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**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMITTEE OF THE WHOLE
AGENDA**
Thursday, May 2, 2019

PAGE NO.

ACTION

CALL TO ORDER

SUPPLEMENTARY AGENDA

Receive

AGENDA – May 2, 2019

Approve

MINUTES

3-8

Committee of the Whole Meeting
Minutes – April 4, 2019

Receive

DELEGATIONS

MUNICIPAL INSURANCE ASSOCIATION OF BC (1 Hour)

Tom Barnes, CEO
Maria Creighton, CFO
RE: Overview

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE
OPERATIONS AND RURAL DEVELOPMENT (1 hour)**

Jim Snetsinger, RPF
Diane Nichols, Provincial Chief Forester
Atmo Prasad, Manager, Forest Analysis and Data
Management, Forest Analysis and Inventory Branch
RE: Lakes Timber Supply Area Timber Supply Review

REPORTS

9-17

John Illes, Chief Financial Officer – First Draft
- Updated Purchasing Policy

Recommendation
(Page 10)

18-19

John Illes, Chief Financial Officer – Northern
Capital and Planning Grant

Receive

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Jordanna Evans, Economic Development Support
Assistant – Northern Development Initiative Trust
- Building Façade Improvement Program

Receive

ENVIRONMENTAL SERVICES REPORT

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Rory Mckenzie, Director of Environmental Services
- Manson Creek Landfill – Operations Contract
- Tender Results

Recommendation
(Page 21)

CORRESPONDENCE

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Canfor – News Release – Canfor Temporarily
Curtailing Production Capacity in BC

Receive

SUPPLEMENTARY AGENDA

NEW BUSINESS

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO

COMMITTEE OF THE WHOLE MEETING

Thursday, April 4, 2019

- PRESENT:**
- Vice Chair Mark Parker
 - Directors Taylor Bachrach
Mark Fisher
Clint Lambert
Linda McGuire
Rob Newell
Jerry Petersen
Michael Riis-Christianson
Kim Watt-Senner
 - Directors Absent Shane Brienen, District of Houston
Dolores Funk, Village of Burns Lake
Tom Greenaway, Electoral Area "C" (Fort St. James Rural)
Brad Layton, Village of Telkwa
Bev Playfair, District of Fort St. James
Gerry Thiessen, District of Vanderhoof
 - Alternate Directors Darrell Hill, Village of Burns Lake
Judy Greenaway, District of Fort St. James
Bob Hughes, Electoral Area "C" (Fort St. James Rural)
 - Staff Cheryl Anderson, Vice Chief Administrative Officer/Manager of Administrative Services
Nellie Davis, Regional Economic Development Coordinator
Janette Derksen, Deputy Director of Environmental Services
Debbie Evans, Agriculture Coordinator
John Illes, Chief Financial Officer
Jason Llewellyn, Director of Planning and Protective Services
Wendy Wainwright, Executive Assistant
 - Others Penni Adams, Program Manager, Northwest Invasive Plant Council/Seymour Lake Conservation Society – left at 11:07 a.m.
 - Media Blair McBride, Lakes District News - arrived at 10:33 a.m.

CALL TO ORDER

Vice Chair Parker called the meeting to order at 10:30 a.m.

OATH OF OFFICE

Cheryl Anderson, Vice Chief Administrative Office administered the Oath of Office to Bob Hughes, Electoral Area "C" (Fort St. James Rural).

AGENDA & SUPPLEMENTARY

Moved by Director Bachrach
Seconded by Director McGuire

C.W.2019-3-1

"That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of April 4, 2019 be approved; and further, that the Supplementary Agenda be dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
Minutes –March 7, 2019

Moved by Director Petersen
Seconded by Director Lambert

C.W.2019-3-2

"That the Committee of the Whole meeting minutes of March 7, 2019 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

NORTHWEST INVASIVE PLANT COUNCIL/SEYMOUR LAKE CONSERVATION SOCIETY – Penni Adams, Program Manager – RE: Update

Vice Chair Parker welcomed Penni Adams, Program Manager, Northwest Invasive Plant Council.

Ms. Adams provided a PowerPoint Presentation.

Northwest Invasive Plant Council (NWIPC)

- Who is the Northwest Invasive Plant Council?
- Where does the NWIPC fit, provincially?
- What is an invasive plant?
 - How did they get here?
 - How do they spread?
- What are the characteristics of Invasive Plants (IPs)?
- What methods are used to control IPs?
- Yellow Floating Heart/Seymour Lake
- Prevention and control through changing behaviours = "PCG" – Play, Clean, Go program
- How can the Regional Board help NWIPC get the word out there?
- Reporting and Resources.

Director McGuire questioned the use of wild seed mixes being sold at garden centers. Ms. Adams noted that some wild seed mixes have species that are invasive in northern B.C. but can be planted in other locations. Wild seed mixes are not regulated and can be easily purchased. Ms. Adams spoke to the importance of researching the species of plants in wild seed mixes and encouraged purchasing individual seeds and mixing them yourself.

Ms. Adams mentioned that she can provide information pamphlets and posters to those needing the information. She also noted that the Invasive Species Council of BC has information on its website.

Director Fisher questioned whether there is public outreach and/or partnerships with retailers and others in regard to selling seeds. Ms. Adams spoke of the PlantWise Program and the Grow Me Instead information and that NWIPC contractors or herself can assist in providing workshops and information to retailers and residents. Director Fisher spoke of opportunities to partner with the RDBN to assist in providing the information to area residents. Ms. Adams stated that the NWIPC needs assistance and has limited capacity to raise awareness of invasive plants. She spoke of the need to build its volunteer base to assist in raising awareness of programs and invasive plants.

Director Bachrach reiterated the concerns and the magnitude of the impacts to Seymour Lake due to the Yellow Floating Heart and that it is nearly impossible to rid the lake of the invasive plant species. The Yellow Floating Heart will eventually deplete the oxygen in the lake and kill the native habitat. Ms. Adams noted that there is not a lot of hope for the lake and it is important to educate people using the lake to ensure that they clean, drain and dry all forms of boats used in the lake.

DELEGATION (CONT'D)

NORTHWEST INVASIVE PLANT COUNCIL/SEYMOUR LAKE CONSERVATION SOCIETY – Penni Adams, Program Manager – RE: Update

Discussion took place regarding the importance of public education to ensure that other lakes in the area do not become infested with the Yellow Floating Heart.

Vice Chair Parker questioned the impacts of the 2018 wildfires to the land. Ms. Adams is aware that funding is being allocated to conduct research and remediation.

Vice Chair Parker thanked Ms. Adams for attending the meeting.

REPORTS

Public Engagement
-Strategic Priority

Moved by Director Watt-Senner
 Seconded by Director Riis-Christianson

C.W.2019-3-3

“That the Committee of the Whole receive The Regional Economic Development Coordinator's March 26, 2019 memo titled “Public Engagement – Strategic Priority.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

John Illes, Chief Financial Officer commented that the Regional Economic Development Coordinator will be attending the City of Prince George in partnership with the International Association of Public Participation (IAP2) Foundations in Public Participation course in Prince George, B.C., May, 2019.

Director Newell spoke of the need to have a different approach in regard to rural public engagement. He noted the importance of providing information and also providing opportunities for area residents to provide feedback and suggestions to the RDBN. Director Fisher mentioned the need to develop a strategy to address resident engagement.

Nechako Watershed
Roundtable

Moved by Director McGuire
 Seconded by Director Watt-Senner

C.W.2019-3-4

“That the Committee of the Whole receive the Chief Financial Officer's March 25, 2019 memo titled “Nechako Watershed Roundtable.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place concerning the Nechako Watershed Roundtable providing further information regarding whether a request for funding has been sent to municipalities and if the Nechako Watershed Roundtable has determined/confirmed future funding.

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REPORTS (CONT'D)

Northern Capital and Planning Grant

Moved by Director Lambert
Seconded by Director Bachrach

C.W.2019-3-5

"That the Committee of the Whole receive the Chief Financial Officer's March 28, 2019 memo titled "Northern Capital and Planning Grant."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mr. Illes provided an overview regarding the March 28, 2019 memo from Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, Ministry of Municipal Affairs and Housing in regard to Regional District – Payment Terms and Conditions under the Northern Capital and Planning Grant (NCPG) – Bulkley-Nechako.

Discussion took place in regard to utilizing the funding for the following: Parks and Recreation Service, Economic Development services, Emergency Management services, Environmental services, potential Consolidation Centres. The allocation of funding based on Regional District regulations under the *Local Government Act and Local Government Grants Act* as outlined by the Ministry of Municipal Affairs and Housing was also discussed. Further discussion is required at the April 18, 2019 Regional Board meeting.

CORRESPONDENCE

**Ministry of Forests, Lands,
Natural Resource Operations
and Rural Development
-Application Denial – Solid
Waste Management Plan
Priority Actions Project**

Moved by Director Petersen
Seconded by Alternate Director Greenaway

C.W.2019-3-6

"That the Committee of the Whole receive the correspondence from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Application Denial – Solid Waste Management Plan Priority Action Project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Rio Tinto – Water Engagement
Initiative – Information Session
-March 2019**

Moved by Director Lambert
Seconded by Director McGuire

C.W.2019-3-7

"That the Committee of the Whole receive the Rio Tinto – Water Engagement Initiative – Information Session – March, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

INVITATIONS

Invitations

Moved by Director Watt-Senner
Seconded by Director Bachrach

C.W.2019-3-8

"That the Committee of the Whole receive the following invitations:

- 3rd Annual Northwest BC Food Security Forum – April 5-6, 2019 – Terrace, B.C.
- North Central Local Government Association – 2019 NCLGA AGM Information and Update
- Peace River Region Community Engagement Sessions – April 1-4, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

REPORT

Northern Capital and Planning Grant and Gas Tax Grant

Moved by Director Lambert
Seconded by Director Watt-Senner

C.W.2019-3-9

"That the Committee of the Whole receive the Chief Financial Officer's April 3, 2019 memo titled "Northern Capital and Planning Grant and Gas Tax Grant."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES

Alternate Director Hill left the meeting at 11:36 am due to a conflict of interest in regard to his employment with the Northwest Invasive Plant Council.

NWIPC Funding for 2019

Moved by Director Riis-Christianson
Seconded by Director Petersen

C.W.2019-3-10

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors approve \$44,500 of funding to the Northwest Invasive Plant Council (NWIPC) for invasive plant management in the region for the 2019 year and, additionally approve the direct allocation of \$500 of the RDBN funding contribution to go towards signage for Seymour Lake's Floating Yellow Heart special project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to providing NWIPC information to Granisle residents and Directors participating in tradeshow.

Darrell returned to the meeting at 11:41 a.m.

CORRESPONDENCE

TransCanada Yellowhead
Highway Association
-Complimentary Membership
2019

Moved by Director Riis-Christianson
Seconded by Director Lambert

C.W.2019-3-11

"That the Committee of the Whole receive the correspondence from TransCanada Yellowhead Highway Association – Complimentary Membership for 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Bachrach
Seconded by Director Lambert

C.W.2019-3-12

"That the meeting be adjourned at 11:50 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Vice Chair

Wendy Wainwright, Executive Assistant



Regional District of Bulkley-Nechako Committee Agenda May 2, 2019

To: Chair Thiessen and Board of Directors
From: John Illes, Chief Financial Officer
Date: April 24, 2019
Re: First Draft – Updated Purchasing Policy

Attached to this memo is the initial draft of the update of the Regional District's Purchasing Policy. An update of this policy was marked as a priority to the finance staff by the past CAO. The development of this first draft relied heavily on the Board's existing purchasing policy, and on the purchasing policy of the Regional Districts of Fraser Fort George and Kitimat Stikine.

Attachments to this memo also include the legal requirements for procurement as a result of trade agreements published by the province, a sample of sustainable and ethical purchasing policy from RDKS, and a sample local procurement policy from the City of Yellowknife.

As this is an initial draft, changes are expected. Finance staff feel that it is important to consult the board "early and often" for the development of such a fundamental policy. A further draft for review will be brought back to the June Committee Meeting.

This draft policy introduces the term "expense authority" – the person authorizing the invoice for a good or service (or a contract payments) to be paid. Also introduced is the term "qualified receiver" – a qualified receiver verifies that the good or service has been received in good order by the Regional District. In this policy the expense authority and qualified receiver can be the same person.

New, clearer cascading expense authorities are outlined in section 6.

Additional sections that may also be added in future drafts include a list of non-competitive expenditures that would be exempt from the policy. This includes such things as travel expenses, utilities, membership and association dues, software, etc..

This policy does not provide direction on special services such as employee benefits, insurance and banking. Further research will be completed, and these services may be included in a second draft of this policy.

This policy does not contain the following sections often found in some purchasing policies: a detailed section outlining prohibitions of conflict of interest (see sections 10 and 11 in the draft policy); a section outlining considerations for "sustainable purchasing" including such initiatives like "wood first" or purchases of equipment or



items that may reduce green house gasses; and a section on a preference for purchasing local goods and services.

There are no requirements for a competitive process for goods and services under \$25,000; however, please refer to the best practice outlined in section 12. The \$25,000 limit and the best practices attempt to mirror the provincial purchasing policy.

Finance staff are seeking verbal direction on the inclusion of a section outlining sustainable purchasing and a section outlining a "purchase local policy".

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

"That the Board receive the Chief Financial Officer's memo dated April 24, 2019 titled 'First Draft – Updated Purchasing Policy'".

And optionally

"That the Board direct staff to include a "sustainable purchasing" section in the draft policy".

"That the Board direct staff to include a "purchase local" section in the draft policy".

Regional District of Bulkley-Nechako Purchasing Policy

The Regional District will employ fair, transparent, equitable and objective methods for procuring goods and services based on best value principles as defined in this Policy.

Definitions:

“best value” means an evaluation of goods, services, and works based on considerations of cost, quality, suitability, warranties, availability, environmental sustainability, social sustainability, vendor performance, and other factors which may be relevant for a specific acquisition.

“direct relative” means a spouse, parent, grandparent, grandchild, brother, sister, son, or daughter.

“emergency event” means an event or situation where a Regional District asset is at imminent risk of failure or has failed resulting in critical service disruption; or an event or situation where the Regional District is exercising its authority and responsibilities under the *Emergency Program Act*.

“expense authority” means a person having the ability to authorize a payment for a good or service or contract payment under section 6.

“pre-qualified vendor” means a vendor who has participated in a procurement process that evaluates their suitability to provide goods, services or works for future activities at established rates. The list of Pre-qualified vendors must be established by the Board after a fair and transparent process that undergoes at least four weeks of public notice. A pre-qualified vendor list expires two years after its establishment by the board. A pre-qualified vendor list for the purchases of goods and or services that are expected to be over \$75,000 in a two-year period must be established utilizing B. C. Bid for public notice.

“procurement” means the process of acquiring goods, services or works from an external source.

“qualified receiver” means the person that has verified the Regional District has received in good working a good or material or of satisfactory performance if the purchase was a service.

“quotation” means an informal procurement process whereby a verbal or written commitment by a vendor to provide goods or services for a specified price is obtained.

“request for proposals” or “RFP” means a formal procurement process wherein vendors may determine the specific products, services and related commodities to be provided for meeting the Regional District’s stated needs, objectives and required deliverables.

“sole sourcing” means procurement of goods, services or works from a pre-qualified vendor or from a vendor without a formal competitive bidding, pricing or procurement process.

“vendor” means an individual, society or corporation offering to supply goods, services and/or the undertaking of the completion of works.

Scope

1. Any procurement made on behalf of the Regional District will be in accordance with this Policy and any other Board Policy, Bylaw or Corporate Procedures that pertains to procurement activities.
2. Procurement Procedures will be consistent with this Policy and applicable Trade Agreements.
3. No procurement activities shall be authorized or incurred unless the Board has provided a funding source in the financial plan or by a Board resolution.
4. No procurement activities shall be subdivided in a manner designed to avoid this Policy.

Fairness and Transparency

5. Procurement methods and limits shall be in accordance with the following:
 - a. Purchases more than \$25,000 must require, at a minimum, three requested written quotations from known and active vendors.
 - b. Goods with a combined total contracted price of over \$75,000 for the full value of the goods must be through public tender **utilizing B. C. Bid.**
 - c. Services with a combined total contracted price of over \$75,000 for the term of the agreement must go through public tender (or request for proposal) **utilizing B. C. Bid.**
 - d. Construction contracts with an estimated cost over \$250,000 must be tendered **utilizing B. C. Bid.**
 - e. Despite part d above, the Regional District reserves the right to manage its own construction projects and in this regard act as a “prime contractor”. Board approval is required to establish each such construction project.
 - i. During these construction projects, the project supervisor can hire heavy equipment on an hourly basis and purchase construction material on a per unit basis. All like materials or like services of the project with an estimated value of more than \$75,000 for goods and/or services must be competitively tendered on **utilize B. C. Bid** or must utilize a **pre-qualified vendor** and any large portion of the project with an estimated value of over \$250,000 that is to be “subcontracted” shall be tendered **on B. C. Bid.**
 - ii. The designated project manager has an expense authority of up to \$25,000 for the development of this project. Items over this amount and up to \$75,000 must be approved by the CAO or CFO.
 - iii. Sub contracts and similar services or purchase of materials over \$75,000 must be approved by the board.
 - iv. For clarity, any project is bound in total expenditures by the Approved Financial Plan and any board direction.
 - f. The following services and purchases are exempt from this section:
 - i. Procurement of health and social services, and service provided by lawyers and notaries,
 - ii. Purchases from a public body, other local government or non-profit organization,
 - iii. Goods required to respond to an unforeseeable situation of urgency, and
 - iv. Auditing services provided by an accountant (that are appointed yearly by the board).

Purchasing Authority

6. Cascading Expense Authority for purchases authorized in the financial plan:
 - b. **Expense Authority Limits:**
 - i. All staff have \$1,000 purchase authority upon verbal approval of their supervisor (for each purchase)
 - ii. Any Board Designated “mid-level” manager has a purchase authority limit of \$10,000.
 - iii. All Department Heads (except the CAO and CFO) have purchase authority limits of \$25,000
 - iv. The Chief Financial Officer (CFO) and the Chief Administrative Officer (CAO) have purchase authority of up to \$75,000. The CFO and CAO acting together have purchase authority of up to \$200,000.
 - v. The CAO acting together with the chair or vice chair have purchase authority of up to \$400,000 by resolution.
 - c. **Approval of Expenditures**
 - i. The person purchasing the item or service must sign the invoice before it is paid. The signature of this person is confirmation that this person has verified that the good or service has been received in satisfactory condition. This person is considered the “qualified receiver”.
 - ii. If the person does not have a sufficient expense authority limit, this invoice must then also be signed by the associated department head before the invoice is paid.
 - iii. If the department head referred to above does not have a sufficient expense authority limit, this invoice must also be signed by the CAO and or CFO before the invoice is paid.
 - g. If the CAO and CFO working together do not have a sufficient expense authority limit, then the Chair or Vice Chair must sign the invoice before it is paid.
 - h. The board must approve all invoices more than \$400,000 by board resolution.

Exceptions

7. Notwithstanding Paragraphs 3 and 6, the procurement methods and limits under Paragraph 5 may be modified, without limit, when responding to an emergency event under the following conditions:
 - a. sufficient funds are available to cover the expenditures either by offsetting operating expenditures or using reserves; or
 - b. the Province has provided a task number and expenses are considered eligible under the ***Emergency Program Act***.
8. Notwithstanding Paragraph 5, sole sourcing may be used, in lieu of a process under Paragraph 5, where:
 - a. ***pre-qualified vendors*** are supplying goods and services; or
 - b. where, in the determination of the Board, there is only one vendor for the goods or services being supplied.

Special Circumstances

9. The Regional District may deem a vendor ineligible to participate in procurement activities where a vendor:
 - a. has failed to perform under a previous or current contract;
 - b. is involved in legal action with the Regional District; or
 - c. is bankrupt or has commercial integrity issues that, in the opinion of the Regional District, may impact the ability to fulfill procurement obligations.

10. Any Expense Authority or a Board member acting in the capacity as an expense authority, must not approve the purchase of goods or a service or authorize the payment for goods or a service to a vendor where the expense authority or the expense authority's direct relative, a person considered married to a direct relative, or a person sharing the same household as the expense authority or board member has a financial interest in the transaction.

11. Where an Expense Authority is exposed to an actual, perceived or potential conflict of interest in relation to an actual or proposed procurement process, they must disclose the matter to the CAO and/or the Board.

12. Best practice for the purchase of goods or services less than \$25,000 include obtaining three quotes that may be verbal in nature and may be gained through regularly published price lists such as web sites, flyers and catalogues. This practice should be completed where feasible and with more diligence the higher the estimated purchase cost.

home » government or public entity » MASH sector

GOVERNMENT OR PUBLIC ENTITY

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MASH Sector - Municipalities, School Boards, Health Regions and Publicly-Funded Post-Secondary Institutions

The [procurement rules of the NWPTA](#) apply to the MASH sector where the anticipated costs are at or above the following thresholds:

- \$75,000 or greater for goods
- \$75,000 or greater for services
- \$200,000 or greater for construction

The procurement rules of the NWPTA will apply to Manitoba's MASH sector by January 1, 2019.

There are certain exceptions to procurement under the NWPTA, including:

- Procurement of health and social services, and services provided by lawyers and notaries.
- Purchases from philanthropic institutions, prison labour or persons with disabilities.
- Purchases from a public body or non-profit organization.
- Goods required to respond to an unforeseeable situation of urgency.
- Goods intended for resale to the public.

For the complete list, refer to [Part V \(Exceptions\)](#) of the NWPTA.

A bid protest mechanism allows suppliers in the NWPTA provinces to challenge a specific procurement conducted by a public entity in any of these jurisdictions where the supplier believes the procurement was not conducted in compliance with the procurement obligations of the NWPTA. For more detailed information, click [here](#).

The ability of Manitoba vendors to use the bid protest mechanism, with respect to the procurements of the other three Parties, comes into effect when Manitoba's corresponding government entities become subject to procurement obligations. In other words when Manitoba's MASH entities become subject to the procurement rules of the NWPTA on January 1, 2019, Manitoba vendors will be able to challenge MASH procurements in the other three provinces.

Land Use

- Land-use measures (e.g., zoning decisions) are excluded from the NWPTA, provided they treat residents from NWPTA provinces the same.

Business Licensing

Under the NWPTA, the reconciliation of local government business licensing processes between municipalities is currently voluntary.

[Frequently Asked Questions](#)



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FROM RDKS DRAFT POLICY

Sustainable and Ethical Purchasing

The RDKS will endeavor to increase its use of products and services that are more responsible to the environment in the way that they are made, used, transported, stored and packaged and disposed of. Where feasible and practical, the RDKS will give preference to products and services that:

- Reduce waste
- Reduce air and water pollution
- Reduce greenhouse gas emissions
- Reduce the use of chemicals that are hazardous to the environment, employees and public health
- Products that have a high postconsumer recycled materials content, are reusable, recyclable, or compostable
- Minimize transportation impacts
- Minimize packaging or offer collection/reuse of packaging

The RDKS will encourage all suppliers within the purchasing process to demonstrate excellence and innovative leadership in sustainability, environmental stewardship and fair labor practices: and where practical will take these factors into consideration during the evaluation process.

RDKS employees directly involved in procurement must take extra care to ensure that the Code of Ethics and Conflict of Interest policies are followed as they make purchases on the behalf of the RDKS. Any time there is a conflict it must be declared in advance and brought to the attention of the CAO for approval. Effort must be made to ensure that an employee shall not have an interest, directly or indirectly, with or as a contracting party in any purchase of goods, services or construction, although it is acknowledged that this is not always possible or in the best interests of the RDKS.



CITY OF YELLOWKNIFE

Policy Title: **LOCAL PROCUREMENT**
Approved By: **Council Motion #0028-18**
Effective Date: **February 12, 2018**

1 PURPOSE

To establish a procurement policy that recognizes the importance of City of Yellowknife spending with local businesses, as the entire community benefits when the City is able to direct expenditures back into the local economy. The policy will seek to promote, prioritize, and increase local spending by all authorized City personnel.

2 POLICY

It is the policy of the Council of the City of Yellowknife that the City will endeavor to procure goods and services from local businesses when it is in the best interests of the City to do so, when goods and services of an acceptable quality are readily available at competitive prices, and when the transaction is conducted subject to the terms of applicable trade agreements.

To this end, City Administration will:

- Target to spend at least 85% of its total annual expenditures locally, where local businesses will be deemed to be those physically operating in Yellowknife and holding a current and valid City of Yellowknife Business License.
- Produce an annual report on the ratio of local vs non-local spending. The report will detail spending for the previous calendar year and will be provided to Council in April.
- Use appropriate mechanisms to provide the local business community with information about upcoming procurement opportunities as early as possible in the procurement cycle.
- Use various means to seek out information from local vendors about the products and services they offer, ensuring that pertinent information is passed along to appropriate City staff.

3 APPLICATION

This policy applies to all City of Yellowknife procurement activities.

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Regional District of Bulkley-Nechako Committee Agenda May 2, 2019

To: Chair Thiessen and Board of Directors
From: John Illes, Chief Financial Officer
Date: April 24, 2019
Re: Northern Capital and Planning Grant

This memo provides an update on the Northern Capital and Planning Grant.

The current commitments are listed below:

Environmental Services Recycling Projects:	\$420,000
Planning:	<u>\$169,248</u>
Total:	\$589,248

Remaining funds: \$5,210,752

More information was obtained from the province with respect to this grant. The province has reiterated that these funds must be utilized or placed in a special reserve no later than December 31, 2019. This requirement is tied to the reporting requirements for this grant.

The reporting requirements are limited to an additional schedule on the Regional District's audited financial statements. This schedule outlines and describes the expenditures from the granted funds and the remaining funds of the grant and how they are allocated. For this reporting requirement to be met, funds must be allocated by December 31, 2019.

There were many factors utilized to decide upon the grant size for each municipality and each regional district and that population was only one of many factors (unlike Gas Tax distribution). These factors are generally described as similar to those to determine the size of the administrative grant that the Regional District receives every year. For your reference the Regional District budgets the administrative grant in the following manner: 62% General Government, 35% Rural Government, and 3% Fort Fraser Local Community.

The provincial contact for this grant emphasized that the distribution and use of these funds is a decision to be made by the collective board and is not directed by the province except that it be utilized for infrastructure or planning purposes.



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May 2, 2019

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I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

"That the Board receive the Chief Financial Officer's memo dated April 24, 2019 titled 'Northern Capital and Planning Grant'".



**Regional District of Bulkley-Nechako
Board of Directors
May 2, 2019**

To: Chair Thiessen and the Board of Directors
From: Jordanna Evans, Economic Development Support Assistant
Date: April 24, 2019
Regarding: Northern Development Initiative Trust- Building Façade Improvement Program

RDBN staff submitted a 2018 application to Northern Development Initiative Trust (NDIT) - Building Façade Improvement Program for funding to provide grants to commercially zoned businesses in the rural areas of the RDBN. As the program was not fully subscribed to in 2018, a resolution from the RDBN Board of Directors was provided to support that the existing agreement with NDIT remain open for 2019 and that the RDBN Board of Directors agree to continue to provide overall grant management for the project.

The Business Façade Improvement Program provides annual grant funding for local governments up to \$20,000 (50% to a maximum of \$5,000 per façade improvement project each calendar year) to enhance economic development by encouraging private sector investment in businesses façade improvements. There is \$17,500 remaining in the current agreement's budget.

Staff have developed business façade improvement plans/guidelines, which give direction to local business owners on the eligibility criteria to obtain the business façade improvement grant.

Some features and benefits of the program include:

- Enhanced economic viability and vibrancy of northern and central B.C. communities by supporting visual improvements such as facades, signage, murals, architectural features, siding, lighting and awnings.
- Private sector investment in local business improvement.
- Increased assessed values and tax base as a result of improved properties.

Advertising for the 2019 Business Façade Program is underway. The deadline to apply for the program is June 30, 2019.

Recommendation:	(All/Directors/Majority)
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Receive.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM

To: Committee of the Whole (May 2, 2019)
 From: Rory McKenzie
 Director of Environmental Services
 Date: April 24, 2019
 Subject: Manson Creek Landfill – Operations Contract – Tender Results

A Tender was issued for the operation of the facility. The term of the new Contract is for two years, starting June 1, 2019 and expiring June 1, 2021.

The closing date for acceptance of submitted Tender bids was April 18, 2019. The Regional District received two bids prior to the closing. A summary of the received bids follows:

Company	Lump Sum Cost – June 1, 2019 to June 1, 2020 (excluding taxes)	Lump Sum Cost – June 1, 2020 to June 1, 2021 (excluding taxes)	Total Cost over Contract Term – June 1, 2019 to June 1, 2021 (including taxes)
M4 Enterprises	\$34,200	\$34,200	\$71,820
Lepka Holdings Ltd.	\$17,500	\$17,500	\$36,750

The received bids were both valid upon initial inspection.

In the Tender bid, Lepka Holdings Ltd. details experience working for Slocan, Kemess Mine and Ministry of Forests (Mackenzie). In addition, Lepka Holdings Ltd. currently holds the landfill contract for the Regional District at the Manson Creek Landfill. Overall, given the lowest price, the recommendation is to award the Contract for Operation and Maintenance of the Manson Creek Landfill to Lepka Holdings Ltd.

For the Board's information, the money budgeted for the 2019 year (Contract Operations) was \$29,000 (excluding taxes).

RECOMMENDATION (All/Weighted/Majority)

1. That the Committee of the Whole receive the memorandum titled, "Manson Creek Landfill – Operations Contract – Tender Results".
2. Further that the Committee of the Whole recommend to the Board of Directors to award the Contract for Operation and Maintenance of the Manson Creek Landfill to Lepka Holdings Ltd. for a two year term commencing June 1, 2019 and expiring June 1, 2021 for a total amount of \$36,750 including GST.

For Immediate Release

April 24, 2019

Canfor Temporarily Curtailing Production Capacity in BC

Vancouver, BC, Canada – Canfor Corporation (TSX:CFP) announced today it will be temporarily curtailing operations at all British Columbia dimension mills effective April 29 due to low lumber prices and the high cost of fibre.

The curtailment will reduce Canfor's production output by approximately 100 million board feet.

Canfor has 13 sawmills in Canada, with total annual capacity of approximately 3.8 billion board feet.

Forward Looking Statements

Certain statements in this press release constitute "forward-looking statements" which involve known and unknown risks, uncertainties and other factors that may cause actual results to be materially different from any future results, performance or achievements expressed or implied by such statements. Words such as "expects", "anticipates", "projects", "intends", "plans", "will", "believes", "seeks", "estimates", "should", "may", "could", and variations of such words and similar expressions are intended to identify such forward-looking statements. These statements are based on management's current expectations and beliefs and actual events or results may differ materially. There are many factors that could cause such actual events or results expressed or implied by such forward-looking statements to differ materially from any future results expressed or implied by such statements. Forward-looking statements are based on current expectations and Canfor assumes no obligation to update such information to reflect later events or developments, except as required by law.

Canfor is a leading integrated forest products company based in Vancouver, British Columbia ("BC") with interests in BC, Alberta, North and South Carolina, Alabama, Georgia, Mississippi and Arkansas, as well as in Sweden with its recent majority acquisition of Vida Group. Canfor produces primarily softwood lumber and also owns a 54.8% interest in Canfor Pulp Products Inc., which is one of the largest global producers of market northern bleached softwood kraft pulp and a leading producer of high performance kraft paper. Canfor shares are traded on The Toronto Stock Exchange under the symbol CFP.

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