

**VILLAGE OF PEMBERTON
-COMMITTEE OF THE WHOLE MEETING AGENDA-**

Agenda for the **Committee of the Whole** of Council of the Village of Pemberton to be held **Tuesday, December 12, 2017, at 1:00 p.m.** at Council Chambers, 7400 Prospect Street. This is meeting No. 169.

“This meeting is being recorded on audio tape for minute-taking purposes as authorized by the Village of Pemberton Audio Recording of Meetings Policy dated September 14, 2010.”

Item of Business	Page No.
1. CALL TO ORDER	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
2. APPROVAL OF AGENDA	1
Recommendation: THAT the agenda be approved as presented.	
3. APPROVAL OF MINUTES	
a) Committee of the Whole No. 168 – Tuesday, November 21, 2017	2
Recommendation: THAT the minutes of Committee of the Whole Meeting No. 168, held Tuesday, November 21, 2017 be adopted as circulated.	
4. HEALTH CANADA CANNABIS CONSULTATION – DISCUSSION	4
Background Information	
UBCM Submission on Cannabis Legalization	24
Cannabis Regulation in B.C. – What We Heard https://engage.gov.bc.ca/app/uploads/sites/217/2017/12/Cannabis-Regulation-in-B.C.-What-We-Heard.pdf	25
Province's announcement – December 5, 2017 https://news.gov.bc.ca/releases/2017PSSG0077-002017	59
Recommendation: THAT the Committee provide direction.	
5. SOCIAL PROCUREMENT POLICY	61
Recommendation: THAT the report be received for information.	
6. ADJOURNMENT	

**VILLAGE OF PEMBERTON
COMMITTEE OF THE WHOLE
MEETING MINUTES**

Minutes for the **Committee of the Whole** of Council of the Village of Pemberton, held Tuesday, November 21, 2017, at 1:00 p.m., at Council Chambers, 7400 Prospect Street. This is meeting No. 168.

ATTENDING: Mayor Mike Richman
Councillor James Linklater
Councillor Ted Craddock
Councillor Karen Ross
Councillor Jennie Helmer

STAFF: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Jill Brooksbank, Senior Communications & Grants Coordinator
Elysia Harvey, Legislative Assistant

PUBLIC: 0

1. CALL TO ORDER

At 1:00 p.m. Mayor Richman called the meeting to order.

In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.

2. APPROVAL OF AGENDA

Moved/Seconded

THAT the agenda be approved as presented.

CARRIED

3. APPROVAL OF THE MINUTES

a) Committee of the Whole No. 167 – Tuesday, November 7, 2017

Moved/Seconded

THAT the minutes of Committee of the Whole Meeting No. 167, held Tuesday, November 7, 2017, be adopted as circulated.

CARRIED

4. COMMUNITY INITIATIVE AND OPPORTUNITY FUND - DISCUSSION

Discussion took place with SLRD Electoral Area C Director, Russell Mack, concerning future funding support from the SLRD for CIOF applicants, the 2018 funding obligations the Village has committed to through the CIOF, and the future of the CIOF program. The next steps once funding agreements are

concluded were also discussed, specifically future funding options for the Chamber of Commerce due to 2018 being the final year for the Chamber's Long Term Service Agreement.

Moved/Seconded

THAT the Committee of the Whole recommends to Council that correspondence be sent to the Squamish-Lillooet Regional District Board requesting that a Service Establishment Bylaw be considered to facilitate funding for the Visitors Information Centre operated by the Pemberton & District Chamber of Commerce.

CARRIED

5. REPORTS

a) Office of the CAO

i) Communications Policy - Update

Moved/Seconded

THAT the Committee of the Whole recommends to Council that the Communications Policy, as amended, be approved.

CARRIED

6. ADJOURNMENT

The Committee of the Whole Meeting was adjourned at 1:26 p.m.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

LIDSTONE & COMPANY
BARRISTERS AND SOLICITORS

MEMORANDUM

TO: Clients
FROM: Ian Moore
DATE: November 22, 2017
RE: Cannabis Legalization Update

I. INTRODUCTION

Health Canada recently released “Consultation Paper: Proposed Approach to the Regulation of Cannabis.” This bulletin summarizes the portions of the Consultation Paper that are most relevant to local governments.¹

The purpose of the Consultation Paper is to solicit feedback on the initial set of regulatory proposals Health Canada is considering under the proposed *Cannabis Act*. In order to meet the government’s commitment of bringing the proposed *Cannabis Act* into force no later than July 2018, the Consultation Paper will be the only consultation conducted prior to final regulations being published in the *Canada Gazette*, Part II. In other words, draft regulations will not be pre-published; however, Health Canada intends to publish a summary of comments received and a detailed outline of changes made to the regulatory proposal as a result of consultation.

II. SCOPE OF THE CONSULTATION PAPER

The proposed regulatory framework draws on the current regulatory framework under the *Controlled Drugs and Substances Act* (“CDSA”) as it relates to cannabis.

Regulations governing the production of food-based cannabis products (e.g. edibles), concentrates, and resins (e.g. hash) will be subject to separate consultations at a later date—these regulations are scheduled to come into force one year after the *Cannabis Act* comes into force. The Consultation Paper also does not cover regulations made on the recommendation of the Minister of Public Safety and Emergency Preparedness (pertaining to law

¹ See <https://www.canada.ca/en/health-canada/programs/consultation-proposed-approach-regulation-cannabis/proposed-approach-regulation-cannabis.html>

enforcement) or on the recommendation of the Attorney General of Canada (pertaining to tickets).

The paper is divided into eight sections, one of which is of particular relevance to local governments (bolded below):²

- **Licences, Permits and Authorizations**
- Security Clearances
- Cannabis Tracking System
- Cannabis Products
- Packaging and Labelling
- Cannabis for Medical Purposes
- Health Products and Cosmetics Containing Cannabis
- Miscellaneous Issues

III. PROVISIONS RELEVANT TO LOCAL GOVERNMENTS: Licences, Permits and Authorizations

Health Canada's proposed system of licences, permits, and authorizations may have implications for local government regulatory regimes, including zoning and business regulation. The following types of authorizations are proposed:

- Cultivation: standard cultivation, micro-cultivation, industrial hemp, and nurseries
- Processing: standard processing and micro-processing
- Sale (federal level): sale for medical purposes and sale for non-medical purposes to adults in provinces and territories that have not yet enacted a retail framework
- Analytical testing
- Import/export
- Research

Local governments may wish to provide feedback on the following matters:

- the proposed distinctions between standard cultivation and micro-cultivation,³ and standard processing and micro-processing;⁴
- the proposed approach to the sale of cannabis for non-medical purposes in the absence of a provincial/territorial scheme;⁵

² Note: Questions 1-3 of the consultation questions found in Annex 1 (page 68) are the most relevant to local governments.

³ See 2.2.1 (page 12), 2.2.2 (page 12), and pages 30-31.

⁴ See 2.2.5 (page 15), 2.2.6 (page 15) and pages 30-31.

⁵ See 2.2.8 (page 16)

- the supplemental activities proposed to be allowed within each licence class;⁶
- the proposed requirement that local governments receive notice of all licence classes other than industrial hemp, analytical testing, and for sale licences where cannabis is not stored on-site;⁷
- the prohibition of any licensed activity in a dwelling-house and other location-related regulations (e.g. regulations regarding preventing the escape of odours and pollen);⁸ and
- the requirement for licenced persons to maintain records of notices and communications sent to local authorities.⁹

IV. PROVIDING FEEDBACK

Feedback can be provided via an online questionnaire, by written submission sent to cannabis@canada.ca, or by written submission in hard-copy format.¹⁰ The deadline for feedback is January 20, 2018.

⁶ See bottom of page 19

⁷ See 2.3.1 (page 20)

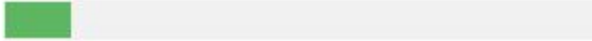
⁸ See 2.3.3 (page 20)

⁹ See page 28

¹⁰ More details, including the link to the questionnaire and the address for hard-copy feedback can be found at: https://www.canada.ca/en/health-canada/programs/consultation-proposed-approach-regulation-cannabis.html?_ga=2.181702951.1638133587.1511297115-738319140.1498752035



Progress



11%

Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

Introduction

Health Canada is seeking your feedback on the [Proposed Approach to the Regulation of Cannabis](#). This consultation builds on the extensive consultations conducted by the Task Force on Cannabis Legalization and Regulation. The consultation is guided by the [Consultation Paper](#). You are invited to read the paper and complete this questionnaire.

The Government of Canada intends to bring the proposed Cannabis Act into force no later than July 2018, subject to Parliamentary approval. To support implementation of the proposed Act, regulations would need to be enacted in a range of areas, such as cannabis product standards and packaging and labelling requirements, to ensure that the risks and harms of cannabis are appropriately addressed under the legal framework.

In many cases, Health Canada is proposing to build upon the established regulatory requirements that have long been in place for current producers of cannabis for medical purposes or industrial hemp. Enacting many of the same types of strict regulatory controls for production under the proposed Cannabis Act would allow for legal and quality-controlled products to be available by July 2018 and immediately begin to address the public health and safety risks posed by illegally-produced cannabis.

To meet the Government's commitment of bringing the proposed Cannabis Act into force no later than July 2018, the final regulations will need to be published in the *Canada Gazette*, Part II, as soon as possible following Royal Assent. As such, it is important that you provide input during this 60-day consultation period as draft regulations will not be pre-published. Instead, Health Canada intends to publish a summary of comments received, as well as a detailed outline of any changes to the regulatory proposal, which will continue to provide industry and stakeholders with as much information as possible on the proposed regulatory requirement.

You can also send a written submission to cannabis@canada.ca in electronic files such as Microsoft Word or Adobe Acrobat.

The deadline to provide written comments and responses is January 20, 2018.



Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

6. What do you think of the proposed criteria for determining whether or not an individual is eligible to hold a security clearance? Do you think that the proposed approach should permit individuals with a history of non-violent, lower-risk activity (such as simple possession or small-scale cultivation of cannabis plants) to obtain a security clearance and participate in the legal cannabis industry?

For additional information, refer to the discussion paper [Subsection 3.2 "Decision to Grant a Security Clearance."](#)





Progress  77%

Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

7. What do you think about the proposal not to restrict the types of product forms that industry will be able to manufacture and sell (for example, pre-rolled dried cannabis, or cannabis oil capsules and oral sprays)? Are there any specific product forms that you think the government should prohibit?

For additional information, refer to the discussion paper [Subsection 5.3 "Product Forms."](#)





Progress



81%

Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

8. What do you think about the proposed THC limits based on how a product is represented to be consumed (i.e., by inhalation or by ingestion)? What do you think about the proposed limits on a unit or serving basis?

For additional information, refer to the discussion paper [Subsection 5.3 "Product Forms."](#)





Progress  85%

Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

9. What do you think about the proposed rules for the packaging and labelling of cannabis products? Do you think additional information should be provided on the label?

For additional information, refer to the discussion paper [Section 6 "Packaging and Labelling."](#)





Progress  88%

Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

10. What do you think about the proposed approach to providing access to cannabis for medical purposes? Do you think there should be any specific additional changes?

For additional information, refer to the discussion paper [Section 7 "Cannabis for Medical Purposes."](#)





Progress



92%

Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

11. What do you think about the proposed restrictions on the sale of health products containing cannabis authorized by Health Canada? Do they strike an appropriate balance between facilitating access to safe, effective and high quality health products, and deterring illegal activities and youth access?

For additional information, refer to the discussion paper [Section 8 "Health Products and Cosmetics with Cannabis."](#)





Progress  96%

Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

12. What do you think about the overall regulatory proposal? Is there any additional feedback that you would like to share on the proposed approach to the regulation of cannabis?





Progress  100%

Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

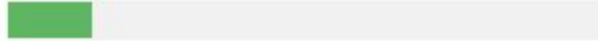
Thank You

If there are any changes you would like to make to your responses, please do so now before you click the "Submit" button below.





Progress



14%

Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

Please indicate whether you are providing input:

- As an individual
- As a representative of a group or organization



Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

What is your gender?

- Male
- Female
- Other
- Prefer not to say

What is your age?

- Under 18
- 18-25
- 26-34
- 35-44
- 45-54
- 55-64
- 65 or older
- Prefer not to say

In which province/territory do you live?

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Northwest Territories
- Nova Scotia
- Nunavut
- Ontario
- Prince Edward Island
- Quebec
- Saskatchewan
- Yukon
- Outside of Canada
- Prefer not to say

Are you registered with a federally-licensed producer of cannabis or with Health Canada to cultivate a limited amount of cannabis for yourself or for another person under the existing Access to Cannabis for Medical Purposes Regulations (ACMPR)?

- Yes
- No
- Prefer not to say



Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

1. What do you think about the different types of proposed licences (i.e., cultivation, processing, etc.)? Will they achieve the objective of enabling a diverse, competitive legal industry that is comprised of both large and small players in regions across the country?

For additional information, refer to the discussion paper [Section 2.2 "Licences, Permits and Authorizations."](#)

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Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

2. What do you think would be an appropriate threshold to distinguish between a micro-cultivator and a standard cultivator, taking into account the reduced physical security requirements for a micro-cultivator? Should the threshold be based on the number of plants, size of growing area, total production, gross revenue, or some other criteria? What should the threshold be?

For additional information, refer to the discussion paper Subsection [2.2.2 "Micro-cultivation."](#)





Progress



62%

Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

3. What do you think would be an appropriate threshold to distinguish between a micro-processor and a standard processor, taking into account the reduced physical security requirements for a micro-processor? Should the threshold be based on total production, on-site inventory, gross revenue, or some other criteria? What should the threshold be?

For additional information, refer to the discussion paper [Subsection 2.2.6 "Micro-processing."](#)





Progress  66%

Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

4. What do you think of the proposed rules and requirements (i.e., physical security, good production practices, etc.) for the different categories of authorized activity? Do you think that the requirements are proportional to the public health and safety risks posed by each category of activity?

For additional information, refer to the discussion paper [Section 2.3 "Licence Requirements."](#)





Progress  70%

Online Questionnaire on the Proposed Approach to the Regulation of Cannabis

5. What do you think about the proposed requirements for certain individuals associated with a licensed organization to hold a security clearance issued by the Minister of Health? Do you think the proposal appropriately identifies positions of greatest risk?

For additional information, refer to the discussion paper [Subsection 3.8 "Application for Security Clearance."](#)



UBCM Submission On Cannabis Legalization

Dec. 5, 2017

UBCM has provided a [submission](#) regarding the development of a provincial framework for non-medical cannabis to the provincial Cannabis Legalization and Regulation Secretariat (CLRS). The submission is based upon the work undertaken by the Joint Provincial-Local Government Committee on Cannabis Regulation (JCCR) and has been endorsed by UBCM's Executive.

UBCM's recommendations call for a hybrid retail model (public and private retailers) that resembles the hybrid provincial liquor retail framework. Other notable recommendations call on the Province to retain the federal 4 plants per household limit for personal cultivation operations, and to extend existing public tobacco regulations/restrictions to smoking or vaping non-medical cannabis.

The recommendations contained in UBCM's submission relate to the seven broad issues outlined in the provincial discussion paper, [Cannabis Legalization and Regulation in British Columbia](#), including:

- Minimum age to buy, grow and possess non-medical cannabis;
- Personal possession limits for adults and youth;
- Public consumption (e.g. smoking, vaping);
- Drug-impaired driving regulations;
- Personal cultivation (number of plants, location, security, etc.);
- Distribution model; and,
- Retail model.

The local government JCCR members' responses to these questions have informed the recommendations made by UBCM in this submission. This document represents the first portion of UBCM's feedback, addressing specific time-sensitive issues tabled by the Cannabis Legalization and Regulation Secretariat. Other local government issues and concerns (e.g. distribution of taxation revenue, regulation of edibles) will be addressed through the JCCR over the coming months.

Background

On September 21, 2017, UBCM received an invitation from Minister of Public Safety and Solicitor General, Mike Farnworth, to form a [standing committee](#) on cannabis legalization. In addition to the broader provincial engagement strategy to support the development of the provincial regulatory framework for legalized cannabis, the standing committee provides a forum for local governments to share their experiences and knowledge and discuss issues of interest or concern with the Cannabis Legalization and Regulation Secretariat. The Committee may also be used to assist in required statutory consultation if changes to local government legislation are considered.

The twelve JCCR [members](#) include a mix of local government elected officials, senior staff members and staff members with specialized skill sets and experience in planning, building inspection, bylaw enforcement and/or public safety. Understanding that the provincial Cabinet may consider policy decisions prior to 2018, the JCCR undertook an intensive two-month engagement process. Members met every two weeks to consider expert opinions, analyze high priority policy issues, and determine appropriate recommendations, with the objective of using this information to form a submission.

Provincial Action

Earlier today, the province [announced](#) its initial decisions with regard to minimum age, distribution and retail model, each of which reflect UBCM's submission.

<http://www.ubcm.ca/EN/meta/news/news-archive/2017-archive/ubcm-submission-on-cannabis-legalization.html>

Cannabis Regulation in B.C.

What We Heard

Public and Stakeholder Engagement

September 25 – November 1, 2017



BRITISH
COLUMBIA

*Cannabis Regulation in B.C.
What We Heard
Public and Stakeholder Engagement
September 25 – November 1, 2017*

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Created: November 29, 2017

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The Engagement Process

Between September 25 and November 1, 2017 the Cannabis Legalization and Regulation Secretariat (the Secretariat) and Government Communications and Public Engagement (GCPE) conducted a public and stakeholder engagement initiative on behalf of the Province of British Columbia. The purpose of the engagement was to hear the views of British Columbians on a range of issues related to the legalization and regulation of non-medical cannabis in B.C.

This report represents the results of engagement activities undertaken during the noted time-frame. Several methods were used to solicit public input including an online feedback form (48,151 responses), a random telephone survey (800 participants) and the receipt of written submissions (141) from Local Governments, Indigenous Governments and Organizations, and stakeholder groups.

Engaging with Indigenous Governments and Organizations

The Province is committed to working closely with Indigenous peoples in preparation for the legalization of non-medical cannabis and engagement with Indigenous Governments and Organizations is ongoing and will continue as the Province develops its regulatory framework. Five Indigenous governments and one Indigenous organization provided written submissions during the engagement period.

Working with Local Governments

The Province is committed to working with Local Governments and has established the Joint Provincial-Local Government Committee on Cannabis Regulation. The committee provides a forum for communication and consultation with Local Governments as the Province develops the regulatory framework for legalized non-medical cannabis. Thirty-seven Local Governments and Regional Districts provided written submissions during the engagement period.

Background

In April 2017, the Government of Canada introduced two Bills in relation to the legalization of cannabis; Bill C-45 (the *Cannabis Act*) and Bill C-46 (amending the *Criminal Code* impaired driving provisions). The Bills are currently making their way through the federal parliamentary process with the goal of bringing Bill C-45 into force in July 2018, making non-medical cannabis legal in Canada as of that time. The federal government plans to bring into force the amendments related to drug-impaired driving as soon as Royal Assent is received.

While the federal government plans to regulate commercial production, provinces and territories will be responsible for many of the decisions about how non-medical cannabis is regulated in their jurisdictions including: distribution and retail systems; compliance and enforcement regimes; age limits; restrictions on possession, public consumption and personal cultivation; and amendments to road safety laws.

In B.C., the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General, has the mandate to lead the provincial government's planning for the safe implementation of legalized cannabis. The provincial government's goals of protecting young people, making health and safety a priority, keeping cannabis out of the hands of criminals, and keeping our roads safe are guiding this work. The Province is also committed to developing a made-in-B.C. regulatory framework that supports economic development throughout our province.

Online Feedback Form and Telephone Survey Findings

The Secretariat provided a discussion paper covering priority policy areas the Province is considering to help guide submissions, which included: minimum age, public possession and consumption, drug-impaired driving, personal cultivation, distribution and retail models.

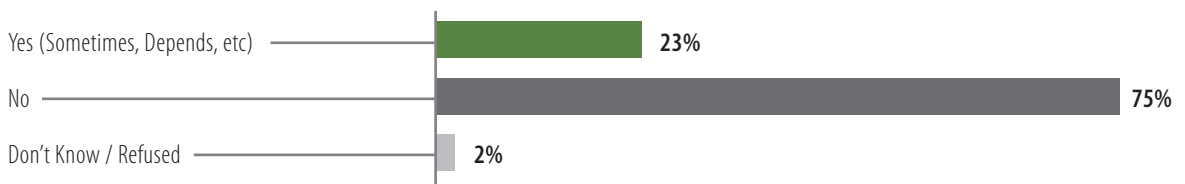
The discussion paper drew heavily from analysis of the federal Task Force on Cannabis Legalization and Regulation and identified policy options to consider in developing a B.C. regulatory framework for non-medical cannabis. The following information captures the feedback form and telephone survey results on those key policy areas.

Note: Due to rounding, telephone survey and feedback form results may not add up to 100%.

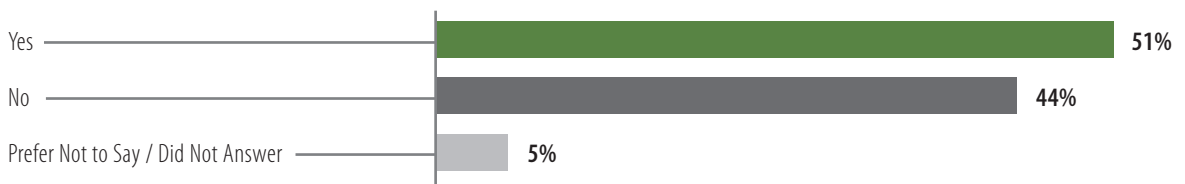
Cannabis Use

QUESTION:
Do you use cannabis?

TELEPHONE SURVEY PARTICIPANTS



FEEDBACK FORM RESPONDENTS

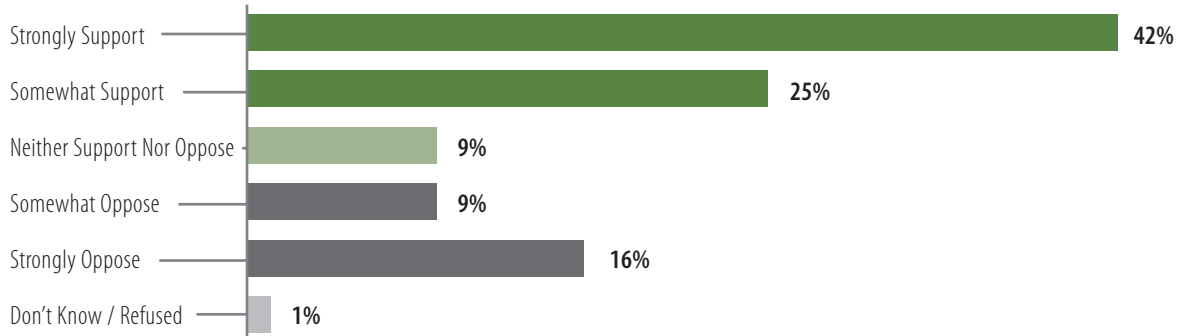


Support for Legalization

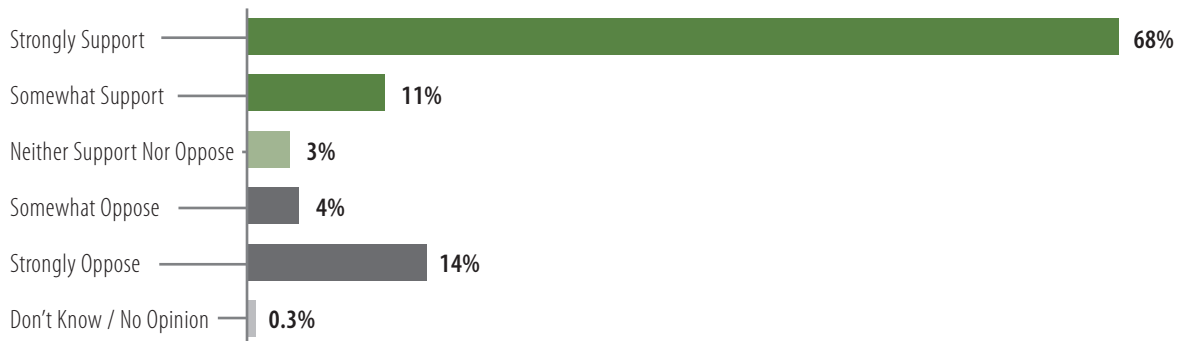
QUESTION:

Do you support legalization of cannabis?

TELEPHONE SURVEY PARTICIPANTS



FEEDBACK FORM RESPONDENTS

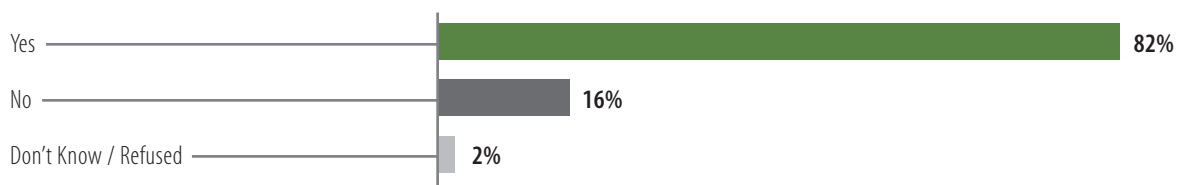


Minimum Age

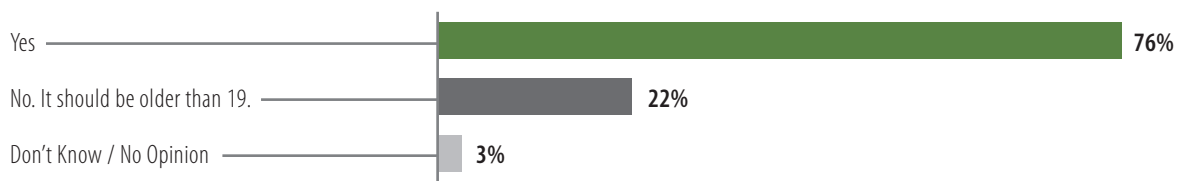
QUESTION:

Do you support setting the minimum age to possess, purchase, and consume cannabis in B.C. to 19?

TELEPHONE SURVEY PARTICIPANTS



FEEDBACK FORM RESPONDENTS



Summary of Feedback Form Comments

Of those who provided additional comments, the majority said the minimum age should be higher than 19, with suggestions for the age to range from 21 to 25 years old. Many expressed concerns about how cannabis use can affect brain development in those under the age of 25 and suggested public education programs could be beneficial in helping adolescents understand the potential dangers associated with consuming cannabis at a young age. A minority commented that legal age should be lowered to 18, because they thought any other age will not deter young adults from experimenting or acquiring cannabis.

Written Submissions

The majority of submissions indicated support for setting the minimum age at 19, with respondents noting that setting the minimum at 19 aligns with the age of majority and legal age for consumption of alcohol and tobacco products in the province.

The Doctors of BC were among the stakeholders who recommended a minimum age older than 19 stating, "Doctors of BC recognizes that although it would be ideal to restrict all youth from accessing non-medical cannabis, the setting of a high minimum age will likely result in young cannabis users continuing to purchase unregulated cannabis in the illegal market. Weighing these concerns, the Canadian Medical Association (CMA) recommends that the minimum age for purchasing nonmedical [sic] cannabis be set at 21 years of age."

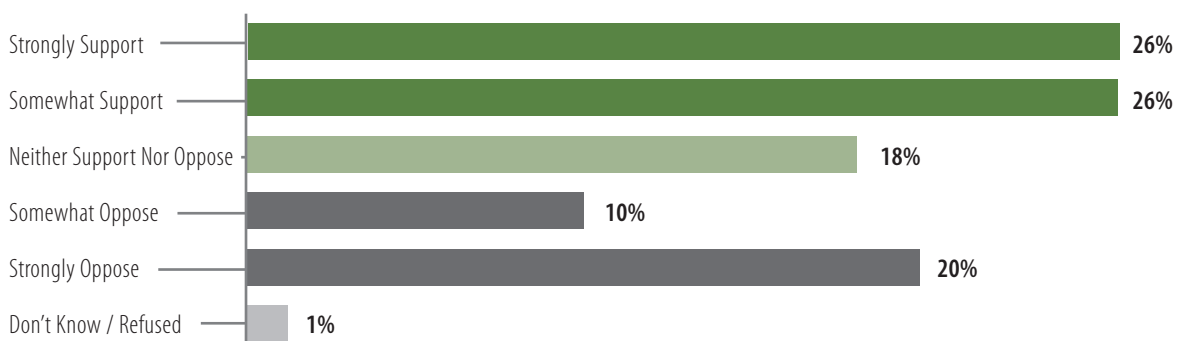
A number of written submissions expressed concerns about the effects of cannabis use in relation to proper brain development. There were also concerns that the younger a person starts using cannabis, the greater the risk for negative health and social outcomes. Many of those who commented advocated for public awareness initiatives to educate youth, young adults and parents about the potential impacts of cannabis use on the developing brain.

Personal Possession

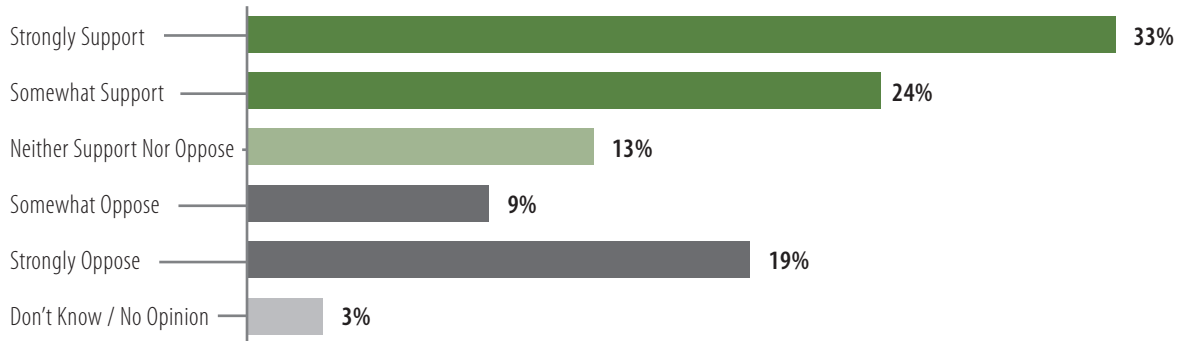
QUESTION:

Do you support the proposed federal 30 gram possession limit?

TELEPHONE SURVEY PARTICIPANTS



FEEDBACK FORM RESPONDENTS



Summary of Feedback Form Comments

The majority of those who commented on the proposed federal 30 gram limit said it was too low. A number of these commenters said there should be no legal possession limit, similar to alcohol. Some people said they were concerned about the ability to enforce limitations on possession, or on users' willingness to adhere to such restrictions.

Those who indicated support for the proposed 30 gram possession limit said it is reasonable as it allows for an ounce to be carried with slight overage. Among those in support of possession limits, some suggested serious penalties should be reserved for those with large amounts in their possession.

Many who provided comments regarding personal possession limits and minors said those under 19 should not be allowed to possess any amount of cannabis and those found in possession should not be criminalized. Instead, similar to alcohol, a fine could be imposed.

Written Submissions

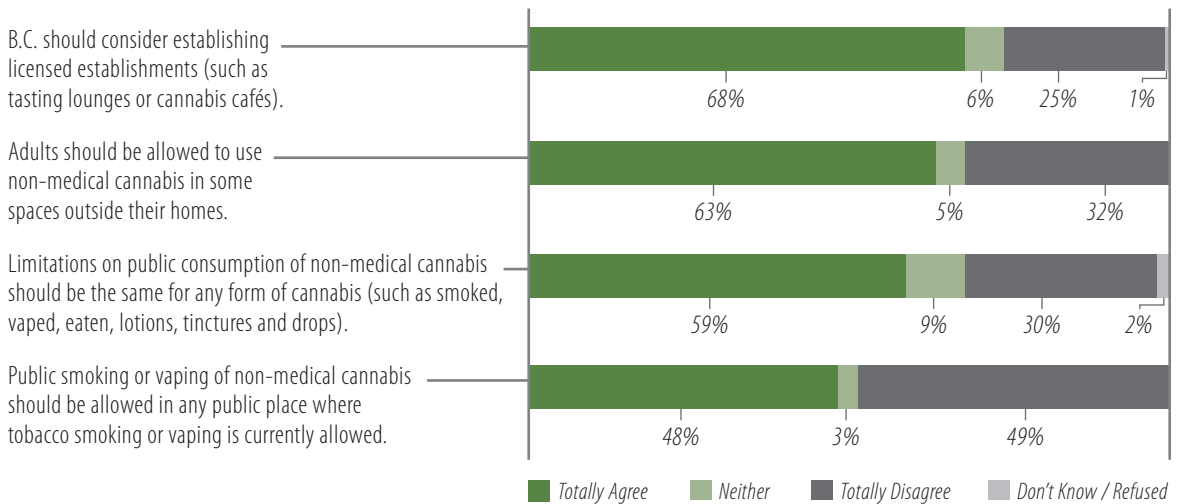
Written submission feedback on the topic of personal possession focused largely on youth possession, with a general consensus that cannabis possession by youth should not result in a criminal charge. A number of submissions called for the Province to prohibit possession by persons under the established provincial minimum age.

The B.C. Representative for Children and Youth recommended that "the enforcement of cannabis regulations should be treated similarly to current regulations related to tobacco and alcohol; and, the province should take steps to avoid the criminalization of youth." Child Health BC (CHBC) also supports treating youth cannabis possession of 5 grams or less similarly to tobacco or alcohol. However, CHBC believes "youth in possession of cannabis greater than 5 grams should continue to face criminal charges."

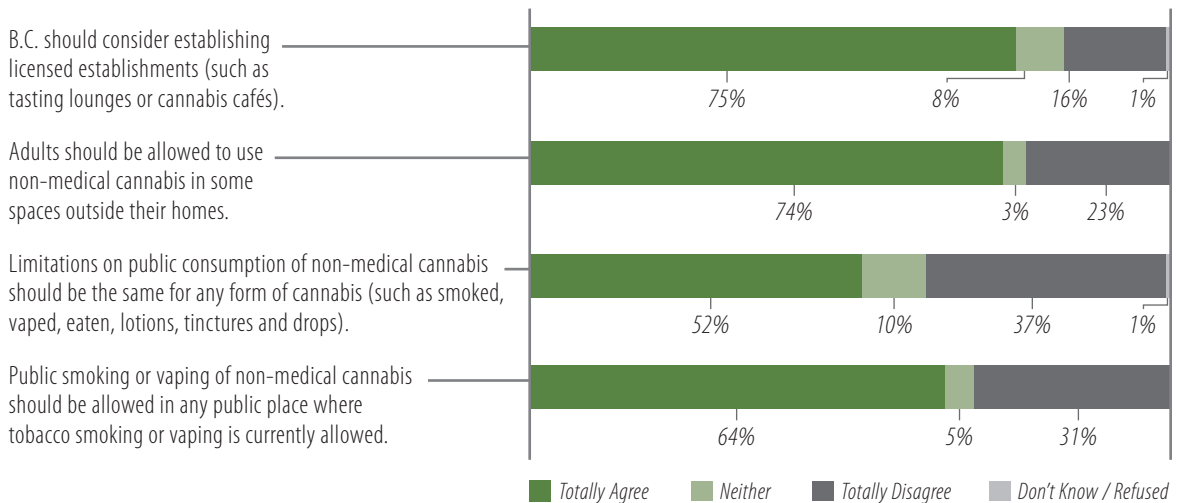
Comments around adult possession varied. A number expressed that imposing possession limits is unnecessary; while others believe establishing a limit is appropriate. The Village of Midway submission is representative of a number of submissions on this topic. The Village supports the proposed 30 gram limit established in federal Bill C-45 "as a way to help law enforcement professionals distinguish between cannabis intended for personal use and illegal possession intended for the purpose of trafficking."

Public Consumption

TELEPHONE SURVEY PARTICIPANTS



FEEDBACK FORM RESPONDENTS



Summary of Feedback Form Comments

Two significant points of view emerged from the comments on public consumption: those who do not want to be subjected to second-hand cannabis smoke in public spaces, and those who thought cannabis consumption should be limited to indoor use at a private residence and/or a designated consumption space (similar to alcohol).

Some said cannabis consumption should be treated the same as tobacco. However, others suggested cannabis consumption should not be regulated as heavily as tobacco because cannabis smoking and vaping is less frequent, resulting in less second-hand smoke. Many advocated limiting consumption to use in private residences. Some thought that allowing consumption in common areas and on balconies would affect their quality of life as smoke can easily travel through windows, doors and air intakes.

A number thought smoking should be prohibited in public spaces including: national and provincial parks, beaches, ski hills and trails. Conversely, some thought consumption in these public places should not be over-regulated and designated cannabis smoking areas should be considered. When considering children and youth, many opposed any type of consumption near places where children typically attend, including: daycares, elementary and secondary schools, community centres, etc.

Many comments about public consumption expressed support for the establishment of licensed cannabis cafés/lounges. Those supporting these establishments thought they would offer a safe, friendly and comfortable environment without disrupting others.

Written Submissions

Many submissions from organizations indicated they would like to see restrictions on smoking/vaping of cannabis products mirror those of current smoking/vaping laws. The majority of submissions who expressed concern about public consumption commented that smoking and vaping cannabis should be prohibited in places such as public parks, outdoor restaurant/bar patios and in or around schools, daycares and playgrounds. The Canadian Cancer Society's recommendation aligned with this view: "BC's Tobacco and Vapor Products Control Act should be amended to address smoking and vaping tobacco, cannabis, and all substances should be prohibited at parks, playgrounds, trails, plazas, beaches, recreation facilities and venues, workplaces and on restaurant and bar patios." Other respondents were in favour of a complete ban on any public consumption. Some commented that Local Governments should be able to prohibit consumption of cannabis through bylaws and restrict consumption to designated areas such as lounges. A number of submissions expressed support for the establishment of properly licensed cannabis cafés/lounges and did not support the sale of alcohol in these places.

Drug-Impaired Driving

B.C. must carefully look at strategies to deter drug-impaired driving to keep the public safe. Currently, there are two kinds of penalties, or sanctions, for drugs and driving. Under federal law, if police believe a driver's ability to operate a vehicle is impaired by a drug they may pursue criminal impaired driving charges. Under provincial law, if police believe a driver's driving ability is affected by a drug, other than alcohol, they may serve an administrative 24-hour driving prohibition at the roadside and impound the vehicle for that same period – in conjunction with or instead of criminal impaired driving charges.

The proposed federal Bill C-46 would establish new laws and tools under the *Criminal Code* to help police detect and investigate drug-impaired driving cases. Penalties would depend on the level of THC (Tetrahydrocannabinol is the principal psychoactive constituent of cannabis) in blood and the presence of alcohol or another drug in addition to cannabis at or above set levels. The penalties range from a fine to a maximum penalty of 10 years in jail (doubling the current maximum of 5 years).

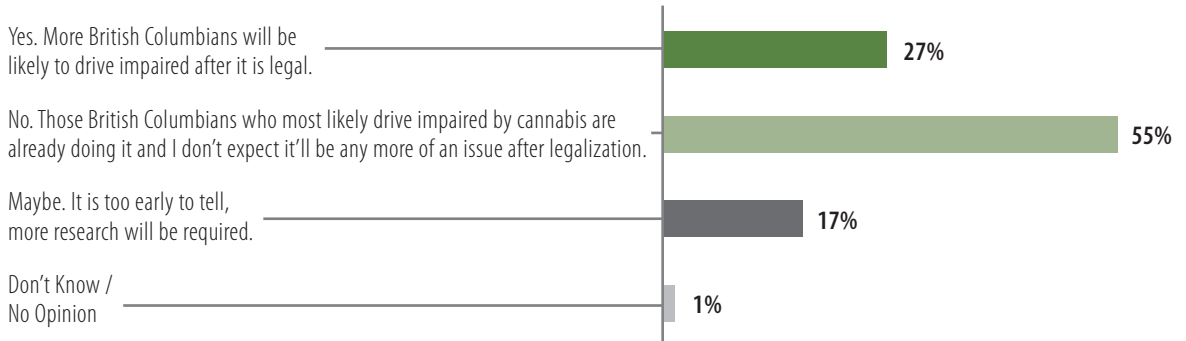
QUESTION:

Do you think the legalization of non-medical cannabis will result in increased problems with cannabis-impaired driving in B.C.?

TELEPHONE SURVEY PARTICIPANTS

This question was not asked in the telephone survey.

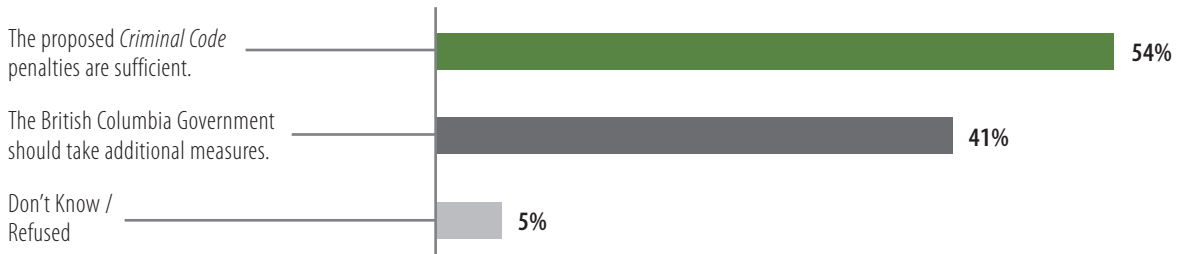
FEEDBACK FORM RESPONDENTS



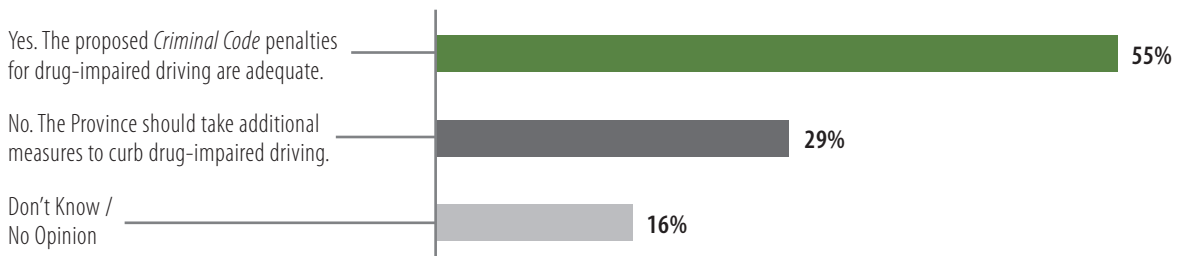
QUESTION:

Do you think the proposed *Criminal Code* penalties for drug-impaired driving are sufficient, or should B.C. consider additional actions to deter drug-impaired driving?

TELEPHONE SURVEY PARTICIPANTS



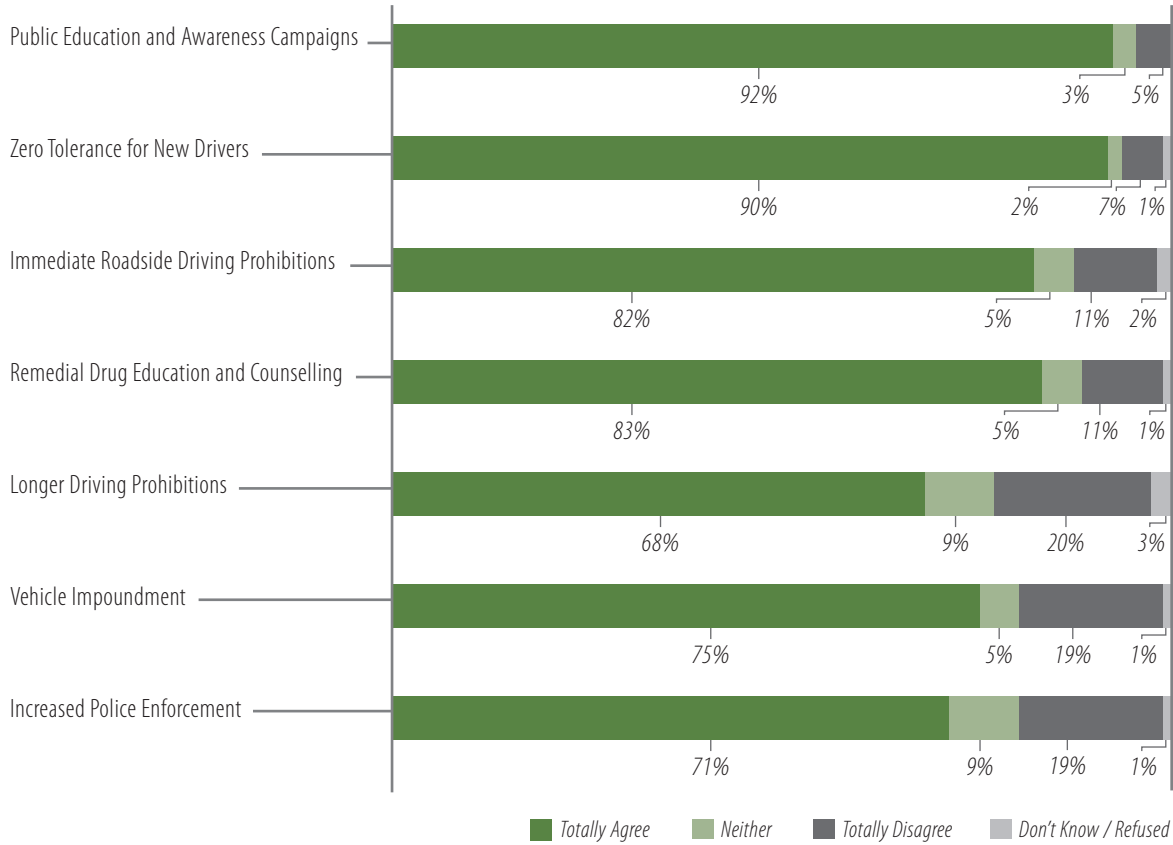
FEEDBACK FORM RESPONDENTS



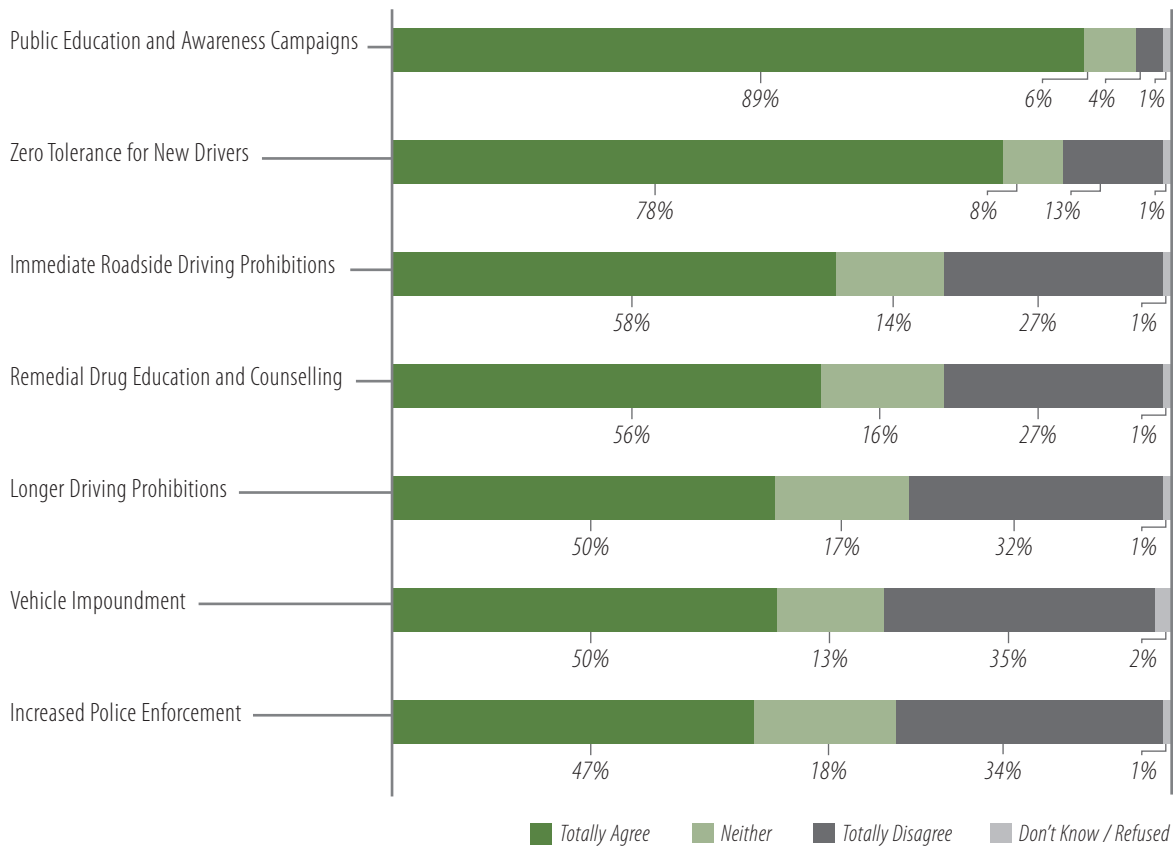
QUESTION:

What is your level of agreement for the following actions to reduce drug-impaired driving?

TELEPHONE SURVEY PARTICIPANTS



FEEDBACK FORM RESPONDENTS



Summary of Feedback Form Comments

Comments on drug-impaired driving reflect polarized views. Some respondents advocated for zero tolerance for driving while affected by cannabis, while others suggested cannabis consumption doesn't cause impairment. Opposing views were also evident on the detection and testing for drug-related impairment. Some said there is no adequate testing to determine drug-related impairment. A number of respondents said police and RCMP need to be trained in detection and testing of drug-impaired driving, and that new funding will be required for that training. Some mentioned police training will need to include information on establishing levels of impairment and intoxication, or said it will be important for police to have the proper forensic tools to adequately measure impairment while others said police already have the necessary training and do not need additional tools for detecting cannabis.

Written Submissions

A significant number of written submissions received by the Secretariat addressed the topic of drug-impaired driving. Although feedback varied to some extent, two priority items stood out as key recommendations: the need for a provincial public education campaign to deter drug-impaired driving and appropriate training for police forces.

Many submissions highlighted the need for further research into the issue of cannabis-impaired driving and encouraged B.C. to consider additional actions to deter drug-impaired driving beyond the proposed federal *Criminal Code* penalties.

Views expressed by the BC Coalition of Nursing Associations (BCCNA) were representative of a number of submissions on this policy issue. BCCNA said: "B.C. should expand the Immediate Roadside Prohibition (IRP) and/or the Administrative Driving Prohibition (ADP) to include drug impaired driving" and "greater investment in Standard Field Sobriety Testing (SFST) and Drug Recognition Expert (DRE) training among police officers across the province in order to better assess impairment."

The specific issue of youth drug-impaired driving was raised, with a number of submissions encouraging a zero-tolerance policy for 'New' and 'Learner' drivers. Child Health BC recommended "a zero-tolerance approach for cannabis use among young drivers, regardless of impairment levels for adults."

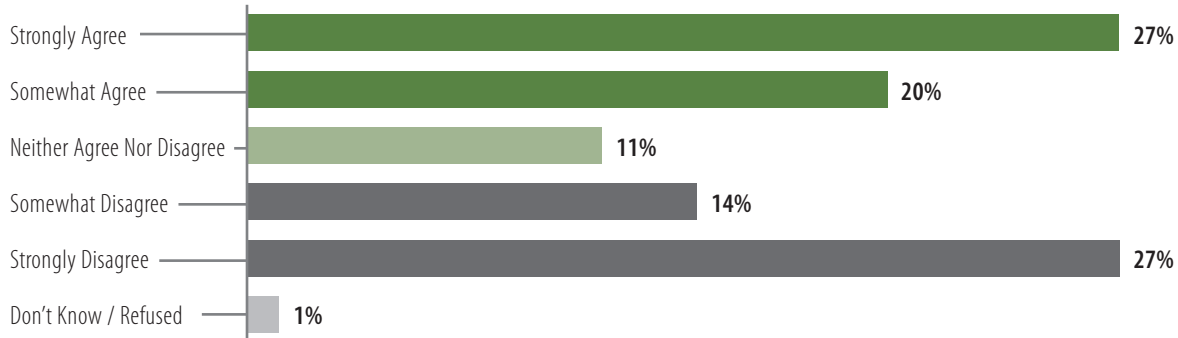
The BC Trucking Association stressed the need for B.C. to work collaboratively with other jurisdictions, stating that "provincial and federal cooperation is imperative to ensure that the regulatory framework is robust, clear, fair, and that it protects all road users."

Personal Cultivation

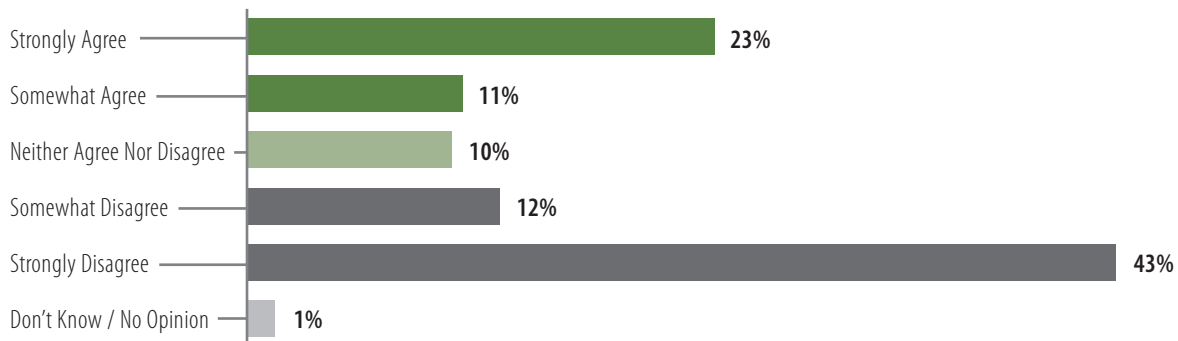
QUESTION:

What is your level of agreement with the following statement: B.C. should set additional restrictions on where and how British Columbians can grow non-medical cannabis for personal use at home.

TELEPHONE SURVEY PARTICIPANTS



FEEDBACK FORM RESPONDENTS



Summary of Feedback Form Comments

Overall, comments regarding personal cultivation supported permitting personal cultivation, but with a range of views on proposed restrictions regarding indoor vs. outdoor cultivation, the number of plants per household and the limits on plant height. Some respondents were of the view that the fewer restrictions on personal cultivation the better. Numerous responses suggested the proposed federal limits were too restrictive. Some questioned the need to register in order to grow cannabis at home drawing a parallel to making wine and beer or growing tobacco at home.

Many of these comments referenced the challenge of policing home cultivation. A number of participants expressed strong opposition to personal cultivation and some cited opposition by the Canadian Association of Chiefs of Police who stated they strongly oppose in-home production and any provisions related to personal cultivation in their written brief to the federal Standing Committee on Health.

Those who expressed concern said personal cultivation would increase the access of children and youth to cannabis, and called for restrictions on homes with underage children. Others said excess home cultivation product would end up being sold on the illegal market. Some questioned the need for personal cultivation given the many other options to obtain cannabis.

Issues were raised around the impact personal cultivation would have on house values, property insurance and tenants' rights. Many called for requirements to disclose that a home had been used to cultivate cannabis at the time of sale. Others called for landlords to have rights to restrict or ban cultivation in apartments and condos. Many comments cited issues around noxious odour, moisture and mold, and potential fire hazards from home cultivation, particularly in apartment buildings and condos.

Written Submissions

A number of written submissions regarding personal cultivation want home cultivation of cannabis prohibited in multi-unit dwellings, while others said that the proposed limits as set out in the *Cannabis Act* were sufficient.

Among those who responded in favour of prohibition, submissions cited a number of concerns to support this recommendation including: high humidity and temperatures, risk of fire, electrical overloading hazards, use of hazardous chemicals such as pesticides, potential for damage to the property, possible liability for the landlord and risk to the tenant(s) and mortgage holder, organized crime concerns, growth of mould, strong odours and potential for children and underage youth to access cannabis in the home.

The BC Association of Municipal Chiefs of Police "echoes the sentiment of the Canadian Association of Chiefs of Police in its opposition to in-home production" and cited concerns about risk of youth exposure and access, potential contamination in homes, and increased liability and enforcement pressure on police.

LandlordBC was also among the stakeholders in favour of prohibition in multi-unit dwellings. "LandlordBC urges the BC government to prohibit all marijuana growing in multi-unit dwellings, and in rented dwellings of any form or size (including outer buildings and in open air gardens)."

The British Columbia Real Estate Association (BCREA) expressed concerns about "the dangers posed by properties used in the production of drugs, including cannabis..." and recommended that the Province develop a centralized, consistent process for disclosure of property history information.

Conversely, other submissions spoke in support of the federal government's proposal to allow personal cultivation of up to four plants per residence with no additional restrictions. Among those in favour of this limit, some stakeholders commented that Local Governments should be given the authority to prohibit or regulate home cultivation through zoning and building bylaws.

Several submissions suggested that if the retail regime is convenient and affordable, personal cultivation may be less desirable. The Rural Agency Store Advisory Society said their "group, as a whole, does not want to see a black market in our, or anyone else's, neighborhood and do agree that most consumers will not take the time and effort needed to cultivate marijuana if there is a convenient and affordable retail option."

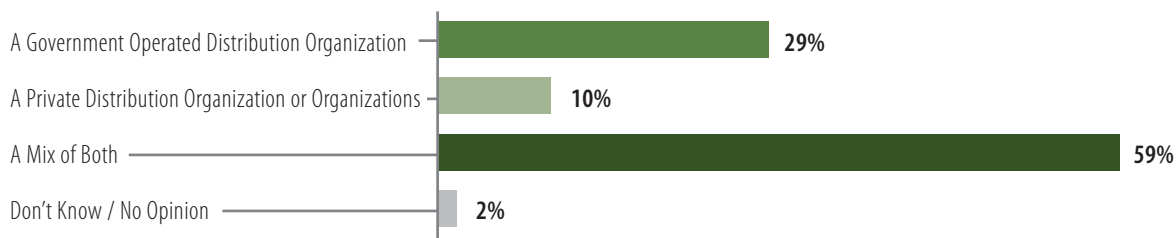
The Canadian Alliance for Responsible Cannabis Production said: "Further restrictions on the 4-plant limit proposed under C-45 is not warranted. As with tobacco or alcohol, while regulation may allow a home micro-scale production, the costs and inconvenience will not be worthwhile; provided of course, that an efficient legal market is allowed to operate."

Distribution

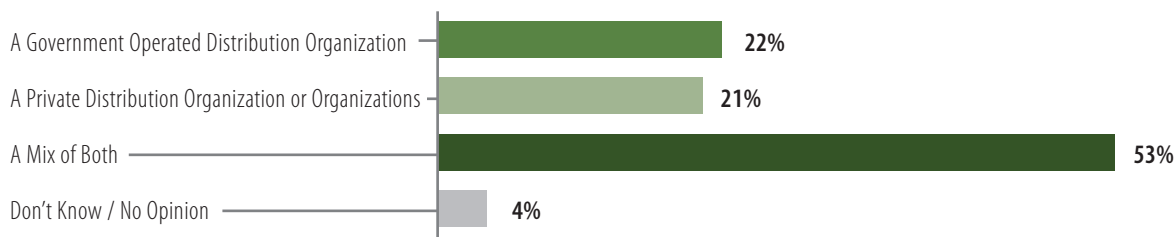
QUESTION:

Who should be responsible for distribution of non-medical cannabis products?

TELEPHONE SURVEY PARTICIPANTS



FEEDBACK FORM RESPONDENTS



Summary of Feedback Form Comments

The majority of those who commented on distribution appear to have confused distribution with retail. Some thought that distributors should have licenses. A slim majority favoured government-run distribution; many saying government should fold cannabis distribution into the current liquor distribution system. Others said government should base it on the liquor distribution system because the existing system is reliable and tested.

The majority of the remaining comments said they'd like to see distribution left to the private industry. Many explicitly opposed the model Ontario has chosen for distribution and retail. Most of these individuals preferred to see the existing dispensaries and their supply chain legitimized, licensed and regulated. A few were simply opposed to government involvement in distribution, regardless of the shape it takes. Most did not specifically oppose government distribution, but rather saw the current dispensaries as meeting the needs of the market, a good opportunity for small businesses, and a way to keep cannabis "in the hands of people who know the product best."

There were very few comments about warehousing and distribution practices or standards. Many of those who did comment said that there should be regular inspections and product testing at warehouses/distribution hubs. Only a few touched on how cannabis distributors should transport product.

Written Submissions

A number of stakeholder submissions combined their recommendations on retail and distribution models, with an overarching focus on retail. Several respondents commented that the Province should make use of the current liquor distribution and retail system as opposed to creating something new for non-medical cannabis.

Respondents, such as the Responsible Marijuana Retail Alliance of BC, highlighted the reliability and track record of the current liquor distribution system to responsibly distribute a controlled substance: "Our provincial liquor systems have nearly a century of experience controlling the distribution of a controlled substance. Adding marijuana to the mandate means the established control infrastructure can manage the most problematic features of cannabis consumption that were rooted in illegal trade and focus on introducing it as a managed and controlled product in Canada."

When considering a public distribution model, submissions from the Ucluelet First Nation and Lake Cowichan First Nation suggested the Province "implement a rule that a minimum percentage of products available are from First Nations cultivators."

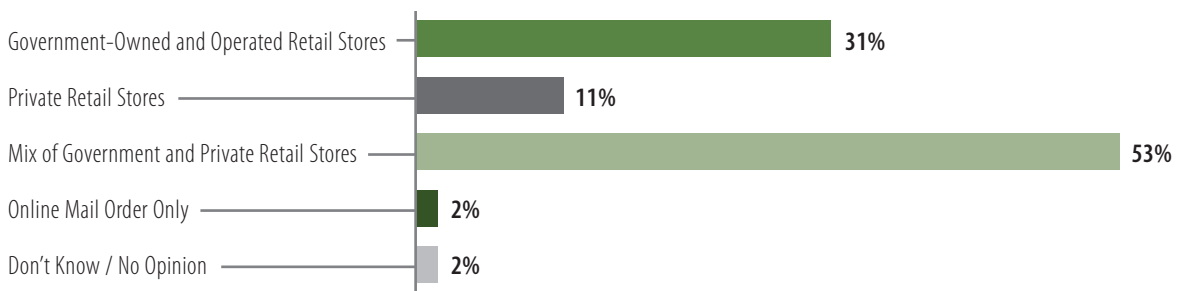
Some stakeholders supported licensed producers distributing directly to retailers. Respondents mentioned this model would cut down on shipping and transportation costs for those in smaller and/or rural communities and would allow for market competition. Several respondents encouraged private distribution noting that this model will allow experienced, safe and well-governed companies to compete for demand in the non-medical cannabis market. A number of respondents commented that the centralized warehousing of fresh cannabis should be avoided.

Retail

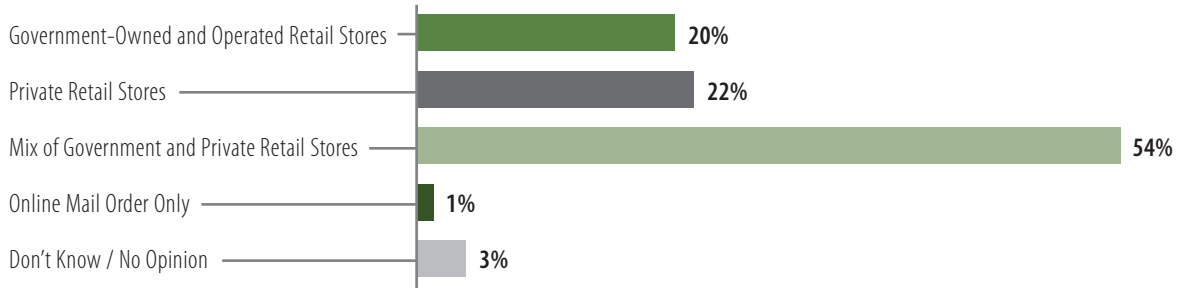
QUESTION:

Where should non-medical cannabis be sold?

TELEPHONE SURVEY PARTICIPANTS



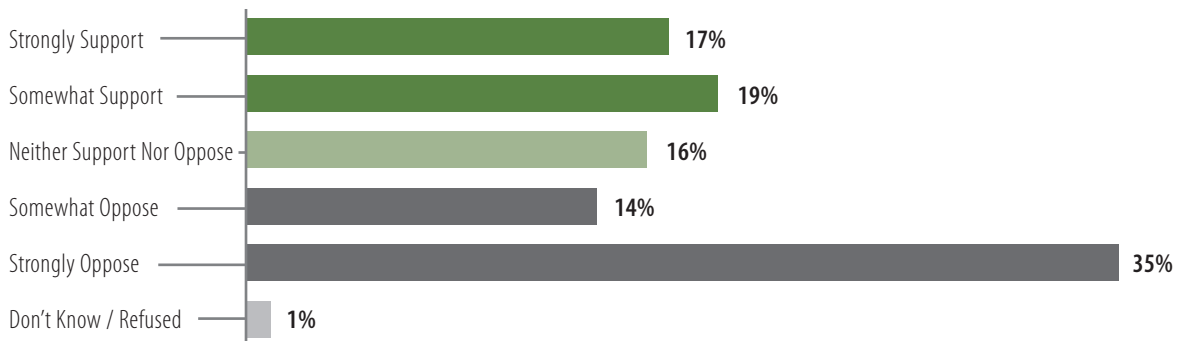
FEEDBACK FORM RESPONDENTS



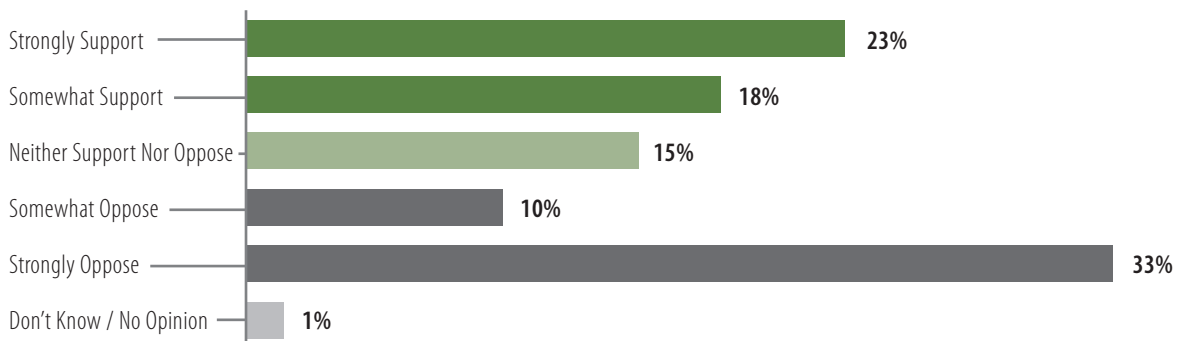
QUESTION:

Do you support selling non-medical cannabis in liquor stores?

TELEPHONE SURVEY PARTICIPANTS



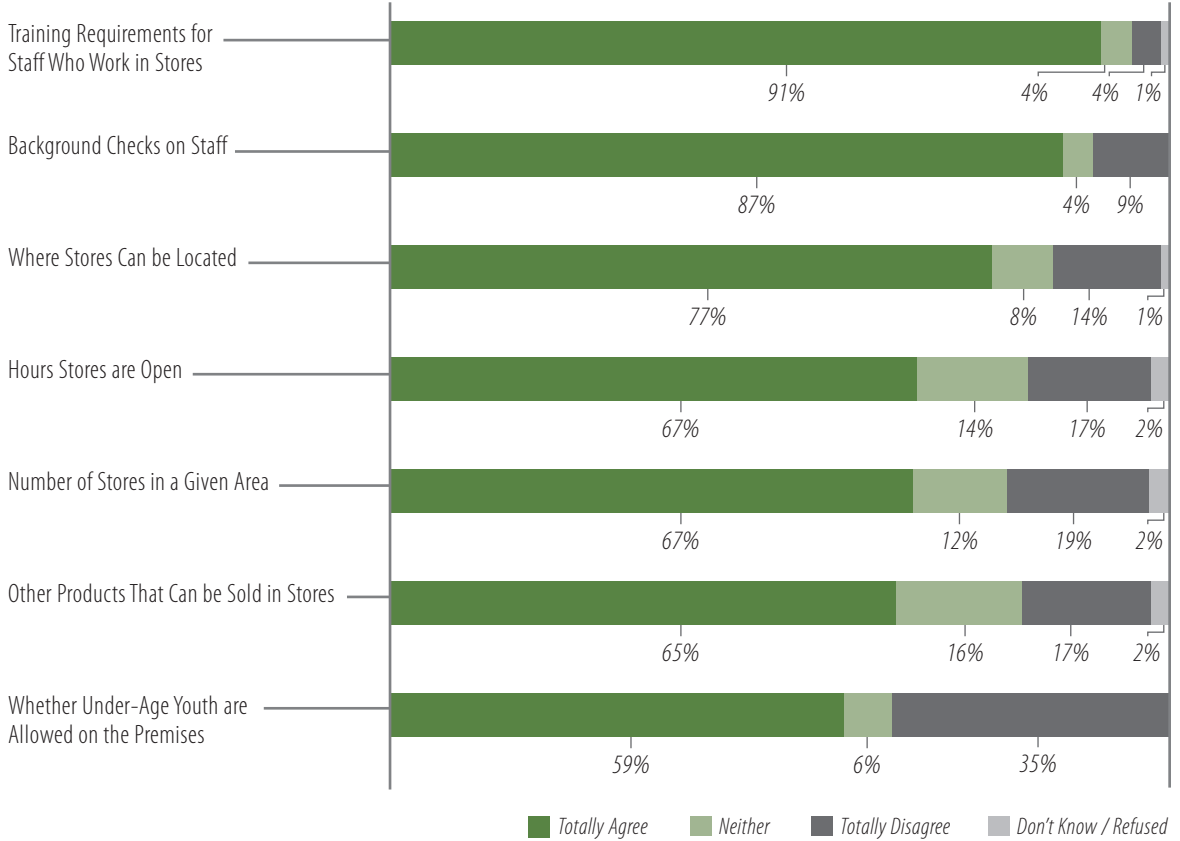
FEEDBACK FORM RESPONDENTS



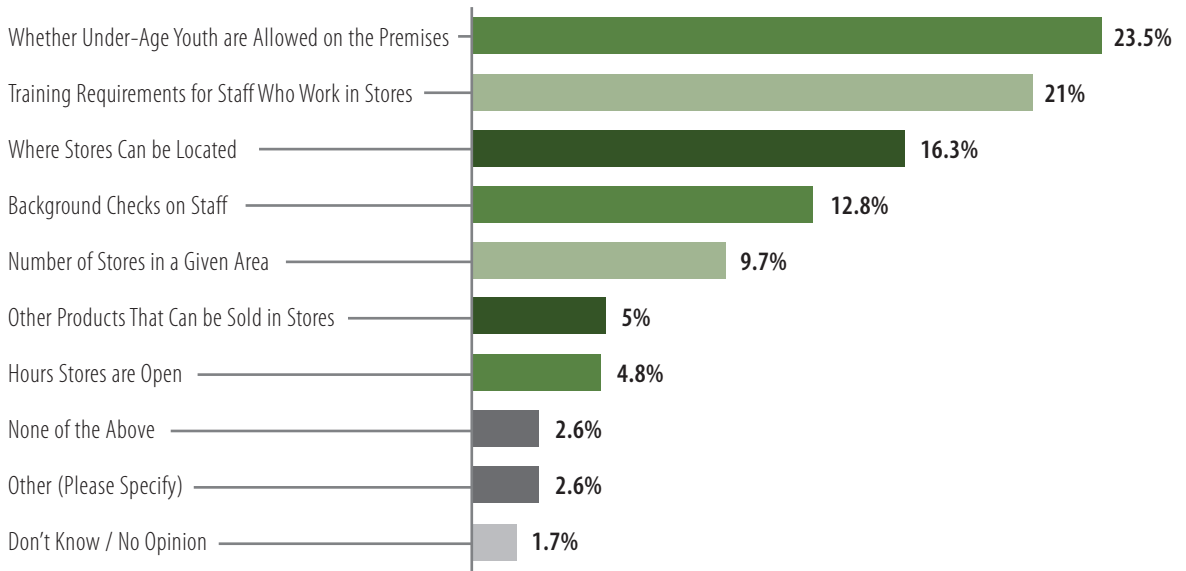
QUESTION:

If sold in retail stores, which requirements should be considered for regulating retail regardless of who operates the store?

TELEPHONE SURVEY PARTICIPANTS



FEEDBACK FORM RESPONDENTS



Note: Feedback form respondents were asked to provide their top three choices, telephone survey participants were asked to indicate their level of agreement on all.

Summary of Feedback Form Comments

The majority of online comments indicated support for private stores. For most, that meant keeping the existing dispensaries. They see the dispensaries as knowledgeable and customer-friendly businesses that are currently meeting all of their needs. Others said that too much government regulation would ruin the market that currently exists. A few were simply opposed to a government-only retail model. Only a small number of those who provided additional comments were of the opinion that government should shut the dispensaries down; they were opposed to the idea of legitimizing businesses that have been breaking the law.

A smaller number indicated support for cannabis sales in government-run storefronts. For the most part, they saw government-run stores as the best way to ensure rules and regulations are enforced and to combat the illegal market. A number of commenters said liquor stores would be a suitable place to sell cannabis, given their experience handling a controlled substance.

Comments about pharmacies selling cannabis were varied and ranged from full support to total opposition. Those in support viewed pharmacies as a suitably controlled environment in which to sell a regulated product; those opposed were concerned about pharmacies being too restrictive.

Those who advocated in favour of small business retail over large commercial retailers, indicated opportunities should be created for small businesses to enter the new legal market. These commenters indicated the local, small business culture of the current dispensaries was the best environment in which to make a purchase.

Very few comments supported a completely free market for retail licensing. Some suggested support for having licensed retailers (who would need to meet criteria in order to operate), but there was a significant discrepancy around what those requirements should be. A number thought that dispensaries deserve to receive a license to continue operating. Only a small number opposed private retail stores, or said that dispensaries should be excluded from the market. A number suggested folding cannabis sales into the Province's existing liquor distribution and retail system would eliminate the need for a brand new licensing scheme.

A notable number of comments favoured establishing dedicated inspectors instead of relying on police to enforce retail license conditions.

Written Submissions

Written responses on the topic of retail varied. Submissions showed there is some level of support for all retail options outlined in the discussion paper. Comments in support of a private retail system, or mix of public and private, provided a number of reasons, including B.C.'s positive experience with private sector liquor retail and the need for private retail to compete with the illegal market.

An excerpt from the BC Alliance for Healthy Living's submission provides a good representation of those in support of a public only retail system: "From alcohol retail studies, we know that sales in government controlled outlets (government monopolies) result in fewer sales to minors, reduced intoxication and more opportunities to apply minimum pricing and other measures to promote a culture of moderation."

Regarding co-location of cannabis and alcohol, written submissions were divided. The most common reason provided from those opposing co-location was potential negative impact to public health. The BC Government and Service Employees Union (BCGEU) provided the following reasoning in support of co-location, “Other controlled substances are already co-located in retail stores. For example, grocery stores across B.C. sell both cigarettes and painkillers, and several now sell wine as well.” The BCGEU also mentioned that the Centre for Addiction and Mental Health has stated that “there is no evidence as to whether selling cannabis and alcohol alongside one another encourages or facilitates co-use.”

Several respondents commented that mail delivery should remain an option and some support the option of retail through pharmacies.

Summaries of Participant Comments: Other Topics

The online feedback form posed a number of questions aimed at obtaining opinions on key policy areas for B.C. related to cannabis legalization and regulation. The feedback form also provided an opportunity for respondents to share additional written comments on the topic of cannabis regulation. The following is a brief summary of additional themes that emerged from feedback form participant comments.

Economic Development

The majority of comments regarding economic development reflected a strong interest in various aspects of cannabis production, sale and licensing and the potential for economic development. Many comments regarding economic development expressed the desire for the Province to capitalize on its existing reputation in relation to cannabis. The benefits of cannabis-related tourism were mentioned frequently.

Many stressed the importance of creating opportunities for small businesses. Some called for licensing of cannabis ventures as a way of increasing tourism and encouraging small craft producers. The current economic benefits to small communities was mentioned often, as was the idea that independent producers help eliminate the illegal market. Comments indicated allowing current small growers to become legal businesses, pay taxes and contribute openly in their communities would be very beneficial to local economies.

Edibles

Although cannabis concentrates and edibles containing cannabis will not be authorized for retail sale immediately upon legalization, a significant number of commenters provided feedback regarding these cannabis-related products. The federal government recently amended Bill C-45 to authorize cannabis concentrates and edibles containing cannabis for retail sale no more than 12 months after the date the *Cannabis Act* comes into force.

Opinions regarding edibles ranged from those extremely supportive to those who were opposed. The main themes that emerged were the need for regulation, safety, packaging, and enforcement of edibles containing cannabis.

Medical Cannabis

Although the federal government has decided to maintain a separate system for medical cannabis, many comments discussed cannabis for medical use, mostly focusing on clarifying medical vs. non-medical use, distribution, senior citizen use, and medical coverage. Some comments regarding cannabis for medical reasons expressed a need to fully separate medical cannabis from non-medical cannabis.

Opinions varied regarding how medical cannabis should be distributed, with some stating that cannabis for medical use should be strictly regulated by the government and sold only in pharmacies but not dispensaries. Many mentioned they think insurance should cover the cost of medical cannabis to treat certain illnesses. Some commenters encouraged government to consider setting up medical cannabis tax subsidies and tax incentives to ensure medical producers don't abandon medical cannabis production in favour of non-medical cannabis.

Production

The majority of comments expressed strong support for the concept of craft cannabis, a model that supports small scale growers and producers, and licenses smaller craft producers similar to craft breweries, small craft distilleries, and small vineyards. Some suggested a certification process similar to that of the BC VQA for wine to encourage small and medium-sized cannabis producers to participate. Some commented cannabis could be a good crop to help reinvigorate small farms and homesteads. Many comments on this topic wanted to see an accountable provincial body established to oversee the quality, training, and adherence to standards, and to be clear about what happens if those standards are not met.

Public Education and Advertising

The majority of those commenting on public education highlighted the importance of educating children and youth, while many others emphasized the importance of broad-reaching cannabis public education campaigns across the entire population. The majority of comments on advertising suggested advertising regulations for cannabis should be similar to those in place for alcohol and tobacco. Placement of advertising was mentioned frequently with many saying cannabis advertising should only target adults and only be placed in areas accessible by adults. Some respondents said packaging should not be enticing, nor should displays be attractive. Some highlighted the importance of packaging labels including information about THC content and health risk warnings similar to alcohol and tobacco products.

Public Health

Comments regarding public health expressed opposing viewpoints about whether cannabis is harmful to health and if it is addictive. Some suggested cannabis can be used to help people transition away from addiction to alcohol or stronger drugs like heroin. Comments about addictive properties of cannabis were also contrasting; some suggested it is not addictive, while others differed. Several comments suggested cannabis can be used to treat pain instead of opioids.

Revenue and Taxation

Comments on level of taxation ranged from suggesting cannabis should be taxed at a high rate, like tobacco and alcohol, to comments advocating for minimal taxation. Those who advocated for higher rates commented that taxation at too low a rate would cause government to lose out on tax revenue. Those who encouraged a lower level of taxation said a high rate of tax could drive buyers into the illegal market and suggested a reasonable level of taxation would help extinguish the illegal market. Some commented that medical cannabis should be taxed at a lower level, just like prescription drugs.

In terms of what the tax revenue could be used for, some said they want to see revenue shared between federal, provincial and municipal governments, while others advocated for revenue going only to the province and/or the municipality.

The majority of comments about how tax revenue should be used suggested these funds should be invested in public education, particularly youth education, and the health care system, including cancer research and treating chronic illnesses. Many commented that revenue should be used to address the policing and enforcement costs associated with legalization, including training and screening devices.

Workplace Safety

Workplace safety was a key concern for a large number of respondents, and many said cannabis use should not be permitted at any worksite, or in conjunction with the operation of any motorized transportation. Others were concerned about a perceived inability to discipline an impaired employee, which would result in an unsafe workplace. Many expressed a strong opposition to impaired operation of any type of potentially dangerous equipment. Many were of the view that businesses need further support related to drug testing of employees, treatment programs, and guidance on zero tolerance for impairment at work.

Next Steps

Information updates about cannabis regulation in B.C. will be posted to:

<https://www2.gov.bc.ca/gov/content/safety/public-safety/cannabis>

Federal updates on legalization and regulation are available at:

<https://www.canada.ca/en/services/policing/justice/legalization-regulation-marijuana.html>

Appendix

List of Groups and Organizations That Made Submissions

A. G. Kemp & Associates Inc.

engage.gov.bc.ca/app/uploads/sites/217/2017/10/A.-G.-Kemp-Associates-Inc..pdf

Abbotsford School District

engage.gov.bc.ca/app/uploads/sites/217/2017/10/Abbotsford-School-District.pdf

Alliance of Beverage Licensees (ABLE BC)

engage.gov.bc.ca/app/uploads/sites/217/2017/11/Alliance-of-Beverage-Licensees-ABLE-BC.pdf

Alternative Aromatic Apothecary

engage.gov.bc.ca/app/uploads/sites/217/2017/11/Alternative-Aromatic-Apothecary.pdf

Amercanex International Exchange

engage.gov.bc.ca/app/uploads/sites/217/2017/11/Amercanex-International-Exchange.pdf

Archdiocese of Vancouver

engage.gov.bc.ca/app/uploads/sites/217/2017/11/Archdiocese-of-Vancouver.pdf

Arthritis Society and Canadians for Fair Access to Medical Marijuana

engage.gov.bc.ca/app/uploads/sites/217/2017/11/Arthritis-Society-and-Canadians-for-Fair-Access-to-Medical-Marijuana.pdf

Aura Cannabis

engage.gov.bc.ca/app/uploads/sites/217/2017/11/Aura-Cannabis.pdf

Aurora Cannabis

engage.gov.bc.ca/app/uploads/sites/217/2017/11/Aurora-Cannabis.pdf

Baked Edibles Inc.

engage.gov.bc.ca/app/uploads/sites/217/2017/11/Baked-Edibles-Inc..pdf

BC Alliance for Healthy Living

engage.gov.bc.ca/app/uploads/sites/217/2017/11/BC-Alliance-for-Healthy-Living.pdf

BC Coalition of Nursing Associations

engage.gov.bc.ca/app/uploads/sites/217/2017/10/BC-Coalition-of-Nursing-Association's.pdf

BC Compassion Club Society

engage.gov.bc.ca/app/uploads/sites/217/2017/10/BC-Compassion-Club-Society.pdf

BC Government and Service Employees' Union (BCGEU)

engage.gov.bc.ca/app/uploads/sites/217/2017/11/BC-Government-and-Service-Employees'-Union-BCGEU.pdf

BC Independent Cannabis Association
engage.gov.bc.ca/app/uploads/sites/217/2017/10/BC-Independent-Cannabis-Association.pdf

BC Pharmacy Association
engage.gov.bc.ca/app/uploads/sites/217/2017/10/BC-Pharmacy-Association.pdf

BC Real Estate Association
engage.gov.bc.ca/app/uploads/sites/217/2017/10/BC-Real-Estate-Association-Oct-18.pdf

BC School Trustees Association (BCSTA)
engage.gov.bc.ca/app/uploads/sites/217/2017/11/BC-School-Trustees-Association-BCSTA.pdf

BC Trucking Association
engage.gov.bc.ca/app/uploads/sites/217/2017/10/BC-Trucking-Association.pdf

British Columbia Association of Municipal Chiefs of Police
engage.gov.bc.ca/app/uploads/sites/217/2017/10/British-Columbia-Association-of-Municipal-Chiefs-of-Police.pdf

British Columbia Automobile Association (BCAA)
engage.gov.bc.ca/app/uploads/sites/217/2017/10/British-Columbia-Automobile-Association-BCAA.pdf

Buddha Barn
engage.gov.bc.ca/app/uploads/sites/217/2017/10/Buddha-Barn.pdf

Canadian Alliance for Responsible Cannabis Production
engage.gov.bc.ca/app/uploads/sites/217/2017/11/Canadian-Alliance-for-Responsible-Cannabis-Production.pdf

Canadian Association for Pharmacy Distribution Management
engage.gov.bc.ca/app/uploads/sites/217/2017/10/Canadian-Association-of-Pharmacy-Distribution-Management.pdf

Canadian Association of Medical Cannabis Dispensaries (CAMCD)
engage.gov.bc.ca/app/uploads/sites/217/2017/11/Canadian-Association-of-Medical-Cannabis-Dispensaries-CAMCD.pdf

Canadian Cancer Society
engage.gov.bc.ca/app/uploads/sites/217/2017/11/Canadian-Cancer-Society.pdf

Canadian Cannabis Co-op
engage.gov.bc.ca/app/uploads/sites/217/2017/11/Canadian-Cannabis-Co-op.pdf

Canadian Drug Policy Coalition
engage.gov.bc.ca/app/uploads/sites/217/2017/11/Canadian-Drug-Policy-Coalition.pdf

Canadian Federation of Independent Business
engage.gov.bc.ca/app/uploads/sites/217/2017/11/Canadian-Federation-of-Independent-Business.pdf

Canadian Home Builders' Association of BC (CHBA BC)
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<https://tinyurl.com/ydx6v2a9>

For more information, please visit us online:

engage.gov.bc.ca/govtogetherbc/consultation/bc-cannabis-regulation/



**BRITISH
COLUMBIA**

British Columbia News

B.C. releases first decisions on cannabis regulation after public engagement

<https://news.gov.bc.ca/16006>

Tuesday, December 5, 2017 10:00 AM

Victoria - After considering input from 48,951 British Columbians, and submissions from 141 local and Indigenous governments and a range of other interested stakeholders, the Province has announced a number of key decisions related to the anticipated legalization of non-medical cannabis in July 2018.

“Looking at the responses received, it’s clear that British Columbians support the priorities of protecting young people, health and safety, keeping the criminal element out of cannabis and keeping roads safe, which will guide the Province in developing B.C.’s regulatory framework for non-medical cannabis,” said Minister of Public Safety and Solicitor General Mike Farnworth.

The following policy decisions were shaped by the feedback provided by those who participated in the engagement:

- **Minimum age**

British Columbia will set the minimum age to possess, purchase and consume cannabis at 19 years old. A minimum age of 19 is consistent with B.C.’s minimum age for alcohol and tobacco and with the age of majority in B.C.

- **Wholesale distribution of cannabis**

Like other provinces, B.C. will have a government-run wholesale distribution model. The BC Liquor Distribution Branch (LDB) will be the wholesale distributor of non-medical cannabis in B.C.

- **Retail of cannabis**

The Province anticipates establishing a retail model that includes both public and private retail opportunities and will share details regarding the model in early 2018.

From Sept. 25 to Nov. 1, 2017, the public and stakeholders were asked to share their input and expertise on a range of issues related to the regulation of non-medical cannabis in B.C., including minimum age, personal possession, public consumption, drug-impaired driving, personal cultivation, wholesale distribution and retail models.

Furthermore, the policy decisions announced today reflect the feedback received from the local government members of the Joint Provincial-Local Government Committee on Cannabis Regulation (JCCR) and are endorsed by the Union of B.C. Municipalities executive.

“We thank all British Columbians who provided their input during the important public and stakeholder engagement process,” said Farnworth. “We will continue to consider your opinions as we further develop policy and legislation that is in the best interests of this province, ensuring a made-in-B.C. approach to the legalization of non-medical cannabis that will keep our roads and communities safe, protect young people, and promote public health and safety.”

B.C. still has a number of key decisions to make as it prepares for the legalization of cannabis. These decisions will be informed by the feedback collected through the public and stakeholder engagement, and on-going consultation with local and Indigenous governments and other key stakeholders.

Learn More:

To read the Cannabis Regulation in B.C.: What We Heard report on public and stakeholder engagement, or to

learn more about the engagement process, visit: <http://engage.gov.bc.ca/BCcannabisregulation/>

Contacts

Ministry of Public Safety and Solicitor General
250 213-3602

Date: December 12, 2017
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: Social Procurement Policies

PURPOSE

The purpose of this report is to present to the Committee of the Whole a sample Social Procurement Policies for information.

BACKGROUND

At the Committee of the Whole Meeting No. 167, held Tuesday, November 7, 2017, the Committee had a brief discussion related to policies that some municipalities were developing for new procurement policies in an effort to encourage development in a way that supports a community's vision for growth. In particular, reference was made to a policy recently put in place by the Town of Qualicum Beach.

In this regard, the Committee passed the following resolution:

Moved/Seconded

THAT Staff be directed to research example policies from other communities and bring back to a future Committee of the Whole meeting.

CARRIED

DISCUSSION & COMMENTS

Staff researched and learned that the new form of procurement policy is being referred to as a Social Procurement Policy. Social procurement has been defined as “*the strategic achievement of social, economic and workforce development goals using an organizations process of purchasing goods and services*”.¹ In other words, social procurement is looking at ways to ensure purchasing is in alignment with community development and sustainability goals as set out in an organizations strategic plans or priorities. This form of policy has also been referred to as a Community Benefit Agreement which is a negotiated contract between a municipality and a developer that sets out commitments made to the community and is similar to Community Amenity Contributions.

¹ City of Toronto. Social Procurement Program. <https://www.toronto.ca/business-economy/doing-business-with-the-city/social-procurement-program/> 11 29 2017.

Social Procurement Policies:

Village of Cumberland:

In 2015, the Village of Cumberland, on Vancouver Island, adopted a social procurement framework “to leverage public dollars and achieve desirable and targeted social impact for the Village through competitive bid and purchasing activities”². In 2016, the social procurement framework was incorporated into Council’s Strategic Priorities and the Purchase of Goods and Services Policy was amended to include the social procurement framework as a means of achieving social value through any purchasing done by the Village. A copy of the purchasing policy is attached as Appendix A.

For more information on this initiative at the Village of Cumberland click on the following link: https://cumberland.ca/social-procurement/#_ftn1 or http://www.sandrahamilton.ca/assets/uploads/sh_revised_2016_03_30_cumberland_includes_social_procurement_59814.pdf

Town of Qualicum Beach

In 2016, following in the footsteps of the Village of Cumberland, the Town of Qualicum Beach approved a Social Procurement Policy which “is designed to drive innovation and entrepreneurialism, to better align the procurement strategy with the Town’s Corporate Mission Statement; with the Youth and Family Attraction and Retention Strategy and with the goals of the Official Community Plan”³.

Attached for the Committee’s information at Appendix B is a copy of the Press Release issued in June, 2016 and the Social Procurement Policy.

Click on the following link to view the Press Release:
<http://www.qualicumbeach.com/news-release-june-13-2016>

Both the Village of Cumberland and the Town of Qualicum Beach engaged a consultant to assist with the development of the framework and policies noted above.

COMMUNICATIONS

As this report is for information purposes there is no communication element at this time.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

² Village of Cumberland, Social Procurement. <https://cumberland.ca/social-procurement/> 11 29 2017.

³ Town of Qualicum Beach. Press Release. June 13, 2016.

http://www.sandrahamilton.ca/assets/uploads/qualicum_beach_news_release_social_procurement_1_59814.pdf 11 29 2017.

IMPACT ON BUDGET & STAFFING

Preparation of this report was done in-house and incorporated into the Department of Corporate & Legislative Services work program for the purposes of providing information to the Committee of the Whole as directed.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on the region or neighbouring jurisdictions at this time.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

This section is not applicable as the report is for information only.

RECOMMENDATIONS

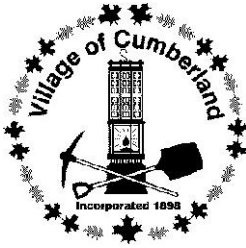
THAT the report be received for information.

Attachments:

Appendix A: Village of Cumberland – Purchasing Policy

Appendix B: Town of Qualicum Beach – Purchasing Policy

Submitted by:	Sheena Fraser, Manager of Corporate & Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer



Corporation of the Village of Cumberland

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cumberland.ca

File No. 1470-20

News Release

For immediate release

September 4, 2015

A BC First: Cumberland adopts Social Procurement Framework, better leveraging tax dollars for community benefit

Cumberland, B.C. The Village of Cumberland has passed a motion to implement social impact purchasing, making the Village the first municipality in British Columbia to proactively leverage existing spending to improve social outcomes in the community.

“Council is aware of the positive impact we can make through our purchasing practices,” said Mayor Leslie Baird. “That’s why we included social procurement purchasing as a strategic priority for the municipality, and why we’ve approved the Social Procurement Framework.”

By passing the Social Procurement Framework the Village of Cumberland is working to build a stronger local economy, to increase diversity among government suppliers, and to improve access for micro, small business and social enterprises to government contracts.

“Council spends \$5 million annually,” said Councillor Jesse Ketler, who will be representing the Village at a presentation on social procurement during the annual Union of British Columbia Municipalities (UBCM) Conference in September. “We want to maximize returns for taxpayers by better aligning this spending with community values and strategic priorities.”

To help move forward the social procurement strategy the Village engaged the help of Comox Valley resident Sandra Hamilton, a Canadian expert in social procurement who works with municipalities to strategically align purchasing with local objectives, all while working within the confines of trade agreements.

Hamilton, the former business manager to Vancouver 2010 Winter Olympics CEO John Furlong, has seen first-hand how social procurement can have a positive effect on a community.

“The floral contract for the 2010 Olympic Games included something called a Community Benefit Clause,” said Hamilton. “The winning bid, would not only offer a competitive price and supplier capability, but would also commit to train women from the downtown eastside as florists. It was a pivotal moment for me, I realised procurement had the power to change lives.”

This set in motion a journey that has resulted in a number of Canadian firsts for Hamilton. She became the catalyst for creating Canada's first Social MBA degree program; she is the first person to secure the supply of farm direct, local food into a B.C. Hospital, and now her work with Cumberland has helped lead to the design and implementation of the first municipal Social Procurement Framework in B.C.

"Sustainability is about doing the right thing. How we buy and how we invest, drives the economy, which shapes our communities," said Hamilton. "In Canada, government spending accounts for 40 per cent of Gross Domestic Product (GDP). On Vancouver Island public sector spending, in the form of health care and social services, represent the second and third largest economic drivers respectively. Small businesses and social enterprise growth in our smaller communities will be driven by improving access to taxpayer funded contracts. It's good to see the Village of Cumberland stepping forward and taking the lead in this important issue."

At this year's UBCM, Hamilton along with representatives from the Village of Cumberland and City of Vancouver will speak on the topic of Social Procurement and Economic Development at 7:30am on September 24th, 2015.

Those unable to attend UBCM, can learn more about social procurement, by attending the [Localizing Prosperity](#) event hosted by WeAreYQQ and the Comox Valley Chamber of Commerce, on September 28th and 29th, 2015.

-30-

For more information: cumberland.ca and www.sandrahamilton.ca.

Media Contacts:

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Sundance Topham, Chief Administrative Officer
250-336-2291

Sandra Hamilton
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Office: 250-890-9386
Cell: 250-702-6206

BACKGROUND

What is Social Public Procurement?

Social Public Procurement leverages existing purchasing to achieve social value.

Why is the Village of Cumberland creating a Social Procurement Framework?

Each year the Village of Cumberland spends on average \$5 million procuring goods and services, professional services and construction services.

Social procurement ensures that a values aligned approach to purchasing, in keeping with community values and strategic priorities, is considered while spending public dollars. Social impact purchasing seeks to leverage existing public purchasing to add social value. The concept is that when spending taxpayer dollars, the Village will also be a catalyst for positive social change.

Key Pillars guiding social procurement in Cumberland

The framework is based on core principles that will shift purchasing behaviour so that tax dollars can be strategically leveraged to compliment the targeted and desirable social outcomes as stated in the community vision of Council's 2015 Corporate Strategic Priorities.

A summary of these principles follow:

1. Village procurement processes will continue to meet all the principles of fairness, integrity, accountability and transparency along with the Village's existing purchasing policies and procedures. The framework will not give an unfair advantage to any one vendor over another. Competitive bidding activities will continue to be compliant with the obligations set out in applicable trade agreements.
2. The framework imposes a duty for Village procurers to explore opportunities to achieve positive social outcomes and community benefits. To improve access for small, local and/or social enterprises, consideration will be given to contract structure, language and blended value evaluation criteria. Through its competitive bidding practices, the Village will evaluate price point, capability and environmental considerations with a points system, which also scores suppliers against social such as providing a living wage, job creation commitments or training opportunities.
3. Purchasing practices will be aligned to support the strategic economic, social and environmental goals of Cumberland. Staff will be encouraged through the implementation of the framework to promote innovation. Community Benefit Clauses may be added to procurement contracts, where possible, to leverage project dollars to provide benefits within the Village.

Social Impact Purchasing - Moving from do no harm, to do some good.

Over the last thirty years the environmental movement has done an excellent job of educating and increasing awareness surrounding the importance of developing more sustainable practices. This has led to considerable changes in behaviours and societal norms. Environmental considerations in government procurement have now become normalized.

Social procurement seeks to further leverage tax dollars to achieve broad societal goals, increasing equality and diversity, while contributing to improved community wellbeing through the blending of social, environmental and economic considerations in the procurement process.

The Canadian Landscape

[Research Paper](#)

Social Procurement- The Olympic, Commonwealth & Pan Am Games, and the growing case for Social Procurement Policy in Canada - Sandra Hamilton, July 2014.

[Buy Social Canada](#)

Early stage development of a Social Enterprise Database and certification program, similar to Fair-trade and LEED environmental building standards.

[BC Provincial Social Impact Purchasing Guidelines](#)

Developed in November, 2014 for B.C.'s first pilot within the Ministry of Social Development and Social Innovation. The guidelines became publicly available in June 2015 and offer a good foundation for staff who maybe new to social impact purchasing.

SFRP: Short-Form Request for Proposals

SFRP's must now be used by for all BC Government procurement under \$250,000.

Vancouver Healthy City for all strategy – July 2015

The strategy includes social purchasing goals, community benefit clauses and a living wage requirement. Eg. The PARQ Casino development has a Community Benefit Clause that requires 10% of the construction employment to come from the inner City, and 10% of the supply chain to be contained from the inner City.

Province of Ontario, Bill 6 – June 2015

Infrastructure planning and investment should promote community benefits

In keeping with Ontario's Bill 6, infrastructure planning and investment should promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities (including for apprentices), improvement of public space within the community, and any specific benefits identified by the community.



Corporation of the Village of Cumberland

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File No. 1470-20

News Release

For immediate release
March 30, 2016

Cumberland Includes Social Procurement in 2016 Village Upgrade Projects

Cumberland, BC – The Village of Cumberland is transforming its method of purchasing goods and services by seeking social and environmentally sustainable benefits for the community in addition to best value. The municipality will seek to leverage its tax dollars to gain social value through two major infrastructure projects planned to take place in 2016.

The \$2.9 million Dunsmuir Corridor project will rehabilitate underground sewer and water services and reconstruct Cumberland's historic commercial main street through the spring and summer of 2016; and the reconstruction of the Cumberland/Bevan Road gateway to the Village is estimated at \$2 million. Tender calls for these projects will invite proponents to indicate how they can satisfy some of Cumberland's Social Procurement Framework goals or support Council's strategic priorities.

Cumberland adopted a Social Procurement Framework in August 2015. This framework will work to address key social, employment and economic goals including promotion of the living wage and moving people out of poverty; enhancement of community arts and culture; opportunities for individuals with disabilities; use of environmentally sustainable practices; a stronger local economy; and diversity among suppliers.

Contractors can sign up to receive bid notifications from the Village by email. Search "bid and tender notices" at cumberland.ca for more information.

For more information: Search "social procurement" at cumberland.ca

Media Contacts:

Leslie Baird, Mayor
250-336-2291

Sundance Topham, Chief Administrative Officer
250-336-2291

Village of Cumberland Social Procurement Framework¹

What is Social Public Procurement?

Social Public Procurement leverages existing purchasing to achieve social value.

Moving from do no harm, to do some good

Over the last thirty years the environmental movement has done an excellent job of educating and increasing awareness surrounding the importance of developing more sustainable practices. This has led to considerable changes in behaviours and societal norms. Environmental considerations in government procurement have now become normalized.

Social procurement seeks to further leverage tax dollars to achieve broad societal goals, increasing equality and diversity, while contributing to improved community wellbeing through the blending of social, environmental and economic considerations in the procurement process.

Social procurement leverages the public procurement process for goods and services, to advance positive economic, workforce, and social development outcomes². Social procurement blends financial and social considerations in public sector purchasing to deliver against two bottom lines:

1. A commitment to purchasing the best value services and products, in keeping with the MEAT criteria, the Most Economically Advantageous Tender; and
2. A commitment to leverage limited public resources to achieve strategic community outcomes³.

Why is the Village of Cumberland creating a Social Procurement Framework?

- By expanding the traditional understanding of 'best value' in procurement, to include the generation of positive societal benefits, alongside high quality and competitive bids,² the Village of Cumberland is working to maximize community benefits and deliver improved socio-economic returns for local taxpayers, within the existing spend.
- To ensure a sustainable and ethical approach to procurement, that is values aligned with the community vision, as outlined in the 2015 Corporate Strategic Priorities document, and constructed to support the strategic priorities.
- To promote diversity and innovation through supply chain partnerships.
- To stimulate growth and build the capacity of social enterprises in the community.

¹ The Cumberland Social Procurement framework was designed by Sandra Hamilton

² Adapted from Social Procurement: a Guide for Victorian Local Government. State Government of Victoria, October, 2010

³ Adapted from the [Toronto Social Procurement Framework](#), April 2013

- To align procurement with consideration for People, Planet and Profit.

What are the key pillars guiding Social Procurement in Cumberland?

1. The procurement process will continue to meet all the principles of fairness, integrity, accountability and transparency, while also screening for transformational opportunities to improve social outcomes.
2. The procurement framework continues to evaluate:
 - 1) Quality
 - 2) Price
 - 3) Environmental, while adding the fourth component of
 - 4) Social

Evaluation criteria and weightings will vary by contract. The criteria will be specific to the nature of the procurement and clearly stated in the procurement documents.

3. In advance of carrying out any procurement, the framework imposes a duty on the public sector buyer
 - to consider how the purchase might be better leveraged,
 - to improve the economic, social or environmental wellbeing of Cumberland,
 - to improve access for micro, small businesses and/or social enterprises, or
 - to promote innovation⁴.

This duty includes an understanding that the Village will engage in reasonable outreach to engage equity-seeking businesses (those working to integrate the marginalized back into society) in procurement opportunities.

4. Village procurement will continue to be compliant with the obligations set out in both Domestic (New West Partnership Agreement (NWPTA), Agreement on Internal Trade (AIT) and International Trade Agreements (The Agreement between the Government of Canada and the Government of United States of America on Government Procurement (CUSPA), World Trade Organization Agreement on Government Procurement (GPA)).
5. Promotion of Contract Opportunities: In addition to bid opportunities, at or above an applicable trade threshold being publicly posted on electronic bidding systems such as BC Bid, MERX, or Alberta Purchasing Connection (APC), the Village of Cumberland also encourages all sub-contracts to be posted to the Village website, where local contractors and business associations may choose to sign up for email alerts.

⁴ Adapted from the Scottish Social Procurement Act

6. Living Wage Evaluation⁵: Staff may choose to evaluate organisations against the percentage of the organisations' employees being paid a living wage. Living Wage Canada, is a national living wage online resource, providing a searchable database of living wage calculations by city.

If the living wage for your community has not been determined, a national methodology for calculating the living wage will be available soon at Living Wage Canada. The nearest community to Cumberland, for which a Living Wage has been calculated is Parksville/Qualicum, where the rate is \$17.30.

7. Community Benefit Clauses (CBCs) may be added to village contracts. CBCs are contractual obligations undertaken by proponents. Evaluation criteria, to determine how the value/points are to be assigned, will be clearly stated in each procurement process.

[The values and criteria assigned will typically vary between a low of 5% and a high of 15%, of the total contract evaluation, depending on the nature of the procurement opportunity.]

8. Infrastructure planning and investment should promote community benefits⁶, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities (including for apprentices), improvement of public space within the community, and any specific benefits identified by the community.
9. Apprenticeship plan: Staff may choose to consider apprenticeship opportunities, as part of the evaluation of competitive bids. Bidders entering into a procurement process for the construction or maintenance of Village infrastructure and assets may be asked to provide the Village with a plan for the intended use of apprentices in the construction or maintenance in the event of a successful bid. A plan will need to include the following information:

The method by which the bidder intends to create employment/training opportunities arising from the construction or maintenance for apprentices who are: residents of the Village; youth and at-risk youth; aboriginal persons; women; newcomers to Canada or retiring veterans, transitioning into new careers.⁷

What are the key social, employment and economic goals that the Social Procurement framework and Community Benefit Clauses will work to address?

- Contribute to a stronger local economy;
- increase diversity among suppliers;

⁵ Strandberg (2014)

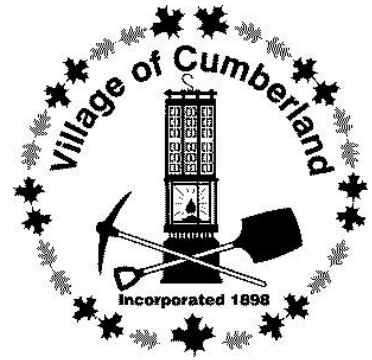
⁶ Adapted language from Ontario Provincial Government, Bill 6, Infrastructure for Jobs and Prosperity Act, 2015

⁷ Adapted language from Ontario Provincial Government, Bill 6, Infrastructure for Jobs and Prosperity Act, 2015

- promote the Living Wage and fair employment practices;
- improve access to contracts for micro, small business and social enterprises;
- increase the number of local jobs that support young working families;
- increase social inclusion, by improving contract access for equity-seeking groups, such as social enterprises;
- enhance community arts and culture infrastructure;
- improve and enhance public spaces;
- increase training and apprenticeship opportunities;
- help move people out of poverty, providing increased independence and sustainable employment for those in need;
- improve opportunities for meaningful independence and community inclusion for citizens living with disabilities; and
- to stimulate an entrepreneurial culture of social innovation ⁸.

⁸ Language drawn from BC Government Social Impact Purchasing Guidelines, November 2014

COUNCIL POLICY



<p>Title: Purchasing Management Services</p> <p>Authority: Council Adopted Date: November 28, 2016 Amended Date: August 14, 2017</p>	<p>No. 3.3</p> <p>Section: Administrative Policies, Equipment and Supplies Original Motion No: 16-594 Amendment Motion No: 17-469</p>
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PURPOSE:

1.0 PURPOSE AND SCOPE OF THE PURCHASING MANAGEMENT SERVICES POLICY:

- 1.1. The purpose of the Purchase of Goods & Services Policy is to establish the responsibilities and accountability associated with the efficient, economical, socially and environmentally responsible acquisition of goods and services.

The Policy applies to all purchases, leases and rentals using operating, capital and restricted funds of the Village as follows:

- To encourage competition in the market
- To obtain the best value for goods, services, equipment or construction-related projects
- To ensure fairness, integrity, accountability and transparency throughout the procurement process
- To leverage limited public resources to achieve strategic community outcomes

2.0 GUIDING PRINCIPLE:

- 2.1. The Purchase of Goods & Services Policy is guided by the principle of probity, meaning all activities are undertaken in a fair, ethical and prudent manner. The Village of Cumberland will align its purchasing decisions with the attached *Village of Cumberland Social Procurement Framework* and support the principles of social procurement as follows:

- Wherever possible opportunities to achieve positive social outcomes and community benefits will be embedded into procurement processes

- Procurement practices will align to support strategic economic, social and environmental goals of the Village
- Wherever possible procurement decisions will be made to achieve broad societal goals, increasing equality and diversity, while contributing to the improved well-being of the community
- Procurement will consider the total cost of ownership in all procurement activities

3.0 POLICY STATEMENT:

- 3.1. The Village seeks an alignment of its Procurement Policy and Principles with its commitment to social, environmental and economic sustainability as defined in its Social Procurement Framework. The expectation is that all organizations doing business with the Village will meet or exceed environmental standards, laws and regulations and ensure safe and healthy places of work where human and civil rights are respected.

4.0 ROLES AND RESPONSIBILITIES:

- 4.1. Purchasing and supply management activities at the Village of Cumberland are decentralized to department managers and key staff, who are delegated the responsibility and authority for acquiring goods, equipment, services and construction for all operational and capital requirements as per appendix A – Spending, commitment and signing authority matrix and in compliance with this policy.
- 4.2. The Financial Officer holds the statutory responsibility and accountability for the acquisition of goods as well as protection and disposal of assets. This officer of the Village is responsible for the day-to-day administration of the Purchase of Goods & Services Policy and to employ such practices, processes, procedures or methods as are determined appropriate to the efficient and effective operation of purchasing management services.
- 4.3. Commitment, Spending and Signing Authority
 - 4.3.1. All acquisitions must comply with appendix A – Spending, commitment and signing authority matrix unless the provisions of 5.9 fully apply.
 - 4.3.2. Persons with commitment, spending and signing authority as outlined in appendix A have the following responsibilities:
 - Ensure that funds have been provided in the approved budget for the proposed expenditures and that the purchase will not result in a budgetary overage
 - Ensure that the Village is able meet its obligations within the terms of the contract and that it is likely the other party can meet their obligation
 - Ensure that any contract complies with WorkSafe BC legislation, labour legislation, employee collective agreements, tax legislation, all trade agreements and other legislative and regulatory requirements
 - Ensure that the appropriate level of approval has been obtained for the contract
 - Be aware of and follow up on any financial and other benefits that are expected to flow to the Village as a result of the contract

4.4. Legal Advice:

- (i) If the contractual obligation is considered straightforward and the language contains no bias, then legal advice is unnecessary.
- (ii) If the contractual obligation is greater than \$50,000, it should be referred to the Financial Officer or Chief Administrative Officer for an opinion as to whether external legal advice should be sought.

4.5. Corporate Seal:

The following officer is authorized to affix the corporate name and seal of the Village on all deeds, transfers, mortgages, instruments or documents required to be in writing and to which the Village is a party: Chief Administrative Officer (or delegate).

5.0 POLICY PROVISIONS:

- 5.1. All Village staff and elected officials shall comply with the letter and spirit of this policy which governs the purchasing of goods and services. Staff responsible for the acquisition of goods or services must ensure that processes used to purchase goods or services are conducted in a manner that best serves the interests of the Village and are consistent with this policy.
- 5.2. Village staff with direct or indirect interest in a vendor or potential vendor must disclose such interest in writing in order to ensure there are no adverse consequences from such conflict. Soliciting or accepting money, loans, credits, or prejudicial discounts, or the acceptance of gifts, entertainment, favours, or services is prohibited where it might influence, or appear to influence, purchasing decisions.
- 5.3. Partnerships in the form of contractual arrangements between the Village and external organizations that set out an agreed-upon exchange of cash, goods and /or services that have a direct measurable value; and where public funds are used to acquire the respective items, shall be approved by Village Council.
- 5.4. In respect to public process purchasing, the Village may, in its absolute discretion, reject a tender, proposal or bid submitted by a tenderer, if the tenderer, or any officer or director of the tenderer is or has been engaged either directly or indirectly through another corporation in a legal action against the Village, its elected or appointed officers and employees in relation to:
 - any other contract for works or services, or
 - any matter arising from the Villages exercise of its powers, duties, or functions under the Local Government Act or another enactment

within five years of the date of the public process.

In determining whether to reject a tender, proposal, or bid under this article, the Village will consider whether the litigation is likely to affect the Tenderer's ability to work with the Village, its consultants and representatives and whether the Villages' experience with the Tenderer indicates that the Village is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the Tenderer.

- 5.5. All Village staff will make purchases in compliance with legislation and statutory regulations including WCB safety standards, customs duties, excise taxes, Goods & Services Tax and provincial sales tax.
- 5.6. Rental / Leases: Commitments to other parties may not be made, nor items acquired through an agreement, which extend beyond:
- Funding availability, i.e. 5-year financial plan; and is within the Statutory limitation period not requiring the consent of the public;
 - Statutory compliance for agreements requiring the consent of the public.
 - Month-to-month rentals are permitted subject to funding.
- 5.7. The purchase of goods and/or services shall be initiated by properly completed and approved purchase orders or contracts as outlined in appendix A.
- 5.8. Commitments or indications of preference to a supplier are not to be made by staff without written request and approval from the Chief Administrative Officer (or delegate) and the provisions of 5.9 must fully apply.
- 5.9. Exceptions - Circumstances for Sole Supplier Procurement:
- (i) To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
 - (ii) Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists;
 - (iii) For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly;
 - (iv) For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
 - (v) For a contract to be awarded to the winner of a design contest;
 - (vi) For the procurement of a prototype of a first good or service to be developed in the course of and of a particular contract for research, experiment, study or original development, but not for any subsequent purchases;
 - (vii) For the purchase of goods under exceptionally advantageous circumstances;
 - (viii) For the procurement of subscriptions to newspapers, magazines or other periodicals;
 - (ix) For the procurement of real property; and
 - (x) Where previous work of a supplier or contractor has resulted in that supplier or contractor having a unique understanding and knowledge of local systems and circumstances; and where the awarding of a contract to another supplier or contractor would cause the Village to incur additional expense because of their lack of this understanding and knowledge; the locally experienced and knowledgeable supplier or contractor may be used as the sole supplier of related goods and services upon the approval of Council.

6.0 SUSTAINABLE PROCUREMENT PRACTICES:

The Village considers the environmental, social and economic value of the goods and services being purchased with the intent to shift spending away from goods and services that negatively impact the environment and society towards products and services that are more environmentally sound and socially beneficial.

Recognizing its role as a major purchaser of goods and services, the Village will seek opportunities to encourage and influence markets for environmentally and socially preferable products through employee education; supporting pilot testing of potential new products; and adopting innovative product standards, specifications, and contracts where possible. It is the Village's practice to include sustainability guidelines as value added evaluation criteria in RFPs where practical. The evaluation criteria used will be tailored to the specific competition; however, more points may be awarded for higher impact activities.

The Village does not support the purchase of genetically modified (GMO) apples and salmon; and for all other products, the Village prefers to purchase non-genetically modified products where reasonable.

7.0 EMERGENCY ACQUISITIONS:

In an unforeseen circumstance that requires immediate action, such that inaction would result in harm to a person or harm or damage to real or personal property of any type, the methods and procedures set out within this policy may be waived as approved expressly by the CAO or, in the event of a state of emergency, by the Emergency Operations Centre Director or designate; whether that be a designate from the Village of Cumberland, or from a member municipality or Comox Valley Regional District.

Emergency purchases that cannot be accommodated within the Financial Plan will be reported to Council at a regular meeting following the event to confirm the action taken.

8.0 EMPLOYEE CREDIT CARD PURCHASES:

Village employees who have been issued an authorized employee credit card are authorized to purchase goods and services in accordance with appendix A - spending, commitment and signing authority matrix, provided all purchases are made in strict accordance with the Village's policy on the use of such credit cards. See the Corporate Purchasing Cards Policy.

9.0 ASSET DISPOSAL:

The following outlines the responsibilities and accountabilities associated with the sale, gifting or discarding of capital assets purchased by or gifted to the Village of Cumberland:

9.1. Asset Policy Statement:

It is the policy of the Village of Cumberland to dispose of surplus items through a competitive process whenever practical that results in the Village receiving a fair market value in cash, goods or services for the disposal of items.

9.2. Roles and Responsibilities:

- a) The Financial Officer holds the statutory responsibility and accountability for the disposal of assets.
- b) The Financial Officer or designate is responsible for the administration (i.e. recording the sale, asset write-down; coordination of annual sale or assisting departments with appropriate disposal method of surplus assets disposal. The administration relates to the disposal of all surplus materials and assets through reallocation, public offer for sale, auction, trade, donation or landfill.
- c) A department may choose to dispose of an asset any time during the year, the Financial Officer or designate is to receive written notification from the appropriate department every time an asset is disposed of.

9.3. Asset Disposal Process:

- a) A department may choose to declare capital or operational assets as surplus at any time during the calendar year.
- b) Once an item or items have been determined to be surplus the department must provide to the Financial Officer or designate a list of the items that have been declared surplus, which includes an estimate of the value of each item.
- c) The following process must be followed for surplus assets:
 - i. If it can be determined that costs to sell the surplus asset is greater than the expected sale price, with the authorization of the Chief Administration Officer, the items may be donated to charitable organizations.
 - ii. If it can be determined to provide the Village with advantageous procurement prices, assets can be traded-in during the purchase of the replacement asset
 - iii. Offer the items on the list to other Village departments for a 15 day period.
 - iv. Offer the items to other local governments in the Region where applicable.
 - v. Offer the items to the public for a 15 day period through any of the following:
 - Offer the items for sale through some form of advertisement
 - Public tender/auction process
 - Any other form of offer for sale deemed applicable
 - If no bids or offers are made for the surplus items the department may dispose of the items as it sees fit.
 - vi. A written report detailing the disposal process(es) that each department undertakes during a calendar year shall be submitted to the Financial Officer or designate by 31 January of the following year.

COUNCIL POLICY



Appendix A

Commitment Authority Thresholds

Column 1 Position	Column 2 Commitment/spending authority
Petty Cash	Employees requesting a reimbursement through petty cash must provide an authorized receipt. Reimbursement through petty cash is up to a maximum of \$100 (inclusive of taxes). Staff who have delegated spending authority can authorize their own petty cash receipts. **
Credit Cardholders	Cardholders and cardholder limits up to \$25,000 authorized by the Chief Administrative Officer. Cardholders must sign user agreement and abide by internal purchasing cards policy.
Other Staff delegated authority by Manager	Commitments/spending to a maximum \$500
Public Works Chargehand, Mechanic and Parks & Outdoor Recreation Coordinator	Commitments/spending to a maximum \$1,000
Corporate/Deputy Corporate Officer and Public Works Foreman	Commitments/spending to a maximum \$5,000
Managers <ul style="list-style-type: none"> • Manager of Operations • Manager of Recreation • Manager of Protective Services • Deputy Financial Officer 	Commitments/spending to a maximum \$25,000
Financial Officer	Commitments/spending to a maximum \$75,000
Chief Administrative Officer	Commitments/spending to a maximum \$200,000
Council	Purchases over \$200,000

** Expense reimbursements that exceed the petty cash authorized limit must be authorized by manager or supervisor.

All amounts in column 2 are exclusive of taxes unless otherwise stated

A summary will be provided to Council for amounts between \$50,000 and \$200,000 quarterly

The Village of Cumberland
 Purchasing Management Services Policy
 Spending, Commitment and Signing Authority Matrix

GOODS AND SERVICES - INCLUDING CONSTRUCTION AND FACILITIES MAINTENANCE - see schedule on page one for commitment authority				
COMMITMENT/ SPENDING \$ LEVEL	COMMITMENT TYPE	MIN. NUMBER OF QUOTES	METHOD OF PURCHASE - QUOTE TYPE	SPECIAL CONDITIONS
To a maximum \$100	Petty cash	Single	Verbal, in person	Detailed receipts/invoices req'd with payment claim - delegated staff signature required
To a maximum \$1,000 per item or aggregate	Purchasing card; cheque requisition; corporate supply arrangements; verbal agreement	Single	fax; e-mail; or written	Detailed receipts/invoices req'd with payment claim
To a maximum \$5,000 per item or aggregate	Purchase order; Contract; supplier account; purchasing card; cheque requisition; corporate supply arrangement (CSA)	Single	fax; e-mail; or written	Detailed receipts/invoices req'd with payment claim
Greater than \$5,000 to \$25,000 per item or aggregate	Contract; purchase order; corporate supply arrangement	Request Three quotes from Vendors; or corporate supply arrangements (CSA) (unless a request for interest has provided manager with a qualified suppliers list)	Written quotes; tender; or request for proposal, request for quotation	Rotate suppliers invited to quote (where availability exists) or advertise; Detailed receipts/invoices req'd with payment claim
Greater than \$25,000 to \$50,000 per item or aggregate	Contract; purchase order with attached specs/details	Public process (RFQ, RFP etc.)	Written quotes, tender, request for proposal (min 1 page specs/details)	Advertise or invite submissions appropriately for the type of goods / services required. Post on the Village website. If purchase of goods or services are greater than \$75,000 (\$200,000 for construction) must post on electronic tendering system unless authorized for Sole Supplier Procurement as per the Purchasing Policy.
Greater than \$50,000 to \$100,000 per item or aggregate	Contract	Public process (RFQ, RFP etc.)	Tender, request for proposal or quote (full specs)	
Greater than \$100,000 per item or aggregate	Contract	Public process (RFQ, RFP etc.)	Tender, request for proposal (full specs)	
Special - volume purchasing	Purchase order, Contract, corporate supply arrangements (CSA)	Public process (RFQ, RFP etc.)	Tender, request for proposal	

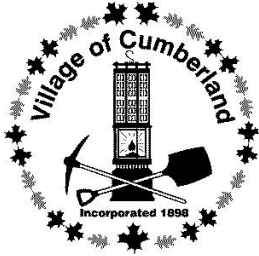
The Village of Cumberland
 Purchasing Management Services Policy
 Spending, Commitment and Signing Authority Matrix

CONSULTING, TRAINING AND PROFESSIONAL SERVICES - see schedule on page one for commitment authority				
COMMITMENT/ SPENDING \$ LEVEL	COMMITMENT TYPE	NUMBER OF PROPOSALS	METHOD OF PURCHASE - PROPOSAL TYPE	SPECIAL CONDITIONS
To a maximum \$20,000 per item or aggregate	Contract; purchase order with scope of work or proposal attached	Single quote	Written	Provide written summary of scope of work
Greater than \$20,000 to \$50,000 per item or aggregate	Contract; purchase order with scope of work or proposal attached	Request at least three quotes (unless a request for interest has provided manager with a qualified suppliers list)	Expression of interest; request for quotation; request for proposal; invitation to tender	Min. 1 page scope of work. Rotate suppliers invited to quote (where availability exists) or advertise
Greater than \$50,000 to \$100,000	Contract	Public process (RFQ, RFP etc.)	Request for proposal; request for quotation; invitation to tender	Advertise or invite submissions appropriately for the services required. Post on Village website. If services are greater than \$75,000, must post on electronic tendering system unless authorized for Sole Supplier Procurement as per the Purchasing Policy.
Greater than \$100,000	Contract	Public process (RFQ, RFP etc.)	Request for proposal; invitation to tender	

EMERGENCY PURCHASES

Emergency purchases	Purchase order; Contract; supplier account; purchasing card; cheque requisition; corporate supply arrangement (CSA)	Direct award	Verbal, written	Written description of circumstances to be forwarded to finance & then to Council
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All amounts are exclusive of taxes



Corporation of the Village of Cumberland

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Appendix B

The Village of Cumberland - Social Procurement Framework¹

“Not all profit is equal. Profits involving a social purpose represent a higher form of capitalism, one that creates a positive cycle of company and community prosperity.”

Michael Porter, Harvard Business Review, February, 2011

What is Social Public Procurement?

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Over the last thirty years the environmental movement has done an excellent job of educating and increasing awareness surrounding the importance of developing more sustainable practices. This has led to considerable changes in behaviours and societal norms. Environmental considerations in government procurement have now become normalized.

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Social procurement leverages the public procurement process for goods and services, to advance positive economic, workforce, and social development outcomes². Social procurement blends financial and social considerations in public sector purchasing to deliver against two bottom lines:

1. A commitment to purchasing the best value services and products, in keeping with the MEAT criteria, the Most Economically Advantageous Tender; and
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- By expanding the traditional understanding of ‘best value’ in procurement, to include the generation of positive societal benefits, alongside high quality and competitive bids,² the Village of Cumberland is working to maximize community benefits and deliver improved socio-economic returns for local taxpayers, within the existing spend.
- To ensure a sustainable and ethical approach to procurement, that is values aligned with the community vision, as outlined in Council’s current Corporate Strategic Priorities document, and constructed to support the strategic priorities.
- To promote diversity and innovation through supply chain partnerships.
- To stimulate growth and build the capacity of social enterprises in the community.
- To align procurement with consideration for People, Planet and Profit.

What are the key pillars guiding Social Procurement in Cumberland?

1. The procurement process will continue to meet all the principles of fairness, integrity, accountability and transparency, while also screening for transformational opportunities to improve social outcomes.
2. The procurement framework continues to evaluate:
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 - 4) Social

Evaluation criteria and weightings will vary by contract; the criteria will be specific to the nature of the procurement and clearly stated in the procurement documents.

3. In advance of carrying out any procurement, the framework imposes a duty on the public sector buyer to consider how the purchase might be better leveraged, to improve the economic, social or environmental wellbeing of Cumberland; to improve access for micro, small businesses and/or social enterprises; or to promote innovation⁴. This duty includes an understanding that the Village will engage in reasonable outreach to engage equity-seeking businesses (those working to integrate the marginalized back into society) in procurement opportunities.
4. Village procurement will continue to be compliant with the obligations set out in both Domestic (New West Partnership Agreement (NWPTA), Agreement on Internal Trade (AIT) and International Trade Agreements (The Agreement between the Government of Canada and the Government of United States of America on Government Procurement (CUSPA), World Trade Organization Agreement on Government Procurement (GPA)).

⁴ Adapted from the Scottish Social Procurement Act

5. **Promotion of Contract Opportunities**

In addition to bid opportunities, at or above an applicable trade threshold being publicly posted on electronic bidding systems such as BC Bid, MERX, or Alberta Purchasing Connection (APC), The Village of Cumberland also encourages all sub-contracts to be posted to the Village website, where local contractors and business associations may choose to sign up for email alerts.

6. **Living Wage Evaluation** ⁵

Staff may choose to evaluate organisations against the percentage of the organisations' employees being paid a living wage for the community they live in.

Living Wage Canada, is a national living wage online resource, providing a searchable database of living wage calculations by community.

If the living wage for your community has not been determined, a national methodology for calculating the living wage will be available soon at Living Wage Canada.

7. **Community Benefit Clauses (CBC's)** may be added to village contracts. CBC's are contractual obligations undertaken by proponents. Evaluation criteria, to determine how the value/points are to be assigned, will be clearly stated in each procurement process.

[The values and criteria assigned will typically vary between a low of 5% and a high of 15%, of the total contract evaluation, depending on the nature of the procurement opportunity.]

8. **Infrastructure planning and investment should promote community benefits** ⁶

Infrastructure planning and investment should promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities (including for apprentices), improvement of public space within the community, and any specific benefits identified by the community.

9. **Apprenticeship plan**

Staff may choose to consider apprenticeship opportunities, as part of the evaluation of competitive bids. Bidders entering into a procurement process for the construction or maintenance of Village infrastructure and assets, may be asked to provide the village, with a plan for the intended use of apprentices in the construction or maintenance, in the event of a successful bid. A plan will need to include the following information:

The method by which the bidder intends to create employment/training opportunities arising from the construction or maintenance for apprentices who are: residents of the Village; youth and at-risk youth; aboriginal persons; women; newcomers to Canada or retiring veterans, transitioning into new careers. ⁷

⁵ Strandberg (2014)

⁶ Adapted language from Ontario Provincial Government, Bill 6, Infrastructure for Jobs and Prosperity Act, 2015

⁷ Adapted language from Ontario Provincial Government, Bill 6, Infrastructure for Jobs and Prosperity Act, 2015

What are the key social, employment and economic goals that the Social Procurement framework and Community Benefit Clauses will work to address?

- Contribute to a stronger local economy;
- increase diversity among suppliers;
- promote the Living Wage and fair employment practices;
- improve access to contracts for micro, small business and social enterprises;
- increase the number of local jobs that support young working families;
- increase social inclusion, by improving contract access for equity-seeking groups, such as social enterprises;
- enhance community arts and culture infrastructure;
- improve and enhance public spaces;
- increase training and apprenticeship opportunities;
- help move people out of poverty, providing increased independence and sustainable employment for those in need;
- improve opportunities for meaningful independence and community inclusion for citizens living with disabilities; and
- to stimulate an entrepreneurial culture of social innovation ⁸.

⁸ Language drawn from BC Government Social Impact Purchasing Guidelines, November 2014



TOWN OF QUALICUM BEACH
Incorporated 1942

A Canada First: The Town of Qualicum Beach adopts the Country's First Social Procurement Policy

Qualicum Beach, BC – June 13, 2016

The Town of Qualicum Beach has Approved Canada's First Social Procurement Policy. The British Columbia government has Social Impact Purchasing guidelines; Toronto recently launched a Social Procurement Program and the Village of Cumberland has a Social Procurement Framework. Now, the Town of Qualicum Beach on Vancouver Island, has adopted the country's first Social Procurement Policy.

What is Social Procurement?

Social Procurement is an emerging practice; a more strategic, proactive approach to purchasing that seeks to generate increased social value for taxpayers through every day purchases and public sector contracts.

The Social Procurement Policy 6000-3, at the Town of Qualicum Beach has been designed to drive innovation and entrepreneurialism, to better align the procurement strategy with the Town's Corporate Mission Statement; with the Youth and Family Attraction and Retention Strategy and with the goals of the Official Community Plan.

According to Mayor Westbroek, "The purpose of the policy is to leverage every dollar the Town spends to move us closer toward the desirable goals and objectives, as identified by the community."

Commencing this fall, the Town will roll out a Social Procurement Framework and commence open communication and education with the marketplace and community partners. As the practice of social procurement evolves, so too will the framework. The Town is currently working with a network of Vancouver Island municipalities and with Social Procurement Consultant, Sandra Hamilton to develop a standardized approach to advancing Social Procurement across the Vancouver Island/Sunshine Coast region.

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BACKGROUND

New Public Policy Paper: The Changing Face of Public Sector Procurement

Social Procurement: *“Moves us from a ‘Do no harm’ approach to proactively seeking to ‘Do some good’ ”* Sandra Hamilton

Prime Minister Trudeau includes Social Procurement in Minister’s Mandate Letter

In his November 2015 mandate letter to Federal Procurement Minister Foote, Prime Minister Trudeau clearly signaled the new government’s intention to create more social value through procurement. Social procurement utilizes the procurement function to achieve positive, desirable and measurable social impacts.

Bill 227 - A Private Member’s Bill advanced by Liberal MP Hussen (York South-Weston) seeks to derive more social value through federal infrastructure spending. The Bill has been read into Parliament and is scheduled for further debated on September 23, 2016.

In February 2014 Social Procurement became Law across Europe

Social Procurement - The Vancouver 2010 Olympic Winter Games were a catalyst for social procurement in Canada; the first Olympics in history to include social value considerations in the sustainability strategy. For example, the RFP for the floral supply contract requested and rewarded vendors able to deliver a community benefit. Over the course of the contract, the successful proponent committed to train and employ marginalised women, many recently released from prison. The podiums were built by at-risk-youth learning carpentry skills; and contractors bidding on the construction of the athletes village were required to provide employment opportunities for low income residents from the neighbouring, downtown eastside. This knowledge transferred to the Commonwealth Games in Glasgow, where Scotland advanced the practice further, becoming the first country in the world to make Social Procurement law.

Canada - Provincial Examples

In November 2014, The Government of British Columbia released Social Purchasing Guidelines. In the spring of 2016, The B.C. Ministry of Social Development & Social Innovation (SDSI) issued an RFP for security services at SDSI offices, awarding 20% contract evaluation to a vendor's commitment to hiring people receiving income assistance or disability support. In July 2015, the Ontario Government passed Bill 6 – The Infrastructure for Jobs and Prosperity Act, that requires Community Benefit Clauses to be added to Provincial Infrastructure contracts. In 2014, Quebec adopted a social economy purchasing strategy and the Manitoba Social Enterprise Strategy, which includes social purchasing, came into effect in 2015.

Canadian Crown Corporation Examples

Manitoba Housing spends \$10 million annually with Social Enterprises providing supportive employment for persons with barriers. In 2014, supportive employment social enterprise CleanStart, doubled in size after winning a multi-year, multi-million dollar junk removal contract, when BC Housing invited Social Enterprises to bid on the junk removal contract.

Canada - Municipal Examples

In May 2016, the Village of Cumberland, Canada's First Buy Social municipality, successfully, applied social value criteria to an infrastructure tender. The City of Vancouver's *Healthy City for All Strategy* includes social procurement and the city has conducted a Social Value RFP for office supplies. In an effort to better reflect the ethnicity of the city's population, Toronto has developed a social purchasing program designed to diversify the supply chain, by improving access and increasing market opportunities for new immigrants and for marginalised groups. In June 2016, the Town of Qualicum Beach approved Canada's first Social Procurement Policy.

Sandra Hamilton is a Social Procurement Strategic Advisor and former business manager to John Furlong, CEO, Vancouver 2010 Olympic & Paralympic Winter Games. Hamilton is the author of both British Columbia's and Alberta's first Social Procurement Frameworks, of Canada's first Social Procurement Policy and has recently graduated as Canada's first [SocialMBA](#).

More at SandraHamilton.ca

Media Coverage

April 7th 2016: THE CANADIAN PRESS

[Minister Amarjeet Sohi likes MP's proposal on social benefits from infrastructure](#)

OTTAWA — The infrastructure minister is looking to take an idea from a rookie MP and require federally funded infrastructure projects to create social benefits on top of the economic spinoffs tied to billions in new spending.

A private member's bill from Liberal MP Ahmed Hussen would, if passed, require bidders on federal projects to show they will create jobs or training opportunities in the communities where work is done.

April 14th 2016: TIMES COLONIST

[Mayor wonders: Can city help those in need, one contract at a time?](#)

Helps is proposing a **social enterprise** and social procurement task force. She said the idea is to see if there's a way to ensure that when the city is ...


March 30th, 2016: Media Release

[Cumberland, BC - Includes Social Procurement in 2016 Village Upgrade Projects](#)

February 22, 2016: Globe and Mail - ADAM RADWANSKI

[Before spending infrastructure billions, Liberals launch trial ...](#)

Private member's bill seeks to attach **community benefits** such as local jobs to public-works contracts. ...

	Town of Qualicum Beach	Policy Manual
	Subject: Purchasing & Disposition of Assets - General - Social Procurement	
	Policy Number: 6000-3	

Purpose

To ensure that the Town of Qualicum Beach considers social value in procurement and seeks to proactively leverage the supply chain in a manner that aligns and supports the Town’s strategic objectives, as defined in the Qualicum Beach Strategic Plan and in the Official Community Plan (OCP)

To strategically align the Town’s Procurement with the Town’s Corporate Mission Statement:
 “The purpose of Council and Administration of the Town of Qualicum Beach is to exemplify collaborative governance and sound management through the provision of high quality facilities and services, that provide opportunities for continuous improvement to the quality of life for people of all ages that we serve.”

The Social Procurement Policy directs staff to conduct procurement in a manner that contributes to the development of a supportive supply chain ecosystem:

- that attracts and retains families with young children
- that supports entrepreneurs creating sustainable economic development and new employment opportunities
- that values supply chain partners providing work experience and employment opportunities to youth aged 15 -29
- for Social Enterprises, providing work experience and employment opportunities for disadvantaged populations, or improving the arts, culture, agriculture and recreational opportunities
- that values and rewards supply chain partners with a high percentage of staff earning the living wage and receiving benefits
- that ensures that supply chain partners are contributing to the advancement of the community socially, economically (including agriculture), culturally and environmentally

Policy

The Social Procurement process is governed by the processes and approvals as set out in the Town’s Purchasing Policy.

The Town's procurement processes will continue to meet all the principles of fairness, integrity, accountability and transparency, along with the Town's purchasing policies and procedures. Competitive bidding activities will continue to be compliant with the obligations set out in applicable trade agreements, mainly AIT/NWPTA - The Agreement on Internal Trade and the New West Partnership Trade Agreement.

The Town of Qualicum Beach endorses a triple bottom line approach to procurement. Whereas sustainable and ethical procurement seeks to do no harm, the Town's Social Procurement Policy seeks to proactively leverage the supply chain to achieve positive community objectives.

Suppliers and potential suppliers to the Town must demonstrate respect for fundamental human rights and treat their workers fairly. Supply chain partners are expected to strive continually towards minimizing the environmental and any detrimental social impacts of their operations and of the Goods and Services provided.

Supply chain partners will be evaluated and rewarded based, in part, on their commitment to align with the Town's values and their commitment to conducting operations in a way that seeks to enhance, rather than diminish, social value in the community.

The Social Procurement Framework will be used to signal/communicate to the marketplace the Town's specific goals and objectives. The Social Procurement Framework will continuously evolve as the practice of Social Procurement evolves and develops nationally. Under this policy, social value criteria will be embedded in the procurement evaluation process. The evaluation weightings and criteria will be clearly defined in each procurement process.

Procedure

The Town of Qualicum Beach will:

- a. consider, during the pre-procurement phase, ways to better design the process to align and contribute to one, or more, of the Town's strategic priorities
- b. work cooperatively with suppliers and other key stakeholders to advance Corporate Social Responsibility in the business

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Approved By:

Amended:

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- community by taking a triple bottom line and a strategic approach to designing evaluation criteria in procurement
- c. embed triple-bottom-line criteria into the Town's supply chain procedures, processes and activities
 - d. include Community Benefit Clauses in major infrastructure contracts
 - e. where possible, include Community Benefit Clauses in requests for quotes and proposal competitions
 - f. encourage and reward suppliers and subcontractors who demonstrate market leadership in working toward the highest achievable environmental and social standards, such as paying benefits, the living wage and demonstrating diverse hiring practices
 - g. develop a supplier community that exhibits leadership in Corporate social responsibility which aligns with the Town's strategic objectives
 - h. audit potential suppliers through a pre-qualification process to develop a preferred supplier community for small, under threshold day-to-day informal purchasing
 - i. endeavour to provide stability of demand, through multi-year contracts, to strategically important supply chain partners, who are actively engaged in delivering on the Town's key objectives
 - j. endeavour to create more supply-chain diversity by publishing an informal summary of the Town's upcoming procurement opportunities up to one year in advance
 - k. post all procurement competitions to the Town's website and create an email alert system to alert the supplier community
 - l. work with the non-profit sector to develop a supportive/enabling environment for Social Enterprise(s) in the District 69 region
 - m. Wherever possible, conduct market education and stakeholder engagement in advance of going to market with major

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Amended:

opportunities

- n. audit supplier compliance with these principles through a combination of supplier disclosures and certifications; external independent certifications, and disclosure of information about factory and production facilities.

The *Freedom of Information and Protection of Privacy Act* provides the legislative framework for information and privacy rights, and as such, this policy shall comply with the Act.

Variations to Purchase Procedures

Although it is the intent that the foregoing purchasing policy shall be strictly followed, there will be times when policy variations/opportunities are required. These instances could be as a result of time considerations or that the number of qualified bidders could not or cannot be obtained. The Chief Administrative Officer or the Financial Administrator will have the authority to modify the purchasing procedures in these instances where the interests of the Town would be adequately protected. Any variation/opportunity is to be noted and presented to Council as soon as possible.

Responsibility Chief Administrative Officer
Financial Administrator
Department Heads

Distribution Council
All Departments