



Committee-of-the-Whole Meeting

Wednesday, June 25, 2025

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

10:00 am

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/25-6-2025/>

Register to participate via Zoom Webinar at: https://acrd-bc-ca.zoom.us/webinar/register/WN_uZHuoJueSTWjs58zthlw8w#/registration

- | | PAGE # |
|---|---------------|
| 1. <u>CALL TO ORDER</u> | |
| Recognition of Territories. | |
| Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website. | |
| Introductions – Directors and Staff present in the Boardroom and via Zoom. | |
| 2. <u>APPROVAL OF AGENDA</u>
<i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i> | |
| 3. <u>DECLARATIONS</u>
<i>(conflict of interest)</i> | |
| 4. <u>MINUTES</u> | |
| a. Committee-of-the-Whole Meeting – May 21, 2025 | 3-7 |
| <i>THAT the minutes of the Committee-of-the-Whole meeting held on May 21, 2025 be adopted.</i> | |
| 5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u> | |
| 6. <u>CORRESPONDENCE</u> | |
| 7. <u>REQUEST FOR DECISIONS</u> | |
| a. REQUEST FOR DECISION | 8-12 |

Log Train Trail Lease Update

THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to add the development of a consolidated Parks Regulation Bylaw to the 2025 Workplan, to support regulatory needs including potential motorized use on the Log Train Trail.

8. REPORTS

- a. **ACRD Procurement Policy Discussion – S. Waters/S. Koren** **13-22**

THAT this report be received.

9. LATE BUSINESS

10. QUESTION PERIOD

Questions/Comments from the public:

- Participating in Person in the Board Room
- Participating in the Zoom meeting
- Emailed to the ACRD at responses@acrd.bc.ca

11. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING HELD ON WEDNESDAY, MAY 21, 2025, 10:00 AM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS

PRESENT:

Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Susan Roth, Director, Electoral Area "E" (Beaver Creek)
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)
Todd Patola, Councillor, City of Port Alberni
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
Moriah Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS:

Sharie Minions, Mayor, City of Port Alberni
John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
Kirsten Johnsen, Member of Council, Toquaht Nation
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/21-5-2025/>

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 10:02 am.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

2. APPROVAL OF AGENDA

MOVED: Director Cote
SECONDED: Director Beckett

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Committee-of-the-Whole Meeting held March 19, 2025

MOVED: Director Sparrow
SECONDED: Director Cote

THAT the minutes of the Committee-of-the-Whole Meeting held on March 19, 2025 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE

7. REQUEST FOR DECISIONS

a. 2025 GRANT-IN-AID APPLICATIONS
Regional Category

Meeting was recessed at 10:56 am.
Meeting reconvened at 11:06 am.
Director Stere entered the meeting at 11:06 am.

MOVED: Director Cote
SECONDED: Director Patola

THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$2,500 in 2025 to the Alberni District Fall Fair.

CARRIED

MOVED: Director McEwen
SECONDED: Director Stere

THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$6,000 in 2025 to the Westcoast Inland Search and Rescue.

CARRIED

MOVED: Director Cote
SECONDED: Director Patola

THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$5,000 in 2025 to the Vancouver Island North Film Commission.

CARRIED

MOVED: Director Patola
SECONDED: Director Cote

THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$6,000 in 2025 to the Alberni Valley Rescue Squad.

CARRIED

MOVED: Director Cote
SECONDED: Director McEwen

THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$5,500 in 2025 to the Port Alberni Shelter Society.

CARRIED

MOVED: Director Boyko
SECONDED: Director Roth

THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$5,000 in 2025 to the Alberni Valley Makerspace.

CARRIED

MOVED: Director Boyko
SECONDED: Director Patola

THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$0 in 2025 to the Alberni Valley Restorative Justice Society.

CARRIED

MOVED: Director Patola
SECONDED: Director McEwen

THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$5,000 in 2025 to Community Futures.

DEFEATED

Director McEwen left at 11:40 am.

8. REPORTS

- a. **ACRD Procedure Bylaw Review – Report and Presentation.
(H. Zenner)**

Discussion included that the default will be to record/livestream all meetings. Discussion included that a technology failure would not stop the continuation of a meeting, as long as quorum is met. Questions included cost of staff to arrange recording and livestreaming. Discussed exceptions for meetings on-site such as Parks Commission meetings at Parks or Trails.

*MOVED: Director Boyko
SECONDED: Director Stere*

THAT the Committee-of-the-Whole request that the Alberni-Clayoquot Regional District Board of Directors include a requirement in the Procedures Bylaw, that all Committee, Board and Advisory Planning Commission meetings be recorded and livestreamed and that all minutes and videos are posted within a reasonable timeframe.

CARRIED

9. LATE BUSINESS

(requires 2/3 majority vote)

10. QUESTION PERIOD

Questions/Comments from the public. The Manager of Administrative Services advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

11. ADJOURN

*MOVED: Director Sparrow
SECONDED: Director Beckett*

THAT this meeting be adjourned at 12:12 pm

CARRIED

Certified Correct:

Debbie Haggard,
Vice-Chairperson

Heather Zenner,
Manager of Administrative Services



To: Committee of the Whole
From: Michael McGregor, Lands and Resources Coordinator
Meeting Date: June 25th 2025
Subject: Log Train Trail Lease update

Recommendation:

THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to add the development of a consolidated Parks Regulation Bylaw to the 2025 Workplan, to support regulatory needs including potential motorized use on the Log Train Trail.

Desired Outcome:

To obtain direction from the Committee of the Whole on initiating the development of a consolidated Parks Regulation Bylaw in 2025, which would support enforcement capabilities across all ACRD parks and enable the Ministry of Transportation and Transit (MOTT) to consider updating the Log Train Trail (LTT) lease to permit motorized use.

Summary:

This report provides an update on the status of the LTT lease with MOTT and outlines the regulatory gap currently limiting progress toward permitting motorized use. It recommends initiating the development of a consolidated Parks Regulation Bylaw to support enforcement and align with regional best practices, enabling the ACRD to meet Ministry requirements and advance trail management goals.

Background:

In 1993, the ACRD entered into a lease agreement with the Ministry of Transportation and Infrastructure for the northern most 17 km of the historical MacMillan rail logging line. The ACRD section of the LTT runs from KM 3 (just north of the powerlines) to KM 21 (Woolsey Road) within Electoral Area B (Beaufort) and Electoral Area F (Cherry Creek). The trail is managed as per the provisions of the lease and the 1993 Management Plan.

Outside of the ACRD lease area the LTT extends through a variety of formal and informal trail sections on private, municipal, crown land and municipal roadways south into the City of Port Alberni to Burde Street.

In 2023 the ACRD initiated a project aimed to update the 1993 management plan. This entailed:

- Gathering of background information including a review of existing plans and policies, existing environmental, recreational & cultural values, etc.
- Initial engagement process – gathering information, ideas and suggestions from First Nations, other government agencies, stakeholders, interest groups and the public.
- ACRD Board reviews Options Report
- Project team development of a draft management plan.
- Second engagement process – review of the draft management plan by First Nations, other government agencies, stakeholders, interest groups and the public.
- Project team reviews input received and finalized the management plan.
- ACRD Board review and approval of the proposed management plan.

The project was completed in January 2024, with the Board of Directors adopting the new LTT Regional Park Management Plan. The LTT management plan proposed that the ACRD undertake a transition from a non-motorized lease to a lease that would also permit motorized use. The Board directed staff to engage with the Ministry of Transportation and Transit (MOTT) to have the LTT lease updated and were told that MOTT needed to complete a detailed review. During the preparation of the updated Management Plan, it was also proposed that this transition would require the creation and implementation of a communication campaign aimed at informing both trail users and the public about the upcoming changes. It would also be necessary to clearly outline expected standards of use and promote appropriate trail etiquette tailored for different LTT user groups. Staff have been waiting for the updated lease agreement from MOTT prior to putting forth a communication plan to users, ensuring that any communications were in line with the updated agreement.

MOTT has recently completed their review of the updated LTT Regional Park Management Plan, existing lease agreement and all supplemental information. MOTT sent staff the following correspondence, asking for additional information relating to motorized vehicle use on the LTT, communicating this information would be necessary before a decision could be made about motorized use on the LTT.

- The Ministry’s base language for License of Occupation “Permitted Uses” is as follows:
 - **“Permitted Use”** means construction and operation of a public trail and parking, including use by the public thereof, but excluding the use of motorized vehicles except for the purposes of construction and maintenance;
- For the Ministry to deviate from this position, we undertook a legal and policy review which yielded that additional information would be required. This includes:
 - **Enforcement/management plan for motorized vehicle users; specifically, to address issues of non-insured vehicles on the trail and on portions of the trail that require connection via public road dedication.**

The development of an enforcement and management plan, as requested by MOTT, involves pursuing a process that would formally establish the rules and expectations, as well as define the procedures for enforcement in the event of non-compliance. This process would typically require the development of a Parks regulatory bylaw.

Currently, the ACRD does not have a regulatory bylaw that applies to the ACRD-owned section of the LTT. Therefore, the above-mentioned proposed communication campaign, as outlined in the

management plan, would serve solely to inform the public. Without a relevant regulatory bylaw, the ACRD would not have the ability to perform enforcement measures for non-compliance.

The ACRD has two separate regulatory bylaws in place for parks: one for Sproat Lake Community Parks, adopted in 2007, and another for Mount Arrowsmith Regional Park, adopted in 1998. In addition, there are 22 remaining parks and trails, owned and operated by the ACRD across Regional Parks, Bamfield, Beaver Creek, Cherry Creek, and Long Beach Community Parks services, that are not subject to Parks regulatory bylaws.

It is standard practice amongst other Regional Districts on Vancouver Island to maintain a consolidated Parks Regulatory Bylaw that governs all parklands within their jurisdictions. This regulatory bylaw encompasses regulations regarding camping, fires, conduct, permitted activities such as motorized vehicle use, animal control, events, enforcement, and penalties for non-compliance.

This item was brought forward for discussion at the Regional Parks Working Group meeting on June 11, 2025. The working group resolved to advise the ACRD Board of Directors to direct staff to develop a regulatory bylaw specific to motorized vehicle use on the Log Train Trail in line with option #2 below.

THAT the Alberni-Clayoquot Regional Parks Working Group recommend that the ACRD Board of Directors direct staff to develop a regulatory bylaw specific to motorized vehicle use on the Log Train Trail.

CARRIED

The LTT continues to be operated under the Management Plan and lease created in 1993 without changes while staff continue to negotiate the updated lease with MOTT. This means that use continues to be for non-motorized recreational use until these updates are completed.

The ACRD board has set service levels for the LTT as a 3/4, which corresponds to minimal to no routine maintenance, while ensuring infrastructure such as bridges are safe for users. The adoption of a regulatory bylaw does not necessarily require an increase in service levels. To maintain existing service levels, enforcement standards could be set as complaint based and resources allocated to enforcement such as budget and staff time set at a low level. The development of the financial plan provides the ACRD board the opportunity to allocate resources as the board determines suitable. Although to date, the province has not yet communicated the expected enforcement standards that they will require to proceed with the lease update.

Time Requirements – Staff & Elected Officials:

It is estimated that 60 hours of staff time from a project lead would be required to develop a draft consolidated parks regulatory bylaw.

Once the bylaw is drafted it would be brought to the Regional Parks Working Group, Bamfield Parks Commission, and Sproat Lake Parks Commission for review, prior to being brought back to the ACRD Committee of the Whole.

Financial:

The development of the draft consolidated parks regulatory bylaw would only require staff time. Further financial implications upon adoption of the regulatory bylaw would be outlined in a subsequent report included with the draft bylaw for consideration.

Strategic Plan Implications:

This supports strategy 1.1 Enhanced indoor/outdoor recreation facilities and services.

Policy or Legislation:

The Local Government Act outlines the powers and responsibilities of Regional Districts. Under Part 5 Regional Districts are empowered to provide services, including parks and recreation and to adopt bylaws necessary for delivering those services.

Options Considered:

Option #1 (Staff Recommendation):

THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to add the development of a consolidated Parks Regulation Bylaw to the 2025 Workplan, to support regulatory needs including potential motorized use on the Log Train Trail.

This option would include a proposed section within the bylaw applying to motorized use on the LTT with the intent to submit to MOTT for consideration in updating of the LTT lease agreement. This option would address all ACRD parkland and require additional time to develop than the below options that only address the LTT.

The establishment of a Parks regulatory bylaw for all ACRD parkland sets clear standards that promote responsible and equitable use of parks by formalizing specific rules regarding behavior, usage, and maintenance. This aids in the protection of park infrastructure, natural environment, and visitors, while also supporting the management of risks and reduction of liability for the ACRD.

Option #2:

That the Committee of the Whole recommend that the ACRD Board of Directors direct staff to begin the development of a specific regulatory bylaw governing motorized use on the Log Train Trail.

This option would allow staff to submit the bylaw to MOTT for consideration in support of updating the LTT lease agreement. This bylaw would formally define expected LTT use, requirements and acceptable conduct. It would also address enforcement and penalties for non-compliance. This option would likely allow for quicker review of the LTT lease agreement; however, it may be less comprehensive than the first option.

Option #3:

That the Committee of the Whole recommend that the ACRD Board of Directors direct staff to not pursue a Parks Regulation Bylaw and inform MOTT that the ACRD proposes a communication campaign aimed at informing users and the public on clearly outlined expected standards of use.

This option may not satisfy MOTT's requirements, which could further delay any updates to the lease agreement.

Submitted by: *Jenny Brunn*
Jenny Brunn, General Manager of Community Services

Reviewed by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer



To: Committee of the Whole

From: Shane Koren, Manager of Financial Services
Stephanie Waters, Procurement Coordinator

Meeting Date: June 25, 2025

Subject: ACRD Procurement Policy Discussion

Purpose:

For the Committee of the Whole to consider the ACRD Purchasing Policy (Policy) and provide direction and proposed inclusions/changes to the Policy.

Summary:

Adopted September 11, 2013, the ACRD Board of Directors implemented an updated Policy to set out the responsibilities and accountability associated with the acquisition of goods and services. Attached is a copy of the current Purchasing Policy.

Since the adoption of the Policy in 2013, the following market changes have occurred or are currently ongoing

- Inflation – inflationary pressures can be seen through the BC Consumer Price Index, which shows a 32% increase since 2013. This increase can be mainly attributed to global supply disruptions, market volatility, increasing demand, labour shortages (lack of skilled labour), and monetary/ fiscal policies.
- Digital Transformation – Procuring goods through online sources such as BCBid, as well as the ability to issue faster and directive projects has increased with the online platform availability and conformity
- Overall Value – The need for locally sourced and sustainable goods/services which benefit the local communities in which the funds are sourced from has driven a focus on overall value and accountability. This leverages social aspects, with economical and environmental considerations.
- ACRD Structure – The staff structure has changed from decentralized to centralized purchasing structure, with increases to the services provided and associated staff requirements.

Background:

Staff will be providing a presentation to the Committee of the Whole (COW) on Wednesday June 25th. The presentation will review the current Purchasing Policy, with staff providing proposed updated, recommendations, and policy topics for consideration and discussion. Staff will be issuing a survey to ACRD staff and the Board of Directors to consider the potential changes discussed. Staff will not be presenting a new Policy, rather proposing ideas for the COW to consider and provide feedback on. With

this feedback, staff will be in a position to draft new Purchasing Policy for the Board to consider with the goal of having an updated Purchasing Policy in late 2025 or early 2026.

Staff are requesting that the COW consider the following topics at the June 25th COW meeting and provide feedback:

- Roles and responsibilities
- Purchasing principals which aid to guide the policy, processes, and staff directives
- Prohibitions
- Addition of social procurement objectives inclusive of economic, cultural, environmental, and social impacts
- Indigenous purchasing
- Redefining purchasing authority, thresholds, and methods
- Change order variability guidelines
- Redefining exempt expenditures
- Single source and sole source purchases
- Evaluation guidelines
- Awarding and contracting
- Method of payment
- Vendor management and disqualification

Time Requirements – Staff & Elected Officials:

Approximately 30-60 hours of staff time will be required to develop a new Purchasing Policy.

Financial:

There are no direct financial implications to the discussion or development of the policy, however, the policy directive can affect staff time allocation to acquisition and purchasing of goods and services.

Strategic Plan Implications:

There is no implication to the ACRD 2024-2027 Strategic Plan, however, the 2021-2024 Strategic Plan discussed the creation of a social procurement policy to increase community benefit, which has been integrated into the purchasing policy discussion.

Policy or Legislation:

The Alberni-Clayoquot Regional District's Purchasing Policy, associated trade agreements, and *Local Government Act* applies.

Submitted by: Shane Koren
Shane Koren, Manager of Financial Services

Reviewed by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer

Alberni-Clayoquot Regional District
PURCHASING POLICY

Policy Number: ACRD-31
Policy Issued by: Board of Directors
Date Adopted: September 11, 2013
Rescinds: Purchasing Policy dated October 27, 2004
Staff Purchasing Policy dated February 27, 1991

Purpose:

The objective of this policy is to set out the responsibilities and accountability associated with the efficient and economical acquisition of goods and services. The intent of this policy is to ensure that the ACRD receives best overall value in the most cost effective manner, and that the methods used are open, fair and consistent. This policy applies to all ACRD services and includes purchases, leases and rentals.

Definitions:

ACRD refers to the Alberni-Clayoquot Regional District.

Board refers to the elected officials that make up the Alberni-Clayoquot Regional District Board of Directors.

CAO refers to the Chief Administrative Officer of the Alberni-Clayoquot Regional District.

Volunteers refer to all members of ACRD commissions, committees, fire departments as well as any other volunteer that provides service to the ACRD.

Policy:

Roles and Responsibilities

Purchasing and supply management activities at the ACRD are decentralized by department, which are delegated the responsibility and authority for acquiring goods, equipment, services and construction for all operational and capital requirements.

All departments, employees, elected officials and Volunteers of the ACRD must follow the approved Purchasing Policy.

It is the responsibility of department managers to ensure that their department's purchasing practices are in conformance with the ACRD's purchasing policy and procedures. All invoices must be approved by either the applicable department manager

or the CAO to ensure compliance to policy, appropriateness of purchase and budget implications.

The authority for expenditures is the current year of the Financial Plan which the Board has adopted or amended.

Department managers are responsible for ensuring budget funds are available in duly authorized accounts before making commitments for goods and services.

Purchasing Authority, Thresholds and Methods

Authority limits for ACRD Staff:

Expenditures	Authority
Below \$500	All Regional District staff as directed by their supervisor
Up to \$5,000	Superintendent / Leadhand / Volunteer Emergency Planning Coordinator
Up to \$10,000	Managers / Fire Chiefs
Up to \$35,000	CAO
Above \$35,000	Board

The following are the purchasing thresholds with the associated methods of procurement:

Expenditures	Method
Below \$2,500	Single quote
\$2,500 to \$35,000	2 or more written quotes
Above \$35,000	Call to bids

Single quote: Expenditures that are random in nature and of a low value (below \$2,500) may be made without competitive quotations. The intent of this policy to ensure best overall value must be considered when evaluating the pricing and the decision to not seek competitive quotes.

Written quotes: Expenditures over \$2,500 but not exceeding \$35,000 may be made by attempting to obtain two (2) or more written offers from suppliers. This is an informal request for prices where a representative from the ACRD will provide the potential suppliers with a written summary of the scope of goods or services for which they are to provide quote for. This process is used for expenditures that do not require bid deposits or performance bonds and where the work does not warrant the time and level of effort required in a formal tender process. Nothing restricts the ACRD from using the tender or request for proposal process to procure goods or services within this dollar value range.

Call to bids: Expenditures over \$35,000 and those that warrant a formal bid process, the following Call to Bids options may be used:

1. **Tender:** Such competitive documents will solicit bids against detailed specifications that permit evaluation of tenders against clearly stated terms and criteria. Submissions in response are compared to the specifications and requirements contained in the tender documents and will be awarded based on the best overall value received from a qualified bidder. Where the lowest total cost is not the sole determining factor on which the award will be made, the tender documents shall contain the criteria and a description of the method to be used to evaluate the bids.
2. **Request for Proposal (RFP):** An invitation to proponents to describe how their services, methods, equipment or product can address or meet specific needs of the Regional District. It is used when a proponent is invited to propose a solution to a problem, requirement or objective. An award of a contract from a Request for Proposal process shall be made to the proponent, whose proposal is determined to be the most advantageous and best overall value to the ACRD based on the criteria for evaluation set out in the Request for Proposal and equitably applied to all proposals. As price is only one of the factors taken into consideration, the contract may not be necessarily awarded to the lowest price proposal.

Standing orders: Can be established in order to guarantee a continuous supply of various goods, services and construction which are required on a day-to-day basis, while at the same time assuring that the competitive bidding system is followed. These arrangements between the ACRD and the supplier will commit the seller to provide goods and services at a specific price for a specific period of time.

Multi-year service contracts: the total value of the service over the life of the contract will be used to determine the threshold and method of purchasing used.

No contract or purchase shall be divided to avoid any requirement of this policy.

The ACRD may participate with other local government agencies (including School Districts), boards, commissions and associations in cooperative purchase ventures when the best interest of the ACRD will be served. The principles of this policy must be considered when making cooperative purchases.

Exempt Expenditures

The following services are exempt from the requirements of obtaining written quotes or tendering as well as the staff authority limits. The Board may call for proposals or expressions of interest at their discretion.

1. Professional services including architectural, engineering, legal, planning and accounting services
2. Costs related to court actions or damage claims
3. Utility accounts
4. Building maintenance
5. Insurance premiums

6. Salaries, wages and benefits
7. Grant in aid payments
8. Training, education and travel expenses, which require submission of expense form
9. Purchase of goods for resale
10. Request for additions to the list of exempt purchases must be forwarded to the Manager of Finance for approval

The Board may call for proposals or expressions of interest at their discretion.

Single Source Purchases

A Department Manager may make purchases without inviting offers from suppliers if:

- a) There exists only a single supplier from whom the purchase can be made;
- b) To ensure compatibility with existing products, facilities or services, to recognize exclusive rights or to maintain specialized products that must be maintained by the manufacturer or its representative.
- c) The circumstances in which the purchase is urgently required and delay would be injurious to the public interest.

Tendering Guidelines

The applicable department is responsible for the preparation, invitation, evaluation and recommendation of a tender. Department managers are responsible for the preparation of the tender instructions, conditions, specifications, and pricing formula. This responsibility may be delegated to a professional firm outside the organization at the discretion of the department manager. The following are the procedures for receiving and opening tenders:

1. Tenders enclosed in sealed envelopes will be received at the tender address until tender closing time;
2. All tenders will be recorded as to the date and time received at the front counter;
3. Two (2) staff members and/or member of professional firm will proceed with the tender opening at precisely the designated time on the closing day;
4. Tender envelopes should be opened and each tender shall be checked to ensure that it is signed and valid;
5. Individual tenders, in no special order, should be read to the interested public;
6. Where only one tender is received, the Regional District reserves the right to not make the amount of the tender public at the tender opening. The amount of the tender will be made public if a contract is awarded.

Request for Proposal Guidelines

The applicable department is responsible for the preparation, invitation, evaluation and recommendation of a RFP. Department managers are responsible for the preparation of the RFP documents with the purpose of defining the nature of the goods and/or services

to be provided, how they are expected to be used and/or problems they are expected to address. As with the tendering process, this responsibility may be delegated to a professional firm outside the organization at the discretion of the department manager.

The following are the procedures for receiving and opening the RFPs:

1. RFP's enclosed in sealed envelopes will be received at the RFP address until RFP closing time;
2. All RFP's will be recorded as to the date and time received at the front counter;
3. The applicable department manager will open and evaluate all proposals based on the criteria set out in the RFP documents and discuss results with the CAO before making a recommendation to the Board. This step needs to be done in a timely manner but is not required to be done at the RFP closing time.

Local Procurement and Tie Bids

The ACRD recognizes the importance of economic development within the area it serves. With this in mind, should all economic, environment and social requirements of the procurement be equal, the contract shall be awarded to the local bidder.

In the case of a tie bid of local bidders or where only non-local bidders have tie bids, the ACRD shall request the tie bidders to submit a final offer.

The ACRD will make an effort to ensure local companies have the opportunity to bid or provide service for all expenditures.

Right to Reject Bid

Without limiting the forgoing, the ACRD may, in its absolute discretion, reject any tender or proposal submitted by a proponent if:

1. The supplier or any officer or director of the supplier is or has been engaged either directly or indirectly through another corporation in a legal action against the ACRD or its elected or appointed officers or employees in relation to;
 - a. contract for works or services;
 - b. Any matter arising from the ACRD's exercise of its powers, duties or functions under the Local Government Act or another enactment
2. The use of any real property owned or occupied by the supplier located in the ACRD, including use as an office, as storage or as a works yard, is not permitted use of that property as established by the ACRD's Zoning Bylaw or any covenant in favour of the ACRD, unless such use constitutes a legal non-conforming use.

The ACRD may remove a vendor's name from consideration for a contract for up to three years caused by poor performance, non-performance or breach of any terms and conditions of a contract. A vendor request for the removal of a restriction must be submitted in writing to the CAO. Requests must contain evidence of corrected measures

undertaken by the vendor. With due consideration, a return to bid consideration will not be unreasonably withheld.

The ACRD also reserves the right to cancel or reissue bid documents in the original format or modified as best suits the requirements of the ACRD.

Tenders/RFP's that Exceed the Budget

Where a tender or RFP exceeds its budget, the applicable Department Manager must take one of the following actions:

1. Recommend rejection of the tender/RFP or;
2. With the Manager of Finance and the Chief Administrative Officer, jointly recommend that the Board approve an amendment to the Financial Plan in order to accept the tender or RFP.

Insurance

To assist in protecting the ACRD against losses, all contractors providing services to the ACRD are required to obtain and maintain insurance for a specified amount and duration indicated during the procurement process. Insurance must be obtained from an insurance company duly registered, licensed and approved to conduct insurance business in the Province of British Columbia.

Worker's Compensation

Contractors shall be deemed to be the Principal Contractors within the meaning of the Worker's Compensation Board ("WCB") Industrial Health and Safety Regulations for the Province of British Columbia and must comply with WCB Health & Safety Regulations and all other WCB regulations that apply to the works.

Personal Relationships/Conflicts of Interest

If a member of an employee's immediate family is one of the prospective suppliers or contractors, that employee shall not make the purchase decision. Rather, the purchase decision is to be elevated one level within the organization. In the case of a member of the CAO's immediate family being one of the prospective suppliers or contractors, the purchase decision must be made by the Manager of Administrative Services or the Manager of Finance.

It is also important to disclose any business connections, affiliations and interests in any purchase undertaken and to remove the person in conflict from the decision process. Furthermore, caution should be used when there is a possible perceived conflict of interest.

No preference is to be made to a company whereby there would be any return or favour associated with the purchase even if no personal relationship exists.

Trade Agreements

Should any Provincial and National laws or regulations be found to apply to the Regional District, such as the Agreement on Internal Trade and the New West Partnership Trade Agreement, the appropriate ACRD staff member will ensure compliance.

Provincial Government Corporate Supply Agreement

The requirements of this policy will be met if the Regional District purchases goods or services through the Provincial Government's Corporate Supply Agreement.

Surplus Asset Disposal

The ACRD recognizes that assets purchased for its' use will eventually become surplus to its needs. These assets are deemed surplus due to being obsolete, worn out, too costly to maintain or no longer used. All surplus assets estimated to have a monetary value shall be disposed of in a manner which will receive the best possible return to the ACRD. All surplus assets shall be sold on an 'as is/where is' basis. No warranties or guarantees are to be offered or implied in the sale of the surplus assets. Proceeds from the sale of surplus assets will be credited back to the appropriate service.