the merits of the proposal.
- 3.4. 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.
- 3.5. Upon receipt of independent power or resource project proposals SCRD staff, subject to Board direction, will initiate negotiations with the proponent.
- 3.6. 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.
- 3.7. There may be situations when a formal agreement is not required such as if the amenity contribution is a one-time payment.

4. Determining a Suitable Community Amenity Contribution

- 4.1. The Regional District will work together with the proponent to ensure a contribution of mutual interest.
- 4.2. The Regional District's general expectation is that the community amenity contribution will be commensurate with the scale and community impact of the project.
- 4.3. 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.
- 4.4. The SCRD prefers retaining discretion regarding disbursement of contributions in order to provide flexibility in responding to community needs.

- 4.5. If the project requires rezoning then the draft contribution agreement will be made publically available before a public hearing for a rezoning application is scheduled.
- 4.6. Each Community amenity contribution should provide financial or in-kind resources which:
 - a. are located in the Sunshine Coast Regional District;
 - b. satisfy identified community needs or priorities as determined by the SCRD Board;
 - c. does not create a financial, management or operational burden to the Regional District;
 - d. correspond with an existing service area or function where possible; and
 - e. address any other issue identified by the Regional Board.
- 4.7. 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 a combination of these.
- 4.8. Where the project is not taking place on a legal parcel, the SCRD prefers one-time contributions. However this does not exclude consideration of a contribution that is made over the life of the project.

5. SCRD Disbursement of Contributions

- 5.1. 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.
- 5.2. Decisions to disburse the contribution will be made by SCRD Board resolution.
- 5.3. Financial contributions from all community amenity contribution agreements shall be pooled in a single fund to allow for the Regional District to allocate contributions to projects across the SCRD area.
- 5.4. Priority will be to address the project's impacts on local communities near the project site.
- 5.5. 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:
 - a. parks;
 - b. libraries;
 - c. recreation; and
 - d. fire departments.
- 5.6. Where there is a direct link between the contribution received and disbursement on a specific project, the SCRD will formally acknowledge the contribution such as by a notice on site or through publicity.
- 5.7. The SCRD 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.

6. Implementation

- 6.1. Eligibility for a charitable tax receipt will be considered in accordance with the applicable legislation.
- 6.2. If the amenity contribution requires an ongoing commitment then an agreement must be signed by all parties.
- 6.3. Where the project is on a legal parcel, the agreement shall be included in a covenant or legal agreement registered on title.
- 6.4. 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.

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Planning and Development	13
Subsection:	Strategic Planning	6430
Title:	Sustainable Community	1

POLICY

Recognizing that responsible local government is key to building sustainable communities, delivery of SCRD services shall improve quality of life while protecting the environment. While a sustainable community has economic, social as well as environmental attributes, for the purpose of this policy Sustainable Community shall mean “an organization that provides various services while diligently pursues to protect the environment by:

- minimizing the release of pollutants to the environment
- encouraging recycling and using recycled material
- minimizing the emission of greenhouse gas in its operations
- encouraging minimization of ecological footprint in landuse planning and
- conserving natural resources
- promoting awareness in the community of the state of the environment.”

REASON FOR POLICY

To provide direction to all departments in designing and delivering the various services to reflect the Board's commitment and strategy in addressing local and global environment issues.

AUTHORITY TO ACT

Retained by the Board and delegated to staff.

PROCEDURE

1. Scope of Policy

This Policy will apply to the management and delivery of the following services and programs:

- Infrastructure Services
- Corporate Services
- Community Services and
- Other services as specified by the Board

2. Responsibility

Chief Administrative Officer shall approve the development of corresponding administrative policies and oversee the implementation of the respective programs to fulfil the intent of this policy.

General Managers of Corporate Services, Community Services and Infrastructure Services shall develop administrative policies and operating guidelines for the above services and programs; and incorporate the required resource requirements in the respective operating and capital budgets for Board approval.

Approval Date:	July 10, 2003	Resolution No.	316/03
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	13
Subsection:	Strategic Planning – General	6430
Title:	Strategic Planning	2

1. PURPOSE

- 1.1. Strategic planning is a critical process for any organization in order to maintain its current operations, in managing 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.

2. POLICY

- 2.1. The SCRD 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.

3. REASON FOR POLICY

- 3.1. The majority of the SCRD's resources are committed to maintaining its current programs, services and infrastructure in order to support the residents and businesses on the coast.
- 3.2. 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-year term.

4. PROCEDURE

- 4.1. It is proposed that in the first six months of a new Board's election, the Board will meet to establish goals for the next three years. Furthermore, the Board will meet yearly thereafter to review and where necessary modify and add to the strategic goals identified by the Board. Throughout the year, all proposed amendments will be forwarded to the annual review meeting for consideration with the entire package of goals contained within the Strategic Plan. This process will guide the work of the Board and staff over the three years.
- 4.2. In establishing these goals, the Board will consult all the elected Council members on the coast [as well as consider other jurisdictions], asking them to reflect on the changing environment and seeking their thoughts and ideas on the priority issues the SCRD should address for our communities.
- 4.3. In establishing the Board's three-year goals, the proposed planning process will incorporate the following key steps:
- Reviewing the current SCRD Vision Statement and revising it, if appropriate
 - Reviewing the guiding principles or operating values and revising them, if appropriate
 - Incorporating an environmental scan - an analysis of the changing external and internal environments, as well as the trends that are occurring on and off the coast. This analysis should result in a deeper understanding of the opportunities and threats facing the organization now and in the future.
 - Establishing the three-year goals and annual objectives
 - Developing and implementing the annual objectives. This includes ensuring the Board has the necessary human and financial resources required to successfully achieve their objectives.
 - Reporting and monitoring its progress. This includes quarterly reports to the Board on how each of the objectives is being achieved. This also allows time to modify the objectives, if required.

4.4. Proposed Annual Planning and Budgeting Cycle

The *Local Government Act* requires the Regional District to complete their budgeting process by March 31st of each year. Here is a proposed annual planning and budgeting cycle:

Board Strategic Planning – environmental scan and establishing proposed goals/annual objectives	April - May
Proposed departmental goals and objectives	September
Annual Budget – Preparation of Discussion Packages	October - November
Three Rounds of Budget Discussions	January - March
Finalize work plans in support of Strategic Plan	January - March

Reporting on Annual Objectives	June and October
Variance Reporting	Quarterly*
Variance Reporting – estimate of surplus/(deficit)	January as part of budget

*Quarterly variance reporting will be done on all functions/budgets and by exception, where there is a significant budgetary variance, a report will be forwarded to the Corporate and Administrative Services Committee. The Board has also directed that detailed quarterly variance reports be completed for Transit [310], Recreation Facilities [616-621], Building Inspection [520] and Solid Waste [351-353].

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Planning and Development	13
Subsection:	Official Community Plan	6480
Title:	Official Community Plans	1

POLICY

Development in various areas within the Regional District should be in accordance with all Official Plans. Plans in the draft stage of development are considered to indicate the intent of the Regional District and request for amendments to land use or subdivision regulations in areas where a plan is under consideration shall be considered with full regard for the draft official plan.

REASON FOR POLICY

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Planning and Development	13
Subsection:	Development – Agricultural Land	6635
Title:	Agricultural Land Reserves Covenant for Second Dwelling	1

POLICY

A covenant, which stipulates that future subdivision of the subject property is not permitted, shall be registered in the name of the Regional District with the Land Title office in all cases where any second dwellings within the Agricultural Land Reserve are allowed.

REASON FOR POLICY

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

Approval Date:	October 15, 1992	Resolution No.	901/92
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Planning and Development	13
Subsection:	Development – Agricultural Land	6635
Title:	ALR Applications within Roberts Creek	2

POLICY

Subject to the rights of individuals to continue to make applications, the Sunshine Coast Regional District in principle does not support Agricultural Land Reserve Non Farm use, Subdivision or Exclusion applications in the Roberts Creek Official Community Plan area until the Sunshine Coast Regional District has completed a public review of the policies in the Roberts Creek Official Community Plan respecting the Agricultural Land Reserve and, if required as a result of the review, has amended the Roberts Creek OCP.

REASON FOR POLICY

To state the Board's views on dealing with ALR applications for Agricultural Land Reserve Non Farm use, Subdivision or Exclusion applications in the Roberts Creek Official Community Plan area.

AUTHORITY TO ACT

Retained by the Board.

PROCEDURE

1. Scope

Applies to all ALR applications for Agricultural Land Reserve Non Farm use, Subdivision or Exclusion applications in the Roberts Creek Official Community Plan area.

2. Responsibility

SCRD Board members

- To be familiar with this policy prior to making decisions regarding ALR Applications.

SCRD Planning & Development Division staff

- To be familiar with this policy.
- To remind the Planning and Development Committee about this policy when bringing forward reports regarding ALR Applications in the Roberts Creek Official Community Plan area.

Approval Date:	November 27, 2003	Resolution No.	505/03
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

Protective Services – 7000-7699

Sub-Section

Policy Title

Policy #

ATTACHMENT B

Recreation and Cultural Services – 7700-8299

Sub-Section	Policy Title	Policy #
Recreation - General	Recreation Facility Room Naming	15-####-1

Sunshine Coast Regional District

BOARD POLICY MANUAL

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

1.0 POLICY

1.1 Names shall be assigned to rooms within the Sunshine Coast Regional District Parks and Recreation facilities as follows:

- a. to honour First Nations/pioneers/community leaders/volunteers/individuals in the area in which the recreation facility is located;
- b. by geographic location; historical event or special feature, eg. physical feature;

1.2 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.)

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

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

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

2.0 SCOPE

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

3.0 REASON FOR POLICY

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

4.0 AUTHORITY TO ACT

4.1 Retained by the Board.

5.0 PROCEDURE

5.1 All requests are to be received in writing outlining why the person(s)/business should be recognized under the policy.

5.2 Requests may be initiated by the public or by the SCRD Board.

5.3 The request will be reviewed by staff in relation to the provisions of the policy prior to consultation with First Nations or other honouree. Findings will be discussed with the proponent.

5.4 The request will then be forwarded to the Community Services Committee for consideration. The Community Services Committee will review all submissions and may provide opportunity for public input prior to making a recommendation to the Board.

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

Transportation and Transit Services – 8300-8799

Sub-Section	Policy Title	Policy #
Transit	Free Transit Ticket Program 16-8500-1

Sunshine Coast Regional District

BOARD POLICY MANUAL

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

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.

REASON FOR POLICY

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

AUTHORITY TO ACT

Delegated to staff.

PROCEDURE

The following summarizes the distribution and reconciliation process for the SCRD free ticket program:

1. Local social service agencies will submit monthly free ticket requests to transit staff.
2. Transit staff will provide approved agencies, subject to availability, a monthly allotment of free transit tickets; value of total annual ticket distribution not to exceed the SCRD Board approved budget amount for this program.
3. Transit staff will record the amount of tickets distributed and arrange for pick up or delivery of the tickets with service agencies.
4. Service agencies will distribute tickets to clients as needed and complete the free ticket distribution reconciliation form that clearly specifies how many tickets were handed out and for what purpose. Completed forms will be forwarded to transit staff at the end of each month.
5. At the conclusion of every month transit staff will forward the link of the Free of Charge Ticket Distribution document to finance staff to perform appropriate accounting entries.

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



BOARD Policy

Section:	Finance	5
Subsection:	Gas Tax	0580
Title:	Federal Gas Tax - Community Works Fund	1

1. PURPOSE

The purpose of this policy is to define a process for a fair and equitable distribution of the funding received from the Community Works Fund (CWF) consistent with the terms and conditions of the Gas Tax Agreement (GTA) and to define a process for efficient expenditures of funds and ensure compliance with the CWF Agreement (as defined below).

CWFs are made available to eligible local governments, including the Sunshine Coast Regional District (SCRD), by the Government of Canada pursuant to the Agreement on the Transfer of Federal Gas Tax Revenues or Gas Tax Agreement (the "GTA") between the Union of British Columbia Municipalities (UBCM) and the Governments of Canada and British Columbia. Funding under the program is intended to be directed to local priorities that fall within one of the eligible project categories and that are in keeping with the GTA's intended outcomes of reduced greenhouse gas emissions, cleaner air and cleaner water.

All local governments receive CWF. The formula for dispersing the funding is based on a formula which includes a base amount and an amount per capita. Member Municipalities within the SCRD receive their own share of the CWF according to their population as does the Regional District.

2. SCOPE

This policy applies to all funding allocations and grant disbursements from the Community Works Fund.

Proposed projects or initiatives must meet the eligible criteria and guidelines as outlined by the Gas Tax Agreement.

In order for funds to be expended, the Regional District must have legislative authority or an established service under which an eligible project can be undertaken.

3. DEFINITIONS

"Federal Gas Tax Funds" means those funds received annually by the Federal Gas Tax - Community Works Fund, overseen by UBCM, to the SCRD.

"Agreement" means the 2014-2024 Community Works Fund Agreement signed between the Regional District and the UBCM.

"Annual Funding" means the annual amount received from UBCM in two instalments in July and December of each year.

"Eligible Project Categories" means eligible project categories as defined in Schedule B of the CWF-Gas Tax Agreement.



BOARD Policy

“Infrastructure” means infrastructure as defined in Annex A of UBCM Gas Tax Agreement as: “municipal or regional, publicly or privately owned tangible capital assets in British Columbia primarily for public use or benefit.”

“Public Use or Benefit” means a facility or asset that is accessible to the public and not limited to a private membership, or it confers a tangible benefit on a sufficiently large segment of the public or community.

“Supplemental Funding” means any additional payments received from UBCM from the Community Works Fund program.

“Ultimate Recipient” means:

- (i) a Local Government or its agent (including its wholly owned corporation);
- (ii) a non-municipal entity, including for-profit, non-governmental and not-for-profit organizations, on the condition that (a) the Local Government(s) where the Eligible Project would be located, if applicable, has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s).

4. POLICY

4.1. Allocation of Funds

- 4.1.1. The SCRD receives CWF funds each year from the Federal Government of Canada, under Gas Tax Fund Agreements (GTA) between the Federal Government of Canada, the Province of British Columbia, UBCM and the SCRD. Under this policy, these funds are allocated for use in the Electoral Areas (EA) of the Regional District (Areas A, B, D, E and F).
- 4.1.2. No portion of these funds are allocated to member municipalities as they receive their own share of Federal Gas Tax funds under separate agreement with UBCM.
- 4.1.3. The SCRD Board shall consider statutory obligations and budgetary limitations to ensure funds are disbursed as fairly and equitably as possible.
- 4.1.4. Funds received are allocated as follows:
 - 4.1.4.1. Regular Annual and or Supplemental Funds are 100% allocated to individual EA's A, B, D, E and F on a per-capita basis, based on most recent census using the Census Voting Strength reports published by the Province of British Columbia following each census taking.
 - 4.1.4.2. Regular Annual and or Supplemental Funds will be allocated based on a prospective basis. Subsequent changes in population will not cause unspent funds to be re-allocated.



BOARD Policy

- 4.1.4.3. Interest earned on unspent balances will be allocated annually to the respective balances of each EA.
- 4.1.4.4. Despite this allocation process, CWF belong to the SCRD as a whole. As such, EA Directors are free to re-distribute funds allocated to the area they represent to any other area of the SCRD or may 'pool' funds as they desire.

4.2. Use of Funds

- 4.2.1. All CWF must be used in accordance with eligibility criteria contained in the master agreement with UBCM, and any subsequent changes or updates thereto.
- 4.2.2. The following project areas shall be given priority:
 - a) Projects which align with the SCRD's strategic priorities;
 - b) Projects which address critical infrastructure needs, active transportation, capacity building, including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and asset management plans for the SCRD;
 - c) Adaption to and mitigation of climate change.
 - d) Infrastructure projects that are owned or leased by the SCRD;
 - e) Projects which benefit the greatest portion of an EA or region as a whole.
- 4.2.3. Projects that appear eligible will require a detailed project plan and budget aligned with eligible project categories. CWF can be applied to all of a project or only the portion that meets the requirements.
- 4.2.4. Funding for projects from ultimate recipient will be considered only if, after examining the SCRD's short and long-term financial commitments, there is available unallocated funding.
- 4.2.5. Funding for projects from ultimate recipient will be considered only if, after examining the SCRD's short and long-term financial commitments, there is available unallocated funding.

5. AUTHORITY TO ACT

- 5.1 *Local Government Act*, Section 263 (1) (a), (b), and (c).
- 5.2 The Board will be designated to review and evaluate all proposed projects and initiatives that meet the eligible criteria and guidelines of CWF.
- 5.3 The SCRD Board has both statutory and budgetary limitations and wish to ensure that these funds are disbursed as fairly and equitably as possible.



6. REFERENCES (Bylaws, Procedures, Guiding Documents)

Appendix 1 – Responsibilities and Procedures, Timelines and Reporting

Approval Date:	March 11, 2021	Resolution No.	067/21 Rec. No. 1
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



Appendix 1 to Policy # 5-0580-1

RESPONSIBILITIES AND PROCEDURES

1. *The responsibilities and procedures related to this policy are as follows:*

1.1 *Staff:*

- a) *Develop eligible proposals to present the EA Directors*
- b) *Complete all reporting requirements.*

1.2 *EA Directors:*

- a) *The EA Directors shall review and evaluate all proposed projects and initiatives that meet the eligible criteria and guidelines of CWF and recommend to the Board of Directors approval of chosen projects*

1.3 *Board:*

- a) *Adopt the Federal Gas Tax-Community Works Fund Policy and consider updates from time to time;*
- b) *Approve funding of CWF projects during the annual financial plan process and any required financial plan amendments;*
- c) *Approve contribution agreements with non-profit organizations received CWF monies*

TIMELINES

1. *In order to be included in the Financial Plan for the following year, proposals for eligible projects must be presented prior to or as part of the SCRD's pre-budgeting process. Proposals received after this date will only be considered if the project is considered an emergency. This deadline is provided to allow the EA Directors to review the proposed projects in advance of the financial planning process and to reduce the occurrence of financial plan amending bylaws.*

REPORTING

1. *The SCRD is required to provide annual reporting to UBCM, including measured outcomes on recent past projects.*
2. *Third party recipients must agree to provide necessary information to enable that reporting upon request, or be subject to a requirement to repay the CWF previously provided for the project and/or not be considered eligible for future funding.*
3. *SCRD staff will provide bi-annually (April and October) a report to the Corporate and Administrative Services Committee on the current status of the Gas Tax-Community Works Fund, including budgeted project commitments, year to date spending and uncommitted funds available to be spent on eligible projects. This information will also be provided as part of the annual Financial Planning process.*

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:	General	1610
Title:	Support Service Allocation	1

POLICY

The Sunshine Coast Regional District will allocate all costs incurred in relation to a particular service to that service. This includes the cost of administration attributable to that service.

REASON FOR POLICY

The policy's purpose is to define the process for allocating the costs of general administration (support service costs) for the Regional District to all budgeted functions within the Regional District on an equitable basis.

AUTHORITY TO ACT

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.

PROCEDURE

Definitions:

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;

Indirect costs – those incurred that cannot be identified readily and specifically with a particular project or function;

Support Services (includes the following functions):

- i. Administrative Expenses:
 - a. Liability Insurance and Legal Fees
 - b. Photocopier and Reception
 - c. Mail and Records Management
 - d. Corporate Communications and Engagement
 - e. Chief Administrative Officer
- ii. Financial Management
 - a. Asset Management
 - b. Financial Services
 - c. Payroll
 - d. Purchasing and Risk Management
- iii. Field Road Administrative Offices Building Maintenance]
- iv. Human Resources
- v. Information Services

- vi. Corporate Sustainability Services
- vii. Property Information and Mapping Services (PIMS) / Geographical Information Systems (GIS);
- viii. Mason Road Works Yard

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);

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;

Recoverable costs – the total current year budget less any offsetting revenues.

Principles:

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

Allocation Method:

Where costs can be identified as direct costs, they will be budgeted and charged to the function or project to which they apply.

a. **Overall Allocation**

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.

b. **Liability Insurance and Legal Fees**

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.

c. Photocopier and Reception

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.

d. Mail and Records Management

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.

e. Corporate Communications and Engagement

Includes all costs associated with providing advertising, media and communications and engagement for the Regional District. The recoverable costs for function 110 will be allocated based on prior year's historical use.

f. Chief Administrative Officer

Includes the staffing and related costs to provide core administrative oversight to the Regional District. The recoverable costs for this function will be allocated proportionately to individual functions, based on the function's prior year net operating budget.

g. Asset Management

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.

h. Financial Services

Includes the staffing and related costs to provide core financial services to the Regional District. 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.

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).

i. Payroll

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. Purchasing and Risk Management

Includes costs associated with providing the support for procurement of goods and services and risk management for the Regional District. The recoverable costs will be allocated based on prior year's historical use with a portion for general benefit to the organization.

k. Field Road Administrative Offices Building Maintenance

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.

l. Human Resources

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).

m. Information Services

Includes costs of providing computer hardware and software, telephones, network connectivity, and support for the Regional District. The recoverable costs of this function will be allocated based on the following methods:

- i. The costs associated with computer hardware and software and networks will be allocated based on the number of computers assigned to each department.
- ii. The costs of telephone service will be allocated based on the number of telephones assigned to each department.
- iii. The cost of support will be allocated based on the number of users.

n. Corporate Sustainability

Includes costs to support the Regional District's Sustainable Community Policy and Integrated Community Sustainability Policy. 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.

o. Property Information and Mapping Services (PIMS)

Includes costs associated with providing core spatial data services, systems and mapping for the Regional District. 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%

p. Mason Road Works Yard-

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.

Five-Year Plan Allocation:

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.

New Services:

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.

Review:

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.

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

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:	Debt	1760
Title:	Debt Management Policy	1

1. PURPOSE

- 1.1. Establish financial guidelines and appropriate controls for the issuance and use of new debt and to ensure financial sustainability for the Regional District.

2. SCOPE

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

3. PRINCIPLES

- 3.1. Principles in this policy provide guidance for policy development and assist with interpretation of the policy applied.
- 3.2. 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.
- 3.3. Whereas:
- 3.3.1. Debt is an ongoing component of the Regional District's capital financing structure and is integrated into long-term plans and strategies.
- 3.3.2. 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.
- 3.3.3. Debt must be structured in a way that is fair and equitable to those who pay and benefit from the underlying asset over time.
- 3.4. Compliance is with all legislation applicable to the Regional Districts including public process, bylaws, and subject to Board approval.
- 3.5. Revenues must be sufficient to accommodate debt servicing.

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

4. POLICY

- 4.1. 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.
- 4.2. Expense where debt may be recommended:
 - 4.2.1. One-time capital improvements.
 - 4.2.2. Capital expenditures as a result of service enhancements.
 - 4.2.3. When the useful project life will exceed the term of financing.
 - 4.2.4. Major equipment purchases.
 - 4.2.5. The maximum debt servicing costs be limited to 15% of the Regional District’s revenues (includes taxation, investment income, fees and charges, and unconditional grants).
 - 4.2.6. Purchase of property, if deemed by the Board as essential to the operation of the Regional District.
- 4.3. Reserves are to be considered as a funding source before debt.
- 4.4. Strategies to minimize debt will be considered, such as:
 - 4.4.1. Pay as you go.
 - 4.4.2. Create capital reserves to help future capital replacement needs.
 - 4.4.3. Shorten the number of years to repay the debt when possible.
- 4.5. Current and projected interest rates will be considered when determining the duration of a borrowing term.
- 4.6. In consideration of debt reduction, when MFA Debenture Issues become open for interest rate re-sets (every 10 years on 20 year issues); debt repayment will be considered.
- 4.7. Life cycle costs be matched with debt servicing.

5. POLICY REVIEW

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

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