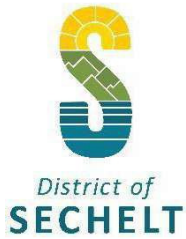




District of
SECHELT

POLICY MANUAL



DISTRICT POLICY MANUAL

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COUNCIL POLICY

1.1.8 – Councillors’ Role and Responsibilities as Liaison to Public Committees

POLICY NAME	Councillors’ Role and Responsibilities as Liaison to Public Committees	POLICY NO.	1.1.8
POLICY OWNER	Corporate Officer	REVIEW PERIOD	
EFFECTIVE DATE	May 20, 2009	RESOLUTION NO.	121-05/2009
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To clearly identify the role and responsibilities of a Councillor appointed as Council representative to public committees.

POLICY

1. Definition

“Committee” means any agency, board, committee or body consisting of members of the public and to which Council has the right to appoint a member of Council as a representative

2. Liaison Role

Members of Council are not expected to be advocates for Committees but, rather, to act as a liaison on behalf of the Council. This enables such members to reserve their judgment on issues until such time as they have heard at the Council table from other members of Council as well as the expert commentary from the administration.

3. Appointment

Council’s representative should be either designated by the Mayor or should be appointed by Council.

4. Representative

As a representative of Council, the appointee will not commit the Council to any position unless it is in accordance with Council’s current policy position.

5. Rights of Council Representative on Committees

- a. To develop an understanding of the purposes of the committee and its role in the community
- b. To enhance the relationship between the Council and the committee
- c. To participate in debates as a member of the committee
- d. To vote on the issues presented to the committee
- e. To abstain from voting if so permitted by the rules of procedures governing the committee
- f. To vote in opposition to any resolution if the member believes that best reflects his/her position or that of the Council
- g. To place the resolution of the committee before Council as a resolution for Council to discuss and vote upon

6. Limitations of a Council Representative

A member of Council as a member of a committee consisting of Council members and members of the public will not:

- a. Accept a nomination to an executive position on the committee
- b. Attempt to direct the staff of the committee or any staff of the municipality who may be appointed as advisors to the committee
- c. Agree to argue the case of the committee before Council

7. Role of the Committee Chair

- a. The committee chair is expected to be the committee's main spokesperson and advocate of committee positions/resolutions.
- b. The chair or designate may be asked to speak to recommendations by the committee at a Council meeting. If the issue is significant, the Clerk of the Council may ask the chair to come to Council as a delegation.

POLICY NAME	Council Conflict of Interest	POLICY NO.	1.1.11
POLICY OWNER	Corporate Officer	REVIEW PERIOD	
EFFECTIVE DATE	August 1, 2018	RESOLUTION NO.	2018-8B-25
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

As members of council are elected to a position of trust, their personal interests must not conflict with public responsibilities.

The *Community Charter*¹ establishes the rules, requirements, and penalties for conflict of interest on the part of members of council. For select contraventions, members of council may be personally liable and may be disqualified from holding office. There are also *Criminal Code* prohibitions on certain conduct. These fundamental principles also apply to employees of the organization.²

POLICY

Disclosure of Conflict (s.100)

This section applies to council and committee meetings and meetings of bodies listed in s.93 of the *Charter* (in relation to closed meetings).

It is the responsibility of a member of council to be aware of an actual or potential, direct or indirect, pecuniary conflict of interest and to declare the conflict. After making the declaration, the council member must not take any action referred to in s.101 of the *Charter* (see below). Such actions include participation in meetings of council with an agenda item which pertains to the apparent conflict of interest.

The exception is where the council member has made the declaration and then has received legal advice on the issue of conflict of interest and the legal advice leads the council member to believe there is no conflict.

“Conflict of Interest” is not defined in the *Charter* but is generally described as occurring when a member of council has a private interest sufficient to influence, or to appear to influence, the objective exercise of his or her official duties with the District of Sechelt. This includes when an individual’s personal interests or concerns are inconsistent with what is the best for the community.

¹ S.B.C., 2003, in Part 4, Divisions 6. All section references relate to the Community Charter

² ‘Conflict of Interest’ guidelines for employees will be addressed in another document

"Pecuniary interest" is not defined in the *Charter*. It is understood to be a council member's financial interest in a matter being addressed by council. This interest can be direct or indirect. The member can receive the profit (or loss) directly or through one or more persons, corporations or other entities.

The conflict can be with regard to the council member's interest or through another person to whom the council member is connected. This may be a relative - usually relatives living in the council member's household. However, the interest of a family member can be attributed to the council member. The courts are the final arbiters of whether these interests are a conflict of interest for the council member, although common sense should prevail.

Restrictions on Participation (s.101)

Whether or not a member of council has made a declaration of conflict of interest under s.100 of the *Charter* the member must not:

- remain or attend at any part of a meeting referred to in section 100 (1) of the *Charter* during which the matter is under consideration,
- participate in any discussion of the matter at such a meeting, vote on a question in respect of the matter at such a meeting, or
- attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

The penalty for a breach is disqualification from office until the next general local election³.

Restrictions on Inside Influence (s.102)

If the council member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates, the council member must not use the office to attempt to influence a decision, recommendation or other action to be made or taken at a meeting referred to in section 100 (1) of the *Charter* [*disclosure of conflict*], by an officer or an employee of the municipality, or by a delegate under section 154 of the *Charter* [*delegation of council authority*],

The penalty for breach as set out in the *Community Charter* is disqualification from office until the next general local election.

Restrictions on Outside Influence (s.103)

In addition to the restriction on inside influence, section 102 of the *Charter*, a council member must not use his or her office to attempt to influence in any way a decision, recommendation or action to be made or taken by any other person or body, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

The penalty for breach as set out in the *Community Charter* is disqualification from office until the next general local election.

Exceptions to Restrictions (s.104)

Sections 100 to 103 of the *Charter (Disclosure of Conflict, Restrictions on Participation, Restrictions on Inside Influence, Restrictions on Outside Influence)* do not apply in one or more of the following circumstances:

- the pecuniary interest of the council member is a pecuniary interest in common with electors of the municipality generally
- in the case of a matter that relates to a local service, the pecuniary interest of the council member is in common with other persons who are or would be liable for the local service tax
- the matter relates to remuneration, expenses or benefits payable to one or more council members in relation to their duties as council members
- the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter
- the pecuniary interest is of a nature prescribed by regulation.

Despite sections 100 to 103 of the *Charter*, if a council member,

- has a legal right to be heard in respect of a matter or to make representations to council, and
- is restricted by one or more of those sections from exercising that right in relation to the matter,

the council member may appoint another person as a representative to exercise the member's right on his or her behalf.

Restrictions on Accepting Gifts (s.105)

A council member must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of the duties of office.

- 1) Subsection (1) does not apply to
 - a) a gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office,
 - b) compensation authorized by law, or
 - c) a lawful contribution made to a member who is a candidate for election to a local government.
- 2) A person who contravenes this section is disqualified from holding local government office for the period established by s.110 (2) of the *Charter*, unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Guide for Accepting Gifts

The following may be useful in determining if a gift or personal benefit is acceptable by a member of council under s.105 of the *Charter*.

- Is this gift (*tangible object*) or personal benefit (*meaning something that can be used or consumed only by an individual and not by the municipal corporation*) received as an incident of the protocol or social obligations that normally accompany the responsibilities of a member of council?

A protocol or social obligation of office occurs when the member attends a function, event or ceremony in an official capacity as a representative of the municipality, for example, "sister" municipality exchanges or invitation to another government's event, such as a Provincial Minister's reception.

If the answer is 'yes', the member may accept; if 'no', the member may not accept. This is the principal test of acceptance. If the gift is a tangible object, it should be turned over to the municipality and not kept by the official.

- Is the gift or personal benefit connected to the performance of duties as an individual member of council but not to the protocol or social obligations of a member of council? Thus, is there an expectation created of receiving some favour or benefit in exchange, rather than as a protocol gift or benefit given and received on behalf of the municipality.

If the context in which the gift or personal benefit is given cannot be considered an occasion of protocol or other social obligation of office, would it be given if the recipient were not a member of council? In essence, does the giver expect anything as a consequence of the gift? A gift of hockey or theatre tickets by a recipient of a municipal grant is a common example.

If the answer is 'yes' the gift should not be accepted.

Good governance principles suggest that organizations which receive grants from the municipality should be required, as a condition of the grant, to acknowledge the corporation of the municipality, and not any of its officials, as the grantor.

Some organizations that receive municipal grants may be able to offer gifts and benefits that provide unique insight into their organization, which other organizations that compete for the same grant money are not able to offer, thus putting them at a disadvantage.

In any circumstance where there is uncertainty regarding the acceptance of a gift or benefit, it is advisable to seek legal advice.

Disclosure of Gifts (s.106)

- 1) This section applies if
 - a) a member receives a gift or personal benefit referred to in s.105 (2) (a) of the *Charter* that exceeds \$250 in value, or
 - b) the total value of such gifts and benefits, received directly or indirectly from one source in any 12-month period, exceeds \$250.
- 2) In the circumstances described in subsection (1), the council member must file with the Corporate Officer, as soon as reasonably practicable, a disclosure statement indicating

- a) the nature of the gift or benefit,
 - b) its source, including, if it is from a corporation, the full names and addresses of at least two individuals who are directors of the corporation,
 - c) when it was received, and
 - d) the circumstances under which it was given and accepted.
- 3) A person who contravenes this section is disqualified from holding local government office for the period established by s.11 (a) (2) of the *Charter*, unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Disclosure of Contracts (s.107)

- 1) If a municipality enters into a contract in which
 - a) a council member, or
 - b) a person who was a council member at any time during the previous 6 months, has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practicable at a council meeting that is open to the public.
- 2) In addition to the obligation under s.100 of the *Charter [disclosure of conflict]*, a council member or former council member must advise the Corporate Officer, as soon as reasonably practicable, of any contracts that must be reported under subsection (1) in relation to that person.
- 3) A person who contravenes subsection (2) is disqualified from holding local government office for the period established by s.11 a (2) of the *Charter*, unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Restrictions on Use of Insider Information (s.108)

- 1) A council member or former council member must not use information or a record that
 - a) was obtained in the performance of the member's office, and
 - b) is not available to the general public,for the purpose of gaining or furthering a direct or indirect pecuniary interest of the council member or former council member.
- 2) A person who contravenes this section is disqualified from holding local government office for the period established by s.110 (2) of the *Charter*, unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Financial Gain (s.109)

- 1) If a council member or former council member has,
 - a) contravened this Division⁴, and
 - b) realized financial gain in relation to that contravention,

the municipality or an elector may apply to the Supreme Court for an order under this section.

- 2) Within 7 days after the petition commencing an application under this section is filed, it must be served on
 - a) the council member or former council member, and
 - b) in the case of an application brought by an elector, the municipality.
- 3) On an application under this section, the Supreme Court may order the council member or former council member to pay to the municipality an amount equal to all or part of the person's financial gain as specified by the court.
- 4) In the case of an application made by an elector, if the court makes an order under subsection (3), the municipality must promptly pay the elector's costs within the meaning of the Rules of Court.
- 5) The court may order that costs to be paid under subsection (4) may be recovered by the municipality from any other person as directed by the court in the same manner as a judgment of the Supreme Court.
- 6) Except as provided in subsection (4), the costs of an application are in the discretion of the court.

Disqualification (*Part 4, Division 7*)

Under the *Community Charter*, the council cannot declare a member's seat vacant by resolution. Council must instead apply to the court for a declaration of disqualification. But first, council must pass a resolution authorizing the court application by a 2/3 vote of all its members. The council member who is the subject of the resolution may take part in the discussion and voting on it since s.100 and 101 of the *Charter* are not applicable to this resolution.

Circumstances with regards 'Conflict of interest' and holding office (s.110)⁵

- 1) A person elected or appointed to office on a council is disqualified from holding that office if any of the following applies:
 - c) the person is disqualified under any of the following:
 - section 101 [restrictions on participation if in conflict];
 - section 102 [restrictions on inside influence];
 - section 103 [restrictions on outside influence];
 - section 105 [restrictions on accepting gifts];
 - section 106 [disclosure of gifts];
 - section 107 [disclosure of contracts];
 - section 108 [restrictions on use of insider information];

⁵ In the event of perceived conflict of Interest by council members, reference should be made to process detailed in the *Community Charter* and the District should seek legal advice.

- d) the person is disqualified under section 191 of the *Charter* [liabilities for use of money contrary to Act];
 - e) the person is disqualified under section 66 (2) [who may hold elected office] of the *Local Government Act* or section 38 (2) [who may hold elected office] of the Vancouver Charter.
- 2) A person disqualified under subsection (1) is disqualified from holding office on a local government, including office on the council of the Municipality of Vancouver, as follows:

Consequences of Conflicts

In summary, the consequences of a member of council debating and voting on a matter in which the member has a pecuniary conflict of interest are:

- the member can be disqualified from holding office and subject to other actions
- the member's vote can be invalidated, which could change the result if the margin was one vote (a tie vote is negative)
- the resolution or bylaw voted on could be invalidated on the basis that the member's conflict tainted the entire vote
- the member can be required to give up to the municipality any financial gain realized by the member

These outcomes can result in expensive litigation for both the member and the municipality.

Common Law Bias

A common law bias is a non-statutory pecuniary conflict of interest. It is a conflict or bias that is not pecuniary but still affects the member, apart from the objective merits of the issue. However, it is not to be confused with political bias, i.e. left, right or center politics. This can be a situation where a friend, business associate or family member or their 'interest' can influence the member to vote in a certain way.

While a conflict of this sort will not disqualify a member from holding office, it can result in a challenge to the validity of both the member's vote and an action of the council, such as a bylaw, resolution or contract.

Criminal Code

With regards, 'Conflict of Interest' and similar actions of council members, the *Criminal Code* addresses matters such as bribery, corruption and influence of public officials. In such cases, if found guilty, penalties for criminal conviction apply.

Other Forms of Bias

Bias is not limited to perceptions or actions resulting from the 'conflict of interest' or the receipt of gifts. Actual or perceived bias may also occur in other council actions. By-law enforcement and zoning are examples. In such cases, statutory and other legal rules for procedural fairness must be adhered to and council must act, and encourage employees to act, impartially and in good faith.

Summary

The potential legal consequences of the *Community Charter* provisions regarding 'Conflict of Interest' underscore the importance of avoiding such transgressions. In addition, a member of council must be guided by key features of good local governance.

- The community's interests prevail over a member of council's personal interests.
- Abiding by provincial and federal laws affecting local government and the maintenance of an awareness of the legal limitations of local government with a focus on the development and adherence to fair and effective policy.
- The emphasis upon impartial and unbiased local government administration, operations and enforcement.
- The use of common sense as a touchstone with regards 'conflict of interest' and the acceptance of gifts.

POLICY NAME	Agenda Packages	POLICY NO.	1.2.2
POLICY OWNER	Corporate Officer	REVIEW PERIOD	
EFFECTIVE DATE	May 22, 1990	RESOLUTION NO.	A-8
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To determine the distribution of full Agenda packages to the public.

POLICY

Groups who have missed three consecutive Council meetings will no longer be entitled to detailed Council Agenda Packages.

Detailed Agenda Packages will be provided to approved organizations such as Ratepayers, Community Associations and the Press.

Several copies of the basic Agenda will be available for the public at each Council meeting.



COUNCIL POLICY

1.2.10 – Release of In-Camera Resolutions

POLICY NAME	Release of In-Camera Resolutions	POLICY NO.	1.2.10
POLICY OWNER	Corporate Officer	REVIEW PERIOD	
EFFECTIVE DATE	November 5, 2008	RESOLUTION NO.	08-11A-33
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To establish a process for the release of in-camera resolutions to be confirmed in regular Council meetings.

POLICY

That it be the policy of Council that all resolutions that are released from in-camera by Council, be brought forward by way of a staff report on the next regularly scheduled Council meeting agenda and confirmed in open meeting.



POLICY NAME	Photocopying Service for Community Associations	POLICY NO.	1.3.9
POLICY OWNER	Corporate Officer	REVIEW PERIOD	
EFFECTIVE DATE	February 18, 1998	RESOLUTION NO.	12278
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To have staff photocopy certain material for Community Associations free of charge.

POLICY

That the District continue to provide “bulk” photocopying services free of charge to Community Associations, based on clearly defined and communicated policy.

POLICY NAME	Bylaw Enforcement Investigation	POLICY NO.	1.3.11
POLICY OWNER	Director of Planning and Development	REVIEW PERIOD	
EFFECTIVE DATE	November 21, 2001	RESOLUTION NO.	14955
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To ratify the administrative practice of judging validity of complaints upon whether or not there is evidence that the activity or use has an impact on use of neighbouring properties.

POLICY

1. Bylaw enforcement investigation will be commenced on submission of written complaints.
2. Preliminary investigation will occur to determine if the activity or structure being complained about can be
 - heard, or
 - is visible, or
 - creates noxious fumes, an odor dust or nuisance outside the property, or
 - is a use or activity in violation of District bylaws.
3. If the preliminary investigation determines there is basis for enforcement action, the normal bylaw enforcement procedure will be followed. If the investigation finds there is no basis for enforcement, the complainant will be informed their complaint does not meet the criteria set out above.

POLICY NAME	Bylaw Enforcement Notification System Screening Officer	POLICY NO.	1.3.15
POLICY OWNER	Director of Planning and Development	REVIEW PERIOD	
EFFECTIVE DATE	November 21, 2001	RESOLUTION NO.	14955
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To provide a process whereby disputes of notices (tickets) issued pursuant to the Bylaw Enforcement Notification System Bylaw can be resolved in-house, and to provide the opportunity to resolve bylaw infractions through compliance agreements.

POLICY

Screening Policy

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

- (a) Identity cannot be proven, for example, the Bylaw Notice was issued to the wrong person or the vehicle involved in the contravention had been stolen.
- (b) An exception specified in the Bylaw or a related enactment is made out, for example, handicap vehicle in time zone or pay lot.
- (c) There is poor likelihood of success at adjudication for the District, for example, the evidence is inadequate to show a contravention; or the Officer relied on incorrect information in issuing the Notice; or the Notice was not completed properly; or the Bylaw provision is unenforceable or poorly worded.
- (d) The contravention was necessary for the preservation of health and safety, for example, the contravention was the result of a medical emergency.
- (e) The Notice is one of a number of Notices arising out of the same incident, in which case the Screening Officer may cancel all but the most appropriate Notice.

- (f) It is not in the public interest to proceed to adjudication for one of the following reasons: the person who received the Notice was permitted or entitled to take the action, but the issuing officer was not aware of this entitlement or permit; the person receiving the Notice was undergoing a personal tragedy at the time of the contravention such that is not in the public interest to proceed; the bylaw has changed since the Notice was issued and now authorizes the contravention.
- (g) The person exercised due diligence in their efforts to comply with the bylaw, for example, as a result of mechanical problems the person could not comply with the bylaw; or the sign indicating the bylaw requirement was not visible.

POLICY NAME	Council Correspondence	POLICY NO.	1.3.16
POLICY OWNER	Corporate Officer	REVIEW PERIOD	
EFFECTIVE DATE	January 1, 1990	RESOLUTION NO.	A-7
AMENDMENT DATE	June 19, 1991	AMENDMENT RESOLUTION NO.	5380
AMENDMENT DATE	May 5, 2010	AMENDMENT RESOLUTION NO.	142-05/2010
AMENDMENT DATE	October 9, 2013	AMENDMENT RESOLUTION NO.	583-10/2013
AMENDMENT DATE	November 18, 2020	AMENDMENT RESOLUTION NO.	2020-11B-25

POLICY

To establish a policy framework for placing incoming correspondence addressed to the Mayor, or to Mayor and Council, on a Council agenda.

PURPOSE

The District strives to operate and communicate in a timely manner with transparency and accountability following best practices for local government. This policy sets out the procedures to be followed with that purpose in mind.

1. PROCEDURES

Definitions: Words in this policy having the following definitions:

- 1.1 **Correspondence** includes any written communication addressed to the Mayor and/or Council that is sent by email, mail, fax or in person and received by the District of Sechelt. This does not include items sent to individual councillors, or some councillors, unless the item is forwarded to administration for processing.
- 1.2 **Council Agenda** means any Regular or Special Council meeting agenda.
- 1.3 **Council Correspondence** means Correspondence included on a Council Agenda under the Council Correspondence section.

2. PROCESS

Routing

- 2.1 Correspondence addressed to Mayor and/or Council will be circulated electronically to all Council members in the week in which it is received. The Correspondence will be circulated to Council members again, either by weekly email package or on the Council Agenda under Council Correspondence.
- 2.2 The Corporate Officer will review all Correspondence received and route it appropriately. Items of an operational nature will be forwarded to appropriate staff for follow up and a response.

Council Correspondence on Council Agenda

- 2.3 Correspondence related to the following will be considered for inclusion on Council Correspondence:
 - requesting a decision of Council,
 - of a political nature for Council's information,
 - following up on ongoing business of Council,
 - items received from a recognized Society, organization or group requesting a decision of Council,
 - an item forwarded by the Mayor or a councillor with a request that it be added.

Correspondence received will be placed on the next Council agenda under Council Correspondence, within established agenda publishing deadlines. Items will be marked "For Information", or "For Action" depending on their subject matter.

Correspondence Excluded from Council Agenda

- 2.4 Correspondence regarding the following will be excluded from Council Correspondence:
 - related to personnel,
 - exempt from public release under the *Freedom of Information and Protection of Privacy Act*,
 - related to the subject of a Public Hearing when the Correspondence is received after the close of the Public Hearing,
 - the subject matter is related to a resolution passed by Council at a recent previous meeting,
 - subject of a bylaw enforcement file and related ongoing investigations,
 - general operational matters,
 - unsolicited information items that are not seeking a Council decision such as bulletins, newsletters, invitations to events, commercial advertising and the like,
 - subject matter does not fall within Council's mandate.

Appeal

- 2.5 A person who believes their Correspondence should be included on the Council agenda despite the exclusions listed in this policy, may appeal to the Mayor. The Corporate Officer or designate will forward the appeal to the Mayor for a decision on whether the item should be added to the Council agenda. The Mayor's decision is final.

3. GENERAL

- 3.1 All Correspondence addressed to Council is public and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- 3.2 Correspondence that is sent anonymously, or that does not include the writer's name and contact information will not be included in Council Correspondence. When such Correspondence is received, a reasonable effort will be made to follow up with the writer to obtain contact information.

POLICY NAME	Communications	POLICY NO.	1.3.17
POLICY OWNER	Chief Administrative Officer	REVIEW PERIOD	
EFFECTIVE DATE	October 3, 2018	RESOLUTION NO.	2018-10A-23
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The purpose of the Corporate Communications Policy is to establish guidelines for the District of Sechelt communications, including the procedures, roles and responsibilities for all District employees and representatives when communicating or releasing information on behalf of the District. The purpose of this policy is to:

- ensure information is provided in a timely, consistent and appropriate manner; and
- provide guidelines and procedures that support transparent, consistent, and informative communications from the District.

This policy applies to all District employees and all contractors or partners who communicate with citizens, other agencies or the media on behalf of the District.

ETHICS

Ethical practice of public relations is defined by the Canadian Public Relations Society as:

- *Transparent (honest, open, willingness to share information)*
- *Accountable (to our priority publics, our clients, our employers, our profession and to society)*
- *In the public interest*
- *Built on integrity and independence*

The District of Sechelt will, in all communications abide by these ethical standards.

POLICY

Responsibilities

The Chief Administrative Officer is responsible for:

- Implementing this policy;
- Ensuring policy and procedures reviews occur.

Guiding Principles

All communication activities conducted by the District must adhere to the appropriate policies, guidelines or statutory requirements set out by legislation.

Communications activities must also reflect the District's Communications Principles:

1. Provide information that is timely, accurate, clear, accessible and responsive.
2. Consider the range of communication tools at our disposal and use those most appropriate to address the needs associated with each circumstance.
3. Work collaboratively across the organization to ensure that information is thorough, factual and timely.
4. Respect the access to information and privacy rights of citizens and employees.
5. Support opportunities for engagement to inform public policy.
6. Strive to achieve a culture of two-way communication and "communications excellence" practices.

Plain Language

The District will use 'plain language' for its external communications whenever possible.

Timely Response

The District provides residents, business, visitors, and other stakeholders timely, accurate, clear, accessible and responsive information. As such, District employees must respond to enquiries in a prompt manner, either in person, by telephone or voicemail, by email, or through other official District channels such as social media.

When the information requested is not immediately available, the message must be acknowledged as soon as possible. Information in the acknowledgement may include an estimated timeline for the response, alternate staff members or departments the enquiry is being forwarded to, or other information that informs the citizen their enquiry is being actioned.

Engagement

The District is committed to involving its citizens as part of decision-making processes. The District uses the International Association of Public Participation (IAP2) Core Values as its foundation when considering public participation and engagement.

Core Values for the Practice of Public Participation (source: IAP2 Canada):

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.

5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.

Media Relations

The Mayor or a Councillor is the authorized spokesperson to speak with media on behalf of Council-related to decisions and outcomes of Council business. The CAO (or authorized delegate) is authorized to speak with the media on policy matters or on matters affecting the administration of the District.

Partnerships and Third-Party Promotion

A partnership is defined as an arrangement where parties agree to cooperate to advance their mutual interests in order to increase the likelihood of each achieving their mission and to amplify their reach.

A sponsorship is defined as a formal agreement in which cash and/or an in-kind fee is paid toward a program, service or amenity in return for marketing, advertising, public relations or other recognition.

The District regularly, as part of its day-to-day operation, enters into partnerships and/or sponsorships with other organizations, governments, societies and businesses. As a course of business and transparency, the District should acknowledge these partnerships as part of its regular communications. This may include short statements outlining the partnership or sponsorship arrangement, use of a logo on advertising materials, or another similar tactic.

The District will not actively promote or advertise any third-party organization, society, entity or business over another similar organization, unless as part of an officially recognized partnership or sponsorship relationship.

Social Media

The District uses social media as a communication and engagement tool to share information and encourage dialogue with a wide variety of audiences.

All social media accounts must first be recommended by the Communications Manager and approved by the CAO. All social media accounts must be branded in such a way as to reflect their official attachment to the District and include appropriate contact information and a statement outlining the rules of use.

See Social Media Policy number 1.3.18

Branding and Brand Elements

The District Brand Identity Guidebook will be followed by staff and contractors to ensure the District brand is consistent. The District Brand Guidelines provides details on logo placement, colours, typography and other branding elements.

The District establishes policies, provides services, and maintains a variety of facilities. For its role and responsibilities to be clearly recognized, it must have a single and consistent visual identity.

District logo use by outside organizations must reflect the District's official role or partnership in a program, service, or event. Logo use requests by outside organizations must be directed to the CAO or designate.

Website

The District will maintain an official website (www.sechelt.ca) to provide the public with information regarding District services, Council decisions, Council and committee meeting schedule, minutes and agendas, bylaws, activities and events, and ongoing local government business.

The District website will not be used to promote an individual business, not-for-profit organization, or community organization over any other, and will not be used to promote an individual political philosophy.

POLICY NAME	Social Media	POLICY NO.	1.3.18
POLICY OWNER	Chief Administrative Officer	REVIEW PERIOD	
EFFECTIVE DATE	October 3, 2018	RESOLUTION NO.	2018-10A-25
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

This Social Media Policy outlines the corporate standards and principles of communicating in the online world related to discussing, sharing or commenting on District business.

Goal of Social Media Use

The District's goal in using social media is to:

- Engage citizens at their convenience.
- Make it easy for citizens to participate.
- Create a two-way dialogue with the community.
- Provide the District with the ability to communicate effectively.

POLICY

The District of Sechelt will post public guidelines on social media sites, where possible, to state the purpose of the page and the rules of participating in the forum.

Posts will be accurate and transparent communications regarding only District of Sechelt business. Posts on behalf of any other organization will not be permitted.

The District will not post documents, logos, photographs, graphics or other material owned by others without written permission, unless such postings fall under an exception to copyright protection.

Commenting by citizens will be permitted on all social media platforms. The District provides residents, business, visitors, and other stakeholders timely, accurate, clear, accessible and responsive information. As such, District employees must respond to social media enquiries in a prompt manner.

Employees will not use a personal Facebook account to speak on behalf of the District.

The District reserves the right to restrict or remove any content from District social media sites.

Privacy, libel and human rights laws and policies apply to social media sites and accounts as they do to other forms of communication. Staff will not post obscene or racist content; personal attacks, insults or threatening language; or potentially libelous statements.

POLICY NAME	Council Communication	POLICY NO.	1.3.19
POLICY OWNER	Director of Corporate and Community Services	EFFECTIVE TERM OF POLICY	Completed by: September 15, 2024
EFFECTIVE DATE	May 1, 2024	RESOLUTION NO.	2024-5A-02
AMENDMENT DATE	July 17, 2024	AMENDMENT RESOLUTION NO.	2024-7C-06

PURPOSE

To support timely and effective communication between all members of Council and District of Sechelt officers and employees (“District staff”).

POLICY

To establish clear parameters and facilitate communication practices that are consistent between Council and District staff.

PROCEDURE

1. All communication from Sechelt Council to District staff must include the Deputy Mayor (or their designate) as follows:
 - a. Members of Council shall not send electronic (including email and text messaging) or other forms of written communication directly to District staff, with the exception of the Chief Administrative Officer (CAO).
 - b. Council members must send all electronic and written communication to the CAO and Acting Mayor who will forward the communication to District staff for a response.
 - c. All District staff responses to the communication must be sent to all members of Council simultaneously.
 - d. Prior to speaking directly with District staff, members of Council must notify the CAO and Deputy Mayor and include the Acting Mayor in the conversation at their discretion.

1.3.19 – Council-Staff Communication

- e. Prior to arranging a meeting with District staff, members of Council must notify the CAO and Acting Mayor and include the Acting Mayor in the meeting at their discretion.
2. The Acting Mayor will respond to a Council member's request in a timely manner and will endeavour to do so by no later than the end of the next business day.
3. This Policy does not apply to communication with third parties who are not District staff.
4. This Policy is in addition to section 14 the Council Code of Conduct bylaw.
5. A Council review of this Policy will be completed prior to July 31, 2024.



POLICY NAME	Local Government Emergency Programs	POLICY NO.	1.4.2
POLICY OWNER	Chief Administrative Officer	REVIEW PERIOD	
EFFECTIVE DATE	June 16, 2004	RESOLUTION NO.	16556
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To coordinate Emergency Program bylaws with other local governments within the Sunshine Coast Regional District.

POLICY

That Council supports the coast-wide coordination of Emergency Program bylaws amongst the local governments.

That the staff be authorized to work with the staff of the other three Sunshine Coast local governments on this initiative.

POLICY NAME	District Event Equipment Rental	POLICY NO.	1.4.5
POLICY OWNER	Corporate Officer	REVIEW PERIOD	
EFFECTIVE DATE	October 19, 2011	RESOLUTION NO.	561-10/2011 (5)
AMENDMENT DATE	April 17, 2013	AMENDMENT RESOLUTION NO.	232-04/2013 (9)
AMENDMENT DATE	May 7, 2014	AMENDMENT RESOLUTION NO.	271-05/2014 (5)

PURPOSE

To provide for rental of District Event Equipment (Stage/Tent/Art Walls).

POLICY

Rental of event equipment for uses other than District participation in events be restricted to Sechelt community organizations and neighbourhood associations and District sponsored events.

Use of equipment by the District will take priority. Associations may request rental of equipment by contacting the Communications Manager a minimum of two weeks in advance of the proposed use date. Rental requests will be approved on a first come, first served basis.

Rental use locations must be on the lower Sunshine Coast.

If the equipment is available, an association may secure rental of the equipment by signing a rental agreement and providing a damage deposit a minimum of one week in advance of the use date.

Once a booking is secured, the Communications Manager will advise the Parks Department that a booking is confirmed. The Parks Department will liaise with the renter regarding equipment set up and return arrangements. Set up must be done by District staff.

Take down and return of equipment can be done by the renter or the renter can request that District staff perform this service. If the renter chooses to handle return of the equipment, this must be by arrangement with the Parks Department. The item will be inspected by the Parks Department and any damage will be reported to the Communications Manager.

Use of the equipment by others is not covered by the District's liability insurance. Renters are required to provide proof of liability insurance as per the District of Sechelt Parks Lands and Roads Temporary Use Bylaw No. 480.

Equipment rental charges will include:

- a daily rental rate for equipment,
- an hourly labour charge-out rate for the cost of District staff time involved in set up/take down, with the minimum labour charge-out being two hours if done during District staff scheduled working hours and a minimum of four hours if scheduled when 'call-out' of District staff is required,
- mileage charges for delivery/pick-up, if set-up is requested outside of the boundaries of the District of Sechelt,
- a 15% administration fee on the above noted charges,
- applicable taxes.

The renter will be invoiced for the rental, labour and mileage charges, administrative fees and any damage/replacement costs. The damage deposit will be returned to the renter following payment of the invoice.

Council delegates the authority to approve waivers of fees/costs valued at less than \$1500.00 to staff.

Rental Rates - 2011

Tent	\$150/day
Stage	\$500/day
Plywood Art Wall	\$100/day/wall

Damage Deposit - 2011

Tent	\$500
Stage	\$1000
Plywood Art Wall	\$100/day/wall

<u>Milage</u>	.52/kilometer
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POLICY NAME	Community Associations	POLICY NO.	1.4.6
POLICY OWNER	Administration	REVIEW PERIOD	
EFFECTIVE DATE	October 3, 2018	RESOLUTION NO.	2018-10A-27
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To provide people who have a shared interest in a neighbourhood within the District of Sechelt with a process to:

- be recognized as a group with common interests related to their geographical location; and
- communicate shared interests to Council for consideration on behalf of the group.

Being registered as a community association allows a group to:

- be recognized by Council as a society registered under the *BC Societies Act*;
- be included on the Planning and Development Services Department referral process;
- have access to printed copies of agendas for public Council meetings; and
- be included on a listing of community associations on the District of Sechelt website.

DEFINITIONS

In this policy:

“community association” means a society registered under the *BC Societies Act* that includes a group of people with a shared interest in a neighbourhood within the District of Sechelt. Community associations are considered to represent only the members of their association, which may or may not be a majority in the neighbourhood.

“community association representative” means a person selected by the community association to represent the association to the District of Sechelt. This could be a member or director of the association as defined by the [Societies Act](#) or another person chosen by the association.

POLICY

1. First Time Application

Upon formation, a community association must submit a completed application form and supporting document to the District of Sechelt Corporate Officer. The application form collects the following information:

- name of community association
- name of contact person
- contact information for community association
- names of community association representatives
- geographical boundaries for the community association
- supporting document: a copy of the *Societies Act* Certificate of Incorporation

2. Annual Communication with the District of Sechelt

Community association must communicate annually with the District of Sechelt to confirm it is still active. A community association must send the following information to the Corporate Officer each year to be considered active:

- written confirmation that the community association is in good standing with the Societies Registry
- any changes in the registered representatives and/or their contact information.

3. Changes to contact information

The Corporate Officer must be notified within 30 calendar days of any changes to the contact information provided on the Registration Form (name of contact person/address/phone numbers).

4. Delegations

Individuals and groups have the right to address Council as a delegation at Committee or Council meeting. All individuals and groups must submit a delegation request form to the District of Sechelt Corporate Officer to be considered as a delegation for a Council or Committee meeting.

If a delegation request is received from a community association, the Corporate Officer will verify that the association is registered with the District of Sechelt and that the request is from a registered representative of the association. The Corporate Officer will consider the delegation request for inclusion on a Council agenda, per Council policy.

If a delegation request is received from someone wishing to represent a community association, but is not a registered representative of the association:

- the applicant must submit written verification from a registered representative authorizing the applicant to speak on behalf of the association
- if no written authorization is received, the Corporate Officer will consider the delegation request for inclusion on a Council agenda as a request submitted by an individual and will not attribute the request to a community association.

5. Letter to Council

Individuals and groups have the right to communicate with Council in writing via council@sechelt.ca or 5797 Cowrie St, P.O. Box 129, Sechelt, BC, V0N 3A0. A copy of the letter will be delivered to the Mayor and each Councillor and considered for inclusion on a public Council agenda.

6. Referral Process

Development applications and other items requiring a decision from Council may be referred to governments, agencies and community groups. A community association may be included if the development application or other item could affect a neighbourhood. Council considers responses to referrals in its decisions.

7. Council Liaison

A Council liaison may be assigned to a community association. The role of the Council liaison may vary, depending on the needs of the association and relevant issues. A Councillor may:

- attend community association meetings at the request of the association
- discuss issues raised by a community association with Council
- provide information to the community association about Council decisions and District of Sechelt processes.

8. Access to Council Agendas

Community associations may receive up to three paper copies of Regular Council Agendas free of charge for pick-up at the Municipal Hall if a written request is received by the Corporate Officer.

Community associations who have requested paper copies of agendas and do not pick-up the documents for three (3) consecutive weeks will have this service suspended without further notice and the service will only be resumed upon written request to the Corporate Officer.

9. District of Sechelt Website

A list of registered community associations shall be published on the District's website.

10. Non-compliance

Associations not complying with the above criteria will not be included in the District's official registry of community associations.



APPLICATION DATE _____

District of Sechelt Community Association Application Form

Attention: Corporate Officer
P.O. Box 129, 5797 Cowrie St, Sechelt, BC, V0N 3A0
Phone: 604-885-1986 Email: info@sechelt.ca

1. Name of Community Association:

(PLEASE PRINT)

2. Name of Contact Person: _____

Position: _____

(PLEASE PRINT)

(For notification purposes, please provide mailing address of contact person.)

Address: _____

(PLEASE PRINT)

City: _____ **Postal Code:** _____

Telephone Numbers:

Residence: () _____ **Business:** () _____ **Fax No:** () _____

E-Mail Address: _____

3. Community Association Representatives (PLEASE PRINT OR ATTACH LIST):

Name	Position	Address	Telephone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



4. Please list the boundaries (eg. street names or major landmarks) of the area which the Association represents:

North: _____

South: _____

East: _____

West: _____

5. Societies Act Certificate of Incorporation attached? Yes No

Notice of Collection of Personal Information

The information collected on this form will be used to compile and maintain an official Registry of Community Associations. Any personal information we ask you to provide is collected under the *Freedom of Information and Protection of Privacy Act*. The information will only be used for the purpose for which it is collected. Any information collected will not be disclosed to third parties without your permission, except as required by law. Questions about this collection can be addressed to the Corporate Officer: info@sechelt.ca; 604-885-1986.

POLICY NAME	Fair Hiring	POLICY NO.	1.5.3
POLICY OWNER	Human Resources Manager	REVIEW PERIOD	
EFFECTIVE DATE	November 18, 2009	RESOLUTION NO.	369-11/2009 (6)
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The District of Sechelt is committed to developing our employees and promoting from within whenever practicable. To ensure the District of Sechelt’s goals, objectives and strategies are met, the District of Sechelt employs a recruitment strategy designed to practice equal opportunity and fair hiring processes when filling positions. The District of Sechelt has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

POLICY

This Policy Shall:

1. Provide guidelines for personnel requests;
2. Detail procedures for all job postings;
3. Describe the application process for potential candidates;
4. Outline the interview process;
5. Discuss employee eligibility for internal transfers;
6. Summarize the process for conducting reference checks;
7. Supply procedures for offers of employment;
8. Present resolutions for conflict in the hiring process.

Personnel Requests

The District of Sechelt requires that all staffing requests shall be based on necessity and budget requirements and shall have prior approval of the CAO and Council (through the adopted Financial Plan). Before a vacancy is posted, a Request for Personnel form shall be completed and approved in writing by the Department Head. Request for Personnel forms shall be forwarded to Human Resources who will lead the recruitment and selection process. The Request for Personnel must include the vacant position’s title; job description; wage rate; competencies and

qualifications necessary at job entry including knowledge, skills, abilities, experience, education, training, and other certifications and credentials; reasons for the opening; permanent or temporary status; and the hours/shifts required.

Job Postings

Internal:

- The District of Sechelt shall post all new bargaining unit job vacancy postings internally within the District of Sechelt's offices and on all other staff bulletin boards for a period of one week.
- This process is designed to give current District of Sechelt employees first priority in consideration for new employment opportunities within the District, and to promote qualified employees whenever possible. In-service applicants will be treated according to the provisions of the Collective Agreement.
- Qualified applicants under the employ of the District of Sechelt shall remain subject to the normal hiring processes, including interviews, testing, past work performance evaluation, etc.
- Where there is only one in-service applicant to an internal posting and that applicant is deemed qualified to the position by Human Resources, the District of Sechelt may waive the requirement to interview the applicant and award the position to the only in-service applicant.

External:

- The District of Sechelt may advertise externally and make available to the public any excluded employment opportunities.
- In some instances, the District of Sechelt may simultaneously post any new bargaining unit employment opportunities externally concurrent with an internal posting, particularly if it is not expected an internal posting will yield a sufficient pool of fully qualified in-service candidates to choose from.
- Human resources shall be responsible for the placement of all external recruitment advertisements.
- External job postings shall be advertised locally in the newspaper and on the District of Sechelt's web site.
- The District of Sechelt may advertise any external job posting through media or sources in other geographic locations when exposure to a broader pool of applicants is desirable.

Application Process

- The District of Sechelt requires that all applicants submit a resume and covering letter in application for the consideration of employment.
- Applicants may also submit letters of reference to augment the evaluation process of past work performance.

- The District of Sechelt will review all properly completed and on-time applications, short-listing those that meet the required criteria specified in the job posting. Applicants who do not meet the requirements and/or the desirable criteria identified in the job posting may be short-listed for consideration of under-implementation in the position, at the discretion of Human Resources. Short-listed candidates will be invited for an interview.

Interviews

- Behavioural interview questions shall assess behavioural competencies including motivation, initiative, attitude, skill/ability, knowledge, behaviour or any other personal characteristic demonstrated through behaviours that is essential to perform the job well.
- Interview questions shall be created by Human Resources in consultation with the hiring manager to ensure their efficacy and relationship to competencies stated in the Request for Personnel.
- Testing procedures and any other selection processes shall be designed by Human Resources in consultation with the hiring manager and be aimed at determining an applicants potential for success in the position.
- Interviews shall be scheduled and conducted by Human Resources and the hiring manager. The interview team may include a bargaining unit employee who is deemed to be a 'peer' or would provide work direction, orientation or training to the new employee. The bargaining unit peer shall not participate in the final selection of any candidate.
- Upon completion of all scheduled interviews, the results shall be reviewed by Human Resources in conjunction with the hiring manager.
- The hiring manager shall make hiring decisions at his/her discretion and with advice from Human Resources.
- Competition files shall consist of the Request for Personnel form, competition administration checklist, job description, job vacancy posting, advertisements, applications and resumes, applicant shortlist summary, interview questions and assessments, completed rating guides, signed Notice of Contact form and past work performance check.
- The competition file shall be kept in Human Resources to ensure the appropriate retention of records and protection of privacy.
- Human Resources shall notify those applicants short-listed and not selected for employment regarding the closure of the position.

Internal Transfers

- Employees are encouraged to apply for internal job openings, and will have their applications considered on the basis of their qualifications, seniority and potential for success at the position.
- Internal applicants who are not selected for the position shall be notified by Human Resources.

- In the event that a bargaining unit employee is selected for employment pertaining to an internal job posting, following their transfer to the new position they will begin a trial period as outlined in the Collective Agreement.

Reference about Past Work Performance

- Human Resources shall conduct reference checks about past work performance on all potential candidates for employment at the District of Sechelt.
- Past work performance shall be checked to further assess a candidate's qualification for the position and must be conducted prior to extending an offer of employment to the candidate.
- All candidates being considered for employment at the District of Sechelt will be required to sign a Notice of Contact form authorizing Human Resources to undertake a reference check to evaluate their past work performance.
- The Notice of Contact shall inform the candidate that information will be obtained from their current and previous employers as a condition of being considered for employment with the District of Sechelt.

Offer of Employment

- The District of Sechelt shall give an offer of employment to applicants that have been selected through the application and interview process and successful reference checks.
- The offer of employment letter shall provide the applicant with a start date, specify the position to which the applicant is being appointed, the rate of pay for the position, hours of work, required location to report to duty, manager's name, details of the probationary or trial period, and any other job specific information.
- Applicants will be required to sign the offer of employment letter in duplicate form.
- Employee orientation shall be provided, and will include workplace policies, rules and regulations, health and safety orientation and other job specific information designed to assist the employee in his/her duties.

Potential Hiring Conflicts

Family Members:

- The District of Sechelt shall accept applications from, and consider a member of an employee's immediate family for employment if the candidate has all the requisite qualifications.
- An immediate family member shall not be considered for employment if by doing so, it might create a direct or indirect managerial/subordinate relationship with the family member, or if his/her employment could create a conflict of interest either real or imagined.
- For the purposes of this policy, immediate family members shall be defined as: Spouse, Partner, Mother, Father, Brother, Sister, Son, Daughter, or any In-Laws.

Employee Relationships:

- Employees engaging in romantic relationships and employees that become married or live in the same household may continue their employment with the District of Sechelt provided that there is neither a direct or indirect managerial/subordinate relationship between the employees, or a conflict of interest, real or perceived, created as a result of the relationship.
- In the event that either a managerial/subordinate, or conflict of interest issue arise, The District of Sechelt will work with the employees to accommodate them in a reasonable fashion. Possible resolution may require one of the employees to transfer to another position within the District. If this is not possible, one of the employees must resign.

Former Employees:

- A former employee that left the District of Sechelt on amicable terms may be eligible for reemployment.
- Former employees that left the District of Sechelt without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for reemployment.

POLICY NAME	Employee Orientation	POLICY NO.	1.5.4
POLICY OWNER	Human Resources Manager	REVIEW PERIOD	
EFFECTIVE DATE	November 18, 2009	RESOLUTION NO.	369-11/2009 (7)
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The District of Sechelt has enacted this Orientation Policy to ensure all employees are provided with orientation that will familiarize new and returning employees with the services and functions provided by the District of Sechelt, and to orient them to their responsibilities.

POLICY

It is the policy of the District of Sechelt to integrate new employees in a manner that will generate a positive and lasting employment relationship. Orientation shall cover information concerning policies and procedures, occupational health and safety, as well as organization and department goals and operating procedures.

This policy is intended to augment the District of Sechelt's *Occupational Health and Safety Policy* in providing for legislative compliance and protection of the health and safety of District of Sechelt employees and others that may work on District of Sechelt premises by ensuring that all health and safety training is conducted before the assignment of regular work.

This Policy Shall:

1. Determine the scope of this Policy;
2. Provide definitions for use within the Orientation Policy;
3. Outline procedures;
4. Outline management and employee responsibilities.

Scope

This policy applies to all newly hired employees and to any employees (including those in acting assignments) who are assigned new or unfamiliar work and/or equipment.

This Policy is effective immediately.

DEFINITIONS

Department Orientation Checklist – A comprehensive checklist provided by Human Resources that will ensure all requisite training and introduction to the District of Sechelt is both completed and documented. The Department Orientation Checklist covers orientation to the culture of the District of Sechelt, responsibilities on their start date, and overall training requirements for the first week of employment.

New/Young/Returning Worker Safety Orientation - Acquainting employees and others to the District of Sechelt's health and safety program and the hazards to which they may be exposed. Familiarizing those individuals with the District of Sechelt's expectations regarding occupational health and safety and the roles and responsibilities of the workplace parties within the health and safety program.

Job-Specific Health and Safety Training - A formalized training program geared to a specific job/task (e.g. confined space entry) that provides participants with the necessary knowledge and skills to perform the job/task safely from the outset.

PROCEDURES / RESPONSIBILITIES

Health and Safety portions of the orientation should be completed before the new employee starts working to ensure that appropriate training has taken place and site specific hazards have been identified.

Departments Are Required To:

- Provide sufficient resources to ensure timely and efficient implementation of this policy.
- Ensure that health and safety orientation and job-specific health and safety training programs as outlined in the *Occupational Health and Safety policy* and program standard are established within their area(s) of responsibility.

Supervisors / Managers / Department Heads:

Department Heads will facilitate in seeing that applicable portions of the policy are carried out in their respective areas. Supervisors/Managers/Department Heads, as applicable, will:

- Meet with the employee to complete the attached Department Orientation checklist.
- Sign the Orientation Checklist acknowledging that the employee has been provided with the information relevant to the job.
- Return the completed checklist to Human Resources for the employee's file within two weeks of the employee's start date.
- Ensure that all newly-hired employees under their supervision and any employee reassigned to their supervision, receive the New/Young/Returning Worker Safety Orientation and any required job-specific health and safety training as required by the *Occupational Health and Safety policy*, prior to commencing work.

- Employees reassigned to a supervisor may not need to attend orientation. However, when the employee has been absent from their position for an extended period of time, the employees' skills should be reassessed. Retraining or update training should be mandatory when, (1) the employee is not able to demonstrate the safe operation of the equipment, tool, etc., or (2) new equipment, tools, etc. have been introduced since the absence of the employee.
- For employees transferring between departments, provide orientation regarding policies/procedures/practices that differ from those of the original work area.
- Communicate aspects applicable to their work operations to those newly hired employees and employees with new tasks or equipment who report to them (e.g. staff meetings, operation of equipment, location of common areas, job functions of coworkers, general administrative procedures, etc., as indicated on the Department Orientation Checklist).
- Monitor employees' performance on an on-going basis to ensure that skills and knowledge are put into practice and for modification of training as needed.
- Answer inquiries and otherwise assist the new employee with a smooth transition to District of Sechelt.

Those Who Arrange for the Services of Contractors Will:

- Through contract language, ensure that workers of contractors and sub-contractors are adequately trained to perform the required work.
- Ensure they are advised of hazards related to District of Sechelt workplaces and/or District of Sechelt work that may affect them.
- Take reasonable steps to ensure that these parties are competent to perform work to which they are assigned.

Those Who Arrange for the Services of Volunteers, Students and Trainees Will:

- Ensure that health and safety orientation is completed for these parties.
- Ensure they are advised and protected from hazards related to District of Sechelt workplaces and/or District of Sechelt work that may affect them.
- Take reasonable steps to ensure that these parties are competent to perform work to which they are assigned.

Human Resources

The District of Sechelt Human Resources Department will be responsible for the development and administration of this policy, and will:

- Liaise with and advise the hiring department with regard to the review of the offer of employment, the conditions of employment, and benefit options available to the new employee.
- Provide and review the offer of employment and the conditions of employment with the new employee.

- Complete the Human Resources New Hire checklist.
- Provide or otherwise make available to the employee an orientation package which will include the following:
 1. Explanations of applicable District of Sechelt benefit plans and application forms;
 2. A copy the Collective Agreement;
 3. A District of Sechelt identification card;
 4. District of Sechelt introductory literature;
 5. An employee handbook;
 6. General information on other District of Sechelt services and facilities.
- Answer inquiries and otherwise assist the new employee with a smooth transition to District of Sechelt.

New Employee Responsibilities:

Employees are responsible to participate in Orientation, and will:

- Meet with the Human Resources Coordinator to review and sign their offer of employment letter.
- Make contact with the District of Sechelt Payroll Department as soon as possible, preferably on or before their start date, to complete documents necessary to commence payroll and others that are required as a condition of employment.
- Complete and Return:
 - a) Direct Deposit information;
 - c) All applicable Revenue Canada Forms;
 - d) Applications for enrolment in District of Sechelt benefit plans, if applicable;
 - e) Any other forms as may be required.
- Participate in, and complete all required job-specific training, including all specified health and safety training.
- Contact the Human Resources Department with any questions.

Workers, Students and Volunteers are Required to:

- Participate in District of Sechelt-required health and safety orientation and/or job-specific health and safety training courses.
- Undertake proficiency and certification tests, as required.
- Utilize the information and skills acquired through orientation and job-specific training to protect their health and safety.
- Advise their supervisor of additional training needs.

POLICY NAME	Workplace Wellness	POLICY NO.	1.5.7
POLICY OWNER	Human Resources Manager	REVIEW PERIOD	
EFFECTIVE DATE	May 5, 2010	RESOLUTION NO.	142-05/2010 (15)
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The District of Sechelt encourages, supports, and offers health-related programs that will assist employees in achieving ownership for their physical, mental, and emotional wellbeing, resulting in improving the overall health and well-being for all District employees.

INTENT

The Workplace Wellness program will assist in the development of a healthy workplace environment that conveys support for corporate values and encourages individuals to achieve optimal health.

The objectives of this program are to:

- Improve understanding of workplace issues that impact the health and well-being of District staff.
- Provide a work environment that will support employee health and well-being.
- Build the knowledge, skill and ability of staff to take control over their well-being by helping individuals become actively involved in improving their personal health.
- Develop a partnership between the District of Sechelt and our employees that will improve the health and well being of all staff.
- Create a healthy workplace that leads to improved satisfaction and morale, and contributes towards a more effective organization.

POLICY

The District of Sechelt recognizes that the ability of an organization to achieve its objectives is dependent upon the well-being of all employees.

The District of Sechelt acknowledges that the key elements of a healthy workplace include the physical environment, health practices, social environment and personal resources. It is also

recognized that these broad-based factors are interdependent and must be considered as parts of a holistic approach to a healthy workplace and employee well-being.

The District of Sechelt will provide a healthy workplace by providing (within available resources):

- Funding to be administered by the Workplace Wellness Team to assist in creating a healthy workplace
- Support for a healthy and safe physical work environment;
- Options for employees to facilitate their own efforts to make improvements in their health practices;
- A social environment supportive of employee well-being;
- Opportunities for employees to develop the personal resources (knowledge, skill and ability) to help them cope & deal with the social and work aspects of their lives.

Participation

A healthy workplace requires District wide participation. Employee participation can include reviewing and implementing health programs and policies, involvement in planning lifestyle health promotion programs at work, identifying problems, devising solutions and then implementing and evaluating these solutions. Employees are encouraged to participate in any or all programs that are made available to them.

Participation in any District offered wellness program is strictly voluntary. The District of Sechelt will not penalize employees in any way in the event that they choose not to participate.

Workplace Wellness Team

The Workplace Wellness Team consists of a group of volunteers who are interested in and committed to enhancing the health and well-being of employees. Membership is drawn from management including Human Resources, and from other departments.

The Workplace Wellness Team will:

- Provide information that employees can use to decide on participation in health promotion programming;
- Develop and implement health initiatives to address the needs of our staff;
- Encourage and actively seek input from employees and managers;
- Familiarize employees with the idea that there are several inter-connected avenues or ways to achieve health and wellness; and
- Assist the District to plan activities in many of these areas in order to enhance employee well-being.

Management Responsibilities

- Keep employees up-to-date on healthy workplace activities and programs.
- Support and encourage employee involvement in the Wellness Program (i.e., participating in program-sponsored activities)
- Encourage and support employees where operationally feasible to volunteer for the Workplace Wellness Team.
- Contribute ideas, opinions and expertise to the work of the Workplace Wellness Team.
- Participate in the programs, activities and resources provided through the Wellness Program.
- Provide healthy food options for meetings, training and other events.
- Make sure that vendors and other services that bring food and beverages into District workplaces provide healthy food and beverage options.

Human Resources Responsibilities

- Review and revise human resources policies that impact employee health to ensure that they support and are consistent with the District of Sechelt's *Wellness Policy*.
- In consultation with the Workplace Wellness Team and management, develop human resource policies that will provide an environment which supports employee wellbeing.
- Evaluate the wellness program through use of data and trends indicating outcomes.

POLICY NAME	Disability Benefits Program and Return to Work Options	POLICY NO.	1.5.8
POLICY OWNER	Human Resources Manager	REVIEW PERIOD	
EFFECTIVE DATE	December 1, 2010	RESOLUTION NO.	395-12/2010 (14)
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

POLICY

The District of Sechelt makes available to eligible employees a disability benefits program consisting of three distinct benefit streams: Sick Leave, Short Term Disability and Long Term Disability. These benefit plans assist employees during periods of absence from the workplace due to either illness or injury. This policy does not apply to work related injury claims covered by the WorkSafe BC compensation system.

The unionized employee absent from work due to an illness or injury shall be placed on either Sick Leave or the Short Term Disability benefits program in accordance with the provisions of the Collective Agreement.

Exempt employees absent from work due to an illness or injury shall be placed on the District's self-insured Short Term Disability benefits program.

Absence Reporting Procedure

The employee unable to perform all or some of his/her job duties due to illness or injury shall contact his/her immediate supervisor as soon as reasonably possible to report his/her absence from work and provide an estimated return to work date.

The employee is responsible to inform his/her immediate supervisor as soon as reasonably possible of any change to his/her expected return to work date.

Medical Certification

Consistent with its obligations under the *British Columbia Human Rights Code* and this Policy, the District of Sechelt shall make only legitimate and reasonable requests for medical information.

Doctor's Note

The District may require a medical note from the employee's physician at any time during the employee's health related absence. The note must verify the nature of the employee's illness and

the limitations the illness places on the employee's ability to perform their duties. The note must also specify the estimated date of return to work or expected duration of the absence and such other reasonable information required by the District. Prior to returning to work, the District may require a supplementary note from the employee's physician confirming the employee is fit to return to his/her duties.

District of Sechelt Medical Certificate

In appropriate cases, the District may require the employee to have his or her physician complete a District of Sechelt Medical Certificate sufficient to confirm that the employee is under the care of a medical doctor, specifying the existence of a medical condition that affects an employee's ability to perform his/her job duties, the nature of the employee's illness or disability, date of onset of the condition, date of any specialist assessments, whether the employee is following a recommended course of treatment, the employee's prognosis for full or partial recovery, the duties the employee can and cannot perform now and upon return to work (e.g. the employee's functional limitations or capabilities), the estimated date of return to work or expected duration of the absence, the existence of any required accommodations, any contributory work conditions leading to the employee's inability to attend at work, steps the District and the employee can each take to reduce the time off work, and evidence that the employee is fit to return to all or some of his/her duties. The costs associated with the medical certificate referred to in this clause will be borne by the District of Sechelt.

The District of Sechelt reserves the right to require the employee to cooperate with obtaining, in appropriate cases, independent medical certification of the above information.

The District of Sechelt reserves the right to suspend payment of sick leave or Short Term Disability benefits to any employee who fails to provide the required medical note or medical certificate in a timely manner. Once the requested medical information is received and assessed, suspended benefits may be reinstated and paid in arrears.

Responsibilities

It is the responsibility of the ***District of Sechelt*** to:

- o advise employees of proper procedures for reporting absences;
- o carry out the necessary stages of this Policy; and
- o accommodate the disabled employee, unless this would cause an undue hardship.

It is the responsibility of the ***employee*** to:

- o act reasonably and participate in his/her accommodation; and
- o comply with this Policy.

Any employee who fails to comply with this Policy shall be subject to cancellation of his/her sick leave or Short Term Disability benefits and may be subject to disciplinary action up to and including termination of employment.

Return to Work Options

Employees ready to return to work will be returned to safe and productive employment in a gradual (if necessary) and timely manner through the development of an individual return to work plan.

Gradual Return to Work Plan

1. The employee returning to work with restrictions on his/her functional limitations or abilities must contact and work with Human Resources prior to returning to work and participate in the development of a gradual return to work plan.
2. A gradual return to work plan will be developed when it is medically necessary for the employee to gradually, i.e., through work conditioning, resume his or her job duties. The plan will be based on objective medical information and involve the joint efforts of the employee, the employee's physician, vocational rehabilitation consultant and any health care practitioner(s) as necessary, the employee's supervisor and Human Resources.
3. The employee and his/her supervisor will be given a copy of the gradual return to work plan.
4. The employee has a responsibility to participate in the development, implementation and monitoring of a gradual return to work plan.
5. In all cases, the gradual return to work plan shall be consistent with the District's duty to accommodate the employee's disability short of undue hardship.
6. If there is a recurrence of the same or related illness or injury during the first two (2) weeks following the employee's return to work on a full-time basis from Short Term Disability leave, the employee is entitled to the unused portion of the original period of benefits and shall be placed back on the Short Term Disability benefit program.

Trial Return to Work Plan

1. A return to work plan may be established for a trial period in order to maximize the potential success of the employee's reintegration to the work site.
2. The employee and his/her supervisor will be given a copy of the trial return to work plan.
3. The employee may be placed supernumerary (additional to the staff compliment) if necessary during a trial return to work.
4. A trial return to work may be ended or modified if medically necessary.
5. If a trial return to work is deemed successful, a medical assessment may be required of the employee by the District to confirm that the employee is ready to resume full duties.

A trial return to work is deemed successful when the employee has either returned to his/her former job or been placed into an alternate position.

Long Term Disability

An application for Long Term Disability benefits and Waiver of Premium application for Group Life and Accidental Death and Disability Insurance benefits is required for consideration of continued payment of disability benefits beyond the maximum benefit period payable under the Short Term Disability benefit plan. An employee eligible for Long Term Disability benefits shall be paid directly by the insurance carrier.

The employee in receipt of Long Term Disability benefits may continue his/her participation in the District's BC Medical, Extended Health and Dental benefit plans for a period of two (2) years from the date Long Term Disability benefits commence, provided he or she pays 100% of the monthly benefit plan premiums by post-dated cheques, made payable to the District of Sechelt.

POLICY NAME	Management and Confidential Employees Compensation	POLICY NO.	1.5.9
POLICY OWNER	Human Resources Manager	REVIEW PERIOD	
EFFECTIVE DATE	January 19, 2011	RESOLUTION NO.	20-01/2011 (1)
AMENDMENT DATE	December 4, 2013	AMENDMENT RESOLUTION NO.	CM06-12/2013

PURPOSE

The District of Sechelt recognizes that a fair and equitable compensation program is important in attracting and retaining individuals with skills and abilities required in carrying out and meeting our strategic and organizational objectives. The compensation program design is intended to include an appropriate balance of cash compensation, a competitive benefits package and an appropriate range of salary available for each specific position.

POLICY

It is the policy of the District of Sechelt to provide its management and confidential employees with fair and equitable compensation for work performed. The District of Sechelt is committed to the principles of pay equity, ensuring market value compensation for work of equal market value. The determination of what is similar or substantially similar work is based on the combination of skill, effort and responsibility involved.

SCOPE

This policy applies to all District of Sechelt management and confidential employees not covered by the Collective Agreement.

RESPONSIBILITY

The Chief of Innovation and Growth, or his designate, is accountable for the establishment of compensation principles and developing compensation policy.

The Chief of Innovation and Growth is responsible for making recommendations to Council on annual adjustments to the salary grid. The placement of management and confidential employees on the grid and managing performance based adjustments within the salary range are at the discretion of the Chief of Innovation and Growth.

GENERAL PRINCIPLES

The objective of a fair and equitable compensation program for management and confidential jobs will be supported through establishment of a salary system that sets out salary ranges. The salary ranges are a tool for managing individual salaries and represent the range of salary opportunities available for specific jobs. The compensation program is designed to support the performance management process, to align with broad corporate and human resource strategic objectives and reflect the following principles:

- All management and confidential employees are normally paid within the established salary range for the job they are performing;
- Compensation opportunities are kept generally market competitive and reflect organizational willingness to pay;
- Opportunity for individual salary to progress through the established salary range for the job;
- The District's objective is to target the median for salaries in comparison to similar sized communities within our geographic area.

Salary Grid Adjustments

The salaried grid will be reviewed annually in January. Any adjustments will take into consideration such factors as inflation, our ability to attract and retain key salaried employees, and the District's ability to pay.

External Competitiveness

In order to confirm the competitive position of its salary ranges, the District of Sechelt will conduct independent salary review, usually using a 3-year cycle.

POLICY NAME	Attendance Management	POLICY NO.	1.5.10
POLICY OWNER	Human Resources Manager	REVIEW PERIOD	
EFFECTIVE DATE	October 9, 2013	RESOLUTION NO.	583-10/2013 (2)
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The District of Sechelt is committed to managing employee attendance through a positive, supportive environment that promotes the best possible attendance in order to provide the best value and quality municipal services.

DEFINITIONS

Absence - an incident of non-attendance at work.

Acceptable Average - the number of incidents or days of non-culpable absences over a defined period of time.

Approved Absences - Absence from work to which an employee is entitled by law or in accordance with the terms of the Collective Agreement or which may be granted subject to management approval. Such approved absences include absences in accordance with WorkSafe BC claims, vacation, bereavement leave, jury/witness duty, maternity/parental/adoption leave, legal strike, lay-off and such other absences as management may determine.

Attendance Management Program - the guidelines and procedures, supplemental to this policy, to support optimum attendance at work and address non-optimum attendance at work.

Culpable Absence - an unauthorized absence and includes absence from work due to factors within the employee's control. Culpable absenteeism includes failure to notify, absences without authorized leave and abuse of leave. Culpable absenteeism problems may be grounds for discipline, up to and including termination of employment.

Disability Absence - a category used to define absences that result from an identified condition of disability.

Non-Culpable Absence - an authorized absence and includes absence from work due to illness, or non-occupational injury, including absences that may be a result of an identified disability.

Undue Hardship - the limit by which the Employer is not expected to accommodate, usually related to the inability to sustain the economic or efficient cost of accommodation.

GUIDELINES

Employee absence is an expected factor at the workplace; however, this does not mean that all absences should be regarded as inevitable and accepted passively.

The District recognizes the cost, increased disruption and burden on co-workers caused by uncontrolled absenteeism. The ability to meet desired service levels and the needs of citizens and customers can be reduced if levels of workplace absence are unacceptably high. In order to provide a high level of service, the District of Sechelt depends on the contribution of its employees and their regular attendance is essential to the achievement of this goal. Employees have a responsibility to fulfill the duties for which they are employed unless prevented from doing so for legitimate reasons. Fostering an attendance culture is a key component of ensuring that the organization meets its performance and accountability obligations to deliver a quality service; and therefore, the District of Sechelt supports the Attendance Management Program.

Human Resources monitors trends and patterns and assists the Chief Administrative Officer in determining what the District of Sechelt will consider as an acceptable average of non-culpable absences. The District considers an acceptable average of absenteeism as 7 days/year, however the details of each employee's situation must be considered individually. Once an individual is identified as exceeding this average, they will be placed in the Attendance Management Program.

The District of Sechelt has implemented this policy through the Attendance Management Program which will guide and assist Managers to manage attendance. This policy does not intend to diminish the provisions of the collective agreement nor does it intend that employees incapacitated due to illness or disability be influenced to work when unable to do so.

The Attendance Management Program provides an overview of the roles and responsibilities of the various parties involved in attendance management, defines the different types of absences, focuses on how to identify an attendance problem and outlines the counseling process to be used in assisting employees to overcome their absenteeism challenges. The objectives of the Attendance Management Program are to:

- promote optimal and consistent attendance at work.
- raise awareness of the importance of good attendance.
- promote an atmosphere of mutual respect, fairness and concern.
- provide a framework for responding to excessive absenteeism.
- assist individual employees to overcome difficulties which adversely affect consistent attendance; and
- help prevent absenteeism problems from escalating.

It is important to note that most attendance issues are resolved early in the process. While the steps described in the Attendance Management Program are occasionally necessary, in the majority of cases, the situation is resolved through early intervention. Through implementation of the positive actions suggested in the program, such as counseling the employee and ensuring that the employee is aware of the resources available to assist with their individual situation, the District will encourage and support employees to achieve and maintain good attendance.

POLICY NAME	Substitution – Acting Pay	POLICY NO.	1.5.11
POLICY OWNER	Human Resources Manager	REVIEW PERIOD	
EFFECTIVE DATE	October 21, 2015	RESOLUTION NO.	505-10/2015
AMENDMENT DATE	August 3, 2022	AMENDMENT RESOLUTION NO.	2022-08A-18

PURPOSE

To ensure that excluded managers are fairly compensated for work performed when assigned or appointed to act in an excluded position that is at a higher pay level for both short term and long term periods; and to ensure that bargaining unit employees are fairly compensated for work performed when the employee agrees to perform the duties of a higher-paid excluded position.

POLICY

1. Excluded Managers:

Excluded managers who are assigned by the CAO or appointed by Council to work in an acting or interim capacity during a temporary absence of a higher paid excluded position or while the senior position is vacant, shall be paid at a rate that reflects the increased duties and responsibilities of the senior position in accordance with the following table:

Period of Assignment	Change in Compensation
Upon completion of one complete day and up to 4 consecutive weeks	85% of Step 1 of the pay range ¹ for the higher position commencing on the date of appointment
Greater than 4 consecutive weeks	95% of Step 1 of the pay range ¹ for the higher position commencing on the date of appointment

2. Union to Excluded:

Bargaining Unit employees who agree to act in an excluded position shall be paid as follows:

Period of Assignment	Change in Compensation
Upon completion of one day and greater	85% of Step 1 of the pay range ¹ for the higher position commencing on the date of appointment

¹A lower percentage increase may be negotiated where specific duties are exempted from the assignment for the temporary or interim period.

PROCEDURE:

1. Assignments or appointments under this Policy must be in writing and agreed to in writing by the assignee. All appointments to Officer Positions or for periods greater than four (4) consecutive weeks must be approved by resolution of council.
2. Human Resources and Payroll departments must be informed of all appointments under this Policy.
3. Union employees appointed under this Policy will, for the duration of the appointment, be excluded from the union and are not eligible to accumulate or claim for overtime.
4. The District will pay to the BCGEU an amount equivalent to the union dues that any employee who is excluded from the union as a result of this Policy would normally pay.

POLICY NAME	Training and Development	POLICY NO.	1.5.12
POLICY OWNER	Human Resources Manager	REVIEW PERIOD	2 years
EFFECTIVE DATE	December 16, 2015	RESOLUTION NO.	599-12/2015
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

A. PURPOSE

The employees are the District's most important asset. Investment in the training and development of the staff will afford the opportunity to develop the skills and competencies required to operate more effectively in support of the work of the District. It will also enhance personal satisfaction in the workplace creating an employer of choice and facilitate the retention of staff.

B. PRINCIPLES

- Life long-learning as a goal.
- Training and development is the responsibility of the employee and the employer.
- The training and development needs of the employee must be balanced with the operational, administrative and budgetary needs of the District.
- Training and development is available, equitably, to all eligible personnel.
- Transparency of, and accountability for, the administration of the policy is assured.

C. OBJECTIVE

The objective of this policy is to build and maintain a skilled, well-trained and professional staff; to strengthen leadership and management; to ensure that all employees are fully acquainted with, and use, leading practices in their workplace; and personnel are afforded access to professional contacts.

Given the appropriate investment, the intended results are:

- Personnel will be fully supported in plans to undertake self-development training programs- The District will become an employer of choice.
- Development of individual capacity, strong organizational leadership, and innovative management practices will facilitate the ability of the District to fully meet its obligations within the community and with its service partners and to be supportive of the corporate vision, mandate and business priorities.
- Staff will fully understand their role in support of the work of the District.

- Personnel at all levels of the organization will possess the necessary skills, knowledge and competencies to work effectively and efficiently.
- Executives and Managers will have the knowledge to effectively exercise their delegated authority and managerial responsibilities.
- Personnel will be adequately trained or developed to meet the specific standards required of their trade or profession.
- Any initiative by an employee with regards to training and development must not be in conflict with the District's process of competency-based selection or the performance appraisal process, individual annual performance plans, code of conduct, terms and conditions of employment, or any personal services contract.

D. APPLICATION

This policy applies to full-time unionized, exempt employees and permanent part-time staff.

E. CATEGORIES OF TRAINING AND DEVELOPMENT

There are two categories of training and development,

1. Required

Training and development which is required to be undertaken by an employee to address employment requirements outlined in legislation, professional standards, job descriptions, or trade certification, or as directed by the employer for disciplinary purposes.

2. Discretionary

Training and development which will equip the employee with skills or competencies; facilitate a more effective approach to the employee's function; or enhance the employee's opportunity for career advancement. The nature of the training and development pursued must be related to the career path of the employee as documented by the annual performance appraisal and development.

Required and discretionary training and development may include credit or non-credit courses, conferences, workshops, seminars, and e-learning webinars and leave to study for examinations related to required or discretionary training. Successful completion of all training and development is dependent upon the attainment of an acceptable pass mark or equivalent validation.

F. ACCESS TO TRAINING AND DEVELOPMENT

A training and development budget will be established each year sufficient to cover the cost of required and discretionary training and development. If available in any year, a contribution may be made to a reserve fund to cover additional, unanticipated training and development requirements in subsequent years.

There are two avenues to access approval of training and development funding.

F1. DEPARTMENTAL BUDGET

- Department budgets will provide for required certification training and discretionary training or development.
- The Director of each department is responsible for developing and administering budget for the training and development within the department.
- The Director is responsible for preparing a Training and Development Plan and budget for consideration and approval by council annually.
- The annual training plan and budget will include all associated costs including, registration for conferences or courses, estimated travel costs, memberships and other costs.

Notwithstanding any amounts included in an annual budget for planning purposes, any application for training or development which exceeds \$750.00 must be forwarded to the CAO for discussion with the Senior Management Team (SMT).

F2. DISTRICT BUDGET

- The CAO is responsible for developing and administering budget for the training and development within the District.
- The CAO, with input from the SMT, is responsible for the administering the approved training and development funding of personnel which exceeds the \$750.00 maximum funding decision of the Director of each Department.
- The maximum annual cost of a training and development course or program which can be approved by the CAO is \$3,500.00.
- With the goal of ensuring uniform and consistent application of the Policy, the discussion to approve the funding of any employee to undertake training or development is subject to discussion within the SMT and the total assigned to training and development within the District cannot exceed the budgeted amount allocated within the annual District budget.

G. GENERAL TRAINING WITHIN THE DISTRICT

To ensure that all employees are equipped with the knowledge that facilitates a workplace which is supportive of all personnel, the District provides certain 'in-service' training which is targeted at all employees and, in some cases, specific groups of employees. Such training includes:

- Orientation for new employees
- The Code of Ethics
- Respectful workplace
- Anti-bullying and harassment
- Conflict resolution
- Earthquake preparedness
- Workplace safety and first aid
- Customer service
- Mentoring and coaching
- Select aspects of the programs, strategies and approaches practiced within the District
- Labour law

There will be an unallocated amount of \$10,000 per year for corporate training, the assignment of which is to be determined by the SMT.

Some of this training is provided to meet the District's legal obligations. Local institutions such as the Sechelt office of Capilano University and the Local Government Management Association of BC may provide some training.

H. TRAINING EXPENSES AND REIMBURSEMENT

The types of expenses that will be reimbursed will vary by the form of training and development pursued.

- The reimbursement, generally, will include 100% of the cost of tuition, 100% of the cost of books, the cost of travel and a per diem (where the approved training or development is off the Sunshine Coast) as per corporate policy.
- The cost of any proposed training and development must include the consideration of any applicable benefits prescribed in the *Income Tax Act* or other relevant federal or provincial legislation.
- No overtime costs will be paid for travel to/from a training or development course or for participation in a course unless discussed with and approved in advance by the Director or CAO as applicable.

I. APPLICATION AND APPROVAL PROCESS

Personnel wishing to apply for reimbursement or time away from work to pursue training or development should submit an application to the Director of their department on the District of Sechelt 'Training and Development' application form. A copy will also be forwarded to Human Resources. The application will include,

- Details of the training and development
- The organization or institution which is providing the training and development.
- The benefit, or return on investment, to the employee and to the District
- Any perceived negative impact upon the employee and the District.
- Any risk to the employee and the District
- A full assessment of time required away from work
- A detailed budget including tuition fees, materials, and travel costs
- Detail of any previous training and development for the employee which has been sponsored by the District within the current budget year or the immediately previous budget year; or where a *Continued Service Agreement* is in effect.

The Director will consider the type of training or development, the funding request, other matters such as the impact of any time away from work having consideration of the employment record and performance appraisals of the employee, the relevance of and benefit accrued to the District; the available department budget and impact upon the department of any time away from work¹; and the departmental training plan or objectives.

- If the total cost of the application is equal to or below the signing authority of the director, the director will inform other members of the SMT of the background and tentative conclusion regarding the application. This is for the purpose of establishing and maintaining consistency in the approval or non-approval of applications for training and development.
- Having consideration of the input from the Team, the director will approve or not approve the application. Approval or non-approval is at the discretion of the director.

or

- If the total cost of the application is above the signing authority of the director, the director will consider the type of training or development, the amount of the funding request, other matters such as consideration of the employment record and performance appraisals of the employee, the relevance of, and benefit accrued or return on investment, to the District and the impact upon the department of any time away from work.
- The director will make a recommendation to approve or not approve the application. For the purpose of establishing and maintaining consistency in the approvals or non-approvals of applications for training and development, the application will be discussed by the SMT. The final decision regarding approval or non-approval will be made by the CAO.

An important consideration in the approval of an application for training and development will be the return on investment for both the District and the employee.

A *Continued Service Agreement* may be required to be signed between the District and the employee which addresses the terms and conditions of any self-improvement training or development initiative.

J. COMPLETION OF TRAINING AND DEVELOPMENT

Upon successful completion of the training or development, the employee will forward to the director, with a copy to Human Resources section:

- a copy of the transcript, or other proof of course completion.
- invoices requiring reimbursement, and
- where requested by the Director or CAO, a written report on the training completed that summarizes the training program or conference, the benefit to the employee and to the District of Sechelt and includes an evaluation of the course and recommendation for consideration of similar training for other employees.

¹ See also 'Guidelines for considering applications'

Approvals:

- If the original application was approved by the director, the director will review and, if appropriate, approve payment of the expenses.
- If the original application was approved by the CAO, then the CAO will consider payment of the expenses as submitted.
- The details of the completed training or development will be entered on the employees file and computer tracking system.

K. RESIGNATION OF AN EMPLOYEE FOR WHOM TRAINING AND DEVELOPMENT EXPENSES HAVE BEEN REIMBURSED – CONTINUED SERVICE AGREEMENT

If the employee who has entered into a *Continued Service Agreement* with the District chooses to leave the employ of the District after completion of training and development for which expenses have been reimbursed, then the amount of repayment of those costs to the District will be repaid based upon the following:

- If the employee leaves within twelve months of completion, 100% of costs reimbursed will be repaid to the District.
- If the employee leaves within twenty-four months of completion, 75% of costs reimbursed will be repaid to the District.
- If the employee leaves within thirty-six months of completion, 50% of costs reimbursed will be repaid to the District.
- If the employee leaves after more than thirty-six months of completion, no costs need to be repaid.

L. FAILURE TO COMPLETE TRAINING AND DEVELOPMENT

If the employee fails to fully complete the training or development within the specified time, then the employee must inform the Director. The employee may commit to complete the training and development within an agreed time, and with no additional cost to the District.

If the employee chooses not to undertake to complete the training or development, as above, then no expense will be claimed by or paid to the employee. Any expenses that have been reimbursed will be repaid by the employee by a process agreed with the Director or the CAO, as the original signing authority. Exceptions to this provision will be considered if the reason for not completing a training program is due to District operational requirements or other matters beyond of the control of the employee.

If the employee gives notice of resignation from employment prior to completion of the training or development, then any expenses that had been reimbursed will be repaid to the District. In accordance with the terms of a *Continued Service Agreement*, see I and K above, this payback may include deductions from outstanding salary which may be owed to the employee at the termination of employment.

M. MONITORING OF TRAINING AND DEVELOPMENT

The Human Resources function, in concert with SMT, will be responsible for monitoring the individual and aggregated outcomes of training and development initiatives. To facilitate this, the Human Resources Section will receive copies of all applications for training and development; copies of status reports from employees; records of outcomes of training and development, and listings of employees who have received in-service training. In addition, Human Resources Section will research and document opportunities and requirements for training and development for employees.

Human Resources Section, in concert with SMT, will plan and coordinate the provision of in-service training.

With the goal of ensuring an effective and efficient process of training and development and support of the corporate vision, mandate, and business priorities of the District, Human Resources will report annually to the CAO on aggregated outcomes and costs of training and development undertaken by employees with recommendations for amendments to the policy and practices.

MENTORING

Employees may apply for mentoring. Subject to a recommendation from an employee's Director or the SMT, an experienced employee or a contracted mentor may be engaged to provide periodic on-site or off-site advice and counsel.

Mentoring is available to all employees and may apply to technical, management or administrative skills. However, mentoring is particularly appropriate for management personnel in preparing them for senior positions within the District.

Applications, costs and expenses are subject to the provisions of H, above. With mentoring by District employees, discussion and evaluation will be addressed by the SMT.

An annual budget of \$2,500.00 will be established for the costs of mentoring. The budget will be administered by SMT.

Application for Corporate Training and Development*(Certificate, Diploma or Degree Programs and approved Local Government Programs)***Employee Information**

Name: _____ Department: _____
Position: _____ Employee #: _____
Email: _____ Employee Status:
Full time: _____ Part time: _____

Please refer to Sechelt Policy # _____ — Training and Development Policy for complete information regarding Departmental Training and Development

Program name: _____

Institution & location of training: _____

Length of time to complete entire program: _____ No. of courses per year: _____

Estimated total cost of program: _____ Cost per year: _____

Will the program result in a: Certificate Diploma Degree

Is this an approved Local Government Program? Yes ; No
(e.g. University of Victoria, LGMA - MATI, Capilano University Local Administrative Programs)

Supporting documentation

In a separate document, please provide the following:

1. A description of benefit to be gained by the employee from this program.
2. A description of benefit that the employee's participation in the program will bring to the District.
3. A detailed estimate of costs, including course fees, books, accommodation, and transportation.
4. Assessment of time that the employee will be absent from work to attend.
5. Detail of any previous training and development sponsored by the District, as laid out in this policy

By signing below, I confirm I understand and will comply with any qualifying conditions or repayment provisions in effect at the time this application may be approved.

Approval of Application

Employee: _____ Date (yyyy/mm/dd): _____
Department Mgr./Sup: _____ Date (yyyy/mm/dd): _____
Department Director: _____ Date (yyyy/mm/dd): _____

Distribution: Employee – Department Manager / Supervisor – Department Director



Course Fee Reimbursement Form

For completion by the employee

Employee name: _____ Employee no.: _____

Position: _____ Department: _____

Course title: _____

Institution attended: _____

Date of completion: _____

Course grade received (attach transcript): _____

Expenses: (receipt(s) attached:

Course Fee: _____

Books: _____

Transportation: _____

Accommodation: _____

Other: _____

Subtotal: _____

Reimbursement % as pre-approved: _____

Balance: _____

Total employee reimbursement requested: \$ _____

Signature of employee

Date

Signature of manager/supervisor

Date

Note to Employee: Upon receipt, please provide Human Resources with a copy of the course marks and/or certification to confirm the successful completion of the course. Reimbursement of course and course related fees is always subject to successful completion of the course.

If this request is subject to an Employee Continued Service Agreement, please attach a copy.

For by Human Resources
Charge to Account Number: _____
*Charge to Account Number (Department):
*Only if additional funding was pre-approved by Manager from Department budget.

Signature of Human Resources representative Date

Distribution: • Employee • Employee's Manager/Supervisor • Human Resources Department



Employee Continued Service Agreement for *Training and Development*

Name: _____ Department: _____
 Position: _____ Employee #: _____
 Email: _____ Employee Status:
 Full time: _____ Part time: _____

Program name: _____
 Institution & location of training: _____
 Length of time to complete entire program: _____ No. of courses per year: _____
 Estimated total cost of program:¹ _____ Cost per year: _____

To be completed by applicant:

1. I AGREE that I will complete the District sponsored training and development program described above in this authorization and will commit to continue to serve the District for a minimum period of 36 months following successful completion of my course or program.
2. If I voluntarily leave the District before completing the period of service agreed to in item 1 above, I AGREE to reimburse the District on a monthly pro-rata basis for registration fees, such as the tuition and related fees, accommodation, transportation, and other special expenses (*excluding salary*) described in my application form setting out a maximum reimbursement of \$_____.
3. I UNDERSTAND that any amount of money which may be due to the District as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed to me by the District or may be recovered by such other methods as are approved by law.
4. I FURTHER AGREE to obtain approval from the District for any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs. Such changes may require amending this agreement or entering into a new agreement with the District.

¹ Attach a copy of the *Application for Training and Development*



5. I ACKNOWLEDGE that this agreement does not, in any way, commit the District to continue my employment. I understand that if there is a transfer of my service obligation to another department of the District, the agreements will remain in effect until I have completed my obligated service time.

Period of obligated service:

To: _____

Employee's signature:

Date: _____

Employee's Manager/Supervisor signature:

Date: _____



COUNCIL POLICY
1.5.13 – Aims and Responsibilities for
Occupational Health and Safety

POLICY NAME	Aims and Responsibilities for Occupational Health and Safety	POLICY NO.	1.5.13
POLICY OWNER	Human Resources Manager	REVIEW PERIOD	
EFFECTIVE DATE	November 18, 2009	RESOLUTION NO.	369-11/2009 (10)
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To establish roles and responsibilities of management, supervisors and employees in ensuring a safe and healthy workplace, free from hazards.

POLICY

As the Employer representative, Mayor and Council at the District of Sechelt acknowledges that it has primary legal responsibility for the occupational health and safety of all District employees and Workers of other employers who use the workplace.

In order to demonstrate its commitment and to comply with the Occupational Health and Safety Regulation and the *Workers Compensation Act*, the District of Sechelt has developed and implemented a formal Occupational Health and Safety Program based on WorkSafe’s “*Contents of a Program*”.

The program consists of a series of structured systems for ensuring:

- regular workplace inspections are conducted and documented
- special workplace inspections are conducted as required
- workers receive regular documented health and safety instruction
- accidents are reported and where required, properly investigated in a timely manner
- written instructions are provided to Workers for information and reference purposes
- health and safety records and stats are maintained and available for review
- periodic management meetings are held with a view to discussing health and safety matters
- Supervisors and Workers receive health and safety training and education as it relates to their work activities

In addition to the above, District staff at all levels have been instructed in their duties and responsibilities as follows:

Management

Management staff will ensure that Occupational Health and Safety Program responsibilities are appropriately defined and delegated and that the systems described above are established and maintained.

Supervisors

Unionized Supervisors will implement all policies and procedures and take all reasonable steps to ensure the health and safety of the Workers they supervise.

Employees

Staff members at the District of Sechelt are responsible to ensure their own health and safety and the health and safety of all others who share the workplace.

To further support this policy statement, a set of *General Safety Rules* has been introduced and posted in all regularly occupied workplaces. Terms of Reference and a summary of duties and responsibilities are included in the Program's written material. (Refer to Red Tab # 1, Occupational Health and Safety Program Binder).

An effective Joint Health and Safety Committee has been established in accordance with current legislation and is tasked with overseeing the well-being of the District's Occupational Health and Safety Program.

This policy is effective as of the date below and applies at the District of Sechelt without exception. It is subject to review by any incoming Council as of its term of office, or as directed by WorkSafe BC, or as required by changes in health and safety legislation.

POLICY NAME	Employee Code of Conduct	POLICY NO.	1.5.14
POLICY OWNER	Human Resources Manager	REVIEW PERIOD	
EFFECTIVE DATE	August 1, 2018	RESOLUTION NO.	2018-8B-25
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

POLICY

Local government is an open, accessible and accountable form of government. To enhance the relationship of public trust and mutual respect that has evolved between government and the public requires high standards of ethical conduct by municipal employees. District employees must discharge their duties in a manner that recognizes a fundamental commitment to the well-being of the community, their fellow employees and the integrity of the corporation.

Ultimately, ethical behavior relies on the diligence of the employee. A breach of ethics impacts the individual and the District. A Code of Conduct is the means by which the District acknowledges its responsibility to provide guidance to the employees concerning inappropriate behaviour.

This policy and procedure will be subservient to the related clauses in the Collective Agreement approved by the District or related clauses in Provincial or Federal legislation or policy.

1. PURPOSE

- 1.1 Provide a universal understanding of the fundamental rights, privileges and obligations of District employees.
- 1.2 Protect the public interest.
- 1.3 Promote high ethical standards amongst District employees.
- 1.4 Provide a process for District employees to inquire regarding approval for conduct in circumstances where the employee is uncertain as to the ethical appropriateness of that conduct.
- 1.5 Establish the means of correcting unethical conduct.
- 1.6 To encourage District employees to discharge their duties in a manner that recognizes a fundamental commitment to the well-being of the community, their fellow employees and with regard for the integrity of the administration and management of the District.

2. DEFINITIONS

- 2.1 "District employee" or "employee" - includes all employees and officers of the District of Sechelt including contract employees.
- 2.2 "Public Comment" - disclosures made in a public speech, lecture, radio or television broadcast, in the printed, broadcast, electronic/social media or other form.
- 2.3 "Confidential Information" – while the classification of information as "confidential" is a matter of administrative discretion whether labeled as confidential or not, disclosure of information will not constitute a breach of this policy unless that information is of an inherently confidential nature such as all items listed under Section 90 of the *Community Charter* and:
- a) Personal data of employees or others;
 - b) Records related to internal policies and practices which, if disclosed, may prejudice the effective performance of a District operation;
 - c) Records of a financial nature reflecting information given or received in confidence;
 - d) Files prepared in connection with litigation and adjudicative proceedings;
 - e) Reports of consultants, policy drafts and internal communications which, if disclosed, may prejudice the effective administration or operation of the District or impugn the reputation of any person;
 - f) Information regarding the acquisition or disposal of land; and
 - g) Any confidential report prepared for a Closed Council meeting is to be released only by Council.
- 2.4 "District" – means the District of Sechelt.
- 2.5 "Just Cause" – means sufficient or proper reason for discipline or discharge as per the *Employment Standards Act*.

3. STATEMENT OF VALUE

- 3.1 In providing locally based, community oriented services the employees of the District are guided by the following values:
- a) *Respect* – A service which is open, fair, equitable, and respectful of other employees, community partners and clients, recognizing their individual contributions and diversity.
 - b) *Integrity* – A service which is delivered with integrity and in the public's best interest and which ensures transparent, accountable and responsible service at all levels of the organization.
 - c) *Excellence* – Personnel who work collaboratively to provide for excellence and professionalism in the delivery of services to community partners, clients and citizens while achieving best value for the District.
 - d) *Leadership* – Demonstrated leadership through responsible action, forward-looking perspective and a commitment to continual improvement.

4. RESPONSIBILITIES

4.1 District Council shall:

- a) Adopt as District policy, an *Employee Code of Conduct*;
- b) Hear appeals on actions taken concerning Officer employee's ethical conduct referred by the Chief Administrative Officer;
- c) Following the appeal, decide on the appropriate action in matters concerning Officer employee's ethical conduct; and
- d) Conduct investigations into complaints against the Chief Administrative Officer under this policy.

4.2 Chief Administrative Officer shall:

- a) Investigate allegations and inquiries relating to ethical conduct by employees; and
- b) Decide on the appropriate action in matters concerning employee's ethical conduct.

4.3 Directors and Managers shall:

- a) Inform newly appointed employees of the ethical standards they are expected to observe;
- b) keep employees informed, on an ongoing basis, of the District's policy on ethical behavior; and
- c) prior to appointing a person to a District position, request a disclosure of actual or potential conflicts of interest which would be brought about by that person's employment in that position and have the employee sign a value statement of commitment to employment with the District referenced in *Appendix A* to this policy.

4.4 All Employees shall perform their duties with:

- a) Integrity

Employees must at all times act with honesty and reliability.

Without restricting the scope of this policy, the following shall be considered breaches of the *Code of Conduct*:

- i. Conduct in an employee's private life or employment activities which harms the District's reputation or renders the employee unable to satisfactorily perform his or her duties, such as by creating an actual or perceived conflict of interest;
- ii. Unless otherwise authorized, to use or permit the use of District vehicles, equipment, materials or property for purposes other than District business;

- iii. To solicit patronage from elected municipal authorities to further his or her personal interests or the interests of others, beyond what is available to any other citizen or business;
- iv. To knowingly breach the law or any government regulation in the performance of his or her duties or to request others do so; and
- v. To intentionally falsify any of the District's records.

b) Impartiality

Every District employee must perform his or her duties in an impartial manner. No employee shall grant any special consideration, treatment or advantage in matters related to their employment to any citizen or business beyond what is available to any other citizen or business.

c) Conflict of Interest

Every District employee shall avoid taking action or having interests (or the interest of a member of his or her family) that may make it difficult to perform his or her work for the District objectively and effectively. When an employee is, or believes they may be, in a position of conflict of interest with regard to the District, the employee should disclose this to their Director, Department Manager, or in their absence, to the Chief Administrative Officer. The employee should refrain from exercising their authorities relevant to the conflict until authorized.

District Employees shall familiarize themselves with the District's *Employee Conflict of Interest Policy*.

d) Gifts and Benefits

Employees must not accept any gifts or favours from any person, business, organization, or corporation which is directly or indirectly involved in any manner whatsoever with the District, unless:

- i. The gift or favour is in keeping with a typical social exchange of hospitality among persons doing business and is of little value;
- ii. The gift is exchanged as part of social or cultural protocol and is of little value;
- iii. The gift is offered to attendees at a conference, seminar or educational workshop;
- iv. The gift is a seasonal gift, usually in the form of chocolates or consumable goods, and in such instances the gift shall be shared with other employees of the District or raffled off with proceeds going to a charitable donation.

e) Use of Municipal Property

District property may only be used in support of District business related activities.

Without restricting the scope of this principle, the following shall be considered breaches of the *Code of Conduct*:

- i. Employees must not use the District's property, equipment, supplies or services, for activities which are not associated with the discharge of official duties; or
- ii. For personal gain; or
- iii. For outside employment or activities.

f) Outside Employment Activities

Every municipal employee must perform their duties to an acceptable level and must not engage in outside employment activities that may affect their contractual employment obligations to the District.

Without restricting the scope of this principle, the following shall be considered breaches of the *Code of Conduct*:

- i. Where the outside employment or activity is performed in such a way as to give the impression that the employee is acting in an official District capacity or holding themselves out as representing an official District point of view; and
- ii. Where an employee uses their position to solicit business on their own account during regular working hours for the District.

g) Financial Transactions

Every municipal employee must adhere to District bylaws and policies regarding any municipal financial transactions.

Without restricting the scope of this principle, the following shall be considered breaches of the *Code of Conduct*:

- i. Where the employee is in a position where they could derive any direct or indirect benefit or interest from any District contract or business on which the employee can influence decisions; and
- ii. To buy surplus District property where the employee can influence decisions with respect to the disposal arrangements. This restriction is not intended to prohibit any employee from obtaining surplus District property which is offered for sale by public tender. Disposal of District property, assets or services shall be in compliance with the District's *Employee Conflict of Interest Policy*. At no time shall an employee be involved in a financial transaction of the District that will result in a personal benefit to them or their immediate family members.

h) Confidentiality

Every municipal employee must hold in strict confidence, all information of a confidential nature acquired in the course of his or her employment with the District.

Without restricting the scope of this principle, the following shall be considered breaches of the *Code of Conduct*.

- i. To use confidential information to which the employee has access by reason of his/her employment with the District and which is not available to the general public to further his/her personal interests or the interests of others; and
- ii. To disclose to unauthorized persons confidential information to which the employee has access by reason of their employment with the District.

i) Political Activity

Employees engaging in political activities including membership in a political party or supporting a candidate for elected office must:

- i. Ensure such activities are clearly separate from activities related to their employment including refraining from using District facilities, equipment or resources in support of these activities;
- ii. Remain impartial and retain the perception of impartiality in relation to their duties and responsibilities;

When seeking election to any public body, an employee shall adhere to the requirements of the *Community Charter*.

Without restricting the scope of the principle, the following shall be considered breaches of the *Code of Conduct*:

- i. To use the authority or influence of his/her position with the District on behalf of a political party or candidate.
- ii. To engage during working hours in any activity for or against any candidate.

j) Respectful Workplace and Anti-Bullying and Harassment

The District advocates a healthy respectful workplace and will not tolerate bullying or harassment of employees, Councillors or members of the public. Employees shall, at all times, treat each other, Councillors, and the public with respect and shall be supportive of the personal dignity, self-esteem and well-being of those with whom they come in contact during the course of their employment. Employees shall be aware of, and act in accordance with, the *Respectful Workplace and Anti-Bullying and Harassment Policy Statement and Exposure Control Plan* adopted by the District.

k) Alcohol and Illegal Substance Use

District employees are responsible for:

- i. Reporting fit for work and remaining fit for work at all times while on District business;
- ii. Abstaining from any alcohol, marijuana or illegal substance use prior to or while on District business that could impair their ability to efficiently, effectively and safely perform their duties;
- iii. Refrain from the consumption, distribution, offering or sale of alcohol or illegal substances in the workplace or during normal work hours, with the exception of alcohol at authorized events.

5. DISCLOSURE

- 5.1 Any employee who believes they may be in violation of the *Code of Conduct* should make full and prompt disclosure to his/her supervisor.
- 5.2 Any employee who suspects non-compliance by another employee must promptly report the occurrence to his/her supervisor.
- 5.3 Any employee who knowingly makes a false accusation about non-compliance will be subject to disciplinary action.
- 5.4 District employees are encouraged to seek clarification from the supervisor if he/she is uncertain as to whether an existing or contemplated action may contravene the *Code of Conduct*.
- 5.5 Complaints or inquiries concerning the ethical conduct of any District employee shall be made in writing to the supervisor. Complaints regarding the Chief Administrative Officer shall be made to the Council, and in this case, the Mayor or a committee of Council shall fulfill the obligations of the investigating officer(s) in subsequent sections.
- 5.6 All complaints or inquiries will be treated as confidential.
- 5.7 Without disclosing who made the complaint, a summary of any written or oral complaint received is to be sent immediately to the employee complained against with a request to provide a written response to the complaint.
- 5.8 The Chief Administrative Officer and Human Resources shall investigate all complaints or inquiries concerning the ethical conduct of a District employee. A complaint against the Chief Administrative Officer or an Officer of the District shall be investigated by Council.
- 5.9 The employer shall summarize, in written form, the findings of the investigation and forward a copy to the employee complained against along with, the recommendations regarding the appropriate course of action to be taken.

- 5.10 Where the Chief Administrative Officer or the Council determines the conduct referred to them does breach the *Code of Conduct*, the District may:
- a) instruct the employee to dispose of the outside interest or transfer it to a trust;
 - b) instruct the employee to cease and desist from the actions which are found to be in conflict; and/or
 - c) take disciplinary action in accordance with the progressive discipline procedures:
 - i. An oral or written reprimand.
 - ii. Suspension with or without pay.
 - iii. Dismissal.
- 5.11 The employee against whom the complaint was directed or who was inquiring as to the appropriateness of their conduct, and who was found to be in contravention by the Chief Administrative Officer, shall have the opportunity to appeal the findings of the Chief Administrative Officer in accordance with the process provided in the *Collective Agreement* or *Employment Agreement* which relates to their employment.

6. IMPLEMENTATION OF THE EMPLOYEE CODE OF CONDUCT

- 6.1 Employees should view the *Code of Conduct* as a set of guidelines that expresses the standards of conduct expected of them in representing the District.

The *Employee Code of Conduct* is intended to be self-enforcing. Implementation is most effective when employees are thoroughly familiar with the *Code* and embrace its provisions. For this reason, the *Code* will be provided to all new appointees as part of their orientation.

- 6.2 Prior to confirming their employment with the District, employees will sign the *Employee Statement*¹ which affirms they have read and understand the provisions of the *Employee Code of Conduct*.

¹ Attached Appendix A

**HUMAN RESOURCES
1.5.14 Employee Code of Conduct****APPENDIX A:****EMPLOYEE STATEMENT TO UPHOLD THE EMPLOYEE CODE OF CONDUCT**

As an Employee of the District of Sechelt, I have read and agree to uphold the *Employee Code of Conduct* and to conduct myself by the following model of excellence. I will:

- recognize the diversity of backgrounds, interests and views of my colleagues, Council and citizens in our community;
- respect my colleagues and the unique role and contribution each of us has in making the District a better place to work and live;
- help create an atmosphere of open and responsive government;
- conduct my work with integrity, in a fair, honest and open manner;
- avoid and discourage conduct which is not in the best interests of the District of Sechelt;
- avoid any real or perceived conflict of interest and declare, at the earliest opportunity, in writing any interest that is, or may be in conflict with, the business of the body in the District in which I am participating;
- respect the resources of the District and not use any District asset for my personal use or benefit;
- respect and uphold confidentiality requirements; and
- treat all people with whom I come in contact in the way I wish to be treated.

HUMAN RESOURCES
1.5.14 Employee Code of Conduct

I affirm that I have read and understood the District of Sechelt Employee Code of Conduct Policy.

Signature: _____ Date: _____

Name: _____ Position: _____

(please print)

Declared this _____ day of _____, 20_____.

Before me: _____
Corporate Officer or Designate for the District of Sechelt

POLICY NAME	Employee Conflict of Interest	POLICY NO.	1.5.15
POLICY OWNER	Human Resources Manager	REVIEW PERIOD	
EFFECTIVE DATE	August 1, 2018	RESOLUTION NO.	2018-8B-25
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

INTRODUCTION

Fair, honest and open local government is a foundation for public confidence in the activities of District¹ Council and its employees. As outlined in the District’s *Vision and Council Values in the Corporate Strategic Plan*, the District seeks to enhance and maintain the quality of life for all District residents through responsible, fair, community- minded and sustainable government. In support of this goal, the Council has adopted a *Conflict of Interest Policy – Employees*. The Policy applies to all employees of the District and contractors while engaged by the District.

1. PURPOSE

The purpose of the *Employee Conflict of Interest Policy* is to ensure that:

- a) Employees perform their duties in a manner that is fair, honest and impartial; and
- b) Employees act in such a way as to avoid any real or perceived conflict of interest.

2. APPLICATION OF THE CONFLICT OF INTEREST POLICY

The *Employee Conflict of Interest Policy* is applicable to all District employees and contractors while engaged by the District.

3. POLICY

3.1 All District employees shall, at all times, avoid conflict of interest situations. Specifically, District employees and officers *shall not*:

- a) seek, for private gain, to make use of information not available to the general public to which they have access by reason of their employment duties;
- b) undertake employment or have any economic interests that interfere or appear to interfere with responsibilities or duties he or she has to the District;
- c) promote a development application brought by the employee, an immediate relative or a family company of the employee and, in particular, shall not lobby or

¹ Throughout, “District” refers to the District of Sechelt

- attempt to influence any Councillor or District official responsible for reviewing or approving the application;
- d) put him or herself in a position where the employee's judgment in the capacity as an employee of the District could be affected by friendship or by the influence of another party;
 - e) demand, accept, or agree to accept, from any person or organization, a loan, reward, advantage or benefit of any kind as consideration for the employee performing or not performing the required duties and causing that person or organization to benefit from such action or lack of action;
 - f) shall not seek or accept appointment to a District committee or board (except in the capacity of a District employee) unless prior permission is obtained from their department Director;
or
 - g) in general, undertake any endeavour or perform his or her duties in such a manner that could discredit the District in regard to a perceived, real, or potential conflict of interest.

3.2 District employees shall:

- a) declare at the earliest opportunity, in writing to the Chief Administrative Officer, any interest in any property directly or indirectly owned, leased, or held under an Option to Purchase by the employee or the employee's spouse which is subject to any District approval or permitting process. Some examples include:
 - i. A rezoning application;
 - ii. A subdivision application;
 - iii. An application for a development permit;
 - iv. An application for a variance permit;
 - v. An application for exclusion from the Agricultural Land Reserve;
 - vi. An application for inclusion into the sewer or water system.
- b) carry out their duties with impartiality and equality of service to all. Under no circumstances should an employee choose his or her self-interest over the interests of the District.
- c) report in writing to the Chief Administrative Officer any conflict of interest or potential conflict of interest, which may include, without limitation, the following:
 - i. involvement in a matter from which the employee may derive personal benefit and which, in the course of his or her duties as an employee, he or she is in a position to influence; or
 - ii. involvement in a matter in which a spouse or family member of the employee may derive personal benefit and which, in the course of his or her duties as an employee, is in a position to influence.

4. DISCIPLINE

An employee who puts him or herself in a conflict of interest situation may be disciplined by the District. Disciplinary action may include verbal or written warnings, suspension, or other action up to and including termination of employment.

5. GENERAL

This policy will be placed in the District policy manual and posted in an accessible location on the District's intranet.

This policy is to be read in conjunction with other applicable District policies or employee handbooks as they are amended from time to time as part of an employee hiring orientation.

Any questions related to the interpretation of this policy should be directed to the Chief Administrative Officer or his/her designate.

REFERENCES

Employee Code of Conduct Policy

POLICY NAME	Respectful Workplace, Bullying, Harassment and Discrimination	POLICY NO.	1.5.16
POLICY OWNER	Human Resources Manager	REVIEW PERIOD	
EFFECTIVE DATE	August 1, 2018	RESOLUTION NO.	2018-8B-25
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

1. PURPOSE

The purpose of this policy is to ensure a respectful workplace in which bullying, harassment, or discrimination are unacceptable. Further, should such behaviour occur, that staff have access to a remedial process and the confidence to report with the assurance that the complaint will be addressed appropriately and fairly. This policy outlines procedures to be followed by the District if a staff member or person acting on behalf of the District experiences bullying, harassment, or discrimination in the course of their employment or their activities on behalf of the District.

2. PRINCIPLE

The District is committed to providing and maintaining a respectful workplace that is free from bullying, harassment, or discrimination. Every member of staff has the fundamental right to be treated in a fair and respectful manner. It is expected that all interpersonal contacts at the District will be cooperative, respectful, professional, and courteous.

Any form of bullying, harassment or discrimination will be considered serious and will be subject to full inquiry and may result in disciplinary action. Elected officials, the Chief Administrative Officer, Directors, department managers, and supervisors (exempt and unionized) have specific responsibilities for ensuring that such acts are not accepted, condoned, or ignored. Any complaint must be dealt with in an expeditious manner.

There will be no negative consequences on any person who has made a bona fide complaint or given bona fide evidence or assisted in any way in the investigation and resolution of a complaint.

A complaint of bullying or harassment against another employee is a very serious allegation with far-reaching repercussions and accordingly, where a complaint is found to be frivolous or vexatious, or where false information has been provided to support a complaint, the complainant may be subject to appropriate disciplinary measures.

3. SCOPE

This policy applies to all persons engaged or employed by the District of Sechelt, including employees, contractors, students, volunteers, advisory body members, and elected officials.

This policy applies to all aspects of the association with the District including employment-related functions and off-duty conduct that has the potential to negatively impact other employees, the workplace or the credibility of the District, whether or not the conduct occurs at District facilities or worksites.

Bullying, harassment, or discrimination may occur face-to-face or through electronic communication and cyberspace, including phones, email, text and chat messaging, the Internet, and social media.

This policy is not intended to limit or constrain the right of the District to manage the workplace. Appropriate performance appraisals, work performance discussions, counselling sessions, and disciplinary measures taken by the District for any valid reason do not constitute bullying, harassment, or discrimination.

4. DEFINITIONS

4.1 Workplace Bullying and Harassment

Workplace bullying and harassment, as defined by WorkSafeBC¹, is *“any inappropriate conduct or comment by an individual towards another individual that the individual knew or reasonably ought to have known would cause that individual to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of employees or the place of employment”*.

Bullying and harassing behaviour may include:

- Verbal or physical aggression, insults or threats
- Humiliating initiation practices or hazing
- Spreading malicious rumours
- Using derogatory rumours
- Vandalizing personal belongings
- Isolation and/or exclusion from work-related activities

Bullying and harassing behaviour does not include:

- Expressing difference of opinion
- Offering constructive feedback, guidance or advice about work-related behaviour
- Reasonable action taken by an employer or supervisor relating to the management and direction of employees or the placement of employment (e.g. managing an employee’s performance; taking reasonable disciplinary actions; assigning work or deadlines.)

¹ Found at <http://www2.worksafebc.com/Publications/OHSRegulation/Policies-WorkersCompensationAct.asp#SectionNumber:D3-117-2>

The above lists are not exclusive of other behaviours which is within the above definition.

4.2 Workplace Discrimination

Discrimination includes adverse or negative treatment of an employee related to his/her employment based on a prohibited ground of discrimination under the *BC Human Rights Code*². Prohibited grounds of discrimination include: race, colour, ancestry, place of origin (birthplace), political belief, religion, marital status, criminal convictions unrelated to employment, physical disability, mental disability, sex (including pregnancy and gender identity), age, sexual orientation, and family status.

5. CONFIDENTIALITY

In order to encourage persons who have been bullied, harassed, or discriminated against to come forward, and to protect the rights and the reputations of persons throughout the investigation process, the District will handle all information concerning a complaint in a confidential manner. Information will be disclosed only to those involved in the investigation or resolution process. This information will be collected consistent with the *Freedom of Information and Protection of Privacy Act* and the *Workers Compensation Act*.

Confidentiality does not mean anonymity.

Confidentiality of the case may be compromised where any person discusses the incident or the proceedings or makes any related comments outside of the District's internal procedures.

Information collected and retained may be subject to release by law.

6. RESPONSIBILITIES

6.1 Senior Management and Elected Officials

- Support and endorse the policy
- Ensure time and resources are available to conduct training, investigations, and evaluation
- Ensure bullying, harassment, and discrimination are never endorsed or engaged in
- Investigate any misconduct allegation under their respective jurisdiction set-out in policy

6.2 Supervisors and Managers

- Support and endorse the policy
- Inform and educate employees on this policy
- Ensure bullying, harassment, and discrimination are never endorsed or engaged in
- Actively discourage and prevent bullying, harassment, and discrimination
- Promote the process to report incidents and complaints of bullying, harassment, and discrimination
- Immediately report any complaints to their Manager or Director and Human Resources

² Section 13

- Complete all appropriate forms to document any incidents of bullying, harassment, and discrimination
- Assist in the investigation of any incidents of bullying, harassment and discrimination where required

6.3 Employees and other persons covered under the policy

- Support the policy
- Not engage in bullying, harassment or discrimination
- Report bullying, harassment, or discrimination observed or experienced in the workplace (*See attached Schedule A*)
- Comply with the District's policies and procedures

7. REPORTING PROCEDURE

An employee who considers him/herself to be the subject of workplace bullying, harassment, or discrimination has the option to proceed with a formal or informal complaint. The reporting of an incident informally does not preclude a person from later filing a formal complaint or, for an employee covered by a bargaining unit, to initiate a grievance process pursuant to a *Collective Agreement*, or from making reference to the harassment event in the future if the behaviour persists or is relevant in another investigation. A person does not need to file an informal complaint first before proceeding with a formal complaint.

7.1 Informal Complaint

7.1.1 Process of an informal complaint

- An employee who considers him/herself to be the subject of workplace bullying, harassment, or discrimination is encouraged to tell the person (the respondent) that his/her behaviour is unwelcome, is a violation of a corporate policy, and request that the person cease such behaviour. This request may be conveyed either orally or in writing or both.
- Employees may request the assistance of their Supervisor, Manager, or Director, a representative of Human Resources, a Union representative (if appropriate), or another appropriate person to assist in the informal resolution of the complaint. Elected officials and other persons covered by this policy may request the assistance of the Chief Administrative Officer or Human Resources staff to assist the informal resolution of the complaint informally.
- A record is not kept of any informal lodged incident complaint.

7.2 Formal Complaint

7.2.1 Process of a formal complaint

- A formal complaint must be submitted in writing on the Workplace Bullying, Harassment, and Discrimination Complaint Form (See attached Schedule A) and is to be submitted as soon as possible to a supervisor or to the employer³ and in any case within six months⁴ of the alleged incident. The complaint must outline an accurate account of the incident(s) with all relevant details.

Under this policy, the person(s) designated to manage formal complaints include:

For complaints between Employees:

- Exempt manager of the department in conjunction with the Human Resources representative or designate. If the complaint involves a Manager or Director of the department then the Chief Administrative officer will manage the complaint.

For complaints between Employee(s) and other person(s):

- Chief Administrative Officer, Director or Human Resources

For complaints involving elected officials:

- Chief Administrative Officer

8. INVESTIGATION PROCEDURE

In all formal complaints, the investigation is to be documented on the Workplace Bullying, Harassment and Discrimination Investigation Form (*See attached Schedule A*).

- Upon receipt of a formal complaint, the Chief Administrative Officer, Director, supervisor or representative of Human Resources, as designated above, will initiate an investigation. The investigation officer may engage the services of an outside agency or consultant. All unionized employees have the right to be represented by a union representative. Elected Officials and all other persons covered by the policy have the right to be represented by a person of their choice. Any cost associated with involvement of a “person of their choice” are not covered by the District.
- Generally, interviews will be conducted with the complainant first and then the respondent. At the interviews, details of the complaint and the identity of the complainant will be revealed to the respondent.
- If necessary, interviews will also be scheduled with witnesses or information sources relevant to the complaint.
- Where the information revealed in the investigation, above, suggests a reasonable possibility of resolution, an early settlement may be proposed by the investigating officer to resolve the matter upon agreement of all parties prior to completing an entire investigation.
- At any time during the course of the investigation, the Chief Administrative Officer and/or the parties may reach a resolution or settlement of the matter, in which case the Investigating Officer may discontinue the investigation.

³ Section 3.10, *Occupational Health and Safety Regulations*

⁴ Human Rights Code Section 22

8.1 Outcome of the Formal Investigation

- At the conclusion of the investigation the designated Investigating Officer will summarize and review the findings with the complainant, the respondent, applicable Director, Manager, Supervisor, Chief Administrative Officer or the elected officials, as necessary.
- Where the results of the investigation support the complaint of bullying or harassment or discrimination, action may be taken ranging from a written warning to dismissal for employees, and appropriate alternate actions for other persons. Where policy or process changes in the workplace are made necessary by demonstrated bullying or harassment or discrimination, the burden of those changes shall generally be borne by the respondent.
- Where the results of the investigation do not support a bullying or harassment or discrimination complaint and the complaint was filed in good faith, the file will be closed. 'In good faith' may include a mistake, misunderstanding or misinterpretation.
- If the investigation determines that the complainant initiated a false complaint in bad faith and/or with intent to harm the respondent or others, then formal disciplinary action or other appropriate action may be taken against the person who initiated the complaint.
- If an incident meets the definition of both violence and bullying or harassment - if, for example, it involves physical assaults or threats - then the *Occupational Health and Safety Regulation (OHS) s 4.24 - 4.31 (on Workplace Conduct and Violence in the Workplace)* applies, in addition to OHS policies on bullying and harassment.

9. FRIVOLOUS OR VEXATIOUS COMPLAINTS

A complaint which, upon review, is deemed to be frivolous or vexatious can be dismissed. On occasion, a frivolous or vexatious complaint may, in itself, be cause for action by the subject if he or she considers the complaint to be bullying, harassment or discrimination. In such a case, a complaint may be lodged.

HUMAN RESOURCES

1.5.16. Respect Workplace, Bullying, Harassment and Discrimination

Schedule A –

Workplace Bullying, Harassment and Discrimination Complaint Form

Introduction

The purpose of the Workplace Bullying, Harassment and Discrimination Policy is to ensure a respectful workplace in which bullying, harassment and discrimination are recognized as unacceptable. Further, should such behaviour occur, that staff have the process and the confidence to report bullying, harassment and discrimination along with the assurance that the complaint will be addressed appropriately and fairly. The policy outlines procedures to be followed by the District if a staff member experiences bullying, harassment or discrimination in the course of their employment or their activities on behalf of the District.

This complaint form is to be used by employees, elected officials, contractors and volunteers to report to the employer (District of Sechelt) complaints of workplace bullying, harassment or discrimination. Complaints by employees should be submitted to the Supervisor, Manager or Director and for elected officials to the CAO in person or by email.

Complainant/alleged offender

Name and contact information of complainant: _____

Employment position:

Name of alleged person responsible: _____

Employment position:

HUMAN RESOURCES

1.5.16. Respect Workplace, Bullying, Harassment and Discrimination

Personal statement

Please describe in as much detail as possible below or on an attached sheet of paper, the incident of bullying and harassment or discrimination, including:

- The names of the parties involved
- Any witnesses to the incident(s)
- The location, date and time of the incident(s)
- Details about the incident(s) (behaviour and/or words or method used)
- Any additional details that would help with the investigation

Attach copies of any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as damaged personal belongings, should be retained until the complainant is contacted by the 'Investigating officer'.

Signature

Date

1.5.17 – Exempt Staff Compensation Emergency
Operations Centre – Overtime Hours

POLICY NAME	Exempt Staff Compensation Emergency Operations Centre – Overtime Hours	POLICY NO.	1.5.17
POLICY OWNER	Human Resources Manager	REVIEW PERIOD	
EFFECTIVE DATE	January 16, 2019	RESOLUTION NO.	2019-01B-38
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To govern District of Sechelt exempt staff compensation for hours worked in an Emergency Management British Columbia (EMBC) activated Emergency Operations Centre (EOC).

POLICY

This policy applies to exempt staff who have worked overtime hours in an Emergency Management British Columbia (EMBC) activated EOC.

Exempt staff will be compensated for overtime hours worked in an Emergency Management British Columbia (EMBC) activated EOC, upon activation of the EOC, as per the overtime provisions in the District of Sechelt Collective Agreement, which consists of time and a half, or double time, depending on when their participation in the EOC occurs.

POLICY NAME	Communicable Disease Prevention	POLICY NO.	1.5.21
POLICY OWNER	Manager of Human Resources	REVIEW PERIOD	
EFFECTIVE DATE	July 21, 2021	RESOLUTION NO.	2021-07B-4
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To address the increased safety and sick leave requirements regarding communicable disease prevention.

OBJECTIVE

This policy seeks to address the issues and concerns related to communicable disease prevention. The policy may be amended or revoked, as appropriate.

DEFINITIONS

Communicable Disease: an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another. Examples of communicable disease that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

Symptoms: symptoms of communicable disease include but are not limited to, fever, chills, coughing, diarrhea.

POLICY

Employer must:

- Provide hand-hygiene facilities with appropriate supplies (in accordance with occupational health and safety regulations).
- Maintain a clean environment, regularly inspected by a member of the Joint Occupational Health and Safety committee during workplace inspections.
- Use signage to remind staff to wash their hands regularly and to cover all coughs and sneezes.
- Ensure building ventilation is adequate and ventilation systems are working properly and regularly maintained in accordance with provincial standards.
- Support employees to receive vaccinations for any vaccine-preventable conditions.
- During a period of elevated risk, the employer must follow direction from medical health officers and the regional health authority.
- Ensure all workers are aware they must stay home when sick and can work from home if that is an option for their role.
- Adapt and change organizational measures, practices, and policies, as necessary.
- Ensure workers are supported to raise health and safety concerns through education and regular reminders.

Employees must:

- Stay home if experiencing cold or flu like symptoms and avoid close contact with others.
- Leave work if any symptoms develop.
- Return to work when symptoms have subsided.
- Call/seek medical help if symptoms worsen. → dial 8-1-1.
- Avoid touching eyes, nose, or mouth with unwashed hands.
- Regularly clean high-touch surfaces such as phones, electronics, and door handles.
- Avoid close contact with persons who are sick.

Wash hands often with soap and water for at least 20 seconds especially after using the washroom and when preparing food. As a second choice, use an alcohol-based hand sanitizer. Employers and employees have a **collective duty** to maintain a safe workplace. Employers have a statutory duty to protect employees from work-related hazards, including any infectious disease that may pose a risk to employees. Employees in turn have a statutory duty to protect their own health and safety and the health and safety of others in the workplace. This duty includes complying with the Communicable Disease Prevention Policy imposed by the District of Sechelt and supported by WorkSafe BC.

Our collective obligation is to first keep the workplace and our communities safe. Employees are asked for their full cooperation.

Absences from Work

1. Employees absent from work because of cold or flu like symptoms will have access to their paid sick leave.
2. Employees who can work from home but are symptomatic are permitted to do so with approval from their Manager/Director, eliminating the need for the use of paid or unpaid sick leave.
3. For an employee who does not have enough accrued sick leave, the time off work will be unpaid once accrued sick leave has been exhausted OR an employee may choose to use vacation time.
4. A medical note is required after three days of sick leave.
5. The District will address, on an individualized basis, any employee who has exhausted sick leave or other leave.

Other Leaves

In addition to the leaves provided under the Collective Agreement, other leaves are available pursuant to the *Employment Standards Act*, which may apply under certain circumstances. These include the following:

- Family Responsibility Leave
- Compassionate Care Leave
- Critical Illness or injury leave

Reporting

Employees are asked to contact the Manager of Human Resources with their questions about the issue or on becoming aware of any suspected exposure within the workplace. Everyone must take reasonable steps to prevent the risk of spreading communicable diseases.

Resources

WorkSafe BC; Communicable disease prevention: A guide for employers, 2021.

POLICY NAME	Communicable Disease Work From Home	POLICY NO.	1.5.22
POLICY OWNER	Manager of Human Resources	REVIEW PERIOD	
EFFECTIVE DATE	July 21, 2021	RESOLUTION NO.	2021-07B-4
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

In support of Communicable Disease Prevention Council Policy No. 1.5.21, this policy is to allow a flexible option for employees to work from home when experiencing flu like symptoms. Further, the District of Sechelt is providing the administrative authority for employees to work from home for up to three days a week to support the change in organizational flexibility due to the recent global pandemic.

OBJECTIVE

This policy is to comply with the regulations set out by WorkSafeBC to ensure staff safety. As well, this policy is to ensure employees are aware of the guidelines and expectations for working from home, as set out by the organization.

SCOPE

This policy applies to all District of Sechelt staff and council.

DEFINITIONS

Non-essential employees: Employees who can work from home without disruption of their productivity and operational service level to the public and their employer.

Essential employees: Employees who cannot work from home without disruption of their productivity and operational service level to the public and their employer.

POLICY

The purpose and objective of a working from home arrangement is to allow staff to meet personal health and family needs while meeting District service requirements.

Individual worksite and employee circumstances that will also support the organization in functioning effectively will be considered. Work from home arrangements are for the mutual benefit of the employer and the employee.

Non-essential municipal hall employees will have the opportunity to work from home for up to three days per week with the condition of meeting virtually once per week with their supervisor, as well as submitting an individualized work plan. Working from home will only be approved if the supervisor and employee find the productivity and level of operation meet or exceed the needs of the role.

1. Work from Home Guidelines

- Employees will be available during regular working hours unless otherwise approved by the employee's supervisor.
- The objectives and expectations will be discussed and agreed to by the employee and the supervisor and may be modified from time to time as necessary.
- Employees are expected to respond to phone calls, emails, and other communication as is normal workplace practice.
- In the event there is not enough work that can be done from home to fulfill a regular work schedule, employees who have been approved to work from home will be eligible to use personal time (vacation, banked time, or unpaid leave), as requested.
- Employees are expected to attend meetings by alternative means using the technology available to them. The District may require in-person meetings, as necessary.
- Working from home arrangements may stop at any time or require a rotational schedule.

2. Reporting and Safety

- Employees must check in with their supervisors once per week or as agreed upon. It is the responsibility of the employer to provide the opportunity and the employee to ensure attendance.
- If the employee is working alone at home, the employee must check in with their supervisor or director at the beginning and end of each period of work.
- Employees may check-out for any period they need to leave the home, for example on a personal matter; however, if beyond a regular scheduled break, this must be approved by their supervisor.
- The employee is responsible to ensure the home office meets the employer's normal workplace occupational health & safety requirements.
- Employees working from home, for the periods of time worked, are covered for work-related injuries, as outlined by WorkSafe BC, arising out of and while performing their job duties in their homes.

3. Family Responsibilities

- Regular dependent care arrangements must be in place to allow the employee to work in a distraction-free environment. The employee must arrange to have a safe, dedicated space or room where the employee is not distracted and is able to concentrate, and will ensure business calls will not be disrupted (e.g. children, pets, loud noises).
- When the above is not available, employees may arrange with their supervisor to ensure their work hours are being completed during flex time.

4. Equipment and Furniture

- The employee will provide ergonomically sufficient furniture necessary to work at home. The District will not be responsible for loss, damage, or costs associated with the provision of home use equipment.
- On a case-by-case basis, as it may be available, and not otherwise required for office use, technology may be provided.
- The use of the District's equipment, software, data and or supplies is limited to purposes relating to the District's business. Appropriate office supplies may be provided by the District and should be discussed and approved by the supervisor.
- The employee will be responsible to secure and protect the property, documents and information belonging to the employer. The employee has read and signed the Internet Use Policy.
- The employee will promptly report to their supervisor and the manager of IT any circumstances or incidents which may compromise the confidentiality of any District property, documents or information.
- Records removed from the office must be signed out using the designated sign out sheet available from the employee's supervisor.
- All District policies regarding the retention of records, acceptable use, freedom of information, communications, and code of conduct and related policies applies to the home environment.
- The employee will forward their desk landline phone to their home phone or cell phone to answer and respond to phone calls.

5. Technical Support

Based on department and employee needs, an employee working at home will have access to the same help desk services as any other employee when using District systems. Help desk support will be limited to those technology issues related to the work performed by the employee on behalf of the District. If an employee is using their own equipment, they are required to provide their own repair and replacement as may be needed.

6. Confidentiality

All employees must adhere to the District confidentiality policy and ensure they are taking extra precautions such as encryption and/or locking away documents in their home environment.

7. Other

In the event of operational emergency or other circumstance as required, the District reserves and retains the right to recall staff to the workplace as required.

POLICY NAME	Reopening Plan	POLICY NO.	1.5.23
POLICY OWNER	Manager of Human Resources	REVIEW PERIOD	
EFFECTIVE DATE	July 21, 2021	RESOLUTION NO.	2021-07B-4
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To address the evolving reopening plan following the municipal hall closure due to the COVID-19 pandemic.

OBJECTIVE

This policy is to comply with the regulations set out by WorkSafeBC to ensure safety as the District reopens to employees and citizens.

To allow flexible work options to non-essential employees in conjunction with a return to regularly scheduled in-office hours, in-person council and committee of the whole meetings and meetings with external parties.

DEFINITIONS

Non-essential employees: Employees who can work from home without disruption of their productivity and operational service level to the public and their employer.

Essential employees: Employees who cannot work from home without disruption of their productivity and operational service level to the public and their employer.

SCOPE

This policy is for all employees to ensure the District of Sechelt meets the operational needs of the organization, council and community; as well as supporting employees in a safe work environment that allows for flexible and equitable work options. This policy also addresses a solution to the decrease in-office desk space availability.

All non-essential employees will be provided with an option to work from home for up to three days per week. All non-essential employees who choose to work from home in this hybrid model must be in their workplace during operational hours at a minimum of two scheduled days per week.

POLICY NAME	Seaside Centre Rental Fee Refund	POLICY NO.	1.6.7
POLICY OWNER	Communications Manager	REVIEW PERIOD	
EFFECTIVE DATE	July 2, 2008	RESOLUTION NO.	08-07A-06
AMENDMENT DATE	March 2, 2011	AMENDMENT RESOLUTION NO.	94-03/2011 (21)

PURPOSE

To provide guidelines and procedures for the issuing of refunds of Seaside Centre rental fees.

POLICY

The District of Sechelt Council has an interest in ensuring that Seaside Centre rental fees are structured to ensure a minimum recovery of costs such as contract wages, repairs, maintenance, insurance, and utilities. Council also wishes to support local non-profit, charitable or cultural organizations who aid in the quality of life in Sechelt through their various efforts.

PROCEDURE

1. Council will consider requests from local non-profit community organizations for a refund of 50 percent of Seaside Centre rental fees after the event is held.
2. Groups wishing to request a refund will complete the prescribed Rental Fee Refund Application for Council's consideration.
3. The Application must be accompanied by a post-event financial report showing receipts and disbursements.
4. Council will base its approval of the request on the above Policy Statements and the degree to which the event contributes to the District's overall goals and objectives.
5. If approved, a cheque will be issued to the applicant in the amount of the refund authorized by Council.
6. In the event that an application is denied, the applicant will be advised of Council's decision.

ATTACHED: Rental Fee Refund Application



DISTRICT OF SECHELT

RENTAL FEE REFUND APPLICATION

A. Instructions

Please complete this application form and submit it, with a post-event financial report showing receipts and disbursements, to:

Mayor and Council
District of Sechelt
2nd Floor, 5797 Cowrie Street
PO Box 129
Sechelt, BC V0N 3A0

FAX: (604) 885-7591

Refunds will be evaluated in accordance with the District of Sechelt Council's *Seaside Centre Rental Fee Refund Policy*.

B. APPLICATION FORM

Date of Application: _____

Name and address of organization:

Contact person: _____ Phone: _____

Date of event: _____

Description of event held: _____

Amount of refund requested: \$ _____

Has your organization received any other rental fee refunds from the District this year?
Yes ___ No ___

=====

Rental Fee Amount Paid by applicant: _____

Previous Refunds Received: _____

POLICY NAME	Christmas Office Closure	POLICY NO.	1.6.8
POLICY OWNER	Chief Administrative Officer	REVIEW PERIOD	
EFFECTIVE DATE	September 17, 2008	RESOLUTION NO.	IC08-09B-07
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To confirm annual office closure during the Christmas holidays.

POLICY

That the District of Sechelt office be closed between Christmas Day and New Year's Day annually.



COUNCIL POLICY
1.6.9 – Sechelt Community Projects Inc. (SCPI)
Dividend Allocation

POLICY NAME	Sechelt Community Projects Inc. (SCPI) Dividend Allocation	POLICY NO.	1.6.9
POLICY OWNER	Director of Financial Services	REVIEW PERIOD	
EFFECTIVE DATE	March 4, 2009	RESOLUTION NO.	05-03/2009 (10)
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To establish guidelines for allocating SCPI dividend funds.

POLICY

That the dividend received from SCPI be utilized in the District of Sechelt for “Green” projects that help us toward our goal of being carbon-neutral, a sustainable community and job creation, and

That staff bring forward those projects for Council input and approval.

POLICY NAME	Public Art	POLICY NO.	1.6.10
POLICY OWNER	Arts, Culture & Communications Coordinator	REVIEW PERIOD	
EFFECTIVE DATE	July 17, 2013	RESOLUTION NO.	455-07/2013
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

Public Art is a significant tool for promoting the cultural vibrancy of Sechelt, encouraging economic development, and creating a sense of enhanced civic pride and identity. The District of Sechelt believes in the value of Public Art and demonstrates its support by preserving and collecting artworks that are significant to Sechelt and its residents. The Public Art Program complements Sechelt’s corporate strategic goals of creating a “bold, innovative community where people want to live, work and play.” This Policy will provide the framework for the District of Sechelt to encourage, fund, select, preserve and, as required, de-accession Public Art.

POLICY

Public Arts Program and Policy Attached.



Public Art Program & Policy

District of Sechelt
2013

Artwork: "Paradise Found" 2011, by Todd Clark

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1. PROGRAM OVERVIEW

1.1. Mission Statement

To enrich the quality of life for residents and visitors alike through the creation of art in public places, thereby demonstrating the value of art and cultural heritage in Sechelt.

1.2. Purpose

Public Art is a significant tool for promoting the cultural vibrancy of Sechelt, encouraging economic development, and creating a sense of enhanced civic pride and identity. The District of Sechelt believes in the value of Public Art and demonstrates its support by preserving and collecting artworks that are significant to Sechelt and its residents. The Public Art Program complements Sechelt's corporate strategic goals of creating a "bold, innovative community where people want to live, work and play." This Policy will provide the framework for the District of Sechelt to encourage, fund, select, preserve and, as required, de-accession Public Art.

1.3. Program Plan

The District of Sechelt's Public Art Program's short and medium-term priorities include:

- Implementing best practices in the management of a Public Art Program;
- Creating and Managing a Public Art inventory;
- Mapping Public Art and Cultural Heritage on an online Culture Map;
- Creating a Public Art Walking Tour & Educational Program;
- Supporting Community-driven Art Projects on an annual basis;
- Developing a commemorative Public Art project to celebrate the District of Sechelt's 30th Anniversary (June 30, 2016), and;
- Responding to opportunities for community partnerships, donations, and private and/or developer contributions.

1.4. Background

The oldest artworks in the District of Sechelt's collection are two watercolour paintings created in 1914 by Alfred A. Bradbury. These paintings of the Sechelt waterfront and shíshálh First Nations village were purchased by Sechelt Council in 1973 for their significant historical and cultural value to the community. In the 1980s the District was given a totem pole by local shíshálh First Nation artist Frank "Frankie" Dixon Jr. This piece was one of the first totem poles the artist carved and depicts an eagle, raven, mask, grizzly bear, and frog. More recently, the District of Sechelt began commissioning works of art for addition to the public art collection. In 2005, the District commissioned the first artwork to be permanently installed in the Spirit Square Sculpture Garden (then referred to as 'Block 7'). Officially unveiled in

July of 2006, local artist Michel Beauvais' granite sculpture "*A place of infinite beauty, between two waters*" is a tribute to the local ecology and cultural history of Sechelt. Since the Spirit Square Sculpture Garden was created, the District of Sechelt has continued to develop its Public Art Collection for the benefit of both residents and visitors to the community.

1.5. Context

Public Art is included in the District's broader policies and plans. The *Official Community Plan* (2010) articulates a Community Vision for Sechelt that includes:

Create Walkable Neighbourhoods - Sechelt facilitates a variety of transportation modes that link neighbourhoods, with more sidewalks, bicycle routes and transit.

Walkable neighborhoods will be greatly enhanced with the inclusion of public art. As well, educational walking tours of the Public Art Collection and local heritage sites will encourage residents and visitors to explore and enjoy their community in new ways.

Diverse Heritage and Arts Community - Sechelt celebrates its arts and preserves its rich cultural heritage.

An important part of celebrating and preserving our local cultural heritage is to develop the Public Art collection and maintain the artworks and heritage objects that are currently in the public realm.

Downtown First - Sechelt has a vibrant Downtown that acts as a focal point for the entire community.

The majority of the works in the Public Art collection are located in or near the downtown of Sechelt. This is something that could be further developed through collaboration with civic projects such as sidewalk upgrades and beautification initiatives.

Public Art also aligns with the Official Community Plan's emphasis on *Social Well Being*. In particular, the stated need for a community that includes opportunities for "**learning, interaction**", "**creativity**", and "**participation in community life**." (Section 10, p. 73). The need to focus on the appearance of the downtown area is emphasized in *Section 6. Downtown Sechelt*, the plan indicates "New development also needs to present a more attractive 'face'." Density Bonus provisions within the Official Community Plan include "Public Art" as one of the community amenities encouraged by the District of Sechelt. In addition, the Official Community Plan

articulates a commitment to Public Art (Section 11. Arts, Culture and Heritage) as follows:

Public Art
11.7 The District supports public art as a valuable community amenity contribution with new development applications (see density bonus provisions in chapter 5, Residential).
11.8 The District of Sechelt will facilitate planning for art in public places with artists, local businesses and community facilities.

Beyond the Official Plan, the District of Sechelt’s *Sustainability Action Plan* (2011) recommends the provision of “**opportunities for art, culture and recreation to enrich community life.**”

Lastly, the District of Sechelt’s *Importance of Arts and Culture Policy 1.1.6* (1997) states that “Council support and encourage art in public places.”

1.6. Values & Guiding Principles

Accessibility

Given its ‘public’ nature, the District will strive to ensure that public artworks are both visually and physically accessible. The District will also be proactive in sharing knowledge and information with the community.

- Physical accessibility to the artwork (municipally owned areas frequented by the general public, and publicly accessible interior areas of municipally owned buildings)
- Access to a Public Art Inventory & Database
- Appropriate acknowledgement of the artworks (e.g. maps, labels and signage)
- Processes which are inclusive and transparent to the public

Artistic excellence

Public art acquired by the District will be of the highest quality and will exemplify expert skill and craftsmanship. The District will maintain the integrity of the artworks over time to reflect the value of public art to our community and cultural development.

- Encouraging of high artistic standards
- Choosing works on the basis of artistic merit by qualified adjudication and selection
- Encouraging a high calibre of urban design by incorporating artworks into the infrastructure of Sechelt

Community engagement

Public art engages the community at large and, as such, is inherently collaborative. The community will be provided with opportunities to engage in various stages of the public art planning and implementation processes.

- Contributing positively to the quality of life for Sechelt residents
- Providing programs and opportunities for the community to learn about the public art
- Enhancing the community's sense of ownership and value by commissioning works that are site-specific and that respond to the natural, social and built environment of Sechelt
- Encouraging the joint participation of artists, the community, and local businesses in projects that meet specific community needs and aspirations.

Diversity

Public art initiatives strive to build a sense of community, and as such should reflect the diverse interests of the community. The District will support public art initiatives from a broad range of artists.

- Encouraging a broad range of artwork in terms of media, scale and style.
- Reflecting the diversity of Sechelt's cultural communities.
- Supporting artists at various stages of career development.

Sustainability

The District will ensure that public art projects are supported by sustainable funding and management programs so that public art continues to play an important role in the vision for long-term growth and improvement of the community. The District will develop management plans to ensure works retain the original intentions of the artist and are not compromised by a lack of care and maintenance.

- Supporting a funding strategy that ensures necessary resources for both development and maintenance of the Art Collection
- Ensuring that all artworks in the District of Sechelt collection will be part of a coherent program of maintenance, conservation and preservation.
- Encouraging projects that are responsive to the natural environment and local ecology.

2. GLOSSARY

Accession (or Acquisition): The process of acquiring and registering a work of art to the Public Art Collection.

Call to Artists: Project announcement or advertisement that informs artists of a public art opportunity.

Conservation: The protection, preservation, or restoration of an artwork by a qualified Conservator.

Deaccession: The formal process to permanently remove an object from the Public Art Collection.

Private Sector Public Art: Artworks that are privately owned but located in the public realm publicly visible places, ordinarily commissioned by the private sector.

Public Art (Artwork or Public Artwork): any work of art that is accessible to the general public. Artwork may be permanent, semi-permanent, functional or temporary, and includes all forms of art conceived in any medium, for example, installation, sculpture, mosaic, glass, fabric, painting, environment, photography, etc.

Public Art Collection: All artworks recognized as being owned by the District of Sechelt.

Public Art Inventory: The public art inventory refers to a comprehensive database describing art in the Public Art Collection and/or located in the public realm. The inventory will detail the following, if known: artist, title, location, material, installation date, owner and/or project initiator. The inventory will be updated with information about new commissions and changes in locations of existing works.

Public Art Reserve Fund: A District reserve that holds monies for public art acquisitions, maintenance and related Public Art programs.

Public Realm: Public realm (or Public Space) is defined as an area accessible to and frequented by the general public, though not necessarily owned and operated by the District of Sechelt. This includes, but is not limited to parks, streets, trail systems, public facilities, courtyards, squares, building exteriors, and interior public areas of municipal buildings.

3. GOVERNANCE

3.1. Role of Mayor & Council

- Approve the Public Art Policy and any changes as needed;
- Approve recommendations from the Arts Coordinator related to the acquisition, loan, or deaccession of Public Art;
- Act as an advocate for art in public spaces in the District of Sechelt;
- When needed, convene a panel of qualified professionals to provide expert advice on public art projects;
- Authorize expenditures from the Public Art Reserve Fund; and
- Approve the annual Public Art Program budget.

3.2. Role of Arts Coordinator

The management of the collection will be the responsibility of the Arts Coordinator who will:

- Develop, maintain and promote the Public Art Program;
- Establish and maintain the Public Art Inventory;
- Oversee the art selection process;
- Advise on appropriateness of placement and location of artworks;
- Coordinate conservation of the Public Art collection as required;
- Act as liaison between artists, community groups, and the District;
- Provide advice and support for community-driven public art projects;
- Report on policy recommendations to Council;
- Review and recommend proposed donations of artwork;
- Recommend artwork to be de-accessioned;
- Recommend processes and systems to fund, maintain/conservate, document, interpret, and promote public art projects; and
- Recommend to Council an annual budget for the Public Art Program.

4. BRANCHES OF THE PUBLIC ART PROGRAM

4.1. Public Art Collection & Spirit Square Sculpture Garden



Greta Guzek
Fortuitous Arrival, 2009
Collection of the District of Sechelt
Public Art Collection



Michel Beauvais
A place of infinite beauty, between two waters, 2006
Collection of the District of Sechelt
Spirit Square Sculpture Garden

Purpose

The purpose of the Public Art Collection and Sculpture Garden is to acquire and publically display artworks that have cultural or historic significance to Sechelt. These works will enhance District-owned buildings and public spaces, and the collection will be developed and maintained for the enjoyment and education of the entire community.

Goals

- Enhance the attractiveness of Sechelt, and promote cultural tourism;
- Enrich the public environment and promote awareness, understanding, access and enjoyment of art as part of everyday life for Sechelt locals and visitors;
- Collect and preserve works of cultural and/or historic significance to Sechelt and the lower Sunshine Coast;
- Develop a diverse, high quality public art collection that is diverse in style, scale, media and artists;
- Promote local talent and artistic ability; and
- Celebrate and preserve the vibrant cultural heritage of Sechelt.

Public Art acquisitions will range in scope and scale. To the extent feasible and appropriate, opportunities for Public Art should be identified and undertaken in conjunction with municipally funded infrastructure projects. These opportunities will emerge as the District of Sechelt is planning a new facility, renovating an existing facility, or developing a park, street or public space. The District of Sechelt's

Parks and Public Works, and Development departments will also be able to identify potential art opportunities in the initial stages of an infrastructure project.

Incorporating art into functional objects is an affordable, high-impact way to meet the District of Sechelt's goal of creating a vibrant downtown and making Sechelt a place where people want to "live, work, and play". Integrating public art into infrastructure design will require the District of Sechelt work with artists in the design of public amenities such as benches, drinking fountains, fencing, public washrooms, bicycle racks, man-hole covers, skateboard parks, bike pump tracks, tree grates, community gardens, even the District's water and sewer infrastructure could be distinctive and dynamic, reflecting civic pride, creativity, and care for the public realm. This should be done on a program-by-program basis with first priority being to contribute to a vibrant downtown.

These opportunities include:

- Major street reconstruction/streetscape projects
- New and retrofitted civic buildings and civic infrastructure
- New building construction projects
- Parks and open space projects
- Partnerships on capital projects by other public agencies such as Sunshine Coast Transit, shíshálh First Nation, the Sunshine Coast Regional District, and the Downtown Revitalisation Advisory Committee.

4.2. Community-Driven Public Art Projects



Cowrie St. & Wharf Ave. banners
Sunshine Coast Arts Council project



Hydro Box Paintings
Downtown Revitalization Initiative

Purpose

The purpose of Community-Driven Public Art Projects is to engage our local residents and artists in the collaborative development of art, strengthening connections within the community. When integrated into the everyday lives of our residents, community-art projects are an effective means of addressing social and

cultural concerns, enriching our experience of the community, and enhancing the livability of Sechelt.

Goals

- Provide opportunities for resident artists and crafts people at all levels and career stages;
- Enhance the sense of community identity unique to Sechelt;
- Encourage artworks that reflect community diversity, values, history, nature and culture;
- Engage citizens through participation in creative projects'
- Encourage the creation of publicly accessible, permanent or temporary artworks that have artistic merit and community benefit; and
- Reflect the diversity, needs, and ambitions of the community.

Community-driven arts projects provide a unique way for the District of Sechelt to brand itself. It also enables our local artists to engage in creative activity with community. This program supports partnerships and collaboration between artists, community arts organizations, the municipality and other community groups such as the Sechelt Visitor Centre, the Sechelt Public Library, the Sechelt Downtown Business Association, and the Sechelt Aquatic Centre. Projects range in size and scope to include both permanent and temporary installations, murals, street art, and performances. Potential locations for these projects include, but are not limited to: community centres, municipally-owned buildings and public facilities maintained by the District of Sechelt, parks, public squares and other public gathering places. Transitional properties can also be used for temporary projects (e.g. development sites and construction fencing).

Examples

The Cowrie St. and Wharf Ave. Banner Project

The Cowrie & Wharf Banner Project began in 1994 as a joint venture between the Sechelt Chamber of Commerce and the Sunshine Coast Arts Council. Every fall, elementary school students are asked to submit designs for the banners, which are then hung on Cowrie Street the following year. The District of Sechelt's Parks and Public Works Department hangs the completed banners from the light posts on Cowrie Street for the summer months. Since 2003, the street banner project has been sponsored entirely by the Sunshine Coast Arts Council.

The Sechelt Skatepark Murals

The Skateboard Park in Sechelt was originally built by the Rotary Club in 1996. In 2006 the District of Sechelt agreed to take over maintenance of the park and its surrounding greenery. In August of 2013 a "Paint the Park" initiative was launched in order to revitalize the look of the skateboard park. A team of local graffiti artists, muralists, and youth will be given the opportunity to create new large-scale murals at the skatepark and participate in its revitalization. This project was made possible

by funds from the District's Community Crime Programming Reserve.

4.3. Amenity Contributions

Purpose

To enhance and animate the public spaces of private developments.

Goal

The provision of Public Art on private property

The voluntary inclusion of artworks, often featured at the entry or access way of the property, is becoming more common as developers recognize the added value that artwork can bring to a building project. As outlined in Section 5.20 of the District of Sechelt's *Official Community Plan (2010)*, "Amenity Contributions" are voluntary and the developer can obtain a density bonus in exchange for public art. In keeping with the guidelines for amenity contributions, private sector developers will be encouraged to integrate Public Art into the design of a site, buildings and/or landscaping, especially in publicly accessible and visible areas of the site, including, but not limited to building facades, floors, ceilings, courtyards, or entrances.

4.4. Public Art on Private Property

Throughout the District of Sechelt, works of art including murals, sculpture, and First Nations' poles have been created by artists and located on publicly accessible private property. Some were commissioned by businesses and some commissioned by other government agencies such as the shíshálh First Nation. While these are recognized as forms of public art, they are not officially part of the District of Sechelt's Public Art Program or Collection.

5. PROCEDURES

5.1. Acquisition

Artworks for the Public Art Collection may be acquired through direct purchase of completed artwork, commissioning of new work (e.g. competitions, requests for proposals, or direct commissions), community-based art projects, donation, amenity contributions and/or private development initiatives.

5.2. Inventory

The Arts Coordinator will create and maintain an inventory of the District of Sechelt's public art collection. Information in the database will include name and bio of the artist, as well as detailed description of each artwork, media, materials, dimensions and location. The Public Art inventory records will be updated when new works are acquired and following routine inspections, maintenance and conservation.

5.3. Copyright

In accordance with the Copyright Act, the District of Sechelt recognizes the artist as owner of copyright including moral rights and will negotiate the transfer of certain rights with each individual artist. In particular, the District of Sechelt will request the right to reproduce images of the artwork for public relations, documentation and educational purposes. As well, if the artwork is displayed in any publication issued by the District of Sechelt, the name of the artist shall be included.

6. FUNDING STRATEGIES

Background

As a first step towards sustained funding of a Public Art Program, in 2007 Council endorsed the Arts, Culture and Heritage Advisory Committees' recommendation that \$2,000 be set aside annually for the purchase of public art. In 2010, the amount allocated to Public Art Acquisition was increased to \$5,000. In 2011, the Public Art Reserve Fund was established and \$5,000 was transferred into that Fund (representing unspent 2010 Public Art Funds). At that same time it was recommended that future unspent public art acquisition budget dollars go into the Public Art Acquisition Reserve.

6.1. Public Art Reserve Fund

The District of Sechelt has adopted a policy of annually dedicating funds for public art, with any unspent monies being held in the Public Art Reserve Fund. Accumulated funds enable future opportunities to commission larger works of art, as well as restorative maintenance in the future. Unspent monies will not be returned to the District of Sechelt's general operating revenues.

The District of Sechelt will, on an annual basis, contribute funds to the purchase of Public Art and/or Community Art Projects. Of that contribution, 5% will be committed to maintenance of existing and future artworks. The balance will be used for the purchase, planning, design, fabrication, and installation of a minimum of one Community Public Art project and/or Public Art acquisition each year.

6.2. Maintenance and Conservation Fund

The District of Sechelt is responsible for the maintenance of all public art in the District's collection, whether commissioned, purchased, or donated. Funds to cover the cost of any maintenance, cleaning, conservation or repair will be held in a Public Art Maintenance Fund.

6.3. Donations

Donations and gifts can help fund public art projects and acquisitions in the District of Sechelt. Donations of art will be directed to the District of Sechelt's Arts Coordinator for review and consideration.

6.4. Government and Foundation Grants

Community-driven Public Art projects, managed by an arm's length non-profit organization (e.g. the Sunshine Coast Arts Council or the Coast Cultural Alliance) may be eligible for municipal Grant-in-Aid funds, other government arts grants, and/or funds from private foundations.

7. MAINTENANCE

It is the responsibility of The District of Sechelt to maintain all permanent works of art within the Public Art Inventory. In an effort to build sustainability into the public art program, all public art acquisitions will include a maintenance fund in the budget for the conservation of the artwork. Current and accurate information is critical to preserve public art. The District of Sechelt's Parks & Public Works department will undertake cursory inspections of the outdoor public artwork on a regular basis. On an annual basis, the Public Art Collection will be thoroughly inspected by the Arts Coordinator and the following carried out: condition reports; photo documentation of any changes to the condition; report on any repairs; update records, files and the Public Art Database. A qualified art conservator or restorer may be contracted to undertake the inspection, if deemed necessary.

7.1. Insurance

All public artworks owned by the District of Sechelt through purchase, commission and/or donation are the property of the District of Sechelt and are insured under the District of Sechelt's Insurance Policy.

7.2. De-Accessioning

The District of Sechelt has the right and responsibility to deaccession Public Art when necessary. The deaccessioning of Public Art will only occur after the District of Sechelt undertakes a comprehensive assessment of the work(s) in question. All reasonable efforts shall be made to resolve problems or re-site the artwork, in consultation with the artist and/or donor.

Reasons for de-accession include, but are not limited to:

- Endangerment of public safety
- Restoration is not possible
- Site redevelopment
- Theft or accidental loss

District staff will be responsible for preparing a report providing the justification for recommending deaccessioning and the proposed method of disposal. In the event of accidental loss, theft or vandalism, the District of Sechelt retains the right to determine whether replacement or deaccessioning of the artwork is appropriate. The deaccessioned art may be moved, sold, returned to the artist or destroyed, with any monies received through the sale of the work(s) being placed in the Public Art Reserve Fund for new acquisitions.

8. COMMUNITY OUTREACH

The Public Art Program will strive to stimulate community interest and engagement through the provision of educational and programming opportunities for learning, participation, and experimentation in arts and culture. The value of public art will be communicated to the public through use of the following means:

- Informational one-sheets
- Online and print-based marketing
- Outreach and Educational Programs

8.1. Informational One-Sheets

These will provide standardized information about each artwork, including: name of artist, title, date of creation, funding recognition, and any other key information that would assist viewers in appreciating the artwork. Quick Response (QR) codes could be added to Sechelt's Heritage Panels; when activated, these would link users directly to the District of Sechelt website for further information on Cultural Heritage and where to locate more Heritage Panels in the community.

8.2. Marketing Materials

The primary marketing tool for the Public Art Program is the District of Sechelt website. The District website will offer:

- A map (both online and in print) of artworks in the public realm
- Information on artworks in the Art Collection and Sculpture Garden
- Information on how to apply for a public art opportunity
- Information on the street banner program and any other community-based art projects in progress
- A copy of the *Public Art Program and Policy*

8.3. Educational Programs

The District of Sechelt will provide opportunities for the public to learn about and become involved with the art in their streets through:

- Public art walking tours & self-guided maps
- Artist talks
- Informational One-Sheets

9. BIBLIOGRAPHY

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POLICY NAME	Encroachment Agreement – Licence to Occupy District Land	POLICY NO.	1.6.11
POLICY OWNER	Administration	REVIEW PERIOD	
EFFECTIVE DATE	March 19, 2003	RESOLUTION NO.	15759
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

There are circumstances within the District of Sechelt where publicly owned land or right of way adjacent to privately owned land may be utilized by the property owner for temporary uses, such as non-permanent fencing and parking of vehicles, without significantly or permanently altering the public owned land or right of way.

The District will only consider allowing encroachments in cases of hardship.

POLICY

1. Criteria

A proposed encroachment must meet the following criteria to be formalized with a License to Occupy:

- Must not impede the flow of vehicular or pedestrian traffic
- Must not compromise the safety of vehicular or pedestrian traffic, or potential users of that public land
- Must not diminish sight lines onto public roadways/walkways
- Must not be of a permanent nature (i.e. is easy to remove if required)
- Must not interfere with or be injurious to infrastructure, including ditching, water lines, sewer lines and other utilities
- No vegetative planting other than low level shrubs and grasses that would not interfere with future underground infrastructure or road expansion
- Must demonstrate hardship
- No mature vegetation will be removed from the right of way to erect the encroachment

2. Benefiting Property Owner Responsibilities

- (a) Property owner must adhere to criteria set out above
- (b) Property owner must agree in writing, to remove the encroachment upon notification in writing by the District
- (c) Property owner must be cognizant of non-permanent nature of any encroachment
- (d) Property owner will be responsible to pay the costs for and making the necessary arrangements for installation and removal of the requested encroachment

PROCEDURE

1. Application

If a property owner feels it necessary to erect an encroachment onto District property, the following must be submitted in writing to the Clerk:

- A brief description of the encroachment
- A scaled drawing of the proposed works showing the encroachment
- Assurances must be given by the property owner that they understand the encroachment is not permanent, and must be removed by the property owner upon written notification by the District
- Reasons for hardship

2. Review of Application

District staff will review the application, conduct a site visit (s) and contact the neighbouring property owner(s) if necessary, and will adjudicate the application based on the criteria set out by this policy.

If an application is denied, the applicant may request to have the issue reconsidered by the Council. A staff report will accompany that request, indicating staff's reasons for refusal of the request.

Rent

If an encroachment is permitted, the property owner to whom the encroachment benefits will be required to pay the District an annual rental charge, equal to 7.5% of the pro-rata assessed land value of the benefiting property, which is then applied to the licensed area.

Fees

Fees for the administration of the License to Occupy will be charged based on the amount set out from time to time in the District's applicable fees bylaw.

Liability Insurance

The benefiting property owner will be required to obtain liability insurance for a permitted encroachment onto District property, including a clause that saves the District of Sechelt harmless from any actions that may be brought upon it by the encroachment.

Registration of License to Occupy or Covenant

The District of Sechelt may require the registration of the License to Occupy with Land Titles. The fee for registration will be paid by the property owner requesting the encroachment.

The District of Sechelt may require a covenant be registered against Title of the benefiting property to guarantee removal of the encroachment.

Existing Encroachments Not Yet Formalized

1. Property owners that have erected encroachments onto District property or rights of way may apply to have the encroachment formalized by staff through a License to Occupy, by applying in the manner stated above.
2. Existing encroachments not already formalized may be examined for approval following the criteria set out in this policy.
3. Encroachments that do not meet the criteria are to be removed by owners of benefiting properties at their expense. Those informal encroachments that were not placed by the current benefiting property owner and are required to be removed, will be removed at the District's expense.
4. A property owner who does not agree with staff's decision to remove an existing non-approved encroachment may approach Council for reconsideration of the staff decision. A staff report will be provided to Council outlining its reasons for the recommendation to remove the encroachment.

Staff Initiated Encroachment Formalization or Removal

1. Non-formalized encroachments that come to the attention of District staff will be reviewed as time permits. Staff will contact owners of benefiting properties and initialize discussions to formalize the encroachment if it meets the criteria.
2. If the encroachment does not meet the criteria, the property owner will be informed.
3. The property owner will be required to remove the encroachment at their own expense.

POLICY NAME	Bylaw Enforcement Procedures	POLICY NO.	1.6.12
POLICY OWNER	Director of Planning and Development	REVIEW PERIOD	
EFFECTIVE DATE	November 21, 2018	RESOLUTION NO.	2018-10D-41
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

1. PURPOSE

To provide guidance to staff, stakeholders, and members of the public for the receipt of complaints and the initiation of investigation and enforcement proceedings related to bylaw contraventions in the District of Sechelt.

2. DEFINITIONS

In this policy:

Building Inspector means an individual designated by Council as a building inspector for the municipality.

Bylaw means a bylaw adopted by the District of Sechelt

Bylaw Enforcement Officer means any person appointed or designated by the Council of the District under the *Community Charter* or *Police Act*, or both, to enforce the provisions of the District Bylaws.

CAO means the Chief Administrative Officer for the District of Sechelt

Corporate Officer means the municipal officer assigned responsibility under section 148 of the *Community Charter*.

Council means the Municipal Council of the District of Sechelt;

Valid Complaint means a complaint about a potential bylaw contravention that contains the following information:

- The complainant’s name, address and telephone number or email;
- The location and general nature of the potential bylaw contravention, such as the ‘who’, ‘where’, ‘what’ and ‘when’ of the issue;
- Any previous attempts by the complainant to resolve the issue; and
- Is not made as a retaliatory or vexatious complaint.

Vexatious Complaint means a complaint that was not made in good faith, including where, in the opinion of a Bylaw Enforcement Officer or Building Inspector, the complaint was made for

vindictive or bad faith purposes; forms part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process.

3. POLICY STATEMENT

- 3.1** The main goals of bylaw enforcement in the District are to ensure public safety and to maintain community harmony.
- 3.2** The District's approach to bylaw enforcement is primarily complaint based. The District does not have the resources to proactively monitor all areas of the District to confirm compliance with all potentially applicable bylaws. The District will use discretion on a case-by case basis to evaluate bylaw contraventions, and take reasonable steps to investigate contraventions in accordance with the criteria and guidelines in this policy.

4. SCOPE

- 4.1** This policy applies to all staff engaged in bylaw enforcement activities on behalf of the District.

5. COMPLAINTS

- 5.1** Investigations regarding potential bylaw violations may be initiated after receiving a complaint.

Complaints may be received through the following:

- a) Complaints from a member of the public about a bylaw contravention. Complainants should address the information requirements of a valid complaint. Complaints may be received by the District in person, by phone, in writing or via email;
 - b) Observations of a member of staff or Council of a bylaw infraction, apparent unsafe condition, or failure to obtain a permit;
 - c) Information from a credible third party source, such as a police officer, Provincial or Federal enforcement official, Vancouver Coastal Health, the Agricultural Land Commission and the like;
 - d) During the regular course of their duties, the Bylaw Enforcement Official or the Building Inspector(s) may seek out bylaw infractions for issues of public health and/or safety or other bylaw violations.
- 5.2** Complaints regarding the Building Bylaw are referred to the Building Inspectors, who are appointed by the District to enforce that Bylaw.
 - 5.3** Where applicable, the District may refer complaints to another agency with jurisdiction within the District. For example, valid complaints regarding animals may be referred to Society for the Prevention of Cruelty to Animals (SPCA) or Conservation Officers.

6. INVESTIGATIONS

6.1 The investigation of an alleged bylaw contravention is at the discretion of the District. Complaints may not be investigated or otherwise acted upon if, in the opinion of a Bylaw Enforcement Officer, they:

- Do not qualify as a valid complaint under this policy
- Are not made by a person who is directly affected by the alleged violation; or
- Are primarily related to a dispute between two private parties, including situations where complaints are based on matters such as fences between privately-owned properties.

6.2 The District recognizes that resources are limited. As such, the District will prioritize investigations regarding complaints to ensure that health and safety matters are addressed in the most expedient fashion possible. Complaints are investigated in consideration of the following priorities:

a) Priority #1 - Health & Safety. This includes bylaw violations which affect the health, safety, and security of the public or a property, or multiple medium-priority violations. Examples of bylaw violations that may be considered high priority:

- Construction without a valid building permit where there are multiple code infractions relating to safety
- Inadequate exiting and/or fire protection due to building alternations without a permit
- Tree cutting without permit in a Development Permit Area.

b) Priority #2 - Community Impact. This includes bylaw violations that affect surrounding properties, negatively affect the community or the environment. Examples of bylaw violations that may be considered medium priority:

- Unsightly premises
- Burning without permit
- Noise bylaw violation
- Multiple low priority violations on the same property.

c) Priority #3 - General Nuisance. This includes bylaw violations that are general nuisances or minor infractions that do not affect the health, safety and security of the surrounding properties. Examples may include:

- Minor renovations without a permit, where there are no concerns relating to health and safety, and the use and building comply with the Zoning Bylaw.
- Minor encroachment into a setback
- Noise bylaw violation (depending on circumstances).

6.3 **Vexatious Complaints:** The District may receive multiple complaints from the same person on the same issue, which may be minor in nature and considered frivolous or vexatious. Staff will investigate all bylaw-related complaints to ascertain their validity. If it is determined that all steps have been undertaken to resolve the complaint or issue,

the complaints continue unabated, and there is no bylaw contravention or it meets the definition noted in policy, staff may prepare a report to the CAO or designate recommending conclusion of the investigation. The CAO or designate will declare a complaint or complainant as Frivolous or Vexatious and will instruct staff on how to respond to these complaints.

- 6.4 The District is not required to proactively provide follow-up information to complainants. Staff may respond to specific requests for information, subject to confidentiality requirements. A response to a complainant may be withheld if legal action is pending.
- 6.5 The District will record valid complaints for the purpose of tracking, follow-up and statistical analysis of bylaw contraventions.

7. ENFORCEMENT

- 7.1 Bylaw Enforcement is at the discretion of the CAO or designate. In determining whether to commence bylaw enforcement proceedings, the District may consider one or more of the following criteria:
 - a) The potential risk to public health and/or safety;
 - b) The scale, nature, extent, and severity of the bylaw contravention(s);
 - c) The history of non-compliance on the property or by the contravener;
 - d) Whether it is in the best interests of the public and/or District;
 - e) The resources available to resolve the matter;
 - f) Whether or not enforcement may be a deterrent against future bylaw contraventions.
- 7.2 Staff will attempt to obtain voluntary compliance of District bylaws before any bylaw enforcement action is taken unless there is a record of previous bylaw violations by that individual or organization.
- 7.3 Enforcement proceedings will generally commence when voluntary compliance to correct any bylaw infraction is not achieved. The enforcement proceedings that the District may rely on include, but are not limited to:
 - a) An Order to Comply;
 - b) A Municipal Ticket or Bylaw Offence Notice, including under section 264 of the *Community Charter*;
 - c) A Bylaw Contravention Notice (Notice on Title), as set out in section 57 of the *Community Charter*;
 - d) Remedial action, with the costs of the remedial action to be at the expense of the person in contravention of the bylaw, as set out in section 17 of the *Community Charter*;
 - e) Injunctions or Court Orders, including prosecutions under the *Offence Act*, and any other remedies as set out in sections 260 and 274 of the *Community Charter*;
 - f) Other remedies available under the relevant legislation and at common law.

- 7.4 District staff will bring forward any recommendation for prosecution of an offence under the *Offence Act*, court action through civil proceedings, and remedial action to Council for its consideration.
- 7.5 The District is not obliged to enforce any bylaw or pursue law enforcement action on any bylaw infraction.
- 7.6 The District is committed to the safety of its Bylaw Enforcement Officers and staff. Where Bylaw Enforcement Officers or staff have concern for their safety in the performance of their bylaw enforcement duties, they may be accompanied by the Royal Canadian Mounted Police (RCMP).

8. CONFIDENTIALITY

- 8.1 The District is committed to its privacy and confidentiality obligations under the *Freedom of Information and Protection of Privacy Act* (FOIPA). If a person submits a request under the *Freedom of Information and Protection of Privacy Act* for the disclosure of information or records contained in any complaint or in a response to a complaint, other than for that person's own personal information, it is the District's policy to refuse disclosure under Sections 15 and 22 of the *Act*.
- 8.2 The District will make best efforts to inform the complainant if the identity of the complainant is to be disclosed as part of a bylaw enforcement proceeding. Situations in which complainant information or information about an individual's alleged bylaw contraventions may be disclosed include where the information is:
 - a) Required by Court order, warrant or other similar judicial or quasi-judicial process;
 - b) Required as part of the disclosure process in the event of a prosecution or civil proceedings; and;
 - c) Disclosed with the consent of the person to whom the personal information pertains.

Attachments:

Appendix 1 (Enforcement Options & Authorities)

Appendix 2 (Bylaw Enforcement Procedure Example)

APPENDIX 1 ENFORCEMENT OPTIONS & AUTHORITIES

In addition to voluntary compliance, the District is authorized to use a number of bylaw enforcement options, all of which are set out in provincial legislation.

Municipal Tickets

The Municipal Ticket Information System, set out in the Community Charter, allows a designated bylaw enforcement officer to issue a ticket for specified bylaw violations. The Municipal Ticket includes a description of the bylaw violation; the penalty associated with the violation; and the methods to pay the penalty.

The maximum penalty under the municipal ticket information system is \$1,000 per violation. Tickets may be appealed through the Provincial Court System

Bylaw Enforcement Notices

The Local Government Bylaw Notice Enforcement Act establishes a process for enforcing a bylaw by issuing a Bylaw Notice. The process is initiated when a bylaw enforcement officer issues a Bylaw Notice for an alleged violation.

Bylaw Notice Dispute Adjudication System

This system allows the District of Sechelt to process Bylaw Notice disputes at the local level rather than through the Provincial Court system. This more efficient system can benefit both the community and the person(s) involved in a dispute by reducing the associated costs and the time required to deal with a dispute.

The Bylaw Notice imposes a fine that the recipient can dispute through an adjudication system rather than through the courts. An independent adjudicator can hear an appeal and can cancel the fine if he/she finds that the violation did not occur. Adjudication may also include a first-level review by an internal screening officer who can cancel or reduce the fine, or enter into a compliance agreement with the recipient. A bylaw that has been disputed by a municipality under the *Local Government Bylaw Notice Enforcement Act* cannot be enforced by prosecution under the *Offence Act*.

Bylaw Contravention Notice: Section 57 Community Charter (Notice on Title)

Where an investigation has confirmed that unauthorized construction or development has taken place that represents, in the opinion of the District, a potential health, safety or liability concern, staff may prepare a report for Council recommending that a Bylaw Contravention Notice be registered against the subject property(ies), in accordance with Section 57 of the Community Charter.

Where such a Notice has been registered against the property(ies) it may not be removed until such time the CAO or delegate has confirmed that all issues related to the Bylaw Contravention Notice have been rectified and the appropriate fee has been paid to remove the Notice. The Corporate Officer shall be notified and will then submit the appropriate release documentation to the Land Title Office.

Remedial Action: Section 72-74 Community Charter

The District has authority under the Community Charter to enforce some bylaws directly. For example, the District may require a property owner to clean up a property that contravenes the Unsightly Premises Bylaw. If the owner fails to take the required action as outlined in the resolution, the District can, after a date specified in the resolution, enter onto the property, undertake the work on the owner's behalf and add the cost of doing so to the taxes on the property. The date specified allows for notice to any tenants

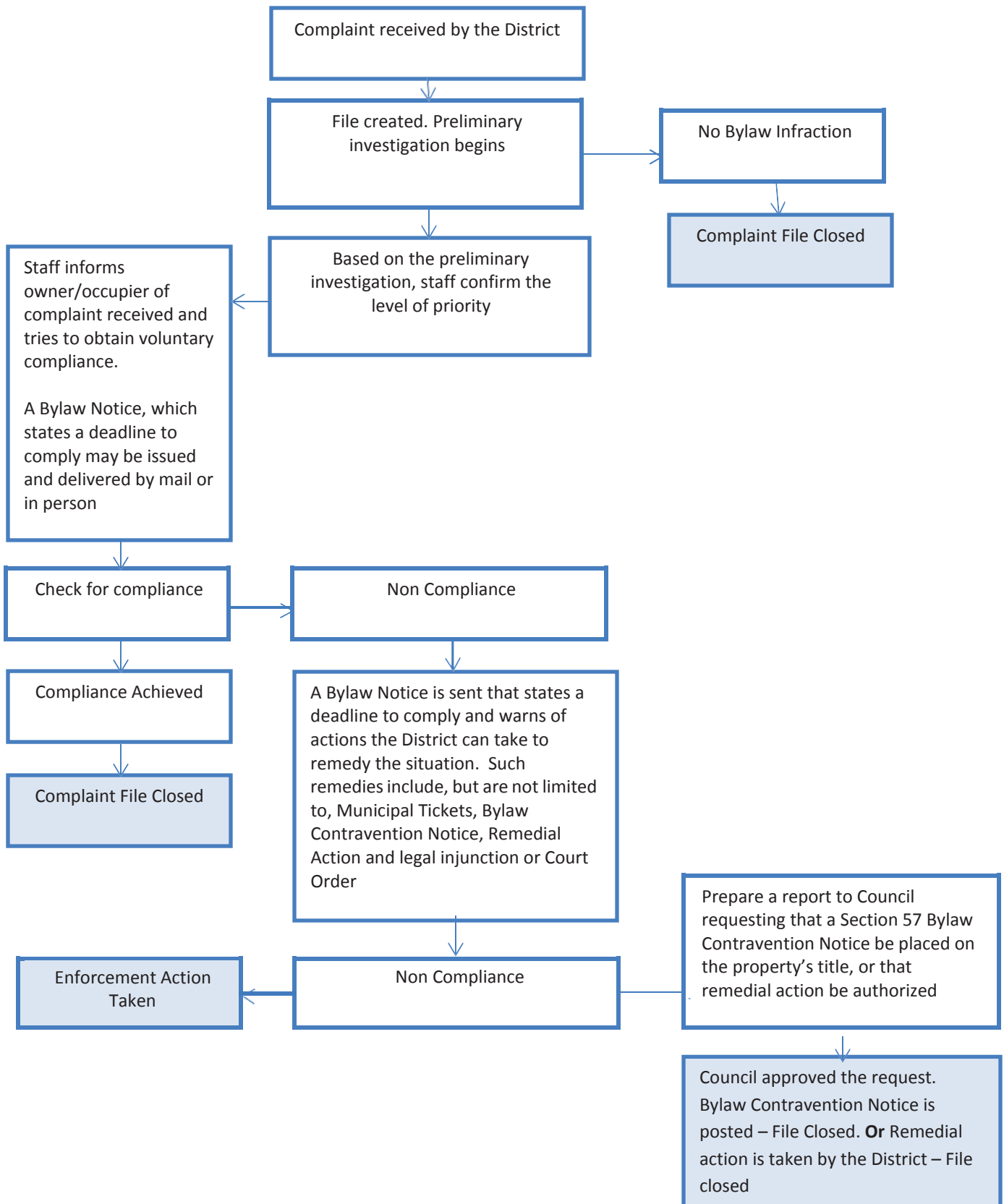
affected in accordance with the Residential Tenancy Act and a reasonable subsequent period to perform the work.

Injunction or Court Order

Where warranted, Council may consider an application for injunction or court order to stop work, and/or force compliance with District bylaws. Injunctions or court orders are generally only considered for health and safety hazard situations, subject to the discretion of the District.

APPENDIX 2

APPENDIX 2: BYLAW ENFORCEMENT PROCEDURE EXAMPLE



POLICY NAME	Canada Flag Half-Masting	POLICY NO.	1.6.14
POLICY OWNER	Chief Administrative Officer	REVIEW PERIOD	
EFFECTIVE DATE	November 3, 2021	RESOLUTION NO.	2021-11A-14
AMENDMENT DATE	November 17, 2021	AMENDMENT RESOLUTION NO.	2021-11B-4

PURPOSE

- 1.1 The purpose of this policy is to establish guidelines as to when flags flown on District of Sechelt owned property are to be respectfully lowered to half-mast.

OBJECTIVE

- 2.1 The objective of this policy is to set out a consistent approach for the lowering of the Canada Flag located on District of Sechelt owned property.

SCOPE

- 3.1 This Policy applies to the Canada flag being half-masted at District of Sechelt owned property.

DEFINITIONS

- 4.1 *Half Masting*: refers to a flag flown at half-mast as a sign of mourning and respect. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast.
- 4.2 *Funeral*: refers to the observances held for someone who has passed, usually before the burial or cremation.
- 4.3 *Memorial Service*: refers to a commemorative service held for someone who has passed. If a burial or cremation occurs prior to the service, the service is then considered a memorial service.

POLICY

- 5.1 Half masting is to occur from the time of notification of death until during the day after the Funeral; and from the morning on the day of the Memorial service, until the next day. If the notification of death lands outside of typical business hours, the flag will be half-masted on the nearest business day after notification. The same practices will be used in re-raising the flag when the Funeral or Memorial Service occurs outside typical business hours.

- 5.2 Half masting will occur on the following occasions:
- (a) On the death of a Sovereign member or a member of the Royal Family related in the first degree to the Sovereign.
 - (b) On the death of the Governor General, the Prime Minister, a former Governor General, a former Prime Minister, or a federal Cabinet Minister.
 - (c) On the death of the Lieutenant Governor or the Premier of BC.
 - (d) On the death of a Member of the House of Commons or a Member of the Legislative Assembly when that member represents the District of Sechelt.
- 5.3 Upon notification, District of Sechelt staff will verify the death and the type of service that will be held for the deceased and will half-mast the flag in accordance with the service.
- 5.4 In the event of a death not specified in this policy, the District of Sechelt will follow the direction of the Government of Canada.
- 5.5 Half-masting is to occur from sunrise to sunset on the day of the following occasions, unless the occasion occurs outside of normal business hours, in which case the flags are to be half-masted on the prior adjacent business day and raised on the next appropriate business day.
- i. On the Federal Day of Mourning for persons killed or injured in the workplace (April 28)
 - ii. Federal National Day for Truth and Reconciliation (Sept 30)
 - iii. On Remembrance Day (November 11).
- 5.6 On the death of a person or persons, or an event, the Chief Administrative Officer, in consultation with the Mayor or Deputy Mayor, shall have the authority to bestow this honour on behalf of the District of Sechelt.
- 5.7 Council may, by resolution, direct that the Canada flag located on District owned property be half-masted.

-- end of document --

POLICY NAME	Privacy Management	POLICY NO.	1.6.15
POLICY OWNER	Chief Administrative Officer	REVIEW PERIOD	
EFFECTIVE DATE	February 1, 2023	RESOLUTION NO.	2023-2A-6
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The Privacy Management Policy (the “Policy”) is the District of Sechelt’s corporate approach to privacy management.

OBJECTIVE

The Policy seeks to provide a framework for how the District will operate to ensure personal information is responsibly managed in accordance with Part 3, Protection of Privacy, of the *Freedom of Information and Protection of Privacy Act (“FOIPPA”)*.

SCOPE

The Policy applies to all District employees, Council members, volunteers, and contracted service providers, who shall comply with all duties and obligations set out in *FOIPPA*. This Policy is intended to ensure compliance with *FOIPPA*. To the extent that any portion of this Policy conflicts, or can be interpreted to conflict, with any provision of *FOIPPA*, the provision of *FOIPPA* will apply.

DEFINITIONS

In this policy,

Personal information means information that is about, or can be related to, an identifiable individual. It includes any information that can be linked to an individual or used to identify directly or indirectly an individual. Individuals for this purpose include prospective, current, and former customers, employees, and others with whom the District has a relationship. Most information collected by the District about an individual is likely to be considered personal information if it can be attributed to an identified individual.

Some examples of **Personal Information** are as follows:

- (a) the individual's name, address, or telephone number;
- (b) the individual's race, national or ethnic origin, colour, or religious or political beliefs or association;
- (c) the individual's age, sex, sexual orientation, marital status, or family status;

- (d) an identifying number, symbol, or other identifier assigned to the individual;
- (e) the individual's fingerprints, blood type or inheritable characteristics;
- (f) the individual's consumer purchase history.

Privacy means the right and obligations of individuals to control what happens to their Personal Information, including the collection, use and disclosure of that information.

POLICY

1. Privacy Program Management Responsibilities

- (a) The Corporate Officer has overall responsibility for developing and managing the privacy program for the District of Sechelt.
- (b) The Corporate Officer is designated as the Head for the purposes of *FOIPPA*, has mandatory duties under *FOIPPA*, and as prescribed by the District's Records Management Bylaw.
- (c) As Head, the Corporate Officer, or designate, is responsible for:
 - Providing advice and training related to protection of privacy and record-keeping;
 - Monitoring compliance with privacy legislation;
 - Mitigating risk to the organization and ensuring compliance by conducting privacy impact assessments;
 - Investigating and resolving privacy complaints and breaches;
 - Representing the District during Information and Privacy Commissioner investigations and audits;
 - Overseeing the corporate records management system, documenting procedures and best-practices for managing records, managing routinely releasable information and forms creation;
 - Providing advice to departments, escalating privacy issues, and processing Freedom of Information requests;
 - Liaising with the Office of the Information and Privacy Commissioner, (OIPC), including in relation to investigations;
 - Reviewing and commenting on all privacy impact assessments, information sharing agreements and other privacy-related agreements;
 - Monitoring the privacy management program and updating as required, to ensure it remains appropriate to the public body's activities and is compliant with *FOIPPA*.
 - Conducting reviews in order to assess compliance with this Policy and *FOIPPA*, and communicating the results to the District's Chief Administrative Officer and/or designate;
 - Recommending necessary resources, actions and revisions to this Policy and to the District's *FOIPPA* compliance administration and resources more generally.

(d) Information Technology (IT) is responsible for:

- Assisting with investigation and risk assessment of privacy breaches and, in the event of theft or criminal activity, communicating with police;
- Completing IT Security Risk Assessments in collaboration with all privacy impact assessments that involve IT systems including cloud computing.

(e) Employees, Elected Officials, Volunteers and Contracted Service Providers are responsible for:

- Handling personal information in accordance with *FOIPPA* and safeguarding the personal information that is handled to ensure the privacy of individuals who interact with the District of Sechelt;
- Recognizing that that *FOIPPA* requires the District to make every reasonable effort to respond openly, accurately, completely and without delay, and that requests for responsive records are time sensitive.;
- Immediately reporting actual or reasonably suspected privacy breaches, as well as any privacy complaints to the Corporate Officer, or designate.
- Ensuring that privacy protection language, as deemed appropriate by the Corporate Officer, or designate, is included in all municipal forms and contracts with service providers that involve collection, use or disclosure of personal information.
- Informing the Corporate Officer, or designate, of requests for access to or correction of personal information.
- Cooperating with the Corporate Officer in implementing the Policy, complying with *FOIPPA* and managing any privacy breaches.

(f) Directors, Managers and Supervisors are additionally responsible for:

- Exercising due diligence and consulting with the Corporate Officer and/or records management support staff on implementing privacy requirements in their area of responsibility
- Implementing all actions required by this Policy or by the Corporate Officer, or designate, in relation to this Policy or *FOIPPA*.
- Assigning resources to support compliance with this Policy and *FOIPPA* as required.

2. Education and Training

Ongoing training is provided to the Corporate Officer and records management support staff to ensure the District is following current legislative requirements under *FOIPPA*. Employees are provided advice and training by the Corporate Officer, or designate.

3. Privacy Impact Assessments (PIA)

As required by *FOIPPA*, Corporate Services is responsible for assessing potential privacy impacts to ensure protection of Personal Information that is collected, used and shared.

4. Information Sharing Agreements

Where Personal Information is provided to parties outside the District on a regular and systematic basis, the terms of disclosure are documented in a formal information sharing agreement. The agreement establishes relationships, responsibilities, security and compliance requirements, access rights and authentication requirements between the parties.

5. Privacy Breaches

The Corporate Officer is responsible for the coordination, investigation, and risk management of privacy breaches. Employees may be asked by the Corporate Officer, or designate, to assist with the investigation, as appropriate.

There will be four key steps in responding to a privacy breach. The steps may occur concurrently, in quick succession, or in a different order. The first three steps must be undertaken as soon as possible following the breach. The fourth step involves investigation into the cause of the breach and may require a security audit of both physical and technical security.

Step 1 - Containment of the breach, recovery of confidential or personal data and reporting the incident;

Step 2 - Investigation and evaluation of the risks of the unauthorized disclosure of Personal Information;

Step 3 - Notification of individual(s) affected as determined necessary;

Step 4 - Prevention strategies to safeguard against future breach incidents.

6. Notice of Collection, Purpose, and Consent

Personal Information collected by or for the District must only be collected for an identified municipal program or activity.

Collection of Personal Information shall follow requirements prescribed under *FOIPPA*. Where necessary, informed consent for collection and use of Personal Information will be obtained prior to its collection.

7. Use, Retention and Disposal

The District's records classification system and records retention schedule is authorized by Records Management Bylaw No. 400, 2002 and amendments thereto. Under Bylaw No. 400, 2002, the Corporate Officer is delegated the authority to establish a records classification and document management system and retention schedule.

District records containing sensitive, personal and/or confidential information is securely stored within the approved document management system, with the necessary security

measures in place to limit access to authorized users who require the information to fulfill the duties of their position/role.

8. Access

Individuals are provided general access to information about themselves as prescribed under *FOIPPA*. Individuals may also ask for an explanation of how their Personal Information was used or disclosed, as well as correction of errors or omissions in their Personal Information.

9. Disclosure

The District discloses Personal Information to third parties only as authorized under *FOIPPA*. Disclosure of Personal Information without the individual's consent is limited to the circumstances specified under *FOIPPA*.

10. Security for Privacy

Personal Information is always protected by physical, technical and organizational security measures that prevent the unauthorized access, collection, use, disclosure, copying, modification and disposal of Personal Information. Security measures are consistent with the sensitivity of the Personal Information and the format in which the information is held.

11. Compliance and Auditing

The Corporate Officer, or designate, may audit the use of District records or systems by employees to ensure the District is in compliance with this policy, District bylaws and other records management statutes and protocols.

12. Records Related to Employees

The District's commitment to preserving the confidentiality and privacy of its employees requires that:

- Only information that is required to manage the employee-employer relationship is obtained and recorded;
- Human resources related documents that contain Personal Information are kept in a secure area and disposed of in accordance with the approved document management system and retention schedule;
- Employee information may be shared with other District staff on a need-to-know basis if the information is required to perform their duties, such as in the case of payroll, labour relations and occupational health;
- Requests for employee related documents from outside parties are referred to the Human Resources Manager;

- Where access is not provided because *FOIPPA* exceptions may apply, the employee or employee's representative is advised that they may make a formal request under *FOIPPA*.

1.6.16 Community Endorsements and Support Policy

POLICY NAME	Community Endorsements and Support	POLICY NO.	1.6.16
POLICY OWNER	Corporate and Community Services	REVIEW PERIOD	As needed
EFFECTIVE DATE	February 18, 2026	RESOLUTION NO.	2026-2C-04
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

1. PURPOSE

To provide clear authority and guidelines for staff to:

- (a) issue municipal letters of support and endorsements;
- (b) extend defined in-kind or other non-financial supports to community organizations when the request aligns with Council’s adopted strategic priorities and approved project; and
- (c) identify request types that must be referred to Council.

2. SCOPE

Applies to all municipal departments when responding to community requests for:

- Letters of Support (for grants, awards, or partnership applications).
- Non-binding Endorsements (e.g., “supported in principle”).
- In-Kind Support (e.g., facility fee waivers, equipment, limited staff time).
- Other Non-financial Support (e.g., municipal logo use, listings/promotion).

3. DEFINITIONS

Approved Project: A program, plan, capital project, or initiative explicitly approved by Council (budget and/or resolution/bylaw).

Council’s Strategic Priorities: The currently adopted Council priorities/strategic plan used to guide decision-making.

Endorsement: A statement that the municipality supports the objectives of an initiative; it is not a financial commitment nor regulatory approval.

In-Kind Support: Provision of municipal resources other than cash (e.g., room rental fee waiver, equipment loan, staff facilitation time).

Community Organization: A non-profit, charity, society, school-affiliated advisory council, Indigenous government or organization, or ad-hoc community group serving the local community.

4. PRINCIPLES

- 4.1 Strategic Alignment: Staff may act where the request clearly supports an adopted strategic priority or an approved project.
- 4.2 No Unintended Commitments: Endorsements must not create a financial, legal, or regulatory obligation.
- 4.3 Transparency & Consistency: Use standardized criteria, documentation, and reporting.
- 4.4 Equity & Accessibility: Treat requesters fairly, focusing on broad community benefit.
- 4.5 Respect for Indigenous Rights & Relationships: Where applicable, consider impacts and opportunities for collaboration with local Indigenous Nations.

5. DELEGATED STAFF AUTHORITY

5.1 Letters of Support and Endorsements

Staff may issue a Letter of Support or non-binding endorsement when all of the following are met:

- (a) The initiative aligns with at least one Council strategic priority and/or advances an approved project;
- (b) The initiative provides general community benefit and is led by a recognized community or Indigenous organization;
- (c) No financial contribution (grant or donation) is requested from the municipality;
- (d) No in-kind contribution (facility fee waiver, equipment, or staff time beyond routine facilitation) is requested; and
- (e) The letter does not imply municipal land use, permitting, procurement preference, or regulatory approval.

Signature: Letters issued under section 5 are signed by staff on behalf of Council and included in the next Regular Council Meeting Agenda package for information.

5.2 Minor In-Kind/Other Support

Department Directors may approve minor, low-risk in-kind support up to an equivalent value of \$1,000 per request (e.g., one-time room fee waiver, standard equipment loan, listing/promotional support) when:

- (a) Criteria in 5.1 are met;
- (b) The support is readily available, does not displace tax-supported programming, and fits established policies and procedures; and
- (c) Any foregone revenue or cost is tracked against the department's "Community In-Kind Support" line.

6. REQUESTS THAT CAN NOT BE ENDORSED BY STAFF

The following request types must not be approved by staff. They may be considered by Council (see Section 7) at the request of at least two Council members, or by Notice of Motion under the municipality's Procedure Bylaw:

- 6.1 Any request involving municipal funding (cash grants, waiving taxes/fees beyond established administrative thresholds, or multi-year financial commitments).
- 6.2 In-kind support above the CAO threshold, or that would materially affect service levels, budgets, or foregone revenue outside approved limits.
- 6.3 Positions on controversial or politically sensitive matters, including advocacy to other governments, where Council direction is required.
- 6.4 Matters implying regulatory approval or preference, including land use, rezoning, permitting, bylaw variances, procurement, or sole-source arrangements. (Must be decided via applicable bylaw/process.)
- 6.5 Support that creates legal risk or conflicts of interest, contradicts existing bylaws/policies, or duplicates responsibilities of other governments without Council's explicit direction.
- 6.6 Requests from for-profit entities seeking commercial advantage, unless part of a Council-approved program.
- 6.7 Ongoing operating support (e.g., regular staff time allocations) or recurring fee waivers beyond a single event/period.
- 6.8 Use of the municipal logo/brand suggesting partnership where the municipality is not a partner approved by Council.

Where staff decline under this Section, the requester may seek Council consideration with at least two members of Council request or via a Notice of Motion placed in accordance with the Council Procedure Bylaw.

7. ROLES AND RESPONSIBILITIES

- 7.1 Corporate Officer: Administers this policy; vets letters; maintains records; prepares quarterly reports.
- 7.2 Department Directors: Reviews and authorizes in-kind supports within limits; ensures resources/contracts/insurance in place.
- 7.3 CAO: Approves mid-tier in-kind supports; escalates issues to Council as required.
- 7.4 Council: Considers items referred under Section 6 and may amend thresholds or criteria by resolution.

POLICY NAME	Acceptable Use (Technology)	POLICY NO.	1.7.1
POLICY OWNER	Information Technology Manager	REVIEW PERIOD	
EFFECTIVE DATE	October 21, 2015	RESOLUTION NO.	505-10/2015
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

OVERVIEW

The District of Sechelt’s intentions for establishing an Acceptable Use Policy are to protect the District of Sechelt’s elected officials, employees, partners and the District from illegal or damaging actions by individuals, either knowingly or unknowingly.

The District of Sechelt provides users with electronic access, consisting of an email system, a network connection, and Internet/Intranet access. This policy governs all use of the District of Sechelt’s Information Technology Resources at all District of Sechelt locations and offices. These resources include but are not limited to, network, Internet and Intranet access, email systems, and cellular communication. These systems are to be used for business purposes in serving the interests of the District in the course of normal operations.

Effective security is a team effort involving the participation and support of every District of Sechelt individual who deals with information or information systems. It is the responsibility of every individual user to know these guidelines, and to conduct their activities accordingly.

PURPOSE

The purpose of this policy is to outline the acceptable use of Information Technology Resources at the District of Sechelt. These rules are in place to protect elected officials, employees, and the District of Sechelt. Inappropriate use exposes The District of Sechelt to risks including virus attacks, compromise of network systems and services, and legal issues.

SCOPE

This policy applies to anyone who uses District of Sechelt technology resources including: elected officials, employees, contractors, consultants, temporary employees, and other workers at the District of Sechelt, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the District of Sechelt.

POLICY

4.1 GENERAL USE AND OWNERSHIP

1. Users of the District of Sechelt's Information Technology Resources should be aware that the data they create on the District's systems remains the property of the District of Sechelt.
2. Employees are responsible for exercising good judgment regarding personal use.
3. The District of Sechelt reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
4. Employees will take reasonable precautions to keep their passwords safe and secure. Employees will not share network account passwords with another person, or attempt to obtain another person's network account password. Network and email accounts are only to be used by the registered user.
5. District of Sechelt owned information technology devices are property of the District and must be treated, used, and safeguarded as such. If a user damages or loses a District owned information technology device, the user must notify Corporate Services and/or the IT department immediately.
6. If an elected official, employee or contractor leaves the District of Sechelt, they may not delete, password protect, or in any way hinder the District's future use of their computer files.

4.2 EMAIL POLICIES AND PROCEDURES

The District of Sechelt's email system is designed to improve service to our customers, enhance internal communications, and reduce paperwork. Users of the District of Sechelt's email system must adhere to the following policies and procedures:

1. The District of Sechelt's email systems are intended for business-use only.
2. Email users are responsible for mailbox management, including organization, cleaning and retention of records in accordance with District of Sechelt policies
3. Use extreme caution to ensure that the correct email address is used for the intended recipient(s).
4. Any message or file sent via email must have the Users name attached.
5. All business email should be sent and received via District of Sechelt provided email. Users are prohibited from using personal email accounts and Web-based email such as Yahoo Mail, Google Gmail and others, to transmit business information or documents of any kind.
6. Only authorized personnel are permitted to access another person's email without consent.
7. Unauthorized use, or forging, of email header information is strictly prohibited.
8. Email messages must contain professional and appropriate language at all times. Users are prohibited from sending abusive, harassing, intimidating, threatening, and discriminatory

or otherwise offensive messages via email. Sending abusive, harassing, intimidating, threatening, discriminatory, sexual, or otherwise offensive messages via email will result in disciplinary action up to and including termination

9. Chain messages and executable graphics or programs should be deleted. Any User engaging in the transmission of inappropriate emails, as determined by management, will be subject to disciplinary action, up to and including termination.
10. If a user subscribes to a mailing list, he or she must be aware of how to unsubscribe from the list, and is responsible for doing so in the event that their current email address changes.
11. Use caution opening email attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
12. All information created, sent, or received via the District of Sechelt's email system, network, Internet, or Intranet, including all email messages and electronic files, is the property of the District of Sechelt. Users should have no expectation of privacy regarding this information. The District of Sechelt reserves the right to access, read, review, monitor, copy all messages and files on its computer system at any time and without notice. When deemed necessary, the District of Sechelt reserves the right to disclose text or images to law enforcement agencies or other third parties without the employee's consent.

4.3 NETWORK, PHONE, CELLULAR AND INTERNET POLICY

1. **Personal Responsibility:** By accepting an account password, related information, and accessing the District of Sechelt's network or internet system, a User agrees to adhere to the District of Sechelt's policies regarding their use. Users also agree to report any misuse or policy violation(s) to their supervisor or the Information Technology Department.
2. **Permitted Use and Term:** Use of the network and the internet is a privilege, not a right. Use of network and internet access extends throughout a User's term of service, providing the user does not violate the District of Sechelt's policies regarding network, internet or intranet use.
3. **Availability and Access:** The District of Sechelt reserves the right to suspend access at any time, without notice, for technical reasons, possible policy violations, security or other concerns.
4. **Confidentiality:** District of Sechelt held data files may not be disclosed without a business need, or public disclosure request under the terms of Freedom of Information and Protection to Persons (FOIPPA). Any personal information collected by the District must only be used for the reason it was collected, any other use must be authorized by the Corporate Officer.
5. **Downloaded Files:** Files are not to be downloaded from the Internet without the prior authorization of the Information Technology Department. Any files authorized for download from the Internet must be scanned with virus detection software before being opened. Users are reminded that information obtained from the Internet is not always reliable and should be verified for accuracy before use.

6. **Prohibited Activities:** The District of Sechelt policies regarding acceptable behavior and communication will apply to use of the Sechelt network, internet and messaging. Specifically prohibited use includes but is not limited to:
 - Downloading or updating software without the prior approval of the Information Technology Department.
 - Printing or distributing copyrighted materials. This includes, but is not limited to, software, articles and graphics protected by copyright.
 - Using software that is not approved by the District of Sechelt.
 - Sending, printing, or otherwise disseminating the District's proprietary data, or any other information deemed confidential by the District of Sechelt, to unauthorized persons.
 - Operating a business, soliciting money for personal gain or otherwise engaging in commercial activity outside the scope of service.
 - Searching for outside employment.
 - Making offensive or harassing statements based on race, color, religion, national origin, ancestry, disability, age, sex, or sexual orientation.
 - Attempting to access websites featuring pornography, terrorism, espionage, theft, or drugs.
 - Gambling or engaging in any other criminal activity in violation of local, Provincial, or federal law.
 - Spending excessive time using the internet, personal email accounts, and social networking sites during District time, for non-business purposes.
 - Engaging in unethical activities or content.
 - Participating in activities, including the preparation or dissemination of content, which could damage the District of Sechelt's professional image, reputation or financial stability.
 - Introducing a virus, harmful component, corrupted data or the malicious tampering with any of the District's computer systems.
7. **Personal Data:** The District of Sechelt network resources must not be used to store personal data files, such as pictures, music or video. Personal data files may be stored on the c: drive of the employees main workstation if space allows. The IT Department is not responsible for backing up, transferring or securing personal data files.
8. **Authorized Equipment:** Only District of Sechelt authorized computers and equipment may be connected to the District's network.
9. **Data on Mobile Devices:** Users of District of Sechelt mobile computing devices must ensure that all work related data created and saved on a mobile computer device is transferred and saved to the District's network drives as soon as is practicable after the data is modified or created on the mobile computer device.
10. **Third Party Access:** The District's network and devices are not to be made available for use by third parties (including suppliers, customers, consultants, or the general public) without prior authorization from an appropriate authority.

11. **Voicemail:** Employees must ensure that their voicemail message is appropriate. Adherence to this Rule means that Employees with telephones and voicemail, must ensure that their voicemail greeting is accurate and up to date. If an employee is scheduled to be away from work (e.g. vacation, District business, conference), for more than one working day, the employee must change their voicemail greeting to reflect that they are out of the office and to provide a District contact who the caller can direct their inquiry to.
12. **Mobile Devices:** Employees who are provided with mobile devices (including cell phones, tablets and laptop computers) must not utilize these devices phone while operating District of Sechelt motor vehicles or other motorized equipment on behalf of the District.
13. **Privacy:** Network and Internet access is provided as a tool for our organization’s business. The District of Sechelt reserves the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the Network and the Internet, as well as any and all materials, files, information, software, communications, and other content transmitted, received or stored in connection with this usage. A user should have no expectation of privacy regarding them. The District of Sechelt may review files and intercept communications on a periodic basis, checking for breached system security, violations of law, or infringement of District rules or policies. Such monitoring may occur electronically or manually with or without the knowledge of the affected personnel.

4.4 POLICY ENFORCEMENT

In order to safeguard District of Sechelt resources, violators of this policy may be denied access to District computing and network resources and may be subject to other disciplinary action. Violations of this policy will be handled in accordance with the District of Sechelt’s established disciplinary procedures. If violations of this policy are discovered that are of an illegal nature, the District will notify appropriate authorities. The District may temporarily suspend, block or restrict access to computing resources and accounts, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, confidentiality, or availability of District computing and network resources, or to protect the District from liability.

4.5 ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I hereby certify that I have read and fully understand the contents of the Acceptable Use Policy. Furthermore, I have been given the opportunity to discuss any information contained therein or any concerns that I may have. I understand that my employment and continued employment is based in part upon my willingness to abide by and follow the District of Sechelt policies, rules, regulations and procedures. I acknowledge that the District of Sechelt reserves the right to modify or amend its policies at any time, without prior notice. My signature below certifies my knowledge, acceptance and adherence to the District of Sechelt’s policies, rules, regulations and procedures regarding Acceptable Use.

Signature _____ Date _____

Acknowledged by: _____ Date _____

POLICY NAME	Data Backup and Retention	POLICY NO.	1.7.2
POLICY OWNER	Information Technology Manager	REVIEW PERIOD	
EFFECTIVE DATE	September 4, 2019	RESOLUTION NO.	2019-09A-5
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

POLICY STATEMENT

To ensure stable information services, the District of Sechelt (District) must back up data to ensure it is not lost and can be recovered in the event of equipment failure, unintentional loss or corruption, inadvertent deletion of files, intentional destruction of data, or disaster. Regular scheduled backups and well-defined, clearly documented backup policies bring more predictability to the recovery process and helps to provide consistent protection of business data.

PURPOSE

The purpose of this policy is to define minimal backup requirements for data residing on systems within the District of Sechelt.

SCOPE

This policy applies to all equipment and data owned and operated by the District of Sechelt at any of its locations. User desktops, laptops, mobile phones, USB jump drives or any such personal user devices are not backed up. As such, users are discouraged from storing data on their local hard drives and the responsibility for any data stored on such personal systems falls entirely to the user.

DEFINITIONS

“Backup” means the saving of data onto either offline mass storage media, tape, CD or DVD disc for the purpose of preventing loss of data in the event of equipment failure or destruction.

“Restore” means the process of bringing offline data back from offline media and putting it on an online storage system recovered to the most recent if not completely current version.

“Shadow Copy” is a feature available through the Windows operating system that automatically creates point-in-time copies on a scheduled basis of files that have changed.

“Recovery Time Objective (RTO)” means the time it takes to recover data and applications.

“Recovery Point Objective (RPO)” means the point in time data can be recovered to in the event of a disaster.

RESPONSIBILITIES

These roles have the following data backup responsibilities:

ROLE	RESPONSIBILITIES
COUNCIL	<ul style="list-style-type: none">• Establish data backup service levels including recovery time and recovery point objectives
CORPORATE OFFICER	<ul style="list-style-type: none">• Provide direction on retention of departed employees email and user files
INFORMATION SERVICES DIVISION	<ul style="list-style-type: none">• Ensure regular backups are scheduled and completed• Backup software administration including configuration and monitoring for successful completion of backups and for overall backup performance• Conduct data recoveries and ensure the successful completion of restores

SECTION 1 – DATA TO BE BACKED UP

1.1 The following servers shall be backed up:

- File servers
- Mail servers
- Production web servers
- Production database servers
- Domain controller servers including active directory
- Voice mail (not recoverable, backups exist solely for the purpose of system restoration).

1.2 Shadow copy file backups are to be enabled for file servers containing user data files.

SECTION 2 – RETENTION OF DATA BACKUPS

2.1 Data backups shall be retained for a length of time as follows:

- Server backups shall be stored for a minimum period of 7 days
- Email and user data files considered part of a public record are to be saved in a location deemed appropriate according to the Corporate Officer and maintained as per the records management records retention schedule
- Data and email belonging to users no longer employed with the District of Sechelt shall be permanently deleted after twelve (12) weeks unless information services is otherwise directed in writing by the Corporate Officer. It is the responsibility of the

employee's manager to ensure that all data that is relevant to the organization is properly classified and filed according to records management requirements.

- 2.2 Once the above noted period for retention of the backups has been met, the expired data will be overwritten.
- 2.3 A replica of the server backups will be maintained at an offsite location.

SECTION 3 – SERVICE LEVELS

- 3.1 **Recovery Time Objective (RTO):** In the event of application failure or data loss, the RTO shall be 4 hours. In the event of hardware failure or disaster, resulting in loss of access to Municipal Hall hardware, the RTO shall be within 5 business days.
- 3.2 **Recovery Point Objective (RPO):** Production application databases shall have a RPO of 1 hour. All other production servers and user data shall have a RPO of 1 day.

POLICY NAME	Film Production	POLICY NO.	1.8.1
POLICY OWNER	Community Services	REVIEW PERIOD	As needed
EFFECTIVE DATE	December 20, 2023	RESOLUTION NO.	2023-12D-12
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

1. PURPOSE

The intent of this policy is to establish guidelines for film production in the District of Sechelt and minimize disruptions to residents and businesses.

2. DEFINITIONS

For the purpose of this policy the following definitions will apply:

“Applicant” means the person or representative of a Production Company applying to film within the District of Sechelt.

“Auxiliary Location” means a location where the production may film for short periods with minimal impact to the location.

“Director of Corporate and Community Services” means the person who holds the title of Director of Corporate and Community Services or their designate.

“District Property” means parks, facilities, buildings, property, equipment, assets, streets, rights-of-ways, and public places owned by the District of Sechelt.

“Filming Activity” means all scouting activities and site surveys, technical surveys, preparation work, actual filming, subsequent site clean-up and restoration for all commercial and non-commercial filming.

“Film Permit” means a permit for film production issued by the District of Sechelt in accordance with this policy.

“Film Permit Application” means an application for film production in the District of Sechelt, attached to this Policy as Appendix 1.

“Film Production Fees” means the Film Production Fees stated in the District of Sechelt Fees and Charges Bylaw No. 575, 2019, and its amendments.

“Location Manager or Assistant Location Manager” means a person from the Production Company assigned to be on site throughout all Filming Activities who will act as an agent of the Production Company to the District of Sechelt and the Community to coordinate and supervise Filming Activities. The Production Company is to provide a 24-hour emergency telephone number to the District in case of fire, theft etc.

“Municipal Facilities” means every public building (including all driveways, roadways, paths and lanes within or adjacent to the public building) including, but not limited to the District Hall, public library, any community center, art gallery, museum, arena, exhibition and all other community facilities owned or controlled by the District of Sechelt, and any real property upon which a public building is located that was acquired and held by the District of Sechelt and managed by it for the use by the public.

“Municipal Parks” means public parks, playgrounds, squares, plaza, greens, and other open spaces, including all driveways, roadways, paths, and lanes within or adjacent to the public parks, playgrounds, squares, greens and other open spaces under the custody, care, and management of the District of Sechelt.

“Parking Street Usage” means the use of street parking for Film Activities, including storage, vehicle parking and other activities.

“Primary Location” means the location where most of the Filming Activity takes place.

“Production Company” means a business responsible for undertaking works in the realms of film, television, and video.

“Reverse Polling” means requiring Production Companies to send out a notification letter informing affected property owners and tenants of the proposed Filming Activity, and inviting them to send their objection to the District of Sechelt prior to the Filming Activity. If 80% of affected property owners and tenants respond negatively to the District of Sechelt within the specified response period the Film Production Application, or portions of the proposed Activity, the permit application may be denied by the District.

“Road Closure” means the complete closure of a District of Sechelt road for the purposes of Film Activity.

“Staff” means the person employed by the District of Sechelt.

“Student Films” means filming activities by students. Students must be able to provide proof of registration in an accredited educational institution.

3. SCOPE

This policy applies to all filming that occurs on District of Sechelt property.

4. POLICY STATEMENT

- 4.1. The Director of Corporate and Community Services or designate is responsible for administering the Film Permit Application of this Policy and the associated Film Permit requirements.
- 4.2. It is the obligation of the Applicant applying to film within the District of Sechelt, whether on District or private property, to submit a Film Permit Application and Fee, and comply with the District's Film Production Policy.
- 4.3. The District reserves the right to limit the number of Filming Activities in the municipality at any one time.
- 4.4. The District reserves the right to approve or deny any requests for filming on District Property.
- 4.5. Each Applicant must return all District Property to the state or condition it was in prior to filming activity. The District may require, at the cost of the Applicant, the attendance of District staff to ensure the appropriate use and/or security of District Property.
- 4.6. The Applicant is directly responsible to negotiate the terms of use for any private residential, commercial, or industrial property directly with the owner.
- 4.7. Requirements for insurance and security deposits are identified in the Film Permit Application and must be met by the Applicant at least ten (10) days prior to commencement of any Filming Activities.
- 4.8. All Federal, Provincial and Municipal bylaws, laws, and ordinances must be obeyed by the Applicant and by any contractors retained by the Applicant. The District of Sechelt reserves the right to report any failure to comply with the Film Production Policy and the Film Permit Requirements to Creative BC.
- 4.9. A Sechelt business license is required for Production Companies to operate in the District of Sechelt.
- 4.10. Rentals of Municipal Parks and Facilities (including District owned parking lots) and other Municipal property is coordinated through District staff. Rental fees can be found in the District's Fees and Charges Bylaw 575, 2019, and its amendments.

5. FILM PERMIT REQUIREMENTS

The District of Sechelt endeavors to provide the film industry with reasonable access and use of the many features the District has to offer for location filming. Our goal is to ensure the District's requirements are clear and easily followed by providing these requirements on the Film Permit Application forms.

- 5.1 Applicants must complete the Film Permit Application and file it with District staff at least ten (10) business days in advance to allow for processing through the various approval stages.
- 5.2 Film Production Fees must be paid at least ten (10) business days in advance.
- 5.3 Film Permit Applications received less than ten (10) business days in advance of filming may not be approved.
- 5.4 Film Permit Applications received less than ten (10) business days, will be subject to a higher Film Permit Application Fee as detailed in the District of Sechelt Fees and Charges Bylaw No. 575, 2019, and its amendments..
- 5.5 A fee for each additional location is required if more than one (1) location is being requested by the Applicant. Fees are found in the Districts' Fees and Charges Bylaw 575, 2019, and its amendments.
- 5.6 All required fees and deposits are to be submitted a minimum of ten (10) business days in advance of filming to allow for processing.
- 5.7 A Film Permit security deposit will be required to cover any charges for operations, use of Municipal Facilities and staff involvement at the time of Film Permit Approval. The Film Deposit will range from \$1,000.00 to \$10,000.00 depending on the locations, timeframe, use for Municipal Facilities, parking and street use, stunts and pyrotechnics. If the Production Company causes damages to District Property, uses additional District services, or does not meet permit conditions, deposits may be partly or fully withheld to recoup costs.
- 5.8 Staff will estimate the Film Permit Deposit amount based upon the Production Company's requirements. All fees will be deducted from this deposit except for the Film Permit Application Fees and the Business License Application fee which must be paid separately and in advance of the permit being issued, per Business License Bylaw 520, 2012, and its amendments.

6. LIABILITY INSURANCE

- 6.1. The District of Sechelt requires the Production Company to obtain a \$5,000,000 (five million dollars) general comprehensive liability insurance policy. The certificate shall name the District of Sechelt, as additional insured. The certificate must be submitted with the Film Permit Application.
- 6.2. The District of Sechelt requires the Production Company to obtain a minimum \$2,000,000 (two million dollars) vehicle third party liability policy. The certificate must be submitted with the Film Permit Application.
- 6.3. The District of Sechelt reserves the right, solely at its discretion, to set higher insurance limits. This may be required depending on the type of activity planned during filming (e.g. stunts, pyrotechnics and dangerous activities).

7. STREET USE AND TRAFFIC CONTROL

- 7.1 A Road Closure fee is required for the use of District streets including laneways and boulevard areas, as well as the adjacent street parking and sidewalks. Please provide drawings/maps outlining requested use.
- 7.2 A Parking Street Usage Fee is required for the use of District street parking. Please provide drawings/maps outlining requested use.
- 7.3 An Auxiliary Location Usage Fee is required for the use of District sidewalks if a full Road Closure is not in place.
- 7.4 In most cases street parking can be provided for essential unit vehicles. Where off-street parking is available, the Production Company must use it for non-essential vehicles, e.g. crew parking. In locations where off-street parking is not available the Production Company may be required to use a remote parking location.
- 7.5 All vehicles must be legally parked and allow uninhibited access for emergency services (i.e. police, fire, ambulance, etc.). Vehicles may be required to be identified with signage/hangers.
- 7.6 Parking must abide by Highway & Parking Bylaw 516, 2012, and its amendments..
- 7.7 Reverse Polling is required for use of streets, sidewalks and on street parking in downtown Sechelt, per section 8 of this Policy.
- 7.8 The Production Company will be required to obtain at their cost, currently certified or licensed professionals for traffic and/or crowd control were deemed necessary by the District.
- 7.9 The RCMP road requirements and traffic managements plan must meet the Fire and RCMP Requirements included at section 9 of this Policy, and must be forwarded to the Ministry of Transportation and Infrastructure (MOTI), Sechelt RCMP, Sechelt Fire Department and at least ten (10) business days prior to any Filming Activity.
- 7.10 Approval from BC Transit and/or School District #46 for any lane closures on bus routes or in proximity to schools is required at least ten (10) business days prior to any Filming Activity.
- 7.11 The District may restrict lane closures on arterial roads during peak hours (7:00 – 9:00am and 3:00 – 6:00pm) or other high volume traffic periods.
- 7.12 Emergency vehicles shall have the absolute right-of-way and shall not be impeded for any reason.

8. MARINE LOCATIONS

- 8.1 For filming on marine locations Transport Canada and Department of Fisheries and Oceans requirements must be met and the Royal Canadian Marine Search and Rescue must be informed at least ten (10) business days prior to any Filming Activity.

9. FIRE AND RCMP REQUIREMENTS

- 9.1 Productions involving activities, such as fire, explosives, detonators, guns, gunfire, flash powder, etc. will require approval from the Sechelt Fire Department and RCMP. Requests for pyrotechnic and dangerous activities shall be reviewed at a meeting between the Production Company and all approval authorities to be held at least ten (10) business days prior to the scheduled event.
- 9.2 A resolution of Council is required if an exemption from Fireworks Prohibition Bylaw No. 445, 2005, and its amendments is requested for the use applicable effects including fire, explosives, detonators, guns, gunfire, flash powder etc.
- 9.3 Open air burning for the purpose of providing special effects for filming will require the prior written authorization from the Sechelt Fire Chief that must be provided to the District of Sechelt at least five (5) business days in advance.
- 9.4 All traffic control on District of Sechelt roads must be maintained by the Sechelt RCMP at full cost to the Production Company.
- 9.5 Any on-street filming including car chases, stunts or scenes involving weapons must have provide written RCMP permission to the District of Sechelt at least five (5) business days in advance.

10. DRONE PERMITTING GUIDELINES

- 10.1 Transport Canada regulations and all Provincial and Federal laws must be followed for the use of drones when filming in the District of Sechelt.
- 10.2 Flight path restrictions may also be imposed over certain areas, including the Sechelt Airport and sea plane flight paths in Trail Bay and Porpoise Bay.
- 10.3 The Production Company must provide drone specifications, proof of Licensing and Insurance to the District of Sechelt at least five (5) business days in advance.

11. PUBLIC NOTIFICATION AND POLLING

- 11.1. If Film Activity is to be located within the Business Improvement Area (BIA) as defined by Business Improvement Area Bylaw 599, 2021, and its amendments, then the Production Company shall provide public notification, as defined in section 11.3 of this policy, the Sechelt Downtown Business Association, affected property owners, businesses, residents, and tenants at least ten (10) business days in advance.

- 11.2. For Film Activity to be located in the District of Sechelt, outside of the Business Improvement Area (BIA) as defined by Business Improvement Area Bylaw 599, 2021, and its amendments, the Production Company shall provide public notification, as defined in section 11.3 of this policy in a radius determined by the District of Sechelt to affected property owners, businesses, residents, and tenants at least ten (10) business days in advance.
- 11.3. Public notification of Filming Activity must:
- a. Be delivered by the Production Company in draft format to the District of Sechelt for review at least five (5) business days before delivery to affected property owners and tenants.
 - b. Be delivered by the Production Company to each affected property including tenants, business owners, residents and property owners a minimum of ten (10) business days prior to Film Activity in the area.
 - c. Include a statement that generally describes the Filming Activity, filming schedule and any factors that may disrupt the community including noise, use of sidewalks and use of parking areas.
 - d. Invite members of the public to provide comments to the District of Sechelt:

District of Sechelt
5797 Cowrie Street
2nd Floor
Sechelt, BC, V0N 2W4
Email: info@sechelt.ca
Phone: 604-885-1986
 - e. Invite members of the public to provide comments to the Production Company.
- 11.4. Road closures for Filming Activity in the District of Sechelt may not be permitted unless a reverse polling process is completed with no more than 20% of affected property owners submitting an objection to the Road Closure.
- 11.5. A letter of approval from the Sechelt Downtown Business Association approval is required for all Film Production Activity proposed for the Business Improvement Area, as defined by Business Improvement Area Bylaw 599, 2021, and its amendments.
- 11.6. Polling approval must be received a minimum of (5) five business days before the proposed filming date to give District staff sufficient time to review and verify.
- 11.7. The Production Company will consult with District staff to determine the extents of the polling area and review of the polling letter.

In the event where polling is limited or restricted by secure access (i.e., apartment buildings), the Production Company will post filming notification or polling letters on all building entrances, and if applicable or reasonable, send a copy of filming notification or polling letter to the building manager, strata committee, landlord and/or property management company. In the event a merchant or resident is unavailable during polling, the production company is required to visit the premise a minimum of two times, on separate days, and to leave a filming notification letter at each visit.

- 11.8. Reverse Polling will be considered only when the Applicant has submitted their application, fees and all pertinent information is submitted to the District thirty (30) days in advance of filming.
- 11.9. The Production Company will be directly responsible for addressing any problems that residents may have, due to filming, and are responsible for resolving them in advance.

12. ELECTRICAL PERMITS & ELECTRICAL INSPECTIONS

- 12.1 Electrical Permits must be obtained where applicable and may be applied for through the BC Safety Authority.

13. NOISE & HOURS OF WORK

- 13.1 Filming activities will be permitted between 7:00 am and 10:00 pm Monday to Saturday and 9:00 am to 10:00 pm on Sunday.
- 13.2 Where late night and early morning move-ins, move-outs or filming outside the hours defined in (Noise Bylaw No. 519, 2012, and its amendments) the Production Company may request a noise bylaw exemption from Council.

14. FILMING ON STATUTORY HOLIDAYS, SEASONAL PERIODS AND/OR DURING MUNICIPAL EVENTS

Filming Activities may be limited by the District of Sechelt:

- 14.1 On statutory holidays and may include, as required, dates preceding statutory holidays; and
- 14.2 From December 24 to January 1; and
- 14.3 During peak tourist periods, including but not limited to the summer season; and
- 14.4 During municipal special events and/or during construction periods in coinciding locations – to better ensure public safety and reduce disruption.

15. OTHER CONDITIONS FOR FILMING IN THE DISTRICT OF SEHELDT

- 15.1 The District requires the production company to have a Location Manager or Assistant Location Manager to always be on-site during filming. This person shall possess the ability to communicate effectively with District staff both orally and in writing. The Production Company is to provide the District with a 24-hour emergency telephone number in case of fire, theft, etc.
- 15.2 The name(s) and number(s) of person(s) in charge on the set shall be provided to District staff.
- 15.3 The Production Company is not permitted to alter any part of the permit conditions or change locations without first receiving the District's approval.
- 15.4 Once a Filming Permit has been issued, subsequent changes in dates, times or location may result in cancellation of the existing permit, requiring the Production Company to reapply with re-payment of the associated fees and deposits.

- 15.5 If the District deems it necessary, a District staff representative shall be on site to ensure requirements and permit conditions are adhered to.

The Production Company will be charged for staff time required. Inspections of the filming location may be made by the District prior to, during and after filming to ensure guideline and permit conditions are adhered to. Noted violations of permit conditions may result in fines, orders and/or permit revocation.

- 15.6 All time frames for approval are approximate and may change subject to staff availability for permit processing.

- 15.7 It is recognized that use of District facilities, personnel, and equipment is dependent upon availability and may be withdrawn without notice or liability which may further restrict filming activities.

16. STUDENT FILMS

The District of Sechelt welcomes Student Films. Student Film projects must meet the following criteria:

- 16.1 All Student Films are subject to the District of Sechelt Film Permit Requirements and applicable bylaws.
- 16.2 Applicants should submit a completed Film Permit Application at last ten (10) business days in advance of the proposed film start date along with the Student Film Fee for film school projects which meet the following criteria:
- a) The school is an accredited and recognized education institution; and
 - b) The school must sign all legal documents and provide current insurance of no less than \$2,000,000.00 (two million dollars) general comprehensive liability insurance in place with the District of Sechelt listed as an additional insured.

17. GRANTING OF APPROVAL

The District of Sechelt shall be guided in part by the following considerations when determining whether a Film Permit Application is approved:

- Film Permit Applications will be handled on a first-come-first-served basis. The District reserves the right to limit the number of Film Companies operating in the District at one time.
- The District reserves the right to approve or deny any requests for filming on location involving District property.
- It may be necessary for the District to limit the use of any film location. The District will be guided by the Reverse Polling process to limit filming in any location as well as the amount of recent filming in an area. The District will notify the industry through Creative BC of any areas where the District is limiting film activity.
- The District of Sechelt reserves the right to deny applications that it views as detrimental to the safety and comfort of its citizens or that may negatively impact the environment.

18. PENALTIES FOR GUIDELINE & CONDITION VIOLATIONS

- a) The District will notify the Production Company as soon as they become aware of circumstances that (a) do not comply with this Policy; and/or (b) are determined to be harmful, or cause disruption to individuals, businesses and/or the community (c) or in any way jeopardize the safety and/or well-being of the public and grant them a reasonable timeline to rectify depending on the nature and severity of the infraction. Failure to comply within the specified timeline may result in cancellation of filming permits.
- b) An applicant may apply for a new permit if their permit is cancelled.
- c) The District of Sechelt may report any failure to comply with the above requirements to Creative BC.
- d) Penalties may apply in accordance with Bylaw Enforcement Implementation Bylaw 515, 2012, and its amendments.

POLICY NAME	User Fees & Charges	POLICY NO.	2.1.12
POLICY OWNER	Director of Financial Services	REVIEW PERIOD	4 years
EFFECTIVE DATE	August 7, 2013	RESOLUTION NO.	475-08/2013 (14)
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The District of Sechelt (the District) will impose user fees and charges to recover full cost or a percentage thereof where it is determined that a service, good or use of the District’s facilities provides direct benefits to identifiable individuals, groups of individuals or businesses, beyond those that accrue to the general public.

OBJECTIVE(S)

This policy seeks to:

- Provide a decision-making framework regarding pricing of user fees and charges.
- Lead to a consistent and transparent process of establishing, evaluating and approving imposition of user fees and charges.
- Support the District’s priorities.

POLICY

1. Definitions

- 1.1 Charge – A direct cost to purchase a right to engage in a certain activity or ownership or a means to discourage a certain activity.
- 1.2 Mixed Benefit – This is a benefit that accrues to the general public as well as specific individuals, groups or businesses.
- 1.3 Private Benefit – This is a benefit that accrues to specific individuals, groups or businesses. It is possible to private someone from accessing this benefit.
- 1.4 Public Benefit – This is a benefit that accrues to the general public.
- 1.5 User Fee – A fee charged for use or access to the District’s facility or service.

2. Responsibilities

It is the responsibility of:

2.1 Council to:

a. Approve this policy.

2.2 Chief of Innovation & Growth/Chief Administrative Officer (CIG/CAO) to:

a. Implement this policy.

3. Imposing User Fees and Charges

3.1 Full Cost Recovery:

Where the District determines that a service or good or access to a facility provided by the District provides a direct benefit to individuals, groups of individuals or businesses, a user fee or charge will be imposed to recover the full cost of providing the service, good or access to facility.

3.2 Partial Cost Recovery:

Where the District determines that a service or good or access to a facility provided by the District provides a direct benefit to individuals, groups or individuals or businesses but also results in benefits that accrue to the general public, such will be partially funded by means of a public subsidy from general property tax revenue.

4. Full Service, Good or Amenity Cost

The full cost of providing each service, good or facility will be determined as the starting point for setting the user fee or charge, regardless of whether the full cost will be recovered. This basis will be reviewed at least annually as part of the budget and financial plan development process to confirm that it continues to be accurate.

5. Determination of Full Service, Good or Facility Cost

Full cost of a service, good or facility includes the direct cost and indirect costs, including operations, maintenance and overhead, of providing the service or activity; and the applicable capital cost to replace assets utilized to provide the service or activity.

6. Subsidies, Waivers and Exemptions

Where less than full cost of providing a service, good or amenity is to be collected, the unfunded cost of providing the same shall be subsidized by general revenue. The reason for the subsidy or waiver shall be provided as a basis for seeking Council approval. The request will include conditions and criteria for awarding the subsidy or waiver or exemption.

7. Annual Inflationary Adjustment

Annual inflationary adjustments to user fees and charges will be adjusted as part of the budget and financial plan development. Authority is delegated to the Chief Financial Officer or designates to determine the annual inflationary adjustment to each user fee or charge based on the projected rate of inflation or applicable index for each upcoming year.

8. Benefit Pricing and Funding Philosophy

The following are desirable regarding benefit pricing and funding:

- a. Mixed benefit – to be funded through a mix of user fees and charges and general revenue.
- b. Private benefit – to be funded through user fees and charges.
- c. Public benefit – to be funded through general revenue.

APPROVAL, MANAGEMENT AND REFERENCES

This policy shall be reviewed in 4 years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary to reflect organizational change.

Review Date: August, 2017

POLICY NAME	Reserves and Surplus	POLICY NO.	2.1.13
POLICY OWNER	Director of Financial Services	REVIEW PERIOD	
EFFECTIVE DATE	February 6, 2019	RESOLUTION NO.	2019-02A-3
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

POLICY STATEMENT

To meet its goal of financial sustainability, the District of Sechelt (District) must maintain adequate balances in Unappropriated Surplus and Reserve accounts to ensure stable tax rates, mitigate current and future risks, and demonstrate financial commitment to long-range infrastructure and master plans.

The following guiding principles form the basis of this policy:

- Sufficient Reserves are important in achieving financial health and stability for the District; and
- Reserve goals need to be consistent with and supportive of established long-term financial plans, both operating and capital.

PURPOSE

The purpose of this policy is to provide guidance on the District’s Reserves and Accumulated Surplus.

SCOPE

This policy applies to the District’s Statutory Reserves, Non-Statutory Reserves, and Unappropriated Surpluses, both operating and capital.

GOVERNANCE

Part 6, Division 4 of the *Community Charter*; generally accepted accounting principles and Public Sector Accounting Board (PSAB) recommendations.

DEFINITIONS

“Accumulated Surplus or Surplus” means the accumulated excess of revenues over expenditures for a period of time greater than the current year.

“Current Revenue” means gross revenue from all sources as recognized on the District’s annual financial statements.

“Financial Officer” means the District’s Director of Corporate and Financial Services.

“Non-Statutory Reserve” means funds that are set aside for a specified purpose as directed by the District’s Financial Officer. These reserves can be operating or capital in nature, and are established, amended or dissolved by District policy.

“Statutory Reserve” means funds that are set aside for a specified purpose as directed by Council or pursuant to subsection 188 (1) of the *Community Charter*. These reserves can be operating or capital in nature, and are established, amended or dissolved by District bylaw.

“Unappropriated Surplus” means accumulated surpluses that have built up in the District’s various funds that have not been designated for specific uses.

RESPONSIBILITIES

These roles have the following Reserves and Surplus responsibilities:

ROLE	RESPONSIBILITIES
COUNCIL	<ul style="list-style-type: none">• Establish by bylaw all Statutory Reserves; and• Delegate authority to establish Non-Statutory Reserves to the Financial Officer.
FINANCIAL OFFICER	<ul style="list-style-type: none">• Establish Non-Statutory Reserves to maintain financial stability;• Review Reserves as part of the Financial Plan process; and• Recommend revisions to this policy, as required.

SECTION 1 – STATUTORY RESERVE FUNDS

1.1 Per Division 4, Section 188 (1) of the *Community Charter*, Council may, by bylaw, establish a Reserve for a specified purpose and direct that money be contributed to that Reserve.

SECTION 2 – NON-STATUTORY RESERVE FUNDS

2.1 Council delegates the authority to establish Non-Statutory Reserves from the District’s Accumulated Surplus for both the General and Sewer Fund to the Financial Officer, including establishing the corresponding contribution rates and funding sources.

SECTION 3 – ADMINISTRATION

3.1 **Reserve Balances:** Minimum and optimum Reserve and Surplus balances shall be established by legislation, where applicable, or at the discretion of the Financial Officer to ensure financial stability of the District.

- 3.1.1 Notwithstanding section 3.1, the Unappropriated Surpluses for the General and Sewer funds shall each be maintained at a minimum of 5% of the District's previous year's Current Revenue.
- 3.1.2 If balances in any Reserve or Surplus fall below minimum levels, a strategy must be established by the Financial Officer to replenish the fund as soon as practicable.
- 3.2 **Interest:** Interest shall be allocated annually to the Reserves as established by legislation, where applicable, or as per funding requirements established for each Reserve by the Financial Officer.
- 3.3 **Transfers:**
 - 3.3.1 **Statutory Reserves:** Per Section 189 of the *Community Charter*, Council may, by bylaw, transfer all or part of the amount to another Statutory Reserve, except for transfers to/from development cost charge or parkland acquisition Reserves unless the bylaw is approved by the Minister.
 - 3.3.2 **Non-Statutory Reserves:** Transfers between Non-Statutory Reserves will be at the discretion of the Financial Officer.
 - 3.3.3 **Replenishment Plans:** A plan will be established by the Financial Officer for all Reserve transfers to ensure that replenishment occurs as soon as practicable.

POLICY NAME	Financial Plan Amendments and Budget Transfers	POLICY NO.	2.1.14
POLICY OWNER	Director of Financial Services	REVIEW PERIOD	
EFFECTIVE DATE	February 6, 2019	RESOLUTION NO.	2019-02A-3
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

POLICY STATEMENT

The fundamental objective of the Financial Plan and Budget is to link what Council wants to achieve over a given period of time with the resources required to do so. Financial Plan Amendments and Budget Transfers provide the ability to adapt to changes that may occur from time to time in the operations of the District.

PURPOSE

The purpose of this policy is to outline approvals required for Financial Plan Amendments and Budget Transfers.

SCOPE

This policy applies to the operating and capital revenues and expenditures in the District's Financial Plan as approved by Council.

GOVERNANCE

Part 6 of the *Community Charter*.

DEFINITIONS

"Budget" means the District's budgeted operating and capital revenues and expenditures for a single year in the period covered by the Financial Plan.

"Budget Transfer" means any transfer of an amount initially recorded within one budget line to a different budget line that does not increase the amount of, or change funding sources for, any of the Budgets included in the approved Financial Plan.

"Financial Officer" means the District's Director of Corporate and Financial Services.

"Financial Plan" means a five-year plan adopted by bylaw that outlines the District's approved operating and capital revenues and expenditures for that period.

"Financial Plan Amendment" means an increase in the amount of, or a change in funding sources for, any of the Budgets included in the approved Financial Plan.

SECTION 1—FINANCIAL PLAN AMENDMENTS

- 1.1. All Financial Plan Amendments, regardless of amount or type (operating or capital), must be approved through resolution by Council in advance of the expenditure, and adopted into the Financial Plan bylaw as noted under section 1.4, except as follows:

Emergency Expenditures

The Chief Administrative Officer or the Financial Officer may approve emergency expenditures that were not included in the Financial Plan until such time as the Financial Plan Amendment can be approved through resolution by Council.

Per *Community Charter*, Section 173 (4) (b), the Financial Plan must be amended to include emergency expenditures and the funding source for the expenditure as soon as practical.

- 1.2. Financial Plan Amendments include the following:
 - Additions to the Financial Plan that now require funding;
 - Increases to amounts previously approved in the Financial Plan; or
 - Changes to funding sources for amounts previously approved in the Financial Plan.
- 1.3. Financial Plan Amendments may increase the District's Financial Plan but only where funding is by a source other than taxation (i.e. provincial grant, private contribution, etc.).
- 1.4. Financial Plan Amendments may be compiled into a one-time, comprehensive Financial Plan Amendment to the previously approved Financial Plan bylaw to be submitted prior to the approval of that year's annual financial statements.

SECTION 2—BUDGET TRANSFERS

- 2.1 Individual Budget Transfers greater than \$100,000 will require a resolution by Council and inclusion in the Financial Plan Amendment; therefore, the requirements outlined in *Section 1 – Financial Plan Amendments* must be followed.
- 2.2 Individual Budget Transfers less than \$100,000, whether operating or capital, must be approved by the Financial Officer, or delegate, so long as the transfer does not fall within the definition of a Financial Plan Amendment, as outlined in this policy under *Section 1 – Financial Plan Amendments*.

POLICY NAME	Uncollectible Accounts	POLICY NO.	2.1.15
POLICY OWNER	Director of Financial Services	REVIEW PERIOD	
EFFECTIVE DATE	February 6, 2019	RESOLUTION NO.	2019-02A-3
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

POLICY STATEMENT

The District of Sechelt (District) will make all reasonable efforts to collect amounts owing to support the District’s ongoing financial stability.

PURPOSE

This policy establishes the authority for approving writing-off or credits of Uncollectible Amounts.

SCOPE

The policy pertains to all amounts owing to the District, excluding those related to property, parcel, and other taxes.

GOVERNANCE

Part 7, Division 9, Section 231 of the *Community Charter*.

DEFINITIONS

“**Financial Officer**” means the District’s Director of Corporate and Financial Services.

“**Uncollectible Amounts**” means an unpaid amount that is a debt due to a municipality recoverable in any court of competent jurisdiction.

SECTION 1 – UNCOLLECTIBLE AMOUNTS

- 1.1 Write-offs or credits of uncollectible amounts over \$10,000 must be authorized by Council, based on the recommendation of the Financial Officer.
- 1.2 Council delegates the authority to authorize write-offs or credits of uncollectible amounts less than or equal to \$10,000 to the Financial Officer.

POLICY NAME	Community Investment Program	POLICY NO.	2.5.4
POLICY OWNER	Director of Financial Services	REVIEW PERIOD	5 years
EFFECTIVE DATE	December 21, 2016	RESOLUTION NO.	604-12/2016(8)
AMENDMENT DATE	April 3, 2019	AMENDMENT RESOLUTION NO.	2019-04A-19
AMENDMENT DATE	April 16, 2025	AMENDMENT RESOLUTION NO.	2025-4D-07

1. PURPOSE

The District of Sechelt (“District”) recognizes the vital role non-profit and charitable organizations play in ensuring the social, cultural, and environmental well-being of our community. The District of Sechelt’s Community Investment Program provides financial assistance to community organizations to support programs, projects, services, and events that benefit the citizens of Sechelt. This Policy guides the administration and delivery of the Community Investment Program grants.

2. OBJECTIVE(S)

This policy seeks to:

- 2.1. Establish a transparent and consistent process for inviting, receiving and evaluating requests for grants.
- 2.2. Provide criteria to be applied in evaluating requests for grants.
- 2.3. Complement or extend the reach of the District of Sechelt’s programs and services.
- 2.4. Encourage and support civic engagement and volunteerism.
- 2.5. Enhance the quality of life for the residents of the District of Sechelt.

3. PROGRAM AREAS

3.1. Arts, Culture, & Recreation

Grants to organizations providing programs, projects, services and/or events that seek to preserve, celebrate and strengthen the local arts, culture and recreational opportunities for residents of Sechelt.

3.2. Social & Environmental

Grants to organizations providing programs, projects, services and/or events that respond to an environmental and/or social need in the community and contribute to creating a community that lives well and cares for the environment.

3.3. Community Development

Grants to organizations providing programs, projects, services and/or events that support and contribute to a diverse and resilient local community.

4. ELIGIBILITY

Eligible organizations may apply for grants to fund one-time, new, recurring, and/or ongoing programs, projects, services, and events. To be eligible for a Community Investment Program Grant from the District of Sechelt, an Applicant must:

- 4.1. Be a non-profit society in good standing with the Societies Act and/or a registered charitable organization in good standing with the Canada Revenue Agency. Member-funded societies are not eligible.
- 4.2. Be requesting funds for a program, project, service, or event that will directly benefit the citizens of Sechelt.
- 4.3. Have submitted a final report demonstrating appropriate use of funds for all previous projects funded through the District of Sechelt's Community Investment Program.

5. INELIGIBLE EXPENSES

- 5.1 Major capital expenditures
- 5.2 Commercial activities
- 5.3 Deficit or debt repayment
- 5.4 Fundraising projects or programs
- 5.5 Private or invitation-only events
- 5.6 Prizes or awards
- 5.7 Expenses associated with activities and programs that are clearly the responsibility of other governments or government agencies

6. EVALUATION CRITERIA

The CIP Committee shall use some or all of the following criteria to assess applications (in no particular order):

- 6.1 Evidence of community need or desire for proposed program, project, service or event
- 6.2 Potential benefit to the residents of the District of Sechelt
- 6.3 Evidence of community partnerships or support (financial or in-kind)
- 6.4 Capacity to deliver the proposed program, project, service or event
- 6.5 Level of volunteer involvement
- 6.6 Evidence of financial need
- 6.7 Evidence of funding from other sources
- 6.8 Ability to demonstrate or anticipate future outcomes
- 6.9 Public accessibility
- 6.10 The ratio of grant request to overall organizational budget

7. CONDITIONS OF ACCEPTANCE OF GRANT

- 7.1. Successful applicants must recognize the District of Sechelt on all promotional materials associated with the project
- 7.2 Successful applicants must agree to be named as such in the District of Sechelt's Annual Report
- 7.3 Successful applicants must submit a final report to the District of Sechelt
- 7.4. Successful applicants must use the CIP grant funding for approved eligible purposes

8. STANDING GRANT AGREEMENT PRINCIPLES

From time to time, the District of Sechelt may consider negotiating a longer term or "Standing Grant" agreement with an eligible organization. Standing Grant agreements are at the discretion of Council. To be eligible for a Standing Grant agreement, Council will consider:

- 8.1 An organization that is a non-profit society in good standing with BC Registrar of Societies and/or a registered charitable organization in good standing with the Canada Revenue Agency for at least three (3) consecutive years at the time of application; and
- 8.2 An organization that has a track record of receiving, at minimum, two (2) consecutive grants from the Community Investment Program; and
- 8.3 An organization that delivers a service or program that benefits the community and complements and extends the reach of District of Sechelt programs and services; and
- 8.4. An organization that has demonstrated sustainable and diverse financial resources.

9. GOVERNANCE

A Community Investment Program Grant Review Committee will be established consisting of five (5) regular members:

- Four (4) volunteer members 'at-large' selected from the community; and
- One (1) member of Council to chair the committee. The Chair votes.
- Ex Officio members:
 - Mayor
 - Chief Administrative Officer (CAO)
 - Arts & Culture Coordinator

(6) APPROVAL, MANAGEMENT AND REFERENCES

This policy shall be reviewed in 1 year from effective date and thereafter every 5 years to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary to reflect organizational change.

POLICY NAME	Student Bursary	POLICY NO.	2.5.5
POLICY OWNER	Arts, Culture & Communications Coordinator	REVIEW PERIOD	
EFFECTIVE DATE	November 16, 2016	RESOLUTION NO.	551-11/2016
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To establish guidelines for the funding and administration of annual student bursaries for qualified secondary school graduates.

POLICY

The District of Sechelt will fund two annual bursaries to graduating students of secondary schools located in the District of Sechelt, who are continuing on to post-secondary education.

District of Sechelt Social Responsibility Bursaries

Two bursaries, valued at \$2,500 each, will be awarded to two graduating students who have demonstrated leadership in each of the following areas:

- Honesty & Integrity
- Inclusivity & Diversity
- Community Service & Volunteerism

Open to all eligible students, priority will be given to students demonstrating financial need.



COUNCIL POLICY
2.5.6 – Foundation Grants for
Community-Initiated Projects

POLICY NAME	Foundation Grants for Community-Initiated Projects	POLICY NO.	2.5.6
POLICY OWNER	Arts, Culture & Communications Coordinator	REVIEW PERIOD	
EFFECTIVE DATE	February 21, 2018	RESOLUTION NO.	2018-2C-7
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To provide Council and staff with direction on supporting community-based requests for submitting grant applications to grant-making and/or public Foundations.

POLICY

The District of Sechelt will, from time to time, consider community-based requests to make applications to the Sunshine Coast Community Foundation (SCCF), or any other grant-making and/or public Foundation, for the purpose of obtaining a grant from the Foundation.

Eligibility

To be eligible the proposed project must meet the following criteria:

- The requesting organization and project would ordinarily qualify for a District of Sechelt Community Investment Program (CIP) grant; and
- Council has endorsed the requesting organization’s written proposal; and
- The proposed project can and will be possible to complete according to the Canada Revenue Agency (CRA) guidelines.

POLICY NAME	COVID-19 Safe Restart Grant for Non-Profits and Charities	POLICY NO.	2.5.7
POLICY OWNER	Arts, Culture & Communications Coordinator	REVIEW PERIOD	N/A
EFFECTIVE DATE	June 3, 2021	RESOLUTION NO.	2021-06A-4
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The purpose of this policy is to outline the process for assessing and awarding the one-time District of Sechelt COVID-19 Safe Restart Grant funding for Non-Profits and Charities.

OBJECTIVE(S)

This policy seeks to:

- Establish Eligibility Criteria and Eligible Expenses
- Outline the Application Process
- Establish the Maximum Grant Amount
- Establish Evaluation Criteria

SCOPE

This policy pertains to funds from the COVID-19 Safe Restart Grants for Local Governments awarded to the District of Sechelt in 2020.

DEFINITIONS

“Vulnerable Populations” means economically disadvantaged or otherwise vulnerable individuals including seniors, children, or individuals with disabilities.¹

POLICY

1. Eligibility Criteria

To be eligible for a COVID-19 Safe Restart grant, an organization must meet all of the eligibility criteria outlined below:

- 1.1 The applicant organization must be a registered charity and/or registered not-for-profit in good standing;

¹ Definition provided by the Province of BC document “COVID-19 Essential Services” available online at <https://www2.gov.bc.ca/gov/content/covid-19/info/essential-services>

- 1.2 The applicant organization must provide core community services to vulnerable populations in the District of Sechelt;
- 1.3 The applicant organization must demonstrate a financial need by providing financial information signed by the organization's Accountant, Auditor, or Treasurer, in the form of:
 - 1.3.1 Prepared Financial Statement (Notice to Reader)
OR
 - 1.3.2 Society-produced Financial Statement consisting of a Statement of Operations (Expenses/Revenues) and a Balance Sheet;
- 1.4 The applicant organization must submit their request for funding using the forms provided by the District of Sechelt; and
- 1.5 If awarded a grant, the organization must submit a narrative and financial report outlining the use of funds.

2. Eligible Expenses:

Expenses must be directly related to the delivery of core community services for vulnerable populations. Examples of core community services for vulnerable populations, as identified by the Province of BC²:

- 2.1 Organizations that provide care, food, shelter, social, and support services, and other necessities of life
- 2.2 Service delivery staff who provide access to income and disability assistance and supports
- 2.3 Foodbanks
- 2.4 Community kitchens
- 2.5 Voluntary and community service providers
- 2.6 Substance use and addictions services, including:
 - 2.6.1 Overdose prevention sites
 - 2.6.2 Licensed and registered treatment and recovery facilities
 - 2.6.3 Transitional, social and supportive housing
 - 2.6.4 Residential and care facilities
 - 2.6.5 Single room occupancy housing
- 2.7 Community services and outreach for immigrant, refugees, vulnerable populations and non-market housing
- 2.8 School and other entities that provide free food services to students or members of the public
- 2.9 Childcare services for essential workers
- 2.10 Public washrooms and hygiene facilities (toilets, handwash, showers) for unsheltered persons

² See Province of BC document "COVID-19 Essential Services" available online at <https://www2.gov.bc.ca/gov/content/covid-19/info/essential-services>. Examples related to for-profit businesses were removed since Section 25 of the *Community Charter* prohibits local governments from providing direct assistance to business.

2.11 Parks and greenspace for public health and sheltering for unsheltered persons

3. Application Process

- 3.1. Applicant organizations may submit one (1) application for funding
- 3.2. Applications are reviewed by staff for eligibility and completeness
- 3.3. A staff report, including all applications, will be presented to a Committee of the Whole meeting for review
- 3.4. Committee of the Whole will review and make recommendations to Council for approval
- 3.5. Council may request further information or a presentation from the Applicant

4. Maximum Grant Award

- 4.1. The budget for all COVID-19 Safe Restart Grants is \$100,000; and
- 4.2. The maximum amount awarded to any organization is \$10,000, except for projects that address an issue of paramount community concern, as determined by Council.

5. Evaluation Criteria:

Council shall use some or all of the following criteria to assess the applications:

- 5.1. Evidence of community need for proposed program or service
- 5.2. Potential benefit to vulnerable populations in the District of Sechelt
- 5.3. Evidence of financial need due to impact of COVID-19 on delivery of program or service
- 5.4. Capacity to deliver the program or service.

APPROVAL, MANAGEMENT AND REFERENCES

This policy shall expire one (1) year from its effective date, or whenever the COVID-19 Safe Restart Fund has been spent, whichever is sooner.

POLICY NAME	Grant Application	POLICY NO.	2.5.9
POLICY OWNER	Corporate and Community Services	REVIEW PERIOD	As needed
EFFECTIVE DATE	February 18, 2026	RESOLUTION NO.	2026-2C-03
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

1. PURPOSE

To establish clear authority, procedures, and controls for municipal staff to identify and apply for external grant funding that aligns with Council-approved strategic priorities, operational plans, and budgets, while ensuring financial sustainability and accountability.

2. SCOPE

This policy applies to all departments and to all forms of external funding including grants, contributions, donations-in-kind, and rebates from senior governments, agencies, foundations, and non-profit entities.

3. DEFINITIONS

Grant: Funding from an external party, generally for a specific project or program, with reporting obligations.

Matching Funds: Municipal contributions (cash or in-kind) required by a funder.

In-Kind Contribution: Non-cash resources (e.g., staff time, use of equipment) that are quantifiable and documented.

Operating Impact: Ongoing costs resulting from a grant-funded project, including staffing, maintenance, software subscriptions, or utilities.

4. PRINCIPLES

4.1 Strategic Alignment: All grant activity must support Council-approved priorities, including the Strategic Plan, Official Community Plan, Departmental Work Plans, Asset Management Plans, and the Five-Year Financial Plan.

4.2 No Unfunded Liabilities: Grant applications must not create unbudgeted financial commitments (capital or operating) without Council approval.

- 4.3 Value for Money: Total lifecycle costs, risk, administrative burden, and reporting obligations must be considered before applying.
- 4.4 Transparency & Accountability: Clear approvals, documentation, and reporting to Council and funders is required.
- 4.5 Compliance: Compliance with funder terms, provincial and federal legislation, the Community Charter, District of Sechelt bylaws, Financial Plan requirements, privacy legislation, procurement rules, and records retention standards.

5. AUTHORITY TO APPLY

- 5.1 Department Managers/Directors may approve and submit grant applications that:
 - a) Align with approved plans and budgets; and
 - b) Require no new or increased net operating impact; and
 - c) Require no new municipal contributions outside their department operating budget.
- 5.2 Chief Financial Officer (CFO) approval is required before submission for any application that:
 - a) Involves municipal contributions (cash or in-kind); or
 - b) Changes project scope, cash flow timing, or requires budget amendments.
- 5.3 Chief Administrative Officer (CAO) approval is required for:
 - a) Cross-department applications; or
 - b) Applications \$250,000+ total value (grant + match), where no Council resolution is otherwise required.

6. ROLES AND RESPONSIBILITIES

- 6.1 Council: Sets priorities; approves budgets; authorizes exceptions per Section 5.
- 6.2 CAO: Corporate oversight; resolves cross-department issues; executes agreements within authority.
- 6.3 CFO/Finance: Financial due diligence, budget verification, claims, audit readiness, reporting to Council.
- 6.4 Department Directors/Managers: Identify opportunities, prepare applications, deliver projects, performance reporting.
- 6.5 Project Manager: Day-to-day delivery, schedule, key performance indicators, documentation, and compliance.

6.6 Corporate Officer: Ensures bylaw/policy alignment and records compliance.

7. PROCUREMENT AND CONTRACTING

8.1 All grant-funded procurement must comply with the District of Sechelt Council Procurement Policy.

8.2 Funder-specific procurement conditions must be respected if equal or more stringent than municipal policy.

8. RISK MANAGEMENT

7.1 Risks related to timing, staffing, cost escalation, scope changes, and reputational impact must be considered prior to application.

7.2 Ongoing operating impacts that require a funding plan beyond the grant term must be considered prior to application.

7.3 Where required insurance coverage and certificates must be confirmed before project start.

POLICY NAME	Payment of Interest on Deposits	POLICY NO.	2.7.10
POLICY OWNER	Director of Financial Services	REVIEW PERIOD	
EFFECTIVE DATE	October 4, 2006	RESOLUTION NO.	18108
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To define interest payable on cash deposits held by the District of Sechelt in excess of 30 days.

POLICY

That interest will be calculated and paid on cash deposits greater than \$50, held by the District of Sechelt for a period greater than 30 days.

That the calculated interest will be paid at the time the deposit is released.

DEFINITIONS

Deposits include all refundable cash deposits held by the District of Sechelt

Interest rate is determined by taking the Bank of Canada Rate less 2% and calculated using the simple interest method

POLICY NAME	Municipal Corporate Credit Card	POLICY NO.	2.7.13
POLICY OWNER	Director of Financial Services	REVIEW PERIOD	2 Years
EFFECTIVE DATE	July 30, 2025	RESOLUTION NO.	2025-7G-21
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The purpose of this policy is to establish procedures and guidelines for the use of the District of Sechelt (District), Municipal Corporate Credit Cards by employees of the District.

OBJECTIVE(S)

This policy seeks to ensure that the use of District Corporate Credit Cards is conducted in a responsible, accountable, and transparent manner.

SCOPE

This policy applies to all employees of the District who are issued a Corporate District Credit Card.

POLICY

1. The use of District Corporate Credit Cards is a privilege and not a right. District credit cards are issued to employees for the purpose of conducting official business on behalf of the District.
2. The use of District Corporate Credit Cards is subject to the same rules and regulations as other District property, and employees are responsible for ensuring that the card is used in accordance with this policy.
3. District Corporate Credit Cards are to be used only for authorized District business expenses, such as travel, accommodation, and other expenses that are necessary for conducting official District business.
4. District Corporate Credit Cards are prohibited from being used for personal expenses, or for the benefit of family members, companions, or friends.
5. Employees are responsible for ensuring that all charges made on the District Corporate Credit Card are legitimate and reasonable. Any charges that are not legitimate and reasonable will be the personal financial responsibility of the employee.

6. All charges made on the District Corporate Credit Card must be accompanied by receipts that includes the purchase subtotal, Provincial Sales tax and Goods and Services Tax. A detailed expense report must be submitted to the appropriate supervisor for approval at month end.
7. The District reserves the right to monitor the use of District Corporate Credit Cards and to review all charges made on the card.
8. Employees who misuse District Corporate Credit Cards or who violate this policy may be subject to elimination of credit card use, disciplinary action, and/or termination of employment.
9. The District Corporate Credit Card account will be closed immediately upon an employee's termination or resignation. The employee will be required to include all supporting receipts and documentation for the final reconciliation of their account.

GUIDELINES

1. Employees who are issued a District Corporate Credit Cards must sign an agreement acknowledging their understanding of this policy and their responsibility for the use of the credit card.
2. The appropriate supervisor will authorize the issuance of District Corporate Credit Cards.
3. The District will establish credit limits for each District Corporate Credit Card based on the employee's job responsibilities. Currently, the general District Corporate Credit Card limit is \$5,000.
4. The District will review all charges made on the District Corporate Credit Card on a Monthly basis to ensure compliancy with this policy.
5. Any charges that are not legitimate and reasonable will be questioned and may be disallowed.
6. All charges made on the District Corporate Credit Card must be recorded in the employee's expense report and include receipts.
7. Employees are required to submit their expense reports no later than seven (7) business days from the end of the month prior.
8. The appropriate supervisor must approve all expense reports.
9. The District will maintain records of all charges made on the District Corporate Credit Cards.

APPENDIX A**Employee District Corporate Credit Card Agreement**

The District Corporate Credit Card represents the District of Sechelt's trust in you. You are empowered as a responsible agent to safeguard the District's Assets. Your signature below is verification that you have read the District Corporate Credit Card Policy and agree to comply with the District Corporate Credit Card guidelines as set out therein, and the following responsibilities:

1. I understand the District Corporate Credit Card is for approved purchases only, and I agree not to charge purchases outside the parameters described in the above policy.
2. Improper use of the District Corporate Credit Card can be considered misappropriation of the District's funds. This will result in elimination of credit card use, disciplinary action, and/or termination of employment.
3. If the District Corporate Credit Card is lost or stolen, I will immediately notify the Bank and the Director of Finance or Manager of Financial Services. Additionally, written confirmation sent by email showing the cancellation request and date requested.
4. I agree to surrender the District Corporate Credit Card immediately upon severance of employment.
5. I will not allow the District Corporate Credit Card issued in my name to be used by any other person, and acknowledge I am personally financially responsible for any and all charges against the District Corporate Credit Card.
6. All charges will be billed directly to the District and paid by the District. The Bank cannot accept money directly from employees: therefore, any personal charges billed to the District could be considered misappropriation of funds.
7. As the District Corporate Credit Card is the District's property, I understand that I may periodically be required to comply with internal audit procedures designed to protect the District. This may include being asked to produce the District Corporate Credit Card to validate its existence and account number. I agree to obtain receipts to forward to accounting for all purchases as per the attached policy.
8. I am responsible for all charges on the District Corporate Credit Card and will provide a monthly credit card reconciliation report to my supervisor for review and authorization. I will resolve any discrepancies by either contacting the supplier or the bank.

9. I understand the District Corporate Credit Card is not necessarily provided to all employees. The assignment is based on my need to purchase for the District. My credit card may be revoked based on change of assignment. I understand that the Corporate Credit Card is not an entitlement nor reflective of the title or position.

The following is a list of eligible and ineligible purchases:

Eligible Expenses	Ineligible Expenses
Air – economy class	Per diem travel expenses
Ferry	Personal expenditures
Staff appreciation meals	Alcohol, liquor, beer, and wine
Transportation costs	Overtime
Parking	Cash advances and related interest
Rented vehicle	Traffic violations
Accommodation	Contractor and maintenance services
Registration fees	Long term rentals or leasing
Work supplies	Splitting large purchases to meet the District Corporate Credit Card limits
Work materials	Other credit cards, gift cards, or other purchase cards



2.7.13– Municipal Corporate Credit Card

By signing below, you, the District Corporate Credit Card holder, are confirming that you have read the above, that you understand the above, and that you agree with the above.

Signature of District Corporate Credit Card Holder

Print name

Signature

Supervisor

Director of Financial Services and Information Technology

POLICY NAME	Travel	POLICY NO.	2.7.14
POLICY OWNER	Director of Financial Services	REVIEW PERIOD	2 Years
EFFECTIVE DATE	30 July, 2025	RESOLUTION NO.	2025-7G-21
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The District of Sechelt (the District) will support participation of its Council members, and employees in business meetings, workshops, and conferences when such participation benefits the District’s operations. Such participation may require employees to travel to places away from the Sunshine Coast region.

OBJECTIVE(S)

1. This policy seeks to:
 - Provide a decision-making framework regarding travel on District business.
 - Lead to a consistent and transparent process of spending and reporting associated with employee travel.
 - Support the District’s priorities.

POLICY

2. Principles

- 2.1 Eligible expenses must be reasonable and reflect what the public expects of a Council Member or a District employee.
- 2.2 Reimbursement of an expense should not result in a Council Member or an Employee receiving any product, service, or asset for personal use, benefit, or gain.
- 2.3 Council Members: requests for attendance to Events must be prior to the Event, funded in the Financial Plan and pre-approved by the Mayor.
- 2.4 Employees: requests for attendance to Events must be submitted before the Event, funded in the Financial Plan, and pre-approved by the department Director.

- 2.5 A business trip may be combined with personal at the individual's own expense, subject to approval under this policy. The individual will be required to pay any expenses that are not associated with the pre-approved Event.
- 2.6 Employees: Other than during regular working hours, wage remuneration and accumulation of flex time/overtime is not applicable during travel time to and from the Event.
- 2.7 A Council Member is not authorized to claim expenses, including mileage, for an Event or meeting hosted within District boundaries, unless the host pays those expenses.
- 2.8 Council: Expenses not included in this policy may be reimbursed, upon approval by Council resolution or pre-approval under this policy.
- 2.9 Council members may make their arrangements for registration, accommodation, and transportation, or they may request Corporate Services make the arrangements on their behalf.
- 2.10 Employees are responsible for making their arrangements under the District's Purchasing Policy.
- 2.11 A spouse or partner may travel with and attend the Event. All expenses are the responsibility of the Council Member or Employee.

3. Registration Fees

- 3.1 Event Registration Fees, including tuition and membership fees, will be purchased under the District's Purchasing Policy.
- 3.2 Registrations should be completed promptly to take advantage of early registration discounts and to avoid late penalties, whenever possible.

4. Meals and Per Diem

- 4.1 A Council Member or Employee is eligible for maximum reimbursement of a daily per diem of \$110 (\$20 for breakfast, \$25 for lunch, \$40 for dinner and \$25.00 for incidentals) or any portion of, in lieu of submitting receipts for meal expenses.
- 4.2 Where travel is for a partial day, only meals that apply to that portion of the day spent travelling may be claimed: travel must start before 8:00 am to claim breakfast; before noon to claim lunch, and after 3:00 pm to claim dinner.
- 4.3 Incidentals (referred in 4.1) may only be claimed when an overnight stay is



required.

- 4.4 Meals and Incidentals provided at no extra cost to the attendee (i.e.: part of the registration fee or accommodation), cannot be claimed for reimbursement.

5. Accommodation

- 5.1 Commercial Accommodation must be based on a single standard rate and substantiated by receipts. The most economical room, such as the “Government rate” should be obtained and booked as soon as Accommodation needs are determined, however, the hotel or block rate (for a standard room) negotiated by the Event organizer is acceptable.
- 5.2 The District will not pay for room upgrades. Any upgrades will be at the expense of the individual (i.e.: ocean view).
- 5.3 An Attendee who arranges for Private Accommodation will be reimbursed at a rate of \$50.00 per night in lieu of Commercial Accommodation expenses.
- 5.4 When Commercial Accommodations are fully booked, consideration of a legally registered B&B or Airbnb, based on single occupancy and determined to be within a reasonable expense through pre-approval under this policy, will be reimbursed.

6. Transportation

- 6.1 An Attendee must use the best method of travel to minimize both time away and costs to the District. A cost comparison between vehicle and air travel should be provided before booking and approval (verbal or in writing).
- 6.2 Air travel should be booked “Economy Class” and as soon as travel needs are determined to obtain early booking discounts. Trip cancellation insurance shall be considered and the expense of such may be claimed for reimbursement.
- 6.3 Where travel by personal vehicle is more economical than air travel, the mileage may be claimed, at the mileage rate set annually by Canada Revenue Agency (“automobile allowance rate”).
- 6.4 Mileage is calculated from the Attendee’s residence or Municipal Hall to and from the Event, whichever is the lesser distance.
- 6.5 Transportation by taxi, train, shuttle, bus, ridesharing (i.e.: Uber), ferry, tolls, and parking expenses may be reimbursed provided they are justified and supported

with receipts.

- 6.6 Car rental is permitted if essential, or when other transportation is limited. The Attendee is required to book the most economical car rental option possible, or “government rate” when booking.
- 6.7 There will be no reimbursement for mileage when a municipal vehicle is available and/or used.
- 6.8 Subject to section 23), if the Attendee uses their personal vehicle, reimbursement will be the equivalent of economy air travel or the calculation of the mileage charge, whichever is less.
- 6.9 Any theft from a vehicle shall be the responsibility of the Attendee.
- 6.10 Carpooling is encouraged when multiple Council Members and/or Employees are travelling to the same Event.

7. Expense Reimbursement Form

- 7.1 To qualify for reimbursement, the District’s Expense Reimbursement Form must be completed, signed by the Attendee in addition to referencing the Council resolution number (if applicable) and/or signed by the authorizing individual. Council Member forms must be signed by the CAO or the Corporate Officer. The CAO’s forms must be authorized by the Mayor.
- 7.2 Within 30 days of the Event’s conclusion, the Attendee is required to submit their authorized Expense Reimbursement Form with receipts and a copy of the Event agenda depicting which meals were provided as part of the registration or accommodation to the Finance Department.
- 7.3 Where required, original receipts must be submitted with all claims for travel reimbursement and must show a subtotal, Provincial Sales Tax and Goods and Services Tax.

8. Advancements

- 8.1 Upon request, the District may provide a cash advance for travel-related expenses. The Attendee must fill out the Expense Reimbursement Form in the usual manner and marking it “Cash Advance” at the top. The form must be submitted to the CAO or Director of Financial Services at least ten (10) business days before the commencement of travel and must include an attached Event agenda depicting which meals are provided. Up to 75% of the estimated Eligible Expenses may be provided to the Attendee, at the discretion of the CAO or Director of Financial



Services.

9. Business Meetings

- 9.1 Members of the Senior Leadership Team shall incur meal costs as per rates established in this policy.
- 9.2 Detailed receipts, annotated with names of all participants shall be submitted as proof of expense or for reimbursement.
- 9.3 State business purpose of the meeting.

10. Approvals

- 10.1 All travel and expense forms and the Corporate Credit Card report must be approved and signed by a direct supervisor.
- 10.2 Pre-approval is required prior to committing any funds toward travelling. This approval should be attached to the travel and expense form along with itinerary or conference agenda.
- 10.3 The District is not obligated to reimburse an employee for travel (or other costs) that has not been previously approved.
- 10.4 The travel and expense form and the Corporate Credit Card report.
- 10.5 All CFO expenses must be reviewed and approved by the CAO.
- 10.6 All CAO expenses must be reviewed and approved by the Mayor or Acting Mayor.

11. Payment

- 11.1 A copy of the Travel and Expense form and the Corporate Credit Card report must be submitted for payment within a month of the expense occurring.
- 11.2 Travel and expense form and the Corporate Credit Card report must be approved by your direct supervisor.
- 11.3 Only eligible expenses will be reimbursed.
- 11.4 Reimbursement of expenses will occur every two weeks.

11.5 Reimbursement of expenses will occur via electronic funds transfer.

12. Audit

12.1 From time to time the CFO or an appointed Finance team member will perform random audits of reports.

DEFINITIONS

Business Meeting – A meeting between District of Sechelt Staff with other Government Officials, Vendors/Suppliers, or Investors.

Full Day Travel – Activity that physically requires an employee to be away from their normal place of work for the duration equivalent to or greater than their normal hours of work including transit time.

Normal Hours of Work – Normal hours of work as per collective agreement.

Meeting Expenses – Any reasonable expenses for materials and other costs incurred in relation to and aimed at making the actual meeting or event successful.

Overnight Travel – An activity that will require an employee to be away from their Normal Place of Work without returning to their place of regular residence.

Travel – Activity that physically requires an employee to attend an approved event away from their normal place of work.

Incidental expenses, also known as incidentals - are gratuities and other minor fees or costs incurred in addition to the main service, item, or event paid for during business activities.

Eligible Expenses - Includes: meal expenses, registration fees, Accommodation, Incidentals, transportation, Air- economy class, ferry, rental vehicle, parking fees, wi-fi connection fees, (if required to conduct official District business or to complete assignments while in attendance at the Event.), meeting expenses

Ineligible Expenses - Includes: alcohol, costs reimbursed by another organization or source (i.e.: educational scholarship or meals included as part of the registration fee), parking tickets, traffic fines, spouse or partner expenses, in-room movies, and Personal Expenses excluding.

Personal Expenses Includes: long distance phone calls that are non-work related,



Accommodation services such as valet parking, laundering services not covered by the per diem, bath robes, spa services, wi-fi connection fees (if not required to conduct official District business or to complete assignments while in attendance at the Event), etc.

POLICY APPROVAL, MANAGEMENT AND REFERENCES

This policy shall be reviewed in 2 years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary to reflect organizational change.

POLICY NAME	Permissive Property Tax Exemption	POLICY NO.	2.8.1
POLICY OWNER	Director of Financial Services	REVIEW PERIOD	
EFFECTIVE DATE	June 19, 1995	RESOLUTION NO.	9924
AMENDMENT DATE	October 2, 2002	AMENDMENT RESOLUTION NO.	15543
AMENDMENT DATE	October 1, 2008	AMENDMENT RESOLUTION NO.	08-10A-60a
AMENDMENT DATE	November 17, 2010	AMENDMENT RESOLUTION NO.	378-11/2010
AMENDMENT DATE	September 18, 2019	AMENDMENT RESOLUTION NO.	2019-09C-29
AMENDMENT DATE	April 2, 2025	AMENDMENT RESOLUTION NO.	2025-04A-02

PURPOSE

To provide guidance in the processing of applications for exemption from property taxes pursuant to section 224 of the *Community Charter*. This policy is intended to establish general principles, which can serve as a guide in evaluation of applications for exemption.

POLICY STATEMENT

The District of Sechelt will provide statutory exemptions under section 220(1)(h) of the Community Charter for buildings used for public worship, and the land on which the building stands.

The District of Sechelt will consider granting permissive tax exemptions under section 224 to agencies within the District who financially require such exemptions in order to provide a service to the community and whose service results in an improvement to the quality of life within the community.

POLICY

Statutory Exemptions – Section 220, Community Charter

Section 220(1)(h) provides that a building set apart for public worship, and the land on which the building stands, is exempt from taxation.

Permissive Tax Exemptions – Section 224, Community Charter

Under section 224(1), a Council may, by bylaw, exempt land or improvements, or both from taxation. There is no obligation to give an exemption and an exemption cannot be granted if the owner does not qualify under the Community Charter.

A bylaw under section 224 must establish the term of the exemption, which may not be longer than 10 years; must comply with the notice requirements of section 227; and must come into force on or before October 31 in the preceding calendar year.

Council will consider approving permissive tax exemptions for up to 10 years.

All existing exemptions and new applications will be reviewed annually by the Finance Department to ensure, based on the most current available information, that the organizations qualify for a permissive exemption. The results of that review, and any new applications, are to be reported to Council for consideration.

The value of permissive tax exemptions should be taken into consideration when the annual grants to organizations are considered, recognizing that the exemption is similar in effect to a cash grant.

Aid to Charitable, Philanthropic Organizations and Not for Profit Corporations

Section 224(2)(a) provides for a permissive tax exemption for land and improvements that are owned or held by charitable, philanthropic or other not for profit corporation, and that Council considers are used for a purpose that is directly related to the needs of the residents of the District of Sechelt, or the Sunshine Coast, where such services are regional in nature.

The objective is to provide assistance to community organizations which provide services needed by the residents, and which depend upon charitable contributions and volunteer efforts to sustain their operations.

Permissive exemptions may be granted to such property subject to the following:

A permissive exemption shall only be granted where:

- The organization can show a financial need for exemption;
- The organization can establish that it is a charitable or philanthropic organization;
- That the property is not operated for profit or gain and is used exclusively for charitable or philanthropic purposes; and
- The organization can show that it is in receipt of public funding and/or volunteer labour.

It is expected that some organizations will have a mix of financial inputs including from the Provincial or Federal Governments or their related crown agencies, combined with public, corporate and private philanthropy.

Mixed Use

Section 224(2)(b) provides for a permissive tax exemption for land and improvements that are owned or held by a municipality, regional district or other local authority, and that Council considers are used for a purpose of the local authority.

Section 224(2)(c) provides for a permissive tax exemption for land and improvements that Council considers would otherwise qualify for exemption under section 220 [general statutory exemptions] were it not for a secondary use.

Partnering Agreement

Section 224(2)(e), provides for a permissive tax exemptions for the interest of a public authority, local authority or any other corporation or organization in land and improvements that are used or occupied by the corporation or organization if:

- i. the land and improvements are owned and used by a person who is providing municipal services under a partnering agreement; and
- ii. the partnering agreement expressly contemplates that the council may provide an exemption.

Public Worship

Section 224(2)(f) provides for permissive tax exemptions in relation to property that is statutorily exempt under section 220(1)(h) [buildings for public worship]. Under this section Council may provide an exemption for an area of land that is considered reasonably necessary in connection with the public worship.

Section 224(2)(g), provides for permissive tax exemptions for land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that council considers is necessary to land or improvements so used or occupied.

A residence (Manse) and ancillary buildings located on the same property as the church, and the land upon which they stand, cannot be exempted for any portion utilized for residential purposes. An exemption may be requested for any portion that is being utilized for qualified purposes.

Recreational Facilities

Section 224(2)(i) provides for permissive tax exemptions for land and improvements owned or held by an athletic or service club or association. This property may be used as a public park, recreation ground, or for public athletic or recreational purposes.

The permissive exemption may apply to the whole or part of the taxable assessed value of land, improvements or both.

Private Hospitals

Section 224(2)(j), provides for a permissive tax exemptions for properties operated as a private hospital licensed under the "*Hospital Act*" or as a licensed community care facility, or registered assisted living residence, under the Community Care and Assisted Living Act.

General Conditions

A permissive tax exemption shall only be granted where the organization can show a financial need for the exemption. Determination of financial need would involve showing the value of the services or programs provided and that the lack of a tax exemption would impair services to the community or would impose significant hardship on the users of the facilities (such as user fees which would be substantially higher than those charged for other activities involving similar levels of supervision, instruction or capital investment).

The purpose of the use to be exempted should be one that, in the opinion of Council will result in an improvement in the quality of life within the community.

It is understood that many non-profit organizations are not organized for the benefit of their members but to provide a range of services or programs to community residents who may not be members of the organization. These services or programs must be provided in a professional and ethical manner and, within budget constraints, provided fairly to those members of the public eligible and in need of the service.

The organizations must be able to demonstrate that they hold annual meetings open to the general public and have bylaws in line with the appropriate Provincial or Federal statutes governing the organization.

The organization should not be operated for profit.

In reviewing any application, consideration will be given to the type and range of funding sources to ensure the organization is viable, sustaining, and well run. It is intended that the exemption provided goes to an organization demonstrating good stewardship and successful program or service delivery.

Council may determine the proportion of the assessment that is subject to permissive tax exemption based upon the equivalent proportion of services or programs provided by the organization that Council feels are beneficial to the community.

Where an organization has a facility that contains service areas such as food services, licensed premises, retail facilities, or concession stands operated either by the owner or by tenants, the proportion of the assessed values of the improvement eligible for exemption may be determined by Council.

If all or part of the facility is leased to commercial ventures, or to organizations not eligible for exemption, Council may determine the proportion of the assessed values of the improvement eligible for exemption.

There will be no exemption or reduction to utility fees and charges for those properties granted Permissive Property Tax Exemption. Water, sewer, garbage and parcel taxes will be payable on all properties.

Council may consider the amount of Permissive Property Tax Exemption an organization has received when evaluating additional funding requests from the organization.

The total of Permissive Tax Exemptions approved in the current year for the subsequent year will not exceed 4.7% of the current year's total budgeted property tax requisition. The permissive exemption values will be calculated by using the current year's property assessment multiplied by the current year's tax rates. In the case where the total calculated permissive exemption values for the subsequent year exceed 4.7% of the current year's tax requisition, all permissive exemptions will be proportionately reduced.

Limit the area of property of a church that can be considered for Permissive Property Tax Exemption to 5 times the size of the building footprint located on that property.

Information Requirements

The information to be provided on the Permissive Tax Exemption Application Form may vary depending upon the nature of the application and shall include the following information:

- Financial statements most current actual and budget
- A statement of the likely impact if tax exemption is not granted
- If a recreation or sport facility, a statement as to whether the facility is to be open to the public or to members only, and whether the membership (if required) is available to any member of the community
- A description of any services or programs delivered by the organization
- Information on how the organization seeks to involve members of the public
- Information on the extend of use of the property, and the types of users
- An explanation of any retail facilities (such as food, liquor, equipment sales, etc.) and details of the operating arrangements
- Information on any leases of the property for commercial or private purposes

Council reserves the right to request any additional information which may be required to enable Council to determine if property tax exemption is warranted.

Application Deadlines

All applications are to be received no later than May 31, in the year prior to which an exemption is being requested.

POLICY NAME	Procurement Council Policy Amendment	POLICY NO.	2.9.5
POLICY OWNER	Director of Financial Services	REVIEW PERIOD	2 Years
EFFECTIVE DATE	July 30, 2025	RESOLUTION NO.	2025-7G-21
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

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1. PURPOSE

The purpose of this policy is to deliver the best overall value to the District of Sechelt (District), in its acquisition of goods, services and construction. This will be done in accordance with the values of our community and Council as articulated in documents such as the Official Community Plan (OCP) and the Strategic Plan.

2. POLICY

The District of Sechelt will acquire goods, services and construction in a manner that is Open, Fair and Transparent. The District is committed to developing and maintaining a social procurement culture that leverages our procurement activities to not only deliver the best value but also achieve social value objectives. Staff are directed to review all spending opportunities for the inclusion of social procurement values prior to making any award.

This policy directs staff to conduct procurement in a manner that contributes to the development and diversification of the supply chain in a way that makes positive contributions to the local economy and the overall vibrancy of the community, including but not limited to the principles identified below:

- Ensures that Suppliers are contributing to the advancement of the community socially, economically, culturally, and environmentally;
- Values and supports supply chain partners who provide a Living Wage;
- Works with current and future suppliers on reducing GHG emissions in the delivery of goods, services, and construction;
- Encourages (or requires) the use of materials and products that have less embodied carbon;
- Provides employment opportunities among people facing system barriers, equity-deserving or maximizing employment, training and work-integrated learning for marginalized individuals and populations;
- Maximizes the diversification and social impact of the supply chain by including, social enterprises, First Nations suppliers and small/medium enterprises;
- Supports entrepreneurs creating social value and new employment opportunities within the community;
- Values suppliers who demonstrate commitment to ethical sourcing and procurement practices, through social procurement policies or certifications.
- The District will seek opportunities via its procurement activities to partner and honour its relationship with other local Governments;
- Where procurement values do not exceed Trade Agreement thresholds, the District will, all things being equal, give preference to social enterprises and or local small businesses.



3. SEPARATION OF DUTIES

3.1 To establish a clear and transparent separation of political and administrative functions, the Council has implemented this policy and approved expenditures through the Approval/amendment of the Five-year Financial Plan during the budget process. This provides strategic directions to staff on projects before Procurement processes are initiated.

3.2 Through this Procurement Policy, the Council directs how the District conducts its Procurement activities. This includes delegating authority to make financial commitments and incur expenditures in accordance with the delegations and thresholds set out herein, provided that:

- The Procurement is within budget in the current financial plan, as approved or amended by Council; and
- The Procurement has been conducted in accordance with this policy.

4. SCOPE

This policy applies to anyone directly or indirectly involved in the procurement of goods, services, and construction on behalf of the District.

The policy does not apply to the following:

- Land and real property acquisitions;
- Facility and land rentals or leases;
- Utilities include hydro, gas, and basic telecommunications;
- Borrowing and investing funds;
- Policing Services;
- Exclusive rights such as licenses, copyrights, and patents;
- Admissions and registration for conferences, conventions, training
- Courses, workshops, and seminars;
- Memberships in professional and vocational associations;
- Publications, magazines, and newspapers;
- Advertising mediums such as newspapers and websites;
- Subject to CAO approval, employment agencies and/or contractors used to backfill
- Vacant employment positions identified and approved in the Financial Plan;

5. POLICY PRINCIPLES

The following values shall guide procurement decisions towards the delivery of programs and services approved by Council in the District's Financial Plan:

Integrity;

Best Value; and

Open, Fair and Transparent procurement processes; and

Building equity and social values.

5.2 Authorized Staff are required to ensure compliance with all District policies, bylaws, all provincial and federal laws, regulations, and the applicable Trade Agreements that apply to the procurement of goods, services, and construction.

5.3 The District will consider co-operative procurement agreements within the District and with other public bodies to increase efficiency and reduce administrative costs in the procurement process. All co-operative agreements shall comply with District policies, bylaws, and applicable Trade Agreements.

5.4 The District will participate in group purchasing with a Group Purchasing Organization (GPO). A GPO is an entity that helps Broader Public Sector organizations realize savings and efficiencies by aggregating purchasing volume and using that advantage to negotiate discounts with manufacturers, distributors, and other vendors.

5.5 The District will endeavor to increase the use of products and services that are more responsible to the environment in the way of being made, used, transported, stored, packaged, and disposed of.

5.6 The District is open to innovative ideas and financial opportunities and encourages the community to share their ideas with staff and Council; however, this will not constitute grounds for direct award of a contract and does not pre-empt policy requirements.

5.7 Ensure the District is not unduly exposed to risk in all transactions.

5.8 All awards and contracts are free of any conflicts of interest.

6. RESPONSIBILITY

Procurement activities not requiring a competitive public process are the responsibility of each department, which are delegated the authority for acquiring goods, equipment, services, and construction for all operational and capital requirements as per this policy.

Procurement processes requiring a public competitive process are the responsibility of the Finance Department which will ensure the procurement is conducted in accordance with this policy, common law, and any trade treaty requirements.

- 6.1 The CAO, appointed by Council is responsible for ensuring that Staff adhere to policies and bylaws of Council.
- 6.2 The DIRECTOR OF FINANCE is responsible for developing and maintaining policies and procedures for the District procurement processes. Additionally, The Director of Finance for is responsible and accountable for the management of the acquisition of goods and services.
- 6.3 The Director of Finance also serves as the purchasing officer for the District and is responsible for the implementation of the day-to-day administration of the procurement policy, and will establish and employ such practices, processes, procedures, or methods as are determined appropriate to the efficient and effective operation of procurement.
- 6.4 The Manager of Financial Services/Procurement Specialist is responsible to lead and oversee the procurement policy.
- 6.5 The Budget Authority is responsible for ensuring that expenditure under their management complies with the Financial Plan.
- 6.6 Authorized Staff will award, enter into, and execute contracts on behalf of the District and only to the amounts delegated by Bylaw.
- 6.7 The Council’s role in procurement is to provide policy direction and approve the Financial Plan. All contracts that are longer than five years in length require Council approval.

7. AUTHORITY

7.1 Role of Council

Council approves capital and operating expenditure in their financial plan and through the annual budget process, thus providing strategic direction to staff on projects before Procurement processes are initiated.

Through this Procurement Policy, the Council directs how the District conducts its Procurement activities. This includes delegating authority to make financial commitments and incur expenditures in accordance with the delegations and thresholds set out herein, provided that:

- The Procurement is within budget in the current financial plan, as approved or amended by Council; and
- The Procurement has been conducted in accordance with this policy.

7.2 Role of Staff

In accordance with Section 5.1, Employees are authorized to approve Procurements and incur expenditures in accordance with the following authority limits:

POSITION	AUTHORITY LIMIT:
Chief Administrative Officer	Unlimited
Director of Finance	Unlimited
Senior Managers	Under \$100,000



Manager, Technical staff	Under \$25,000
Authorized Employees	Under \$2,500

Notes:

- The limits include any taxes that are paid from the budgeted general ledger code, including PST, but do not include GST.
- An approver must have authority for the budget account that is funding the Procurement. The CAO and Director of Finance have authority over all accounts and may approve Procurements that exceed individual Manager or Senior Manager limits.
- Purchases or commitments must not be made where budget over- expenditure will result. It is the responsibility of each Manager to ensure that this requirement is complied with.
- A delegation under this policy includes a delegation to a person who is from time to time the lawful deputy or designate of the delegate.
- In the case of an absence where there is no deputy or designate, the next higher level of management may authorize. An individual’s authority may be designated to another exempt position on a temporary basis (fully or partially) to adequately exercise that authority in their absence; in this case, the individual or their Manager is required to notify Finance.
- The provisions of this policy are subject to any overriding requirements of the Community Charter or Local Government Act with respect to specific purchases or commitments, or with respect to the approval of certain kinds of contracts.

7.3 Commitment Authority

Purchase orders may be produced and signed by designated staff upon receipt of an appropriately authorized purchase requisition. Contracts must be signed by any two authorized Signing Officers at the District.

8. PROHIBITIONS

The following activities are prohibited under this Policy or excluded from the authority delegated to Authorized Staff:

- 8.1. The dividing of contracts or procurements to avoid the requirements or thresholds of this or any Policy and the applicable Trade Agreements.
- 8.2. Committing the District to a contract without the appropriate level of authority to do so.
- 8.3. The award of a contract for an expenditure which is not included in the Financial Plan without Council approval.
- 8.4. Award of a contract that exceeds five years.



- 8.5. The award of a contract that would give rise to a conflict of interest between the Authorized Staff and Supplier without CAO approval, or Council approval, where the CAO is the Authorized Staff person.
- 8.6. The award of a contract that binds the District into a Financing Agreement or Non-Standard Credit Terms without the express approval of the DIRECTOR OF FINANCE.

9. EXCEPTIONS TO THE POLICY

- 9.1 In the event of an emergency, any two of the following may grant approval to enter a contract without undergoing a competitive bid process: CAO, DIRECTOR OF FINANCE and Mayor
- 9.2 The CAO will provide a memorandum to the Council at the next Council meeting describing the nature of the emergency and the amount and nature of procurement contracts issued.
- 9.3 The use of Corporate Credit Cards (CC) is permitted for the ordering of goods or services which are in line with the authorized CC limits and the District CC # policy.
- 9.4 All exemptions, exclusions, or exceptions that exist in applicable Trade Agreements.
- 9.5 Appendix A items.



10. PURCHASING THRESHOLD and BID SOLICITATION

The District will utilize a competitive bidding process to procure goods, services and construction unless otherwise permitted under this Policy.

The bid solicitation process will meet the minimum following criteria:

Value of Procurement (Including PST, duties, and freight)	Procurement Process	Purchasing requirements
\$0-\$10,000	One or more quotes	Purchases that exceed \$5,000 require Purchase order and requisition
\$10,000-\$25,000	Informal Quotation	Minimum of three (3) quotes. Purchases must include a Purchase order, Requisition and three (3) quotes.
\$25,000 to \$75,000 (Up to \$200,000 for Construction)	Invitational Competition	Procurement to be posted though Bid and tenders by subject matter experts
\$75,000 and higher for all contracts except construction contracts	Open Competition	Competitive solicitation through e-procurement platform and BC Bid. Procurement requires Purchase Order and Requisition
\$200,000 and higher for construction contracts	Open Competition Formal Competitive Bid Process	Competitive solicitation through e-procurement platform and BC Bid. Procurement requires Purchase Order and Requisition



- a. Direct award is not suitable where a number of small contracts for the same or similar service will be contracted throughout the year and are expected to exceed \$25,000 of goods and services acquired within the year. Staff are still responsible for ensuring reasonable market prices and good value.
- b. For consulting services where specialized expertise and/or experience in local government or specifically with the District will result in demonstrable direct cost saving, schedule improvements or specific expertise; a Direct award may be considered with the approval of the Director of Finance and Chief Administrative Officer.
- c. Where co-operative procurement arrangements are in place with other agencies that have undergone a competitive bidding process that meets or exceed those in 7.2, no further Bid process is required.
- d. All Suppliers must be provided equal access to all information and reasonable and equal time to submit bids.
- e. Selection criteria must be established, assigned weights, and specified in the bid solicitation. Criteria must consider supplier capability and experience, work method, Total Cost of Ownership and incorporate principles of social values.
- f. All records associated with a competitive bid process are subject to Freedom of Information and Protection of Privacy Act provisions and Authorized Staff are required to maintain those records in a manner consistent with the procedures established by the District.

11. DIRECT AWARDS

- a. In the absence of a competitive bid process, Authorized Staff must still endeavor to demonstrate direct cost saving, schedule improvements, specific expertise or favourable contract terms.
- b. A direct award valued at over \$75,000 should be preceded by a Notice of Intent to Contract for services being posted on the site where competitive bids would usually be made. If there are no objections, proceed with the service contract.

12. NON-COMPETITIVE PROCUREMENTS

Where specific criteria is met, the requirement for a Competitive Procurement may be waived. The requesting Employee must document the rationale for the Direct Award on a Purchase Requisition Form. The form must be:

- Approved by the appropriate Division Director
- Approved by the Director of Finance
- Approved by the CAO



The CAO or designate has the authority to waive the Procurement Policy where public safety, property and/or infrastructure are at risk. In the case of an emergency expenditure that is outside of the current financial plan, the expenditure must be reported to Council at a regular meeting and Council must amend the financial plan as soon as possible to include the expenditure.

13. SUSTAINABILITY AND SOCIAL PROCUREMENT

The District intends to formally recognize and reward, within the supplier selection process, excellent and innovation among suppliers who demonstrate leadership in sustainability, environmental stewardship, and fair legal practices and to balance these considerations with cost and quality. Where appropriate the district will set minimum specifications, evaluation criteria, and contractual requirements that recognize environmental sustainability, economic sustainability, and social sustainability. (See Appendix B).

DEFINITIONS

The following terms are defined as indicated below.

Authorized Staff refers to specified Staff delegated the authority to enter into Agreements on behalf of the District that bond the District to the acquisition of goods and services under the District, as amended from time to time. Staff are only authorized for contracts within their delegated purchasing authority.

Award refers to the business decision by Authorized Staff to enter into and execute contracts for goods, services, and construction.

Best Value means the optimal combination of compliant responses to the District's terms and conditions and contract documents; providing the District with the best value in Total Cost of Ownership as determined in accordance with specific criteria established by Authorized Staff and communicated during competitive bidding processes.

Bid means a submission from a supplier in response to a solicitation or competition advertised by the District for a contract to supply goods or perform services for the District.

Budget Authority refers to the Department Manager and Department Director responsible for managing the budget of the Department.

Change Order means a contract amendment that increases or decreases the Scope of Contract and/or the total dollar value of a contract.

Chief Administrative Officer or "CAO" means the person appointed by the charter to hold the position of chief administrative officer for the District;

Community Benefit Agreements means a legally enforced agreement on construction, infrastructure, and development projects for specific social value outcomes like hiring, training, or procurement that ensures projects enhance social, cultural, environmental, and economic opportunities for community.



Chief Financial Officer or “DIRECTOR OF FINANCE” means the person appointed by the charter and Council to hold the position of finance officer for the District;

Conflict of Interest - Where an employee of the District has financial or other interest in goods or services which the District desires to acquire or dispose of the employee is disqualified from approving the transaction or being an evaluator on any procurements notwithstanding their written authority governed by applicable bylaws.

Consultant means an individual or firm that is not an employee of the District and provides technical or professional services in the form of advice, plans, designs, policy development, reports or management services which do not result in an output of tangible assets or operational goods.

Debriefing - After a competitive process has been concluded and a contract awarded to the successful proponent, unsuccessful proponents may contact the District to gain an understanding of where their proposal might be improved for future bid opportunities.

Direct Award refers to entering a contract for service without undertaking a competitive bid solicitation.

Emergency will be defined as an unforeseen, present and/or imminent event or circumstance that is caused by accident, fire, explosion, technical failure or by forces of nature that pose an immediate threat to the safety of the Community; that would have irreversible impacts on the environment if not addressed immediately; and/or where an immediate action will mitigate further financial loss to the District. Emergencies do not refer to circumstances created by project administrative issues, lack of sufficient planning or failure to comply with District policies.

Environmental Impact describes the positive and negative effects a District has on the environment.

Equity-Deserving addresses economic disadvantage, discrimination, and systemic barriers to equal opportunity, particularly among equity-deserving communities, that disproportionately experience unemployment and underemployment, discrimination, or systemic barriers to equal opportunities.

Financial Plan refers to the five-year budget plan which sets out the proposed expenditure of the District, proposed funding sources and transfers between funds.

Financing Agreements include leases, promissory notes and other financial instruments that bound the District to a payment plan and financing rates. Execution of Financing Agreements is not delegated to “Authorized Staff” as defined under this Policy.

Formal Competitive Bid is a Bid solicitation which must be advertised on BC Bid and the District’s website through the bidsandtenders online platform.

General Manager of Corporate Services or “CO” means the person appointed by



the charter and Council to hold the position of corporate officer for the District.

Group Purchasing Organization A GPO is an entity that helps Broader Public Sector organizations realize savings and efficiencies by aggregating purchasing volume and using that advantage to negotiate discounts with manufacturers, distributors, and other vendors.

Informal Quotation means that three quotes are solicited through an informal communication process including email or phone. Documentation is required and must include particulars about time, date and nature of supply or goods solicited, whether a quote was received from each Supplier and details of each quote including total contract price.

Integrity refers to conducting procurement processes with honesty, ethical standards, and in compliance with the District Employee Code of Ethics & Conflict of Interest Policy.

Invitation to Tender (ITT) means a price-based competitive solicitation intended to award a contract to the lowest qualified bidder.

Living Wage is the hourly wage necessary for a full-time employee to meet their basic needs. Needs are defined to include food, housing, and other essential needs such as clothing.

Local Small Enterprise is a business of any legal structure that operates with a District business license.

Mayor includes a Council appointed Acting Mayor.

Negotiated Request for Proposals (NRFP) – A supply request that is designed to avoid the creation of “Contract A” and thereby reduce procurement risk in specified circumstances. The negotiation process is clearly set out in the request.

Notice of Intent to Contract - A public notice to potential suppliers of the intent by the District to make a direct award or negotiate a contract with a chosen supplier, without a competitive process.

Officer refers to Chief Administrative Officer, Financial Officer or Corporate Officer pursuant to the Community Charter and includes Staff appointed by Council into Deputy Officer positions.

Open Fair and Transparent means ensuring that the public is aware of and permitted to compete for supply opportunities in their demonstrated field of expertise.

Proponent refers to suppliers, contractors or consultants that may receive or may be responding to particular bid requests from the District.

Corporate Credit Card (CC) - A CC is the District purchasing card issued to department staff for purchases as per the CC program procedure guide.

Request for Expression of Interest (RFEOI) – A non-binding process used to find



suppliers who are interested in providing the goods and services for a project or contract.

Request for Information (RFI) – A non-binding process used by the District to gather information from the marketplace during the planning stage of procurement.

Request for Pre-qualification (RFPQ) - A non-binding process in which suppliers may put forth their qualifications to be considered for inclusion on a short list of suppliers invited to respond to a subsequent supply request.

Request for Proposals (RFP) – A binding solicitation process used to seek both competitive and innovative solutions from proponents.

Request for Quotation (RFQ) - RFQ is a price-based competitive solicitation process used for lower-value contracts where there is a clear set of specifications, and the District wants to find the lowest price.

Request for Standing Offer (RFSO) – An RFSO is used to create a list of one or more suppliers to provide goods and / or services on an if and when required basis.

Responsible Products and Services – Products and services which meet environmental and ecological standards, labour, and safety codes, and provide best value, as defined by the District.

Revised Contract Value is the value of the contract awarded plus all change orders or additions to that contract over the course of the contract.

Sole Source - A contract directly awarded to a supplier, without a competitive process, where there is only one monopolistic supplier.

Single Source - A contract directly awarded to a supplier, without a competitive process, where other potential suppliers may be available. However, due to defensible conditions, a competitive bid process was waived.

Scope of Contract means predefined deliverables in the bid or contract. It includes additional work that may not have been foreseen at the time of contracting or bid but that is necessary to meet the defined deliverables.

Social Benefit describes the positive social impact of the District's procurement activities. It can include but not be limited to diversifying the Supplier base, and engaging First Nations companies, Social Enterprises and not for profit Districts.

Social Enterprises are businesses that sell goods and services; they embed a social, cultural, or environmental purpose into the business, and they reinvest the majority of profits (51%+) into their social mission. The District can work with social enterprises to positively affect local employment and economic development.

Social Procurement is a procurement practice that seeks to leverage existing procurement activities to achieve positive social outcomes such as environmental,



social, and economic benefits that align with community values and strategic objectives.

Social Value means supporting the Council's objectives as articulated in its Strategic Plan and refers to programs or services delivered by the District that impacts the wellbeing of individuals and the community.

Single Source - Where there is a single supplier that clearly provides the best value to this district in the circumstances of a particular purchase or the circumstances in which the purchase is required are extraordinary or involve an emergency.

Standard - Where the District adopts a single standard or brand for equipment, goods, vehicles, hardware, or software to ensure compatibility, safety, and / or quality to ensure the District can be fiscally responsible.

Supplier is any person or business that supplies goods or services to the District, also referred to as a Vendor.

Supplier Diversity means creating opportunities for diverse suppliers such as Indigenous peoples and employment equity deserving groups which could include people facing systemic barriers to employment and other underrepresented groups.

Total Cost of Ownership means the direct social, environmental and financial costs to the District of products, services, and construction during their acquisition, use and end of life phases. All contracts will be evaluated based on the full range of costs that may include acquisition, maintenance, replacement, legal disposal, training costs, environmental and social impacts associated with goods or services.

Trade Agreements means any Government of Canada, or Province of British Columbia or International trade agreement that apply to the procurement practices of municipalities in British Columbia.

Workforce Development means offering education development and training opportunities in the form of work-integrated learning, skills training and other developmental support to employees, contractors, or volunteers.

Unsolicited Proposal means a proposal from a supplier received by the District which has not been solicited through a competitive process.

APPENDIX A—PURCHASING THRESHOLD AND METHOD EXCEPTIONS

The following categories are not subject to **Section 10— PURCHASING THRESHOLD and BID SOLICITATION** but all remaining sections of this policy apply.

1) Corporate General Expenses

- Bank and brokerage fees and charges;
- Building/development permit refunds and deposit returns;
- Charges to or from other government agencies including regional permits, cross-jurisdictional agreements, vehicle licensing, and police services;
- Damage claims;
- Debenture payments;
- Development charges and cash in lieu refunds;
- Employee medicals, or medical or other investigative services;
- Facility and rental refunds;
- Grants to agencies;
- Ongoing licenses, including hardware and software licenses, and maintenance contracts;
- Insurance premium payments, claim settlements, and adjuster services;
- Payroll, benefit premiums, and tax remittances;
- Petty cash replenishment;
- Property tax refunds;
- Recruitment services;
- Tax and workers compensation remittances;

2) Professional and Special Services:

- Arbitrators, Mediators, and Investigators;
- Consultants or contractors are hired to complete a project or project deficiencies where the developer has abandoned the project or is negligent in completion, where funds to complete the work can be drawn from the developer's deposits held by the District and where time is of the essence;
- Counselling services;
- Honorarium;
- Legal counsel as authorized by a Director or Chief Administrative Officer, or designate;

- Legal counsel or professional and expert services for employment and labour law matters as authorized by a Director, Human Resources Manager, or designate;
- Providers of artistic and recreational services, such as instructors, historical experts, artistic designers, etc.; and
- Special events, including performers, artists, speakers, facility rental, catering, equipment, resources, and supplies.

3) Refundable Employee Expenses:

- Meal allowances;
- Miscellaneous – non-travel; and
- Travel expenses.

4) Training / Education / Professional Development:

- Conferences, conventions, courses, seminars, workshops;
- Corporate staff development, workshops, and training including all related equipment, resources, supplies, trainers, coaches, and speakers;
- Magazines, periodicals, subscriptions; and Professional and technical memberships.

5) Utilities

- Hydro and gas;
- Internet or cable charges;
- Postage and courier services;
- Service relocations when required by a designate authority;
- Telephone (basic services), cellular and wireless devices; and
- Water and sewage.

APPENDIX B—SOCIAL PROCUREMENT

Social procurement seeks to further leverage tax dollars to achieve broad societal goals, increasing equality and diversity, while contributing to improved community wellbeing through the blending of social, environmental, and economic considerations in the procurement process.

Social Objectives

The objective of Social Value Procurement is to leverage resources & relationships that:

- Increase economic opportunities
- Diversify the Supply Chain: promote social value business that have a recognized certification and/or are owned/controlled by an equity seeking population (including but not limited to nonprofits/coops, women, Indigenous persons, people with disabilities, LGBTQ+)
- Improve economic independence and capacities
- Promote workforce diversity – underemployed, unemployed, under-represented groups
- Advance inclusion, reconciliation, equity, and diversity Social Value considerations.
- Contribute to a stronger local economy;
- increase diversity among suppliers;
- promote the Living Wage and fair employment practices;
- Improve access to contracts for micro, small business, and social enterprises;
- Increase the number of local jobs that support young working families;
- Increase social inclusion, by improving contract access for equity-seeking groups, such as social enterprises;
- Enhance community arts and culture infrastructure;
- Improve and enhance public spaces;
- Increase training and apprenticeship opportunities;
- Help move people out of poverty, providing increased independence and sustainable employment for those in need;
- Improve opportunities for meaningful independence and community inclusion for citizens living with disabilities; and
- to stimulate an entrepreneurial culture of social innovation.

Under this policy, social value considerations will be embedded in the procurement evaluation process. The evaluation weightings and criteria will be clearly defined in each procurement process.

POLICY NAME	Garbage Collection Medical Exemption	POLICY NO.	2.10.1
POLICY OWNER	Director of Financial Services	REVIEW PERIOD	
EFFECTIVE DATE	March 3, 1999	RESOLUTION NO.	13096
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To allow extra garbage pick-up at no further cost for exceptional situations.

POLICY

That the District of Sechelt recognizes that serious medical conditions, when cared for at home, may create extra garbage for disposal; and further recognizes that the cost of tags for this extra garbage, in some cases, may create a hardship to individuals or families; and further recognizes that requests for assistance may be received.

PROCEDURE

That staff determine on a case by case basis, the validity of the request for assistance based on verification of the situation by the home care agency or medical community.

That all individuals considered for the program will also be referred to the SCR D Solid Waste Management Coordinator for information on (1) options available for diversion/recycling of waste materials, and (2) options for reusable products and on safe handling of medical waste.

That staff provide a maximum of one garbage tag per week at no cost to approved residents with serious medical conditions.

POLICY NAME	Investments	POLICY NO.	2.10.2
POLICY OWNER	Director of Financial Services	REVIEW PERIOD	
EFFECTIVE DATE	February 6, 2019	RESOLUTION NO.	2019-02A-3
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

POLICY STATEMENT

The District of Sechelt (District) will invest, or cause to be invested, funds under its management in permitted investments to preserve capital and maximize investment returns subject to an appropriate level of risk. Prudent and responsible investment provides necessary financial resources and generates sustainable investment income in support of District operations.

PURPOSE

This policy establishes practices to prudently invest public funds in compliance with the applicable legislation, and sets out eligible investments, strategies, constraints, and compliance requirements to guide investment management in achieving the District’s investment objectives.

SCOPE

The policy pertains to all funds under management of the District.

GOVERNANCE

Part 6 of the *Community Charter*, and Section 16 of the *Municipal Finance Authority Act*. Responsibility for the investment of municipal funds is derived from Section 149 of the *Community Charter* with the appointment of the Financial Officer.

DEFINITIONS

“Approved Credit Rating Agencies” means DBRS, Standard & Poor’s (S&P), and Moody’s.

“Benchmark” means a standard against which the performance of an investment manager can be measured. Generally, broad market stock and bond indexes are used for this purpose.

“Financial Officer” means the District’s Director of Corporate and Financial Services.

“Custodian(s)” means an independent third party carrying legal responsibility for a customer’s securities which includes administrative services as well as safekeeping.

“Diversification” means a risk-management technique that mixes a wide variety of investments within a portfolio.

“Investment Manager” means a firm licensed to buy or sell marketable securities to corporations, institutional investors and individuals.

“Liquidity” means the ability of an asset to be converted to cash quickly without affecting the asset’s price.

“Market Cycle” means the recurring and fluctuating levels of economic activity that an economy experiences over a long period of time. Most (but not all) market cycles last between 3 and 5 years.

“Market Price / Value” means the price at which a security is trading in the open market.

“MFA” means Municipal Finance Authority of British Columbia, Canada.

“Portfolio” means a collection of assets held by an investor.

“Public Sector Accounting Board” means the Public Sector Accounting Board of the Canadian Institute of Chartered Public Accountants.

“Rate of Return” means the gain or loss of an investment over a specified period, expressed as a percentage increase over the initial investment cost. Gains on investments are considered to be any income received from the security, plus realized and unrealized capital gains.

RESPONSIBILITIES

These roles have the following investment responsibilities:

ROLE	RESPONSIBILITIES
COUNCIL	<ul style="list-style-type: none">• Approve the Investment Policy; and• Receive for information the Annual Investment Report.
FINANCIAL OFFICER	<ul style="list-style-type: none">• Review and approve relationships with external managers, custodians, performance measurement advisors and other service providers;• Review the portfolio’s performance on a regular basis and report status to Council; and• Authorize investment purchases/sales/reinvestments as recommended by the Manager of Financial Services.
MANAGER of FINANCIAL SERVICES	<ul style="list-style-type: none">• Review District’s cash flow position and recommend investment purchases/sales/reinvestments to the Financial Officer;• Monitor the investment managers’ and custodians’ performance; and• Maintain this policy on behalf of the Financial Officer as per the review schedule.

INVESTMENT MANAGER	<ul style="list-style-type: none"> • Manage funds under specific investment mandate for which they were engaged, complying with all guidelines, policies or legislation; • Provide regular investment portfolio and performance reporting to the District; and • Provide information and guidance on topics as requested.
CUSTODIAN	<ul style="list-style-type: none"> • Retain custody of the portfolio investments and maintain records of all transactions; • Provide regular investment portfolio and performance reporting to the investment managers or the District.
ACCOUNTANT	<ul style="list-style-type: none"> • Record all entries required to record investments and corresponding activity in the general ledger.

SECTION 1 – INVESTMENT OBJECTIVES

1.1 The District’s investment objectives are:

- **Preservation of Capital:** Safety of principal is a primary objective. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- **Risk Mitigation:** The District will manage risk by ensuring there is sufficient diversification among the assets in the portfolio. Additional risk control is provided by the constraints on the permitted investments.
- **Investment Returns:** The District shall seek to maximize the rate of return earned on each portfolio without compromising the other objectives.

SECTION 2 – PERMITTED INVESTMENTS

2.1 Permitted Investments: The following investments, which must be guaranteed, are the only ones permitted in the District’s portfolio:

- Investment of municipal funds as permitted in section 183 of the *Community Charter*;
- Investment in the Sechelt Community Projects Inc. pursuant to section 185 of the *Community Charter*.

2.3 Safekeeping and Custody: All investments will be held by a third party custodian. The custodian shall provide monthly reporting for each account indicating all investment activity, book value of the holdings, month-end market values, and income earned by the investments.

SECTION 3 – INVESTMENT LIMITS AND CONSTRAINTS

3.1 Portfolio Mix Limits

The District’s portfolio will be diversified as follows to meet its investment objectives:

Portfolio	Maximum % of Portfolio (Market Value)	Investment Objective	Return Objective	Investment Strategy
Working Capital / Short-term Portfolio	100%	To generate current interest income while preserving capital and providing liquidity for the cash flow requirements of all District funds.	To generate a competitive rate of return.	Investment in a diversified portfolio of money market securities and short-term bonds with a maximum term to maturity of 2 years.
Short-term Fixed Income Investment Portfolio	50%	To achieve a competitive rate of return while seeking to preserve capital, maintain low volatility, and proper diversification.	To meet or exceed the Benchmark return over a Market Cycle.	Investment in a diversified portfolio of short-term fixed income securities with an average term to maturity of 3 to 5 years.
Long-term Fixed Income Investment Portfolio	25%	To achieve a competitive rate of return from a longer term portfolio with moderate volatility.	To meet or exceed the Benchmark return over a Market Cycle.	Investment in a diversified portfolio of fixed income securities with an average term to maturity of 7 or more years.
Pooled Funds Investment Portfolio	50%	To generate investment income while preserving capital and providing liquidity for the cash flow requirements of all District funds.	To meet or exceed the Benchmark return over a Market Cycle.	Not Applicable.

3.2 Fixed Income Issuer Limits

3.2.1 Fixed income issuers are restricted as follows:

Issuer	Maximum % of Portfolio (market value)
Federal issuer (guaranteed)	100%
Provincial issuers (guaranteed)	50%
Corporate and all other issuers	50%

3.2.2 Maximum investment held with a single institution cannot exceed 25%.

3.3 Quality and Maturity of Fixed Income Portfolio

3.3.1 The acceptable fixed income investment quality ratings, as established by Approved Credit Rating Agencies, are as follows:

Rating	Maximum % of Portfolio (market value)
AAA, or equivalent	100%
AA, or equivalent	80%
A, or equivalent	60%
BBB+, or equivalent	40%

3.3.2 The acceptable fixed income investment maturities are as follows:

- Securities with a maturity date of one year or less must be rated by at least two of the rating agencies with a minimum of BBB+ or equivalent rating.
- Securities with a maturity date of longer than one year must be rated by at least two of the rating agencies with a minimum of BBB+ or equivalent rating.

3.3.3 In the event the rating of a security is downgraded below the minimum acceptable rating, no new investments may be made in that security, but existing investments may be retained or disposed of with the approval of the Financial Officer, giving full consideration to market conditions at the time and the liquidity/price level of the security.

3.4 Pooled Funds: Investment in pooled funds is permitted by Section 16 of the *Municipal Finance Authority Act*. The MFA's guidelines for each pooled fund shall be reviewed by the District from time to time to determine appropriateness and consistency with the District's investment principles, and to identify of any material changes to be considered in future investment decisions.

3.5 Other Constraints

- Lending of securities through each portfolio's investment manager or custodian is not permitted; and
- The assets of any portfolio may not be pledged, hypothecated or otherwise encumbered in any way.

SECTION 4 – INVESTMENT PERFORMANCE

4.1 **Benchmarks:** The following Benchmarks are generally acceptable for relative performance assessment:

Asset Category	Performance Benchmarks
Working Capital/Short-term Portfolio	FTSE 30 day T-Bill Index

Short-term Fixed Income Portfolio	FTSE Canada Short Term Bond Index
Long-term Fixed Income Portfolio	FTSE Canada Universe Bond Index (duration 7 – 10 years) FTSE Canada Long Term Bond Index (duration > 10 years)
Pooled Funds	Benchmarks are dependent on the fixed income investments that make up the portfolio holdings which can include: Canadian Short Term Fixed Income; Canadian Fixed Income; and Global Fixed Income.

4.2 **Performance Standards:** Qualitative and quantitative factors used to assess investment managers' and custodians' performance include, but are not limited to, the following:

- Consistent under-performance or over-performance of benchmark returns;
- Changes in investment managers' or custodians' style/philosophy;
- Turnover of investment managers' or custodians' key personnel;
- Material changes in assets under management, ownership, business plans or advent of material litigation.

SECTION 5 – VALUATION OF SECURITIES

5.1 Publicly-traded securities will be valued monthly in accordance with generally accepted accounting principles as established by the Public Sector Accounting Board.

5.2 Investments in pooled funds shall be valued according to the unit values published by the pooled fund manager.

5.3 If a public market price is not available for an asset then the investment managers or custodians shall determine a fair value. A suitable method of valuation shall be in accordance with generally accepted accounting principles established by the Public Sector Accounting Board, which may be amended from time to time.

SECTION 6 – REPORTING AND COMPLIANCE

6.1 Investment Managers and/or Custodians are required to:

- Provide monthly transaction reports and market values;
- Provide quarterly statements and analysis; and
- Attend at least one Council or committee meeting per annum at the request of the District.

6.2 Each Investment Manager or Custodian, other than the MFA, is required to complete and sign a compliance report each quarter. The compliance report should state whether or not the portfolio was in compliance with this policy during the quarter, explain any non-compliance, and provide any remedial actions, if applicable.

POLICY NAME	Asset Management Policy	POLICY NO.	2.10.3
POLICY OWNER	Chief Administrative Officer	REVIEW PERIOD	
EFFECTIVE DATE	May 4, 2023	RESOLUTION NO.	2022-05A-6
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The purpose of this policy is to govern the management of existing and new *assets* to deliver *services* in a safe and financially *sustainable* way that meets the current and future needs of the community. It accomplishes this through a system of procedures and tools that are guided by a set of principles applied across the organization in alignment with Council’s strategic plan.

OBJECTIVES

This policy establishes direction and guidance for the District’s Asset Management practices specifically by:

- Providing consistent and accurate means of tracking and reporting on the District of Sechelt *assets*, while supporting responsible decision-making, accountability, and transparency;
- Provide a framework that will enable the District of Sechelt to develop and implement plans, define goals, and work towards enterprise asset management to achieve medium- and long-term sustainability, and to demonstrate fiscal stewardship;
- Meet legislative reporting and organization financial planning requirements;
- Excellence in customer service.

SCOPE

This policy applies to all *assets* which are deemed to be of significant financial, social, cultural, or environmental value to justify the cost of formal management. This policy articulates the District of Sechelt's commitments and principles that will be considered across the organization in a systematic and coordinated way.

DEFINITIONS

"Asset"	An asset is an owned item, thing, or entity that has potential or actual value to an organization.
"Asset Management Plan"	Document(s) that provide an overview of the desired <i>levels of service</i> , state of <i>assets</i> , life cycle management strategy, and financial strategy.
"Asset Management System"	The interrelated objectives, policies, procedures, tools, and training that are used to manage <i>assets</i> to deliver <i>services</i> at the directed <i>levels of service</i> .
"Levels of Service"	A combination of characteristics that reflects the social, political, environmental, and economic outcomes of the <i>services</i> the municipality aims to deliver to its customers. The characteristics can include but are not limited to safety, quantity, quality, cost, customer satisfaction, capacity, availability, reliability, responsiveness, and environmental acceptability of <i>services</i> .
"Asset Class"	A grouping of <i>assets</i> of a similar nature and use.
"Life Cycle Cost/ Whole Life Cost"	The total cost of owning an asset. This includes costs associated with acquisition, operation, maintenance, renewal/replacement, refurbishment, and decommissioning and end of life treatment (eg, recycling, salvage disposal).
"Risk"	The chance of an event with unwanted consequences. <i>Risk</i> is made up of the likelihood of the event and the severity of the consequences. There are many types of consequences including but not limited to impacts to health and safety, the environment, service delivery, tax to property and finances.
"Services"	Any outcomes supplying public need deemed important enough by Council to warrant municipal delivery. The District owns <i>assets</i> so that it may deliver <i>services</i> .

“Sustainable” Achieving or retaining an optimal balance between performance, costs, and *risk* of the asset life, while avoiding adverse long-term impacts on the organization.

POLICY

The District will practice Asset Management in accordance with the following principles:

Service Delivery to Customers

Levels of service will balance community needs with regulatory requirements, *risk*, *life-cycle cost*, available resources, and financial sustainability. *Levels of service* performance will be routinely reported to the public.

Systematic, Data-Based Decisions

Decisions to repair, replace, upgrade, or purchase new *assets* will be evaluated in a formal, consistent, repeatable manner across the organization based on available data regarding performance, condition, *life-cycle cost*, and *risk*.

Best Value

Levels of service should be delivered at the best value which is socio-culturally, environmentally, and economically *sustainable* in the long term. The potential needs of future generations, trends in demand and regulatory requirements, the impacts of climate change, and appropriate funding mechanisms will be considered by long-term *Asset Management plans*. Concerns identified in long-term plans will be proactively addressed.

Risk Management

The *risks* associated with delivering *services* will be assessed and documented. These *risks* will be prioritized and managed through the assignment of resources.

Asset Management Decision Making

Asset decisions shall be based on and informed by land-use, community, financial, engineering, operations, maintenance, social, technical, and budgetary plans, and perspectives. Decisions will be made from the perspective of the whole organization rather than in isolation, an *asset* is part of a larger service delivery. Where appropriate, *asset* data will be maintained in a single registry.

Continuous Improvement

Opportunities to improve operational efficiency, including proven innovative technologies, will be explored, and actioned as appropriate. Asset Management procedures and tools will be routinely evaluated and renewed. Staff competency in asset management will be routinely assessed and training will be provided as needed. The

effectiveness of the *asset management system* in supporting the delivery of strategic objectives will be monitored, periodically reviewed, and adjusted as required.

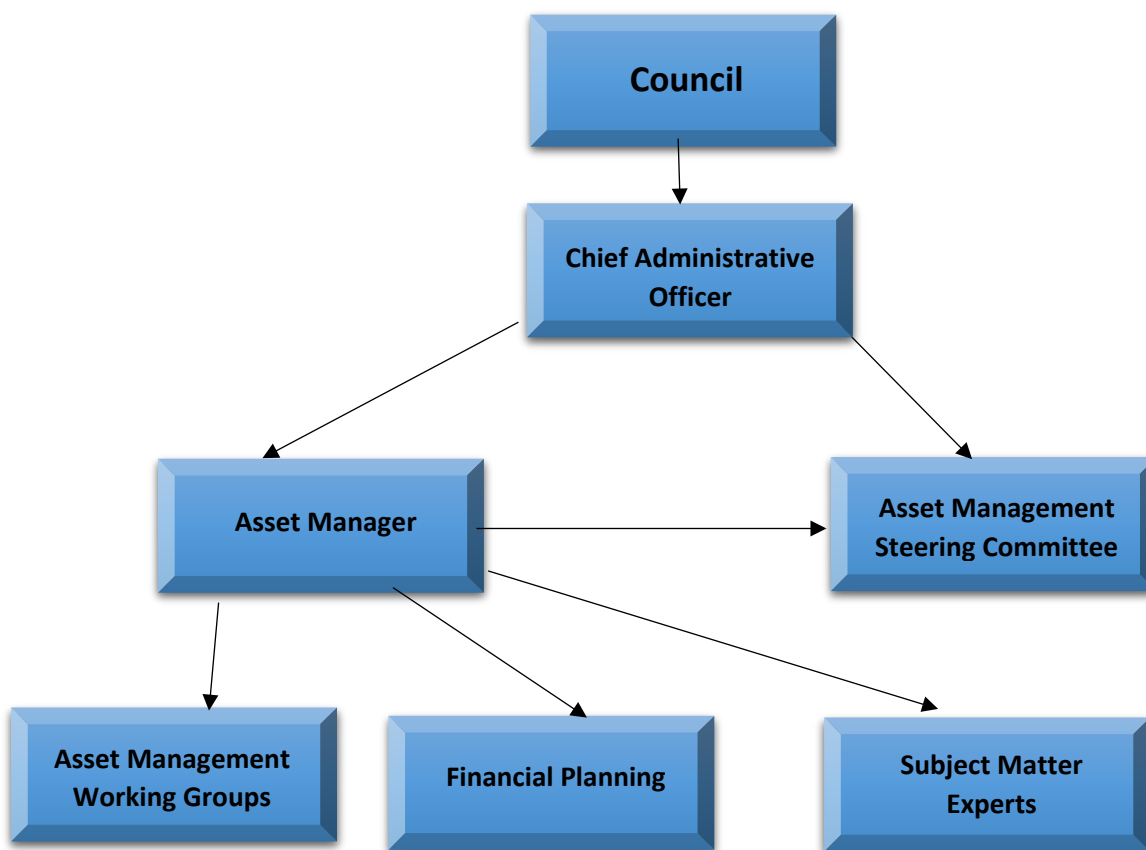
Policy Integration

Council and staff shall consider this policy and integrate it in the development of corporate documents as applicable, such as:

- Official community plan
- Business plans
- Corporate strategic plan
- Council Priorities
- Corporate financial plan
- Capital budget plan
- Data or information management plan
- Operational plans and budgets (including vehicle and fleet plans and budgets)
- Neighborhood plans/annual reports
- Design criteria and specifications
- Infrastructure servicing, management, and replacement plans
- Community social plans
- Parks and recreation plans
- Facility plans
- Quality Management Systems (Roads and Sewer)
- TCA (Tangible Capital Assets) reporting
- Development Cost Charges Studies

RESPONSIBILITIES

The District of Sechelt's council members are responsible for adopting policy and ensuring that resources are applied to manage the District's *assets*. The Chief Administrative Officer has responsibility for Asset Management strategies, plans, procedures, tools, and training as well as reporting to council on the effectiveness of Asset Management practices and their outcomes. Asset Management activities may be assigned or delegated internally at the discretion of the Chief Administrative Officer.



REVIEW

This policy will be reviewed every five years.

RELATED DOCUMENTS

All departments have roles and responsibilities with respect to Asset Management. Where possible and appropriate, Council and staff will consider this Policy and integrate it in the development or updating of corporate documents.

This policy was developed referencing best practice as outlined by:

- International Standards Organization - ISO 55000 Series Standards for Asset Management
- Institute of Public Works Engineering Australia - International Infrastructure Management Manual
- Federation of Canadian Municipalities – Municipal Asset Management Program
- Asset Management BC- A Guide to Developing a Municipal Asset Management Policy

POLICY NAME	Asset Retirement Obligations	POLICY NO.	2.10.4
POLICY OWNER	Director of Financial Services	REVIEW PERIOD	
EFFECTIVE DATE	January 1, 2024	RESOLUTION NO.	2023-12A-4
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The District of Sechelt (the District) must account for and report on asset retirement obligations (ARO) in compliance with the Public Sector Accounting Board (PSAB) Handbook, section 3280. This policy requires specific accounting treatment for asset retirement obligations (ARO) so that users of the financial report can discern information about these assets, and their end-of-life obligations.

SCOPE

This Policy applies to all departments, branches, boards and agencies falling within the reporting entity of the District of Sechelt, excluding Sunshine Coast Community Forest Ltd., that possess asset retirement obligations including:

- Assets with legal title held by the District
- Assets controlled by the District
- Assets that have not been capitalized or recorded as a tangible capital asset for financial statement purposes

Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives. Other obligations to retire tangible capital assets may arise from contracts, court judgments, or lease arrangements.

The legal obligation, including obligations created by promises made without formal consideration, associated with retirement of tangible capital assets controlled by the District, will be recognized as liabilities in the District's financial records, in accordance with PS3280.

Asset retirement obligations result from acquisition, construction, development, or normal use of the asset. These obligations are predictable, likely to occur at some point during the lifecycle of the asset and unavoidable upon asset retirement. Asset retirement obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites is normally

resulting from unexpected contamination exceeding the environmental standards. Asset retirement obligations are not necessarily associated with contamination.

Decision Tree

Scope of applicability is attached to this Policy as Appendix A.

DEFINITIONS

Accretion expense is the increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.

Asset retirement activities include all activities related to an asset retirement obligation. These may include, but are not limited to:

- Decommissioning or dismantling a tangible capital asset that was acquired, constructed, developed, or leased.
- Remediation of contamination of a tangible capital asset created by its normal use;
- Post-retirement activities such as monitoring; and
- Constructing other tangible capital assets to perform post-retirement activities.

Asset retirement cost is the estimated amount required to retire a tangible capital asset.

Asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset.

Retirement of a tangible capital asset is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment, or disposal in some other manner but not its temporary idling.

RESPONSIBILITIES

Departments

Departments are required to:

- Communicate with Finance on retirement obligations, and any changes in asset condition or retirement timelines.
- Assist in the preparation of cost estimates for retirement obligations.
- Inform Finance of any legal or contractual obligations at inception of any such obligation.

Development Services, Engineering and Operations, Corporate Services and Parks and Community Services, with adherence to the Official Community Plan, are responsible for providing cost-effective projections of asset retirement obligations, by consulting with engineers, technicians, and other personnel familiar with the assets and conditional assessments, collecting the relevant information required to minimize service cost, and providing the information to the Finance Department for processing.

Senior Management Team

The Senior Management Team is to implement the asset retirement obligation policy in accordance with the legal obligation of the Federal and Provincial legislation.

Finance

Finance is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board, section 3280. This includes responsibility for:

- Reporting asset retirement obligations in the financial statements of the District and other statutory financial documents.
- Monitoring the application of this Policy.
- Managing ARO processes within asset accounting.
- Investigating issues and working with asset owners to resolve issues.

POLICY

A. Recognition

A liability should be recognized when, as at the financial reporting date:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

A liability for an asset retirement obligation cannot be recognized unless all the criteria above are satisfied.

The estimate of the liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.

The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset.

Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.

Upon initial recognition of a liability for an asset retirement obligation, the District will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by the District as an asset, the obligation is expensed upon recognition.

The capitalization thresholds applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.

B. Subsequent Measurement

The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset or a component of the asset.

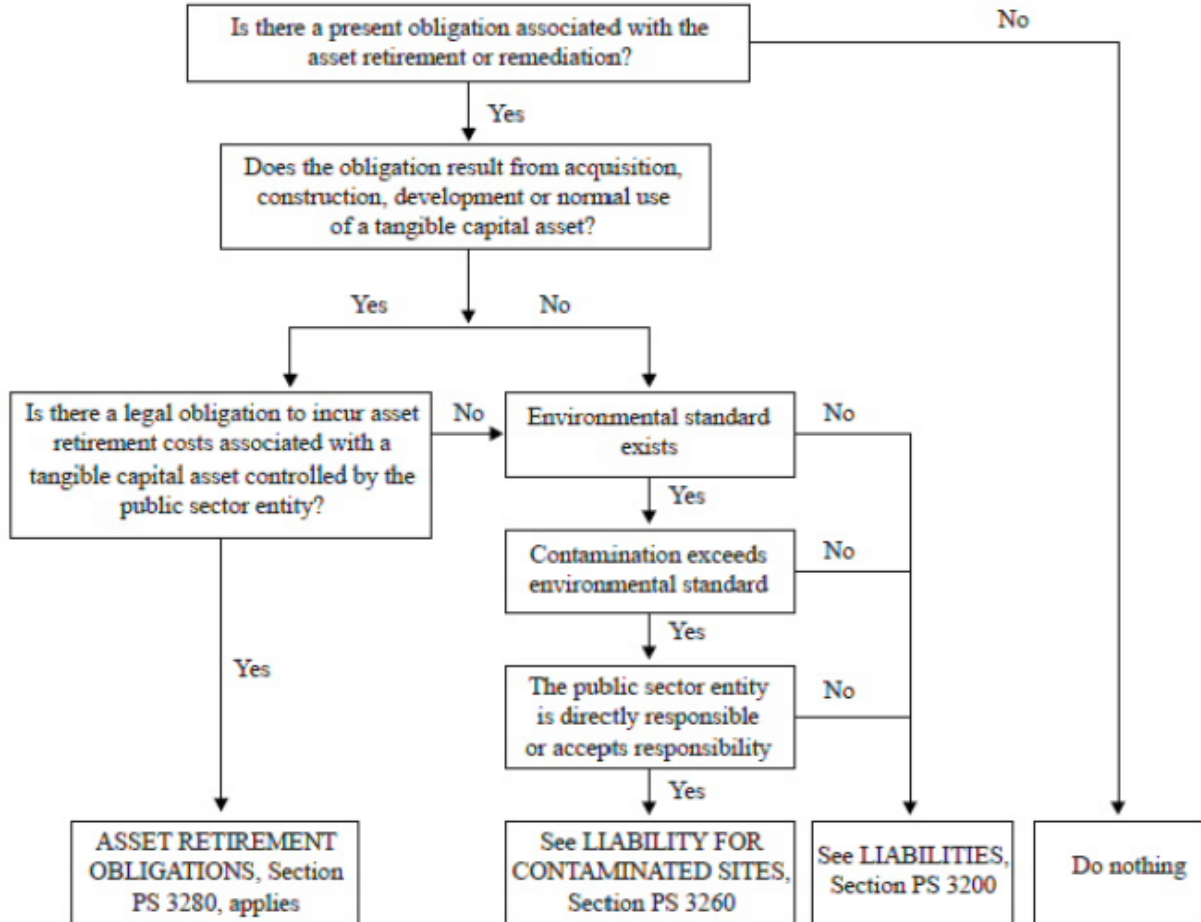
On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

C. Presentation and Disclosure

The liability for asset retirement obligations will be disclosed and presented on the District of Sechelt's financial statements.

Appendix A

Decision Tree – Scope of Applicability



POLICY NAME	DISPOSAL OF ASSETS	POLICY NO.	2.10.5
POLICY OWNER	Director of Financial Services	REVIEW PERIOD	2 Years
EFFECTIVE DATE	July 30, 2025	RESOLUTION NO.	2025-7G-21
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The District of Sechelt is committed to recovering maximum residual financial or social value from the disposal or transfer of surplus assets, through efficient, equitable and transparent processes that minimize environmental impacts and fully comply with environmental and health and safety legislation.

POLICY

The District of Sechelt is committed to recovering maximum residual financial or social value from the disposal or transfer of surplus assets, through efficient, equitable and transparent processes that minimize environmental impacts and fully comply with environmental and health and safety legislation.

OBJECTIVE(S)

This policy seeks to:

1. This policy establishes the procedures for disposal of surplus assets and is intended to ensure:

- (1) Efficiency, equity, and transparency in transactions;
- (2) Financial or social value to taxpayers;
- (3) Minimized environmental impacts; and
- (4) That surplus assets are properly written off in the District’s financial management system for audit purposes and are properly accounted for in the District’s asset management system.

2. Items can be available for disposal because they are:

- (1) Required to be disposed of under a particular policy or administrative directive, e.g. motor vehicles;

- (2) No longer required due to Council direction or changed policies, procedures, services, functions, or usage patterns;
- (3) No longer in compliance with workplace health and safety standards;
- (4) Found to contain hazardous material; and/or
- (5) Beyond repair, or repair costs are such that it is not a benefit to the District.
- (6) RCMP unclaimed recovered goods/items.

SCOPE OF AUTHORITY

1. Council approves:

- (1) This policy and any future amendments thereto;
- (2) Disposal by donation or gift of a surplus asset whose fair market value or net residual value is estimated to be greater than \$5,000; and
- (3) Disposal of District's land, and or buildings.

2. The Chief Administrative Officer approves:

- (1) Declaration of a physical asset as a surplus asset greater than \$50,000; and
- (2) Disposal by donation or gift of a surplus asset whose fair market value or net residual value is less than \$5,000 and greater than \$2,000;

3. Financial Services Director approves:

- (1) Declaration of a physical asset as a surplus asset less than \$50,000; and
- (2) Disposal by donation or gift of a surplus asset whose fair market value or net residual value is less than \$2,000;
- (3) The method of disposal of a surplus asset other than by donation or gift.

SURPLUS ASSET DISPOSAL OPTIONS

If assets cannot be re-purposed for other uses at the District, designated staff shall be granted authority to sell, exchange, or otherwise dispose of such assets declared surplus by any of the following disposal methods:

1. as trade-in or salvage during a competitive solicitation process;
2. by donation to a non-profit agency;
3. by recycling; or
4. by sale through an auction site for public sector agencies, or another open and fair public process.

If all efforts to dispose of the assets by the means detailed above fail, surplus assets may be scrapped with the signing of a memorandum of disposed assets by the CAO or CFO authorizing the disposal. The memorandum must include a list of the assets being scrapped and a statement of the asset condition.

CONDITIONS OF DISPOSAL

All surplus assets disposed of by donation, gift, public sale, or private sale shall be accepted as-is and where-is and without warranty or guarantee. The new owner shall assume all risk and expense associated with these assets.

DISPOSAL OF INFORMATION TECHNOLOGY ASSETS

All information technology assets must be meticulously cleaned of sensitive data and software, to the satisfaction of Business and Technology Services (or successor department) before being disposed of.

- (1) Any cost of cleaning the information technology assets must be considered as a cost of disposal when determining the least-cost disposal method available.
- (2) All sensitive information, data and software removed from information technology assets must be retained by the District or disposed of in accordance with applicable policies, administrative directions, and/or legislation.

REMOVAL OF DISTRICT ASSET IDENTIFIERS

Any asset code tags, city logos or other information that would identify a surplus asset item as District property shall be removed prior to:

- (1) Disposal of a surplus asset by donation, gift, public sale, or private sale; or
- (2) Recycling, re-purposing or disposal in a landfill, in the event the item is deemed to be garbage.

PROHIBITIONS

- (1) No Council member, officer, or employee of the District shall be permitted to purchase surplus assets unless through a public disposal process, except in the circumstances set out in section of this policy.
- (2) No employee shall bid on the sale of surplus assets except those disposed of at arm's length by public auction, internet auction, or tender.
- (3) Employees deemed to have the ability to influence decisions with respect to the disposal arrangements of the surplus assets are not permitted to receive surplus

items. This restriction is not intended to prohibit any employee from purchasing surplus assets offered for sale pursuant to this policy.

- (4) Under no circumstances may a surplus asset be donated to a District employee, council member or their relatives.

In the event of exceptional circumstances requiring direction outside of the above outlined requirements, a written request shall be submitted to the Chief Administrative Officer.

SCOPE

This policy applies to the disposal of the District's physical assets and to all District departments, employees, and Council members.

DEFINITIONS

Appraisal means a method of determining market value as of a specified date by a qualified appraiser as outlined by the Appraisal Institute of Canada;

District means the District of Sechelt;

District premises mean any real property owned by the District that is the site of a District owned building, which for greater certainty does not include sheds or other such impermanent structures that are not affixed to the land;

Council means the elected council of the District of Sechelt;

Employee means all employees and officers of the District of Sechelt as defined in all collective agreements and employment bylaws;

Environmental impacts mean impacts that adversely affect the natural environment;

Fair market value means the price at which an item would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of relevant facts.;

Information technology assets mean any technological device capable of retaining data, including (not limited to) computing devices, peripherals, software/hardware, servers, printers, copiers, facsimile equipment, or mobile devices, and include leased equipment;

Net residual value means the carrying value of the asset in the District of Sechelt's asset register less depreciation and anticipated disposal costs as recorded in the District's financial records. If the asset is not in the District's asset register, the carrying value is zero.

Non-profit organization means a not-for-profit society incorporated or continued under the British Columbia Societies Act in good standing;

Obsolete means outdated and/or not economically feasible for upgrading or repair;

Physical assets mean tangible assets not including real property other than District premises;

Proceeds mean the net revenues gained from the sale of an asset;

Social value means a benefit to the District of Sechelt community, or wider society, other than a financial benefit, and includes consideration of the environmental impacts that may be associated with disposal of an asset;

Surplus assets mean tangible assets belonging to the District that have reached the end of their useful life and have been determined to be obsolete, no longer needed or no longer usable, as determined by the relevant department manager, department Director and the Director of Financial Services.

POLICY NAME	Road Naming	POLICY NO.	3.1.10
POLICY OWNER	Director of Planning and Development	REVIEW PERIOD	
EFFECTIVE DATE	June 2, 2021	RESOLUTION NO.	2021-06A-13
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

Names of public roads are part of a community’s identity, a reflection of the past and the present, and of how our citizens relate to the places they consider as home. Road names also serve to establish order and consistency on the ground, including for emergency services response.

The *Community Charter* provides municipal Councils with the authority to assign a name to a public highway (road), by bylaw. This includes new roads, upcoming or future roads and renaming of existing roads.

OBJECTIVE

This policy seeks to:

- provide guidelines and procedures for naming or renaming municipal roads.

SCOPE

This policy applies to all municipally owned “roads”, within the District of Sechelt, under the jurisdiction of the District of Sechelt.

The policy does not apply to roads within the shíshálh Nation Lands.

Although private roads such as strata roads and shared driveways do not fall within the purview of Council, developers may follow this policy to assist in their name selection. Doing so will avoid duplication within the District of Sechelt and other parts of the region and will help to ensure names are appropriate for safety and emergency response.

Council may adopt a bylaw assigning a single road name, or a number of road names to be assigned to future roads in specified areas.

DEFINITIONS

"Road" shall be the same meaning as "highway" in the *Community Charter* and includes a public street, path, walkway, trail, lane, bridge, road, thoroughfare, and any other public way.

a street, road, lane, bridge, viaduct and any other way open to public use, other than a private right of way on private property

"Road name" shall include numbers assigned to roads.

"Road types" shall be designated as follows:

Avenue – generally runs in a north – south direction

Street – generally runs in an east – west direction

Drive or Way – for winding or curved roads

Place or Court – for short cul-de-sacs

Lane – for narrow streets

Esplanade – for a level stretch of paved or grassy ground for walking or driving along a shore

Trail – for a bike- or pedestrian-oriented way

North, South, East, West, Upper, or Lower – for a newly created street that is an extension of an existing street that cannot be renamed

Road – default where no other road type is suitable;

and may include other less common road types, as the situation warrants:

Crescent – for roads which form a crescent shape

Terrace, Gardens, Grove, or Heights – for minor or short roads

Circle – for roads of a circular shape

Gate – for a short road that provides an entrance to a group of properties

Square – for roads of a square shape

Boulevard – for a road with a landscaping strip in the centre.

POLICY

A. SELECTION CRITERIA:

1. Generally, roads should be named after places, events, people, and things related to the community of Sechelt. Proposed names should meet at least one of the following:
 - a. To commemorate local history, places, events or culture;
 - b. To strengthen neighbourhood identity;
 - c. To recognize native wildlife, flora, or natural features; or
 - d. To honour and commemorate noteworthy persons associated with Sechelt.
2. Names must be appropriate for safety and emergency services response, and should therefore:
 - a. Be easy to spell and pronounce; and
 - b. Reduce confusion by avoiding duplication or similar sounding names already in use in the district or region.
 - i. Proposed names should be cross-checked against existing names.
 - ii. The same name should not be used in association with different road types (for example, Marine Way, Marine Street, Marine Close).
3. Names should be of reasonable length for ease of completing online or other forms. A maximum of twenty characters will be considered. One word, no apostrophes, and no hyphens, is preferable.
4. Names will not have adverse connotations and will not be discriminatory or derogatory.
5. Where a name of a deceased individual has been selected, reasonable effort should be made to obtain the permission of surviving relatives.
6. Names of living persons will not be considered, save for exceptional cases.
7. Corporate or business names will not be considered.
8. Fragmented roads for which there is a Council approved plan to develop into a continuous road will be given one name. Where linear connectivity is deemed to be unfeasible due to physical topography or other constraints, the fragments will be given separate names for the different sections.
9. As much as possible, names associated with a geographical area will be used within that same geographical area.

B. RENAMING:

1. Renaming will only be considered under the following circumstances:
 - a. Renaming would generally improve the District's administration of essential services; or
 - b. It would be in the public interest; and
 - c. The appropriate fee is provided to the District for municipal costs incurred for the renaming.
2. A District-initiated renaming is exempt from Section B. (1.) (c.).

C. PROCEDURE

FOR NAMING NEW ROADS:

1. An application is received or initiated by the District.
2. The application is referred to the shíshálh Nation Rights and Title Department for comment.
3. The Director of Planning and Development or designate prepares a report and draft bylaw for Council consideration.
4. If approved, the Corporate Officer or designate notifies District departments; shíshálh Nation; Sunshine Coast Regional District; Canada Post; Sechelt Fire Department; RCMP; Ambulance services; Ministry of Transportation and Infrastructure; Registrar of Voters; the Publisher of BC Directories; utility companies; and the developer, as applicable.
5. A certified copy of the bylaw is filed in the Land Title Office.
6. The Engineering Department orders and installs road signs and amends the GIS municipal maps to include the new road name(s).

FOR RENAMING EXISTING ROADS:

The same procedure is followed as for NAMING NEW ROADS, in addition to the following:

7. For District-initiated renaming, notifications will be sent to all affected property owners and residents, allowing them up to 30 calendar days to respond to staff before the bylaw is presented to Council for consideration.
8. The application may be referred to District departments, Sunshine Coast Regional District; Ministry of Transportation and Infrastructure; Sechelt Fire Department; RCMP; Ambulance services; Canada Post, and utility companies, and others as deemed necessary by the Director of Planning and Development.
9. The bylaw must receive an affirmative vote of at least 2/3 of all the members of Council.
10. The Engineering Department notifies all affected property owners and residents before replacing the road signs.

D. MAKING AN APPLICATION

TO NAME A NEW ROAD:

1. Any resident or any organization which conducts its business in Sechelt may make an application to name a new road.
2. Applications are to be made in writing to the Director of Planning and Development.
3. Applications must follow the SELECTION CRITERIA.
4. As road names must be established by bylaw, Council reserves the right to make a final decision.

TO RENAME AN EXISTING ROAD:

1. An applicant must be a property owner or resident adjacent to the subject road.
2. Applications are to be made in writing to the Director of Planning and Development.
3. Applications must follow the SELECTION CRITERIA.
4. Renaming applications must be accompanied by a petition showing support of at least 2/3 of all affected property owners and residents.
5. As road names must be established by bylaw, Council reserves the right to make a final decision.

POLICY NAME	Non-Medical Cannabis Retail	POLICY NO.	3.3.6
POLICY OWNER	Director of Planning & Development	REVIEW PERIOD	2 years
EFFECTIVE DATE	April 3, 2019	RESOLUTION NO.	2019-04A-21
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The purpose of this policy is to establish opportunities for evaluating applications from the Liquour and Cannabis Regulating Branch (LCRB) for Non-Medical Cannabis Retail establishments. The Policy is intended to regulate Non-Medical Cannabis (Marijuana) Retail establishments in the District of Sechelt in a manner that minimizes land use conflicts, use proliferation, and exposure to youth and ensures that these uses complement the existing retail environment in terms of location and visual appearance.

The Policy should be used in conjunction with the relevant Provincial legislation and regulations as well as any applicable sections regarding Non-Medical Cannabis Retail contained in the District’s Business License Bylaw and Zoning Bylaw. Zoning Bylaw No. 25, 1987 uses the term “Non-Medical Marihuana Retail”. To be consistent with the Provincial and Federal legislation, all zoning bylaw references will be changed to “cannabis” or non-in subsequent amendments.

AUTHORITY

The legislative framework for the Province of British Columbia, including the Community Charter, Local Government Act, and the Cannabis Control and Licensing Act, provides the basis upon which the District may regulate certain locational and operational aspects of Non-medical Cannabis Retail establishments.

EVALUATION

The District will consider the following when reviewing applications for Non-medical Cannabis Retail:

1. Land use & locations (OCP and zoning provisions)
2. Site location and separation distances from schools
3. Maximum number of establishments
4. Storefronts and Signage
5. Conformity with federal and provincial regulations

SITING GUIDELINES

In considering whether to recommend support of a Cannabis Retail establishment in the District of Sechelt, the following guidelines will be considered:

Land Use Provisions: Cannabis Retail establishments may be considered in areas zoned C-2 Commercial and designated in the Official Community Plan as follows:

- a) OCP Designation - *Downtown Centre* (in OCP Schedule C1)
- b) OCP Designation - *Regional Commercial* (in OCP Schedule C3)

Any application for locations outside of these designations and zones would be subject to a site-specific rezoning process.

Separation Distances from Sensitive Uses:

In keeping with the Provincial and Federal legislation intended to reduce impacts of cannabis on youth, Retail Cannabis establishments are subject to a 150m separation distance from elementary and secondary schools. These separation distances will be measured as a buffer from the boundary of the school or facility property to the front door of the retail establishment.

Maximum Number of Establishments

The District will limit the total number of Cannabis Retail establishments to six (6) to avoid proliferation. To maintain the vibrancy of the Downtown Core and avoid an overconcentration of uses, no more than five (5) establishments may be located within this designated area. A maximum of two (2) may be located in the Regional Commercial Designation (Wilson Creek), providing the overall number of establishments does not exceed six.

Storefronts and Signage

In addition to the requirements of any applicable Development Permit Area guidelines, Cannabis Retail establishments shall adhere to the following:

- a) Store names, signage and display material must not include words or graphics intended to appeal to minors, show the use of cannabis or promote excessive use or intoxication.
- b) In keeping with the Provincial requirements, no cannabis retail establishments may use language that implies a medical use. This includes “dispensary”, “clinic”, “apothecary or “pharmacy”.
- c) Storefronts should reflect the form and character of the surrounding environment. Blank window coverings or black-out window coverings are not permitted.

Conformity with Provincial and Federal Regulations:

All applicants for a Cannabis Retail establishment must meet all the relevant requirements and legislation established by the Provincial and Federal Governments. If at any point in the Districts’ review process, the LCRB advises that it has discontinued its review of the application, the District will terminate the review process.

DISTRICT PROCESS FOR REVIEWING A LCRB APPLICATION FOR CANNABIS RETAIL STORE

The Planning & Development Services Department is responsible for the receipt and processing of applications for “local government support for a Provincial Cannabis Retail Store License”. Staff will prepare the technical report for consideration by Council and based on the report and input received through the public consultation and notification process, Council will make a decision on whether to provide a recommendation in support or recommendation against a Provincial Retail Store Licence for a particular location.

Application to BC LCRB: Any applicant for a retail cannabis store (RCS) first makes application to the provincial Liquour and Cannabis Regulation Branch (LCRB). When an application is received, the LCRB will notify the District.

Upon receipt of notice from the LCRB, the District may:

- a) Choose not to make any recommendation in respect of the application for a cannabis retail store license. This would effectively end the application process because the LCRB cannot issue a license unless the District gives the LCRB a positive recommendation that the license be issued.
- b) Choose to make comments and recommendations on the application. In accordance with the provincial legislation, the District must gather the views of residents if the location of the proposed store may affect nearby residents.

Notification and Consultation Process:

1. For an application for a Cannabis Retail establishment that falls within the OCP designation and Zoning provisions established in this policy; the following notification process will be used to gather input:
 - Written notice mailed to property owners and tenants of land within a radius of not less than 100 metres of the subject property.
 - One newspaper ad in a local newspaper prior to the application being considered for decision by Council.
 - Notification of application posted on the District of Sechelt website.
 - Notification of application to RCMP, Fire Dept., and Sechelt Downtown Business Association.
2. For an application that is located outside of the OCP designation and Zoning provisions established in this Policy, a site-specific rezoning application would be required. A preliminary report from staff would be brought to Council prior to any consideration of the application. This approach will follow the “Permission to Proceed” report process established in the Planning & Development Procedures Bylaw No. 566, 2018. Council will determine at that time, if there is merit in moving the application forward through the rezoning process.

Considerations for Denying an Application:

The following are grounds for staff to recommend Council deny local government support for an application for a Cannabis Retail license:

1. Strong community opposition to the location.
2. Proposed location is in an OCP designation outside of what is proposed in this Policy.
3. Proposed location is in a zone that does not include retail as a permitted or conditional use.
4. Proposed location is too close to a school.
5. The total number of cannabis retail stores approved by Council exceeds six (6).

ADDITIONAL DISTRICT OF SECHELT REQUIREMENTS

In addition to the LCRB license, a District of Sechelt Business License is required and is not issued until any required Zoning amendments, Development Permits and Building Permits are in place.

APPLICATION PRIORITY

Applications will be processed as they are received.

POLICY REVIEW

This policy should be reviewed within a two year period of adoption to determine if the policy is adequately serving the interests of the community.

POLICY NAME	Official Community Plan Consultation	POLICY NO.	3.3.7
POLICY OWNER	Director of Planning and Development	REVIEW PERIOD	2021
EFFECTIVE DATE	November 17, 2021	RESOLUTION NO.	2021-11B-6
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

- (a) When creating, repealing or amending an official community plan the *Local Government Act* requires local governments to provide one or more opportunities for consultation with persons, organizations and authorities that the local government considers will be affected by the development, repeal or amendment of the official community plan.

OBJECTIVE

- (a) This policy seeks to establish Council’s consultation policies for implementing these requirements of the *Local Government Act* respecting the District’s Official Community Plan.

SCOPE

- (a) The *Local Government Act* requires that during the development of an official community plan, or the repeal or amendment of an official community plan, a local government, in addition to a public hearing, must provide one or more opportunities it considers appropriate for consultation.

The *Local Government Act* requires local governments to consider whether the opportunities for consultation should be early and ongoing, and specifically to consider whether consultation is required with:

- i. the board of the regional district in which the area covered by the plan is located, in this case the Board of the Sunshine Coast Regional District;
 - ii. the board of any regional district that is adjacent to the area covered by the plan, in this case not applicable;
 - iii. the council of any municipality that is adjacent to the area covered by the plan, in this case not applicable;
 - iv. First Nations, in this case the shíshálh Nation;
 - v. boards of education, greater boards, and improvement district boards, in this case School District 46 and Sechelt Fire Department; and
 - vi. the provincial and federal governments and their agencies.
- (b) Nothing in this policy limits Council’s absolute discretion for decision making in relation to any particular development, repeal or amendment of an official community plan.

POLICY

- (a) During the development, repeal or amendment of an official community plan, Council will provide the following opportunities it considers appropriate for consultation with the following persons, organizations and authorities, being the persons, organizations and authorities Council considers will be affected, and the following consultation policy applies to the development of an official community plan and any repeal or amendment of an official community plan:
- i. if a new plan is under development, or a plan under amendment or repeal, the shíshálh Nation will be invited to participate in the early stages of the planning process and will be consulted throughout the planning process;
 - ii. if a new plan is under development, or a plan under amendment or repeal involves community water supply, transit service or solid waste Sunshine Coast Regional District will be invited to participate in the early stages of the planning process and will be consulted throughout the planning process;
 - iii. if a new plan under development, or a plan under amendment or repeal includes land that is within the fire service area, the Sechelt Fire Department will be invited to participate in the early stages of the planning process and will be consulted throughout the planning process;
 - iv. if a new plan under development, or a plan under amendment or repeal proposes new residential development resulting in greater than ten dwelling units, School District 46 will be invited to participate in the early stages of the planning process and will be consulted throughout the planning process; and
 - v. if a new plan under development, or a plan under amendment or repeal affects areas of federal or provincial jurisdiction the appropriate department or agency or both will be invited to participate in the early stages of the planning process and will be consulted throughout the planning process.
- (b) Consultation in the early stages of the planning process includes initial contact to determine areas of interest at the staff level. As the consultation advances a Council resolution will open and close the formal consultation process. Consultation throughout the planning process will include:
- i. referral of draft options, concepts or plans;
 - ii. requests for comments, a timeline for response, and general outline of the approval process; and
 - iii. contact among staff members to review, discuss and clarify issues that might arise.
- (c) During the planning process for a new or updated official community plan, amendment or repeal of a plan, consultation with the public may include one or more of the following, subject to Council's discretion in each case:

- i. consultation at an early stage to determine a vision, goals, and potential policies (through a workshop or design charrette, when creating a revised official community plan);
 - ii. open houses / public information meetings;
 - iii. questionnaires and surveys of opinion and comment; and
 - iv. meetings with public and stakeholders.
- (d) For certainty, during the planning process for an amendment of an official community plan initiated by an application, consultation with the public will include:
 - i. open house / public information meeting as required in the Planning Procedures Bylaw, as amended.
- (e) Council will consider any input from the consultation process.
- (f) If an organization or authority listed under Section 3.(a) does not respond to consultation efforts, within the timeline set out under Section 4.(b), a notice will be sent to advise the District will proceed with its consideration of the bylaw.
- (g) If an application has been submitted for an amendment to the zoning bylaw, which triggers an amendment to an existing official community plan, the zoning bylaw and official community plan amendments may be processed concurrently with consultation conducted as described in Section 4.(a) through 4.(d).
- (h) After first reading and before third reading of an official community plan bylaw, Council will, in sequence:
 - i. consider the plan in conjunction with the financial plan and any applicable waste management plan; and
 - ii. hold a public hearing on the proposed official community plan in accordance with the requirements of the *Local Government Act*.
- (i) Consultation will commence and conclude through Council resolution.

POLICY NAME	Referrals from Outside Agencies	POLICY NO.	3.5.7
POLICY OWNER	Director of Planning and Development	REVIEW PERIOD	
EFFECTIVE DATE	December 6, 2017	RESOLUTION NO.	2017-12B-39
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To establish Council and staff policy on referrals from outside agencies.

POLICY

1. That all referrals from outside agencies be reviewed by staff and presented to Council for consideration and Council's response, except the following referrals:
 - a. Food primary liquor licencing;
 - b. Referrals for repetitive or annual applications (example- BC Bike Race) except where major changes have occurred in the referral application.

Referrals should go to the Planning and Community Development Committee or Committee of the Whole for review and recommendation to Council, prior to consideration by Council.

2. That staff review and provide response on referrals from outside agencies concerning:
 - a. Food primary liquor licencing;
 - b. Referrals for repetitive or annual applications (example - BC Bike Race) except where major changes have occurred in the referral application.

POLICY NAME	Community Amenity and Affordable Housing Contribution	POLICY NO.	3.5.8
POLICY OWNER	Director of Planning and Development	REVIEW PERIOD	
EFFECTIVE DATE	November 17, 2021	RESOLUTION NO.	2021-11B-6
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

This policy is designed to forward the goals and priorities of the District of Sechelt Strategic Plan and the District of Sechelt Official Community Plan Bylaw, by establishing criteria to consider the provision of community amenities and affordable housing in relation to official community plan and zoning bylaw amendments.

New development, particularly lower density residential development outside of downtown Sechelt, creates demand for additional services and amenities that are largely provided through municipal operational budgets, and funded by taxation.

New development can contribute toward the provision of community amenities and affordable housing within the community in a fair and predictable manner.

When reasonable and agreed to by both District of Sechelt Council and land developer, community amenity and affordable housing contributions will be contributed as part of a development agreement to consider an amendment to the Official Community Plan or Zoning Bylaw. An increase in density beyond the existing zoning is proposed and in particular when density increases are proposed beyond what is contemplated within the official community plan. It is commonly accepted that an increase in density and developable units increased land value and creates an opportunity to examine benefits for both the applicant and the community as a whole.

Contributions for affordable housing and community amenities may come in the form of dedication land or units within a building. When this is not practical other options include tangible assets or cash-in-lieu of land, units.

RELATED POLICIES:

This policy serves to:

- (a) replace District of Sechelt Council Policy 3.5.6, 2008;
- (b) implement District of Sechelt 2019-2022 Strategic Plan; and
- (c) implement Section 5.17-5.23 of the District of Sechelt Official Community Plan, Bylaw 492, 2010.

DEFINITIONS

Affordable Housing means housing is considered affordable when 30 per cent or less of a household's gross income goes towards paying for housing costs.

Community amenity means land, unit within a building, a tangible capital asset, or cash in lieu of a contribution provided by a private party to the District at no cost to the District, pursuant to this policy.

GUIDELINES

This policy will:

- (a) apply to all properties within the District of Sechelt.
- (b) be used as a foundation for discussions and community amenity contributions will be considered on a case-by-case basis.
- (c) note that community amenity contributions are a voluntary agreement between Council and property owners.
- (d) be used by District of Sechelt staff to assist in productive discussions pertaining to contributions.

Contributions may vary based on proposed use, location and density. Table 1 within this policy outlines suggested contributions. Policies contained within the Official Community Plan may include contributions in the form of land, constructed dwelling units for ownership or operation of registered non-profit societies, tangible assets, or cash in lieu of the preceding amenities. A list of suggested forms of contributions is noted within Policy 5.20 of the Official Community Plan.

Developments for non-profit societies or other means of affordable, as described in Part 5, designed to provide designated and permanent affordable housing may be exempt from additional community amenity contributions.

DETERMINATION OF AMENITY CONTRIBUTION

In a case where the development itself is not the primary amenity, a developer may contribute cash in lieu of an amenity through a community amenity contribution. Contributions may include land or units within a building. Cash in lieu of community amenities may also be considered.

Cash from community amenity contributions shall be split evenly between the Affordable Housing and Community Amenity Funds. Timing and sequence of cash payments may be considered as conditions of third reading, prior to adoption of the Official Community Plan or Zoning Bylaw amendment.

Land or units within a building for the purpose of affordable housing can be considered for ownership or management by a registered non-profit housing provider as condition of development, if secured by housing agreement. BC Housing funding categories 'Housing Income Limits – Rent Geared to Income' and 'Low Income – Deep Subsidy Units' are examples of applicable provision of affordable housing.

Community amenities may be in the form of, but not limited to, parkland development, trail construction, infrastructure improvements, tangible assets, or land dedication in excess of the statutory park dedication.

Cash contributions will be placed in appropriate statutory reserve funds and will be utilized for projects throughout the District on District owned land or other lands with appropriate tenure and managed by BC Housing or non-profit affordable housing societies.

DEDICATION AND COLLECTION OF AMENITY CONTRIBUTIONS:

Land or units within a building shall be transferred at the time of subdivision of land or issuance of building permit. Transfer of ownership shall be subject to a Housing Agreement required as a condition of Third Reading of bylaw amendment and registered prior to adoption of the Official Community Plan or Zoning Bylaw amendment.

Payment of cash in lieu of an amenity contribution shall be paid to the District prior to adoption of the Zoning Bylaw or Official Community Plan amendment.

Alternatively, payment may be made to the District at the time of issuance of subdivision, development permit, or building permit. Should the District permit this option a registered development agreement may be required as a condition of Third Reading of bylaw amendment and prior to adoption of the Official Community Plan or Zoning Bylaw amendment.

If cash in lieu of amenities is considered, Table 1 in this policy outlines the target rates to be negotiated between the District and an applicant for affordable housing and community amenities.

All community amenity contribution agreements must be considered by Council and approved by Council resolution.

Table 1 – Recommended Contribution

Unit Type	Single Family Dwelling	Townhouse/Row House/Duplex/Triplex	Apartment Building	Dedicated market rental
Suggested amount 2021 and 2022	\$7,500 per lot .	\$5,000 per unit	\$3,000 per unit	50% reduction
Annual Amendment	To match Vancouver area Consumer Price Index	To match Vancouver area Consumer Price Index	To match Vancouver area Consumer Price Index	To match Vancouver area Consumer Price Index

This Policy will be administered by the Planning and Development Department and referred to in staff reports to Council relating to applicable developments at the time of consideration.

EXEMPTIONS:

Where development meets the following conditions Council may consider an exemption from this policy:

1. development is proposed from a non-profit society;
2. where the development is deemed in of itself to be a noted amenity to the community,
or
3. bylaw amendment applications that have received Third Reading from Council prior to adoption of this policy.

DISBURSEMENT OF FUNDS:

Affordable housing cash contributions will be placed in the Affordable Housing Reserve Fund. Management of funds will be addressed pursuant to District of Sechelt Affordable Housing Reserve Fund Bylaw No. 596. 2019 and as directed by Council.

Community amenity cash contributions will be placed in the Community Amenity Reserve Fund. Management of funds will be addressed pursuant to District of Sechelt Community Amenity Reserve Fund Bylaw No. 587, 2019 and as directed by Council.

Decision on spending of funds from either reserve fund will be subject to Council resolution.

EFFECT OF POLICY:

Upon adoption by Council resolution this policy shall remain in place until formally repealed and replaced.

At the discretion of Council this policy should be reviewed from time to time and in particular if District of Sechelt Official Community Plan Bylaw No. 492 is repealed and replaced or if there is a substantive change in the real estate market.

POLICY NAME	Gravel Rights-of-Way	POLICY NO.	4.2.9
POLICY OWNER	Director of Engineering and Operations	REVIEW PERIOD	
EFFECTIVE DATE	December 3, 1997	RESOLUTION NO.	12073
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To establish responsibility for certain rights-of-way.

POLICY

That those undeveloped rights-of-way that service only one to two developed properties and/or only serve as individual driveways be maintained by the individual property owners who are benefitting from same.

POLICY NAME	Bus Stop Bench/Shelter	POLICY NO.	4.2.10
POLICY OWNER	Director of Engineering and Operations	REVIEW PERIOD	
EFFECTIVE DATE	November 4, 1998	RESOLUTION NO.	12866
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To establish guidelines for commercial proposals for bus stop benches and shelters.

POLICY

That Sechelt adopt the following Commercial Bus Stop Bench/Shelter policy:

- This policy is only for commercial Bus Stop Bench/Shelter applications.
- Bus Bench/Shelter proposals are to be considered by the Public Works Committee bi-annually, and must be installed within one year from date of approval.
- Proponent will be responsible for the insurance, utility costs, relocating, cleaning, repairs and maintenance of the Bus shelter/benches and the District of Sechelt should be named as the coinsured party on their bus shelter insurance policy.
- Location(s)/space of Benches/Shelters shall be reviewed, determined and approved by the Engineering Department and B.C. Transit.
- All designs must be certified for public safety and are subject to final acceptance by the Engineering Department.
- An annual (calendar year) permit fee of \$20 per bench and \$50 per shelter shall be applied to each approved Bench/Shelter.
- All Bus Bench/Shelter agreements are subject to a three-year term and are renewable for a successive three-year term, up to a maximum of 15 years. The Bus Bench/Shelter agreement is not transferable.
- The District reserves the right to screen and limit any advertising material that is offensive, deceptive, discriminatory, and/or misleading.
- Both parties can terminate the agreement with a minimum one-month notice to other parties.
- The proponent is to provide a sufficient space, at no cost, for posting the B.C. Transit Bus Schedules at all Bus Shelters.
- The proponent shall provide the District with a maximum 10% of the advertising space on all Bus Shelters/Benches at no cost, upon written request.

POLICY NAME	Banners	POLICY NO.	4.2.12
POLICY OWNER	Director of Engineering and Operations	REVIEW PERIOD	
EFFECTIVE DATE	July 7, 1999	RESOLUTION NO.	13376
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To provide guidelines for placement of banners on Municipal roads for events which are of general benefit to the community, promote a special event, or are part of a bona fide fundraising campaign.

POLICY

1. Non-profit organizations or groups providing services of community benefit will not be charged for placement of banners across Municipal streets or roads for a period not to exceed seven days, (Monday a.m. to Monday a.m.), provided that any commercial activities relating to the banner are part of a bona fide fundraiser.
2. Non-profit organizations or groups that are coordinating or sponsoring a commercial activity will be charged a standard fee of \$100.00 per day (One Hundred Dollars) for placement of banners across Municipal streets or roads, and display of such banners will not exceed seven days (Monday a.m. to Monday a.m.).
3. All other organizations will be charged a standard fee of \$100.00 per day (One Hundred Dollars) for placement of banners across Municipal streets and roads, for a period not to exceed seven days (Monday a.m. to Monday a.m.).
4. Where Council deems an event to be beneficial to the economic development of the District or where they wish to sponsor an event, the \$100.00 per day banner placement fee may be waived by a motion from Council.
5. A banner shall not advertise a political or religious point of view nor any language that may be deemed offensive to the general public.
6. Recognizing that the focus should be on the occasion or event and not the sponsorship, the banner sponsor's name cannot cover any more than 20% of the entire banner area.
7. All banners must be designed to fit the existing poles.

8. Banner placement requests will be approved on a first-come first-served basis, with precedence given in the following order: District sponsored event, annual community non-profit events, other community non-profit events and then commercial events.
9. Banners will only be permitted on Dolphin Street, between Wharf Road and Inlet Avenue.
10. It is the responsibility of the coordinators to make arrangements for the installation and removal of the banner. The banner should be removed first thing in the morning on the Monday expiry date, as outlined above.
11. Written requests should be submitted to the Superintendent of Public Works at least 30 days prior to the event.
12. The Superintendent of Public Works will approve placement of banners in accordance with the guidelines noted above.

PROCEDURE

1. Have the groups or agencies wishing to place up a banner submit a letter of request to the Superintendent of Public Works.
2. Check in GroupWise – under Mobile Vendor proxy, to see if the time frame requested is available.
3. The Banners may only be placed up for a period of one week.
4. The Banner duration is from a.m. Monday to a.m. Monday
5. Book the Banner placement in the GroupWise Mobile Vendor schedule under the “reminder notes” section.
6. Access the form and then SAVE AS under a new name. Fill in the form fields with the appropriate information.
7. Place a copy of the approval letter in the DOS file.

POLICY NAME	Streetlights	POLICY NO.	4.2.13
POLICY OWNER	Director of Engineering and Operations	REVIEW PERIOD	
EFFECTIVE DATE	December 1, 1999	RESOLUTION NO.	13696
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To establish guidelines for the installation of streetlights.

POLICY

That the following Streetlight Installation Procedures be implemented and that the procedures be reviewed in 12 months.

PROCEDURE

1. When the Director of Engineering and Public Works or the Superintendent of Public Works considers a streetlight a safety or security issue, streetlights can be installed when required.
2. For a citizen initiated streetlight proposal to be considered, the citizen shall present a petition signed by the majority of residents of the street/area where the proposed installation would occur.
3. At least 60% of residents within a street/area affected must be in favor of a citizen-initiated proposal for an additional streetlight(s) to receive approval.
4. If there is opposition expressed to the District of Sechelt from an affected resident, either to the public petition or the methodology of the makeup of the said petition, the District will conduct a confidential poll of the residents affected. The District's poll will take precedence.
5. When an additional streetlight(s) installation is proposed by a citizen for a street/area, a two (2) year moratorium is imposed on the said area before additional streetlight(s) will be considered on the same street, whether a streetlight is installed or not. If, in the opinion of the Director of Engineering and Public Works, a safety or security concern arises during this moratorium, he/she can order the installation of streetlights where necessary, if budgeting constraints allow.

POLICY NAME	Park Naming	POLICY NO.	5.1.3
POLICY OWNER	Director of Engineering and Operations	REVIEW PERIOD	
EFFECTIVE DATE	April 16, 2003	RESOLUTION NO.	15834
AMENDMENT DATE	February 18, 2009	AMENDMENT RESOLUTION NO.	09-02B-05
AMENDMENT DATE	April 1, 2009	AMENDMENT RESOLUTION NO.	40-04/2009

PURPOSE

To provide guidelines and procedures for naming parks.

POLICY

1. Naming Criteria

- a) Consideration will be given to the names of early settlers, community builders, volunteers and other historical figures who have contributed to the history of the District of Sechelt.
- b) Consideration will be given to the names of individuals (living or deceased) or organizations who have contributed significantly to the betterment of the community, or if the individual has contributed the land to be used as a park.
- c) Consideration will be given to local geography, history and tradition, and to natural features.

2. Other Considerations

- a) Naming 'themes' will be taken into consideration in all aspects of park naming decisions, if in a specific area where a park is to be named, a theme has been established for the naming of streets and local area amenities.
- b) Public notification and request for input will be sought prior to the naming or re-naming of a park within the District of Sechelt.
- c) The above guidelines will be utilized to consider the naming of amenities and structures within parks.

3. Names that will not be Considered

- a) Names of businesses or companies will not be considered.
- b) Names of social/ethnic/religious causes or groups will not be considered.
- c) Names of land developments or subdivisions will not be considered.

PROCEDURE

1. Park Naming Requests

- a) All requests for park naming will be submitted to the Clerk in writing. The request will be forwarded to the appropriate Council committee for review.
- b) Notification will be made to the public that a request to name a park has been received, and input from the public will be sought.

2. Park Re-Naming Requests

- a) Park re-naming requests must be accompanied by a petition signed by at least 2/3 of the property owners directly affected, that is, within a 1/2 kilometre radius in the neighbourhood which the park is situated.
- b) Sufficient constructive reasons must be supplied for a park to be re-named.
- c) Notification will be made to the public that a request to re-name a park has been received, and input will be sought and then reviewed by the appropriate Council committee.

3. Plaque/Sign Requests

- a) Requests for signage or plaque placement to accompany either a naming request, re-naming request or to commemorate an existing park must be accompanied by assurances of funding sources for the purchase, installation and future maintenance of the signage or plaque.
- b) If approved, plaques or signage will be installed and maintained by District staff in accordance with its procedures for installation

All recommendations for naming or re-naming of parks as well as requests for plaques/signs will be forwarded to Council for consideration and ultimate approval.

POLICY NAME	Community Dedication Program	POLICY NO.	5.3.2
POLICY OWNER	Parks Manager	REVIEW PERIOD	
EFFECTIVE DATE	November 4, 1998	RESOLUTION NO.	12872
AMENDMENT DATE	June 9, 1999	AMENDMENT RESOLUTION NO.	13332
AMENDMENT DATE	June 20, 2007	AMENDMENT RESOLUTION NO.	19053
AMENDMENT DATE	December 19, 2007	AMENDMENT RESOLUTION NO.	19394
AMENDMENT DATE	January 17, 2018	AMENDMENT RESOLUTION NO.	2018-1A-15
AMENDMENT DATE	November 17, 2021	AMENDMENT RESOLUTION NO.	2021-11B-17

PURPOSE

To provide direction to District staff for the application, costs, installation and maintenance of dedicated items in the Community Dedication Program.

OBJECTIVES

This policy seeks to set out a consistent approach for dealing with dedicated items in the Community Dedication Program.

SCOPE

This policy applies to all dedicated items including benches, picnic tables and plaques

DEFINITIONS

“Shrine”- a place associated with or containing any memorabilia of a particular revered person

“Memorial”- something designed to preserve the memory of a person as a monument

POLICY

1. Requests for dedicated items should be submitted in writing to the Parks Manager and will be dealt with on a “first come, first serve” basis.
2. All fees for dedication items such as benches, picnic tables, and plaques will be borne by the donor. Fees shall be levied based on the current District Fees and Charges Bylaw.

3. Dedicated items will be supplied and installed by the District of Sechelt, in accordance with the District's specifications.
4. The District recognizes and respects that the dedicated item may have sentimental value, however it will not be considered to be a memorial or shrine. The item will contain only positive sentiments with no birth/death dates, flowers, wreaths, pictures, etc.
5. Inscription wording, restricted to 20 words, will be provided by the District on bronze plaques.
6. All community dedication items will be limited to a term of 10 years. Fees include costs for bronze cast plaque, installation and maintenance. The District will repair and maintain the dedicated items as deemed appropriate for the 10 year period. At the end of the 10 year period, the benefactor will be given first opportunity to re-dedicate the item.
7. Dedication items donated prior to September 2007 will be assessed on a yearly basis for condition until they have deteriorated to a point that life of the item has expired.
8. Upon request, the District will issue a receipt for tax deduction purposes.

POLICY NAME	Protection of Plants and Trees on District of Sechelt Public Lands	POLICY NO.	5.3.3
POLICY OWNER	Director of Corporate and Community Services	REVIEW PERIOD	2029
EFFECTIVE DATE	June 5, 2024	RESOLUTION NO.	2024-6A-05
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

To provide direction for Public Works, Community Services and Bylaw Enforcement staff in administering the provisions of the Highways and Parking Bylaw No. 516, 2012

OBJECTIVES

This policy seeks to:

- Direct how staff should apply the provisions of Bylaw No. 516 for damage to trees.
- Protect natural assets within the District.
- To provide means for trees to be removed when necessary.

SCOPE

- Trees on District lands.

DEFINITIONS

- As per District of Sechelt Highways and Parking Bylaw No. 516, 2012, and its amendments.

POLICY

1. The District of Sechelt endeavours to protect and preserve trees that are on District lands that are not within Parks or other similarly regulated areas.
2. Persons may request the removal of trees on District lands:
 - a. That are dangerous or hazardous as determined by an ISA certified Arborist.
 - b. As part of an approved development

3. Requests shall be in the form required by the Manager of Community Services; the District Arborist will review the request and make recommendations regarding the removal requests including but not limited to the number and species of trees for replacement and replanting and the maintenance of the replacement trees.
4. The Manager of Community Services or his/her designates will have the discretion to negotiate with property owners and make recommendations regarding tree removals and replanting.
5. Criteria for Approving Removal

a) Dangerous or Hazardous Trees

- Where the District of Sechelt Arborist has examined a tree or reviewed a report from a ISA certified arborist and submitted a report to the Manager of Community Services stating that the tree may pose or poses an imminent threat to public safety or a valid risk for damage to property.

b) Development or Driveways

- Removal of trees for development, access to a development or a driveway permit; application for removal must be made to the Manager of Community Services for all removals
- Roots of a tree are damaging infrastructure and there is no other means of mitigating the damage

c) Trees will not be removed for views or aesthetic reasons.

POLICY NAME	Vehicle and Equipment Idle Free	POLICY NO.	6.1.1
POLICY OWNER	Director of Engineering and Operations	REVIEW PERIOD	
EFFECTIVE DATE	May 18, 2011	RESOLUTION NO.	282-05/2011 (13)
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The District of Sechelt is committed to reducing unnecessary vehicle and equipment idling as a means of reducing unnecessary fuel consumption, air pollution, and greenhouse gas emissions.

The purpose of this policy is to establish guidelines for the unnecessary idling of municipal vehicles and equipment.

POLICY

This policy applies to all operating vehicles and equipment owned or leased by the District of Sechelt, or employee vehicles engaged in business on behalf of the District of Sechelt.

PRACTICE

1. Vehicle operators shall attempt to avoid any unnecessary idling wherever possible and shall strive to set an example for other drivers in the community.
2. Except as noted below, vehicle operators shall not idle any vehicle more than 30 seconds.

Exceptions

The practices do not apply in the following circumstances:

- a. Emergency vehicles engaged in operational activities, including training activities, or vehicles assisting in an emergency activity, except where the idling is substantially for the convenience of the vehicle operator.
- b. Vehicles idling because of traffic, an emergency, or mechanical difficulties.
- c. Vehicles that must remain idling in order to power tools or equipment, during periods when such tools or equipment are in use.
- d. Vehicles that much idle as part of a test, repair, or maintenance procedure.
- e. Diesel vehicles where manufacturers' recommendations require an initial warm-up.

DEFINITIONS

Idle and Idling – Means the operation of an internal combustion engine of a vehicle while the vehicle is not in motion

Vehicle – Means any self-propelled vehicle or equipment operated by staff and utilizing fossil fuels.

POLICY NAME	Plastic Bags and Bottles Reduction Strategy	POLICY NO.	6.1.2
POLICY OWNER	Director of Engineering and Operations	REVIEW PERIOD	
EFFECTIVE DATE	September 16, 1987	RESOLUTION NO.	287
AMENDMENT DATE	April 6, 2011	AMENDMENT RESOLUTION NO.	164-04/2011 (7)

PURPOSE

The goal of this strategy is to build on the successes of the municipality and to continue to reduce the use of plastic bags and bottles in the District of Sechelt. The intent is to lead by example, demonstrating excellence in waste reduction and diversion as a municipal body.

POLICY

The plastic bags and bottles reduction strategy is informed by an understanding of the environmental impacts of the overuse of single-use plastics, and motivated by the possibility of a reduction of that use. The strategy is based on a look at the use of plastics in the District of Sechelt, and outlines strategies and actions for reducing their use in municipal operations and in the community at large.

1. Recognize, formalize and supplement current practices in District operations.
2. Work to reduce the use of plastic bags and bottles in the broader District of Sechelt community.
3. Reduce greenhouse gas emissions and reduce the carbon footprint of the municipality.
4. Reflect the broader movement towards sustainable practices by the District of Sechelt.

Attached:

1. Plastic Bags and Bottles Reduction Strategy

District of Sechelt
Plastic Bags and Bottles Reduction Strategy

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Executive Summary

The plastic bags and bottles reduction strategy is informed by an understanding of the environmental impacts of the overuse of single-use plastics, and motivated by the possibility of a reduction of that use. The strategy is based on a look at the use of plastics in the District of Sechelt, and outlines strategies and actions for reducing their use in municipal operations and in the community at large. While the District has already eliminated a lot of plastics use from its operations, these practices can be recognized, formalized and supplemented by further initiatives. Further steps include working to reduce the use of plastic bags and bottles in the broader District of Sechelt community. The waste reduction goal will reduce greenhouse gas emissions and reduce the carbon footprint of the municipality, and will reflect the broader movement towards sustainable practices by the District of Sechelt.

“Nearly every food product we eat, drink or use in any way, comes packaged in petroleum plastic – a material designed to last forever, yet used for products that we throw away. This throw away mentality is a relatively recent phenomenon. Just a generation ago, we packaged our products in reusable or recyclable materials – glass, metals and paper, and designed products that would last. Today, our landfills and beaches are awash in plastic packaging, and expendable products that have no value at the end of their short lifecycle.

The short-term convenience of using and throwing away plastic products carries a very inconvenient long-term truth. These plastic water bottles, cups, utensils, electronics, toys and gadgets we dispose of daily are rarely recycled in a closed loop. We currently recover only 5% of the plastics we produce. What happens to the rest? Roughly 50% is buried in landfills, some is remade into durable goods and much of it remains ‘unaccounted for’, lost in the environment where it ultimately washes out to sea.” – www.5gyres.org 4

The Impact of Plastics

Plastics are a major contributor to the overall waste streams of communities and, for the most part, they do not biodegrade. Plastic bags and plastic water bottles represent two „low hanging fruit“– products that are generally single-use, the use of which could easily be drastically reduced.

Single-use plastic bottles are generally polyethylene terephthalate (PET), and plastic bags come in three types: high density polyethylene (HDPE), low density polyethylene (LDPE), and biodegradable. The debate around the lifecycle impact of biodegradable plastics continues, as new biodegradable products emerge (the textbox below elaborates on the pros and cons of biodegradable bags), and the impact of these various types of plastics is all different.

Biodegradable Bags: A panacea for sustainability?

There are two main types of biodegradable bags: those that are made from plant material and can compost into hummus in the right conditions (sometimes called bioplastics or compostable bags), and oxo-biodegradable plastics that are petroleum-based with an additive that breaks the bags down into small fragments.

Critics of oxo-biodegradable bags point out that technically they do not compost, but rather fragment into pieces that are more readily ingested by wildlife, potentially causing added harm to the ecosystem (www.treehugger.com/files/2008/07/paper-bags-or-plastic-bags-everything-you-need-to-know.php).

Compostable bags have no net carbon release, as the plant material the bags are composed of sequester carbon while they are growing. These bioplastics are meant to be composted, and they offer particular benefits for municipal compost systems, because they solve the problem of comingled plastics in the food and yard waste stream. However, if compostable bags enter the recycling stream, they contaminate that stream which is ideally made up only of HDPE and LDPE bags.

Though they can reduce the strain on our landfills, biodegradable bags still cost carbon and energy to produce, and do not represent an environmentally neutral option. The use of biodegradables is preferable in some situations and not in others, depending on whether the bags are destined for a composter or a landfill, and whether recycling of HDPE and LDPE bags is an available option. 5

The magnitude of our use of plastics is astounding: the David Suzuki Foundation suggests Canadians use about 10 billion plastic bags each year.¹ Encorp Pacific points out that 75.5% of plastic bottles are recycled in British Columbia,² but Toxic Free Canada points out that there were still 130 million plastic bottles dumped in landfills in BC in 2007 (about a third of them water bottles).³ The adjacent picture depicts 2.4 million pieces of plastic, equal to the estimated number of pounds of plastic pollution that enter the world's oceans every hour. All of the plastic in this image was collected from the Pacific Ocean (<http://www.chrisjordan.com/gallery/rtn2/>).

¹ www.davidsuzuki.org/what-you-can-do/ditch-the-plastic-with-a-resusable-tote/index.php

² Encorp Return-In flyer.

³ www.toxicfreecanada.ca/pdf/Toxic_footprint_brochure_web.pdf

⁴ There may also be health risks associated with the reliance on plastics in our daily lives, particularly around the consumption of bottled water, depending on the type of plastic and the extent of exposure. In addition to questions around the health effects of leached bisphenol A, or BPA (see www.cbc.ca/health/story/2009/05/25/bpa-levels-bottles.html), which is now considered a toxic substance in Canada but is not typically in single-use water bottles, it has been suggested that the production of the polyethylene terephthalate (PET) resin that is used to make water bottles releases at least two cancer-causing substances into the environment (acetaldehyde and 1,4-dioxane) and leaches the metal antimony into the bottled water (see www.toxicfreecanada.ca/pdf/Toxic_footprint_brochure_web.pdf, see also a 2006 study in the Journal of Environmental Monitoring which suggests leaching of antimony: <http://pubs.rsc.org/en/Content/ArticleLanding/2006/EM/b517844b>). Research on the health risks associated with bottled water continues, and the precautionary principle motivates some to avoid unnecessary reliance on water in plastic.

The impacts of the use of plastic bags and bottles are not all immediately visible at the local level. ⁴ In addition to the problems of the garbage that ends up in our oceans, on our beaches, and in our landfills, there are environmental impacts on the production end of the process. Toxic Free Canada suggests that manufacturing plastic water bottles generates four ⁶

times the bottle's weight in greenhouse gases (filling and transporting the bottles increases this). The David Suzuki Foundation suggests that the 10 billion plastic bags used by Canadians each year take approximately 1.5 million barrels of oil to produce. The resolution from the Federation of Canadian Municipalities (FCM) encouraging municipalities to phase-out the sale of bottled water highlights many of the unnecessary environmental impacts that result from reliance on bottled water. (See Appendix 3) Diversion of plastics waste, through recycling, can be an important part of reducing the environmental impact of these products. Depending on the degree of sorting and the current market price for baled or pellet plastics, plastic bags can be recycled, but the energy and funds required to collect and process the bags sometimes exceeds the financial return on the recycled product. Because there are environmental costs of the production and the recycling stages of the lifecycle of plastics, and because there are also sometimes economic challenges to recycling, the most effective and reliable avenue for decreasing the impact of plastics on our environment is to decrease the overall *use* of plastics.

Recycling Plastic Bags: A full solution?

The energy required to manufacture new plastic bags from recycled plastic is two thirds the amount used in virgin plastic manufacturing, and because polymers break during the recycling process, the recycled plastic is of lower quality (US EPA). Though recycling is a much better option than dumping, it is not an environmentally neutral process

(www.treehugger.com/files/2008/07/paper-bags-or-plastic-bags-everything-you-need-to-know.php).

Though the problems associated with single use plastics are numerous and serious, there are clear ways to reduce our use of plastics.⁵ There are easy, safe, and affordable alternatives to consuming bottled water, for example. We live in a region with excellent water quality, and our tap water is very safe. There are also many ways to reduce the use of plastic bags without creating inconveniences, such as by relying on reusable or compostable/biodegradable bags (though there is still an environmental cost of producing both of these). In a time and place when alternatives are immediately available, it is critical to move down the path of reducing our use of plastics and diverting waste more.

⁵ For more resources and information on plastics, see Appendix 1. 7

The Goal

The goal of this strategy is to build on the successes of the municipality and continue to reduce the use of plastic bags and bottles in the District of Sechelt. We intend to lead by example, demonstrating excellence in waste reduction and diversion as a municipal body. Further strategies will help reduce community use of plastic bags and bottles, building off of the success and lessons learned by the District.

The Current Situation in the District of Sechelt

The excessive use of plastic bottles and bags, and the implications described above, represent a huge opportunity for waste reduction and diversion. Simple changes can lead to sustainability gains. Many municipalities across Canada are recognizing this opportunity, and have adopted plastic bags and bottle reduction strategies, along with broader waste diversion and reduction strategies. The District of Sechelt's plastic reduction and diversion initiatives will fit well with the Sunshine Coast Regional District Solid Waste Management Program as well as the general initiative of the District to adopt sustainable practices.

Use of Plastic Bags: In Municipal Operations

There are approximately 80 cans that are collected by the District of Sechelt Parks Department. The Department has already implemented several initiatives to reduce the use of plastic bags and opt for alternative options:

- The doggie bags that are placed in approximately 28 containers in parks and green spaces throughout the District are biodegradable. The EcoBio Oxo-biodegradable Doggie Bag is a petroleum-based product, which is meant to degrade into CO₂, water and humic matter in a landfill.⁶
- The garbage bags in public washrooms are biodegradable (they are also an oxo-biodegradable product).
- Garbage bags are only emptied when they are full, a practice that minimizes waste.

⁶ www.ecosafeplastics.com/qs/page/2858/0/-1 8

The District garbage containers that are out in parks, green spaces and pedestrian areas are not stocked with biodegradable plastic bags. The Parks Department has previously conducted a trial, using the biodegradable products available at the time, and found that these bags did not stand up to the heavy loads that can be put in these containers. Still, the vast majority of the plastic bags purchased by the District are biodegradable.

The Parks Department is continuously seeking ways to convert to biodegradable options, and more importantly, reduce their overall use of plastic bags.

One very innovative practice is turning street banners into reusable bags. Last year, all of the Olympic banners were turning into re-usable bags and will be used as promotional items, instead of purchasing new ones.

Use of Plastic Bags: *In the Community*

Currently, some stores do charge for plastic bags in Sechelt, while others provide a five cent rebate for those who bring reusable bags. Other stores sell reusable bags and encourage customers to use them. Still, the same reliance on single-use plastic bags abounds in Sechelt, as elsewhere.

A very positive achievement in our municipality is that plastic bags are recyclable here. The District of Sechelt has a curb-side recycling program, contracted to Direct Disposal. This company collects mixed plastics and other recyclables, and sorts and sells the plastic bags to Merlin Plastics, which has a facility on Annacis Island. It is because Direct Disposal sorts and separates out low density polyethylene (LDPE) film that it becomes economic to recycle the average plastic bag. Still, the price paid for LDPE plastics fluctuates with the economy and is often quite low, risking making it un-economic to recycle the bags.⁷

⁷Merlin Plastics reported paying between \$80 and \$100 per metric ton of mixed coloured LDPE, whereas for clear plastics they pay approximately \$250 per metric ton (phone conversation December 15th).

⁸There are grates on storm water pipes, minimizing the number of bags that flow to the ocean. Even with this recycling program in our community, many plastic bags end up in the Sechelt Landfill and others enter the ocean through the storm water system and the waterways.⁸ There is certainly room for reducing the use of plastic bags in the Sechelt community. ⁹

Use of Plastic Bottles: *In Municipal Operations*

The use of plastic bottles in municipal operations at the District is minimal. There are no vending machines in municipal buildings, and staff rooms are stocked with reusable cups and mugs, as well as recycling containers (the SCR D has also taken the position of not selling bottled water in public buildings and recreation facilities). There are water filtration machines in staff rooms that do not rely on plastic jugs. At municipal functions, such as Council meetings, water is served in carafes and glasses, rather than plastic bottles. There are clearly some very sustainable practices in place already at the District of Sechelt.

Use of Plastic Bottles: *In the Community*

Plastic bottles are widely available in the broader Sechelt community. Empty bottles can be returned for refund of the deposit at local bottle depots, such as the Caps Off Bottle Depot in Trail Bay Mall. From there, they are sent to Encorp Return-It: “PET plastic or clear plastic containers are squashed, shredded and the resulting plastic flakes are sold as a commodity. Much of it is then turned into a fibre and used to make new bottles, buckets & pails as well as fleece jackets. The dashboard on your car may even contain recycled PET plastic” (<http://www.encorp.ca/recyclingfee>). However, as discussed in the previous section, the recycling process still requires energy and not all bottles are recycled. Again, there is room for a reduction in the use of bottled water in the community, especially since the municipal tap water is of such high quality. 10

Plastics Reduction Strategies

Reducing Use of Plastic Bags: In Municipal Operations

Continue to reduce the use of plastic bags in municipal operations	As described above, the municipality already uses a majority of degradable bags. The Parks Department is investigating the availability of new biodegradable products, with the aim of switching completely to these. The Department also continuously works to reduce the overall use of plastic bags in its operations.	On-going
Reduce the number of garbage bags used at desks	Examine and amend the Janitorial Contract to reflect environmental concerns, and speak with the Janitorial staff about emptying trash but not removing and replacing bags daily.	2011
Formalize the adoption of best practices for plastics procurement	Adopt a Sustainable Purchasing Policy, or amend the procurement policy such that products are not individually wrapped in thin-film plastic bags, and biodegradable alternatives are selected whenever possible. When promotional materials for the municipality are needed, consider reusable bags as a way to show Sechelt's commitment to reducing the use of single-use plastic bags. Formalize the practice of turning used street banners into re-usable bags, as was done with the Olympic banners.	2011

POLICY NAME	Wood First	POLICY NO.	6.1.3
POLICY OWNER	Planning & Development	REVIEW PERIOD	
EFFECTIVE DATE	November 17, 2010	RESOLUTION NO.	378-11/2010
AMENDMENT DATE		AMENDMENT RESOLUTION NO.	

PURPOSE

The District of Sechelt is a wood champion and hereby adopts the following “Wood First” policy:

WHEREAS BC’s forest industry as an integral part of the Sunshine Coast is developing new markets and new opportunities for wood products as a long-term strategy for a sustainable wood industry;

AND WHEREAS the BC Government has passed a Wood First Act to facilitate a culture of wood by requiring the use of wood as the primary material in all new provincially funded buildings, in a manner consistent with the *British Columbia Building Code*;

AND WHEREAS the District of Sechelt Council deems that building with wood is consistent with natural resource sustainability, economic sustainability, and reduction of the District of Sechelt’s carbon footprint.

POLICY

THEREFORE BE IT RESOLVED that the District of Sechelt will continue to support the ongoing development of its wood culture by:

- Selecting wood champion designers and builders for all municipal building projects so that the opportunities for building with wood cost-effectively are maximized.
- Ensuring all requests for proposals will request experience and excellence in building with wood as a key qualifying criterion.
- Seeking those that can find practical, efficient, versatile and cost-effective building and design solutions through the use of wood, the most sustainable, natural and renewable building material grown under the sun.
- Ensure that all construction projects in Sechelt receiving either public or wood industry financial support optimize the structural and architectural use of wood. Comparisons to the cost of building with other competing materials will take into account all long-term and life cycle benefits to BC of building with wood.
- Being a wood champion and supporting the BC government’s *Wood First Act* by adopting this Wood First resolution that creates a Wood First policy that will establish a long term strategy for building with wood in all District of Sechelt owned buildings.