

REGULAR COUNCIL MEETING AGENDA

VILLAGE OF ANMORE

Agenda for the Regular Council Meeting scheduled for
Tuesday, February 16, 2016 at 7:00 p.m. in the portable classroom
at Anmore Elementary School, 30 Elementary Road, Anmore, BC



1. CALL TO ORDER

2. ADDITIONS AND DELETIONS TO THE AGENDA

Recommendation: That Anmore Procedure Bylaw No. 510-2011 section 39 rules be waived, adding item no. 4 *Public Input* to the agenda, as presented.

3. APPROVAL OF THE AGENDA

Recommendation: That the agenda be approved as circulated.

4. PUBLIC INPUT

5. PETITIONS AND DELEGATIONS

6. ADOPTION OF MINUTES

page 1 (a) Minutes of the Regular Council Meeting held on February 2, 2016

Recommendation: That the Minutes of the Regular Council Meeting held on February 2, 2016 be adopted as circulated.

7. BUSINESS ARISING FROM THE MINUTES

8. BYLAWS

page 8 (a) Anmore Annual Indemnity Bylaw No. 549-2016

Report dated February 11, 2016 from the Chief Administrative Officer is attached.

9. CORRESPONDENCE

Recommendation: That all general correspondence circulated and filed in the village office be received.

page 13 **(a) City of Abbotsford – Downloading of DNA Analysis Costs**

Letter dated February 2, 2016 from Mayor Henry Braun to The Honourable Suzanne Anton is attached for consideration.

Recommendation: To endorse support for the positions of the City of Abbotsford and the District of Kent in their requests for the provincial government to reconsider the funding of DNA costs to determine a solution affordable to municipalities.

page 26 **(b) City of Port Coquitlam – 2016 FCM Resolution – Build Canada Grant Funding**

Letter dated February 4, 2016 from Carolyn Deakin, Assistant Corporate Officer, is attached for consideration.

Recommendation: To endorse support for the resolution by the City of Port Coquitlam to FCM and UBCM requesting amendments to the funding structure for Build Canada Grant Funding, where the federal government would fund minimum 50% of the project cost and further, where the provincial government would fund minimum 40% of costs for significant projects.

10. COMMITTEE REPORTS AND RECOMMENDATIONS

11. UNFINISHED BUSINESS

(a) Anmore Procedure Bylaw No. 541-2016 [Tabled]

Recommendation: That Anmore Procedure Bylaw No. 541-2016 be lifted from the Table for discussion.

(b) Policy No. 43 – In-Camera Council Meeting Rules of Order [Tabled]

Recommendation: That Policy No. 43 – In-Camera Council Meeting Rules of Order be lifted from the Table for discussion.

12. NEW BUSINESS

(a) Council Meeting Schedule 2016 – Amendment

Recommendation: To amend the 2016 council meeting schedule by postponing the March 15 Regular Council Meeting to March 29, due to the school district's facilities closure during Spring Break.

(b) Advisory Planning Commission – Appointments for 2016-2017 Term

Mayor to announce appointments made by Council to the Advisory Planning Commission for the 2016-2017 term.

page 27

(c) Update of Policy No. 4 – Travel and Expense

Report dated February 11, 2016 from the Chief Administrative Officer is attached.

page 45

(d) Update of Policy No. 8 – Purchasing

Report dated February 11, 2016 from the Chief Administrative Officer is attached.

13. MAYOR'S REPORT

14. COUNCILLORS' REPORTS

15. CHIEF ADMINISTRATIVE OFFICER'S REPORT

16. PUBLIC QUESTION PERIOD

17. ADJOURNMENT

REGULAR COUNCIL MEETING MINUTES

VILLAGE OF ANMORE

Minutes of the Regular Council Meeting held on Tuesday, February 2, 2016 in the portable classroom at Anmore Elementary School, 30 Elementary Road, Anmore, BC



ELECTED OFFICIALS PRESENT

Mayor John McEwen
Councillor Ryan Froese
Councillor Ann-Marie Thiele
Councillor Kim Trowbridge
Councillor Paul Weverink

OTHERS PRESENT

Juli Kolby, Chief Administrative Officer & Finance Officer
Kevin Dicken, Director of Operations
Brent Elliott, Planning Consultant
Kate Lambert, Planning Consultant

1. CALL TO ORDER

Mayor McEwen called the meeting to order at 7:00 p.m.

2. ADDITIONS AND DELETIONS TO THE AGENDA

It was MOVED and SECONDED:

"THAT ANMORE PROCEDURE BYLAW NO. 510-2011 SECTION 39 RULES BE WAIVED, ADDING ITEM NO. 4 PUBLIC INPUT TO THE AGENDA, AS PRESENTED."

CARRIED UNANIMOUSLY

3. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

"THAT THE AGENDA BE APPROVED AS CIRCULATED."

CARRIED UNANIMOUSLY

4. PUBLIC INPUT

Nil

5. PETITIONS AND DELEGATIONS

Nil

6. ADOPTION OF MINUTES

(a) Minutes of the Regular Council Meeting held on January 19, 2016

It was MOVED and SECONDED:

**"THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD
ON JANUARY 19, 2016 BE ADOPTED AS CIRCULATED."**

CARRIED UNANIMOUSLY

7. BUSINESS ARISING FROM THE MINUTES

Nil

8. BYLAWS

(a) Anmore Procedure Bylaw No. 541-2016

It was MOVED and SECONDED:

**"THAT ANMORE PROCEDURE BYLAW NO. 541-2016 BE
RECONSIDERED, FINALLY PASSED AND ADOPTED."**

It was MOVED and SECONDED:

"TO TABLE PROCEDURE BYLAW NO. 541-2016."

CARRIED UNANIMOUSLY

9. CORRESPONDENCE

It was MOVED and SECONDED:

**"THAT ALL GENERAL CORRESPONDENCE CIRCULATED AND FILED
IN THE VILLAGE OFFICE BE RECEIVED."**

CARRIED UNANIMOUSLY

(a) City of North Vancouver – BC Building Act Implementation

Council received the letter dated January 19, 2016 from Darrell Mussatto, Mayor.

(b) 2016 School District 43 Board Trustee Appointment

Council received the letter dated January 19, 2016 from Mark Ferrari, Secretary Treasurer.

10. COMMITTEE REPORTS AND RECOMMENDATIONS

(a) Advisory Planning Commission – Meeting Minutes of November 9, 2015

Council received the Minutes of the Advisory Planning Commission Meeting held on November 9, 2015.

(b) Environment Committee – Meeting Minutes of November 2, 2015

Council received the Minutes of the Environment Committee Meeting held on November 2, 2015.

(c) Finance Committee – Meeting Minutes of December 21, 2015

Council received for information the Minutes of the Finance Committee Meeting held on December 21, 2015.

(d) Parks and Recreation Committee – Meeting Minutes of November 19, 2015

Council received the Minutes of the Parks and Recreation Committee Meeting held on November 19, 2015.

11. UNFINISHED BUSINESS

Nil

12. NEW BUSINESS

(a) Funding Request for Events Coordinator (Contract Position)

It was MOVED and SECONDED:

“TO APPROVE SIX THOUSAND DOLLARS (\$6,000) TO BE USED TO HIRE A CONTRACTOR AS AN EVENTS COORDINATOR, WITH FUNDS CARRIED FORWARD FROM THE UNUSED PORTION OF THE 2015 CONTRACTED SERVICES BUDGET ALLOCATED FOR AN EVENTS COORDINATOR.”

CARRIED UNANIMOUSLY

(b) 2016 Anmore Community Grant Requests

It was MOVED and SECONDED:

“THAT COUNCIL APPROVE THE COMMUNITY GRANT FOR 1ST ANMORE SCOUTS FOR FIVE HUNDRED DOLLARS (\$500), AS OUTLINED IN THE REPORT DATED JANUARY 28, 2016 FROM THE CHIEF ADMINISTRATIVE OFFICER REGARDING 2016 ANMORE COMMUNITY GRANT REQUESTS.”

CARRIED UNANIMOUSLY

It was MOVED and SECONDED:

“THAT COUNCIL APPROVE THE COMMUNITIES EMBRACING RESTORATIVE ACTION SOCIETY GRANT IN THE AMOUNT OF FOUR HUNDRED THIRTY-SEVEN DOLLARS (\$437), AS OUTLINED IN THE REPORT DATED JANUARY 28, 2016 FROM THE CHIEF ADMINISTRATIVE OFFICER REGARDING 2016 ANMORE COMMUNITY GRANT REQUESTS.”

CARRIED UNANIMOUSLY

It was MOVED and SECONDED:

“THAT COUNCIL APPROVE THE FRIENDLY FOREST PRESCHOOL GRANT FOR TWO HUNDRED FIFTY DOLLARS (\$250), AS OUTLINED IN THE REPORT DATED JANUARY 28, 2016 FROM THE CHIEF ADMINISTRATIVE OFFICER REGARDING 2016 ANMORE COMMUNITY GRANT REQUESTS.”

CARRIED UNANIMOUSLY

It was MOVED and SECONDED:

“THAT COUNCIL APPROVE THE FRIENDLY FOREST PRESCHOOL GRANT IN THE AMOUNT OF EIGHT HUNDRED SEVENTY-SEVEN DOLLARS AND NINETY-NINE CENTS (\$877.99), AS OUTLINED IN THE REPORT DATED JANUARY 28, 2016 FROM THE CHIEF ADMINISTRATIVE OFFICER REGARDING 2016 ANMORE COMMUNITY GRANT REQUESTS.”

Council requested confirmation on whether the community learning garden is open to the public.

CARRIED UNANIMOUSLY

It was MOVED and SECONDED:

“THAT COUNCIL APPROVE THE COMMUNITY GRANT FOR HERITAGE WOODS SECONDARY SCHOOL AFTER GRAD COMMITTEE IN THE AMOUNT OF FIVE HUNDRED DOLLARS (\$500), AS OUTLINED IN THE REPORT DATED JANUARY 28, 2016 FROM THE CHIEF ADMINISTRATIVE OFFICER REGARDING 2016 ANMORE COMMUNITY GRANT REQUESTS.”

MOTION DEFEATED

Council requested confirmation whether the surplus is absorbed in another manner; and requested that the grant request be brought back to Council if the surplus is, in fact, absorbed in another manner.

(c) Metro Vancouver – Draft Regional Food System Action Plan

It was MOVED and SECONDED:

“THAT COUNCIL RECEIVES THE REPORT FOR INFORMATION; AND THAT COUNCIL DIRECT THE PLANNING CONSULTANT TO RESPOND TO THE REQUEST FOR COMMENTS ON METRO VANCOUVER’S DRAFT REGIONAL FOOD SYSTEM ACTION PLAN, INDICATING ANMORE’S SUPPORT FOR THE DRAFT ACTION PLAN.”

CARRIED UNANIMOUSLY

(d) Mayor's Task Force on Land Use

It was MOVED and SECONDED:

"THAT COUNCIL APPROVES THE ESTABLISHMENT OF A TASK FORCE FOR THE PURPOSE OF REVIEWING LAND USE MATTERS SPECIFIC TO THE VILLAGE OF ANMORE REGARDING INFILL AND SUBDIVIDED LOT DEVELOPMENTS; AND THAT THE TASK FORCE SHALL BE NAMED MAYOR'S TASK FORCE ON LAND USE; AND FURTHER, THAT THE TASK FORCE SHALL BE APPOINTED SOLELY BY THE MAYOR AND BE COMPRISED OF FIVE MEMBERS: TWO COUNCILLORS, TWO RESIDENT OR NON-RESIDENT PROPERTY OWNERS, AND ONE STAFF OR CONSULTANT."

CARRIED UNANIMOUSLY

(e) Policy No. 43 – In-Camera Council Meeting Rules of Order

It was MOVED and SECONDED:

"TO TABLE THIS, SUBSEQUENT TO COUNCILLOR THIELE'S COMMENTS."

CARRIED UNANIMOUSLY

13. MAYOR'S REPORT

Mayor McEwen reported that:

- The first TransLink meeting of the year was held last Wednesday, where Gregor Robertson was appointed Chair and Linda Hepner was appointed Vice-Chair. A meeting with the federal minister will take place next week to convey the importance of the Vision Plan that was voted down.
- Funding from the federal government is anticipated this spring, and he will work with the CAO to coordinate funding requests for a new village hall and additional infrastructure work.
- Last Friday, the Metro Vancouver Mayor's meeting was held, and Darrell Penner was named the representative and Chair of the Sasamat Volunteer Fire Department.
- He and Juli will be meeting this Thursday with the Save Bert Flinn Park Coalition.

14. COUNCILLORS' REPORTS

Councillor Thiele reported that:

- The Emergency Preparedness Committee met last Thursday, and they received a presentation from the group that prepared the assessment document for the Village.

- The Emergency Preparedness Committee will meet again on Thursday.
- The Protective Services Committee will meet on February 11 to go over her report on wildfire planning.

Mayor McEwen stated that a provincial announcement was made last week regarding a \$200,000 grant for a generator for Anmore Elementary School.

15. CHIEF ADMINISTRATIVE OFFICER'S REPORT

Juli Kolby reported that:

- Kevin Dicken will be leaving the Village of Anmore for an opportunity with the District of Hope, effective March 4th.

16. PUBLIC QUESTION PERIOD

Trudy Schneider, Wyndham Crescent, stated her concern about naming of the Friendly Forest Scholarship as the Glenda Treffry-Goatley Bursary.

Herb Mueckel, Alpine Drive, stated his support for the last paragraph on page 112 of the agenda package.

17. ADJOURNMENT

It was MOVED and SECONDED:

"TO ADJOURN."

CARRIED UNANIMOUSLY

The meeting adjourned at 7:56 p.m.

Certified Correct:

Approved:

Juli Kolby
Chief Administrative Officer

John McEwen
Mayor



VILLAGE OF ANMORE REPORT TO COUNCIL

Date: February 11, 2016
Submitted by: Juli Kolby, Chief Administrative Officer
Subject: Council Indemnity Review

Purpose / Introduction

To present research findings relating to Council remuneration within Metro Vancouver and of similar municipalities in British Columbia. The report also presents a recommended remuneration for the 2016 Anmore Annual Indemnity Bylaw No. 549-2016, which is outlined in the attached bylaw.

Resolutions

That the Mayor's annual indemnity be set at \$24,000 and each Councillor's annual indemnity be set at \$12,000 for 2016 as recommended in the report dated February 11, 2016 from the Chief Administrative Officer regarding Council Indemnity Review;

And that, effective January 1, 2017, the annual indemnity for Mayor and Council be adjusted by applying the Vancouver Consumer Price Index reported for December to the prior year's base indemnity;

And that the attached Anmore Annual Indemnity Bylaw No. 549-2016 be read a first, second and third time.

OR

That Council provide direction to staff that the Mayor and each Councillor's annual indemnity be set at an alternate amount;

And that Council provide direction to staff that the Mayor and each Councillor's annual adjustment be set using a different index or a different approach.

OR

That the report be referred back to staff for further information.

Report/Recommendation to Council

Council Indemnity Review

February 11, 2016

Background

The amount compensated to the Mayor and each of the four Councillors in the Village of Anmore was last reviewed by a select committee in 2012. The committee recommended that the annual indemnity for the Mayor be set at \$18,104.90 and for each Councillor be set at \$9,290.16. The committee also recommended that all members of Council be granted cost of living increases for the years 2013-2017.

The indemnity for Council is set by the Anmore Annual Indemnity Bylaw.

Discussion

Indemnity

A review was undertaken to compare annual indemnity between similar sized municipalities within the region and elsewhere in British Columbia. Those municipalities included: Belcarra, Lions Bay, Lillooet, Cumberland, Sicamous, Pemberton and Harrison Hot Springs. These municipalities were chosen due to their relative size, population and operation.

The information gathered is as follows:

	Population*	# of Council Members	Mayor Indemnity (2015 figures)	Pay/ Population	Council Member Indemnity (2015 figures)	Council % of Mayor
Anmore	2092	5	\$18,579	\$ 8.88	\$ 9,534	51%
Lions Bay	1318	5	13,683	10.38	6,841	50%
Belcarra	680	5	19,553	28.75	9,777	50%
Cumberland	3398	5	15,605	4.59	8,388	54%
Sicamous	2441	7	20,000	8.19	10,142	51%
Pemberton	2369	5	25,731	10.86	12,351	48%
Lillooet	2322	5	13,682	5.89	7,458	55%
Harrison Hot Springs	1468	5	30,000	20.44	15,000	50%

*based on 2011 census information

The averages are included in the table below:

Average Mayor Indemnity	Average Pay/ Population	Average Council % of Mayor
\$19,604.13	\$12.25	51%

If extrapolated using the average pay/population, the Mayor indemnity would equate to \$25,625 and for each Councillor it would be \$13,068.75.

Consideration should be given to the amount of time and effort spent on Council member duties.

Currently, in Anmore, consideration of development proposals has demanded a large amount of time over and above what might be considered "normal" duties (i.e. Council meetings, committee meetings, community events, etc.). Members of Council have undertaken large policy reviews and will continue to do so over the coming years.

Report/Recommendation to Council

Council Indemnity Review

February 11, 2016

In light of the above information, a recommendation to set the Mayor's 2016 indemnity at \$24,000 and to set Councillor's indemnity at 50% of that amount, or \$12,000, is being made.

Financial Implications

The 2016 indemnity for the Mayor is \$19,006 and for each Councillor it is \$9,753 (inclusive of cost of living increases). The overall increase to the operating budget, based on the recommendation above would be \$16,227, which is equivalent to 0.5% of the overall budget.

Communications / Civic Engagement

There are no communications required.

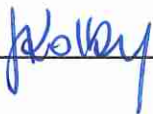
Corporate Strategic Plan Objectives

The changes identified in the report above are in line with Village policies for compensation review and adjustment.

Attachments:

1. Anmore Annual Indemnity Bylaw No. 549-2016.

Prepared by:



Juli Kolby
Chief Administrative Officer

VILLAGE OF ANMORE**BYLAW NO. 549-2016**

A bylaw to provide for the payment of an indemnity to
the Mayor and Councillors of the Village of Anmore

WHEREAS, Municipal Council may, by bylaw, provide for the payment from annual general revenue, an indemnity to the Mayor and to each Councillor for the discharge of the duties of office;

NOW THEREFORE, the Council of the Village of Anmore, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as "Anmore Annual Indemnity Bylaw No. 549-2016".
2. That the Annual Indemnity for the Mayor of the Village of Anmore is Twenty Four Thousand Dollars and Zero Cents (\$24,000.00); of which Eight Thousand Dollars and Zero Cents (\$8,000.00) is allowance for expenses and Sixteen Thousand Dollars and Zero Cents (\$16,000.00) is for remuneration. Remuneration will be paid monthly.
3. That the Annual Indemnity for each Councillor of the Village of Anmore is Twelve Thousand Dollars and Zero Cents (\$12,000.00); of which Four Thousand Dollars and Zero Cents (\$4,000.00) is allowance for expenses and Eight Thousand Dollars and Zero Cents (\$8,000.00) is for remuneration. Remuneration will be paid monthly.
4. That the Annual Indemnity for the Mayor and each Councillor of the Village of Anmore be adjusted as of January 1, 2017 and on every January 1 thereafter by the prior year (December) Consumer Price Index for Vancouver as published by Statistics Canada.
5. That "Anmore Annual Indemnity Bylaw No. 519-2012" is hereby repealed.

READ a first time the day of February, 2016

READ a second time the day of February, 2016

READ a third time the day of February, 2016

RECONSIDERED, FINALLY PASSED AND ADOPTED this day of , 2016

MAYOR

MANAGER OF CORPORATE SERVICES

Certified as a true and correct copy of "Anmore Annual Indemnity Bylaw No. 549-2016".

DATE

MANAGER OF CORPORATE SERVICES

Councillors

Les Barkman
Sandy Blue
Kelly Chahal
Brenda Falk



CITY OF ABBOTSFORD

Mayor, Henry Braun

Councillors

Moe Gill
Dave Loewen
Patricia Ross
Ross Siemens

February 2, 2016

File: 7550-01

The Honourable Suzanne Anton
Minister of Justice and Attorney General
PO Box 9044 Stn Prov Govt
Victoria, BC, V8W 9E2

Dear Minister Anton:

Re: Downloading of DNA Analysis Costs

The Province signed an "Agreement Respecting Biology Casework Analysis" in January 2015; however, the City of Abbotsford only recently learned that the Province has decided to limit its contribution to the historical \$1.36 million contribution, regardless of demand. Instead of the Province increasing its contribution, as is specifically contemplated in the agreement, the significant funding gap between \$1.36 million and the Province's 54% commitment of approximately \$4 Million will be downloaded to individual municipalities that require these services.

In 2015, the Abbotsford Police Department (APD) and the City were informed about this change in policy by the Organized Crime Agency of British Columbia (OCABC) regarding DNA Testing. A copy of staff report CM 001-2016 including background information is attached. The costs of delivering Police services continues to rise for most British Columbian municipalities, regardless if the municipalities employ the Royal Canadian Mounted Police or have opted for a Municipal Police force.

The Provincial and Federal Governments continue to struggle with the same costs pressures as municipalities, with the only exception that they can allocate costs to local government where municipalities have no option but to increase costs. The shift in this responsibility, and costs, continues to add to the continuum of downloading to municipalities from senior levels of government, of which the tax burden is passed on to the taxpayer.

The City of Abbotsford supports the position of the District of Kent (copy of its letter attached to the above referenced staff report) requesting that the Province consider its position on this matter, the detrimental effects to municipalities, and an affordable resolution to DNA Analysis program.

Yours truly,

Henry Braun
Mayor

Attachment

- c. Premier Christy Clark
 - Honourable Michael de Jong, Minister of Finance, MLA, Abbotsford-West
 - Clayton Pecknold, Assistant Deputy Minister and Director of Police Services
 - Simon Gibson, MLA, Abbotsford-Mission
 - Darryl Plecas, MLA, Abbotsford South
 - UBCM Member Municipalities
 - Fraser Valley Regional District
 - Council Members
 - George Murray, City Manager



COUNCIL REPORT

Report No. CM 001-2016

EXECUTIVE COMMITTEE

Date: January 18, 2016

File No: 0400-30-20

To: Mayor and Council
From: George M. Murray, City Manager
Subject: Downloading of DNA Analysis

RECOMMENDATION

THAT the Mayor send a letter to the Honourable Suzanne Anton, Minister of Justice and Attorney General to share the City's concerns regarding the downloading of DNA analysis costs to municipalities.

SUMMARY OF THE ISSUE

At its Regular meeting of Council on January 11, 2016, Council received a copy of correspondence dated December 2, 2015, from the District of Kent to the Honourable Suzanne Anton, Minister of Justice and Attorney General, which outlined their concerns regarding the introduction of a "user pay" model for the costs of DNA analysis services (**Attachment A**). In their letter, the District of Kent states the following:

"This new charge to local governments follows the agreement between the Province of BC and the Government of Canada with regard to Biological Casework (DNA) analysis. Although DNA analysis services are not funded through the RCMP contract, and are now being billed to the municipalities, calculated by a user-pay formula municipalities with a population less than 5,000 are not billed or factored into the formula."

Council referred this matter to staff for a report.

BACKGROUND

The costs of delivering Police services continues to rise for most British Columbian municipalities, regardless if the municipalities employ the Royal Canadian Mounted Police or have opted for a Municipal Police force. The Provincial and Federal Governments continue to struggle with the same costs pressures as municipalities, with the only exception that they can allocate costs to local government where municipalities have no option but to increase costs.

The Province signed an "Agreement Respecting Biology Casework Analysis" in January 2015; however, we only recently learned that the Province has decided to limit its contribution to the historical \$1.36 million contribution, regardless of demand. Instead of the Province increasing its contribution, as is specifically contemplated in the agreement, the significant funding gap between \$1.36 million and the Province's 54% commitment of approximately \$4 Million will be downloaded to individual municipalities.

DISCUSSION

In 2015, the Abbotsford Police Department (APD) and the City were informed about this change in policy by the Organized Crime Agency of British Columbia (OCABC) regarding DNA Testing. Currently, it is estimated that the increased costs to the City (through the APD budget) is \$86,000.

The District of Kent goes to great extent to reference the increased costs are detrimental to small/smaller municipalities. Regardless of the size of municipalities receiving these additional costs, this shift in policy will once again create yet another "downloading" of costs from one of the senior levels of government.

The Federation of Independent Business releases a report annually criticizing municipalities for passing tax increases which exceed the rate of "inflation and population growth". Cities continue to have costs downloaded as well as are being asked to provide services beyond their original mandate (e.g. Homelessness) and as such are having a difficult time keeping their budget increases within inflationary and population increase.

Based on the foregoing, staff recommend that the Mayor write to the Honourable Suzanne Anton, Minister of Justice and Attorney General, and reinforce the District of Kent's concerns regarding the continuing downloading of costs without additional grants and/or offsetting revenues.

FINANCIAL PLAN IMPLICATION

Downloading of costs makes it difficult for municipalities to support their spending on services and programs provided to the residents. The redistribution of responsibilities without the ability to set program standards and control costs, places a lot burden on the municipality without the mechanism for the municipality to procure an alternative service provider. The financial implications related to a "user pay" model for DNA analysis has not been included in the 2016-2020 Financial Plan.



Lisa Pleadwell, Chief Financial Officer

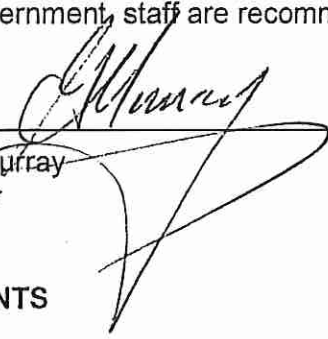
IMPACTS ON COUNCIL POLICIES, STRATEGIC PLAN AND/OR COUNCIL DIRECTION

The increase in costs, or service requirements, downloaded from senior levels of government continues to put pressure on Council's Strategic Cornerstone "Fiscal Discipline" without sacrificing one of the City's other objectives.

SUBSTANTIATION OF RECOMMENDATION

This report supports the District of Kent's position that the downloading of the costs associated with DNA testing needs to be reconsidered by the Provincial Government. As municipalities are

fairly consistently experiencing the downloading of costs and/or additional services from senior levels of Government, staff are recommending support be provided for Kent's position.



George M. Murray
City Manager

ATTACHMENTS

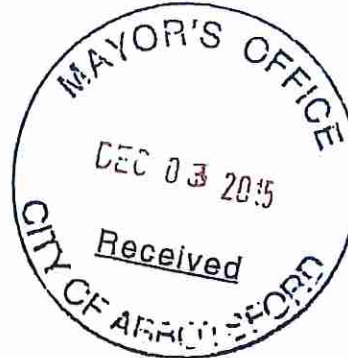
Attachment "A": Correspondence from the District of Kent to the Honourable Suzanne Anton regarding Downloading of DNA Analysis Costs.



7170 Cheam Avenue
P.O. Box 70
Agassiz, British Columbia
Canada V0M 1A0

Tel: (604) 796-2235
Fax: (604) 796-9854
Web: www.district.kent.bc.ca

December 2, 2015



File: 0400-20
7400-01

The Honourable Suzanne Anton
Minister of Justice and Attorney General
PO Box 9044 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Anton:

Re: Downloading of DNA Analysis Costs

We are in receipt of the letter dated October 31, 2015 from the *Organized Crime Agency of British Columbia* (OCABC) regarding Cost Recovery on DNA analysis services (attached as Appendix 'A'). Specifically, a new *Agreement Respecting Biology Casework Analysis 2014-2024* (BCAA) has been endorsed by the Provincial Minister of Justice and Attorney General, and the Federal Minister of Public Safety and Emergency Preparedness, introducing a "user pay" model for the costs of DNA analysis services.

Our Council has now had the opportunity to review the letter from the OCABC, along with the DNA Analysis Fact Sheet, prepared by the Ministry of Justice and we have some serious concerns.

When signing the updated Municipal Police Unit Agreement in 2012, the District of Kent Council expressed our concerns regarding rising policing costs, hidden costs and financial uncertainty affecting the District's budget. As we predicted at that time, policing costs have risen substantially every year since, resulting in significant tax increases for our community. Every year we are presented with additional costs and new expenditures, of which we have little or no control. The downloading of the DNA analysis services is just the latest example of costs that have been shifted to our municipality.

Local governments in British Columbia (with a population over 5,000) have begun to receive invoices for DNA analysis services. This new charge to local governments follows the agreement between the Province of BC and the Government of Canada with regard to Biological Casework (DNA) analysis. Although DNA analysis services are not funded through the RCMP contract, and are now being billed to the municipalities, calculated by a user-pay formula,

municipalities with a population less than 5,000 are not billed or factored into the formula. Further, the October 31st letter from OCABC advises that our total invoice amounts include costs resulting from partnering in an Integrated Team where DNA costs have been identified. As a municipality with a population between 5,000 and 15,000, our integrated team costs are billed to the municipality at 70%. Therefore, although we are totally opposed to further downloading; at the very least, we would not expect to be billed for than our normal 70% share of all but accommodation costs.

With respect, we remind you, as we did in 2012, that our Council entered into the policing agreement in 2009 under protest with the Province incorporating 470 (federal) prisoners from the Kent/Mountain Institutions. We are a relatively small town and continuing increases to the Policing budget has an adversarial effect on our operating budget and tax rates.

We ask you, Honorable Minister Anton, to review our concerns and reconsider the funding of the DNA costs to determine a solution affordable to communities such as ours.

Sincerely yours,



John Van Laerhoven
Mayor

Pc: Clayton Pecknold, Assistant Deputy Minister and Director of Police Services
Premier Christy Clark
Laurie Throness, MLA
UBCM Member Municipalities



ORGANIZED
CRIME
AGENCY
of
BRITISH COLUMBIA

APPENDIX 'A'

Mailing Address:
Mailstop #408/409
14200 Green Timbers Way
Surrey, B.C., V3T 6P3
(778) 290-2040

October 31, 2015

District of Kent
C/O – Cpl. Darren Rennie
Kent Detachment
6869 Lougheed Hwy
Agassiz, BC
V0M 1A0

Dear Cpl. Darren Rennie,

Re: Cost Recovery on DNA Analysis Services

A new *Agreement Respecting Biology Casework Analysis 2014-2024 (BCAA)* has been endorsed by the Provincial Minister of Justice, Attorney General and the Federal Minister of Public Safety and Emergency Preparedness. While the Province of British Columbia will continue to contribute the historical annual amount of \$1.366 million dollars and Public Safety Canada will pay 46% of ongoing costs; a "user pay" model has been introduced.

Police Services has created a cost sharing model calculated on the total cost for DNA analysis in British Columbia, minus the provincial contribution, distributed proportionally based on your agency's two year average usage compared to the usage of other law enforcement agencies in British Columbia.

The Organized Crime Agency of British Columbia's (OCABC) mandate has been expanded by the Minister of Justice. As a result, OCABC will now act in the capacity of Financial Administrator for the new Biology Casework Analysis Agreement (BCAA). OCABC is providing all users of the DNA Analysis Services, including the RCMP and Municipal Police Agencies, an invoice detailing the apportioned costs for the last quarter of the 2015/16 Federal Government Fiscal year. Full payment can be made to OCABC prior to * February 28, 2016.

Moving forward OCABC will be providing all users of the DNA Analysis Services an annual invoice. This annual process will start on April 1, 2016. * Payment will be due by June 30 of each year also starting in 2016.

.../2

☒ CAO ☐ Ch. Eng. ☐ Building ☐ PEP ☐ Agenda Date _____
☐ Corp S. ☒ Ch. Eng. ☐ Ord. ☐ RCMP ☒ In Camera Date Dec. 14/2015
☐ Dev S. ☐ Dep. Fin. ☐ GIS / HR ☐ FIRE ☒ Agenda Place "A"
☐ MAYOR ☐ Council ☐ Dist. Rec. ☐ Other _____

In addition, please be advised that should your Department or Detachment be involved/partnered in an Integrated Team where DNA costs have been identified, these costs have been included in your total Invoice amounts.

You will find three attachments: an OCABC invoice for your last quarterly use of DNA Analysis for the 2015/16 year, a BC Police Services DNA Fact Sheet, and a Billing Calculations explanation sheet.

Should you have any questions about your invoice or this new process, please contact Superintendent John Grywinski at 778-290-3003 for further information.

Yours truly,



Kevin Hackett, C/Supt.
Chief Officer

Attachments

Billing Calculation for Agencies

The first three years of the Biology Casework Analysis Agreement include an escalation period which uses fixed costs to grow to British Columbia from the historical payment amount of \$1.366 million to paying 54% of actual costs. The Federal Government pays the costs for British Columbia's DNA analysis each year after the escalation period. The remaining 54% of the costs will be the contribution and formulas outlined below.

Escalation Period

2014/2015 (Year 1 Fixed Amount \$2.5M)

The Province paid the bill for all Agencies for the first year of the escalation period.

2015/2016 (Year 2 Fixed Amount \$3.6M)

The Province will pay its historical contribution of \$1.366 million plus (75%) three quarters of the bill (i.e. April to December) in the second year.

Agency's cost is =

Your Agency's two year average usage compared to the usage of other Law Enforcement Agencies in British Columbia.

X

[(Fixed cost of \$3.6M) – (Historical Contribution)]

Province's cost is \$ x = $(\$3.6M - 1.366M) \times 75\%$

2016/2017 (Year 3 Fixed Amount \$4.9M)

The Province will pay its historical contribution (\$1.366 million). The rest of the cost to British Columbia will be invoiced to e their proportionate two year average usage compared to the two year average usage for British Columbia as a whole.

Agency's cost will be \$x =

Your Agency's two year average usage compared to the usage of other Law Enforcement Agencies in British Columbia.

X

[(Fixed cost of \$4.9M) – (Historical Contribution of

Integrated Teams

Partner Agencies involved in an Integrated Team where DNA costs have been identified; these costs are included in your tot Splits are based on the respective MOU split formula and applied pro-rata to participating agencies.

Integrated Detachments

Usage and cost split is based on Member Establishment for Integrated Detachments.

RCMP Municipal Establishment is based on Annex Letters.

RCMP Provincial Establishment is based on RCMP HRMIS system.



DNA Analysis Fact Sheet

Background:

- Biological Casework Analysis (DNA) for police agencies in British Columbia is provided by the RCMP Forensic Sciences and Identification Services (FS&IS) lab under the National Police Services (NPS).
- NPS is a federally funded program operated under the stewardship of the RCMP. It provides services (such as the FS&IS Lab, the Canadian Firearms Program, the Violent Crime Linkage Analysis System, the National Sex Offender Registry, etc.) directly to police agencies across Canada.
- In 2004, provinces and territories agreed to contribute to Biological Casework Analysis and entered into Contribution Agreements with Canada.
- Historically, the Province of BC has contributed \$1.366 million for the RCMP FS&IS lab to provide DNA analysis services to police agencies in BC.
- In 2013, the Federal Government advised that it would no longer continue to provide BCAA services at the historical flat rate contribution and would require reimbursement based on actual costs.
- The new *Agreement Respecting Biology Casework Analysis 2014-2024 (BCAA)* has been negotiated as a result.
- After negotiations between the Province and Public Safety Canada (PSC) regarding the provision of DNA analysis services to police agencies in British Columbia, the new agreement was endorsed by both the Provincial Minister of Justice and the Federal Minister of Public Safety and Emergency Preparedness. The PSC billing for fiscal years 2014/15, 2015/16 and 2016/17 are fixed amounts per the agreement. After the three-year escalation period, Canada will contribute 46% of the total costs.
- Under the new BCAA, after a three-year escalation period (which began in fiscal 2014/15), DNA analysis services will be charged based on a calculation that reflects two-year average actual usage. As per s. 15 (1) of the *Police Act*, in British Columbia, police agencies are responsible for bearing expenses necessary to maintain law and order, to adequately enforce criminal law, and to provide adequate equipment and supplies for the operations of and use by the police.
- DNA analysis is not a service provided under the Provincial (or Municipal) Police Service Agreement.
- In order to allow police agencies time to transition the Province is paying the full cost of the new BCAA from April 1, 2014 to December 31, 2015 of the escalation period.
- All police agencies will be responsible for their actual use of the service as of January 1, 2016.

New Process:

Ministry of Justice

Policing and Security Branch

Mailing Address:
PO Box 9285 Stn Prov Govt
Victoria BC V8W 9J7

Telephone: 250 356-7926
Facsimile: 250 356-7747
Website: www.gov.bc.ca/psbg

24 of 56

- The Organized Crime Agency of British Columbia (OCABC) will function as the administrator for the new BCAA.
- OCABC will invoice police agencies in October 2015 for their January 1, 2016 to March 31, 2016 BCAA services. Payment of this invoice will be due by February 29, 2016.
- Annually OCABC will invoice police agencies in April starting in 2016 for BCAA services for the period April 1 to March 31. Payment of this invoice will be due by June 30 of each year also starting in 2016 (i.e. approximately 60 days from invoice date).
- Starting in fiscal year 2017/18 when the charges from PSC are no longer fixed, OCABC will invoice police agencies based on an estimate. Any difference between this estimate and actual PSC invoice, which is received later in the year, will be adjusted in the following year's invoice to police agencies.

Billing Calculation:

- The method of calculation for determining the total cost for DNA analysis in Provinces and Territories each year is set out in the new BCAA.
- The Province of British Columbia will continue to contribute the historical amount of \$1.366 million.
- The amount of the total cost for DNA analysis in the province that remains after the Province has paid its contribution of \$1.366 million will be distributed proportionally among police agencies based on each agency's two year average usage compared to the total usage of all law enforcement agencies in British Columbia.



February 4, 2016

British Columbia Local Governments
Via email distribution

Dear BC Local Governments:

SUBJECT: 2016 FCM RESOLUTION – BUILD CANADA GRANT FUNDING

The Council for the City of Port Coquitlam, at its regular Council Meeting of January 11, 2016, adopted the following resolution requesting all British Columbia local governments' endorsement:

1. **THAT** Council make the following motion to the Federation of Canadian Municipalities and the Union of British Columbia Municipalities:

WHEREAS the Federal Government's Build Canada grant program generally shares the costs of all approved infrastructure projects equally between the province and the local jurisdiction at one third each;

AND WHEREAS for nationally and provincially significant projects, where projects provide a greater national and provincial benefit, and where communities are disproportionately and directly impacted by such projects, the burden of one third of the cost is inequitable and too high for the local jurisdiction;

THEREFORE BE IT RESOLVED that the Federal Government's Build Canada grant program, National Infrastructure Component, be amended to fund a minimum of 50% of the project cost.

BE IT FURTHER RESOLVED that the provincial funding contribution for significant projects be a minimum of 40% of the project cost.

2. **THAT** this motion be forwarded to all local governments in British Columbia to request their endorsement.
3. **THAT** this motion be forwarded to Mr. Ron McKinnon, Member of Parliament for Coquitlam - Port Coquitlam and to Mr. Mike Farnworth, Member of Legislative Assembly for Port Coquitlam - Burke Mountain.

Sincerely,

C. Deakin

Carolyn Deakin, CMC
Assistant Corporate Officer



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: February 11, 2016
Submitted by: Juli Kolby, Chief Administrative Officer
Subject: Update of Policy No. 4 – Travel and Expense

Purpose / Introduction

To provide the draft updated Policy No. 4 – Travel and Expense (Attachment 1).

Recommended Resolutions

1. That Council approve the draft Policy No. 4 – Travel and Expense as presented and recommended in the report dated February 11, 2016 from the Chief Administrative Officer regarding Update of Policy No. 4 – Travel and Expense;

And that Policy No. 4 – Council and Staff Expenses be renamed Policy No. 4 – Travel and Expense;

And that Policy No. 2 Staff Seminars and Conference be repealed;

And that Bylaw No. 294-2001 Anmore Council Members' Expenses, and any amendments thereto, be repealed.

OR

2. That Council approve the draft Policy No. 4 – Travel and Expense with amendments.

And that Policy No. 4 – Council and Staff Expenses be renamed Policy No. 4 – Travel and Expense;

And that Policy No. 2 Staff Seminars and Conference be repealed;

And that Bylaw No. 294-2001 Anmore Council Members' Expenses, and any amendments thereto, be repealed.

OR

3. That Council send the policy back to staff for further review and revision.

Report/Recommendation to Council

Update of Policy No. 4 – Travel and Expense

February 11, 2016

Background

Policy No. 2 – Staff Seminar and Conference Policy (Attachment 2) and Policy No. 4 – Council and Staff Expenses (Attachment 3) were both established in April 1989. Since then they have had a few minor revisions, with the most recently in 1991 and 1992 respectively.

Anmore Council Members' Expense Bylaw No. 294-2001 (Attachment 4) was adopted in June 2001 and was amended in 2004.

Discussion

Authorization to Travel

This section outlines the authority to approve travel. For any member of Council, the authority is a Council policy or resolution. For example, the draft Travel and Expense policy allows for attendance by Council to the Union of BC Municipalities conference annually, so a Council resolution would not be required annually for members of Council to attend that conference.

Allowable Costs

This section outlines that the Village will reimburse the cost of the most economical mode of transportation (air, rail, car, etc.). This area also matches the mileage rate with the Canada Revenue Agency mileage reimbursement rate.

This section also outlines allowable accommodation costs. Similarly to the transportation reimbursement, accommodation will be reimbursed based on the most reasonable room type for the individual representing the Village, only. Overnight accommodation will not be allowed if the event is held in the Metro Vancouver area, unless it is more economical than paying for transportation to/from the event.

Meals and incidentals are reimbursed based on whether there is overnight accommodation required or not. If overnight accommodation is required (i.e. outside Metro Vancouver) a per diem rate is allowed which include amount for breakfast, lunch, dinner and incidentals totalling \$77.40. If the conference/event provides meals, they will be deducted from the daily allowance accordingly. Per diem rates will be increased based on the Vancouver Consumer Price Index annually by administrative amendment.

General Policies

Spousal, partner or family travel will not be covered by the Village. Any additional costs associated with such travel must be reimbursed to the Village. Similarly to this, extension of travel for personal purposes will also not be covered by the Village. Travel insurance, where not otherwise provided and when requested, will be paid for by the Village.

Report/Recommendation to Council

Update of Policy No. 4 – Travel and Expense

February 11, 2016

All travel and expense reports are to be submitted on the Expense Requisition form available at the Village Hall and by email. Council allowance is equal to one third of total annual indemnity as per the Income Tax Act. This is now outlines in the policy.

The Village will pay for the cost of attendance at events where a member of Council is representing the Village. Newly identified is that the Mayor, or designate, will represent the Village at the Tri-Cities Chamber of Commerce events, at the expense of the Village.

New to the policy is that the Village does not allow for those making purchases on behalf of the Village to use their personal credit cards. Not only does the Village participate in a corporate purchase card program which results in benefits back to the Village, but the gaining of loyalty points and other such rebates is considered a taxable benefit by the Canada Revenue Agency. Reimbursements will not be made unless the purchases are made using cash or cash equivalent.

Former Policy & Bylaw

Given the draft updated policy applies to both members of Council and staff, there is no longer a requirement to have Policy No. 2 – Staff Seminar and Conference or the Anmore Council Members' Expense Bylaw No. 29-2001. Recommendations above include the repealing of both the policy and bylaw. Have a single policy to cover all aspects is also more efficient moving forward.

Financial Implications

There is not anticipated to be an overall impact to the changes included with the draft policy. Although the mileage rate will be increased to match the Canada Revenue Agency rate and the per diem rates are also increasing, there are some other restrictions on the type of expenses allowed, such as overnight accommodation within Metro Vancouver that will offset the cost increases.

Communications / Civic Engagement

None required.

Corporate Strategic Plan Objectives

The updating of Policy No. 4 – Travel and Expense helps to meet the objective of keeping pace with best practices in municipal operations. By having a clear policy on reimbursable travel, event and training related expenses, it ensures transparency for staff, Council and members of the public.

Attachments:

1. Draft Policy No. 4 – Travel and Expense
2. Policy No. 2 – Staff Seminar and Conference
3. Policy No. 4 – Council and Staff Expenses
4. Bylaw No. 294-2001 Anmore Council Members Expense

Report/Recommendation to Council

Update of Policy No. 4 – Travel and Expense

February 11, 2016

Prepared by:

A handwritten signature in blue ink, appearing to read "J. Kolby", is written over a horizontal line.

Juli Kolby

Chief Administrative Officer



Village of Anmore

COUNCIL POLICY

Policy	Travel & Expense	Policy No.	4
Effective Date	January 1, 2016	Approved by	Council Resolution
Date Amended	TBD	Resolution No.	RXX/20XX
Date Established	April 1989		

PURPOSE

Business travel, training, professional development and networking opportunities for Council members and staff are recognized as important for the Village. Expenditures for such events will be reimbursed in accordance with this policy, providing funds have been budgeted in the annual operating budget and/or subject to pre-event authorizations set out in this policy.

SCOPE

This policy covers acceptable and not acceptable travel expense and other Village related expense reimbursements for both members of Council and staff.

DEFINITIONS

None.

PROCEDURES

1. AUTHORIZATION TO TRAVEL

All travel will require the following approvals, when expenditures are within budgeted funds. Where insufficient funds have been budgeted, approval from the Chief Administrative Officer (CAO) or Council for a budget transfer will be required, as appropriate.

	WITHIN BC	WITHIN CANADA	OUT OF CANADA
Mayor and Council	Council Policy/ Resolution	Council Resolution	Council Resolution
CAO	Council Policy/ Resolution	Council Resolution	Council Resolution
Managers	CAO	CAO	CAO
Staff	Manager	CAO	CAO

In the case of staff, requests for authorization are to be submitted on the Staff Development Authorization form available on the V: Office drive. In the case of Council, requests may be submitted in writing outlining projected expenditures, and event location and date details.

2. ALLOWABLE COSTS

2.1 **Transportation Costs**

a. Air and Rail Transportation

Reimbursement will be made for the actual cost of the fare by the most direct route, at the lowest available economy class fare. Claims must be supported by original receipts. Wherever possible, advance bookings should be made to take advantage of lower fares. If booking decisions must be delayed, a reasonable explanation is required or the average fare paid for the advance booking will be paid by the Village and the difference paid by the individual. In those cases where the lower fare requires the individual to extend the trip, the Village will pay the additional accommodation, and per diem costs, provided that there are overall cost savings. Associated travel costs which may be claimed include:

- i. transportation to and from the airport;
- ii. business related excess baggage charges; and
- iii. other business related travel costs.

b. Automobile Transportation

Where an individual chooses to travel by automobile, reimbursement will be the lesser of the travel claim (including associated costs as defined below) plus extra meals based on the prevailing rates and the transportation costs that would have been payable if the individual had traveled by air, unless approved by the appropriate authority as listed in section 1. Associated costs of automobile travel such as parking fees, bridge, ferry or highway tolls, and en route accommodation are also claimable, if supported by original receipts.

c. Mileage

Mileage reimbursement will be based on actual mileage incurred from the start to end point of the business related travel. Mileage will be reimbursed at the current Canada Revenue Agency rate. For those carpooling, the mileage will be reimbursed to the driver with the costs allocated equally between all passengers where expenses are reported in Public Bodies.

d. Rental Cars

In circumstances where a rental car is necessary or warranted, authorization for the rental should be obtained at the same time as approval for the trip is given. The type of car booked shall be a reasonable size car dependent upon the specific circumstances with the exception that sports cars or luxury cars will be reimbursed at the rate of what would be a reasonable vehicle based on the particular circumstances. Applicable additional car rental costs, such as insurance and gasoline, will be reimbursed. All claims must be accompanied by original receipts.

2.2 Accommodation Costs

Accommodation will be based on reasonable accommodation for the individual representing the Village for the particular event attended. The Village is to be reimbursed for upgrades to accommodation beyond what is required as stated above. Accommodation claims shall be supported by the original copy of the hotel bill. Accommodation deposits will be paid by the Village at the time of booking. Final accommodation and associated costs will be paid personally by cash or cash equivalent or by the individual's Village purchase card upon check-out, to be reconciled upon submission of expense claims. Additional charges showing on accommodation bills will be deducted from that day's meals and/or incidental costs and any costs exceeding those maximums will be reimbursed to the Village (i.e. mini-bar, movies, newspapers, etc.). Wi-Fi charges will be paid by the Village where business is being conducted in the hotel room. Authorization, as set out in the table in section 1, is required when overnight accommodation in Metro Vancouver is requested.

Where accommodation is arranged or accepted at a private residence, a nightly rate of \$30 will be paid to cover a house gift or other expression of appreciation. Receipts are not required.

2.3 Registration Fees

The Village will pay the applicable registration fees for attendance at approved events.

2.4 Meals and Incidental Expenses

Alcohol will not be reimbursed by the Village, except in extraordinary circumstances, as approved by the appropriate authority, as set out in section 1.

Offsite meal expenses for Village employees discussing business are not eligible for reimbursement. With approval from the appropriate authority, as set out in section 1, business meals hosted by an employee and including outside parties or Councillors will be reimbursed based on original receipts. The expense claim must indicate the external parties who attended and a brief description of the purpose.

Allowable expenses when overnight accommodation required

The per diem rate for meals and incidentals applies only where overnight accommodation is required. Where partial day absences occur or where meals are included as part of the event registration fee, the per diem rates will be reduced accordingly. The per diem rates are established in the addendum to this policy identified as Schedule A. If claiming all three meals for the day, the amount for each meal can vary as long as the daily maximum is not exceeded. Where less than three meals for the day is being claimed, the maximum for those meals will prevail. The incidental amount will apply for each day of travel (i.e. travelling to an event, staying over 2 nights and travelling back constitutes three days of incidental travel expenses). Receipts are not required for per diem claims within the daily maximums.

Expenses exceeding the maximum per diem rate may be considered for reimbursement based on original receipts and reasonableness upon approval by the appropriate authority, as set out

in section 1. Where expenditures are incurred in the United States, the per diem rates will be as stated in US dollars.

The per diem rate for meals and incidentals as outlined in Schedule A will be increased by an administrative amendment annually according to the Vancouver Consumer Price Index, established for the preceding year.

Allowable expenses when overnight accommodation is not required

When overnight accommodation is not required, breakfast and dinner will not be reimbursed. Lunch will be reimbursed if approved by the appropriate authority, as set out in section 1, and a detailed receipt is submitted, provided the meal is not included as part of the conference/seminar/training. Reimbursement shall not exceed the per diem maximum for lunch. Where a half day conference/seminar/training is attended, meals will not be reimbursed.

3. GENERAL POLICIES

3.1 Spousal, Partner or Family Travel

Any increased costs as a result of spousal or family travel, including transportation, accommodation, registration and meals, are an expense of the individual, and not the Village, unless approved by Council. For those conferences where spousal programs are provided, conference and program registration fees for spouses must be reimbursed to the Village within one week of payment.

3.2 Travel and Medical Insurance

The Village recognizes the need to pay for medical insurance where required. Medical insurance required for Council members, where adequate personal coverage is not already in place, will be paid for by the Village, upon request. Extraordinary costs associated when a representative of the Village sustains injury while on Village business will be considered.

3.3 Extension for Personal Travel

Where an individual combines a business trip with personal travel, the Village will not reimburse any part of the personal travel expenses. The cost borne by the Village shall be that which would have been incurred if the individual had traveled on business only. Similarly, when changes to confirmed bookings are requested for personal reasons, aside from business and personal or family emergencies, which result in an increased cost to the Village, expenses will be paid at the rate established as the most direct route, at the lowest available economy class fare.

3.4 Reporting

Costs are to be submitted on the Expense Requisition form available from the finance department. The report must include all detailed receipts for which reimbursement is being requested. In the absence of original receipts, a missing receipt form (also available from the finance department) must be completed. Reimbursements will not be processed until all required documentation has been received, verified and approved.

3.5 Council Allowance as per the Income Tax Act

One third of the total annual indemnity, rounded to the nearest dollar, paid to the Mayor and Councillors of the Village of Anmore shall be considered a tax exempt allowance for expenditures incidental to the discharge of the duties of office in accordance with Section 81(3) of the Income Tax Act.

The allowance is interpreted as a non-accountable payment an employer is authorized to make to an elected official, received by them because of their elected position, not for any specific duties they may perform, in accordance with Income Tax Act Interpretation Bulletin IT-292.

Discharge of duties for allowance purposes is interpreted as expenditures incurred serving the residents and taxpayers within the boundaries of the Village of Anmore, including travel, meals and incidental expenses. Any other expenditure outside the Village boundaries, if requested by the Village, will be funded separately, in accordance with this Village policy or in accordance with other approved Village policies and budgets.

3.6 Payment for Attendance at Events

Where Mayor and/or Councillor(s) is representing the Village at an event, and there is an associated cost, that cost will be paid by the Village. Costs for attendance by companions are the responsibility of individuals and will not be paid by the Village. The Mayor or designate will represent the Village at Tri-Cities Chamber of Commerce events.

3.7 Expenses for Attendance at Designated Events

Reasonable expenses related to the Union of BC Municipalities and any other events approved by Council resolution will be reported and compensated according to budget.

3.8 Credit Card Loyalty Points

The Village does not allow for those making purchases on behalf of the Village to gain benefits provided by loyalty programs. The Village participates in a corporate purchase card program which provides a rebate to the Village based on total annual spend. Therefore, purchases shall be made using a Village purchase card. If Village's purchase card is not used or accepted, only expenses paid by cash or cash equivalent will be reimbursed.

3.9 Travel Gratuities

Village staff and Council shall not accept travel by any means offered by a company or individual unless all expenses incurred by or on behalf of the Village are borne by the Village. Travel provided by government agencies or other partnerships with the Village, is acceptable.

MONITORING/AUTHORITY

The CAO or designate will be responsible for administering this policy. All Council expenses will be verified by the CAO. The CAO's expenses will be verified by the Manager of Corporate Services. Authority is set as per Authorization to Travel table in section 1 above.

Schedule A



Village of Anmore

Expense Requisition

Expense reimbursement, auto allowance, parking, meals & incidentals or travel expenses. Attach all applicable backup - original receipts are required before reimbursement will be processed.

Cheque Requisition

Date	
Employee name	
Amount	\$0.00
Reason for reimbursement	
Account coding	

Mileage

Date of expense(s)	
Reason for travel	
Type of vehicle (mark with 'X')	<input type="checkbox"/> Compact <input type="checkbox"/> Midsize <input type="checkbox"/> Truck/SUV
Mileage	(please fill in attached form) \$0.00
Parking	(please fill in attached form) \$0.00

Out of Town Travel

Date of travel/expense(s)	
Reason for travel	
Destination	
Air/rail	\$0.00
Taxi/car rental	\$0.00
Hotel	\$0.00

Out of Town Meals (per diem - receipt not required)

of days

Breakfast	\$ 11.40	per meal	\$ -
Lunch	\$ 17.00	per meal	\$ -
Dinner	\$ 34.00	per meal	\$ -
Incidentals	\$ 15.00	daily	\$ -
Daily Total	\$ 77.40		

GRAND TOTAL \$ -

VILLAGE OF ANMORE

POLICY 2

STAFF SEMINAR AND CONFERENCE POLICY

All permanent senior staff members will be allowed to attend conferences and seminars upon receiving authorization by the Municipal Council.

Seminars may be attended only if the seminar relates to the employees field of work.

Accommodation and mileage will be reimbursed upon receipt of applicable vouchers and all expenses will be paid where applicable as per Policy #4.

Dated this 27th day of September, 1991

P. H. Blackman.

Mayor

Established: April 1989

Revised: June 1991

VILLAGE OF ANMORE

POLICY 4

COUNCIL AND STAFF EXPENSES

For expenses incurred while, on instruction of Council, representing the Village outside its borders, Council or Staff may claim for and receive:

1. Use of a private motor vehicle:
 - (a) Mileage allowance at the rate of 40 cents per kilometer.
 - (b) Parking charges.
2. Travel costs other than Item 1: an amount equal to the lowest standard fare attainable for air or ferry plus taxi fares while travelling to or returning from the function.
3. Registration - to be paid by the Village in advance or reimbursed according to actual cost.
4. Lodging - to be paid by the Village in advance or reimbursed according to actual cost.
5. Living Expenses - the amount incurred for such expenses as food, gratuities, entertainment of guests, local transportation, telephone, laundry and any other incidental expenses shall be reimbursed according to actual cost with a maximum cost to the Village of \$150.00 per day. Receipts are not required but the Clerk/Treasurer is assuming that expenses in at least this amount are actually incurred because the recipient is not entitled to reimbursement for an amount greater than that actually incurred.

Any expenses that are \$100.00 or less incurred by any member of Council without pre-authorization by Council, while representing the Village outside its boundaries, may be claimed and shall be paid by the Clerk/Treasurer without Council authorization. If in the opinion of the Clerk/Treasurer requiring additional information or clarification, the Clerk/Treasurer may request this item be forwarded to Council for authorization.

This is a consolidated copy of the following bylaws:

1. Anmore Council Expenses Bylaw No. 294-2001
2. Anmore Council Expenses Amendment Bylaw No. 377-2004

This consolidation is prepared for convenience only. Individual copies of the above bylaw may be obtained by contacting the Village Office at 604-469-9877

VILLAGE OF ANMORE

BYLAW NO. 294-2001

A bylaw to provide for Council Members' expenses.

WHEREAS Section 176 of the Local Government Act provides Council with corporate powers;

AND WHEREAS Section 517.1 of the Local Government Act requires Council to establish a bylaw for a service;

NOW THEREFORE, the Council of the Village of Anmore in open meeting assembled enacts as follows:

1. TITLE

This bylaw may be cited as "Anmore Council Members' Expense Bylaw No. 294-2001".

2. REPEAL

That "Anmore Council Members' and Staff Expense Bylaw No. 198-1997" be repealed.

3. APPLICATION

This bylaw applies to Council Members, including the Mayor, who:

- (a) represents the Municipality beyond its boundaries;
- (b) engages in municipal business beyond the Municipality's boundaries; or
- (c) attends a meeting, course or convention on behalf of the Municipality.

4. FEES

Council may approve reimbursement of expenses in the amount of \$200.00 per day, prorated for less than a full day when a Council Member is engaged in the activities described in Section 3 to the extent that those expenses are not reimbursed under Section 5.

5. QUALIFYING EXPENSES AND EXPENDITURES

(a) The following types of expenses and expenditures qualify for payment under this bylaw to a Council member engaged in the activities described in Section 3:

- (i) hotel accommodation charges;
- (ii) transportation costs to and from destinations outside the Municipality;
- (iii) meeting, course and convention registration charges;
- (iv) trip cancellation and baggage loss insurance costs;
- (v) extended medical insurance costs, while the member is traveling outside of Canada;
- (vi) taxes on all the above items.

(b) A Council Member may elect to apply to Council for the per diem or a Council Member may elect to be reimbursed for actual costs for the following types of expenses and expenditures when a Council member is engaged in the activities described in Section 3:

- (i) meal costs including gratuities;
- (ii) taxi or other local transportation;
- (iii) incidental expenses, including and not limiting to telephone, photocopying or facsimile transmission charges, laundry charges, parking fees.

6. TRAVEL OR BUSINESS AUTHORIZATION

No expenses are payable under this bylaw unless the travel or business which results in the expenses has been authorized by a resolution of Council.

7. LIMITATION ON EXPENSES

Qualifying expenses under Section 5 shall be limited as follows:

- (a) any discounts in travel or accommodation costs offered by a transportation company or host organization must be used;
- (b) meal expenses shall not include alcoholic beverages.

8. LEVELS OF PAYMENT

- (a) The maximum level of payment for hotel accommodations will be in the standard quality single room rate.
- (b) The maximum level of payment for airfare will be the lowest available economy class fare for the most direct route available.

AMENDED BY BYLAW NO. 377-2004

- (c) The maximum level of payment for personal automobile travel will be \$0.45 per kilometer, and shall not exceed the amount that would have been payable if the member had traveled by air and related ground transportation.
- (d) The maximum level of payment for rail transportation shall not exceed the amount that would have been payable if the member had traveled by air and related ground transportation.
- (e) The maximum level of payment for meals shall be \$40.00 per day (\$40.00US for travel outside of Canada). Claims must be reduced for partial travel days and where meals are provided, based on the following guidelines:
 - (i) Breakfast - \$8.00
 - (ii) Lunch - \$12.00
 - (iii) Dinner - \$20.00

Claims for individual meals may exceed the guidelines, so long as the total daily claims does not exceed the daily maximum, adjusted as necessary. Receipts are not required to substantiate claims, but may be submitted if so chosen.

8. LEVELS OF PAYMENT (CONTINUED)

- (f) The maximum level of payment for incidental expenses incurred without receipts will be \$10.00 per day (\$10.00US for travel outside of Canada). Maximum incidental expenses for partial travel days will be prorated. Where incidental expenses are claimed under this Section, no other incidental expenses will be reimbursed.

9. AIR TRANSPORTATION POLICY

- (a) Wherever possible, advance bookings should be made to take advantage of excursion fares. In cases where the excursion fare requires the individual to extend the trip, the Municipality will pay the additional accommodation, meal and incidental costs, provided that there are overall cost savings.

9. AIR TRANSPORTATION POLICY (CONTINUED)

- (b) Where possible, frequent flyer points earned on flights paid for by the Municipality accrue to the Municipality. (i.e. where the frequent flyer plan allows for corporate accumulation of points). Points will be used to fund future travel requirements on Municipal business.

10. SPOUSAL OR PARTNER TRAVEL

Costs of spousal travel, including transportation, accommodation, registration and meals, are an expense of the member and not the Municipality. Spousal costs will not be reimbursed, except where authorized in advance by Council resolution.

11. CAR RENTAL POLICY

Where it is necessary to obtain a rental car, authorization for the rental should be obtained at the same time as approval for the trip is given. Economy or compact cars must be booked, unless three or more individuals are traveling together, in which case an intermediate or full size car will be permitted. Additional costs, such as insurance and gasoline, will be reimbursed.

12. EXTENSION FOR PERSONAL TRAVEL

Where an individual combines a business trip with personal travel, the Municipality will not reimburse any part of the personal travel expenses. The cost borne by the Municipality shall be that which would have been incurred if the individual had traveled on business only.

13. RECOVERY OF EXPENSES

- (a) Expense payable under this bylaw shall be reimbursed to Council Members upon submission to a signed travel expense claim.
- (b) All expenditures must be supported by receipts, except automobile mileage expenses, meal expenses and incidental expenses as outlined in Section 8.
- (c) A claim may be accepted without a receipt where no receipt could be obtained or the receipt was lost, upon submission of a signed declaration that the expense was incurred. A resolution by Council will be required if the claim for expenses for which a receipt could not be obtained or was lost is in excess of \$100.00.

14. ADVANCE PAYMENT

- (a) A Council Member who anticipates incurring expenditures or expense payable under this bylaw may apply in writing for an advance for anticipated expenses, excluding incidental expenses. Advances for expenses outlined in Section 5(b) will not be paid more than two weeks prior to the travel commencement date.
- (b) If a Council Member does not elect to receive the daily per diem rate, any part of the advance payment, which is not covered by a travel expense form and by receipts must be repaid within two weeks of completion of travel.

15. COUNCIL REMUNERATION

Under separate bylaw, Council remuneration shall increase annually based on an amount equal to the Consumer Price Index for the Greater Vancouver area, with the next review of the Council remuneration not taking place until December 2002.

READ a first time this 24th day of April , 2001

READ a second time this 24th day of April , 2001

READ a third time this 12th day of June , 2001

RECONSIDERED, FINALLY PASSED AND ADOPTED this 26th day of
June , 2001

"H. Weinberg"

MAYOR

"H. Carley"

CLERK



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: February 11, 2016
Submitted by: Juli Kolby, Chief Administrative Officer
Subject: Update of Policy No. 8 – Purchasing

Purpose / Introduction

To provide the draft updated Policy No. 8 – Purchasing (Attachment 1).

Recommended Resolutions

1. That Council approve the draft Policy No. 8 – Purchasing as presented and recommended in the report dated February 11, 2016 from the Chief Administrative Officer regarding Update of Policy No. 8 – Purchasing;

And that Policy No. 8 – Expenditures Policy be renamed Policy No. 8 – Purchasing;

OR

2. That Council approve the draft Policy No. 8 – Purchasing with amendments.

And that Policy No. 8 – Expenditures Policy be renamed Policy No. 8 – Purchasing;

OR

3. That Council send the policy back to staff for further review and revision.
-

Background

Policy No. 8 – Expenditures Policy was established in December 1991 and was last amended in November 2010.

Discussion

Guiding Principles

Policy No. 8 – Purchasing outlines a number of guiding principles. The intent of principles are to ensure a minimum standard for the procurement of goods and services for the Village of Anmore (Village).

They range from outlining the need to procure the necessary quality and quantity of goods and services, obtaining maximum value and using a process that is transparent and easily explained.

Report/Recommendation to Council

Update of Policy No. 8 – Purchasing

February 11, 2016

The guiding principles also include practices that are prohibited, including but not limited to, division of contracts or purchases to avoid the requirements of the policy or circumvent approval authority.

Procedures

This section of the policy The Village encourages competition wherever possible to ensure best value. It also speaks to the importance of keeping detailed records and complying with legal commitments (both by suppliers and the Village). Single source purchasing for values of greater than \$5,000 are discussed as being an exception to the rule and only after an approved business case.

Trade Agreements

The Village must comply with all provincial and federal trade agreements. Goods and/or services over a prescribed dollar value must be publicly posted as to not discriminate among bidders on the basis of origin.

Ethical Purchasing Practices

The Village will be asking suppliers to sign a declaration indicating that they adhere to recognized labour conventions, such as the United Nations and International Labor Organization codes of corporate conduct regarding wages, workplace health and safety, forced labour, child labour and freedom of association.

Sustainable Purchasing Practices

This section of the policy outlines the Village's desire to purchase goods and services in a manner that is sustainable, environmentally responsible and improves the quality of life of its residents. The purchase of goods and services will continue to evaluate best value but, where possible, will give preference to those products and services that reduce waste, reduce air and water pollution, reduce greenhouse gas emissions, reduce the use of chemicals that are hazardous, contain high postconsumer recycled content, are reusable, recyclable or compostable, minimize transportation, minimize packaging and are provided by suppliers that strive to improve their sustainability.

Co-operative Venture

The policy allows for the Village to participate in co-operative purchasing ventures with other public sector agencies such as the Vancouver Regional Co-operative Purchasing Group and provincial Corporate Supply Arrangements.

Emergency Purchases

In the case of an emergency, this policy makes allowances for the person in charge of the emergency situation to procure goods and services required without following the principles outlined in the policy. Appropriate records will have to be kept and submitted as soon as possible following the emergency situation.

Report/Recommendation to Council

Update of Policy No. 8 – Purchasing

February 11, 2016

Other Policy Items

The policy allows for used goods to be purchased, when a positive business case is shown. Consulting services are to be awarded based on overall value, not lowest price. This can be referred to as Qualifications Based Selection (QBS). Where projects are managed by an external consultant, it is the responsibility of the staff person in charge of the project to ensure the consultant is aware of and follows the policy. Scope changes can occur mid-project as new information become available. It can be more cost effective for a current contractor to complete such work as they are already mobilized on site. When a positive business case can be shown, a new direct contract can be awarded, or the current contract amended. The additional cannot exceed 15% of the original contract value, or be more than \$25,000, whichever is lesser than the two values. Surplus goods shall be disposed of in a manner that ensures best value, most frequently proved to be through auction.

Financial Implications

Financial implications are limited to the staff time required to implement the policy.

Communications / Civic Engagement

None required.

Corporate Strategic Plan Objectives

The updating of Policy No. 4 – Purchasing helps to meet the objective of keeping pace with best practices in municipal operations. By having a clear policy purchasing and disposal of goods and services, it ensures transparency for staff, Council and members of the public.

Attachments:

1. Draft Policy No. 8 – Purchasing
2. Policy No. 8 – Expenditure

Prepared by:



Juli Kolby
Chief Administrative Officer



Village of Anmore

COUNCIL POLICY

Policy	Purchasing	Policy No.	8
Effective Date	January 1, 2016	Approved by	Council Resolution
Date Amended	TBD	Resolution No.	RXX/20XX
Date Established	December 1991		

PURPOSE

The Village of Anmore (Village) engages in the procurement of goods and services. The purchasing function is administered by the Chief Administrative Officer. In order to achieve the maximum economy, efficiency, and effectiveness in the performance of the purchasing function, the Village has endorsed certain fundamental principles it considers applicable to public purchasing by all departments. The disposal of purchased goods is also administered by the Chief Administrative Officer, and is covered under this policy.

This policy is guided by the following principles to ensure a minimum standard of performance for purchasing.

- a) Procure the necessary quality and quantity of goods and services in an efficient, timely, and cost effective manner, while maintaining proper controls.
- b) Use a process that is simple, clear and easily explained.
- c) Encourage the most open bidding process practicable for the acquisition and disposal of goods and services while ensuring availability to all qualified or pre-qualified bidders. Approval for alternative purchasing processes will only be granted where a positive business case can be shown.
- d) Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over its lifetime. This may include, but not be limited to, acquisition cost, disposal value, disposal cost, training cost, maintenance cost, quality of performance, environmental impact, proximity of goods/services provider, urgency of need, and the number of vendors able to provide the goods/services.
- e) Procure goods and services with due regard to our commitment to encourage the use of “environmentally friendly” products and services that make lesser or negligible demands on non-sustainable resources and avoid goods and services that adversely affect air, water or terrestrial environments during their use or disposal.

- f) Ensure the maximum value is obtained when disposing of surplus goods.
- g) This policy is subject to all applicable Village policies and by-laws, any specific provisions of the Community Charter, Local Government Act, Agreement on Internal Trade or other relevant legislation and trade agreements.

The following practices are prohibited:

- a) The division of contracts or purchases to avoid the requirements of this Policy.
- b) Committing the Village without the appropriate authority to do so.
- c) Purchase by the Village of any goods or services for personal use by or on behalf of any member of Council, appointed officers, employees of the Village or their immediate families.
- d) Purchase by the Village from any member of Council, without disclosing those agreements as required under Section 107 of the Community Charter.
- e) Purchase of any Village surplus goods by a member of Council, appointed officers, employees of the Village or their immediate families, unless approved jointly by the Chief Administrative Officer and the Director of Operations. (This prohibition is waived in those circumstances where the items are of minimal value and are used for promotional purposes, or performance recognition).
- f) The release of a supplier's written or oral information. No employee or any appointed or elected official shall divulge proprietary information, including unit prices paid by the Village for goods and/or services.

DEFINITIONS

See Appendix A

PROCEDURES

Overview

The essential elements of the Village's purchasing procedures are:

Competition

The Village believes that the methods of procurement for goods and services should be competitive where possible to:

- Reduce costs to the public through marketplace competition;
- Encourage innovation and efficiencies; and
- Demonstrate the application of fair and open selection criteria.

The level of external competition required for Village purchases is set based on the dollar value and nature of the specific purchase. This is set out in Appendix B - Schedule of Purchasing Authorities and Responsibilities.

Documentation

All steps in the procurement process should be documented. The Village is subject to the Freedom of Information and Protection of Privacy legislation. Therefore our procurement decisions will be subject to public scrutiny from time to time. It is critical that we not only follow our stated policies but also are able to demonstrate our compliance.

Compliance

Both the Village and our suppliers are required to adhere to the legal commitments we make. There are many forms of commitment or contracts made, ranging from a verbal commitment, a purchasing card transaction, to a purchase order or a formally executed contract. All of these agreements are equally binding on the Village. The appropriate form of commitment/contract is determined by the dollar value of the specific transaction and is set out on the Schedule of Purchasing Authorities and Responsibilities. These procedures are designed to assist Village staff in meeting the Village's stated procurement objectives and to protect the Village and its staff against potential litigation and perceived or actual conflicts of interest.

Single Source Purchasing (over \$5,000 value)

There may be instances when products/services must be purchased from one specific source. Personal preference for certain brands or products is not allowed as it limits competition. Single source purchasing by negotiation may be adopted if a positive business case is approved by the Chief Administrative Officer following review with the Director of Operations and requesting employee.

Trade Agreements

The Village must comply with the trade agreements that have been signed by the province and/or country. These agreements generally state that goods, services and construction over certain dollar values must be posted publicly as to not discriminate among bidders on the basis of origin or the supplier of goods, services or construction materials.

Ethical Purchasing Practices

The Village does not want to do business with companies that compete by exploiting their workers. Wherever possible, the Village will purchase goods and services from responsible and ethical manufacturers who operate in accordance with established codes of corporate conduct regarding wages, workplace health and safety, forced labour, child labour and freedom of association, as embodied in United Nations (U.N.) and International Labor Organization (I.L.O.) conventions. Firms wishing to conduct business with the Village will be asked to sign a

declaration indicating that they adhere to recognized labour conventions and recommendations.

Sustainable Purchasing Practices

The Village will purchase goods and services in a manner that embodies its commitment to sustainability, environmental responsibility, and improving the quality of life of its residents. A sustainable purchasing decision needs to consider three key components:

- The long term financial and economic impact;
- The environmental impact; and
- The social impact.

The Village will pursue the following goals when purchasing products and services:

- Minimize unnecessary purchasing ensuring the product or service is absolutely necessary;
- Reduce environmental impact; and
- Whole life cycle assessment which examines the entire environmental and health impacts associated with the entire life cycle of a product or service.

Purchasing decisions will continue to be balanced with issues of product performance, cost and availability and, where possible, 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 content, are reusable, recyclable, or compostable;
- Minimize transportation;
- Minimize packaging or offer collection/reuse of packaging; and
- Are provided by suppliers who strive to improve their environmental performance and provide environmentally preferable products, and who can document the supply-chain impact of their efforts.

Co-operative Venture

This policy provides the authority to participate in co-operative purchasing.

The Village will participate with other government agencies or public authorities in co-operative acquisition ventures such as, but not limited to: the Vancouver Regional Co-Operative Purchasing Group or provincial Corporate Supply Arrangements. When it is in the best interest of the Village to do so, the Village will follow the procedures set out by the agency responsible for the venture and not those detailed in the Purchasing Authorities and Responsibilities table.

Emergency Purchases

Emergency situations may occur which require immediate commitment of materials, equipment and or services. An emergency expenditure is any expenditure that is the result of an event caused by accident, fire, explosion or technical failure or by forces of nature that results in the need to expend the Village's immediate or emergent resources:

- To protect human life, safety and health;
- To protect property;
- To protect the environment; and
- To protect the economic interest of the community

In such situations, the person in charge is authorized to approve any commitments made on behalf of the Village and will process the appropriate documents during the first business day following the event. Where the expenditure can be accommodated within the approved budget, the Chief Administrative Officer is authorized to approve that expenditure. Emergency purchases that cannot be accommodated within the approved budget will be authorized by the Chief Administrative Officer and reported to Council at a regular meeting following the event to confirm the action taken.

Under the Emergency Program Act and the Compensation and Disaster Financial Assistance Regulation, local authorities can receive financial assistance for eligible emergency response costs incurred during a disastrous event, and assistance for some post-disaster recovery costs expended to repair or restore public works and facilities that are essential to their operation.

Used Goods/Equipment

To ensure maximum value for the Village's purchasing dollars, the purchasing function and performance must be optimized. To this end, it may be necessary for the Village to consider the purchase of used goods or equipment from time to time. Approval for the purchase of used goods or equipment will only be considered where a positive business case can be shown.

Consulting and Professional Services

Consulting and professional services generally include engineering studies, designs, project management, financial auditing, etc. Proposals for consulting services are to be evaluated and awarded based on an overall value assessment including capability, methodology, historical performance, and cost, rather than simply the lowest price (i.e. Qualifications Based Selection).

Externally Managed Projects

Externally managed projects are those projects that are contracted out to a project management firm. These typically are comprised of multiple contracts awarded to several different trade contractors for the project. These contracts are awarded over the project duration by the project manager and senior Village staff authorized by Council within the overall project scope and established budget. It is the responsibility of the staff person hiring the project manager to ensure that the project manager adheres to all requirements of this policy.

Scope Changes

During the course of a project additional work may arise that could not be anticipated during the project planning process. A contractor currently working for the Village may be able to better respond to this related work. As a result, the existing contractor may be asked for a quotation and it may be used as a basis for a purchase requisition, which in turn may result in a new separate contract or an adjustment to an existing contract. A positive business case must be presented and approved by the department head prior to the additional work being awarded. The total amount of additional work awarded may not exceed 15% of the original contract value, or \$25,000, whichever is lesser of the two values.

Surplus Goods

The Village shall, from time to time, dispose of items declared obsolete or surplus by the user department, through public auction, solicited offers or negotiated sale. Surplus goods must be tagged with relevant information temporarily stored in the most appropriate location for later redistribution and/or sale. The Chief Administrative Officer, or designate, will be responsible for the disposal of surplus goods.

MONITORING/AUTHORITY

Through Council resolution for the adoption of this policy, Council provides the authorization for staff to perform and oversee various steps of the procurement process as outlined in Appendix B - Schedule of Purchasing Authorities and Responsibilities. All goods and services are to be acquired in accordance with this policy unless authorized on an exception basis by Village Council or the Chief Administrative Officer.

APPENDIX A - Definitions

Contract: A contract is a voluntary exchange of promises, creating obligations, which, if defaulted on, can be enforced and remedied by the courts. A contract may be written, verbal or implied.

Expression of Interest: A technique used to screen or pre-qualify potential bidders or proponents.

Goods and Services: All goods and services required by the Village including, but not limited to Rentals, Leases, Assets, and Stipulated Price Construction.

Invitation to Tender: A formal request for bids for the supply of goods or services in response to an advertised invitation. The purpose of Tendering is to obtain the best competitive price from all qualified or pre-qualified sources that wish to submit and are able to meet the terms of the contract.

Purchase Order: A written confirmation to procure goods and services or a written acceptance of an offer, made on the Village's numbered purchase order form.

Purchasing Cards: Credit cards that are used to complement the Village's purchasing and payment guidelines. These programs incorporate controls over the card usage and outline responsibilities for cardholders. Reference 3-1235-01.

Quotation: A written request for bids for the supply of goods or services, from selected sources of supply, NOT opened in public.

Request for Proposal: A request for Proposal seeks the creative input of the market place. It details the "what", the "when", and the "why" but not the "how". It seeks the best value through the competition of rival proponents. It describes in detail the project to be undertaken, the intended result of the project and the criteria for choosing the successful Contractor.

Signing Authority: As it pertains to this policy in the authority to sign requisitions for materials and services and is based on the budget responsibility.

Stipulated Price Contract: Comprises one contract awarded to a General Contractor for a fixed price to perform a project. The contract is awarded by the appropriated authority before commencement of the project.

Unit Price Contract: A contract with a dollar amount for each segment of work described in detail; all segments of work added together constitute the entire contract cost. This pricing type is used for a wide range of construction and contracting services where quantities are not completely established for the work in question.

APPENDIX B - SCHEDULE OF PURCHASING AUTHORITIES AND RESPONSIBILITIES

1. All purchases made must be within an approved budget, except where allowed under the Emergency Purchases section of this policy.
2. All travel related expenses should be made in accordance with Policy No. 4 – Travel and Expense; approval of such expenses will be determined by the schedule below.

<i>Value of Goods and Services</i>	<i>Authority Required</i>	<i>Minimum Competition Required</i>	<i>Minimum Documentation Required</i>
<i>\$0 – \$5,000</i>	<ol style="list-style-type: none"> 1. Village authorized signature; or 2. Purchase card 	<i>Best value obtained</i>	<i>Supporting records of the obtained quotes, where applicable, and approved by immediate supervisor</i>
<i>\$5,001 – \$25,000</i>	<ol style="list-style-type: none"> 1. Chief Administrative Officer or designate 	<i>Three formal quotes</i>	<i>Documentation of quotes must be filed & signed by Chief Administrative Officer</i>
<i>\$25,001 – approved budget</i>	<ol style="list-style-type: none"> 1. Council 	<i>One of:</i> <i>Invitation to Tender, Request for Proposal, or Request for Quotation (posted publicly, i.e. BC Bid)</i>	<i>One of:</i> <ol style="list-style-type: none"> 1. Invitation to Tender; 2. Request for Proposal; 3. Request for Quotation; or 4. Expression of Interest



VILLAGE OF ANMORE

POLICY NO. 8

EXPENDITURES POLICY

POLICY STATEMENT


A policy to define the limits for expenditures in the Village of Anmore

POLICY DETAILS

1. For expenditures \$5,000.00 and under, Staff has the discretion on the awarding of the Contractor.
2. For expenditures over \$5,000.00 and up to \$20,000.00, Staff must obtain 3 price quotes (if possible) before awarding to the Contractor.
3. For expenditures over \$20,000.00, Staff must prepare a Request for Proposal or Tender the project.

This above Policy amends Policy No. 8 that was adopted by Council in December 1991.

APPROVED BY THE MUNICIPAL COUNCIL ON THE 23 DAY OF NOVEMBER, 2010.



HEATHER ANDERSON
MAYOR



HOWARD CARLEY
CHIEF ADMINISTRATIVE OFFICER