



DISTRICT OF PORT HARDY

AGENDA

REGULAR MEETING OF COUNCIL

7:00 PM

TUESDAY, SEPTEMBER 24, 2013

MUNICIPAL HALL COUNCIL CHAMBERS

Mayor: Bev Parnham

Councillors: Janet Dorward, Jessie Hemphill, Debbie Huddlestan,
Rick Marcotte, Nikki Shaw, John Tidbury

Staff: Rick Davidge, Chief Administrative Officer
Jeff Long, Director of Corporate & Development Services
Allison McCarrick, Director of Financial Services
Trevor Kushner, Director of Operational Services
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR MUNICIPAL COUNCIL MEETING
7:00 pm TUESDAY, SEPTEMBER 24, 2013
Council Chambers - Municipal Hall**

<u>Page</u>		Time:
	A. CALL TO ORDER	
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required	1. 2.
	C. ADOPTION OF MINUTES	
1-4	1. The minutes of the Regular Council Meeting held September 10, 2013.	
	Motion required	1. 2.
	D. DELEGATIONS AND REQUEST TO ADDRESS COUNCIL	
	None	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
5-6	1. Council Action items. For information.	
	F. CORRESPONDENCE	
	None	
	G. NEW BUSINESS	
	H. COUNCIL REPORTS	
	1. Verbal reports from Council members.	
	I. COMMITTEE REPORTS	
7	1. Finance Committee, minutes of the meeting held September 10, 2013. For information.	
	J. STAFF REPORTS	
8-29	1. A. McCarrick, Director of Financial Services (Sept. 24/13) re: Council Policy Amendments Resolution to approve amendments to CP1.9, CP2.1, CP2.2, CP2.4, CP2.8, CP2.10 and the deletion of CP1.10, as recommended by the Finance Committee September 10, 2013.	
	Motion required	1. 2.
	K. CURRENT BYLAWS AND RESOLUTIONS	
	None	
	L. PENDING BYLAWS	
	None	
	M. INFORMATION AND ANNOUNCEMENTS	
	September 26 OH & S Committee 8:30am Council Chambers	
	September 26 Operational Services Meeting 9:00am Council Chambers	
	September 30 Municipal Tax Sale 10:00 am Council Chambers	
	October 1 N.I. Regional Emergency Committee Meeting 10:00 am Council Chambers	
	October 8 Regular Council Meeting 7:00 pm Council Chambers	
	N. NOTICE OF IN-CAMERA MEETING	
	No In-Camera Meeting scheduled at this time.	
	O. ADJOURNMENT	1. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR MEETING OF COUNCIL
SEPTEMBER 10, 2013**

CALL TO ORDER: Mayor Bev Parnham

Time: 7:00 pm

PRESENT: Mayor Bev Parnham
Councillors: Janet Dorward, Debbie Huddleston, Jessie Hemphill, Rick Marcotte,
Nikki Shaw, John Tidbury

REGRETS: Jeff Long, Director of Corporate & Development Services

ALSO PRESENT: Rick Davidge, Chief Administrative Officer
Allison McCarrick, Director of Financial Services
Leslie Driemel, Recording Secretary

Media: North Island Gazette
Members of the Public: None

APPROVAL OF AGENDA

Mayor Parnham advised of two addendum to the agenda under New Business:

- a. Recommendation to Council from the Finance Committee Meeting held September 10, 2013 re: Contract with Multi-Material British Columbia.
- b. Recommendation to Council from the In-Camera Council Meeting held September 10, 2013 re: Authorization to execute termination agreement with EPCOR, as amended.

Moved/Seconded/Carried
THAT the agenda be approved as amended.

ADOPTION OF MINUTES

1. The minutes of the Committee of the Whole Meeting held August 27, 2013.

Councillor Dorward requested a correction to the minutes of the Committee of the Whole Meeting held August 27, 2013.

From: Council Dorward asked if there were contributions to the VIRL system by local First Nations. Mr. Maas advised that no contributions are received from local First Nations organizations.

To: Council Hemphill asked if there were contributions to the VIRL system by local First Nations. Mr. Maas advised that no contributions are received from local First Nations organizations

2013-123
APPROVAL OF AGENDA
AS AMENDED

2013-124
COMM OF THE WHOLE
MINUTES AUG. 27/13
APPROVED

Moved/Seconded/Carried
THAT the minutes of the Committee of the Whole Meeting held August 27, 2013 be approved as corrected.

2. The minutes of the Regular Meeting of Council held August 27, 2013.

2013-125
REGULAR COUNCIL
MINUTES AUG. 27/13
APPROVED

Moved/Seconded/Carried
THAT the minutes of the Regular Council Meeting held August 27, 2013 be approved as presented.

DELEGATIONS

Schell Nickerson, Port Hardy Fire Chief re: Quarterly Report.

DELEGATION
FIRE CHIEF SCHELL
NICKERSON RE: PH
FIRE RESCUE
QUARTERLY REPORT

Fire Chief Nickerson reviewed the second quarter (April, May, and June 2013) activities of Port Hardy Fire Rescue. The review included number and types of calls, training, membership, purchases, public education and community involvement. In the quarter there were 455 man hours in training and community involvement and 439 man hours attending fire calls.

Mayor Parnham thanked the Fire Chief for the excellent work done by all members of Port Hardy Fire Rescue and commended them for their educational and community activities.

BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Council action items were received as information.

CORRESPONDENCE

1. Proclamation Request, brought forward by Mayor Parnham.
Mary Ellen Walling, Executive Director, BC Salmon Farmers Association (Aug2/13) re: Request to Proclaim September 23-27, 2013 *Aquaculture Awareness Week* in Port Hardy

Councillor Hemphill requested the fourth paragraph be removed from the proclamation in order for Aquaculture Week to be more inclusive for other aquaculture businesses.

2013-126
PROCLAIM
SEPT 23-28/13 AS
AQUACULTURE WEEK

Moved/Seconded/Carried
THAT September 23-27, 2013 be proclaimed as *Aquaculture Awareness Week* in Port Hardy as amended.

NEW BUSINESS

1. Council Appointments to Committees
a. Appointment of Councillor Huddlestan to Committees

Recommendation of the Mayor:

That Councillor Debbie Huddlestan be appointed to the Sustainability Committee, as a Council representative to the Mount Waddington Health Network (Housing and Addictions) and as Council representative to the Senior's Society.

2013-127
APPT C/HUDDLESTAN
TO MT. WADD HEALTH
NETWORK (HOUSING &
ADDICTIONS) AND
SENIORS SOCIETY

Moved/Seconded/Carried
THAT Councillor Debbie Huddleston be appointed to the Sustainability Committee, as a Council representative to the Mount Waddington Health Network (Housing and Addictions) and as Council representative to the Senior's Society

b. Appointments to Community Consultative Committee – two year appointments.
Recommendations of the Mayor:

a. That Motion #2013-118 from the August 27, 2013 Regular Meeting of Council regarding Appointments to Community Consultative Committee be rescinded.

2013-128
RESCIND MOTION
#2013-118 FROM AUG
27/13 REGULAR
COUNCIL MINUTES

Moved/Seconded/Carried
THAT Motion #2013-118 from the August 27, 2013 Regular Meeting of Council regarding Appointments to Community Consultative Committee be rescinded.

b. That Lyn Barton, Pat Corbett-Labatt and Eddy Lagrosse be appointed as members of the District's Community Consultative Committee for a two year term ending September 30, 2015.

2013-129
APPOINTMENTS TO
COMMUNITY
CONSULTATIVE
COMMITTEE

Moved/Seconded/Carried
THAT Lyn Barton, Pat Corbett-Labatt and Eddy Lagrosse be appointed as members of the District's Community Consultative Committee for a two year term ending September 30, 2015.

Addendum:

a. Recommendation to Council from the Finance Committee Meeting held September 10, 2013 re: Contract with Multi-Material BC.

The Finance Committee recommends to Council that the District of Port Hardy contract with Multi-Material British Columbia to implement a curbside residential recycling program.

2013-130
CONTRACT WITH
MMBC RE: CURBSIDE
RECYCLING

Moved/Seconded/Carried
THAT the District of Port Hardy contract with Multi-Material British Columbia to implement a curbside residential recycling program.

b. Recommendation to Council from the In-Camera Meeting of September 10, 2013 re: Authorization to execute Termination Agreement with EPCOR, as amended.

2013-131
EXECUTE
TERMINATION
AGREEMENT WITH
EPCOR, AS AMENDED

Moved/Seconded/Carried Unanimously
THAT Council authorizes the Mayor and Chief Administrative Officer to execute the Termination Agreement with EPCOR as amended.

COUNCIL REPORTS

COUNCIL REPORTS

Mayor Parnham and Councillors Huddleston, Hemphill, Marcotte and Tidbury gave verbal reports on recent meetings and other activities they attended on behalf of the District of Port Hardy, as well information on a variety of community interest matters.

COMMITTEE REPORTS

None

STAFF REPORTS

1. Accounts Payable, August, 2013, was received as information.

BYLAWS

None

ADJOURNMENT

2013-132
ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time:7:25 pm

CORRECT

APPROVED

DIRECTOR OF CORPORATE
& DEVELOPMENT SERVICES

MAYOR

ITEM	REGULAR COUNCIL MEETING September 10, 2013 ACTION	WHO	STATUS /COMMENTS
Aquaculture Awareness Week Proclamation	Proclaimed as amended. Post to web / notice board	LD	Done
Council Committee Appointments	1. Approved. Revise Committee List	LD	Done
1. C/Huddlestan to Sustainability, Mt. W. Hith Network, Seniors Society	2. Motion rescinded..Amend minutes.	LD	Done
2. CCC appointments – rescind motion	Advise members of 2 year appointment	JL	Done
- reappoint L. Barton P. Corbett-Labatt – E. Lagrosse to 2 year term.	Approved. Advise MMBC	AM/TK	Done
Finance Committee Recommendation: Enter into contract with MMBC for curbside residential recycling program	Approved. Prepare and proceed with execution of Termination Agreement with EPCOR, as amended	RD/JL/AM	In progress
Council In Cameral Recommendation: Authorize Mayor and CAO to execute termination agreement with EPCOR, as amended			
ITEM	REGULAR COUNCIL MEETING August 27, 2013 ACTION	WHO	STATUS /COMMENTS
Zoning Bylaw 1010-2013	Staff to contact Urban Systems for update	JL	Done. Draft to be provided Sept 18/13
Community Futures re: membership	Approved. Complete application.	PS	
BC Salmon Farmers re: request for AGM sponsorship	\$1,000 Bronze Sponsorship Approved. Advise Issue cheque	JL AM	Done Done
PH Fire Dept re: purchase of light duty truck	Approved to add in to fleet if PHFD purchases truck. Advise PHFD	JL	Done
ITEM	COMMITTEE OF THE WHOLE MEETING July 23, 2013 ACTION	WHO	STATUS /COMMENTS
Telus Presentation	Request Telus provide a map re existing infrastructure distribution / clarification about the kind of physical infrastructure needed to connect currently unserved areas	JL	Mapping received. Information provided to Telus. Request made for information on infrastructure needs for unserved areas
Costs for information stands at Carrot Park.	REGULAR COUNCIL MEETING May 7, 2013 Subject to review of sign content, the District to fund \$2,532.60 for installation of the information stands along the seawall in Carrot Park. Advise Ch of Comm & arrange sign content review Advise PW	PS	Working with Committee and C/Hemphill on final concepts Done -First Nations consultation underway Done - First Nations art work commissioned.

		REGULAR COUNCIL MEETING April 9, 2013		
Cape Scott Windfarm Interpretive Center	Contact CSW re: Building an interpretive Center		RD	Pending GDF-Suez action
Cenotaph Project	Prepare grant application. Bring to Council for further consideration		PS	Estimates and quotes to Dir. Ops, next step, meet to discuss quotes, Construction spring 2014.



DISTRICT OF PORT HARDY
FINANCE COMMITTEE MEETING
4:00 pm Sept.10, 2013

Call to Order: Mayor Parnham

Time: 4:00 pm

Present: Mayor Bev Parnham,
Councillors Huddlestan, Tidbury, Shaw, Dorward, Hemphill, Marcotte
Rick Davidge, CAO
Allison McCarrick, Dir. Financial Services

1. **Permissive Tax Exemptions**
Applicant information and property tax exemption amounts were provided to Council for review.
2. **Policy changes**
Changes to Council policies CP1.9, CP2.10, CP2.1, CP2.4, CP2.2, CP2.8 were provided and reviewed.
3. **Multi Material BC**
Information was provided regarding Multi Material BC curbside and multi-family recycling collection incentives. This information was reviewed and discussed.
4. **Capital project updates** were provided and discussed.
5. **Municipal tax rates** from “neighbouring areas” were provided and discussed.

The Finance Committee recommends to Council the following:

Permissive Tax Exemptions

1. That the appropriate advertising is completed and that the bylaw is presented at the October 8th meeting of Council for 3 readings.

Policy Changes

2. That the Council policy changes be presented at the next meeting of Council for a resolution allowing the changes.

Multi Material BC

3. That the acceptance to enter into a contract with Multi Material BC to receive incentives by providing curbside and multi-family recycling collection be presented at the September 10th meeting of Council for a resolution.

Moved

That we adjourn:

Time: 4:59pm



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: September 24, 2013
Council Policy Amendments

TO: Mayor and Councillors

FROM: Rick Davidge, Chief Administrative Officer
Allison McCarrick, Director of Finance

RE: **Resolution to accept the amendments to specific council policies**

PURPOSE

To update and revise specific council policies

ANALYSIS

After review with the Finance Committee the following council policies have been amended to facilitate better communication and clarity:

CP1.9	Municipal Expenses Outside District
CP2.1	General Purchasing Policy
CP2.2	Signing Authority – Purchasing Limitation
CP2.4	Purchase Card Policy
CP2.8	Permissive Tax Exemption Policy
CP2.10	Tenders and Quotes

The amendments to policy 2.4, Purchase Card Policy, has allowed for the deletion of the following policy:

CP1.10 Use of Credit Cards

STAFF RECOMMENDATION

“THAT Council adopts a resolution to approve the amendments to CP1.9, CP2.1, CP2.2, CP2.4, CP2.8, CP2.10 and the deletion of CP1.10 as recommended by the Finance Committee on September 10, 2013.”

Respectfully submitted,

Allison McCarrick
Director of Finance

I agree with the recommendation.

Rick Davidge
Chief Administrative Officer

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY COUNCIL

MUNICIPAL EXPENSES OUTSIDE DISTRICT

Approved: May 10, 1995

Last Amended:

POLICY # CP1.9

Page 1 of 1

Arrangement for travel on municipal business outside the District shall be made in advance. A travel advance request form must be submitted if an advance for expenses is required. Expenses will be paid in the following manner:

- a) Airfare and hotel accommodation is to be booked through the office ahead of time and will be billed to the District.
- b) Where a Council member chooses to use their own vehicle, mileage will be paid in advance. Should additional time be required to travel to and from the destination due to the use of private vehicle, expenses related to that time will be the responsibility of the Council member.
- c) Meals, incidental expenses and mileage will be paid in advance in accordance with the Council Remuneration Bylaw.
- d) Any parking not charged by purchase order and any other extraordinary expenses such as taxi will be paid upon termination of the trip based on submitted receipts.
- e) Car rental will be approved and paid by the District if it is more economical than taxis and shuttle buses. Council members will make every effort to reduce taxi and rental costs by sharing transportation.
- f) Mileage will be paid as per the Council Remuneration Bylaw.
- g) For elected officials to the AVICC or UBCM executives, out-of-pocket expenses incurred for AVICC or UBCM official business shall be paid by the District upon presentation of receipts.
- h) If accommodation is provided at no cost to the District, \$50.00 may be added to the per diem. The intention of this provision is that if a Council member is provided accommodation by a friend or relative, the Council member will be able to provide a token of appreciation.
- i) The provisions of this policy also apply to Senior Staff, employees, firefighters, committee and commission members, and those authorized to undertake business on behalf of the District.
- j) A 90-day claim limit is placed upon Council and staff for reimbursement of expenses from the District.
- k) See Policy No. 2.4 for credit card use.

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY FINANCE

GENERAL PURCHASING POLICY

POLICY # CP2.1

Approved: April 14, 1999
Last Amended:

Page 1 of 2

Under \$50.00

1. Local purchases under \$50 are to be made from departmental petty cash.

Purchase Cards \$50 - \$1000

1. Purchase cards are to be used where possible for transactions up to \$1000 (local and out of District - see District of Port Hardy Purchase Card Policy #2.4).
2. If purchase cards are not used, a paper purchase order is required for purchases over \$500.00, with the exception of the Public Works Department.
3. All Public Works Department purchases other than those paid from petty cash or by purchase card require a purchase order.

Paper Purchase Orders

1. Paper purchase orders are not required for purchases up to \$1000 if paid on a District purchase card.
2. Staff who do not hold a purchase card shall obtain approval from the Department head prior to a purchase and said purchase may be:
 - a) Paid by a staff member who has a purchase card; or
 - b) Purchased after authorization by paper purchase order.
3. Paper purchase orders are required for all purchases over \$500.00, unless paid by purchase card. The exception is the Public Works Department where in all purchases require a purchase order, other than when petty cash is used.
4. Completed purchase orders must be submitted to the Finance Department within one (1) working day, complete with correct expense code and authorized signature. The purchase order must also include the vendor's name, phone number, a description of the purchase, the amount, applicable taxes, and estimated freight.

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
FINANCE

GENERAL PURCHASING POLICY

POLICY # CP2.1

Approved: April 14, 1999

Page 2 of 2

Last Amended:

Invoice Approvals

1. All invoices are to have the Department Head's or other authorized personnel's signature and be properly coded.
2. All Departmental Heads or other authorized personnel are required to ensure that the following process is adhered to:
 - a) The correct account code is on each invoice.
 - b) The correct signing authority is in place.
 - c) A copy of the purchase order is attached to the invoice, where applicable.

District of Port Hardy Purchasing Policy Matrix (All prices exclusive of taxes)					POLICY	
CP 2.10 and CP 2.1					Special Conditions	Commitment and Signing Authority
Commitment Spending \$ Level	Commitment Type	Number of Quotes	Method of Purchase Quote Type	Commitment and Signing Authority	Special Conditions	Appendix A Policy CP2.1 and CP2.10
< \$50	Petty cash	Not required	In person	Department delegation	Reconciliation by departmental manager	
< \$1,000 per item or aggregate	Purchase card or purchase order	Not required	Verbal, in person, telephone, fax, email, or written	Purchase card holder or designated authority	Receipt if purchase card utilized up to \$1,000 or purchase order if purchase card not used and the purchase is over \$500. (Exception PW dept. if purchase card not used, a purchase order is required for all purchases.) All receipts and P.O.'s must be GL coded, signed and submitted to the Finance dept within 24 hours	
\$1,001-\$5,000 per item or aggregate	Purchase card or purchase order	Three (3) verbal quotes. (Verbal refusal may be included in count).	Verbal with a staff documented record	CAO or Director	Department heads may receive the quotes and complete a purchase order to have the appropriate Director authorize. The CAO and Directors may make a direct credit card purchase or complete a purchase order. (3 verbal quotes when possible for either method, refusals count as a quote)	
\$5,001-\$25,000 per item or aggregate	Purchase card or purchase order	By invitation and advertisement. Three (3) written quotes. (Written refusal may be included in count).	Written Quotation	> 10,000 CAO or Director of Finance < 10,000 any Director	Department heads may initiate the written request for review and authorization by the appropriate Director. Once authorized, the invitation may be transmitted to the appropriate suppliers. A list of those suppliers must be kept. In addition this invitation must be advertised in the local newspaper and on the District website. The CAO or any Director may authorize up to \$10,000. Over \$10,000, the CAO or the Director of Finance must authorize. Purchase card payment may be direct. Otherwise, a PO is required. (3 written quotes are required for either method, written refusal will count as a quote)	
> \$25,000	Purchase order or contract /agreement	By invitation	Request for Proposal (RFP) or Tender	CAO or Director of Finance	Department heads may initiate the written request for review and authorization by the appropriate Director. Up to \$30,000, the CAO or Director of Finance have authority. Above \$30,000, authorization must be by the CAO and one (1) Director. Once authorized, the invitation must be advertised in the local newspaper and on the District website. For RFPs and Tenders over \$75,000 advertising must be completed in the local newspaper, on the District website and on the BC Bid website.	

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
FINANCE

SIGNING AUTHORITY- PURCHASING LIMITATION

POLICY # CP2.2

Approved: May 10, 1995
Last Amended:

Page 1 of 1

After the budget is approved by the District Council, each Department Head is accountable for his/her own budget. The following limits have been established for signing authority (unless specifically authorized):

Chief Administrative Officer	\$30,000
Financial Administrator	\$30,000
Director of Operational Services	\$10,000
Director of Corporate Services	\$10,000
All District purchase card holders	\$1,000
Mayor (purchase card holder)	\$3,000
Mechanic (purchase limit non-purchase cardholder)	\$1,000

All purchase documents over the stated limits are to be co-signed by the Chief Administrative Officer, Director of Financial Services, Director of Corporate Services or Director of Operations.

The above limits are not to include provincial or federal taxes.

The District Council will award all contracts as established by policy.

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY FINANCE

PURCHASE CARD POLICY

Approved: April 14, 1999

Last Amended:

POLICY # CP2.4

Page 1 of 3

1) Purchase cards are authorized for use by:

Mayor	Administrator
Director of Finance	Director of Corporate Services
Director of Operational Services	Confidential Secretary
Finance/Admin Clerk	Public Works Foreman
Public Works Office Manager	Municipal Inspector
Aquatics Coordinator	Harbour Contractors
Animal Shelter Contractors	Recreation Facility Foreman
Parks & Maintenance Supervisor	Utilities Operation Supervisor
Fire Chief	Deputy Fire Chief
Economic Development Coordinator	

The following guidelines are established for purchase card use while travelling on District business:

- a) Staff should keep the cost of entertaining dignitaries reasonable.
- b) When a per diem has been paid, the District should only pay the dignitaries' portion of the meal bill.
- c) Purchase card receipts are to be submitted to the Finance Department signed and with the appropriate expense coding noted on the slip by the next working day after the business trip is completed.

2) General purchase guidelines:

- a) Purchase card limit \$1000.00 unless otherwise noted under the signing authorization policy CP2.2.
- b) Aggregate monthly limit \$3000.00 with the exception of higher authorization limits as per policy CP2.2 and \$5000.00 monthly aggregate limit for the following: Harbour contractor, Fire Chief, Confidential Secretary, Utilities Supervisor and Recreation Facility Foreman.

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
FINANCE

PURCHASE CARD POLICY

Approved: April 14, 1999

Last Amended:

POLICY # CP2.4

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- 3) All purchase cardholders must sign and adhere to the District of Port Hardy's agreement to keep the current purchase card. This agreement is to be kept in the employee's personnel file (Appendix A).
- 4) All questions regarding the use and regulation of the current purchase card are to be directed in writing to the Finance Department's purchase card coordinator.
- 5) All disputes with regards to purchase and amounts charged must be discussed with the Finance Department's purchase card coordinator to resolve the issue.
- 6) All purchase card receipts must be coded to the appropriate expense code, signed by the cardholder and submitted to the Finance Department within one working day of purchase.

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
FINANCE

PURCHASE CARD POLICY
Approved: April 14, 1999

POLICY # CP2.4
Page 3 of 3

Appendix A
District of Port Hardy
Agreement to Accept the Current Provider's Purchase Card

Your participation in the District of Port Hardy Purchase Card Program is a convenience that carries responsibilities along with it. Although the card is issued in your name, it should be considered company property and should be used with good judgment. Your signature below verifies that you understand the Purchase Card Program guidelines outlined below and agree to comply with them.

The Purchase Card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.

1. The card is for business-related purchases only; personal charges are not to be made to the card.
2. You are the only person entitled to use the card and are responsible for all charges made against the card.
3. Improper use of the card can be considered misappropriation of company funds which may result in disciplinary action, up to and including termination.
4. All charges are billed directly to and paid directly by the company. Any personal charges on the card could be considered misappropriation of company funds since the Cardholder cannot pay the bank directly.
5. Cardholders are expected to comply with internal control procedures in order to protect company assets. This includes keeping receipts, reconciling the current provider's monthly memo statements and following proper card security measures.
6. Cardholders are responsible for reconciling their Purchase Card monthly memo statement and resolving any discrepancies by contacting the District's finance department.
7. A lost or stolen card should be reported immediately by telephone to the current provider's Purchase Card Service Centre. Refer to the Finance Department for the purchase card provider's phone number. This number is given to the employee when accepting the purchase card and signing this agreement.
8. A Cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.

Cardholder Signature

Purchase Card Coordinator Signature

Cardholder Printed Name

Purchase Card Coordinator Signature

Date

Date

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY FINANCE

PERMISSIVE TAX EXEMPTION POLICY

POLICY # CP2.8

Original Approved: May 14, 2002

Page 1 of 3

Last Amended:

Preamble

A permissive tax exemption is a means for Council to support organizations within the community which further Councils objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. This policy guides identification of organizations meeting Councils objectives.

POLICY

1.Overall Amount

The total amount of revenue to be foregone by permissive tax exemptions to be approved will be set by Council annually during the development of the Financial Plan.

2.Process

Council will consider applications for permissive tax exemptions annually. The opportunity to apply will be advertised 2 times in the local newspaper and by letters mailed to tax exemption recipients designated in the preceding tax year.

Applications must be submitted to the Corporate Officer, using the prescribed form, before September 1st of the year prior. The Corporate Officer will review the application for completeness, and arrange contact with applicants for additional information as necessary.

Application submissions must include:

- Copy of current audited financial statements
- Description of programs/services/benefits delivered from the subject lands/improvements including participant numbers, volunteer hours, benefiting groups/individuals/special needs populations, fees charged for participation
- Description of any 3rd party use of the subject land/improvements including user group names, fees charged, conditions of use

The Corporate Officer will present a summary report of the applications, relative to the eligibility criteria, to Council and arrange for delegations to Council by applicants as necessary.

3.Eligibility Criteria

(a) Subject Property must be one of:

- Land and/or improvements owned by the District of Port Hardy
- Land and/or improvements ancillary to a statutory exemption under s 220 of the Community Charter

(b) Nature of Organization must be:

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Associations

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY FINANCE

PERMISSIVE TAX EXEMPTION POLICY

POLICY # CP2.8

Original Approved: May 14, 2002

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Last Amended:

- Care facility/licensed private hospital
 - Partner of the municipality by agreement under s 225 of the Community Charter
 - Other local authority
 - Organization eligible to s. 220 statutory exemption (e.g. place of public worship, cemetery, library, seniors homes, hospital, etc.)
- (c) The applicant organization's use of the land/improvements must benefit the community in one or more of the following ways:
- provides recreational facilities for public use
 - provides recreation programs to the public
 - provides programs to and/or facilities used by youth, seniors or other special needs groups
 - preserves heritage important to the community character
 - preserves an environmentally, ecologically significant area of the community
 - offers cultural or educational programs to the public which promote community spirit, cohesiveness and/or tolerance
 - offers services to the public in formal partnership with the municipality

4.Duration of Exemption

Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of a duration exceeding one-year (i.e. for the period of the tax exemption).

5.Extent, Conditions, and Penalties

(a) Council may designate only a portion of the land/improvements as exempted where the following circumstances exist:

- A portion of the land/improvements is used by the private sector and/or organizations not meeting Council's exemption criteria
- the applicant already receives grant-in-aid from the municipality

(b) Council may impose conditions on the exempted land/improvements with the applicant organization, including but not limited to:

- registration of a covenant restricting use of the property
- an agreement committing the organization to continue a specific service/program
- an agreement committing the organization to have field/facilities open for public use for certain times or a total amount of time
- an agreement committing the organization to offer use of the field/facility to certain groups free of charge or at reduced rates
- an agreement committing the organization to immediately disclose any substantial increase in the organization's revenue or anticipated revenue (e.g. receives large operating grant from senior government)

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COUNCIL POLICY
FINANCE

PERMISSIVE TAX EXEMPTION POLICY

POLICY # CP2.8

Original Approved: May 14, 2002

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Last Amended:

(c) Council may impose penalties on an exempted organization for knowing breach of conditions of exemption, including but not limited to:

- revoking exemption with notice
- disqualifying any future application for exemption for specific time period
- requiring repayment of monies equal to the foregone tax revenue

6. Accountability

Approved applicants, at the request of council, may be required to present to Council an update of the organization's activities.

This update will be presented at an open Council meeting prior to August 31 of the exemption year.

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DISTRICT OF PORT HARDY
PERMISSIVE TAX EXEMPTION

APPLICATION

In the Matter of the Taxation Exemption Bylaw
Pursuant to Section 224 of the Community Charter in the District of Port Hardy
(exemption from taxation under Annual Rates Bylaw)

Pursuant to Section 224 of the Community Charter (see attached for your convenience)

I, _____ of _____
Name Street Address

Town Telephone No. (____) _____ or (____) _____
Home Work

In the Province of British Columbia, do solemnly declare THAT:

1. I am the _____ of the
Position Currently Held Within Organization

Name of Corporation, Association, Society or Organization

Have knowledge of the facts hereinafter deposed with respect to the following property for which a tax exemption is being applied for:

Property Address Property Zoning Roll No.

Legal Description of Property

2. Full name or title of organization: _____

3. Mailing address of the organization (including Postal Code):

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4. Name and phone number of two other officials in organization (i.e. Pastor, President, Manager, etc.)

1. Name: _____ 2. Name: _____

Title: _____ Title: _____

Day Phone No.: _____ Day Phone No.: _____

Night Phone No.: _____ Night Phone No.: _____

5. The lands are registered in the name of:

The exemption claimed under Section 224 is pursuant to Subsection 2, Clause _____

Please supply the relevant clause designation from Section 224.

6. The gross floor area of the building:

7. Size of land area _____

8. What is the principal use of the property?

9. Is any part of the building or of the property used or rented by commercial or private operators or by any group other than your organization?

10. Please provide details of other activities on your property, such as daycare centers, catering and hall rental, thrift shop.

The following information is required for each activity:

- Hourly per day and/or days per week of operation
- Fee or charge
- Approximate number of participants
- Is the activity operated by an outside organization:

11 (a) How is your organization consistent with District policies, plan, bylaws, codes and regulations?

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(b) How is your organization non-profit?

(c) How is your organization a complementary extension to District services and programs?

(d) How is your organization accessible to the public?

(e) How is your organization used primarily by Port Hardy residents?

12. Other activities which may be pertinent to your application:

13. Does anyone live in the buildings? If yes, how many people?

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14. Has there been any change in the status or use of the buildings or property in the last 12 months? If yes, please explain briefly.

ATTACHMENTS

Copy of current audited financial statements attached

Current site plan of the property indicating the grounds and buildings and their uses, including buildings, storage buildings, walkways, parking lot, playgrounds, bush areas, etc. attached

AND I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the CANADA EVIDENCE ACT.

Signature

Date

Print Name

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- 1) The following procedures will apply to the purchase of goods and services for the District of Port Hardy in an effort to encourage competition in the local economy where possible and to obtain the best prices without compromising quality.
 - a) Quotations (three (3) whenever possible), for individual amounts \$1,001 to \$5,000. These quotations may be obtained by use of telephone, fax, email, or in person. Verbal refusal may count as request for quote.
 - b) Written quotations (three (3) required) for individual amounts \$5,001 to \$25,000. Written refusal may count as request for quote. Website and local newspaper advertising are required. (Minimum one (1) ad) Requests for written quotations over \$10,000.00 require authorization by the CAO or Director of Finance.
 - c) RFP (Request for Proposal) or Tenders are required for all contracted goods and services purchases exceeding \$25,000.

Website and local newspaper advertising are required (Minimum one (1) ad).

In addition to website and local newspaper advertising, contracted goods and services purchases exceeding \$75,000 require additional electronic advertising on the BC Bid website. If desired, further electronic advertising may be done on the Civic Info website, but this is not mandatory.

Requests for proposals and tenders require authorization by the CAO or Director of Finance.

Purchases greater than \$200,000 will be forwarded to Council for award.

RFP – An invitation for suppliers to submit a proposal on a specific commodity or service. It is used when there are alternative ways to meet a specific need. The supplier is invited to propose what they consider the best way of meeting the District’s need. The RFP process brings structure to the procurement decision and allows the risks and benefits to be identified clearly upfront. The RFP purchase process is lengthier than the others, so it is used only where its advantages outweigh any disadvantages and delays caused.

Tender – An invitation that solicits competitive bids. Tenders are appropriate when detailed specifications are available. Tenders can be evaluated against clearly stated criteria and specifications. The bids and prices are provided without condition and the award is made without negotiation, notwithstanding the District’s right to negotiate with the successful vendor after the award has been made.

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2) Trade Investment and Labour Mobility Agreement (TILMA)

TILMA requires that government and public entities remove impediments across all economic sectors between the provinces of BC and Alberta. Specifically, TILMA obligates public entities to ensure there is:

No obstacles- Government standards and regulations cannot restrict or impair trade, investment or labour mobility between the two provinces.

Non-discrimination- There will be no preferential treatment of a province's people, investments and goods, except for justified actual cost-of-service differences.

TILMA applies to all government procurement. It requires open and non-discriminatory procedures in the purchase of:

Goods or Services of \$75,000 or greater
Construction of \$200,000 or greater

All procurement that meets the criteria under TILMA shall be posted through an electronic tendering system. In BC this service is available through BC Bid: www.bcbid.gov.bc.ca

Municipalities in Canada are required to comply with Annex 502.4 of the "Agreement on Internal Trade" (AIT). The purpose of this agreement is to eliminate inter-provincial trade barriers.

- 3) All small item purchases should be grouped together to be purchased by tender. This requires the Department Heads coordinating such purchases so that costs or prices may be reasonably competitive.
- 4) RFPs and Tenders must clearly convey to the suppliers that:
- a) The District will not necessarily accept the lowest or any bid.
 - b) Bid deposits or surety may be prescribed on purchase notices inviting bids.
 - c) The District may require a performance bond before entering a bid-based contract and in such amounts as shall be found necessary to protect the best interests of the District. Unsuccessful bidders shall be entitled to a refund of deposit or surety without interest on funds or deposits. The policy on deposits on land sales by the District is covered under separate policy.

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- 5) Receiving of RFP and Tenders:
- a) All envelopes shall be stamped or handwritten with the time of receipt (date, hour and minutes).
 - b) A list of submissions received shall be kept.
 - c) All submissions must be kept in a secure place.
 - d) RFPs and Tenders submitted via facsimile machine or a PDF emailed document are acceptable unless expressed in writing otherwise.
 - e) Amendments or revisions can be received via fax or email provided they are received in full by the closing date unless such is expressly not permitted. The District will not bear any responsibility for non-receipt or delayed receipt of faxes or email or for technical failure of equipment. Proponents sending documents close to closing deadline are advised to call the District office to ensure their documents have been received.
 - f) Revision to the submission is attached to the relevant submission and must only show an increase or reduction.
 - g) The District staff should attempt to notify the submitter of any obvious irregularities in the receipt of the submission prior to opening.
- 6) Opening of RFPs and tenders:
- a) The opening shall at all times be formal, correct and well documented.
 - b) An opening record shall list the names of the submitters, the amount of the submissions, and the revised prices (if any). Names and signatures of the District personnel attending the opening must be attached. The names of all people in attendance and their affiliations must be noted.
 - d) All document openings must have the following senior staff in attendance:
 - i. Administrator or designate.
 - ii. Department Head or designate responsible for the RFP or Tender.
 - iii. For awards greater than \$200,000.00 a member of Council shall be present.
 - e) All pertinent data/information must be noted.

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- f) The District staff should check their watches or clocks prior to the opening time to ensure their accuracy and to ensure the submissions are not opened prematurely.
- g) Each submission is to be received in the form prescribed.
- h) All late submissions shall be returned to the sender unopened with the envelope marked "Late Submission/Unopened".
- i) Under no circumstance is the District staff to give an indication of who the successful submitter is until directed by the Chief Administrative Officer or designate.

7) POST TENDER NEGOTIATION

The District may negotiate changes to the submission with the awarded bidder only.

8) EXEMPTIONS:

Costs directly related to court actions and damage claims.
Subscriptions, publications, dues and fees.
Electricity accounts.
Travel expenses or advances including mileage and lodgings.
Salaries, wages.
Municipal and inter-municipal grants, fees and payments.
Fees for exams, courses and conventions, etc.
Property purchases.
Insurance premiums, (Municipal Insurance Association and ICBC).
Employee benefit premiums.
Supplies drawn from inventory.
Postal and courier charges.
Professional Services including legal, audit and consulting services.
Telecommunication hardware.

9) GIFTS AND GRATUITIES

District employees are expressly prohibited from soliciting or accepting any rebate, gift of gratuity (excepting minor mementos of no value) from any person or firm to which any contract or purchase order may be awarded.

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10) SOLE SOURCE PURCHASES

Sole source purchases occur in circumstances where one supplier is considered. Sole source purchases can be rationalized under the following circumstances:

Monopoly – In cases where the market is controlled by a statutory or natural monopoly.

Technical Compatibility – To ensure compatibility with existing technology.

Specialized Services – If the expertise or product exists with one supplier only.

Emergency or Time Sensitive Situations – In cases when the need for a service is under a tight timeline or otherwise necessary immediately.

11) EMERGENCY CONTINGENCY

Management shall have authority to bypass policy and procedures in the event of an emergency such as a natural disaster or a labour dispute, or where the cost or delay to the Municipality would be prohibitive. However, staff must record all purchases made during emergency situations.

District of Port Hardy Purchasing Policy Matrix (All prices exclusive of taxes)					POLICY	
					CP 2.10 and CP 2.1	
Commitment Spending \$ Level	Commitment Type	Number of Quotes	Method of Purchase Quote Type	Commitment and Signing Authority	Special Conditions	Appendix A Policy CP2.1 and CP2.10
< \$50	Petty cash	Not required	In person	Department delegation	Reconciliation by departmental manager	
≤ \$1,000 per item or aggregate	Purchase card or purchase order	Not required	Verbal, in person, telephone, fax, email, or written	Purchase card holder or designated authority	Receipt if purchase card utilized up to \$1,000 or purchase order if purchase card not used and the purchase is over \$500. (Exception PW dept. if purchase card not used, a purchase order is required for all purchases.) All receipts and P.O.'s must be GL coded, signed and submitted to the Finance dept. within 24 hours	
\$1,001-\$5,000 per item or aggregate	Purchase card or purchase order	Three (3) verbal quotes. (Verbal refusal may be included in count).	Verbal with a staff documented record	CAO or Director	Department heads may receive the quotes and complete a purchase order to have the appropriate Director authorize. The CAO and Directors may make a direct credit card purchase or complete a purchase order. (3 verbal quotes when possible for either method, refusals count as a quote)	
\$5,001-\$25,000 per item or aggregate	Purchase card or purchase order	By invitation and advertisement. Three (3) written quotes. (Written refusal may be included in count).	Written Quotation	> 10,000 CAO or Director of Finance < 10,000 any Director	Department heads may initiate the written request for review and authorization by the appropriate Director. Once authorized, the invitation may be transmitted to the appropriate suppliers. A list of those suppliers must be kept. In addition this invitation must be advertised in the local newspaper and on the District website. The CAO or any Director may authorize up to \$10,000. Over \$10,000, the CAO or the Director of Finance must authorize. Purchase card payment may be direct. Otherwise, a PO is required. (3 written quotes are required for either method, written refusal will count as a quote)	
> \$25,000	Purchase order or contract /agreement	By invitation	Request for Proposal (RFP) or Tender	CAO or Director of Finance	Department heads may initiate the written request for review and authorization by the appropriate Director. Up to \$30,000, the CAO or Director of Finance have authority. Above \$30,000, authorization must be by the CAO and one (1) Director. Once authorized, the invitation must be advertised in the local newspaper and on the District website. For RFPs and Tenders over \$75,000 advertising must be completed in the local newspaper, on the District website and on the BC Bid website.	