



## **BOARD POLICY REVIEW COMMITTEE**

**Thursday July 4, 2024  
TO BE HELD IN THE BOARDROOM  
OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES  
AT 1975 FIELD ROAD, SECHLT, B.C.**

### **AGENDA**

---

**CALL TO ORDER      9:30 a.m.**

#### **AGENDA**

1. Adoption of Agenda

#### **PRESENTATIONS AND DELEGATIONS**

#### **REPORTS**

2. Board Policies for Review - Executive Coordinator  
(Voting – All Directors)

Annex A  
Pages 2 - 129

#### **COMMUNICATIONS**

#### **NEW BUSINESS**

#### **IN CAMERA**

#### **ADJOURNMENT**

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Board Policy Review Committee – July 4, 2024

**AUTHOR:** Christine Armitage, Executive Coordinator

**SUBJECT:** BOARD POLICIES FOR REVIEW

---

### RECOMMENDATION(S)

- (1) **THAT the report titled Board Policies for Review be received for information;**
  - (2) **AND THAT the Board policies be reviewed in accordance with the Committee's Terms of Reference;**
  - (3) **AND FURTHER THAT the Committee review and classify seven additional Board policies provided in Attachment B that were previously misclassified as Operational policies.**
- 

### BACKGROUND

As outlined in the Terms of Reference, the purpose of the Board Policy Review Committee is to review policies of the Board of the Sunshine Coast Regional District (SCRD), and to make recommendations to the SCRD Board with respect to the amendment, repeal and/or development of new Board policy. The Board Policy Review Committee will meet at least once annually, and from time to time as required by the SCRD Board or the Chair of the Committee.

At the June 8, 2023, Regular Board meeting, the following recommendation was adopted:

141/23      **Recommendation No. 29**    *Board Policies for Major Revision*

THAT staff report back to a future Committee of the Whole identifying all the Board policies under review for major revision, with an indication of timelines as to when they will be brought forward for Board consideration.

### DISCUSSION

Since the last Board Policy Review meeting on June 8, 2023, two Board policies have been amended and adopted by the Board (as noted in the table below).

- The Bylaw Enforcement Complaints policy, which was previously flagged as “hold for repeal”, was repealed and a new policy adopted on September 28, 2023.
- The Procurement Policy, which was previously flagged as “Referred to staff for further review and major revision” was amended and adopted on April 25, 2024.

The following table is a register of all Board policies, including policies that have been flagged for major revision:

<b>Title</b>	<b>Policy No.</b>	<b>Date Last Reviewed</b>	<b>Status</b>
Policy and Procedure Framework	BRD-0340-50-001	2023-06-08	Up to date
Agenda Item Submission Deadline	BRD-0340-50-002	2023-06-08	Up to date
Directors – Travel Accident Insurance	BRD-0340-50-003	2023-06-08	Referred to staff for further review to confirm recommendation to repeal – no updates as this time.
SCRD Park Naming	BRD-0340-50-004	2023-06-08	Staff recommend combining Parks Naming and Rec Facility Room Naming, and propose it be added to the Service Plan in 2025.
Reimbursement of Directors' Travel and Other Expenses	BRD-0340-50-005	2023-06-08	Up to date
Petitions and Delegations	BRD-0340-50-006	2023-06-08	Up to date
Use and Insurance of Rental and Personal Vehicles	BRD-0340-50-007	2023-06-08	Up to date
Development Variance Permits	BRD-0340-50-008	2023-06-08	Up to date
Committee Volunteer Meeting Expenses	BRD-0340-50-009	2022-07-28	Referred to staff for further review and major revision – no updates as this time.
Constituency Expenses	BRD-0340-50-010	2023-02-09	Up to date
Contacting SCRD Solicitors	BRD-0340-50-011	2022-07-28	Staff recommend this policy be identified as "Hold for Repeal" while a new policy is developed.
Local Community Sewage Systems	BRD-0340-50-012	2022-07-28	Hold for repeal – no updates at this time.
Laying of Wreaths	BRD-0340-50-013	2023-06-08	Up to date
Advisory Planning Commission Communication	BRD-0340-50-014	2022-07-28	Staff are undertaking a review of APC processes (Q2 2024) and can recommend policy updates following this review.
Waiving Fees and Charges	BRD-0340-50-015	2022-07-28	Up to date
Proclamations	BRD-0340-50-016	2022-07-28	Up to date
Correspondence	BRD-0340-50-017	2022-07-28	Recommended amendments are provided in track changes, including the recommendation to remove the procedure from the policy.
Feasibility Study Funding	BRD-0340-50-018	2022-07-28	Hold for repeal – no updates as this time.
Room Naming – Parks and Recreational Facilities	BRD-0340-50-019	2023-06-08	Staff recommend combining Parks Naming and Rec Facility Room Naming, and propose it be added to the Service Plan in 2025.
Support Service Allocation	BRD-0340-50-020	2023-06-08	Up to date
Financial Sustainability	BRD-0340-50-021	2022-07-28	Up to date

Water Extraction for the Purpose of Commercial Bottled Water Export	BRD-0340-50-022	2023-06-08	Up to date
Screening Officer Bylaw Notice	BRD-0340-50-023	2023-06-08	Up to date
Bylaw Enforcement Complaints	BRD-0340-50-024	2023-09-28	New policy adopted September 28, 2023
Parks Acquisition from Subdivision	BRD-0340-50-025	2022-07-28	Staff recommend a review after OCP amendments are complete, and propose it be added to the Service Plans in 2025.
New Trails and Bikeways Procurement and Administration by SCRD Function	BRD-0340-50-026	2022-07-28	Referred to staff for further review and major revision – further Board direction is being sought as to what amendments may be required.
Debt Management	BRD-0340-50-027	2023-06-08	Up to date
Pesticide Use and Invasive Species Management	BRD-0340-50-028	2023-06-08	Staff propose this be added to the Service Plans in 2025.
Asset Management Policy	BRD-0340-50-029	2022-07-28	Up to date
Free Ticket Program	BRD-0340-50-030	2023-06-08	Staff recommend implementing free transit for students to understand the implications of this program. Staff propose a review of this policy in Q3 2025.
Community Amenity Contribution for Independent Power and Resource Projects	BRD-0340-50-031	2023-06-08	Up to date
Board Administration: Directors and Alternate Directors	BRD-0340-50-032	2023-06-08	Up to date
Procurement	BRD-0340-50-033	2024-04-25	Amended policy adopted April 25, 2024
Electoral Areas' Grant-in-Aid	BRD-0340-50-034	2022-07-28	Up to date
Federal Gas Tax – Community Works Fund	BRD-0340-50-035	2022-07-28	Staff recommend waiting for new Federal Agreement to be announced before recommending amendments.
Directors – Remuneration Review	BRD-0340-50-036	2022-07-28	Up to date
Financial Planning	BRD-0340-50-037	2022-07-28	Up to date
Director Email Management	BRD-0340-50-038	2022-09-08	Up to date
Code of Conduct	BRD-0340-50-039	2023-04-27	Up to date

The following table identifies seven additional Board policies that were misclassified as operational policies. Research confirmed that they were approved by Board resolution and as such are before the committee to be reviewed according to the classifications listed below:

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

Title	Policy No.	Date Last Reviewed	Status
Investment Policy	TBD	2012-10-04	Pending review
Tangible Capital Asset Policy	TBD	2010-12-09	Pending review
Roberts Creek Fire Service Level Policy	TBD	2016-07-28	Pending review
Halfmoon Bay Fire Service Level Policy	TBD	2016-07-28	Pending review
Gibsons Fire Service Level Policy	TBD	2016-07-28	Pending review
Egmont Fire Service Level Policy	TBD	2016-07-28	Pending review
Telecommunication Facility Review Procedure	TBD	2003-01-19	Pending review

## CONCLUSION

In alignment with the Terms of Reference, staff are bringing forward all Board policies for the annual review.

## ATTACHMENTS

Attachment A – SCRD Board Policy Register

Attachment B - Additional Board Policies

Reviewed by:			
GM, Planning & Development	X – I. Hall	Acting GM, Community Services	X – J. Huntington
GM, Infrastructure	X – J. Waldorf	Legislative	X – S. Reid
Acting CAO	X – T. Perreault	Human Resources	X – G. Parker



## BOARD Policy

# Attachment A

Section:	Legislative Services	BRD-0340-50
Title:	Policy and Procedure Framework	001

### 1. PURPOSE

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

### 2. SCOPE

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

### 3. DEFINITIONS

- 3.1 **"Policy"** means a plan or course of action, intended to influence, and determine decisions, actions, and other matters that inform service levels and resource allocation. A policy must be consistent with the overall goals of the Board and the organization.

- 3.2 **"Board Policy"** means a policy that directs staff in making consistent decisions on a recurring issue affecting members of the public and/or more than one department which usually has an external focus. Board policies are developed by the Policy Owner (subject matter expert).

3.2.1 Board Policies:

- a) Are approved by the Board and within the Board's jurisdiction.
- b) Guide and inform Board decision-making to achieve consistent outcomes, and common interpretation.
- c) Convey a common understanding of the Board's strategic direction.
- d) Are related to SCRD governance, programs and/or services.
- e) Impact the community.

- 3.3 **"Operational Policy"** means a policy that governs staff with consistent standards and practices on a recurring issue that may affect one or more departments. Operational Policies are developed by the Policy Owner (subject matter expert).

3.3.1 Operational Policies:

- a) Are reviewed by the Senior Leadership Team (SLT) and given final approval by the Chief Administrative Officer (CAO).
- b) Focus on internal administration and operations of the organization.
- c) Primarily informs and/or impacts employees and contractors.
- d) Provide consistency and clarity of interpretation.
- e) Direct and/or guides management and staff for consistent outcomes.

- 3.4 **"Policy Owner"** means the Division or Department head Subject Matter Expert who has functional responsibility and accountability for the policy once it has been approved. The Policy Owner recommends, develops, drafts and proposes amendments to Policy documents, and is responsible for ensuring the policy is implemented and enforced once approved or adopted.

- 3.5 **"Policy Control Officer"** means the Corporate Officer, or designate, who is responsible for the system of policies, including development and maintenance of the SCRD's Policy Register. The Policy Control Officer's role is to ensure policy consistency, legislative compliance, and alignment with Policy and Procedure Framework prior to submission for approval.



## BOARD Policy

---

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

3.6.1 Procedures:

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

## 4. POLICY

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

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

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

**4.4** Types of issues which commonly require a Policy include:

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

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

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

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

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

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



## **BOARD Policy**

---

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

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

### **5. Minor Revisions**

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

### **6. Policy Review**

#### **6.1 Board Policy Review**

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

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

#### **6.2 Operational Policy Review**

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

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

### **7. Policy Access**

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

### **8. REFERENCES (Bylaws, Procedures, Guiding documents)**

**8.1** Appendix A – Operational Policy Template

**8.2** Appendix B – Board Policy Template

**8.3** Appendix C – Procedure Template

**8.4** Board Policy Review Committee Terms of Reference

Approval Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 1
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	





Section:	Choose an item.	OP-0340-30
Title:	[Enter title of Policy]	xxx
Policy Owner	[Title of Division or Department Subject Matter Expert]	

## **1 PURPOSE**

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

## **2 SCOPE**

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

## **3 DEFINITIONS**

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

## **4 POLICY**

## **5 EXCEPTIONS**

## **6 RESPONSIBILITIES/AUTHORITY TO ACT**

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

## **7 REFERENCE**

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

SLT Review Date:	
CAO Approval Date:	
CAO Signature	



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

**1 PURPOSE**

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

**2 SCOPE**

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

**3 DEFINITIONS**

3.1 Define key terms to assist with interpretation

**4 POLICY**

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

**5 EXCEPTIONS**

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

**6 AUTHORITY TO ACT**

6.1 Legislation

6.2 Board

6.3 Delegated Authority

**7 REFERENCES (BYLAWS, PROCEDURES, GUIDING DOCUMENTS)**

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

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



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

**1 INTRODUCTION**

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

**2 SCOPE**

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

**3 PROCEDURE**

Effective Date:	
General/Senior Manager Approval	

Section:	Legislative Services	BRD-0340-50
Title:	Agenda Item Submission Deadline	002

## 1. PURPOSE

**1.1** To provide direction with regard to agenda items.

## 2. SCOPE

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

## 3. DEFINITIONS

## 4. POLICY

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

## 5. EXCEPTIONS

**5.1** 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.
- g) A Notice of Motion and items of New Business are excluded from this policy.

## 6. AUTHORITY TO ACT

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

## 7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	February 24, 1983	Resolution No.	114/83
Amendment Date:	December 12, 2002	Resolution No.	700/02
Amendment Date:	December 10, 2009	Resolution No.	500/09
Amendment Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 6

## Sunshine Coast Regional District

### BOARD POLICY MANUAL

Section:	Procurement and Risk Management	BRD-0340-50
Title:	Directors – Travel Accident Insurance	003

#### 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:	Parks Services	BRD-0340-50
Title:	SCRD Park Naming	004

#### 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.	



## BOARD Policy

Section:	Financial Services	BRD-0340-50
Title:	Reimbursement of Directors' Travel and Other Expenses	005

### 1. PURPOSE

1.1 To clarify how various provisions with respect to reimbursement of travel and other expenses will be administered.

### 2. SCOPE

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

### 3. DEFINITIONS

3.1 **"SCRD Business"** includes attendance at conferences, conventions, meetings, and seminars.

### 4. POLICY

4.1 The SCRD will reimburse Directors and Alternate Directors for reasonable food, accommodation, and travel expenses in accordance with the attached Schedule of Allowable Expenses.

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

- 4.2.1 The most economical mode of transportation is to be used, unless there is a specific reason to choose otherwise, e.g., flying may be preferable to driving more than 3 hours, one way.
- 4.2.2 The "per diem" rate may not be claimed when meals are provided as part of the registration for a conference, convention, meeting, or seminar.
- 4.2.3 When some but not all meals are included, expenses may be claimed for the additional meal(s) when travelling. The amount payable for the additional meal(s) will be the actual cost of the meal or the amount outlined in Section 11 of the attached *Schedule of Allowable Expenses*. If the actual expense is greater than the standard amount, the receipt must be attached to the claim.
- 4.2.4 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.

### 5. EXCEPTIONS

### 6. AUTHORITY TO ACT

6.1 Chief Administrative Officer (CAO)

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

6.2 Directors and Alternate Directors

6.2.1 To submit expense claims in a manner consistent with the Expense Report Form.

6.2.2 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





## BOARD Policy

---

must be approved and submitted to Accounts Payable within 60 days of the earliest expense incurred.

- 6.2.3 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.
- 6.2.4 On completion, the form must be approved by the CAO and forwarded to Accounts Payable for processing.

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	September 14, 2000	Resolution No.	409/00
Amendment Date:	October 14, 2021	Resolution No.	273/21
Amendment Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 12
Amendment Date:		Resolution No.	



## BOARD Policy

### SCHEDULE OF ALLOWABLE EXPENSES

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



## BOARD Policy

Section:	Legislative Services	BRD-0340-50
Title:	Petitions and Delegations	006

### 1. PURPOSE

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

### 2. SCOPE

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

### 3. DEFINITIONS

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

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

### 4. POLICY

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

**4.2** Delegation requests to appear before the SCRD Board or Committee shall be dealt with in the following manner:

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

### 5. EXCEPTIONS

**5.1** The Chair may grant a delegation not listed on the agenda an opportunity to be heard on a subject matter related to an agenda item provided the Chair is satisfied that circumstances



## BOARD Policy

---

prevented the delegation from giving advance notice of their request to appear before the Board or Committee.

### 6. AUTHORITY TO ACT

**6.1** The Corporate Officer is granted the authority to screen and, if deemed appropriate, deny a request to appear as a delegation if:

- a) the issue is not within the mandate or jurisdiction of the SCRD;
- b) a delegation has previously addressed the Board on a particular issue and no new significant information is being provided;
- c) the delegation relates to a matter that has been deferred, is in abeyance or is otherwise inactive; or
- d) the matter is operational in nature.

**6.2** Delegations denied the opportunity to appear before the Board or Committee will be:

- a) offered the opportunity to provide written information for distribution to the Board or Committee through an Agenda or Directors' Reading file, as appropriate; and
- b) informed of their right to appeal the decision to the Chair of the Board or Committee.

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	September 14, 2000	Resolution No.	409/00
Amendment Date:	October 14, 2021	Resolution No.	273/21
Amendment Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 5
Amendment Date:		Resolution No.	



## BOARD Policy

Section:	Procurement and Risk Management	BRD-0340-50
Title:	Use and Insurance of Rental and Personal Vehicles	007

### 1. PURPOSE

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

### 2. SCOPE

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

### 3. DEFINITIONS

- 3.1 **"Personal Vehicle"** means a vehicle owned or privately leased by a Director, Alternate Director or staff.

### 4. POLICY

#### Rented Vehicles

- 4.1 Directors, Alternate Directors and staff may rent a vehicle to conduct SCRD business when it is the most practical and economical means of transportation for the task or journey. Business use may include but is not limited to attendance at meetings and conferences.
- 4.2 At the time of vehicle rental, Directors, Alternate Directors and staff must purchase the following insurance:
- a) A minimum of \$2,000,000 of primary automobile insurance coverage. In the event of a claim exceeding this limit, the Director, Alternate Director, and staff will be covered by the Municipal Insurance Authority (MIA) Liability Protection Agreement non-owned automobile coverage.
  - b) Collision damage waiver is necessary to limit the exposure of the SCRD in the event of a claim. Due to the varied insurance provisions of credit cards, these are not to be relied upon for collision damage coverage.
- 4.3 All rental expenses, including the cost of insurance must be claimed in accordance with the Reimbursement of Travel and Other Expenses policy.

#### Personal Vehicles



## BOARD Policy

---

- 4.4 Directors, Alternate Directors, and staff who may be required to use their personal vehicle to conduct SCRD business 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, Alternate Director, or staff, and with the approval of the CAO, the SCRD will reimburse the Director, Alternate Director, or staff for the difference between personal and business coverage.
- 4.5 In the event of a claim more than the coverage purchased, the Director, Alternate Director, and staff will be covered under the ICBC's Special Excess Third Party Legal Liability Policy.
- 4.6 MIA coverage does not extend to leased or owned vehicles.

### 5. EXCEPTIONS

### 6. AUTHORITY TO ACT

- 6.1 Delegated to staff.

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

- 7.1 5-1800-1 Directors – Reimbursement of Travel & Other Expenses

Approval Date:	September 14, 2000	Resolution No.	407/00
Amendment Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 9
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



## BOARD Policy

Section:	Planning and Development	BRD-0340-50
Title:	Development Variance Permits	008

### 1. PURPOSE

1.1 To outline the criteria for approving Development Variance Permit Applications.

### 2. SCOPE

### 3. DEFINITIONS

### 4. POLICY

4.1 To consider Development Variance Permit applications according to the following criteria.

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

4.2 Applications which meet most, or all, of the preceding criteria will generally be supported.

### 5. EXCEPTIONS

### 6. AUTHORITY TO ACT

6.1 Retained by the Board.

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	March 22, 2001	Resolution No.	173/01 Rec No. 1
Amendment Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 19
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

## Sunshine Coast Regional District

### BOARD POLICY MANUAL

Section:	Financial Services	BRD-0340-50
Title:	Committee Volunteer Meeting Expenses	009

#### 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.	



## BOARD Policy

Section:	Financial Services	BRD-0340-50
Title:	Constituency Expenses	010

### 1. PURPOSE

To provide clarification regarding allowable constituency expenses.

### 2. SCOPE

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

### 3. DEFINITIONS

**“Device”** means electronic, or technology equipment as described within this policy.

**“Director”** means an Electoral Area Director or Municipal Director.

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

**“Constituency Expenses”** means costs incurred by a Director to conduct constituency business.

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

### 4. POLICY

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

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

**4.3** Constituency expenses include:

- Devices including: cell phones, computers (PC or laptop), printers, tablets, computer monitors, headphones (not supported by SCRD).
- Postage.
- Constituency office expenses.
- Printing supplies.
- Advertising costs.
- Constituency newsletters.
- Travel expenses in support of constituency issues.
- Constituency events, excluding alcohol.
- Websites
- Monthly stipend of up to \$100 to reimburse home related internet and phone (landline or cellular) charges or technical support. This is a taxable benefit.

**4.4** Alternatively, upon request the SCRD will supply Directors with a tablet and a cell phone complete with plan at the beginning of the term. These devices will remain the property of the SCRD; however, Directors may purchase the devices at a depreciated cost at the end



## BOARD Policy

---

of their term. Devices not purchased must be returned to the SCRD at the end of the Director's term.

**4.5** Devices provided by the SCRD will receive SCRD IT support; devices purchased using constituency funds must be maintained and supported by the Director.

**4.6** Claims for constituency expenses must be submitted within 60 days of the earliest expense incurred. Directors must provide a detailed accounting complete with receipts for each claim (other than for mileage). Finance will ensure that all constituency expense claims are processed within a two-week period.

**4.7** Constituency expenses for the previous calendar year must be submitted no later than January 10 of the following year. Constituency expenses submitted after this date will not be eligible for reimbursement.

**4.8** In an election year, constituency expenses must be submitted prior to the campaign period, which is generally established 28 days prior to the election.

### 5. EXCEPTIONS

### 6. AUTHORITY TO ACT

#### 6.1 Board

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

#### 6.2 Chief Administrative Officer

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

#### 6.3 General Manager, Corporate Services/Chief Financial Officer

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

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

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

## Sunshine Coast Regional District

### BOARD POLICY MANUAL

Section:	Legislative Services	BRD-0340-50
Title:	Contacting SCRD Solicitors	011

#### 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.	

## Sunshine Coast Regional District

### BOARD POLICY MANUAL

Section:	Utility Services	BRD-0340-50
Title:	Local Community Sewage Systems	012

#### 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:

---





## BOARD Policy

Section:	Financial Services	BRD-0340-50
Title:	Laying of Wreaths	013

### 1. PURPOSE

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

### 2. SCOPE

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

### 3. DEFINITIONS

### 4. POLICY

- 4.1** On each occasion that a Director lays a wreath on behalf of the Sunshine Coast Regional District (SCRD) at a Remembrance Day Ceremony, a donation will be made to the respective Royal Canadian Legion.

### 5. EXCEPTIONS

### 6. AUTHORITY TO ACT

#### 6.1 Directors

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

#### 6.2 Executive Assistant

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

#### 6.3 Finance

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

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	February 8, 2007	Resolution No.	94/07
Amendment Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 3
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

## Sunshine Coast Regional District

### BOARD POLICY MANUAL

Section:	Planning and Development	BRD-0340-50
Title:	Advisory Planning Commission Communication	014

#### **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.	



## BOARD Policy

Section:	Financial Services	BRD-0340-50
Title:	Waiving Fees and Charges	015

### 1. PURPOSE

- 1.1** 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.

### 2. SCOPE

### 3. DEFINITIONS

### 4. POLICY

- 4.1** The Sunshine Coast Regional District (SCRD) does not waive fees and/or charges for non-profit organizations.
- 4.2** The SCRD 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.

### 5. EXCEPTIONS

### 6. AUTHORITY TO ACT

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	October 29, 2009	Resolution No.	434/09
Amendment Date:	July 28, 2022	Resolution No.	193/22 Rec. No. 3
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



## BOARD Policy

Section:	Legislative Services	BRD-0340-50
Title:	Proclamations	016

### 1. PURPOSE

1.1 To provide direction in the handling of requests for proclamations.

### 2. SCOPE

2.1 This policy applies to all requests for proclamation.

### 3. DEFINITIONS

### 4. POLICY

4.1 The Sunshine Coast Regional District (SCRD) does not issue proclamations.

### 5. EXCEPTIONS

### 6. AUTHORITY TO ACT

6.1 The Legislative Services division will respond to all requests for proclamations advising that notwithstanding that the request may be for a worthwhile benefit to the community as a whole, the SCRD declines to issue proclamations.

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	December 10, 2009	Resolution No.	488/09
Amendment Date:	July 28, 2022	Resolution No.	193/22 Rec. No. 3
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



# BOARD Policy

Division:	Administration	BRD-0340-50
Title:	Correspondence	017

## 1. PURPOSE

- 1.1 To provide direction in the handling of correspondence.

## 2. SCOPE

- 2.1 This Policy applies to all items of correspondence addressed to the Chair, Directors and/or the Chief Administrative Officer that;
- 2.1.1 ~~requesting~~ Request a decision or policy position by the Board or a commitment of Board resources; ~~or~~
- 2.1.2 ~~Conveying~~ ing thanks, congratulations, complaints or similar sentiments; ~~or~~
- 2.1.3 ~~that a~~ Are a 'statement' of opinion and not requiring any follow up action to be taken.
- 2.2 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.

## 3. DEFINITIONS

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

## 4. POLICY

- ~~4.1 Correspondence addressed to the Chair, Directors or Chief Administrative Officer shall be dealt with in the following manner:~~
- ~~4.24.1~~ 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.
- ~~4.34.2~~ Correspondence which can be dealt with under existing policy shall be dealt with by staff.
- ~~4.44.3~~ Correspondence which relates to new policy, new or improved service levels and new, amended or additional funding requests shall be referred to the Board ~~members~~ for decision ~~either~~ at a Board Meeting or ~~appropriate~~ Committee Meeting.
- ~~4.4.14.3.1~~ If multiple or duplicate items are received, comments may be summarized in a staff report for the appropriate agenda.
- ~~4.54.4~~ Correspondence which relates to politically sensitive issues will be placed on ~~the a~~ Board or ~~appropriate~~ Committee Agenda.
- ~~4.5.14.4.1~~ If multiple or duplicate items are received, comments may be summarized in a staff report for the appropriate agenda.
- ~~4.64.5~~ 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.
- ~~4.74.6~~ Correspondence of complaint that is:
- ~~4.7.14.6.1~~ 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.
- ~~4.7.24.6.2~~ of a policy nature, will be placed on the a Board or ~~appropriate~~ Committee Agenda with a copy to the Manager of the relevant Division.
- ~~4.84.7~~ Requests for letters of support will be placed on the a Board or ~~appropriate~~ Committee Agenda.
- ~~4.94.8~~ Requests for Proclamation will be dealt with by staff based on policy direction.





## BOARD Policy

- 4.104.9** 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.
- 4.114.10** Correspondence providing feedback on a proposed bylaw will be placed ~~on-on at~~ the Board or ~~appropriate~~ Committee Agenda, unless a Public Hearing has been held in relation to the matter.
- 4.11.14.10.1** If multiple or duplicate items are received, comments may be summarized in a staff report for the appropriate agenda.
- 4.124.11** Correspondence announcing grant funding to the SCRD will be placed on ~~the a~~ Corporate and Administrative Services Board or Committee Agenda for information with a copy to the Manager of the relevant Division.
- 4.134.12** Correspondence providing feedback related to a specific area will be dealt with by staff with a copy provided to the Electoral Area Director.
- 4.144.13** Invitations that are:
- 4.14.14.13.1** of a casual nature shall be placed in the Directors mail slots or sent via email;
- 4.14.24.13.2** of a formal nature, related to Board business; incidents of protocol or ceremony shall be placed on the Board Agenda if required.
- 4.154.14** 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.
- 4.164.15** 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 ~~meeting R~~ recording ~~inger~~ Secretary.

## 5. EXCEPTIONS

## 6. AUTHORITY TO ACT

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

## 7. REFERENCES (Bylaws, Procedures, Guiding documents)

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

## Sunshine Coast Regional District

### BOARD POLICY MANUAL

Section:	Financial Services	BRD-0340-50
Title:	Feasibility Study Funding	018

#### 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:	Facility Services	BRD-0340-50
Title:	Room Naming – Parks and Recreation Facilities	019

#### 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.	



## BOARD Policy

Section:	Financial Services	BRD-0340-50
Title:	Support Services Allocation	020

### 1. PURPOSE

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

### 2. SCOPE

### 3. DEFINITIONS

- 3.1 "Direct Costs"** means the costs that can be specifically identified and assigned to a particular project or function relatively easily and with a high degree of accuracy.
- 3.2 "Indirect Costs"** means those costs incurred that cannot be identified readily and specifically with a particular project or function.
- 3.3 "Support Services"** includes the following functions:
- a) Administrative Expenses
    - i. Liability Insurance and Legal Fees
    - ii. Photocopier and Reception
    - iii. Mail and Records Management
    - iv. Corporate Communications and Engagement
    - v. Chief Administrative Officer
  - b) Financial Management
    - i. Asset Management
    - ii. Financial Services
    - iii. Payroll
    - iv. Purchasing and Risk Management
  - c) Field Road Administrative Offices Building Maintenance
  - d) Human Resources
  - e) Information Services
  - f) Corporate Sustainability Services
  - g) Property Information and Mapping Services (PIMS)/Geographical Information Systems (GIS)
  - h) Mason Road Works Yard
- 3.4 "Net Operating Budget"** means the total operating expense budget for each function of the SCRD, exclusive of Internal Recoveries, Support Services, Support Services Recovery, Interest on Long Term Debt, Member Municipality Debt Payments, and Amortization Expense.
- 3.5 "Tangible Capital Assets"** means assets that are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other tangible capital assets; have useful economic lives extending beyond an accounting period; are to be used on a continuing basis; and are not for sale in the ordinary course of operations.
- 3.6 "Recoverable Costs"** means the total current year budget less any offsetting revenues.



## BOARD Policy

---

### 4. POLICY

**4.1** The SCRD will allocate all costs incurred in relation to a particular service to that service. This includes the cost of administration attributable to that service.

**4.2** Principles:

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

**4.3** Allocation Method:

- a) Where costs can be identified as direct costs, they will be budgeted and charged to the function or project to which they apply.
- b) Overall Allocation
  - i. Fifteen percent (15%) of the total recoverable costs for all support service functions will be allocated proportionately to all functions, based on the function's prior year net operating budget. This allocation is in recognition that all functions receive a benefit from support services that may not be recognized in the allocation method utilized.
- c) Liability Insurance and Legal Fees
  - i. Liability Insurance and Legal Fees are included in function 110 and will be allocated proportionately to individual functions, based on the function's prior year net operating budget.
- d) Photocopier and Reception
  - i. Includes the cost associated with the photocopiers and reception for the Field Road Administrative Building. The recoverable costs of this function will be allocated proportionately, based on the square footage of office space assigned to each department.
- e) Mail and Records Management
  - i. The costs for mail and records management are included in function 110 and will be allocated proportionately to individual functions, based on the function's prior year net operating budget.
- f) Corporate Communications and Engagement
  - i. Includes all costs associated with providing advertising, media and communications and engagement for the SCRD. The recoverable costs for function 110 will be allocated based on prior year's historical use.
- g) Chief Administrative Officer
  - i. Includes the staffing and related costs to provide core administrative oversight to the SCRD. The recoverable costs for this function will be allocated proportionately to individual functions, based on the function's prior year net operating budget.
- h) Asset Management
  - i. Includes costs associated with the development, implementation, and ongoing operation of the Corporate Asset Management Plan and Program, which ensures that all corporate capital assets/infrastructure are operated and maintained to optimize life cycle costs and that there are long term financial strategies in place



## BOARD Policy

---

for their end-of-life replacement. The recoverable costs for function [111] will be allocated proportionately, based on prior year's historical cost value of the "Tangible Capital Assets" (excluding land or work-in progress) managed by each individual function.

- i) Financial Services
  - i. Includes the staffing and related costs to provide core financial services to the SCRD. The recoverable amounts of this function, excluding costs associated with payroll, will be allocated proportionately to individual functions, based on the function's prior year net operating budget, excluding the cost of wages and benefits, multiplied by the usage factor. The usage factor is a ratio from 1 to 3 that reflects the draw on financial resources by a particular service.
  - ii. The recoverable amount associated with Payroll will be allocated proportionately to individual functions, based on the function's prior year wages and benefits budget.
- j) Payroll
  - i. The recoverable amount associated with Payroll will be allocated proportionately to individual functions, based on the function's prior year wages and benefits budget.
- k) Purchasing and Risk Management
  - i. Includes costs associated with providing the support for procurement of goods and services and risk management for the SCRD. The recoverable costs will be allocated based on prior year's historical use with a portion for general benefit to the organization.
- l) Field Road Administrative Offices Building Maintenance
  - i. Includes the cost of maintenance, utilities and debt costs associated with the Field Road Administrative Building. The recoverable costs of this function will be allocated proportionately, based on the square footage of office space assigned to each department.
- m) Human Resources
  - i. Includes the Human Resources' staffing costs, legal fees, and corporate training. The recoverable costs will be allocated proportionately to individual functions, based on the function's prior year wages and benefits budget.
- n) Information Services
  - i. Includes costs of providing computer hardware and software, telephones, network connectivity, and support for the SCRD. The recoverable costs of this function will be allocated based on the following methods:
    - A. The costs associated with computer hardware and software and networks will be allocated based on the number of computers assigned to each department.
    - B. The costs of telephone service will be allocated based on the number of telephones assigned to each department.
    - C. The cost of support will be allocated based on the number of users.
- o) Corporate Sustainability
  - i. Includes costs to support the SCRD's corporate climate adaptation and sustainability initiatives.
  - ii. The recoverable costs for this function will be allocated proportionately to individual functions, based on the function's prior year net operating budget.



## BOARD Policy

When a sustainability project is undertaken that is of regional nature, the costs of that project will be recovered by way of direct taxation.

- p) Property Information and Mapping Services (PIMS)
  - i. Includes costs associated with providing core spatial data services, systems, and mapping for the SCRD. The recoverable costs for function 506 will be allocated based on the following:

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

- q) Mason Road Works Yard-
  - i. 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.

#### 4.4 Five-Year Plan Allocation

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

#### 4.5 New Services

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

#### 4.6 Review

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

## 5. EXCEPTIONS

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

## 6. AUTHORITY TO ACT

6.1 The Chief Financial Officer will administer the allocation of all support services consistent with this policy.

## 7. REFERENCES (Bylaws, Procedures, Guiding documents)

7.1 Debt Management

7.2 Asset Management

7.3 Financial Planning





## BOARD Policy

---

### 7.4 Financial Sustainability 7.5 Feasibility Study Finding

Approval Date:	November 25, 2010	Resolution No.	484/10 Rec. No. 5
Amendment Date:	February 14, 2013	Resolution No.	048/13 Rec. No. 1
Amendment Date:	December 12, 2013	Resolution No.	577/13 Rec. No. 3
Amendment Date:	December 11, 2014	Resolution No.	579/14 Rec. No. 8
Amendment Date:	December 10, 2015	Resolution No.	443/15 Rec. No. 5
Amendment Date:	December 8, 2016	Resolution No.	452/16 Rec. No. 3
Amendment Date:	December 13, 2018	Resolution No.	340/18 Rec. No. 3
Amendment Date:	January 9, 2020	Resolution No.	004/20 Rec. No. 2
Amendment Date:	November 26, 2020	Resolution No.	381/20 Rec. No. 10
Amendment Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 10



## BOARD Policy

Section:	Financial Services	BRD-0340-50
Title:	Financial Sustainability	021

### 1. PURPOSE

- 1.1 This policy was developed to support the move to financial sustainability for the Sunshine Coast Regional District (SCRD).
- 1.2 Financial sustainability, along with asset stewardship and working together collaboratively are integral components of the Strategic Plan. The SCRD Board has agreed to use these components as a lens to focus through when making decisions and implementing plans.
- 1.3 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 SCRD 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.
- 1.4 The adoption of the SCRD's Five-Year Financial Plan is one of the most critical functions undertaken by the SCRD 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 SCRD's ability to fund those initiatives.

### 2. SCOPE

- 2.1 This policy applies to the development, management, and delivery of all SCRD services and programs.

### 3. DEFINITIONS

- 3.1 "**Sustainability**" means a state in which the needs of the present generation are met without compromising the ability of future generations to meet their own needs.
- 3.2 "**Financial Sustainability**" means 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.

### 4. POLICY

- 4.1 Growth Revenues
  - 4.1.1 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.
  - 4.1.2 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.



## **BOARD Policy**

---

### **4.2 Fees and Charges**

- 4.2.1 Fees and charges are a significant portion of the SCRD'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.
- 4.2.2 The SCRD'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.
- 4.2.3 Fees and charges will be reviewed annually and adjusted where appropriate. Reviews will include an analysis of the SCRD's costs of providing the service, as well as a comparison to other similar local governments.
- 4.2.4 An increase equal to inflation (Consumer Price Index) shall be applied as appropriate.
- 4.2.5 The users will be provided with no less than two months' notice of those changes, where possible.

### **4.3 Alternative Revenues**

- 4.3.1 The SCRD should strive to produce non-traditional revenues and diversify its tax base.
- 4.3.2 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.
- 4.3.3 The SCRD 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 SCRD 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**

- 4.4.1 Using one-time revenues to fund ongoing expenditures results in unfunded expenditure obligations in future years.
- 4.4.2 Operating surpluses and one-time revenues will not be used to fund ongoing expenditures. Major one-time revenues will be applied to:
  - a) Reserves and/or rate stabilization in keeping with levels set by the Board.
  - b) One-time expenditures.
  - c) Repayment of outstanding debt.

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

- 4.5.1 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.
- 4.5.2 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 Costs of Existing Services**

- 4.6.1 The rising cost of existing services at existing service levels must be recognized.
- 4.6.2 Each year, an inflation factor will be applied to the operating budget as appropriate (e.g., Municipal or Consumer Price Indexes, collective agreements, or utility rate increases).
- 4.6.3 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**

- 4.7.1 The funding established under Policy Statement 4.6 allows the SCRD 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.



## BOARD Policy

---

- 4.7.2 New services or enhancements to existing services may be funded by a combination of:
- a) Reduction in the cost/scope of existing services. This may include a reallocation of resources from one area to another.
  - b) Increase in other revenues.
  - c) An increase in other revenue and/or taxes.
  - d) Ongoing future financial revenues can justify the new service and/or enhancement.
- 4.7.3 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**

- 4.8.1 The SCRD 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.
- 4.8.2 Areas where efficiencies or service level changes may be possible will be identified and brought forward to the Board for consideration.
- 4.8.3 Plans will identify demand management strategies and should include options for service level changes and alternative service delivery models.
- 4.8.4 As a sound business practice, departments will strive to find and explore efficiencies throughout the SCRD's operations.
- 4.8.5 All departments will endeavour to develop partnerships, strategic alliances, and shared project funding to assist in the reduction of expenditures to the SCRD.

### **4.9 Service Reviews (non-statutory)**

- 4.9.1 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 organization's efficiency and effectiveness and assist in addressing financial sustainability. Systematically reviewing its services allows the SCRD to potentially redesign its mix of services to achieve efficiency gains or generate additional income.
- 4.9.2 Options that may be explored under a service review system include such matters as:
- a) Changing outputs and levels of service.
  - b) Sharing services and resources.
  - c) Optimizing the use of existing assets.
  - d) Alternate delivery of services or activities.
  - e) Internal operational changes (e.g., processes, work practices and technology).
  - f) Adding or modifying user fees or charges.
  - g) Consideration of how the service contributes to overall service equity.
- 4.9.3 The SCRD 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**

- 4.10.1 The SCRD 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.
- 4.10.2 The SCRD 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



## BOARD Policy

---

Financial Plan and the departmental long-term Capital, Asset Management and Service Plans.

4.10.3 The SCRD will depreciate its assets over their useful lives, and a sustainable funding strategy will be developed.

4.10.4 The SCRD, 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**

4.11.1 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.

4.11.2 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.

4.11.3 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.

4.11.4 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**

4.12.1 To ensure transparent accounting of the true costs of delivering an SCRD service, clarity on the revenue allocation and cost recovery is necessary. The SCRD, where possible, will work towards the following:

- a) The SCRD 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.
- b) 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**

4.13.1 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 SCRD 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.

4.13.2 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.



## BOARD Policy

---

### 4.14 Debt Management

- 4.14.1 The SCRD 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 taxpayer in the year in which the benefit is received. The SCRD 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.
  - 4.14.2 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.
  - 4.14.3 Any debt funding should align with the Board's Debt Management Policy.
  - 4.14.4 Reserve Funds and Rate Stabilization
  - 4.14.5 The SCRD strives to develop appropriate reserves with respect to 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 SCRD services.
  - 4.14.6 The SCRD 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.
- 4.15** This policy shall be reviewed annually. Any changes shall be recommended to the Board for approval.

## 5. EXCEPTIONS

## 6. AUTHORITY TO ACT

- 6.1** Directors are to be familiar with this policy and to utilize it as a lens to provide focus when making budget or services decisions.
- 6.2** Staff are to be familiar with this policy and to ensure that it is followed when developing budgets and service options.

## 7. REFERENCES (Bylaws, Procedures, Guiding documents)

- 7.1** SCRD Debt Management Policy

Approval Date:	January 13, 2011	Resolution No.	015/11
Amendment Date:	March 10, 2016	Resolution No.	117/16 Rec. No. 7
Amendment Date:	October 8, 2020	Resolution No.	321/20 Rec. No. 4
Amendment Date:	July 28, 2024	Resolution No.	193/22 Rec. No. 3



## BOARD Policy

Section:	Strategic Initiatives	BRD-0340-50
Title:	Water Extraction for the Purpose of Commercial Bottled Water Export	022

### 1. PURPOSE

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

### 2. SCOPE

**2.1** This Policy applies to all streams, lakes, groundwater, and wells within the SCR D.

### 3. DEFINITIONS

### 4. POLICY

**4.1** The SCR D 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 export from the Sunshine Coast.

### 5. EXCEPTIONS

### 6. AUTHORITY TO ACT

**6.1** Retained by the Board, in part, and delegated to staff, in part.

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	February 24, 2011	Resolution No.	088/11 rec. no. 9
Amendment Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 21
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	





## BOARD Policy

Section:	Planning and Development	BRD-0340-50
Title:	Screening Officer Bylaw Notice	023

### 1. PURPOSE

To identify grounds for cancelling a Bylaw Notice.

### 2. SCOPE

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

### 3. DEFINITIONS

### 4. POLICY

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

### 5. EXCEPTIONS

### 6. AUTHORITY TO ACT

Delegated to staff.





## BOARD Policy

---

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	June 23, 2011	Resolution No.	264/11
Amendment Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 14
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



## BOARD Policy

Section:	Protective Services	BRD-0340-50
Title:	Bylaw Enforcement Complaints	024

### 1. PURPOSE

**1.1** The purpose of the Bylaw Enforcement Policy is to obtain compliance with Sunshine Coast Regional District (SCRD) bylaws through effective enforcement based on consistency and fairness. The SCRD Board promotes an enforcement philosophy that supports efforts to achieve voluntary compliance to bylaws through communication and education. Where this is not possible, a progressive approach to enforcement will be utilized including provisions for further enforcement.

### 2. SCOPE

**2.1** This policy applies to enforcement of SCRD bylaws within the SCRD.

### 3. DEFINITIONS

- 3.1** “**Life Safety**”, means a situation that currently or imminently threatens public safety (e.g., dog at large, drinking water concerns, buildings without permit).
- 3.2** “**Bylaw Dispute Adjudication System**” means the system that allows the SCRD to manage bylaw disputes locally rather than through the Provincial Court System.
- 3.3** “**Bylaw Enforcement Officer**” means a person prescribed under the *Community Charter* who is designated by a local government as a Bylaw Enforcement Officer.

### 4. POLICY

#### 4.1 Bylaw Enforcement Approach

- 4.1.1** The SCRD may take enforcement action with respect to every contravention of every bylaw that may be occurring within its jurisdiction, allowing discretion guided by this policy.
- 4.1.2** Bylaw enforcement staff will apply this policy with a view to:
- Accountability.
  - Impartiality.
  - Integrity and professionalism.
  - Upholding community standards.
  - Respecting diversity, needs, values and aspirations of the public.
- 4.1.3** The role of bylaw enforcement staff is to:
- Encourage education and awareness of community standards.
  - Receive and document complaints.
  - Enforce SCRD bylaws in a fair, efficient, equitable and reasonable manner.
  - Apply discretion in the assessment of complaints and enforcement of bylaws in accordance with this policy.
  - Administer enforcement proceedings.
  - Manage communications with complainants and alleged offenders.
  - Provide clear and accurate information, while recognizing stakeholder's expectations of confidentiality and the importance of timely communication.

#### 4.2 Confidentiality and Complaints

- 4.2.1** Unless required or permissible by law, the identity of a complainant, any personal information they provide, and the written complaint itself, will not be disclosed to the subject of complaint or any member of the public.
- 4.2.2** Complainants and subject of complaints are to be advised that any personal information provided is subject to disclosure by order of the BC Information and Privacy Commissioner.



## BOARD Policy

---

Requests for information that may involve the disclosure of personal information in complaints or in response to the complaints will be handled in accordance with the *Freedom of Information and Protection of Privacy Act*.

- 4.2.3 In administering bylaw enforcement, complainants shall be advised that anonymity and confidentiality cannot be assured if the investigation results in court proceedings. If a complainant whose identity must be revealed for enforcement action to proceed and the complainant refuses to have their identity revealed, pursuit of their complaint may be abandoned.
- 4.2.4 Public inquiries regarding the status of a bylaw enforcement matter under investigation shall be directed to the Corporate Officer or the Chief Administrative Officer.

### 4.3 Role of the SCRD Board

- 4.3.1 To maintain an administratively fair and unbiased bylaw enforcement system, it is paramount that there is a distinct separation between the elected officials' role to set overarching policy and priorities, and SCRD bylaw enforcement staff's role to execute procedures as established and outlined in this policy. As such, members of the public must be advised to contact the bylaw enforcement department directly.
- 4.3.2 To maintain impartiality, each SCRD Director remains uninvolved in specific bylaw enforcement decisions unless a matter is put onto an agenda for the Board to consider. The Board shall only consider matters authorizing SCRD staff to bring a property into compliance or legal proceedings that require a resolution of the Board. Board or Director inquiries relating to bylaw enforcement matters shall be directed to the General Manager, Planning and Development Services.

### 4.4 Complaints

- 4.4.1 The SCRD relies on public complaints to identify potential non-compliance.
- 4.4.2 Enforcement action will be considered where:
  - a) A complete complaint form has been received by a clearly identified individual.
  - b) A resolution of the SCRD Board directs enforcement action.
  - c) The SCRD receives a referral from a government agency, fire department, RCMP or SCRD staff in the course of their duties.
  - d) A life safety issue exists.
- 4.4.3 If a complaint is not accepted or a decision is made to take no further enforcement action, this will be reported back to a complainant when complainant contact information has been provided.

### 4.5 Actioning Complaints

- 4.5.1 The factors that will be taken into consideration when deciding whether to investigate include:
  - a) The nature of the complaint or alleged violation including potential risk to public health and safety.
  - b) The impact of the violation of the community.
  - c) The impact of the violation on the complainant or other individuals.
- 4.5.2 The following types of complaints may not be pursued:
  - a) Anonymous complaints.
  - b) Complaints without geographic proximity between the complainant and the subject of complaint.
  - c) Complaints made for retaliatory or bad faith purposes or which form part of a pattern of conduct by a complainant that is an abuse of process.
  - d) Repetitive complaints regarding an issue that has already been addressed. In these cases, the individual will still be notified of the decision not to respond to the complaint and the reasons for this decision.
  - e) Private civil matters.



## BOARD Policy

---

- f) Landlord vs tenant or tenant vs tenant complaints (on shared property).

### 4.6 Complaint Priority

- 4.6.1 Priority to enforce complaints shall be in the following order:
  - a) Any danger or threat to health or life safety of the public including community security.
  - b) Land alteration without permit or contravention of existing permit (e.g., threat to environment).
  - c) Any inconvenience to the public or other property owners (e.g., noise issues).
  - d) Matters related to zoning regulations (e.g., over-height fence).
  - e) Routine enforcement issues (e.g., dog licensing).

### 4.7 Investigation Process

- 4.7.1 A review of the complaint will be undertaken by the assigned Bylaw Enforcement Officer to determine if the complaint is substantiated.
- 4.7.2 The review may include gathering evidence in support of the bylaw investigation. Statements from witnesses may be obtained. If no violation exists, the complainant may be advised, and a record of the inquiry filed.

### 4.8 Progressive Enforcement

- 4.8.1 A series of steps following a progressive enforcement approach will be taken to encourage voluntary compliance. The compliance process guidelines are:
  - a) The subject of complaint will be contacted personally or by mail and the alleged violation will be outlined.
  - b) The Bylaw Enforcement Officer may meet with the subject of complaint to review the nature of the violation. If a violation exists, the property owner and/or occupant's cooperation will be sought, and the officer will explain how to achieve compliance with the bylaws. Warnings or educational materials may be given, and some matters may be solved informally.
  - c) The subject of complaint may be asked to cease activity immediately or be given a deadline to comply. The subject of complaint will also be advised that failure to comply could result in further enforcement or legal action.
  - d) If the activity continues or the deadline to comply has passed and the violation still exists or has not been remedied, bylaw enforcement staff may send a letter to the subject of complaint outlining the alleged offence and requesting compliance, noting possible consequences of inaction and stating a Municipal Ticket Information or Bylaw Enforcement Notice ticket may be issued if the required corrective action is not taken.
  - e) If corrective action does not occur, bylaw enforcement staff may issue an Municipal Ticket Information to an offender, or a Bylaw Enforcement Notice ticket may be mailed.
  - f) A formal documented Compliance Agreement may be used in lieu of a fine payment where applicable at the Bylaw Enforcement Officer's discretion or as set out in the established dispute process within the SCRD's Screening Officer Bylaw Notice Policy.
  - g) The subject of complaint will be given an opportunity to enter into an adjudicated dispute process in accordance with the Bylaw Enforcement Adjudication System where applicable or dispute any fine at the provincial court level.
  - h) Where progressive enforcement has not achieved voluntary compliance, other enforcement methods may be pursued such as remedial action, direct enforcement, Provincial or Supreme Court such as prosecution under the *Offence Act* or civil proceedings.

## 5. EXCEPTIONS

### 5.1 Verbal Complaints

- 5.1.1 Complaints will be accepted verbally under circumstances where waiting for a written complaint may cause harm, a life safety issue, or extensive damage to property.



## BOARD Policy

---

### 5.2 Where a Ticket may be Immediately Issued

5.2.1 Immediate penalties may be issued in circumstances including but not limited to:

- a) Public health, safety, or environmental concerns (including threats to the supply of public drinking water).
- b) Risk or damage to the environment.
- c) Repeat offences or offenders (or where the subject of complaint reasonably ought to have known the conduct contravenes SCRD Bylaws).
- d) Where the SCRD Board has prioritized enforcement.
- e) Retaliatory offenses.
- f) Where a Stop Work Order has been issued.

## 6. AUTHORITY TO ACT

**6.1** The SCRD's *Municipal Ticket Information Bylaw No. 558* and *Bylaw Notice Enforcement Bylaw No. 638* identify which offences are subject to ticketing, who has authority to issue the ticket for each offence and what penalties may be imposed for each offence. The SCRD may also provide other policy guidance or direction on a specific complaint. Enforcement of SCRD bylaws may be pursued in accordance with the terms of the Offence Act, the *Community Charter* and the *Local Government Act*.

## 7. REFERENCES (Bylaws, Procedures, Guiding documents)

**7.1** Municipal Ticket Information Bylaw No. 558

**7.2** Bylaw Notice Enforcement Bylaw No. 638

**7.3** SCRD Board Policy BRD-0340-50-023 Screening Officer Bylaw Notice

**7.4** SCRD Bylaw Complaint Form

Approval Date:	September 28, 2023	Resolution No.	277/23
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

## Sunshine Coast Regional District

### BOARD POLICY MANUAL

Section:	Parks Services	BRD-0340-50
Title:	Parks Acquisition from Subdivision	025

#### 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.	

## Sunshine Coast Regional District

### BOARD POLICY MANUAL

Section:	Parks Services	BRD-0340-50
Title:	New Trails and Bikeways Procurement and Administration by SCRD Function	026

#### 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.	



## BOARD Policy

Section:	Financial Services	BRD-0340-50
Title:	Debt Management	027

### PURPOSE

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

### SCOPE

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

### DEFINITIONS

### POLICY

- 1.3 Debt is an ongoing component of the SCRD's capital financing structure and is integrated into long-term plans and strategies.
- 1.4 Notwithstanding that debt is an ongoing component, it must be affordable, kept to a minimum, and in line with the goals of "Financial Sustainability". The SCRD must maintain flexibility to issue debt in response to emerging financial needs.
- 1.5 Debt must be structured in a way that is fair and equitable to those who pay and benefit from the underlying asset over time.
- 1.6 Compliance with all legislation applicable to the SCRD including public process, bylaws, and subject to Board approval.
- 1.7 Revenues must be sufficient to accommodate debt servicing.
- 1.8 Projects that are to be funded by debt should be submitted to the Board with a "business case", including recommendations on how the debt will be serviced.
- 1.9 Expense where debt may be recommended:
- a) One-time capital improvements.
  - b) Capital expenditures as a result of service enhancements.
  - c) When the useful asset life will exceed the term of financing.
  - d) Major equipment purchases.
  - e) Purchase of property, if deemed by the Board as essential to the operation of the SCRD.
- 1.10 Reserves are to be considered as a funding source before debt.
- 1.11 Strategies to minimize debt will be considered, such as:
- a) Pay as you go.
  - b) Create capital reserves to help future capital replacement needs.
  - c) Shorten the number of years to repay the debt when possible.
- 1.12 Current and projected interest rates will be considered when determining the duration of a borrowing term.
- 1.13 In consideration of debt reduction, when Municipal Finance Authority Debenture Issues become open for interest rate re-sets (every 10 years); debt repayment will be considered.
- 1.14 Life cycle costs be matched with debt servicing.
- 1.15 This Policy will be reviewed annually by the Chief Administrative Officer and Chief Financial Officer in consideration of meeting the SCRD's Financial Sustainability goals, market conditions, and industry best practices. Any required changes shall be submitted to the Board





## BOARD Policy

---

for consideration and approval. This Policy should be reviewed during each term of the Board to ensure its continued effectiveness.

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

### EXCEPTIONS

### AUTHORITY TO ACT

### REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	December 11, 2014	Resolution No.	579/14 Rec. No. 9
Amendment Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 11
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

## Sunshine Coast Regional District

### BOARD POLICY MANUAL

Section:	Planning and Development	BRD-0340-50
Title:	Pesticide Use and Invasive Species Management	028

#### POLICY

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



## BOARD Policy

Section:	Asset Management	BRD-0340-50
Title:	Asset Management Policy	029

### 1. PURPOSE

- 1.1 The Sunshine Coast Regional District (SCRD) provides services to its residents that require responsible ownership and operation of various assets to facilitate the continuing delivery of those services. The purpose of the Asset Management Policy is to:
- 1.1.1 Define the guiding principles to be integrated across the SCRD's decision making processes with respect to assets under SCRD stewardship.
  - 1.1.2 Articulate the SCRD's commitment to sustainable service delivery through the practice of Asset Management.
  - 1.1.3 Define the roles and responsibilities associated with the delivery of the SCRD's Asset Management program.

### 2. SCOPE

- 2.1 This applies to all services within the SCRD that use constructed assets, natural assets, or equipment in the delivery of their service.

### 3. DEFINITIONS

- 3.1 **"Asset"** means a physical infrastructure asset that provides or facilitates the provision of a service to the community. These typically require an appropriate level of maintenance to ensure the ability to sustainably provide that service.
- 3.2 **"Asset Management Program"** means an integrated approach involving planning, finance, engineering and operations to effectively manage existing and new assets, and maximize benefits, reduce risks and provide satisfactory levels of service to community users in a socially, environmentally, and economically sustainable manner.
- 3.3 **"Expected Useful Life"** means the anticipated lifespan of an asset assuming proper operations and maintenance procedures are followed.
- 3.4 **"Full Life Cycle"** means the period from concept to disposal for a specific asset. Typically used in context of accounting accurately for the entirety of the impact of the asset.
- 3.5 **"Intergenerational Equity"** means the understanding that the community we inhabit today will be inherited to future generations of residents, and that the lifespan of assets that provide services to the community extend beyond a single generation. Asset stewardship should consider the short and long-term impacts when making decisions.
- 3.6 **"Levels of Service"** means the sum of the various metrics used to measure service delivery. Targets for Levels of Service typically balance the holistic costs and demands of technical, performance, and customer satisfaction metrics unique to each service being delivered to the community. These metrics can include the availability, quality, reliability, safety, legislative compliance, environmental impact, or the cost effectiveness of a service.
- 3.7 **"Natural Asset"** means a naturally occurring feature that provides or facilitates the delivery of a service to the community. The contributions of a natural asset to the delivery of a service reduce the amount of physical infrastructure needed while providing habitat and ecosystem benefits. Identification and preservation of natural assets can reduce the financial costs of service provision.
- 3.8 **"Responsible Ownership"** means the obligation to care for and maintain assets. Local Governments have an obligation to their residents to endeavor to maximize value from the



## BOARD Policy

---

assets they own/manage, this is typically achieved through appropriate operations and maintenance activity, proactive repairs, and ensuring adequate resources are available for the provision of these activities.

**3.9 “Service”** means the services provided by a Regional District are established through bylaws that define the service to be delivered, the participants, the method of delivery, and the specific cost recovery details. Costs may not be shared between services. Service establishment is regulated by the provincial government and any alterations to the service must comply with provincial law.

## 4. POLICY

### 4.1 Asset Management

- 4.1.1 The SCRD is committed to the establishment, implementation, and maintenance of asset management programs to ensure that assets are identified, located, quantified, assessed, planned, built, operated, maintained, rehabilitated and decommissioned in a socially, environmentally, economically and culturally responsible manner.
- 4.1.2 The SCRD will maintain the necessary capacity (resourcing, financial support, staff competencies, business processes, etc.) to support the elements and practices of the SCRD’s asset management programs.
- 4.1.3 The status, performance and effectiveness of work related to the implementation of asset management programs will be reported to the Board regularly.

### 4.2 Organizational Integration

- 4.2.1 To support asset management decision making, the SCRD will take steps to connect the appropriate departments and functions, and support activities to build effective working relationships and encourage information-sharing.
- 4.2.2 The Asset Management Policy will be considered and integrated with other SCRD policies, strategies, plans and processes such as the Financial Sustainability Policy, SCRD Board Strategic Plan, Annual Financial Plan, Official Community Plans and other internal processes.
- 4.2.3 The SCRD will support the development and operation of internal asset management working groups to facilitate the development of asset management programs and to identify improvement opportunities across the organization.
- 4.2.4 The SCRD will encourage communication and collaboration with other local governments and external agencies to support the practice of asset management.

### 4.3 Service Delivery

- 4.3.1 The SCRD will strive to define levels of service objectives that balance community expectations and regulatory requirements with risk, affordability and resource availability, and will do the following:
  - a) Manage assets appropriately to efficiently and effectively deliver the defined levels of service.
  - b) Develop and maintain performance metrics to evaluate the delivery of services.
  - c) Monitor and periodically review level of service objectives to ensure they meet or support community and Board expectations and other strategic objectives.
- 4.3.2 The SCRD will provide transparency and accountability to the community on service delivery. This will include reporting to the Board on service performance.
- 4.3.3 The SCRD will strive to exceed compliance with all relevant legislative, regulatory and statutory requirements.
- 4.3.4 The SCRD will promote asset management programs that incorporate risk-based and data driven, decision-making frameworks that incorporate industry best practices while



## BOARD Policy

---

appropriately considering the potential impacts of asset failure on ongoing service delivery.

- 4.3.5 The SCR D will ensure that decisions regarding the need for new assets are made with due diligence; and that these needs are evaluated with a focus on service delivery to the community, and supported with a business case that articulates costs and benefits.
- 4.3.6 The SCR D will prioritize and direct resources and expenditure to deliver defined levels of service at an acceptable level of risk.

### **4.4 Long-term Sustainability and Resiliency**

- 4.4.1 The SCR D's asset management efforts will consider the needs of both current and future generations, and the potential challenges associated with changing community demographics and expectations related to service delivery.
- 4.4.2 The SCR D's approach to asset management will seek to build resiliency to climate change and support mitigation of greenhouse gas emissions.
- 4.4.3 The SCR D will consider social, environmental, and economic factors and implications when making and implementing asset related decisions.
- 4.4.4 The SCR D will seek to incorporate and leverage natural assets to facilitate service delivery.

### **4.5 Financial**

- 4.5.1 The SCR D will seek to deliver services as efficiently as possible. This includes:
  - a) Developing long-term projections of capital investment/renewal.
  - b) Reviewing proposed short-term investments with consideration to full lifecycle impacts.
  - c) Ensuring that proposed investment plans are efficient and effective.
  - d) Identifying the operational budget implications of capital investments.
  - e) Exploring opportunities to improve efficiency where appropriate, including new technologies.
  - f) Analyzing capital investment plans and associated funding requirements and ensuring compliance with the SCR D's Financial Sustainability Policy.
- 4.5.2 The SCR D will evaluate asset investment decisions based on consideration of the full financial and environmental costs associated with managing those assets through their entire life cycle.
- 4.5.3 The SCR D will evaluate proposed investments related to assets considering the aggregate value derived for the community, affordability across the asset lifespan, willingness to pay, and the impact on intergenerational equity.

### **4.6 Innovation and Continual Improvement**

- 4.6.1 The SCR D views continual improvement as a key part of the asset management approach and will seek to maintain familiarity with the development of tools, techniques, and solutions by other members of the broader asset management community.
- 4.6.2 The SCR D will monitor and periodically review the effectiveness of asset management processes and the wider asset management system in supporting the delivery of strategic objectives and will adjust as required.
- 4.6.3 The SCR D will review the Asset Management Policy in conjunction with its review of the asset management strategy every five years.



## BOARD Policy

---

### 5. EXCEPTIONS

### 6. AUTHORITY TO ACT

**6.1** To ensure the Asset Management Policy is effectively integrated into the SCRD's decision making, the following roles and responsibilities are associated with the success of the policy:

#### **6.1.1 Board**

- a) Approve asset funding through the annual budget process;
- b) Approve funding and resources to maintain the asset management program;
- c) Provide high level oversight of the SCRD's Asset Management practices;
- d) Approve levels of service that balance community expectations and financial capacity;

#### **6.1.2 Staff**

- a) Chief Administrative Officer
  - i. Allocates sufficient resources to enable competent delivery of the SCRD's asset management program;
  - ii. Provides interdepartmental oversight of the development and application of the SCRD's asset management programs;
  - iii. Facilitates integration of this Asset Management Policy with other SCRD policies, strategies and plans in conjunction with Senior Leadership Team;
  - iv. Provides annual reports to the Board on asset management program development and effectiveness of implementation.
- b) Chief Financial Officer
  - i. Ensures long-term planning aligns with financial policies;
  - ii. Ensures efficient internal support is available to each department in the development and implementation of long-term plans.
- c) Asset Management Department
  - i. Leads the development of SCRD asset management programs;
  - ii. Implements asset management program procedures and practices across the organization.
  - iii. Monitors and assesses the effectiveness of asset management programs and identify areas for improvement;
  - iv. Establishes and maintains asset registries;
  - v. Reports to the Chief Administrative Officer on asset management program development and effectiveness of implementation.
- d) Department Managers
  - i. Participate in working groups to assist asset management staff in the development of asset management programs;
  - ii. Commit resources for internal review and development of asset management plans associated with own department;
  - iii. Integrate this Asset Management Policy into departmental activities;
  - iv. Provide feedback to the asset management staff to assist with continual improvement.
- e) All Staff
  - v. Adhere to this Asset Management Policy and any requirements, procedures and practices associated with asset management programs established in various departments.



## BOARD Policy

---

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

*7.1 Financial Plan Process Policy*

*7.2 Financial Sustainability Policy*

*7.3 Debt Management Policy*

*7.4 Oath of Office – Elected Officials*

Approval Date:	February 12, 2015	Resolution No.	058/15 Rec. No. 4
Amendment Date:	July 28, 2022	Resolution No.	195/22 Rec. No. 5
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



## Sunshine Coast Regional District

### BOARD POLICY MANUAL

Section:	Transit and Fleet Services	BRD-0340-50
Title:	Free Ticket Program	030

#### 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:	Planning and Development	BRD-0340-50
Title:	Community Amenity Contribution for Independent Power and Resource Projects	031

### 1. PURPOSE

- 1.1 To provide guidance for the Sunshine Coast Regional District (SCRD) Board, staff, and proponents regarding negotiating community amenity contributions.
- 1.2 To identify the SCRD's expectations and provide a basis for identifying suitable community amenity contributions from independent power and resource projects.

### 2. SCOPE

- 2.1 Applies to projects regardless of whether a formal environmental assessment is required.
- 2.2 Applies to projects regardless of whether an amendment to SCRD Official Community Plans and/or zoning bylaws is required.

### 3. DEFINITIONS

- 3.1 **"Independent power project"** includes wind, run-of-river, tidal and power produced from other sources.
- 3.2 **"Resource project"** includes independent power projects, mining proposals and other resource based activities.

### 4. POLICY

- 4.1 Determining a Suitable Community Amenity Contribution
  - a) The SCRD will work with the proponent to ensure a contribution of mutual interest.
  - b) The community amenity contribution will be commensurate with the scale and community impact of the project.
  - c) Environmental works that return the site to, or maintain, baseline conditions will not be considered as a community amenity contribution. However environmental enhancements may be considered a contribution.
  - d) The SCRD retains discretion regarding disbursement of contributions to provide flexibility in responding to community needs.
  - e) If the project requires re-zoning, the draft contribution agreement will be made available before a public hearing for a rezoning application is scheduled.
  - f) Each Community amenity contribution should provide financial or in-kind resources which:
    - i. Are located in the SCRD.
    - ii. Satisfy identified community needs or priorities as determined by the SCRD Board.
    - iii. Does not create a financial, management or operational burden to the SCRD.
    - iv. Corresponds with an existing service area or function where possible.
    - v. Addresses any other issue identified by the SCRD.
  - g) The contribution may be a single payment, in-kind contributions, or a regular payment over the life of the project, or a combination of these.
  - h) Where the project is not taking place on a legal parcel, one-time contributions are preferred. This does not exclude consideration of a contribution that is made over the life of the project.

#### 4.2 SCRD Disbursement of Contributions



## BOARD Policy

- a) The Director(s) representing the area(s) where the project is proposed will take the lead to facilitate discussions in determining the disbursement of the contribution.
- b) Decisions to disburse the contribution will be made by SCRD Board resolution.
- c) Financial contributions from all community amenity contribution agreements shall be pooled in a single fund to allow for the SCRD to allocate contributions to projects across the SCRD area.
- d) Priority will be to address the project's impacts on local communities near the project site.
- e) Where no local community is impacted or where the impacts are wider, disbursement may be to projects associated with services and facilities that serve the wider community such as:
  - i. Parks.
  - ii. Libraries.
  - iii. Recreation.
  - iv. Fire departments.
- f) 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.
- g) 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.

### 4.3 Implementation

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

## 5. EXCEPTIONS

## 6. AUTHORITY TO ACT

### 6.1 Retained by the Board.

## 7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	October 22, 2015	Resolution No.	411/15 Rec. No. 2
Amendment Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 22
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



## BOARD Policy

Section:	Legislative Services	BRD-0340-50
Title:	Board Administration: Directors and Alternate Directors	032

### 1. PURPOSE

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

### 2. SCOPE

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

### 3. DEFINITIONS

### 4. POLICY

**4.1** Member municipalities will be requested to convey the appointment of a new municipal director (or alternate) in writing to the Corporate Officer following the adoption of the relevant Council resolution, and prior to the new member actively taking part in SCRD meetings.

**4.2** Directors who are unable to attend a Board or Committee meeting will notify the Chief Administrative Officer and the Board of their impending absence and advise whether the Alternate Director will be in attendance.

**4.3** Alternate Directors will only attend In Camera meetings in the absence of the Director.

**4.4** Despite Section 4.3, the Board or Committee may authorize the attendance of an Alternate Director at an In Camera meeting by passing a resolution which includes the rationale for the approval.

**4.5** Alternate Directors will not be provided with corporate cell phones, other electronic devices.

**4.6** Alternate Directors will not have access to In Camera files except when acting in the absence of the Director.

### 5. EXCEPTIONS

### 6. AUTHORITY TO ACT

**6.1** Retained by the Board.

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	September 14, 2017	Resolution No.	259/17
Amendment Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 4
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



## BOARD Policy

---

Section:	Assets and Procurement	BRD-0340-50
Title:	Procurement	033

### 1. PURPOSE

- 1.1 To ensure that all goods, services, and construction are acquired in a competitive, fair, and open manner, and that the process is efficient, accountable, and provides the best value for the community.
- 1.2 To support the Sunshine Coast Regional District (SCRD) strategic objectives while ensuring that we meet the requirements under the *Community Charter*, *Local Government Act*, various trade agreements, *Freedom of Information and Protection of Privacy Act*, bylaws, public sector procurement standards and competitive bidding law.

### 2. SCOPE

- 2.1 The SCRD is committed to working with the vendor community on opportunities for sharing ideas and feedback to help improve the procurement process and make it easier for vendors to do business with the SCRD.
- 2.2 This policy applies to all SCRD services, and to all acquisitions and purchases made by SCRD officers, employees, and volunteers.
- 2.3 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 as set out in the Delegation Bylaw.

### 3. DEFINITIONS

- 3.1 **"Best Value"** means the optimal combination of total cost, performance, local knowledge, environmental, social sustainability, reduced carbon dependency, and reduced waste.
- 3.2 **"Board"** refers to the elected officials that make up the SCRD Board of Directors.
- 3.3 **"Contract Amendment"** means any change to a term, condition, or other contract provision, including a Change Order.
- 3.4 **"Formal Competitive Process"** means a procurement method used to acquire goods and services through a solicitation for bid submissions that is open to more than one supplier and includes, but is not limited to, an invitation to tender, a request for proposals and request for quote.
- 3.5 **"Invitational Bidding"** means a competitive bidding process that is directed to specific vendors.



## BOARD Policy

---

- 3.6 “Living Wage”** means the hourly wage established by the Living Wage for Families Campaign, which includes: (i) direct wages; and (ii) the value of any non-mandatory benefits such as paid sick leave, and extended health benefits.
- 3.7 “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.
- 3.8 “Local Area”** is defined as the SCRD.
- 3.9 “Local Vendor/Bidder”** a local vendor/bidder must have a physical address within the local area and must possess a valid business license, if required by the area and have a principal business office, or satellite with at least one full time employee, located in the local area.
- 3.10 “Open Competitive Bidding Process”** means a competitive bidding process in which bid submissions are solicited by public advertisement and that is open to all interested suppliers.
- 3.11 “Sustainability”** is a state in which the needs of the present generation are met without compromising the ability of future generations to meet their own needs.
- 3.12 “Tender”** is any request or invitation for a bid (for example, requests for proposal, requests for expressions of interest, invitations to tender, invitations to quote, and invitations to offer).
- 3.13 “Trade Agreements”** means New West Partnership Trade Agreement (“NWPTA”), the Canadian Free Trade Agreement (“CFTA”), Comprehensive Economic and Trade Agreement (CETA) and other applicable trade agreements.
- 3.14 “Volunteer”** is a person who gives their services without any express or implied promise of remuneration.

## 4. POLICY

- 4.1** The SCRD’s primary goal in the procurement process is to attain best value using processes that are competitive, open, transparent, and non-discriminatory.
- 4.2** Where possible, the SCRD will give preference to the purchase of goods, services and construction that minimize adverse environmental impacts and greenhouse gas emissions and that promote recycling, re-use, and reduction of waste, and promotes a healthy economy.
- 4.3** Purchasing staff will review and modify evaluation criteria, and weightings will vary by contract. The criteria will be specific to the nature of the procurement and clearly stated in the procurement documents to include environmentally and socially responsible options or criteria to be considered along with price and performance.
- 4.4** Purchasing staff will select the most appropriate process for the requirement, considering the discussions at the planning phase.



## BOARD Policy

---

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

Estimated Thresholds	Method
Goods and Services	
Less than \$30,000	Small Purchase Guidelines
\$30,000 to \$75,000	Invitational Bid Process or Formal Competitive Process (RFP, ITQ, RFSO)
Greater than \$75,000	Formal Competitive Process (RFP, ITQ, RFSO)
Construction	
Less than \$200,000	Invitational Bid Process or Formal Competitive Process (RFP, ITT)
Greater than \$200,000	Formal Competitive Process (RFP, ITT)

### **Vendor Relationships**

- 4.6** Authorized staff and the department responsible for the 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 lowest bidder where it can be demonstrated that such records are part of the evaluation process and criteria.
- 4.7** When a procurement transaction is awarded using a formal competitive process, unsuccessful vendors are entitled to a debriefing upon request to obtain feedback on the strengths and weaknesses of their bids.
- 4.8** All vendor complaints, whether directed to an elected official, the Chief Administrative Officer or a member of staff shall be referred to the Manager, Purchasing and Risk Management and dealt with as outlined in Appendix B.

### **Ethical Considerations**

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



## BOARD Policy

---

### **Metrics and Reporting**

- 4.11 Staff will report semi-annually to the Committee of the Whole on all new contracts entered within the Chief Administrative Officer expenses approval limit.
- 4.12 Staff will report semi-annually to the Committee of the Whole on the number of vendor and/or contractor performance evaluations formally completed per year.
- 4.13 Staff will report semi-annually to the Committee of the Whole on the number of exceptions to the Procurement Policy.
- 4.14 Staff will pro-actively release contract award information on the SCRD website after the contract has been executed.
- 4.15 Staff will publicly report award recommendations to the Board for contracts that require Board approval as per the Delegation Bylaw. .

In drafting these reports staff will reference the Province of BC's Guidance for the Release of Information Related to the Competitive Procurement Process. The SCRD will promote sustainable and social procurement factors and make decisions that are consistent with the strategic goals and objectives of the SCRD.

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

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

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

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

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

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





## **BOARD Policy**

---

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

### **General Applications**

- 4.16** When replacing assets through a Tender process, consideration to the disposal of the current asset will be incorporated in the Tender document and be consistent with the asset disposal process.
- 4.17** When a contract valued above trade agreement thresholds and is intended to be awarded on the basis that there is only one vendor that can provide the goods/services required and cannot be strictly proven or a specific exemption is not available under the Trade Agreements, a Notice of Intent must be posted on BC Bid.
- 4.18** In the event of a natural disaster where it is impossible to obtain the necessary authority in a timely manner, the Chief Administrative Officer or Chief Financial Officer shall have the authority to bypass policy and procedures. All such purchases shall be reported as soon as possible to the SCRD Board Chair.
- 4.19** Contracts may only be extended where one of the following conditions are met:
  - a) The extension option was included in the Tender document.
  - b) The extension is permitted using a Sole Source.
- 4.20** There is (or is about to be) a new Tender for the goods or services being provided under the expiring contract and the extension is approved by the Manager, Purchasing and Risk Management to provide time to complete the new Tender. Increases to the value of an existing contract or purchase order must 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 delegated signing authority limit and within the project budget as set out in the approved financial plan.
- 4.21** Notwithstanding the provisions of this policy, the SCRD shall have the right to reject the lowest or any bid at its absolute discretion. The SCRD also reserves the right to cancel, or reissue bid documents in the original format or modified as best suits the requirements of the SCRD.
- 4.22** Staff must not prepare, design, or otherwise structure a procurement, select a valuation method, or divide procurement requirements to avoid the obligations with the policy, purchasing procedures or the Trade Agreements.
- 4.23** All contracts for services being provided on SCRD property require the vendor to provide proof of registration, where applicable, and remain in good standing with WorkSafeBC throughout the term of their contract. Vendors may be required to provide clearance letters before and after performing work for the SCRD. In the event the vendor is not eligible for registration with WorkSafeBC for reasons other than workplace safety performance, the SCRD may register the vendor and pay the applicable WorkSafeBC premiums, at the vendor's expense.



## **BOARD Policy**

---

### **5. EXCEPTIONS**

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

### **6. AUTHORITY TO ACT**

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



## **BOARD Policy**

---

### **6.2 Employees**

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

### **6.3 Purchasing**

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

### **6.4 Management**

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

### **6.5 Board**

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

Approval Date:	September 12, 2019	Resolution No.	2018/19 Rec. 13
Amendment Date:	July 8, 2021	Resolution No.	188/21
Amendment Date:	April 25, 2024	Resolution No.	110/24 Rec. No. 3
Amendment Date:		Resolution No.	



## **BOARD Policy**

---

### **Appendix A Purchasing Policy List of Exemptions**

1. Training and Education:
  - Conferences, Conventions and Tradeshows
  - 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 covered by agreements
4. Professional and Special Services:
  - Committee Fees
  - Witness Fees
  - Court Reporter's Fees
  - Honoraria
  - Arbitrators
  - Discoveries (legal)
  - Legal Services
  - Performing Artists
5. Utilities
  - Water and Sewage Charges
  - Power
  - Telephones
  - Cable Television and Internet
6. Miscellaneous (under \$5,000)
  - Print, Television and Radio media advertising accounts



## **BOARD Policy**

---

### **Appendix B Vendor Complaint**

#### **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 it has been heard by 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.



## BOARD Policy

Section:	Financial Services	BRD-0340-50
Title:	Electoral Areas' Grant-in-Aid	034

### 1. PURPOSE

**1.1** 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

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

**2.2** 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

**3.1** "**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

**4.1** 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.

**4.2** 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.

**4.3** 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.

**4.4** 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.

**4.5** Electoral Areas' Grant-in-Aid is not intended to replace any financial responsibilities of senior levels of government or other government agencies or affiliates.

**4.6** 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.

**4.7** 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.

**4.8** On or before April 1st of each year, the SCRD will accept applications for Electoral Areas' Grant-in-Aid funding.



## BOARD Policy

---

- 4.9** Late applications may be considered for emergent requirements subject to available Electoral Areas' Grant-in-Aid funding (see Section 8.3).
- 4.10** Grant funding is not guaranteed from year to year. Organizations are encouraged to work toward financial independence.
- 4.11** 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.
- 4.12** Grants may be awarded to SD46 if the grant provides a direct benefit to a project that has significant benefit to the community.
- 4.13** 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.

## 5. EXCEPTIONS

- 5.1** 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.

## 6. AUTHORITY TO ACT

### 6.1 Legislation

- 6.1.1** 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."

### 6.2 SCRD Board

- 6.2.1** 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.
- 6.2.2** 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.

## 7. EVALUATION CRITERIA

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





## BOARD Policy

---

- 7.1.1 Evidence of community need or desire for proposed program, project, service or event.
- 7.1.2 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.
- 7.1.3 Evidence of community partnerships or support (financial or in-kind).
- 7.1.4 Capacity to deliver the proposed program, project, service, or event.
- 7.1.5 Level of volunteer participation and citizen involvement.
- 7.1.6 Evidence of financial need.
- 7.1.7 Evidence of funding from other sources.
- 7.1.8 Ability to demonstrate or anticipate future outcomes.
- 7.1.9 Public accessibility.
- 7.1.10 Exercise co-ordination, co-operation, and collaboration with other groups to prevent duplication of projects, programs, services, or special events.

### **7.2 Electoral Areas' Grant-in-Aid will not be approved for:**

- 7.2.1 Large capital costs for equipment or improvements to (Privately) owned properties.
- 7.2.2 Fire Suppression and Life or Emergency Safety Equipment.
- 7.2.3 Annual Expenses.
- 7.2.4 Remuneration (wages, salaries, other fees).
- 7.2.5 Personal benefit, individuals, industrial, commercial, business undertakings (proprietor, member, or stakeholder), educational institutions hospitals/healthcare.
- 7.2.6 Religious or ethnocultural organizations serving primarily their membership or their own religious or ethnic promotion or purpose.
- 7.2.7 Annual fundraising campaigns.
- 7.2.8 Endowment funds.
- 7.2.9 Debt retirement, interest payments or reserves.
- 7.2.10 Cost of developing a proposal or undertaking a facility study.
- 7.2.11 Non-profit societies conducting regional, Provincial or Federal level fundraising campaigns.

**7.3** 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.

## **8. ACCOUNTABILITY AND ACKNOWLEDGEMENT**

- 8.1** 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.
- 8.2** 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.

## **9. REFERENCES (Bylaws, Procedures, Guiding documents)**

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





## BOARD Policy

---

Approval Date:	February 11, 2021	Resolution No.	040/21 Rec. No. 1
Amendment Date:	July 28, 2022	Resolution No.	193/22 Rec. No. 3
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



## BOARD Policy

Section:	Financial Services	BRD-0340-50
Title:	Federal Gas Tax - Community Works Fund	035

### 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.

**"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."



## BOARD Policy

---

**“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.
  - 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



## BOARD Policy

- 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.	



## BOARD Policy

---

### 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.*



## BOARD Policy

Section:	Administration	BRD-0340-50
Title:	Directors - Remuneration Review	036

### 1. PURPOSE

- 1.1 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

- 2.1 This policy 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

- 4.1 The *Local Government Act* provides that a board may by bylaw, provide for the remuneration, expense reimbursements and benefits of Directors.
- 4.2 The SCRD provides for the remuneration allowances and expense reimbursements of Directors in accordance with the Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021.
- 4.3 SCRD Directors' remuneration, allowances, expense reimbursements and benefits will be reviewed once per term by a Chief Administrative Officer 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. EXCEPTIONS

### 6. AUTHORITY TO ACT

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



## BOARD Policy

---

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

- 7.1 Directors' Remuneration Review Task Force Terms of Reference
- 7.2 Directors – Reimbursement of Travel and Other Expenses Policy
- 7.3 Constituency Expenses Policy
- 7.4 Sunshine Coast Regional District Board Procedures Bylaw No. 717, 2018
- 7.5 Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021

Approval Date:	October 14, 2021	Resolution No.	273/21 Rec. No. 3
Amendment Date:	July 28, 2022	Resolution No.	193/22 Rec. No. 3
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



## BOARD Policy

Section:	Financial Services	BRD-0340-50
Title:	Financial Planning	037

### 1. PURPOSE

- 1.1 To establish a policy that guides the overall approach of the financial planning processes and decision making for the Sunshine Coast Regional District (SCRD).

### 2. SCOPE

- 2.1 This policy provides a framework for the development, communication, engagement, and approval process for the SCRD's financial planning processes. The policy is to assist in guiding the overall fiscal planning and management of the SCRD services.
- 2.2 The SCRD manages over 45 distinct services to the five electoral areas (Pender Harbour/Egmont (Area A); Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E) and West Howe Sound (Area F)) and three municipalities (District of Sechelt, Town of Gibsons and Sechelt Nation Government District). The municipalities and the electoral areas participate in a variety of services that are provided to residents in their areas. Each service includes a combination of participants depending on what the service is and where the service is provided.
- 2.3 This policy guides the financial planning processes through determining the commitment of financial resources needed to deliver SCRD services, achieve the Board strategic priorities, and related master plans. Since economic circumstances and community needs can change from year to year, this policy is intended to guide financial decision making in any given budget cycle.

### 3. DEFINITIONS

- 3.1 **"Budget Authority"** means the position responsible by delegated authority by the SCRD Board for the service budget.
- 3.2 **"Base Budget"** means the established operating budget core to the provisions of service including wages and benefits and general operating expenses.
- 3.3 **"Community Partners and Stakeholders"** means the community organizations that deliver services through agreement as part of an established SCRD function such as libraries, museums and archives, community schools, Pender Harbour Health Clinic, regional recreation, and other economic development entities.
- 3.4 **"Fiscal Year"** means January 1 to December 31.
- 3.5 **"Five-Year Financial Plan"** means the SCRD financial plan that considers a five-year term as per the *Local Government Act*.
- 3.6 **"Full-Time Equivalent (FTE)"** means the unit of measurement to calculate a divisions staff complement based on an average, full-time worker, and their hours on an annual basis.
- 3.7 **"Function"** means the organizational unit used by the SCRD to segregate different services (example: Regional Water [370], or Community Recreation Facilities [615]).
- 3.8 **"Level of Service"** means the sum of the various metrics used to measure service delivery. Targets for levels of service typically balance the holistic costs and demands of technical, performance, and customer satisfaction metrics unique to each service being delivered to the community. These metrics can include the availability, quality, reliability, safety, legislative compliance, environmental impact, or the cost effectiveness of a service.





## BOARD Policy

- 3.9 “Service”** means the services provided by the SCRD that are established through bylaws that define the service to be delivered, the participants, the method of delivery, and the specific cost recovery details. Costs may not be shared between services. Service establishment is regulated by the provincial government and any alterations to the service must comply with provincial law.
- 3.10 “Service Plan”** means the document that outlines the goals and objectives of a service, including the general work-plan for a specific period.
- 3.11 “Support Services”** means the costs of general administration (support service costs) for the SCRD which is determined by the Support Service Allocation Policy.

## 4. POLICY

- 4.1** Overall financial planning involves projecting revenues, expenses, and key factors that have a financial impact on the organization. Understanding trends and potential risk factors that may impact overall financial sustainability allows for proactive decision making. The financial planning process allows decision makers to focus on long-term objectives, encourages strategic thinking, and promotes overall awareness for financial literacy in an organization. Long-term financial planning creates commitment and motivation to provide a guide for decision-making.
- 4.2** Financial planning relates to strategic planning, financial policies, capital and asset management planning, service plans, and budgeting, however, each process is fundamentally different, as shown in the Table 1 below. Each process informs and relates with one another.

**Table 1:**

<b>Primary Planning Purpose</b>	<b>Strategic Planning</b>	<b>Financial Policies</b>	<b>Capital and Asset Management Planning</b>	<b>Service Planning</b>	<b>Budgeting</b>
Establish an organizational vision	X	X			
Achieve organizational alignment	X	X	X	X	X
Forecast long-term revenue			X	X	X
Forecast long-term expenses			X	X	X
Setting rates				X	X
Identify unfunded liabilities (including pension-related issues)			X	X	X
Assessing infrastructure condition			X		
Determine long-term debt capacity					X
Conduct a general environmental scan	X				X



## BOARD Policy

Conduct analysis of the external economic environment	X			X	X
Conduct analysis of the fiscal environment		X		X	X
Prioritize services, initiatives, and programs and set goals	X			X	X
Determine long-term financial impact of priorities and goals			X	X	X
Allocate resources (HR Plan) to address priorities and accomplish goals			X	X	X
Set- short-term service-level goals based on priorities and long-term goals				X	X

**4.3** Each budget authority's proposed service plan and budget must reflect the SCRD's Strategic Plan, priorities of the Board, Master Plans, and Service Plans. Operating plans will incorporate considerations for the levels of services, resourcing needs, capital renewal or expansion of service.

### 4.4 Guiding Principles

#### 4.4.1 Financial Planning for the SCRD:

- Demonstrates the SCRD's commitment to short and long-term financial planning, including asset management, and financial best practices.
- Builds trust by providing timely, transparent information to the public, including an opportunity to engage through the financial planning process.
- Incorporates the priorities of the Board's Strategic Plan which provides the goals and objectives of the Board over their term and provides a level of continuity from term to term.
- Considers and integrates all the SCRD's relevant policies and plans such as (but not limited to) the Financial Sustainability Policy and Official Community Plans.
- Provides financial information that enables the Board to make informed decisions.
- Balances the community's economic environment with ensuring that there are adequate cash flows for service continuity and level of service.
- Follows life cycle costing principles in budgeting for capital and operating reserve contributions, asset replacement and asset maintenance costs.
- Considers the SCRD's environmental, social, governance, and community emissions goals.

### 4.5 Public Consultation

- Per the *Local Government Act*, "A board must undertake a process of public consultation regarding the proposed financial plan before it is adopted." Financial plans



## BOARD Policy

---

are presented in an open session at all relevant committee meetings throughout the budgeting process.

- 4.5.2 Community information sessions will be held prior to and throughout the financial planning process.
- 4.5.3 Financial plan summaries and presentation materials are posted on the SCRD website throughout the proposed, recommended and adopted stages.
- 4.5.4 Notice of meetings are posted and available to the public on the SCRD website, social media, radio, local newspaper, and any other relevant communication unless prevented by technical issues.

### **4.6 Planning Cycle**

- 4.6.1 Each year, immediately following the completion of the budget process, the Board will be presented with the proposed process and timelines, by way of the budget de-brief, for approval of the five-year financial planning process for the following year.
- 4.6.2 The five-year financial plan will reflect the general operating and capital budgets and will be updated on an annual basis for the following five years.
- 4.6.3 The preliminary base budgets will be reviewed annually and will include contracted (e.g., collective agreement changes) or previously approved items by the Board. It will not include an adjustment for inflation to the overall operational budget. New priorities or inflationary increases to maintain service levels will be presented to the Board for consideration as a proposal during the budgeting process.
- 4.6.4 Capital plans will be reviewed annually, prior to the five-year financial planning process and will be presented as part of the pre-budget deliberations.

### **4.7 Costs of Services**

- 4.7.1 Each service budget must include all projected costs related to providing that service including a share of support service allocation costs as per the Support Services Allocation Policy.
- 4.7.2 Board approved capital renewal, reserve and operational plans will also be reflected as a cost of the service.
- 4.7.3 Environmental, Social, Governance, and community emissions goals and associated costs of services.

### **4.8 Human Resources Plan**

- 4.8.1 The Human Resources (HR) Plan is the established staffing plan approved by the Board. The Board must approve any changes to the HR Plan.
- 4.8.2 The HR Plan is articulated in the financial plan through the wages and benefits expenditure details and will be updated to reflect wage allocations to the various functions of the SCRD, contractual increases (such as collective agreements), or terms of approved positions.
- 4.8.3 Any new positions will be presented to the Board in the form of a budget proposal, including a description of the position, business case for the position, term, and associated costs including wages, benefits and overhead.

### **4.9 Fees and Charges**

- 4.9.1 Fees and charges form a material part of budgeted revenues. *Fees and Charges Bylaw* amendments must be completed prior to the commencement of the budget process or as defined by Bylaw.
- 4.9.2 Any proposed changes to fees and charges will include a communication and/or engagement plan to allow for users and rate payers to understand the need for changes or increases. This will occur prior to the Bylaws being amended and before the five-year financial planning process begins.



## BOARD Policy

---

### **4.10 Reserve Funds**

- 4.10.1 Any financial plan will consider reserve fund levels for those services that expose the SCRD to a level of risk and/or that require the ongoing replacement and acquisition of capital items. Budgeted reserve contributions strive to balance immediate service needs and taxpayer impacts with longer term funding requirements.
- 4.10.2 The financial plan considers reserve contribution requirements of services where an asset management plan is an integral part of the service's long-term fiscal management.

### **4.11 Borrowing**

- 4.11.1 Borrowing is an appropriate method of financing capital projects that have a useful life which exceed the term of the debt. The term of the debt is determined by the lifespan of the asset and the capacity of the service to pay for the annual debt servicing costs.
- 4.11.2 The cost of borrowing, including elector approval process, principle, and interest, will be included in the five-year financial plan, asset management plans, and service plans for the approved term of the borrowing.

### **4.12 Variance reporting**

- 4.12.1 An overall corporate variance report will be presented to the Board for the second and third quarter fiscal periods (to June 30 and September 30). Final variance reporting, including surplus/deficits will be presented as part of the fiscal year-end process.
- 4.12.2 Any projected or actual service deficits will be accompanied by mitigation options or funding strategies to the Board for consideration as part of variance reporting.

### **4.13 Establishment of new Services**

- 4.13.1 If the establishment of a new Service is being contemplated, the costs to conduct the feasibility of the service will be recovered through the assumed participants of the new service.
- 4.13.2 Ongoing funding obligations are considered for new services in context of those residents impacted by the establishment and ongoing revenue requirements for the service.
- 4.13.3 Jurisdictional responsibilities are determined prior to considering new service establishments.

### **4.14 Service Withdrawal**

- 4.14.1 On a case-by-case basis and following special provisions respecting service withdrawal within Section 352 of the *Local Government Act*.

### **4.15 Carry-Forwards**

- 4.15.1 Previously approved projects, either capital or one-time-operational that are either in-progress or delayed prior to year-end may be carried over into the subsequent five-year financial plan. The carry-forward project, authority to continue, and associated remaining funding must be approved by the SCRD Board for inclusion in the *Financial Plan Bylaw*.
- 4.15.2 Carry-forward projects do not have a direct financial or taxation impact for the following year's budget, however, there are staff or other resources still required.
- 4.15.3 The final carry-forward budgets shall be calculated by Finance and only remaining unused funding for the projects is carried over as part of year-end.

### **4.16 Financial Plan and Budget Amendments**

- 4.16.1 From time to time, it may become necessary to modify the adopted Financial Plan or Budget for various reasons. Generally, the Financial Plan may be amended in one of two ways: administratively or through formal Board approval requiring Bylaw



## BOARD Policy

---

amendment. Proposed amendments must be accompanied by alternative options, service implications, or risks to the organization if the amendment is not granted.

#### 4.16.2 Administrative Amendments:

- a) Administrative budget transfers include transfers from one line item to another within a function's operating budget, in accordance to the *Local Government Act* (general ledger accounts ranging from 5210-5270 only); a capital project; or capital renewal plan, which will not result in an impact to the overall budget.
- b) Proposed transfers from the Budget Authority require approval by the department head and authorization by the Chief Financial Officer.

#### 4.16.3 Board Amendments:

- a) Budget amendments requiring Board approval are those which result in a change to the total appropriations for a specific project or service as follows:
  - a) The appropriation of revenue or expenses resulting in the activation of the Emergency Operations Centre (as approved by Emergency Management BC).
  - b) The acceptance and appropriation of a grant award.
  - c) The appropriation of additional funding if expenditures are projected to exceed budgeted amounts for specific operational programs, projects, or capital items.
- b) All budget amendments submitted to the Board for a resolution must identify the funding source or provide options for the Board considerations.

#### 4.16.4 The five-year *Financial Plan Bylaw* and capital/asset management plans will be updated as required.

### 4.17 Approvals (Legal Obligations)

- 4.17.1 The SCRD financial plan is prepared in compliance with the relevant sections of Provincial Legislation.
- 4.17.2 Service budgets are approved and/or amended throughout the financial planning cycle at the committee level through discussion and committee recommendations.
- 4.17.3 The financial plan is adopted by the SCRD Board by way of a budget bylaw which must be adopted prior to March 31st as per section 374(1) of the *Local Government Act*.

### 4.18 Presentation of the Financial Plan

- 4.18.1 The financial planning process will be convened in open public statutory meetings.
- 4.18.2 The five-year financial plan will include operational and capital plans (where applicable) for each service.
- 4.18.3 All the relevant financial plan related documents will be made available on the SCRD website.

## 5. EXCEPTIONS

## 6. AUTHORITY TO ACT

### 6.1 Legislation

- 6.1.1 The statutory requirements for local governments for the completion of financial plans (budgets) and the public processes are set out in Provincial Legislation.

### 6.2 Board

- 6.2.1 Determine service levels through staff direction and approval of policies, procedures, budgets, and financial plans.

### 6.3 Delegated Authority

- 6.3.1 Recommend the Financial Plan Process Policy to the Board for approval.
- 6.3.2 Review any changes to the Financial Plan Process Policy in the future.



## BOARD Policy

---

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

- 7.1 Asset Management Policy
- 7.2 Administrative Support Services Allocation Policy
- 7.3 Financial Sustainability Policy
- 7.4 Investment Policy
- 7.5 Debt Management Policy

Approval Date:	July 28, 2022	Resolution No.	195/22 Rec. No. 4
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



## BOARD Policy

Section:	Administration	BRD-0340-50
Title:	Director Email Management	038

### 1. PURPOSE

- 1.1** To guide records management of Sunshine Coast Regional District (SCRD) issued Director email addresses to clarify:
- 1.1.1 The distinction between electronic constituency correspondence and corporate records.
  - 1.1.2 That Director email accounts are exempt from the SCRD's corporate email retention policy.
  - 1.1.3 That Director email accounts (and all emails held within the account) will be deleted from SCRD email servers once the Director no longer serves in elected office on the SCRD Board.

### 2. SCOPE

- 2.1** This policy applies to all SCRD Board members issued SCRD email accounts and any email correspondence addressed to those individual accounts. This policy applies to those emails addressed to an individual SCRD director.

### 3. DEFINITIONS

- 3.1 "Constituency Correspondence"** means electronic correspondence or email addressed to an individual Director that pertains to the political activities of a director, including acting on behalf of constituent interests within the electoral area, or to matters related to Directors' election contributions, campaigning, and campaign issues.
- 3.2 "Corporate Record"** means electronic correspondence or email addressed to any Director, Officer, or employee of the SCRD, or to the SCRD Board that pertains to the business of the SCRD and requires an operational decision or Board consideration for action or decision.
- 3.3 "Regional District"** means Sunshine Coast Regional District.

### 4. POLICY

- 4.1** For the length of their term, every Director will be provided with an SCRD email account. The email account will remain active and continue without interruption over multiple terms, until such time that the Director no longer serves in elected office on the Board of the SCRD.
- 4.2** Emails addressed and sent to a Director's SCRD email address are constituency correspondence if:
- 4.2.1 They relate to a Director acting on behalf of a constituent or representing their specific interests within the electoral area.
  - 4.2.2 They relate to a Director's political campaign, activities, or election.
- 4.3** Emails deemed constituency correspondence are exempt from the SCRD's corporate email retention policy and as such will be managed as the Director deems appropriate.
- 4.4** Emails addressed and sent to a Director's SCRD email address are corporate records regardless of who they are addressed to, if:
- 4.4.1 They pertain to a subject matter of an operational nature that requires action or decision by an SCRD Officer, employee or contractor.
  - 4.4.2 They relate to the business of the SCRD and require Board consideration for action or decision.





## BOARD Policy

---

**4.5** Emails deemed to be a corporate record will be forwarded to the SCRD's Corporate Officer or designate as soon as possible upon receipt.

### 5. EXCEPTIONS

- 5.1** Email correspondence addressed to any SCRD Director that is also copied to [board@scrd.ca](mailto:board@scrd.ca), or any SCRD RT ticket system, is exempt from this policy as those emails will be managed in accordance with corporate records and information management policies.
- 5.2** Where email correspondence is addressed to multiple directors, or all directors individually, it will be forwarded to the Corporate Officer or designate to determine correspondence routing.
- 5.3** Email correspondence where an individual director is copied, as opposed to being addressed as the primary recipient, is exempt from this policy as those emails will be managed by the intended recipient.

### 6. AUTHORITY TO ACT

- 6.1** Retained by the Board. The Corporate Officer or designate is delegated the authority to review and evaluate Director emails as necessary to determine their classification as constituency correspondence or corporate record.

### 7. REFERENCES (Bylaws, Procedures, Guiding documents)

- 7.1** *Sunshine Coast Regional District Records and Information Management Bylaw No. 674, 2013*
- 7.2** Correspondence Policy
- 7.3** Board Constituency Records Guidelines 2022

Approval Date:	September 8, 2022	Resolution No.	212/22 Rec. No. 5
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	





## BOARD Policy

Section:	Administration	BRD-0340-50
Title:	Code of Conduct	039

### 1. PURPOSE

- 1.1 As local elected representatives, we recognize that responsible conduct is essential to providing good governance for the Sunshine Coast Regional District (SCRD).
- 1.2 We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, leadership, and collaboration.
- 1.3 To fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

### 2. SCOPE

- 2.1 This Code of Conduct applies to the members of the SCRD Board. It is each Member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.
- 2.2 Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted, and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the SCRD, common law and any other legal obligations which apply to members individually or as a collective council or board.

### 3. DEFINITIONS

- 3.1 **"Code of Conduct"** means a written document that sets shared expectations for conduct or behaviour.
- 3.2 **"Responsible Conduct"** means conduct that exemplifies how local government elected officials conduct themselves with elected colleagues, staff, and the public.
- 3.3 **"Member"** means a member of the Board of the SCRD, whether a municipal director or an electoral area director, and includes their alternates.

### 4. POLICY

- 4.1 The SCRD Board has a responsibility to assure public confidence in the integrity of the organization and its effective and fair operations. The SCRD Board commits to the following Foundational Principles of Conduct which link with the standards of professional conduct and guides acceptable and responsible behaviour in a way that is clear to all members.



## BOARD Policy

---

### Foundational Principles of Conduct

- 4.2 Integrity:** means being honest and demonstrating strong ethical principles. Conduct that upholds the public interest, is truthful and honourable. Integrity is demonstrated by the following conduct:
- 4.2.1 Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
  - 4.2.2 Members will ensure that their actions are consistent with the Foundational Principles of Conduct.
  - 4.2.3 Members will follow through on their commitments, correct errors in a timely and transparent manner.
  - 4.2.4 Members will direct their minds to the merits of the decisions before them, ensuring that they act based on relevant information and principles, and in consideration of the consequences of those decisions.
  - 4.2.5 Members will behave in a manner that promotes public confidence in all their dealings.
- 4.3 Accountability:** means an obligation and willingness to accept responsibility or to account for one's actions. Conduct is demonstrated when members, individually and collectively, accept responsibility for their actions and decisions. Accountability is demonstrated through the following conduct:
- 4.3.1 Members will be responsible for the decisions that they make and be accountable for their actions and the actions of the collective board.
  - 4.3.2 Members will make informed, transparent decisions that consider the best interests and well-being of both the area they represent and the SCRD as a whole.
  - 4.3.3 Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.
  - 4.3.4 Members will ensure that interactions with consultants and staff are related to the role of a Director, and that this is done through the Chief Administrative Officer.
- 4.4 Respect:** means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government. Respect is demonstrated through the following conduct:
- 4.4.1 Members will treat every person with dignity, understanding and respect.
  - 4.4.2 Members will engage in respectful communication with the community.
  - 4.4.3 Members will show consideration for every person's values, beliefs, and contributions to discussions.
  - 4.4.4 Members will demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive.
  - 4.4.5 Members will engage in behaviour that is respectful, supportive, and constructive and includes consensual physical contact and appropriate gestures or language.
- 4.5 Collaboration:** means coming together to create or meet a common goal through collective efforts. Conduct is demonstrated when a member encourages individuals to work together in



## BOARD Policy

---

pursuit of collective objectives by leading, listening to, and positively influencing others. Collaboration is demonstrated through the following conduct:

- 4.5.1 Members will behave in a manner that builds public trust and confidence in the local government.
  - 4.5.2 Members will consider the issues before them and make decisions as a collective body and will actively participate in debate about the merits of a decision. When commenting on Board decisions, Directors are encouraged to do so with respect for the decision-making authority of the Board.
  - 4.5.3 Members will recognize that vigorous discourse is part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
  - 4.5.4 Members will, as leaders of their communities, calmly face challenges, and provide considered direction on the issues of the day while empowering their colleagues and staff to do the same.
  - 4.5.5 Members will recognize and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship between other members, staff, and the public.
  - 4.5.6 Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.
- 4.6 Putting the Code of Conduct into Action**
- 4.6.1 This Code of Conduct is a living document and will be revisited and reviewed on an annual basis to ensure it remains relevant and effective.
  - 4.6.2 Education about the Code of Conduct will be provided to Board members every four-year term.
  - 4.6.3 A copy of the Code of Conduct will be made available to all Board members and their appointed Alternates.

## 5. AUTHORITY TO ACT

- 5.1** This Code of Conduct is intended to be self-enforcing. Members should view the Code of Conduct as a set of guidelines that expresses the standards of conduct expected of them. Implementation is most effective when members and appointees are thoroughly familiar with the Code of Conduct and embrace its provisions.

## 6. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	April 27, 2023	Resolution No.	098/23 Rec. No. 4
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



## Corporate Policy & Procedure Manual

---

---

**Subject:** Investment Policy

Page 1 of 5

1) **POLICY STATEMENT:**

It is the policy of the Sunshine Coast Regional District (SCRD) to invest funds in a socially responsible manner that will provide the highest investment return with the maximum security while meeting the cash flow and the statutory requirements of the *Community Charter* and *Local Government Act*.

2) **PURPOSE:**

This policy is established to ensure that funds which the SCRD generates by way of operating and capital revenues, surpluses, reserves, or any other source, are invested to provide optimal returns after due consideration of yield, term, security, and diversification.

3) **SCOPE:**

This investment policy applies to all funds of the SCRD on deposit or invested in investment securities. The funds are accounted for in the SCRD's Annual Audited Financial Statements.

4) **DEFINITIONS:**

4.1 Socially Responsible Investing: also known as sustainable, socially conscious, or ethical investing is any investment strategy which seeks to consider both financial return and social good.

5) **INVESTMENT OBJECTIVES:**

The primary objectives, in order of priority, of the SCRD investment activities for Operational Funds shall be:

- a. Statutory compliance
- b. Safety (insured)
- c. Return on Investment
- d. Liquidity

<b>Effective Date:</b> October 4, 2012	<b>Authorized By:</b> Board Resolution 377/12 No. 6	
<b>Replaces:</b>	<b>Revision Dates:</b> September 27, 2012	



## Corporate Policy & Procedure Manual

---

---

**Subject:** Investment Policy

Page 2 of 5

e. Socially responsible

### 6) **IMPLEMENTATION:**

Investment strategies for Operating Funds will be of a short-term (less than 18 months) buy-and-hold nature, with changes in positions mandated by sound analysis of economic and industry fundamentals. A monthly review of operating requirements will be done to determine appropriate investment levels.

Investment strategies for Capital and Reserve Funds may be of a long-term (more than 18 months) buy-and-hold nature, with changes in positions mandated by sound analysis of economic and industry fundamentals. A quarterly review of capital requirements will be done to determine appropriate investment levels.

This Investment Policy strictly prohibits the SCRD from engaging in any investment activity that would be considered speculative according to the generally accepted principles of conservative investment management.

When considering new investments, the Treasurer will request at least three quotations from qualified investment firms. MFA funds will always be considered (Money-Market, Intermediate & Bond Fund). Upon receipt of the quotations the Treasurer and Chief Administrative officer will evaluate the proposed investment options and select the qualifying firm based on the following criteria:

- Meets the investment objectives (Section 5)
- Minimizing risk
- Investment fees (if applicable)
- Services to be provide by the firm
- Other criteria as deemed appropriate

Upon selection of the qualifying firm the Treasurer and Chief Administrative Officer will approve the investment by signing the appropriate documentation. The Board Chair will also review the quotes upon final authorization.

<b>Effective Date:</b> October 4, 2012	<b>Authorized By:</b> Board Resolution 377/12 No. 6	
<b>Replaces:</b>	<b>Revision Dates:</b> September 27, 2012	



## Corporate Policy & Procedure Manual

---

---

**Subject:** Investment Policy

Page 3 of 5

7) **LIMITATIONS:**

Investments must be of minimum risk and within the classes of investments permitted under Section 814 (3) of the *Local Government Act* and Section 183 of the *Community Charter*.

8) **APPLICATION:**

The policy will be implemented and monitored by the Treasurer and the Chief Administrative Officer (CAO).

9) **REPORTING:**

Investment reports shall be prepared and distributed to the Board on a semi-annual basis. These reports will contain the following information:

- a) Complete listing of all investments and the purpose/sources of the funds;
- b) Other information deemed relevant, such as:
  - i. Investment type and percentage breakdown
  - ii. Average term to maturity
  - iii. Estimated return of the portfolio
  - iv. Comparison of actual returns against MFA funds

10) **POLICY REVIEW:**

This policy shall be reviewed annually by the Treasurer and CAO to ensure that it remains consistent with the overall objectives of the SCRD.

<b>Effective Date:</b> October 4, 2012	<b>Authorized By:</b> Board Resolution 377/12 No. 6	
<b>Replaces:</b>	<b>Revision Dates:</b> September 27, 2012	



## APPENDIX

### ***Local Government Act:***

814 (1) The Regional District financial officer must keep separate financial records for each service that includes full particulars of assets and liabilities, revenues and expenditures, information concerning reserve funds and other pertinent financial details.

(2) The fiscal year for a regional district is the calendar year.

(3) The following provisions of the *Community Charter* apply to regional districts:

Section 167 [*annual financial statements*];

Section 168 [*reporting of council remuneration, expenses and contracts*];

Section 183 [*investment of municipal funds*];

Division 2 of Part 6 [*Audit*];

Division 4 of Part 6 [*Reserve Funds*];

Division 5 of Part 6 [*Restrictions on Use of Municipal Funds*].

(4) In relation to the application of Division 4 [*Reserve Funds*] of Part 6 of the *Community Charter*,

(a) the provisions apply as though each service were the only service provided by the regional district,

(b) all accounting and other matters relating to a reserve fund must be kept separate for each service, and

(c) a board may adopt a bylaw under Section 189 (3) [*reserve fund used in relation to expropriation or damage to property*] of the

<b>Effective Date:</b> October 4, 2012	<b>Authorized By:</b> Board Resolution 377/12 No. 6	
<b>Replaces:</b>	<b>Revision Dates:</b> September 27, 2012	



## Corporate Policy & Procedure Manual

---

---

**Subject:** Investment Policy

Page 5 of 5

*Community Charter* in relation to compensation in respect of property expropriated or injured or to carry out works referred to in Section 311 [entry on land to mitigate damage] of this Act, but only with the approval of the inspector.

### ***Community Charter:***

#### Investment of Municipal Funds

- 183 Money held by a municipality that is not immediately required may only be invested or reinvested in one or more of the following:
- (a) securities of the Municipal Finance Authority;
  - (b) pooled investment funds under section 16 of the *Municipal Finance Authority Act*;
  - (c) securities of Canada or of a province;
  - (d) securities guaranteed for principal and interest by Canada or by a province;
  - (e) securities of a municipality, regional district or greater board;
  - (f) investments guaranteed by a chartered bank;
  - (g) deposits in a savings institution, or non-equity or membership shares of a credit union;
  - (h) other investments specifically authorized under this or another Act.

<b>Effective Date:</b> October 4, 2012	<b>Authorized By:</b> Board Resolution 377/12 No. 6	
<b>Replaces:</b>	<b>Revision Dates:</b> September 27, 2012	





## Corporate Services Policy & Procedure Manual

Page 1 of 3

### **Subject: Tangible Capital Asset Policy**

#### **1. PURPOSE**

- 1.1. The objective of this policy is to prescribe the accounting treatment for tangible capital assets.
- 1.2. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses.
- 1.3. Asset management will also allow the Regional District to effectively manage existing and new infrastructure in a sustainable manner to maximize benefits, reduce risk, and provide optimal levels of service to our community in an environmentally responsible manner.
- 1.4. Users of the financial report will be able to discern information about the investment in tangible capital assets and the changes in such investment.
- 1.5. In addition to this policy, the Tangible Capital Asset Manual provides guidelines for the proper management of the Regional District's tangible capital assets.

#### **2. SCOPE**

- 2.1. This policy applies to all departments falling within the reporting entity of the Regional District.

#### **3. DEFINITIONS**

- 3.1. Tangible Capital Assets:
  - 3.1.1. Tangible capital assets are non-financial assets having physical substance.

<b>Effective Date: December 9, 2010</b>	<b>Authorized By: J. Merrick</b>
<b>Replaces:</b>	<b>Revision Date: Brd Res 503/10 Dec 9 2010</b>



## Corporate Services Policy & Procedure Manual

Page 2 of 3

### Subject: Tangible Capital Asset Policy

#### 3.1.2. Tangible capital asset characteristics:

- a) They will incur a future benefit that will provide future net cash flows, or provide goods and services;
- b) The Regional District can control access to the benefit;
- c) The transaction or event giving rise to the Regional District's control of the benefit has already occurred;
- d) Are used on a continuing basis in the Regional District's operations;
- e) Have useful lives extending beyond one year; and
- f) Are not held for resale in the ordinary course of operations.

## 4. REGIONAL DISTRICT POLICY

### 4.1. Legislation

- 4.1.1. The *Community Charter*, section 167, requires the Regional District's financial statements to be prepared in accordance with generally-accepted accounting principles for local governments recommended by the Canadian Institute of Chartered Accountants.
- 4.1.2. The Public Sector Accounting Board of the Canadian Institute of Chartered Accountants, in particular PS3150, tangible capital asset reporting requirements, requires the Regional District to account for and report on all tangible capital assets in the financial statements effective January 1, 2009.
- 4.1.3. The *Local Government Act*, section 803.1 and other sections also apply.

Effective Date: December 9, 2010	Authorized By: J. Merrick
Replaces:	Revision Date: Brd Res 503/10 Dec 9 2010



## Corporate Services Policy & Procedure Manual

Page 3 of 3

### **Subject: Tangible Capital Asset Policy**

#### 4.2. Department Responsibilities

4.2.1. Title or ownership of capital assets held by departments rests with the Regional District. Departments maintain stewardship for the Regional District. A department generally has stewardship of a capital asset if the department provides for its operation and maintenance.

4.2.2. For capital assets under their stewardship, departments are required to:

- a) Apply policy consistently across the department and from year to year;
- b) Managers are responsible to budget and expend funds for capital within the parameters of the budget manual;
- c) Manage tangible capital assets to provide effective, efficient and economical program delivery within the scope of the department budget;
- d) Maintain adequate internal control systems to ensure asset security and provision of reliable and accurate data.

4.2.3. Finance Department's responsibilities include:

- a) Accounting and reporting of tangible capital assets in the financial statements according to legislative guidelines;
- b) Maintaining an asset accounting system to collect, record and report on tangible capital information in the financial statements;
- c) Establish and utilize an appropriate amortization methodology and rate for assets acquired within provincial guidelines; and
- d) Establish internal control systems to ensure the accuracy and reliability of information and reports.

<b>Effective Date: December 9, 2010</b>	<b>Authorized By: J. Merrick</b>
<b>Replaces:</b>	<b>Revision Date: Brd Res 503/10 Dec 9 2010</b>

## Sunshine Coast Regional District

### BOARD POLICY MANUAL

Section:	Protective Services	14
Subsection:	Fire Protection	7200
Title:	Roberts Creek Volunteer Fire Department – Service Level Policy	04

WHEREAS the Office of the Fire Commissioner has established minimum training standards for fire services personnel in the province under and in accordance with paragraph 3(3)(b) of the *Fire Services Act* in the form of the Playbook;

AND WHEREAS the Playbook requires that the “Authority Having Jurisdiction” over a fire department identify the service level to be provided by that department;

AND WHEREAS the Sunshine Coast Regional District is the “Authority Having Jurisdiction” over the Roberts Creek Volunteer Fire Department;

AND WHEREAS under the SCRD “Roberts Creek Fire Protection Local Service Establishment Bylaw No. 1014, 1993”, the Regional District has the authority to establish policies binding on the Department, it’s Members and its operations;

NOW THEREFORE the following Service Level Policy is established in relation to the Roberts Creek volunteer Fire Department:

1. Definitions. The following terms shall have the following respective meanings, including in the recitals to this Service Level Policy:
  - a. “Department” means the Roberts Creek Volunteer Fire Department established under the SCRD “Roberts Creek Fire Protection Local Service Establishment Bylaw No. 1014, 1993”.
  - b. “Establishment Bylaw” means “Roberts Creek Fire Protection Local Service Establishment Bylaw No. 1014, 1993”,
  - c. “Exterior Operations Service Level” means the Exterior Operations Service Level as defined in the Playbook;
  - d. “Fire Chief” means the individual who has been appointed as the fire chief of the Department in accordance with the Establishment Bylaw
  - e. “Full Service” Level means the Full Service level as defined by the playbook
  - f. “Interior Operations Service Level” means the Interior Operations Service Level as defined in the Playbook;
  - g. “Member” means a firefighter in the Department and includes the Fire Chief and officers;

- h. “Playbook” means the mandatory minimum training standards set under paragraph 3(3)(b) of the *Fire Services Act* (B.C.) by the Office of the Fire Commissioner and approved by the Minister of Justice, entitled *British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook* (September 2014), as same may be amended, revised or replaced from time to time;
  - i. “Principal Responding Member” means those Members expected to undertake interior fire suppression and/or rescue operations;
  - j. “Regional District” means the Sunshine Coast Regional District; and
  - k. “Service Level Policy” means this policy, as same may be amended from time to time by the Regional District.
2. Authority and Application. This Service Level Policy has been established by the Regional District in accordance with the requirements of the Playbook, pursuant to the Regional District’s authority under the Establishment Bylaw. This Service Level Policy applies to and is binding on the Department and its Members. It shall form the basis of the Department’s training of its Members and related operational planning for fire suppression and emergency response activities.
3. Service Level Policy. The Department is authorized to provide fire suppression activities in accordance with and subject to the limitations set out in the “Interior operations” Service Level.
4. Other Services. In addition to the “Interior operations” service level, the Roberts Creek Volunteer Fire Department shall also provide the following services in conjunction with SCRD “Roberts Creek Fire Protection Local Service Establishment Bylaw No. 1014, 1993”.
- a) First responder medical services
  - b) Auto extrication
5. Training of Members. The Department:
- a. shall train its Principal Responding Members at least to the standard required by the Playbook for the “Interior Operations” Service Level; and
  - b. in relation to Members who are not trained to the “Interior Operations” Service Level, shall:
    - i. develop an incident scene accountability system which clearly identifies the different levels of each Member’s training with the use of specific and visually contrasting identification on their PPE, or alternative pieces of PPE, that rapidly differentiates those personnel who are not designated as Principle Responding Members and
    - ii. develop and institute operational guidelines which specify and limit the incident scene of activities of Members depending on their current level of training.
  - c. in consultation with the Regional District, the Fire Chief shall be responsible for ensuring that the Department develops an appropriate training program for all positions, tasks and roles including those which are not expressly covered by the Playbook. This training program shall meet the requirements of the Playbook and the *Workers Compensation Act* (B.C.) and regulations made thereunder, and shall be consistent with good practices and industry standards.

6. Operational Guidelines, Records and Compliance. The Department shall:
- a. develop appropriate operational guidelines implementing this Service Level Policy and the requirements of the Playbook, including operational guidelines:
    - i. which set out the conditions to be considered by an incident commander before an interior attack or rescue is undertaken; and
    - ii. which identify any hazards within the Department's fire suppression area in respect of which the Department will not undertake interior operations;
  - b. maintain accurate and complete records of the training of its Members, including any refresher training, any certifications obtained<sup>1</sup> and otherwise as required by the *Workers Compensation Act* (B.C.) and regulations thereunder, such that the training level of each Member can clearly be established; and
  - c. report annually to the Regional District on the Department's training program, the training levels of its Members and compliance with this Service Level Policy and the requirements of the Playbook.
7. Limitations on Services Provided. Notwithstanding anything in this Service Level Policy:
- a. in relation to any particular incident response, the Department shall undertake only those emergency response activities for which its responding Members at the incident are properly trained and equipped; and
  - b. the Fire Chief may determine to limit the fire suppression activities of the Department to the Exterior Operations Service Level in circumstances where, because of turn-over in Members or for other reasons, in the Fire Chief's view the Department should suspend undertaking interior fire attack or rescue operations.
  - c. Where the Fire Chief has made a determination under section 7(b), he or she shall immediately inform the Regional District, including the reasons for the decision. The Fire Chief may elect to recommence providing Interior Service Level Operations when he or she considers it warranted, and shall inform the Regional District when making such decision.
8. Policy Amendment. This Service Level Policy shall be reviewed annually by the Regional District with the Fire Chief. It will be amended as determined appropriate by the Regional District, or as required to conform with any changes to the Playbook or other applicable legislation or regulations.

Approval Date	July 28, 2016		336/16
			Rec. 6

<sup>1</sup> Note: third party certifications of training are not generally required under the Playbook. However, where a firefighter has received training which has been certified, a record of that training and related certification should be maintained.

## Sunshine Coast Regional District

### BOARD POLICY MANUAL

Section:	Protective Services	14
Subsection:	Fire Protection	7200
Title:	Halfmoon Bay Volunteer Fire Department – Service Level Policy	03

WHEREAS the Office of the Fire Commissioner has established minimum training standards for fire services personnel in the province under and in accordance with paragraph 3(3)(b) of the *Fire Services Act* in the form of the Playbook;

AND WHEREAS the Playbook requires that the “Authority Having Jurisdiction” over a fire department identify the service level to be provided by that department;

AND WHEREAS the Sunshine Coast Regional District is the “Authority Having Jurisdiction” over the Halfmoon Bay Volunteer Fire Department;

AND WHEREAS under the SCRD “Halfmoon Bay Fire Protection District Service Establishment Bylaw No. 1045, 2001”, the Regional District has the authority to establish policies binding on the Department, its Members and its operations;

NOW THEREFORE the following Service Level Policy is established in relation to the Halfmoon Bay Volunteer Fire Department:

1. Definitions. The following terms shall have the following respective meanings, including in the recitals to this Service Level Policy:
  - a. “Department” means the Halfmoon Bay Volunteer Fire Department established under the SCRD “Halfmoon Bay Fire Protection District Service Establishment Bylaw No. 1045, 2001”.
  - b. “Establishment Bylaw” means SCRD “Halfmoon Bay Fire Protection District Service Establishment Bylaw No. 1045, 2001”;
  - c. “Exterior Operations Service Level” means the Exterior Operations Service Level as defined in the Playbook;
  - d. “Fire Chief” means the individual who has been appointed as the fire chief of the Department in accordance with the Establishment Bylaw
  - e. “Full Service” Level means the Full Service level as defined by the playbook
  - f. “Interior Operations Service Level” means the Interior Operations Service Level as defined in the Playbook;
  - g. “Member” means a firefighter in the Department and includes the Fire Chief and officers;

- h. “Playbook” means the mandatory minimum training standards set under paragraph 3(3)(b) of the *Fire Services Act* (B.C.) by the Office of the Fire Commissioner and approved by the Minister of Justice, entitled *British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook* (September 2014), as same may be amended, revised or replaced from time to time;
  - i. “Principal Responding Member” means those Members expected to undertake interior fire suppression and/or rescue operations;
  - j. “Regional District” means the Sunshine Coast Regional District; and
  - k. “Service Level Policy” means this policy, as same may be amended from time to time by the Regional District.
2. Authority and Application. This Service Level Policy has been established by the Regional District in accordance with the requirements of the Playbook, pursuant to the Regional District’s authority under the Establishment Bylaw. This Service Level Policy applies to and is binding on the Department and its Members. It shall form the basis of the Department’s training of its Members and related operational planning for fire suppression and emergency response activities.
  3. Service Level Policy. The Department is authorized to provide fire suppression activities in accordance with and subject to the limitations set out in the “Interior operations” Service Level.
  4. Other Services. In addition to the “Interior operations” service level, the Halfmoon Bay Volunteer Fire Department shall also provide the following services in conjunction with SCRD Bylaw 631
    - a) First responder medical services
    - b) Auto extrication
  5. Training of Members. The Department:
    - a. shall train its Principal Responding Members at least to the standard required by the Playbook for the “Interior Operations” Service Level; and
    - b. in relation to Members who are not trained to the “Interior Operations” Service Level, shall:
      - i. develop an incident scene accountability system which clearly identifies the different levels of each Member’s training with the use of specific and visually contrasting identification on their PPE, or alternative pieces of PPE, that rapidly differentiates those personnel who are not designated as Principle Responding Members and
      - ii. develop and institute operational guidelines which specify and limit the incident scene of activities of Members depending on their current level of training.
    - c. in consultation with the Regional District, the Fire Chief shall be responsible for ensuring that the Department develops an appropriate training program for all positions, tasks and roles including those which are not expressly covered by the Playbook. This training program shall meet the requirements of the Playbook and the *Workers Compensation Act* (B.C.) and regulations made thereunder, and shall be consistent with good practices and industry standards.



6. Operational Guidelines, Records and Compliance. The Department shall:
- a. develop appropriate operational guidelines implementing this Service Level Policy and the requirements of the Playbook, including operational guidelines:
    - i. which set out the conditions to be considered by an incident commander before an interior attack or rescue is undertaken; and
    - ii. which identify any hazards within the Department's fire suppression area in respect of which the Department will not undertake interior operations;
  - b. maintain accurate and complete records of the training of its Members, including any refresher training, any certifications obtained<sup>1</sup> and otherwise as required by the *Workers Compensation Act* (B.C.) and regulations thereunder, such that the training level of each Member can clearly be established; and
  - c. report annually to the Regional District on the Department's training program, the training levels of its Members and compliance with this Service Level Policy and the requirements of the Playbook.
7. Limitations on Services Provided. Notwithstanding anything in this Service Level Policy:
- a. in relation to any particular incident response, the Department shall undertake only those emergency response activities for which its responding Members at the incident are properly trained and equipped; and
  - b. the Fire Chief may determine to limit the fire suppression activities of the Department to the Exterior Operations Service Level in circumstances where, because of turn-over in Members or for other reasons, in the Fire Chief's view the Department should suspend undertaking interior fire attack or rescue operations.
  - c. where the Fire Chief has made a determination under section 7(b), he or she shall immediately inform the Regional District, including the reasons for the decision. The Fire Chief may elect to recommence providing Interior Service Level Operations when he or she considers it warranted, and shall inform the Regional District when making such decision.
8. Policy Amendment. This Service Level Policy shall be reviewed annually by the Regional District with the Fire Chief. It will be amended as determined appropriate by the Regional District, or as required to conform with any changes to the Playbook or other applicable legislation or regulations.

Approval Date	July 28, 2016		336/16
			Rec. 6

<sup>1</sup> Note: third party certifications of training are not generally required under the Playbook. However, where a firefighter has received training which has been certified, a record of that training and related certification should be maintained.

## Sunshine Coast Regional District

### BOARD POLICY MANUAL

Section:	Protective Services	14
Subsection:	Fire Protection	7200
Title:	Gibsons and District Volunteer Fire Department – Service Level Policy	02

WHEREAS the Office of the Fire Commissioner has established minimum training standards for fire services personnel in the province under and in accordance with paragraph 3(3)(b) of the *Fire Services Act* in the form of the Playbook;

AND WHEREAS the Playbook requires that the “Authority Having Jurisdiction” over a fire department identify the service level to be provided by that department;

AND WHEREAS the Sunshine Coast Regional District is the “Authority Having Jurisdiction” over the Gibsons and District Volunteer Fire Department;

AND WHEREAS under the SCRD “Gibsons/West Howe Sound Fire Protection Local Service Bylaw No. 1027, 1996” the Regional District has the authority to establish policies binding on the Department, it’s Members and its operations;

NOW THEREFORE the following Service Level Policy is established in relation to the Gibsons and District Volunteer Fire Department:

1. Definitions. The following terms shall have the following respective meanings, including in the recitals to this Service Level Policy:
  - a. “Department” means the Gibsons and District Volunteer Fire Department established under the SCRD “Gibsons/West Howe Sound Fire Protection Local Service Bylaw No. 1027, 1996”;
  - b. “Establishment Bylaw” means SCRD “Gibsons/West Howe Sound Fire Protection Local Service Bylaw No. 1027, 1996”;
  - c. “Exterior Operations Service Level” means the Exterior Operations Service Level as defined in the Playbook;
  - d. “Fire Chief” means the individual who has been appointed as the fire chief of the Department in accordance with the Establishment Bylaw.
  - e. “Full Service” Level means the Full Service level as defined by the playbook
  - f. “Interior Operations Service Level” means the Interior Operations Service Level as defined in the Playbook;
  - g. “Member” means a firefighter in the Department and includes the Fire Chief and officers;
  - h. “Playbook” means the mandatory minimum training standards set under paragraph 3(3)(b) of the *Fire Services Act* (B.C.) by the Office of the Fire Commissioner and approved by the

Minister of Justice, entitled *British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook* (September 2014), as same may be amended, revised or replaced from time to time;

- i. “Principal Responding Member” means those Members expected to undertake interior fire suppression and/or rescue operations;
- j. “Regional District” means the Sunshine Coast Regional District; and
- k. “Service Level Policy” means this policy, as same may be amended from time to time by the Regional District.

2. Authority and Application. This Service Level Policy has been established by the Regional District in accordance with the requirements of the Playbook, pursuant to the Regional District’s authority under the Establishment Bylaw. This Service Level Policy applies to and is binding on the Department and its Members. It shall form the basis of the Department’s training of its Members and related operational planning for fire suppression and emergency response activities.

3. Service Level Policy. The Department is authorized to provide fire suppression activities in accordance with and subject to the limitations set out in the “Full Service” Service Level.

4. Other Services. In addition to the “Full Service” service level, the Gibsons and District Volunteer Fire Department shall also provide the following services in conjunction with SCRD “Gibsons/West Howe Sound Fire Protection Local Service Bylaw No. 1027, 1996”.

a) First responder medical services

b) Auto extrication

c) Response to Hazardous materials incidents

5. Training of Members. The Department:

a. shall train its Principal Responding Members at least to the standard required by the Playbook for the “Full Service” Service Level; and

b. in relation to Members who are not trained to the “Full Service” Service Level, shall:

i. develop an incident scene accountability system which clearly identifies the different levels of each Member’s training with the use of specific and visually contrasting identification on their PPE, or alternative pieces of PPE, that rapidly differentiates those personnel who are not designated as Principle Responding Members and

ii. develop and institute operational guidelines which specify and limit the incident scene of activities of Members depending on their current level of training.

c. in consultation with the Regional District, the Fire Chief shall be responsible for ensuring that the Department develops an appropriate training program for all positions, tasks and roles including those which are not expressly covered by the Playbook. This training program shall meet the requirements of the Playbook and the *Workers Compensation Act* (B.C.) and regulations made thereunder, and shall be consistent with good practices and industry standards.

6. Operational Guidelines, Records and Compliance. The Department shall:
- a. develop appropriate operational guidelines implementing this Service Level Policy and the requirements of the Playbook, including operational guidelines:
    - i. which set out the conditions to be considered by an incident commander before an interior attack or rescue is undertaken; and
    - ii. which identify any hazards within the Department's fire suppression area in respect of which the Department will not undertake interior operations;
  - b. maintain accurate and complete records of the training of its Members, including any refresher training, any certifications obtained<sup>1</sup> and otherwise as required by the *Workers Compensation Act* (B.C.) and regulations thereunder, such that the training level of each Member can clearly be established; and
  - c. report annually to the Regional District on the Department's training program, the training levels of its Members and compliance with this Service Level Policy and the requirements of the Playbook.
7. Limitations on Services Provided. Notwithstanding anything in this Service Level Policy:
- a. in relation to any particular incident response, the Department shall undertake only those emergency response activities for which its responding Members at the incident are properly trained and equipped; and
  - b. the Fire Chief may determine to limit the fire suppression activities of the Department to the Exterior Operations Service Level in circumstances where, because of turn-over in Members or for other reasons, in the Fire Chief's view the Department should suspend undertaking interior fire attack or rescue operations.
  - c. where the Fire Chief has made a determination under section 7(b), he or she shall immediately inform the Regional District, including the reasons for the decision. The Fire Chief may elect to recommence providing Interior Service Level Operations when he or she considers it warranted, and shall inform the Regional District when making such decision.
8. Policy Amendment. This Service Level Policy shall be reviewed annually by the Regional District with the Fire Chief. It will be amended as determined appropriate by the Regional District, or as required to conform with any changes to the Playbook or other applicable legislation or regulations.

Approval Date	July 28, 2016		336/16
			Rec. 6

<sup>1</sup> Note: third party certifications of training are not generally required under the Playbook. However, where a firefighter has received training which has been certified, a record of that training and related certification should be maintained.

## Sunshine Coast Regional District

### BOARD POLICY MANUAL

Section:	Protective Services	14
Subsection:	Fire Protection	7200
Title:	Egmont Volunteer Fire Department – Service Level Policy	01

WHEREAS the Office of the Fire Commissioner has established minimum training standards for fire services personnel in the province under and in accordance with paragraph 3(3)(b) of the *Fire Services Act* in the form of the Playbook;

AND WHEREAS the Playbook requires that the “Authority Having Jurisdiction” over a fire department identify the service level to be provided by that department;

AND WHEREAS the Sunshine Coast Regional District is the “Authority Having Jurisdiction” over the Egmont Volunteer Fire Department;

AND WHEREAS under the SCRD “Egmont and District Fire Protection Service Establishing Bylaw No.1056, 2004”, the Regional District has the authority to establish policies binding on the Department, it’s Members and its operations;

NOW THEREFORE the following Service Level Policy is established in relation to the Egmont Volunteer Fire Department:

1. Definitions. The following terms shall have the following respective meanings, including in the recitals to this Service Level Policy:
  - a. “Department” means the Egmont Volunteer Fire Department established under the SCRD “Egmont and District Fire Protection Service Establishing Bylaw 1056, 2004”.
  - b. “Establishment Bylaw” means SCRD “Egmont and District Fire Protection Service Establishing Bylaw 1056, 2004”.
  - c. “Exterior Operations Service Level” means the Exterior Operations Service Level as defined in the Playbook;
  - d. “Fire Chief” means the individual who has been appointed as the fire chief of the Department in accordance with the Establishment Bylaw
  - e. “Full Service” Level means the Full Service level as defined by the playbook
  - f. “Interior Operations Service Level” means the Interior Operations Service Level as defined in the Playbook;
  - g. “Member” means a firefighter in the Department and includes the Fire Chief and officers;
  - h. “Playbook” means the mandatory minimum training standards set under paragraph 3(3)(b) of the *Fire Services Act* (B.C.) by the Office of the Fire Commissioner and approved by the Minister of Justice, entitled *British Columbia Fire Service Minimum Training Standards*:

*Structure Firefighters – Competency and Training Playbook* (September 2014), as same may be amended, revised or replaced from time to time;

- i. “Principal Responding Member” means those Members expected to undertake exterior fire suppression and/or rescue operations;
- j. “Regional District” means the Sunshine Coast Regional District; and
- k. “Service Level Policy” means this policy, as same may be amended from time to time by the Regional District.

2. Authority and Application. This Service Level Policy has been established by the Regional District in accordance with the requirements of the Playbook, pursuant to the Regional District’s authority under the Establishment Bylaw. This Service Level Policy applies to and is binding on the Department and its Members. It shall form the basis of the Department’s training of its Members and related operational planning for fire suppression and emergency response activities.
3. Service Level Policy. The Department is authorized to provide fire suppression activities in accordance with and subject to the limitations set out in the “Exterior operations” Service Level.
4. Other Services. In addition to the “Exterior operations” service level, the Egmont volunteer Fire Department shall also provide the following services in conjunction with SCRD “Egmont and District Fire Protection Service Establishing Bylaw 1056, 2004”.
  - a) First responder medical services
  - b) Auto extrication
5. Training of Members. The Department:
  - a. shall train its Principal Responding Members at least to the standard required by the Playbook for the “Exterior Operations” Service Level; and
  - b. in relation to Members who are not trained to the “Exterior Operations” Service Level, shall:
    - i. develop an incident scene accountability system which clearly identifies the different levels of each Member’s training with the use of specific and visually contrasting identification on their PPE, or alternative pieces of PPE, that rapidly differentiates those personnel who are not designated as Principle Responding Members and
    - ii. develop and institute operational guidelines which specify and limit the incident scene of activities of Members depending on their current level of training.
  - c. in consultation with the Regional District, the Fire Chief shall be responsible for ensuring that the Department develops an appropriate training program for all positions, tasks and roles including those which are not expressly covered by the Playbook. This training program shall meet the requirements of the Playbook and the *Workers Compensation Act* (B.C.) and regulations made thereunder, and shall be consistent with good practices and industry standards.

6. Operational Guidelines, Records and Compliance. The Department shall:

- a. develop appropriate operational guidelines implementing this Service Level Policy and the requirements of the Playbook, including operational guidelines:
  - i. which set out the conditions to be considered by an incident commander before an exterior attack is undertaken; and
  - ii. which identify any hazards within the Department's fire suppression area in respect of which the Department will not undertake exterior operations;
- b. maintain accurate and complete records of the training of its Members, including any refresher training, any certifications obtained<sup>1</sup> and otherwise as required by the *Workers Compensation Act* (B.C.) and regulations thereunder, such that the training level of each Member can clearly be established; and
- c. report annually to the Regional District on the Department's training program, the training levels of its Members and compliance with this Service Level Policy and the requirements of the Playbook.

7. Limitations on Services Provided. Notwithstanding anything in this Service Level Policy:

- a. in relation to any particular incident response, the Department shall undertake only those emergency response activities for which its responding Members at the incident are properly trained and equipped; and

8. Policy Amendment. This Service Level Policy shall be reviewed annually by the Regional District with the Fire Chief. It will be amended as determined appropriate by the Regional District, or as required to conform with any changes to the Playbook or other applicable legislation or regulations.

Approval Date	July 18, 2016		Xxx/xx
			336/16 Rec. 6

<sup>1</sup> Note: third party certifications of training are not generally required under the Playbook. However, where a firefighter has received training which has been certified, a record of that training and related certification should be maintained.

**Sunshine Coast Regional District  
Telecommunication Facility Review Procedure**

Adopted by Board Resolution 15/03 January 19, 2003

**Objective of Proposed Procedure**

The SCRD recognizes that telecommunication towers and their associated structures, while necessary for effective telecommunications, have potential detrimental affects on the visual landscape and electronic output may affect its citizens (although pre-2000 research is inconclusive). The Regional District's objective is to ensure the public is made aware of what a proposed installation consists of and how it may affect the surrounding environment.

**Co-utilization**

Telecommunication carriers proposing antenna structures will be requested to identify any antenna structures within a radius of 5 km of the proposed location and to provide documentary evidence that co-utilization of the existing or new single structure is not a viable alternative to a second structure. This evidence should include letters from potential co-users.

**Design and Location**

All efforts must be made to minimize the size and visibility of the antenna and any of its supporting infrastructure so the facility will fit within the existing landscape, form and character of the surrounding areas. Preferred locations are outside of residential areas.

The siting of all the proposed facilities must comply with bylaw and Official Community Plan policy requirements. Supporting infrastructure may require building permits.

**Community Consultation**

1. Telecommunication carriers will advise the SCRD Planning and Development Division and meet with them to inform them of all proposed installations. Carriers are to provide the Regional District with a copy of the information they are providing Industry Canada including the height of the antenna above ground level, the frequency and signal characteristics and detail of maximum power output.
2. Carriers will meet with the appropriate Advisory Planning Commissions and/or other community representatives as suggested by the Planning and Development Division to discuss the proposed installation.
3. Carriers will hold at least one public information meeting as per current Regional District information meeting guidelines.
4. The Planning and Development Division will prepare a report for the Planning and Development Committee and the SCRD Board regarding the application and consultation process.
5. The carrier will be notified of the SCRD Board resolution regarding the application. Any change to an existing facility that increases its size or overall power radiated will be subject to the same process as if it were a new development.



## Attachment B

Policy Number	Title	Date Adopted	Resolution Number	Status	Policy Owner/SME
	Investment Policy	2012-10-04	377/12 Rec. No. 6	For review at the July 4, 2024, Board Policy Review Committee Meeting	CFO/GM, Corporate Services
	Tangible Capital Asset Policy	2010-12-09	503/10		CFO/GM, Corporate Services
14-7200-04	2016 Roberts Creek Fire Service Level Policy	2016-07-28	336/16 Rec. No. 6		GM, Planning and Development
14-7200-03	2016 Halfmoon Bay Fire Service Level Policy	2016-07-28	336/16 Rec. No. 6		GM, Planning and Development
14-7200-02	2016 Gibsons Fire Service Level Policy	2016-07-28	336/16 Rec. No. 6		GM, Planning and Development
14-7200-01	2016 Egmont Fire Service Level Policy	2016-07-28	336/16 Rec. No. 6		GM, Planning and Development
	Telecommunication Facility Review Procedure	2003-01-19	Res. 15/03		CFO/GM, Corporate Services