

COUNCIL POLICY



Document Name: Procurement Policy

Department Name: Corporate and Community Services

Document Number: FIN-100

Effective Date: February 26, 2019

Next Revision Date: February 26, 2022

STRATEGIC PLAN LINKAGE

- Strategic Priority 1 – Responsible Government

PURPOSE AND OBJECTIVE

Council has authorized the Chief Administrative Officer (CAO) to establish and administer the procurement function in a manner that is in accordance with all applicable laws and regulations. This Policy provides a framework within which the CAO can establish directives and procedures for the procurement function to provide effective stewardship for the Municipality's financial resources.

The following objectives will guide the procurement practices of the Municipality:

- Conduct a competitive bidding process that maximizes overall value for the Municipality and taxpayers.
- Ensure transparency, consistency and mitigate risk.
- Ensure procurement process compliance with trade treaty legislation and public procurement law.

GENERAL PRINCIPLES

1. Definitions:

- 1.1. "Annual Budget" means the operating budget and the capital budget adopted by the Council in accordance with the Municipal Government Act. The terms used in this Policy have the same meaning as given to them in the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, unless noted otherwise for the purposes of this Procurement Policy.
- 1.2. "Delegated Authority" means a person authorized by the CAO to act on the CAO's behalf as an approval authority.

2. Responsibilities:

2.1. Council to:

- 2.1.1. Approve any amendments to this policy.

2.2. Chief Administrative Officer to:

- 2.2.1. Support the implementation of this policy.
- 2.2.2. Support and recommend amendments to this policy.
- 2.2.3. Ensure compliance with this policy.

3. General Procedures:**3.1. Council approves Annual Budget and establishes the limits of the CAO's authority:**

- 3.1.1. The CAO, or Delegated Authority, can enter into transactions or to procure goods and services of any dollar value provided that they are within the Annual Budget.
- 3.1.2. The CAO, or Delegated Authority, can commit and/or expend funds through an administrative procedure on procurement.
- 3.1.3. The CAO, or Delegated Authority, can approve amendments to the administrative procedure on procurement where they are in the best interests of the Municipality and are compliant with all relevant procurement laws and regulations.

3.2. All procurement activities and decisions of the Municipality must be guided by the following principles:

- 3.2.1. All procurement standards, procedures and activities must be compliant with the regulations of the Canadian Free Trade Agreement (CFTA), the Comprehensive Economic and Trade Agreement (CETA), the New West Partnership Trade Agreement (NWPTA) and any other legislations which may be enacted with other governmental authorities in the future.
- 3.2.2. Procurement practices must ensure fair, open, transparent and consistently applied procurement practices for all suppliers of goods and services wherever possible.
- 3.2.3. Procurement practices must protect the financial assets of the Municipality through an effective, efficient and flexible system of controls that ensure risks are managed prudently without impairing the Municipality's ability to acquire the best value in the goods and services that it requires to be successful.
- 3.2.4. Procurement practices should incorporate due regard to the preservation of the natural environment and the municipal recycling program where practical.
- 3.2.5. Procurement practices may incorporate processes to encourage positive social outcomes. The emphasis will be on recognizing and rewarding initiatives undertaken by our contractors and suppliers. The purpose is to

enable procurement to effectively contribute to the building of a stronger community.

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

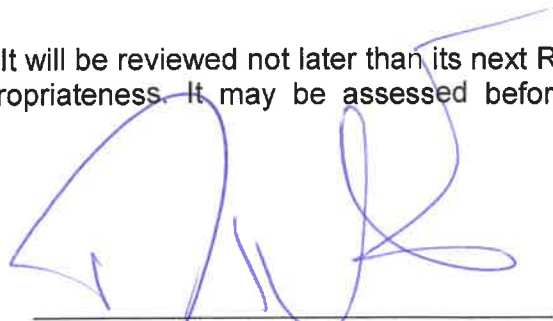
Legal References: Canadian Free Trade Agreement (CFTA)
Comprehensive Economic and Trade Agreement (CETA)
New West Partnership Trade Agreement (NWPTA)

Cross References: Procurement Standard Operating Procedures (SOPs)

Position Responsible for Procedure: Director, Corporate and Community Services

APPROVAL

This Policy was approved by Council. It will be reviewed not later than its next Revision Date to determine its effectiveness and appropriateness. It may be assessed before that time as necessary.



Don Scott, Mayor

Jade Brown, Chief Legislative Officer

February 26, 2019

Date