



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
COMMITTEE OF THE WHOLE  
AGENDA**

Thursday, November 5, 2020

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>CALL TO ORDER</u>	
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>AGENDA</u> – November 5, 2020	Approve
	<u>MINUTES</u>	
2-7	Committee of the Whole Meeting Minutes – October 8, 2020	Adopt
	<u>DELEGATIONS</u>	
	<u>FRASER BASIN COUNCIL (via Zoom)</u> Kim Menounos, Manager, Northern and Interior Region RE: Update	
	<u>CN (via Zoom)</u> Tyler Banick, Public Affairs John Nicoletti, Officer Dangerous Goods RE: Update	
	<u>REPORTS</u>	
8-21	John Illes, Chief Financial Officer - Purchasing Policy	Recommendation
22	John Illes, Chief Financial Officer - Chinook Community Forest Firewood Donation	Recommendation
23-26	John Illes, Chief Financial Officer - Taxation Options	Receive
	<u>CORRESPONDENCE</u>	
27-28	Ministry of Mental Health and Addictions UBCM Follow-Up	Receive
29-30	Ministry of Public Safety and Solicitor General/ Emergency Management BC – UBCM Follow-Up	Receive
31-32	Ministry of Indigenous Relations and Reconciliation - UBCM Follow-up	Receive
	<u>SUPPLEMENTARY AGENDA</u>	
	<u>NEW BUSINESS</u>	
	<u>ADJOURNMENT</u>	

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****COMMITTEE OF THE WHOLE MEETING****Thursday, October 8, 2020**

<b>PRESENT:</b>	Chair	Gerry Thiessen
	Directors	Shane Brien Mark Fisher Dolores Funk Judy Greenaway Tom Greenaway Clint Lambert – Via Zoom Linda McGuire Chris Newell Mark Parker Jerry Petersen Michael Riis-Christianson Casda Thomas
	Directors Absent	Brad Layton, Village of Telkwa Sarrah Storey, Village of Fraser Lake
	Alternate Director	Kim Watt-Senner, Village of Fraser Lake
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Manager of Administrative Services Janette Derksen, Diversion Supervisor – arrived at 1:25 p.m. John Illes, Chief Financial Officer Wendy Wainwright, Executive Assistant
	Others	Tara Dunphy, Section Head, Regional Initiatives, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – left at 11:29 a.m. Ryan Holmes, Director of Regional Initiatives – Skeena, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Via Zoom – left at 11:29 a.m. Steffy Howard-Stratton, Licensed Land and Resource Specialist, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – left at 11:29 a.m. Scott Sitter, Assessor, Northern BC Region, BC Assessment
	Media	Priyanka Ketkar, Lakes District News

**CALL TO ORDER**

Chair Thiessen called the meeting to order at 11:00 a.m.

**AGENDA**Moved by Director McGuire  
Seconded by Director T. Greenaway**C.W.2020-8-1**"That the Agenda of the Committee of the Whole meeting of  
October 8, 2020 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **MINUTES**

Committee of the Whole  
Minutes – September 3, 2020

Moved by Director Petersen  
 Seconded by Director J. Greenaway

C.W.2020-8-2

“That the Committee of the Whole meeting minutes of September 3, 2020 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **DELEGATIONS**

### **MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT – Tara Dunphy, Section Head, Regional Initiatives and Steffy Howard-Stratton, Licensed Land and Resource Specialist, Ryan Holmes, Director of Regional Initiatives RE: Lakes Resiliency Planning Process Project**

Chair Thiessen welcomed Tara Dunphy, Section Head, Regional Initiatives; Steffy Howard-Stratton, Licensed Land and Resource Specialist; and Ryan Holmes, Director of Regional Initiatives Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Mmes. Dunphy and Howard-Stratton provided a PowerPoint Presentation.

#### **Lakes Resiliency Project – Update Presentation**

- Outline
- Goal of Lakes Resiliency Project
- Goal of Lakes Resiliency Project - Review
- Scope of Lakes Resiliency Project – Review
- The Forest Planning Framework
- Timeline of Project to Date
  - Inputs
  - Technical
  - Engagement
- Other Economic Development Activities in RDBN.

Discussion took place regarding:

- Providing the RDBN with a copy of the Project Charter
- Technical Group
  - Yet to convene
  - Will comprise of various key stakeholders with the ability to provide technical input
    - Chair Thiessen requested the RDBN be included in the Technical Group
  - Terms of Reference - FLNRORD staff drafting for review by Technical Group
- March to August 2020 FLNRORD met with:
  - Lakes TSA Coalition
  - Carrier Sekani Tribal Council
  - Cheslatta Carrier Nation
- FLNRORD is also reaching out to Lake Babine Nation to schedule a meeting
- Significant work still to be completed in the 3-year Project
  - Project Sponsor - Geoff Recknell, Regional Executive Director, Skeena – Smithers, FLNRORD
    - At the end of the 3-year timeline Mr. Recknell can review the project to determine if more time is required

## **DELEGATIONS (CONT'D)**

### **MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT**

- Rural Development Issues
  - The role of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) in supporting rural development is unclear
  - Lack of support for northern rural development for such topics as:
    - Connectivity
    - Extended Producer Responsibility (EPR) Programs
    - Industrial, Commercial, Institutional (ICI) Recycling
  - RDBN has not yet received a response from FLNRORD from the meeting that took place at the 2020 Union of B.C. Municipalities (UBCM) Convention in September
- FLNRORD portfolio is substantial and too encompassing
- Northern residents pay increased amounts for rural development initiatives such as connectivity and recycling.

Chair Thiessen thanked Mmes. Dunphy and Howard-Stratton, and Mr. Holmes for attending the meeting.

## **DELEGATIONS (CONT'D)**

### **BC ASSESSMENT –Scott Sitter, Assessor, Northern BC Region RE: Overview**

Chair Thiessen welcomed Scott Sitter, Assessor, Northern BC Region, BC Assessment.

Mr. Sitter provided a PowerPoint Presentation.

#### **Overview BC Assessment**

- About BC Assessment
- Valuation
- Classification
- Assessment Cycle
- Assessments & Taxes
- Information Supply Chain & Collection
- Assessment Roll Information General
- Regional District of Bulkley-Nechako Assessment Roll Insights
- BC Assessment website.

The following discussion took place:

- Site Visits/Google Maps
  - Site visits are a large part of collection of inventories
  - Use other resources – cost effective
  - 8 Inventory Collectors in the RDBN
- BC Assessment mailouts in the beginning of January
  - Short time frame to meet BC Assessment's repeal deadline of the end of January
  - BC Assessment completes its preparation of mailouts beginning of December every year – Mr. Sitter will take forward the request to have the property owners receive the mailout prior to the beginning of January
- Is there a bearing on property values in regard to rural areas expanding fire protection areas
  - Based on sales
  - Investigate data to support the potential for increase in property values
- Accessing property information on BC Assessment webpage
  - Confidentiality concerns
  - Legislation provides guidelines concerning information provided on the webpage

## **DELEGATIONS (CONT'D)**

### **BC ASSESSMENT –Scott Sitter, Assessor, Northern BC Region RE: Overview (Cont'd)**

- Electoral Area “A” (Smithers Rural)
  - Higher property tax changes year to year
  - Substantial tax increases eg. 26% in one year
  - Challenging for property owners
  - BC Assessment does not have a policy or mechanisms to soften increases
    - Legislation guides BC Assessment
    - In the case of extremely large property values there is relatively new legislation that may be applied
- Impacts of COVID 19 Pandemic
  - BC Assessment is addressing COVID 19 Pandemic in relation to farms
  - To date there is no other COVID 19 considerations for property owners in regard to tax assessments
  - Mr. Sitter recognized the challenges to date in regard to commercial markets
    - Unique situation
      - Some properties are experiencing dramatic impacts and others are not
      - Less sales data available
      - Usually review 3-year trends
      - 2020 will be based on that year alone
      - Work is still being completed
  - Currently, residential properties are similar to previous years
- Pipeline Assessment
  - Assessment completed on per km basis
  - Assessment as of October – kms of pipeline installed
  - Pipeline rate – average depreciation
  - Work Camps
    - Can be categorized as Class 1 or 6
    - Most in the RDBN will be Class 1
  - Life span of pipeline
    - Depreciation table 30 to 40 years
- Residential Assessment
  - BC Assessment reviews land comparison most similar in relation to zoning
  - Adjustments
    - Sale of standard lot
    - Comparisons
    - Single family dwelling
      - Era of house
      - Square footage, etc
  - Various components of the market
  - In areas with minimal property sales
    - Challenging
    - BC Assessment has started to utilize regression analysis
- Value of real estate and taxation
  - Price increases can be dependent on sales of one property
- Brownfields
  - Lack of reclamation work
  - Lack of interest by owners to sell properties
- How does BC Assessment capture builds in rural areas that do not require building permits?
  - Home Warranty Program
  - BC Hydro
  - Aerial reviews
  - Word of mouth

## **DELEGATIONS (CONT'D)**

### **BC ASSESSMENT –Scott Sitter, Assessor, Northern BC Region RE: Overview (Cont'd)**

- Mining Exploration Camps
- Industrial Plants with more than one tax code
  - Legislation is specialized
  - Complicated process
  - BC Assessment has a specialized team to oversee.

Chair Thiessen thanked Messrs. Johnson and Sitter for attending the meeting.

## **CORRESPONDENCE**

Office of the Prime Minister  
-Acknowledgement of RDBN  
Letter re: Rural Connectivity

Moved by Director McGuire  
 Seconded by Director Riis-Christianson

C.W.2020-8-3

“That the Committee of the Whole receive the correspondence from the Office of the Prime Minister – Acknowledgement of the RDBN Letter re: Rural Connectivity.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

Letter re: Recycle BC

Director Fisher spoke of a letter written by Recycle BC to the Ministry of Environment and Climate Change Strategy requesting that the Province hold off on pending changes to Extended Producer Responsibility (EPR) Programs. He brought forward concerns in regard to the impacts to small businesses and residents in the region if EPR programs are not improved.

Write a Letter to Provincial  
Election Candidates re:  
Recycle BC Request to Ministry  
of Environment and Climate Change  
Strategy to hold off on Pending  
Changes to EPR Programs

Moved by Director Peterson  
 Seconded by Director Fisher

C.W.2020-8-4

“That the Committee of the Whole recommend that the Board write a letter to Provincial Election Candidates within the RDBN to express concerns in regard to Recycle BC requesting Ministry of Environment and Climate Change Strategy to hold off on pending changes to Extended Producer Responsibility (EPR) Programs; and further, that the letter be provided to RDBN member municipalities, Chambers of Commerce within the RDBN, the North Central Local Government Association and the Union of B.C. Municipalities.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**NEW BUSINESS (CONT'D)****Rail Safety**

Director Brien spoke of the Board receiving the Friends of Morice Bulkley letter in regard to risk assessment of hazardous petroleum cargo on northwest BC rail corridor at its September 17, 2020 Board meeting. He spoke of the Port of Prince Rupert increasing capacity and the increase of rail traffic. He mentioned the importance of determining the number of derailments that have taken place within the RDBN in the past three years. Staff is inviting CN Rail to be a delegate at a future meeting and will request the information.

**ADJOURNMENT**

Moved by Director Brien  
Seconded by Director T. Greenaway

**C.W.2020-8-5**

"That the meeting be adjourned at 12:32 p.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Gerry Thiessen, Chair

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Wendy Wainwright, Executive Assistant



## Regional District of Bulkley-Nechako

**To:** Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** November 5, 2020  
**Re:** Purchasing Policy

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### **Recommendation** (All/Directors/Majority):

That staff bring forward Bylaw 1926 for three readings and adoption at the next Board Meeting and that the Purchasing Policy be brought back for adoption [as amended if applicable].

### **Background:**

The previous purchasing process is currently governed by bylaw 1532 that was adopted in 2010. As this “purchasing policy” was in fact a bylaw, changes to the purchasing policy were difficult and as such there have been no updates or amendments to the bylaw (or changes to the purchasing policy) for the last ten years.

### **Discussion:**

The newly revised purchasing process is composed of a Bylaw to Delegate Purchasing Authority and a Purchasing Policy. The purchasing policy also allows for the creation of procedures to further refine how some purchases are made.

A Purchasing Bylaw must be approved by a formal board process with the bylaw being provided three readings and adoption. A Policy can be amended or replaced by Board motion. Splitting the Purchasing process into a bylaw and a policy will allow the Board to more easily make updates and modifications as the need arises.

The proposed and current bylaw share the same similarities with respect to the maximum \$100,000 designation of purchases and services– new Bylaw Section 8 and previous Bylaw Schedule A Section 5 (b) and new procurement policy section 8 (g)

The new bylaw moves items such as competitive bids, geographic preference, and contractual arrangements to the new proposed policy.

The previous Bylaw is beginning to cause difficulties for the Financial Department because some of the sections are ambiguous or seem to be contrary to other policies or legislation.

One example of needed clarification is in Section 5 (b). Here the CAO is delegated \$100,000 limit of expenditures for routine operating expenditures and capital





maintenance but only \$15,000 for items that are not considered routine. What routine expenditures actually are is never defined in the bylaw.

The new purchasing policy tries to clarify purchasing parameters and simplify the procedures while at the same time ensuring that the Directors have a similar amount of financial oversight, tightening financial and asset management controls, and strengthening the Regional Districts likelihood for obtaining clear audit opinions.

**Attachments:**

1. New Delegation Bylaw No. 1926
2. New Purchasing Policy
3. Old Purchasing Bylaw No. Bylaw 1532

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****BYLAW NO. 1926****A Bylaw to Delegate Purchasing Authority**

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**WHEREAS** Regional District of Bulkley-Nechako wishes to delegate to its officers and employees certain powers, duties and functions;

**AND WHEREAS** the Regional District of Bulkley-Nechako under sections 229 (1) and 263 of the **Local Government Act** may by bylaw, adopted by at least two thirds of the votes cast, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees;

**NOW THEREFORE**, the Regional Board of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

1. Bylaw No. 1532 “A Bylaw to Adopt a Purchasing Policy Bylaw No. 1532, 2010, and any amendments thereto, is hereby repealed.
2. In this Bylaw:
  - a) “Board” means the board of the Regional District of Bulkley-Nechako.
  - b) “RDBN” means the Regional District of Bulkley-Nechako.
3. The Board hereby delegates to the RDBN’s officers and employees the powers, duties and function of the Board to enter into transactions relating to the RDBN’s activities, works or services, subject to the adopted **annual financial plan** and the limitations on that delegated authority set out in this bylaw and the Procurement Policy adopted by the Board as may be amended from time to time.
4. The delegation of power, duty or function under this bylaw includes a delegation to a person who has, from time to time, been appointed to act on behalf of the delegate (acting positions) or is appointed by the Board to act in the capacity of the delegate in the delegate’s absence including, in the event of a **state of local emergency**, the appointed Emergency Operations Centre Director.
5. In the absence of the delegate, the powers delegated under this bylaw may be exercised by a person who has been appointed to act in the

capacity of the delegate, or the powers delegated under this bylaw may be exercised by the Chief Administrative Officer or the person designated by the Board as the acting Chief Administrative Officer.

- 6. Despite the authority granted in section 3, an officer or employee of the RDBN must not enter into an agreement of a capital nature under which the RDBN would incur a liability payable after the end of the current year for a term that is for more than five years, including all rights of renewal and extension.
- 7. All purchases of goods or services in excess of \$100,000 must be approved by the Board.
- 8. With respect to land use agreements, the Board hereby delegates to the RDBN officers and employees the following powers, duties and functions to be exercised in accordance with the Procurement Policy adopted by the Board and as may be amended from time:

The power to enter in to a lease or license of real property necessary or convenient for the operation and maintenance of any works or service of the RDBN where the value of the rent, license fee or other consideration for the term is included in the approved financial plan and is within the amounts listed in the authorities and responsibilities section of the Procurement Policy.

- 9. This Bylaw No. 1926 may be cited for all purposes as “Regional District of Bulkley-Nechako Delegation of Purchasing Bylaw No. 1926, 2020.”

READ A FIRST TIME this            day of            , 2020

READ A SECOND TIME this        day of            , 2020

READ A THIRD TIME this        day of            , 2020

ADOPTED this            day of            , 2020

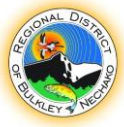
\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Administrator

I hereby certify that the foregoing is a true copy of Bylaw No. 1926 as adopted.

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Corporate Administrator



## Regional District of Bulkley-Nechako Board Policy

SUBJECT: Procurement Policy  
 CATEGORY: Financial Services  
 LAST REVIEW:

### 1. PURPOSE

The purpose of this policy is to set out the responsibilities and accountability associated with the effective, efficient and economical acquisition of goods and services.

### 2. CONTEXT

**Bylaw:** The Board has delegated the authority to execute contracts and purchase agreements to staff as outlined in Bylaw No. 1926, being the Regional District of Bulkley-Nechako Delegation of Purchasing Authority Bylaw No. 1926, 2020. This bylaw allows for the establishment of a procurement policy and the formal delegation of authority.

**Policy:** This Policy sets out the financial controls to be put in place to manage risk and further sets out the roles, responsibilities and accountabilities of the delegations set out in the bylaw. The Board by resolution has adopted this policy and has not delegated its alteration or amendment.

**Procedures:** This policy enables procedures that are approved jointly by the Chief Administrative Officer and the Chief Financial Officer that describes the steps that must be undertaken by staff to maintain financial control, protect Regional District assets and manage risk.

### 3. POLICY STATEMENT

It is the policy of the RDBN to acquire goods and services through a public process whenever practical that results in supply arrangements that offer best value with consideration towards total cost, quality, expertise, as well as environmental and social sustainability.

To ensure the need for a clear and transparent separation of political and administrative functions, the Board has established this policy.



#### 4. THE ROLE OF THE BOARD

For greater clarity, all purchases of supplies, goods and services including items or projects of a capital nature are approved by the Board in the Financial Plan approval process and the adoption of the annual Five-Year Financial Plan.

To remove any potential or perceived appearance of political influence or bias, the Board recognizes the need to be removed from the procurement processes except where the Board is presented with a recommendation to approve a purchase or contract award in accordance with this policy.

When recommending a purchase or contract award, staff shall provide the Board with the ranking of each compliant response, the number of responses received, the value of the award, and a description of the procurement process.

#### 5. EXEMPTIONS

All exemptions that exist in the New West Trade Partnership Agreement, Canadian Free Trade Agreement, The Canada-European Union Comprehensive Economic and Trade Agreement or their successors shall apply to this policy.

#### 6. EMERGENCIES

Any unforeseen circumstance that requires immediate action as designated by an Emergency Operations Centre Director in a *state of local emergency* is not bound by this policy so much as practicable for the protection of life and property.

#### 7. FINANCIAL CONTROL MEASURES

##### A. RECEIVING OF GOODS AND SERVICES

- a. A Regional District employee shall confirm the quality, quantity and receipt of all goods and services.
- b. This employee shall confirm that the goods and services received are those that have been ordered.

##### B. AUTHORIZING THE PAYMENT FOR GOODS AND SERVICES

- a. A Regional District employee shall authorize the payment of goods and services before payment is made.
- b. The employee to authorize payment must not be the same employee that receives the goods or services as in Section 7. a above.
- c. The employee to authorize payment must have a sufficient commitment authority threshold as listed in Section 8 below.



### C. REQUISITIONS AND PURCHASE ORDERS REQUIRED

- a. A procedure will be developed to detail the utilization of requisitions and purchase orders.
- b. Purchase orders must be utilized for all purchases above \$5,000.
- c. For this section a purchase is considered the sum of the cost of one or more like items to be purchased; or the cost of the sum of all supplies, services, or goods for an identified project.
- d. Purchase orders must be approved by an employee with the appropriate authority threshold before an employee enters into an agreement to purchase a good or service.

### 8. COMMITMENT AUTHORITY THRESHOLDS

- a. In this section an officer of the Regional District refers to an officer appointed by the Board under Section 233 of the **Local Government Act**.
- b. All Regional District employees - \$250
- c. All Regional District employees with prior permission from an officer for specific purchases - \$2,500
- d. Notwithstanding (b) and (c) above, any officer has an authority threshold of \$50,000.
- e. Notwithstanding (b) to (d) above, the Chief Administrative Officer has an authority threshold of \$100,000.
- f. Notwithstanding (b) to (e) above, any two Officers may authorize payroll; any payment or portion of a payment on a contract or project that was previously approved by the Board; and any payment or portion of a payment for an agreement for the purchase of goods and/or services previously approved by the Board.
- g. All commitments that exceed \$100,000 not listed in (f) above shall be approved by the Board

### 9. SUBDELEGATION OF AUTHORITY

- a. Only the Chief Administrative Officer may subdelegate their threshold of authority. The delegation must be in writing by name and to the maximum of:
  - i. \$50,000 to any senior manager,
  - ii. \$25,000 to any manager,
  - iii. \$10,000 to any supervisor, or
  - iv. \$2,500 to any employee.

### 10. BOARD REVIEW

- a. The Chair, Vice Chair, or an appointed cheque signer shall review all payments made by Regional District staff and indicate the review by signing Regional District cheques, signing printed copies of electronic fund transfer batches, and/or printed copies of cheque and payment summaries.



## 11. PROCUREMENT THRESHOLDS AND METHODS

- a. A procedure will be developed to determine the most appropriate procurement methods.
  - i. For all goods under \$5,000 and services under \$10,000 no formal public competitive process is required.
  - ii. For goods from \$5,000 to \$25,000 or services from \$10,000 to \$25,000 three quotes or estimates (including those from online published sources) are required.
  - iii. For purchases from \$25,000 to \$75,000 three formal written quotes are required.
  - iv. For all purchases over \$75,000 a full public competitive process is required.
  
- b. Notwithstanding (a) above, with the approval of the Chief Administrative Officer, a direct award for procurement is an option for:
  - i. All goods and services less than \$25,000
  - ii. All professional services less than \$50,000
  - iii. All construction contracts less than \$75,000If the purposes is to support the local economy, decrease pollution or carbon emissions, is required for the sake of expediency, or other factor determined by the Chief Administrative Officer.
  
- c. For clarity, the purchase of construction supplies is considered a general good, the hiring of construction equipment (and operator) is considered a general service.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 1532**

**A BYLAW TO ADOPT A PURCHASING POLICY**

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**WHEREAS** the Regional Board of the Regional District of Bulkley-Nechako deems it expedient to adopt a purchasing policy whereby certain powers, duties or functions of the Regional Board are delegated to officials and employees of the Regional District of Bulkley-Nechako in accordance with Sections 176 and 192 of the *Local Government Act*,

**NOW THEREFORE**, the Regional Board of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as the "Regional District of Bulkley-Nechako Purchasing Policy Bylaw No. 1532, 2010."
2. The "Regional District of Bulkley-Nechako Purchasing Policy Bylaw No. 1384, 2006" is hereby repealed.
3. The Purchasing Policy attached as Schedule "A" to, and forming a part of this bylaw, is adopted and the delegation of powers, duties and functions of the Regional Board described in that schedule is approved.
4. This bylaw shall take effect on the day of its adoption.

READ A FIRST TIME this 25<sup>th</sup> day of February, 2010.

READ A SECOND TIME this 25<sup>th</sup> day of February, 2010.

READ A THIRD TIME this 25<sup>th</sup> day of February, 2010.

Certified a true and correct copy of "Regional District of Bulkley-Nechako Purchasing Policy Bylaw No. 1532, 2010."

Gail Chapman  
Corporate Administrator

ADOPTED BY 2/3 OF THE VOTES CAST this 25<sup>th</sup> day of February, 2010.

Steven Benedict  
Chairperson

Gail Chapman  
Corporate Administrator

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**PURCHASING POLICY**

**1) Scope**

This policy applies to all purchases of goods and services by the Regional District of Bulkley-Nechako (RDBN) and all organizations controlled by it.

**2) Interpretation**

Any questions about the interpretation of this policy should be addressed to the Financial Administrator.

**3) Objectives**

- a) To procure the highest quality in supplies, materials, equipment and services at the least expense;
- b) To ensure that procurement for the RDBN is accomplished in a manner that is fair, competitive, efficient, effective and transparent;
- c) To encourage and promote standardisation in materials and equipment;
- d) To use environmentally sustainable and carbon conscious products or materials where available and consistent with the required quality and costs objectives;
- e) To prescribe such procedures which may be necessary for the efficient operation of the purchasing function.

**4) Transparency**

This policy and any related Regional District legislation will be made available on request.

**5) Purchasing Authority**

- a) The authority to commit the Regional District for purchases is obtained from the Board of Directors via this policy and approval of the annual budget that identifies allowable expenditures by department and programs. Capital expenditures are also approved via budget approval, although related individual by-laws may also be passed for authorisation of borrowing. Within this framework, the authority for individual purchases is described below.
- b) The following levels of authority are delegated by the Board of Directors for the purchase of goods or services for which the expenditure has been included in the annual budget:
  - i) For routine operating expenditures including periodic maintenance capital expenditures related to regular operations, the CAO has purchasing authority up to \$100,000;



- ii) For all other items included in the annual budget, the CAO has the authority for expenditures up to \$15,000 and the CAO and Financial Administrator acting together have authority up to \$25,000;
  - iii) In addition, the following purchasing authority limits apply;
    - (1) Department Head - \$10,000;
    - (2) Environmental Services Field Operations Supervisor - \$5,000
    - (3) Other Supervisors - \$2,000;
    - (4) Staff – \$1,000 with the verbal approval of their supervisor.
  - c) Unbudgeted purchases greater than \$2,000 must be approved by the Board. Smaller amounts may be approved by the CAO.
  - d) In an emergency situation, purchases otherwise requiring the approval of the Board may be made by notifying the CAO or, in his/her absence, the Financial Administrator, who will request the approval of the appropriate Board/Committee Chairperson. The Board of Directors will be notified at its next regularly scheduled meeting.
  - e) Construction contract extras:
    - i) Changes in scope must be approved by the Board;
    - ii) Extra charges resulting from unforeseen circumstances or unexpected conditions may be approved by the CAO if the amount of the additional charges does not exceed 20% of the approved contract amount or \$25,000, whichever is less, and the increased amount is still within budget. Otherwise they must be approved by the Board of Directors if greater than \$2,000 or the CAO for lesser amounts.
- 6) Competitive Bids**
- a) Purchases in excess of \$10,000 require competitive bids unless there is only one supplier within a reasonable area ;
    - i) At least two written quotes should be requested for purchases in excess of \$10,000, but less than \$25,000;
    - ii) At least three written quotations should be requested for purchases in excess of \$25,000, but less than \$75,000;
    - iii) Tenders or requests for written proposals (RFPs) from at least three suppliers should be requested for purchases in excess of \$75,000.
    - iv) The number of competitive bids may be less than those specified above if the number of suppliers within a reasonable area is limited.
  - b) The use of BC Bid, the electronic public tendering process made available by the Province of BC is encouraged for purchases in excess of \$75,000 (\$200,000 for construction contracts);
  - c) Tenders and RFPs must clearly identify the criteria that will be used in their evaluation along with their weighting and methods of evaluation against these criteria;

**d) Geographic Preference**

- i) Purchases below \$75,000 (\$200,000 for construction contracts) may give preference to suppliers within the Regional District. Quotations will be requested from local suppliers unless there are not enough suppliers within the RDBN. If a local supplier and a non-local supplier provide quotes, the following preference factors will be added to the non-local supplier's quotation to obtain a comparative cost:

<u>Cost of Purchase</u>	<u>Preference Factor</u>
Up to \$10,000	5%
\$10,001 to 25,000	3%
Above \$25,000	0%

**e) Sole Source Supplier Arrangements**

- i) In certain circumstances, it may be beneficial to negotiate a supply arrangement with one supplier to ensure the best blend of quality, price and service;
- ii) All sole source supplier arrangements must be approved by the Board of Directors.

**f) Pre-Qualified Contractors and Consultants**

- i) A list of pre-qualified equipment contractors or consultants may be established for the purpose of completing routine operating expenditures.
- ii) The development of the list of pre-qualified **contractors** will be based on the contractor's ability to provide the necessary equipment at competitive rates and having sufficient experience to provide the services required.
- iii) The development of the list of pre-qualified **consultants** will be based on the consultant's ability to demonstrate that they have sufficient related experience, competitive rates and adequate staff resources to provide the services required.
- iv) Direct purchases of services from these contractors or consultants may be authorized within the following limits:
- CAO up to \$25,000;
  - Department Heads up to \$10,000;
  - Environmental Services Field Operations Supervisor up to \$5,000.
- v) Contractor or consultant selection from the pre-qualified list will be based upon the objective to procure the highest quality in supplies, materials, equipment and services at the least expense.

**g) Prime Contractor Arrangements**

- ii) In the event that the competitive bid process does not result in any bids that are within budget for the project, the Board of Directors may authorize the Regional District to act as a prime contractor to ensure the best blend of quality, price and service. In this circumstance, the competitive bidding process is terminated and the Regional Board may appoint a Regional District employee to act as project manager to purchase goods and services directly from known and qualified suppliers;



- iii) The Regional District Board may authorize the Regional District to act as prime contractor without first going through a competitive bid process if it can be shown that this would result in the best blend of quality, price and service.
- iv) All prime contractor arrangements must be approved by the Board of Directors;
- v) Once a prime contractor arrangement is approved and the Board authorizes the expenditure limit for the project, the head of the department responsible for the project has the authority to make the necessary expenditure for any item up to \$25,000 upon notification to the CAO. Items between \$25,000 and \$100,000 require the approval of the CAO. Items over \$100,000 require the approval of the Board Chairperson and the Board of Directors will be notified at the next regularly scheduled board meeting. Expenditure reports will be provided to the board on a regular basis.
- vi) If, at any time, it appears that such a project may go over budget, the department head must notify the appropriate Committee Chair and the Chair of the Board of Directors immediately with a recommendation on how to resolve the problem.



## Regional District of Bulkley-Nechako Committee of the Whole

**To:** Committee of the Whole  
**From:** John Illes, Chief Financial Officer  
**Date:** Nov 5, 2020  
**Re:** Chinook Community Forest Firewood Donation

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### **Recommendation** (All/Directors/Majority):

That the Regional District donate its logging truck load of firewood to the Burns Lake Men's Breakfast Club.

### **Background:**

The Regional District owns part of Chinook Comfor Limited. As part of its ownership benefits of this community forest, the Regional District is entitled to one logging truck load of firewood every year.

The recommendation from the Electoral Area Directors for Areas B and E is that the firewood be donated to the Burns Lake Men's Breakfast Club. The Breakfast Club traditionally cut up the logs into firewood sized chunks and donates them to seniors.



## Regional District of Bulkley-Nechako Committee of the Whole

**To:** Committee of the Whole  
**From:** John Illes, Chief Financial Officer  
**Date:** November 5, 2020  
**Re:** Taxation Options

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### Recommendation (All/Directors/Majority):

Receipt.

### Background:

Section 339 of the *Local Government Act* provides the Board has the authority to decide on:

1. What is taxed on each parcel of property (further described in **the Local Government Act** section 378 as cost recovery and section 384 tax base for property value taxes), and
2. The distribution (or apportioning) of taxation between jurisdictions for multi jurisdiction service bylaws (as described in the *Local Government Act* section 380)

This memo comes about from the discussion of the Board concerning the form and content of the Parks and Trails Bylaws.

## 1. Options for collecting taxes on each property

### Tax based on parcel (property) characteristics

The Board can decide to tax each parcel of property a rate not based on the assessment of that property. This is commonly called a “parcel tax”. In B. C. parcel taxes cannot be used to recover administrative expenses. In addition, in B. C. parcel taxes are often used in conjunction with user fees. The most common examples include a parcel tax to recover fixed costs associated with providing municipal water with a utility fee charged for how much water that parcel owner actually does use.

The fixed costs of a distribution (water) or collection system (sewer or storm water) are generally the capital costs of the infrastructure that is available for connection to all property owners in the service area. The variable costs are generally the costs associated with using the service, which aligns with the user fees.



Parcel taxes come in three varieties – a “flat fixed rate”, an amount based on the area of the parcel (usually described as a charge per square feet of the lot), and on the frontage (or perimeter) of the lot (usually described as a charge per linear foot of frontage).

The Regional District utilizes parcel taxes (flat rate) for some street lighting services. In addition, parcel taxes (frontage rates) are used for Fort Fraser Water and Sewer taxes.

### **Taxes based on assessments**

Service bylaws can also collect taxes based on Land (only), Improvements (only), or Land and Improvements (combined).

Taxes based on land values only do not consider the value of any improvements or buildings added to each property. Taxes on Improvements do not consider the underlining land value on each property but rather only tax the value of the “house” or other improvements. Taxes on land and improvements tax the combined value of the entire property (both the land and “residence” or other buildings).

Historically different Electoral Areas have taxed differently for their local area services. In general Areas B, E, D, F and G have taxed on improvements only, while area C has only used Land and Improvements and Area A has utilized a mixture of both improvements only and land and improvements. No Electoral Areas have used Land Only taxation. In the past improvements only were chosen by the Electoral Area Directors to limit taxation on land only properties such as private “large freeholds” such as private forest land and private fields that are never intended to be developed.

For each jurisdiction that is a partner in a service that has been apportioned a requisition (as discussed in 2. below) can have its own selection of a tax base for property value taxes to recover this requisition amount.

## **2. Distribution (or apportioning) of Taxes Between Jurisdictions**

Many options exist on how to distribute the share of the tax burden between two or more jurisdictions that are part of a service. A jurisdiction is usually a whole municipality or whole electoral area.

Nearly all the bylaws in the Regional District distribute the tax between jurisdiction on the basis of land and improvements. In this distribution method the total land and improvement assessments for any jurisdiction is compared to the total land and improvement assessments for all partnering jurisdictions and that calculation is the percentage of the total requisition that the jurisdiction is to pay. This is the default method in British Columbia.

The only exception for the Regional District is the transit service. The taxation for the transit bylaw specifies that the distribution be made based on population.





Other common distribution choices are equal distributions among all service partners, distribution based on any other alternative tax base (such as improvements only or land only), the quantity of service used by each jurisdiction (must be objectively measurable), fixed proportions by agreement, or any combination of these factors.

## **Discussion:**

Some reasons for property tax based on assessment over parcel tax:

- It is perceived as socially equitable because it is roughly progressive, loosely correlated with local government benefits, a relatively good proxy for a tax on multi-year income, and a way to enable the public sector to derive a share of private sector windfall gains from appreciation of real estate values largely due to public investments in previously unserviced land.

*From Rosengard 2012*

The property tax model is roughly progressive – those with more expensive property and buildings are generally considered more able to pay higher taxes.

With this method, the property owner who has significant 'wealth' in property and improvements, should have a greater ability to pay taxes versus an owner who does not. Therefore, the larger the assessment, the more taxes one pays.

The establishment of services, also increases the marketability of the area to new residents, who may choose to purchase land where these services are available. Hence this is another argument for taxation on land value as well as improvement values.

Another argument for taxation is that the amount of tax that is paid should match use and benefit as much as possible. In this argument, the blend of the different types of taxation including both parcel ta property taxes and fees as well as fees and charges are designed to approximate the use of all the different services provided.

The fixed costs of creating a service that can be provided to all current and future residents can be argued that taxes should be based on property (land) value as each property owner will enjoy the benefit now or in the future. One example of such a capital cost could be road construction that will allow new property to be developed or the construction of a new recreation facility that new and future resident alike will use.

Variable costs of providing a service (such as those associated with running an arena but not building it) can be argued that taxes should be based on improvements as those improvements are a proxy for service use (because improvements correlate with both population and service demand).



A tax on undeveloped land can be considered an impetus for land development while a tax on only improvements is often considered an impediment to construction. Those jurisdictions that wish to encourage development often base most of their taxation on land rather than improvement taxation.

**From:** [Deputy Minister MMHA:EX](#)  
**To:** [Cheryl Anderson](#)  
**Subject:** [EXTERNAL]: Ministry of Mental Health and Addictions UBCM Follow Up - 1177058  
**Date:** October 23, 2020 9:09:00 AM  
**Attachments:** [Attachment - Follow-Up Resource - Regional District of Bulkley-Nechako.pdf](#)

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1177058

Cheryl Anderson  
[cheryl.anderson@rdbn.bc.ca](mailto:cheryl.anderson@rdbn.bc.ca)

Dear Ms. Anderson:

Thank you for the discussion recently during the virtual 2020 UBCM Convention. As committed in our meeting, I have included a list of mental health services and agencies available to Bulkley-Nechako Regional District.

For further information on available supports please visit:  
<https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/virtual-supports-covid-19>.

Sincerely,

Neilane Mayhew  
Deputy Minister

*Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please phone or e-mail the sender immediately and delete the message.*

Email secured by Check Point

List of enhanced mental health services and agencies in response to COVID 19.

### **BounceBack**

Provides free access to online, video and phone-based coaching and skills-building. This program is for seniors, adults and youth who are experiencing low mood, mild to moderate depression, anxiety, stress, or worry.

- Register for programs and connect with a coach at [BounceBack](#)

### **Virtual Counselling Services**

Local organizations are building programs that offer counselling online or by phone. Programs are available for individuals or groups at low or no cost.

- Visit the [Community Action Initiative](#) and scroll down to the heading, 'COVID-19 Community Counselling Grant Recipients' to find the [Canadian Mental Health Association – Prince George Division](#).

### **Mental Health Check-in**

Free, anonymous self-assessment tool that helps you understand how you are feeling and reflect on your mental, physical and social well-being. It helps you find the resources most useful to you.

- Try the [Mental Health Check-in](#) now



October 27, 2020

Gerry Thiessen  
 Chair, Regional District of Bulkley-Nechako  
 Email: [mayor@district.vanderhoof.ca](mailto:mayor@district.vanderhoof.ca)

Dear Chair Gerry Thiessen and Board:

I am writing to follow-up on the telephone meeting that Parliamentary Secretary Jennifer Rice and I had with your delegation at this year's virtual Union of BC Municipalities (UBCM) Convention. It was a very good opportunity for us to hear first-hand the matters of importance to you and your community that relate to the emergency management portfolio.

I appreciate your keen interest in emergency management given the responsibilities that local governments have under the *Emergency Program Act*, as well as your commitment for the safety and security of the people of the Regional District of Bulkley-Nechako (RDBN). The global pandemic has been a significant challenge to us all, and I want to recognize the leadership you have demonstrated to your residents and community during this stressful time.

Our discussion this year focused on the issues of "stay and defend" policy and the use of non-government organizations such as the Red Cross. Regarding "stay and defend" policy, your goal of supporting residents who wish to stay and defend their properties and livelihoods is acknowledged. A commitment was made for the Province to work with the RDBN and other regional districts with the hopes of finding solutions on these issues as well as ensuring recovery programs give the assurance to residents that if they chose to leave their properties as a result of danger to life safety, they do not have to fear losing everything they have worked their entire lives for.

With regard to engaging with agencies such as the Red Cross for their assistance and expertise during emergency events, your desire for self-determination on actions in your community impacting your residents is acknowledged. As expressed at our meeting, the Province is interested in finding solutions to what works best at the local level in concert with the organizations and agencies that can provide supports on behalf of the Province. It is important that aid is effectively and quickly received by those in need, and the Province intends to continue working with you to determine what works best.

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As mentioned during the meeting, we continue the important work to modernize emergency management legislation to ensure that it embraces all four pillars of emergency management and reflects the lessons learned from recent emergency events including the current pandemic. Thank you for your feedback submitted in January of this year. Feedback such as yours is crucial in the modernization process.

Now that we are in the interregnum period, issues regarding future funding programs and other policy decisions must be deferred until after the election is complete and the incoming government is in place. All topics brought up in your meeting will be shared with the incoming elected official for this portfolio.

Thank you, again, to your delegation for the meeting.

Sincerely,

A handwritten signature in black ink that reads "Lori Halls". The signature is written in a cursive, flowing style.

Lori Halls  
Deputy Minister  
Emergency Management BC

pc: Curtis Helgesen, CAO, Regional District of Bulkley-Nechako

Reference: 576870



October 27, 2020

Ref. 50506

Gerry Thiessen  
Chair  
Regional District of Bulkley-Nechako  
PO Box 820  
Burns Lake BC V0J 1E0

Dear Gerry Thiessen and Joining Members:

I am writing to express my appreciation for meeting with me and ministry staff during the Union of British Columbia Municipalities Convention (UBCM) on September 17, 2020. UBCM provides a valuable opportunity to connect on municipal priorities; we appreciate that the flexibility of technology and participants allowed these important meetings to occur.

Local governments play an important and unique role in the path to reconciliation with Indigenous peoples in British Columbia. You have invaluable insight into local matters, such as land, economic development, and what is going on in the communities. Collaboration between the Province, Municipalities, and Indigenous peoples can really create a positive path forward, which is what we are striving towards.

I appreciate your goal of increasing the capacity of the regional district to work effectively with Indigenous groups residing within the regional district boundaries. Thank you for drawing to my attention your proposed pilot project and needed funding. This is a great concept and I have asked ministry staff to continue to work with you and other parties on this important initiative.

I also value the willingness of the Regional District of Bulkley-Nechako to participate in the engagement regarding the Wet'suwet'en Memorandum of Understanding, and the nomination of Chief Administrative Officer Curtis Helgesen to join the Wet'suwet'en Core Advisory Council. A provincial general election has been called for B.C. on October 24, 2020, and the public service has moved into caretaker mode. As such, we will be pausing the formation of the Core Advisory Council until after the interregnum period. We will be in touch with all nominees once discussions resume.

.../2

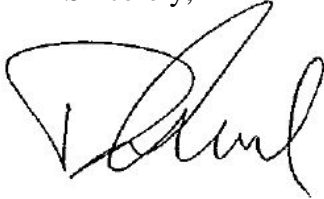
Ref. 50506

- 2 -

I look forward to your continued engagement with ministry staff. Please do not hesitate to contact Cory Waters, Chief Negotiator. Cory can be reached by phone at (250) 812-4751, and through email at [Cory.Waters@gov.bc.ca](mailto:Cory.Waters@gov.bc.ca).

Again, thank you for your time at the convention.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doug Caul', written in a cursive style.

Doug Caul  
Deputy Minister

CC: Cory Waters, Chief Negotiator  
Ministry of Indigenous Relations and Reconciliation