



Minutes

Village of Tahsis

Meeting	Regular Council
Date	Tuesday June 7, 2016
Time	7:00 PM
Place	Municipal Hall - Council Chambers

Present Mayor Jude Schooner - Chair
Councillor Randy Taylor
Councillor Brenda Overton (late)
Councillor Kathy Bellanger
Councillor Louis Van Solkema

Staff Mark Tatchell, Chief Administrative Officer
Amit Sharma, Deputy Chief Finance Officer
Gabe Gagnier, Director of Infrastructure and Operations
Janet St-Denis, Assistant Financial Officer

Public 4 Members of the public.

A. Call to Order

Mayor Schooner called the meeting to order at 7:00 p.m. and acknowledged and respected that we are upon Mowachaht/Muchalaht Traditional Territory.

B. Introduction of Late Items

None.

C. Approval of the Agenda

Van Solkema/Bellanger: VOT 204/2016

THAT the Agenda for the June 7, 2016 Regular Council meeting be adopted as presented

CARRIED

D. Petitions and Delegations

None.

E. Public Input # 1

A member of the public expressed concern regarding expenditures by the Nootka Sound Economic Development Corporation
A member of the public wanted to know why his taxes increased.
The Mayor explained the tax setting policy considerations and the role of the municipality in collecting taxes for other agencies.

F. Adoption of the Minutes

1 Van Solkema / Taylor: VOT 205/2016

THAT the Committee of the Whole Meeting Minutes of May 16, 2016 be adopted as presented.

CARRIED

2 Taylor/ Bellanger: VOT 206/2016

THAT the Regular Council Meeting Minutes from May 17, 2016 be adopted as presented.

CARRIED

3 Bellanger/ Taylor: VOT 207/2016

THAT the Special Council Meeting Minutes from May 20, 2016 be adopted as presented.

CARRIED

4 Bellanger/ Taylor: VOT 208/2016

THAT the Special Council Meeting Minutes from May 24, 2016 be adopted as presented.

G. Rise and Report

1 Re: Purchase of a new Fire Pumper Truck

Council Resolution VOT 209/2016

THAT Council directs staff to negotiate the purchase of a new Fire Pumper truck in response to the Request for Proposals "NFPA 1901 Compliant Pumper Truck Apparatus".

H. Business Arising

NONE.

I. Unfinished Business

None.

J. Council Reports

Mayor Schooner (written report)

Good evening,

At the SRD COW, the committee received a very informative presentation from Councillor Jessie Hemphill, of Port Hardy. Following the municipal election in 2014, the District of Port Hardy formed a First Nations Relations Committee for the first time. The mandate of this committee was, simply, to foster the relationships between the District and neighbouring First Nations. I would encourage council to go on the SRD website and read the information package that was presented by Ms. Hemphill.

In attendance at the Strathcona Community Health Network (SCHN) meeting, the governance group reviewed the draft Terms of Reference for the group and the draft job description for a SCHN Coordinator. Both draft documents will go before the SRD Board at our next meeting for review and approval. In a presentation done to the SRD Board later that week, Dr. Charmaine Enns confirmed Island Health funding for a Coordinator for 2 years at \$80,000 per year. The SCHN has been developed over the last 11 months with many stakeholders involved. A health network attacks the determinants of health in the region and, at this time, has not become a service/function within the SRD. I will continue to report to council regarding this initiative.

A recommendation from the Electoral Area Services Committee (EASC) regarding the Tlowitsis First Nation application for an Addition to Reserve in lands within Electoral D is not to write a letter of support. The Committee cited that, "required information has not been made available to the SRD" and no arrangements had been made for public consultation. The Tlowitsis First Nation's request for a "letter of support" came to the Board on April 12th, as I reported to this council on the 19th of April. I recognize that there has been a short period of time for such decision making or any consultation with the First Nation. The SRD Chair and CAO have been communicating with Tlowitsis representatives and the FN feel that within the process of applying for an Addition to Reserve clarification will be presented to address concerns coming from Area D, keeping future consultation in mind. As a Director, I would like to see a letter of support from the Board with some caveats that involve consultation with the stakeholders involved to address their concerns. The item has been deferred until the next Board meeting.

The SRD Board approved a "grant-in-aid" from Director Gerald Whalley (Electoral A -Sayward/Kyuquot/Nootka Sound) for the Lifeguard Outreach Society who recently provided water safety instruction here in Tahsis.

Other than Committee and Board meetings I was able to attend the Tahsis Literacy Society author's night featuring Caroline Woodward, the Senior's BBQ and the CMESS 2016 graduation. I am always cheered by the hard work that so many volunteers do in this village. Kudos to all involved.

Councillor Overton: No report.

Councillor Van Solkema (Written report)

Good Evening Mayor and Council;

Personal business has kept me occupied recently so I haven't been as involved in the community affairs as much as I'd like to be. I did attend several COTW. Meetings as required to pass our tax rate Bylaw. Also, the Nootka Sound Watershed meeting for May was held in Tahsis on May 25th. Many thanks to the Tahsis Seniors Society for the use of their meeting place, it worked perfectly. Personal business kept me from attending the Area 25 Harvest Committee meeting in Campbell River on the 26th. Decisions made at this meeting caused a stir with some members of the NSWWS society to the degree that they have withdrawn their participation with the NSWWS. Hopefully, there is room for reconsideration.

I'd like to point out the red Coast Guard vessel that is presently at anchor in our harbor. Might I highlight the need for our government dock and its needed improvements. I believe that our waterfront can be so much more.

Sincerely submitted;

Louis.

Councillor Bellanger (written report)

Good Evening Mayor and Council.

Lots going on lately with all this good weather. So happy to see the Woverton building finally down. I know again reading on Facebook many people who use to live here and no longer live here have a bunch of mixed feeling about the old cookhouse then mill office being taken down. And yes, all good memories, but life moves on and I'm happy it's no longer an eye sore to look at , never mind an old dangerous building. I hear lots of machines crashing and going through town. I am not sure if that's signs of the Cedar Mill being cleaned up; I'm hoping. I also know we do not have a Chamber of Commerce anymore. The sign at the entrance of town has been leaning for months now and is ready to fall. Again, an eye sore and dangerous. And to the Grads of 2016; Congratulations. I do have to apologize for not being there, but time got away from me and I missed it.

Councillor Taylor (Written report)

Report to Council June 7, 2016.

Good evening.

On May the 28th I attended the Board of Trustees Meeting of the Vancouver Island Regional Library Board.

Under Delegations a presentation was made by CUPE Local 401 to the Board in regard to staffing issues at the larger branches which drew some negative and uncalled for comment from what I'll politely refer to as a dinosaur in the room during an in camera session that followed. I was dismayed as well during that session that stonewalling also seems to be getting in the way of positive changes.

Your Voice, Your Library, the title of the 2016-2020 strategic plan was presented and approved by the Board. I have a hard copy outline of that plan for anyone interested as well as a hard copy of the 2015 Annual Report.

A policy was approved providing staff direction in regard to the VIRL Privacy Policy regarding correspondence from the public.

A verbal report was given regarding a tentative agreement with the BCGEU bargaining unit employees.

A presentation by the British Columbia Library Association, What's Going On When It Looks Like We Are Just Singing showed just what a difference front line workers are making in the branches by tailoring programs to individual community needs. For anyone interested I suggest doing an online search of Early Development Instruments.

The VIRL has published An Anthology of Nanaimo Poetry, its first publication via its new Espresso book publishing machine and I have a copy here to present. The service will be available through all branches as I previously eluded to but I have not received the information about how that service will be provided yet as was recently promised.

I have a bit of information on the Summer Reading Club 2016 here as well.

The progress report for the Tahsis branch spoke to a tentative agreement having been reached with the School District regarding a ten year lease for a new library for the Village beginning in April of 2017. I expect a joint Press Release soon making an official announcement that the new facility is a go.

Respectfully submitted,
Randy Taylor

Overton/ Bellanger: VOT 210/2016

THAT the Council reports be received.

CARRIED

K. Bylaws

L. Correspondence

1 NSEDC - 1st Quarter Report 2016

Bellanger/Van Solkema: VOT 211/2016

THAT this report be received.

CARRIED

M. New Business

1 Canada 150 Community Infrastructure Program- CAO Verbal Report to Council

There was a discussion of the community infrastructure program and how it could be used to enhance the boat launch facility and the parking area.

Taylor/ Overton: VOT 212/2016

THAT the report be received.

CARRIED

Taylor/ Overton: VOT 213/2016

THAT Council approve and authorizes the Canada 150 Community Infrastructure Program application for the municipal boat launch and area enhancement.

CARRIED

2 CAO Report to Council Re: Procurement Policy

Council would like to see a bullet in section 2.1 and 5.1 with respect to maximizing the provision of social benefit. Council would also like to see a definitions section.

Staff was directed to take these points and bring back the Procurement Policy with the amendments.

3 Tangible Capital Asset Policy

Overton/ Taylor: VOT 214/2016

THAT the Tangible Capital Asset policy be adopted as policy.

CARRIED

N. Public Input #2

There was a brief discussion about the municipal boat launch.

Public Exclusion

Taylor/ Overton VOT 215/2016

THAT that the meeting is closed to the public in accordance with section 90 (1)(g) of the Community Charter- litigation or potential litigation affecting the municipality.

Recess

Overton/ Taylor: VOT 216/2016

THAT the regular Council recess to go into the in camera meeting.

CARRIED

Reconvene

Overton/ Bellanger: VOT 222/2016

THAT the Regular Council Meeting reconvene at 8:47 p.m.

O. Adjournment

Taylor/ Bellanger: VOT 223/2016

THAT the meeting be adjourned at 8:48 p.m.

CARRIED

Certified Correct this
21st Day of June 2016



Chief Administrative Officer



Minutes

Village of Tahsis

Meeting	Committee of the Whole
Date	Monday, May 16th, 2016
Time	1:00 p.m.
Place	Municipal Hall - Council Chambers

Present

- Mayor Jude Schooner - Chair
- Councillor Kathy Bellanger
- Councillor Brenda Overton
- Councillor Randy Taylor
- Councillor Louis Van Solkema

Staff

- Mark Tatchell, Chief Administrative Officer
- Gabe Gagnier, Director of Infrastructure and Operations
- Janet StDenis, Finance Assistant

Public 1 member of the public.

Call to Order

Mayor Schooner called the meeting to order at 1:07 p.m. and acknowledged and respected that we are upon Mowachaht/Muchalaht Traditional Territory.

Introduction of Late Items

None.

Approval of the Agenda

Overton: COW 31/16

THAT the Agenda for the Committee of the Whole meeting be adopted as presented.

CARRIED

Business Arising

1

Asset Management Funding Strategy & Capital Project Priorities Final Report Presentation: (by Lisa Kristiansen, Kristiansen and Associates)

The Committee of the Whole agreed with the capital project priorities identified by the Village's Public Works Department. As a next step, Staff were directed to prepare an initial plan covering best cost estimates, time, scope, risk and procurement approach for the South Maquinna and public dock potential projects. Financing and funding options including the cost of borrowing are also to be in the plans.

Adjournment

Overton: COW 32/16

THAT the meeting adjourn at 2:50 p.m.

CARRIED

Certified correct this
7th Day of June 2016

Corporate Officer



Minutes

Village of Tahsis

Meeting	Regular Council
Date	Tuesday May 17, 2016
Time	7:00 PM
Place	Municipal Hall - Council Chambers

Present

- Mayor Jude Schooner - Chair
- Councillor Randy Taylor
- Councillor Brenda Overton
- Councillor Kathy Bellanger
- Councillor Louis Van Solkema

Staff

- Mark Tatchell, Chief Administrative Officer
- Amit Sharma, Deputy Chief Finance Officer
- Gabe Gagnier, Director of Infrastructure and Operations
- Janet St-Denis, Assistant Financial Officer

Public 9 Members of the public.

A. Call to Order

Mayor Schooner called the meeting to order at 7:08 p.m. and acknowledged and respected that we are upon Mowachaht/Muchalaht Traditional Territory.

B. Introduction of Late Items

Additional information with regards to Correspondence item L4 (Community Garden Stand).

C. Approval of the Agenda

Overton/Bellanger: VOT 171/2016

THAT the Agenda for the May 17, 2016 Regular Council meeting be adopted as amended to include the late item indicated above.

CARRIED

D. Petitions and Delegations

None.

E. Public Input # 1

A member of the public expressed concerns over water leakage in the Village's water system and that water meters would not provide the Village with information to fix the water leaks.

F. Adoption of the Minutes

Overton/ Bellanger: VOT 172/2016

THAT the Regular Council Meeting Minutes of May 3, 2016 be adopted as presented.

CARRIED

Overton/ Bellanger: VOT 173/2016

THAT the Special Council Meeting Minutes from May 5, 2016 be adopted as presented.

CARRIED

G. Rise and Report

CAO Report to Council Re: Synex Energy Resources Ltd. ("Synex")

Council Resolution VOT 112/2016

THAT Council does not file a notice of appeal to the Environmental Appeal Board regarding the decision to amend the Synex water licenses or granting of the license of occupation based on the legal advice received.

H. Business Arising

Councillor Van Solkema questioned whether Councillor Taylor could attend the FCM conference in Winnipeg this year if his travel plans allowed.

Staff was asked to provide the dates, agenda for the FCM, and late registration fee to Councillor Taylor.

I. Unfinished Business

None.

J. Council Reports

Mayor Schooner (written report)

Good evening,

The Strathcona Regional District (SRD) Board approved the 2015 Statement of Financial Information that demonstrates the fiscal health of the region as satisfactory. Future attention is needed to address an asset management plan and a policy surrounding strategic use of surpluses.

Board meetings continue to see work on ongoing issues in front of the directors and I will report on any new developments as they happen.

I attended the first Tahsis Days meeting. A Medieval theme was chosen by the group of organizers after reviewing the many suggestions provided by the community. I will be in charge of the parade and would like council members to be there for judging. Tahsis Days are the 15th, 16th, and 17th of July.

Mark and I had a meeting with Sergeant Chis McGee of the Nootka Sound Detachment. Quarterly policing reports for the latter part of 2015 and the beginning of 2016 will be included on our next agenda. I am happy to report that crime rates have been on a decrease.

Aside, I would like to congratulate the Ubedam Theater troop for their wonderful production of "Oz in a Clozet". It was a lovely evening filled with laughter and entertainment. Kudos to all involved. And to think that this idea gained speed after motivational speaker, Amber Zirnhelt's presentation to the community's desire for live theater productions was heard last November.

I would like to thank council for their input and direction regarding the Village's Asset Management Plan and special thanks to Lisa Kristiansen and Associates and staff for their work on prioritizing capital projects.

I wanted to end with a good news item. At the community meeting with Western Forest Products we spoke to commitments in the future from the company. On May 24th the demolition of the Wolverton building is scheduled to take place and will take approximately a week. The building, owned by WFP, is being demolished as it is no longer safe for occupation. Also clean-up efforts for the Cedar Mill site will be underway starting the week of May 30th. According to WFP personnel, "lease holders and any other people with materials on site are reminded to have any contents tidied up or removed prior to May 30th to help enable the clean-up process". I congratulate council for your persistent advocacy to have these projects undertaken and I commend Western Forest Products for working with council and the community to address these and other concerns within Tahsis.

Councillor Overton: (Verbal Report)

Councillor Overton provided an update on NSEDC. She said that due to the health issues of the NSEDC Acting President things are at a standstill at this time.

Councillor Van Solkema (Verbal report)

The next Nootka Sound Watershed Society meeting will be held in Tahsis on May 25th at the Seniors' Centre at 19:00. The public is invited.

Councillor Bellanger (written report)

Good Evening Mayor and Council.

I am sorry I was not here for the last Council Meeting. I had that vicious virus that was travelling around town and kind of feel out of the loop. I did read everything to get caught up and Councillor Van Solkema I wish that DFO would have been at the Harvest Allocation meeting. I am agreeing with people and a lot of people I know that do prawning are hopeful that the commercial prawners would shut down for it to replenish. Well all the good weather I see all the people out cutting grass and cleaning up things and I have seen many trips to the dump. With all the good weather that means backyard fire pits and camping season and I don't know if we have a fire ban in town. I don't know if there are signs up or if they are still written down. I do hope we have some signs up especially for the Leiner Campground and West Bay. And also to public works because the town is looking really great and a lot of community members now come up to me and say that the town is looking good. Maybe cause they see me

Councillor Taylor

No report.

Overton/ Van Solkema: VOT 174/2016

THAT the Council reports be received.

CARRIED

K. Bylaws

L. Correspondence

- 1 Completion of 2015/16 Community to Community Forum (UBCM staff)**
- 2 Community Paramedicine Initiative (Island Health and BC Emergency Health Services)**
- 3 Integrity Commissioner Presentation (Powell River Regional District)**
- 4 Community Garden Stand (Brenda Lenahan)**
- 5 Captain Meares Elementary and Secondary School 2016 Commencement Ceremonies**

Overton/ Bellanger: VOT 175/2016

THAT correspondence items 4 & 5 be pulled for discussion.

CARRIED

4 Garden Stand (Brenda Lenahan)

There was a general discussion about the proposed garden stand including location and risks from animals and birds.

Taylor/ Overton: VOT 176/2016

THAT a summer trial of the garden stand at the "Hangar Building" be permitted subject to staff confirming that there are no legal impediments with the current lease agreements with tenants.

CARRIED

5 Captain Meares Elementary and Secondary School 2016 Commencement Ceremonies

The Captain Meares Elementary and Secondary School 2016 Commencement Ceremonies will be held on June 3, 2016. Mayor Schooner will be in attendance. Councillors and CAO Mark Tatchell have also been invited to attend.

Overton/ Van Solkema: VOT 177/2016

THAT items 1, 2, and 3 be received.

CARRIED

M. New Business

1 Village of Tahsis 2015 Annual Report & 2015 Audited Financial Statements

Overton/ Bellanger: VOT 178/2016

THAT the Village of Tahsis' 2015 Annual Report & 2015 Audited Financial Statements be received.

CARRIED

Overton/Taylor: VOT 179/2016

THAT the Village of Tahsis' 2015 Annual Report & 2015 Audited Financial Statements be adopted.

CARRIED

2 Tahsis Fish Processing Ltd sign application (Bylaw 550, s.2.3)

Taylor/ Bellanger: VOT 180/2016

THAT the sign application be received.

CARRIED

There was a discussion about the maintenance of signs on Village property.

Taylor/ Van Solkema: VOT 181/ 2016

THAT Bylaw No. 550, 2009 be amended to reflect a clause regarding maintenance of the structure.

CARRIED

Taylor/ Van Solkema: VOT 182/ 2016

THAT Tahsis Fish Processing Ltd. sign application be approved.

CARRIED

3 Write off of Interest on Delinquent Taxes (Report to Council)

Overton/ Taylor: VOT 183/2016

THAT this report be received.

CARRIED

Taylor/ Bellanger: VOT 184/2016

THAT Council authorize staff to prepare and send the documents to the Inspector of Municipalities requesting a write off of approximately \$500 of delinquent property taxes levied on a property that has not been subject to a property assessment since 2011.

CARRIED

N. Public Input #2

This was a brief discussion about the financial holdings of the Village.

Public Exclusion

Overton/ Taylor VOT 185/2016

THAT the meeting is closed to the public in accordance with section 90 (1)(k) of the Community Charter- negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held public; and section 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

Recess

Overton/ Taylor: VOT 186/2016

THAT the regular Council recess to go into the in camera meeting. **CARRIED**

Reconvene

Overton/ Bellanger: VOT 194/2016

THAT the Regular Council Meeting reconvene at 8:39 p.m.

O. Adjournment

Overton/ Bellanger: VOT 195/2016

THAT the meeting be adjourned at 8:40 p.m. **CARRIED**

Certified Correct this
7th Day of June 2016

Chief Administrative Officer



Minutes

Village of Tahsis

Meeting	Special Meeting
Date	Thursday May 20, 2016
Time	10:30 a.m.
Place	Municipal Hall - Council Chambers

Present Mayor Jude Schooner - Chair
 Councillor Brenda Overton
 Councillor Louis Van Solkema
 Councillor Randy Taylor

Regrets Councillor Kathy Bellanger

Staff Mark Tatchell, Chief Administrative Officer

Public 0 members of the public.

Call to Order

Mayor Schooner called the meeting to order at 10:30 a.m. and acknowledged and respected that we are upon Mowachaht/Muchalaht Traditional Territory.

Introduction of Late Items

None.

Approval of the Agenda

Van Solkema/ Taylor: VOT 196/2016

THAT the Agenda for the May 20, 2016 Special Council meeting be adopted as presented.

CARRIED

Bylaws

- 1 Tax Rate Bylaw No. 585, 2016; Being a Bylaw to Amend the Village of Tahsis Tax Rate Bylaw No. 584, 2016**
Re: First, Second and Third Reading

Overton/Taylor: VOT 197/2016

THAT Tax Rate Bylaw No. 585, 2016 be read a first time.

CARRIED

Overton/Taylor: VOT 198/2016

THAT Tax Rate Bylaw 585, 2016 be given a second reading.

CARRIED

Overton/Taylor: VOT 199/2016

THAT Tax Rate Bylaw 585, 2016 be given a third reading.

CARRIED

O. Adjournment

Overton/Taylor: VOT 200/2016

THAT the meeting be adjourned at 10:33 a.m.

CARRIED

Certified Correct this
7th Day of June 2016

Chief Administrative Officer



F4

Minutes

Village of Tahsis

Meeting	Special Meeting
Date	Tuesday May 24, 2016
Time	10:30 a.m.
Place	Municipal Hall - Council Chambers

Present Councillor Randy Taylor - Chair
 Councillor Brenda Overton
 Councillor Louis Van Solkema
 Councillor Kathy Bellanger

Regrets Mayor Jude Schooner

Staff Mark Tatchell, Chief Administrative Officer

Public 0 members of the public.

Call to Order

Councillor Taylor called the meeting to order at 10:30 a.m. and acknowledged and respected that we are upon Mowachaht/Muchalaht Traditional Territory.

Introduction of Late Items

None.

Approval of the Agenda

Bellanger/ Overton: VOT 201/2016

THAT the Agenda for the May 24th, 2016 Special Council meeting be adopted as presented.

CARRIED

Bylaws

- 1 Tax Rate Bylaw No. 585, 2016; Being a Bylaw to Amend the Village of Tahsis Tax Rate Bylaw No. 584, 2016**

Re: Adoption

Overton/ Van Solkema: VOT 202/2016

THAT Tax Rate Bylaw No. 585, 2016 be reconsidered, finally passed and adopted.

CARRIED

O. Adjournment
Overton/Bellanger: VOT 203/2016

THAT the meeting be adjourned at 10:31 a.m.

CARRIED

Certified Correct this
7th Day of June 2016

Chief Administrative Officer

Nootka Sound Economic Development Corporation

L1

Box 626, Gold River, B.C. V0P 1G0
Tel/Fax: (250) 283-9260 E-mail: nsedc@cablerocket.com

May 17, 2016

Mayor and Council
Villages of Gold River, Tahsis and Zeballos.

Dear Mayor and Members of Council:

N.S.E.D.C. - 1st Quarter Report 2016:

The Board of Directors respectfully presents the Corporation's 1st Quarter Report for the year 2016.

Sincerely,



Kirsty Begon,
Director

NOOTKA SOUND ECONOMIC DEVELOPMENT CORPORATION

1st QUARTER REPORT - 2016

REVENUE	1st QUARTER	
GST Input Tax Credits	\$	118.82
Investment Income	\$	438.81
TOTAL REVENUE	\$	557.63

EXPENSES	1st QUARTER EXPENDITURES	
Accommodation	\$	-
Forest Licence	\$	-
Office Expenses	\$	589.59
Professional Fees	\$	-
Rent	\$	450.00
Travel/Meeting Expense	\$	52.99
Director Meetings	\$	-
Business Meetings	\$	300.00
Wages	\$	1,183.71
EI/ CPP		91.90
TOTAL EXPENDITURES	\$	2,668.19

VILLAGE OF TAHSIS

m 2

Report to Council

To: Mayor and Council
From: Chief Administrative Officer
Date: May 17, 2016
Re: **Procurement Policy**

PURPOSE OF REPORT:

To propose a Village of Tahsis Procurement Policy for Council's consideration.

OPTIONS / ALTERNATIVES

1. Approve the Procurement Policy as presented or amended;
2. Not approve the Procurement Policy

BACKGROUND:

The Village does not have a policy (or policies) that governs any of the following:

- 1) Operational and capital procurement procedures and approval;
- 2) Spending authority and limits;
- 3) Conflict of interest; and
- 4) Vendor relations

Procurement of goods and services constitutes a major spend area of the Village budget. This ranges from day-to-day expenditures for items like office supplies to major capital expenditures such as the water well. Not only is there a wide range of procurement activities, but it is also a complex area which is affected by internal trade agreements and other legal considerations. Moreover, there are ethical considerations and important internal control aspects to procurement. In the absence of policy, the Village staff may be inconsistent in how they carry out procurement activities leading to potential complaints of unfairness and arbitrariness. Perhaps most fundamentally, the Village is at risk of not ensuring it receives best value in its procurement decisions.

This proposed policy is based on a review of other small to medium sized local government procurement policies, staff's experience and knowledge of capital and operational procurement based on past performance audit projects and the Auditor General for Local Government's Perspective Series publication on operational procurement.

POLICY/LEGISLATIVE REQUIREMENTS:

Community Charter, s. 149
New West Partnership Trade Agreement
Agreement on Internal Trade

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION:

Option 1.

Draft resolution:

“Be it resolved that the Village of Tahsis Procurement Policy No. 2010 be adopted as presented (or amended)”

Respectfully submitted:

Mark Tatchell
Chief Administrative Officer

VILLAGE OF TAHSIS			
Policy Title:	Procurement	Policy No.	2010
Effective Date		Supersedes	
Approval	Council	Resolution Number	

Section 1 - POLICY SUMMARY

- 1.1 Procurement is the process by which a government acquires goods, services and capital works for its own use.
- 1.2 This policy is designed to help Council and Village staff with procurement activities, to codify the Village’s conflict of interest standards and to inform potential suppliers.
- 1.3 Effective, efficient and environmentally and socially responsible procurement is a critical activity of the Village of Tahsis. Goods and services procured by the Village must be carried out in an open, transparent and fair fashion ensuring the Village receives best value in the expenditure of public money.

Section 2 – GUIDING PRINCIPLES

- 2.1 The Village’s Procurement Policy is guided by the following principles:
 - Procure goods and services for the all Village departments and programs in an efficient, timely and cost effective manner while maintaining controls;
 - All procurement will be carried out in an open, transparent and fair manner;
 - Ensure the Village receives the “best value” in acquiring goods and services. “Best value” is based on competitive bids and high quality along with positive social benefits;
 - Whenever possible, procure goods and services that are environmentally sustainable and socially progressive;
 - While noting the applicable national and international trade agreements including the New West Partnership Trade Agreement (NWPTA) and the Agreement on Internal Trade (AIT), give preference to local suppliers of goods and services. (“Local” means a supplier that operates from a property that is located within the Tahsis, Zeballos, Tsaxana and Gold River area.)

Section 3 – SCOPE

- 3.1 This Policy applies to all procurement of goods and services made by or on behalf of the Village unless an exception is approved by the Chief Administrative Officer or Council.

Section 4 – SPENDING AUTHORITY

4.1 The Chief Financial Officer’s responsibility for financial administration is found in section 149 of the *Community Charter*.

- (a) receiving all money paid to the municipality;
- (b) ensuring the keeping of all funds and securities of the municipality;
- (c) investing municipal funds, until required, in authorized investments;
- (d) expending municipal money in the manner authorized by the council;
- (e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe; and
- (f) exercising control and supervision over all other financial affairs of the municipality.

4.2 Authority to spend Village money rests with Council upon the approval of the five year financial plan on an annual basis. Through this policy, Council delegates spending authority and procurement to the CFO. The CFO has delegated authority to spending authority limits as per Table 1 below:

Table 1

Position	Spending Limit
Delegated employee ¹	Up to \$500.00
Recreation Supervisor	Up to \$1,000.00
Director, Operations and Infrastructure	Up to \$2,500.00
Fire Chief	Up to \$2,500.00
Emergency Preparedness Coordinator ²	Up to \$5,000.00
Emergency Support Services Director ³	Up to \$5,000.00
CAO/CFO	Up to \$10,000.00

¹ Delegation must be authorized in writing by the CFO.

² This is restricted to purchasing in response to an emergency

³ This is restricted to purchasing in response to an emergency

Section 5 – PROCUREMENT OVERVIEW

5.1 Procuring goods and services is to be done on a competitive basis unless otherwise permitted by this policy. Exceptions could be due to:

- the type of good or service;
- quantity or value of goods or services;
- the frequency or duration that the goods or services are needed;
- the availability or competitiveness in the marketplace;
- the urgency with which the goods or services are needed; and
- a specific brand, manufacturer or supplier may need to be selected to ensure standardization or warranty requirements.

5.2 The type of competitive procurement based on monetary thresholds is set out in Table 2 below.

Section 6 – PROCEDURE

6.1 Only persons listed in Table 1 are authorized to purchase goods and services.

6.2 Goods and services can be purchased using a Village of Tahsis issued purchasing (credit) card or by committing to a purchase in writing and paying on invoice. The Village does not use purchase orders or purchasing requisitions. Staff are not to use their personal credit cards to purchase Village goods and services.

6.3 Spending authorities listed in Table 1 are responsible for ensuring that there are sufficient funds in their program budgets prior to making spending commitments. Spending in excess of program budgets could result in discipline up to and including termination.

6.4 All procurement activity must be documented to ensure compliance with the *Freedom of Information and Protection of Privacy Act* and for purposes of the Village’s annual financial statement audit.

6.5 Spending authorities are encouraged to make purchases on a consolidated basis by combining purchases in different program areas.

Section 7 – PROCUREMENT PROCESSES AND APPROVALS

Table 2

Purchasing Category	Value	Purchase Items Description	Purchase Method	Documentation	Payment Method
General purchases	Up to \$500	Supplies, minor equipment, low value items	No formal process required	Invoice or receipt with authorized approval	From invoice, credit card or petty cash
	\$500 to \$2,500	Operational goods and services	Informal quotes	Memo to file from spending authority plus invoice or receipt	Credit card or from invoice
	\$2,500 to \$10,000	All purchases	3 written quotes or 3 verbal quotes (and documented)	Memo to file describing selection process in relation to Section 2 (Guiding Principles) and description of goods and services	Credit card or from invoice
	Greater than \$10,000	All purchases	RFQ/ITT/RFP	Contract	From invoice
Construction contracts	Less than \$25,000	New construction (engineering, parks and infrastructure) or existing assets	3 written quotes or 3 verbal quotes (and documented)	Memo to file	From invoice
	Greater than \$25,000		RFQ/ITT/RFP	Contract	From invoice
Recurring or non-competitive expenditures	Any amount	Training and educational expenses, conferences, professional and special services, utilities	No formal purchasing process	N/A	Credit card or from invoice
Emergency purchase(s)	Any amount over \$500	Where lack of supplies or services may adversely affect the Village operations, threaten public or private property or the environment, or jeopardize public health or safety	No formal purchasing process required	Memo to file	Credit card or from invoice
Sole Source	Any amount over \$500	When a single supplier is the only reasonable choice or would offer better value	No formal purchasing process required subject to Section 8 below	Memo to file	From invoice

Section 8 – SOLE SOURCE

8.1 A purchase may be sole sourced where the opportunity to obtain quotes or solicit competitive bids does not exist or is not justified in the circumstances. Examples where a sole source purchase could be justified:

- goods and services can be supplied by only a particular supplier and no reasonable alternative or substitute exists;
- where only one supplier has the unique or very specialized qualifications or skills needed for the work;
- where the project is of a highly sensitive or confidential nature and would be compromised if put to a competitive bid;
- where the work is a continuation or follow up assignment most appropriately carried out by the original supplier; and
- when a competitive process did not result in any qualified proponents.

8.2 If the Village anticipates needing an on-going service, a RFEI or RFQ should be issued to assess market interest. Based on the results of the RFEI or RFQ, a RFP or ITT should be issued to the qualified vendors to select a supplier for a multi-year supply arrangement.

Section 9 – REPORTS TO COUNCIL

9.1 All procurement activity, including the purchase method as per Table 2, where the anticipated expenditure exceeds \$10,000 must be approved by Council by way of a resolution in response to a staff Report to Council.

9.2 The results of procurement activity under s. 9.1 must be reported to Council, unless otherwise directed by Council.

9.3 Council must approve contracts or other commitments where the anticipated expenditure exceeds \$10,000.

9.4 All exceptions to the Procurement Policy (e.g., those listed in section 5) must be reported to Council explaining what occurred and why.

Section 10 – VENDOR RELATIONS

10.1 Village staff with procurement responsibilities should be fair and friendly with all potential suppliers.

DRAFT – FOR COUNCIL’S CONSIDERATION

- 10.2 Village staff are not required to place his/her time at the disposal or discretion of a vendor representative, unless directed by his/her supervisor.
- 10.3 Vendor pricing or other competitive information must not be shared by staff with other vendors during a negotiating period.

Section 11 – CONFLICT OF INTEREST

- 11.1 Conflict of interest occurs when an employee’s private affairs or financial interest are in conflict or could result in a perception of conflict, with the employee’s duties or responsibilities for the Village in such a way that:
- the employee’s ability to act in the interest of the Village could be impaired;
 - the public’s confidence in the employee’s ability to carry out his/her work responsibilities is undermined; or
 - the employee’s actions or conduct has undermined the public’s trust in the Village
- 11.2 The Village recognizes the right of its employees to be involved as citizens of the community and encourages its employees to be active members of the community. At the same time a conflict cannot exist between employees’ private interests and carrying out their Village duties. Employees who find themselves in an actual, perceived or potential conflict of interest must disclose the matter to their supervisor. Examples of conflict of interest are:
- an employee using Village property or equipment for personal interest or the interest of another organization;
 - an employee using their position as a Village employee to pursue person interest or the interest of another organization;
 - an employee giving preferential treatment to an individual, corporation or other organization in which the employee, or a relative or friend of the employee has an interest;
 - an employee benefits from, or is perceived by the public to have benefited from, the use of information acquired because of the employee’s employment with the Village;
 - an employee benefits from a transaction over which the employee can influence decisions (e.g., purchases, grants, contracts);
 - an employee accepts from an individual, corporation or organization, directly or indirectly, a personal gift or benefit that arises out of employment with the Village, other than:
 - exchange of hospitality
 - gifts exchanged as part of protocol;
 - exchange of gifts between friends;
 - presentation of gifts to person participating at a public function

11.3 In deciding whether to accept a gift, employee should consider these criteria:

- the benefit is of nominal value
- the exchange does not create an obligation
- reciprocation is easy
- it occurs infrequently

Section 12 – SUSTAINABLE PROCUREMENT PRACTICES

12.1 The Village will utilize recycled products in its operations to make a contribution towards an environmentally friendly process and increase the demand for recycled materials by:

- purchase recycled products when price and quality are reasonable; and
- identify products as recycled when being used publically;



Village of Tahsis

VILLAGE OF TAHISIS			
Policy Title:	Tangible Capital Assets	Policy No.	2011
Effective Date		Supersedes	
Approval	Council	Resolution Number	

PURPOSE:

To provide guidance for the accounting treatment of tangible capital assets. The principal issues in accounting for tangible assets are the recognition of the assets, the determination of their carrying amounts, determination of amortization charges, accurately recording disposals and the recognition of any related impairment losses. In addition, this policy covers policies and procedures to protect and control the use of all tangible capital assets, provide accountability over tangible capital assets and gather and maintain information needed to prepare financial statements.

DEFINITIONS:

Tangible Capital Asset

A non-financial asset having physical substance that:

- Is used on a continuing basis in the Village's operations;
- Has a useful life that extends beyond one year; and
- Is not held for resale in the ordinary course of operations

Betterment:

Subsequent expenditures on a tangible capital asset that:

- Increases previously assessed output or service capacity;
- Lowers associated operating costs;
- Extends the useful life of the asset; and
- Improves the quality of the output

Cost:

The gross amount of consideration given up to acquire, construct, develop or better a tangible capital asset and includes all costs directly attributable to acquisition, construction, development or betterment of the tangible capital asset.

Capital Lease:

A non-financial asset that has physical substance and a useful life extending beyond an accounting period and is held under lease by the Village for use, on an ongoing basis, in the production or supply of goods and services. Under the terms and conditions of the lease, substantially all of the benefits and risks incident to ownership are, in substance, transferred to the municipality without necessarily transferring legal ownership.

Net Book Value:

The cost of a tangible capital asset less accumulated amortization and amount of any write downs.

Useful life:

The estimated period over which a capital asset is expected to be used by the Village. A tangible capital asset's useful life may be shorter than the actual life of the asset due to limitations on the physical, technological, commercial or legal life of the asset.

Amortization:

The accounting process of allocating the cost less residual value of a tangible capital asset to operating periods of an expense over its useful life in a rational and systematic manner appropriate to its nature and use.

Residual Value:

The estimated net realizable value of a tangible capital asset at the end of its useful life to the Village.

Policy Statements:

A) Valuation

- a. Tangible capital assets should be recorded at cost plus all charges directly attributable to place the asset in its intended location and condition for use.
- b. Donated or contributed assets will be recorded at the fair value at the date of contribution. Fair value may be determined using market or appraisal values.

B) Componentization

- a. Tangible capital assets may be accounted for using either the single asset or component approach. Whether the component approach is to be used will be determined by the usefulness of the information versus the cost of collecting and maintaining information at the component level.

C) Capitalization

Thresholds are established for a minimum dollar value and number of years of useful life. Tangible capital assets should be capitalized according to the following thresholds:

ASSET CATEGORY	THRESHOLD
Land	Capitalize all
Land Improvements	\$10,000
Buildings	\$25,000
Building and Land Improvements	\$10,000
Machinery, Equipment, Furniture	\$5,000
Infrastructure (roads, water, sewer)	\$25,000
Information Technology Infrastructure	\$10,000
Vehicles	\$5,000
Construction in progress	Capitalize all

D) Amortization

The cost, less any residual value, should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The Village shall not amortize asset category of land. The Village shall amortize all other asset categories using the straight line method. Capital assets should be amortized as follows:

ASSET CATEGORY	AMORTIZATION OF COST (LESS) SALVAGE VALUE
Land	Not amortized
Land Improvements	Straight line over the useful life of the asset
Buildings	Straight line over the useful life of the asset
Building and Land Improvements	Straight line over the useful life of the asset
Machinery, Equipment, Furniture	Straight line over the useful life of the asset
Infrastructure (roads, water, sewer)	Straight line over the useful life of the asset
Information Technology Infrastructure	Straight line over the useful life of the asset
Vehicles	Straight line over the useful life of the asset
Construction in progress	Not amortized

E) Write downs or disposals

Disposal of tangible capital assets is the responsibility of persons delegated by the CAO who have delegated authority to dispose of tangible capital assets. When tangible capital assets are disposed of, scrapped, destroyed, dismantled or replaced, the department head or designate must notify the Deputy Chief Finance Officer of the asset description and effective date. The Deputy Chief Finance Officer is responsible for adjusting the asset registers and accounting records recording a gain or loss on disposal.

All disposals of tangible capital assets are recorded in the Village's financials statements in accordance with PSAB 3150.