

COUNCIL POLICY



Document Name: Procurement Policy

Department Name: Supply Chain Management

Document Number: SCM-100

Effective Date: January 23, 2024

Next Revision Date: January 23, 2027

STRATEGIC PLAN LINKAGE

- Responsible Government
- Regional Economic Development
- Rural and Indigenous Communities and Partnerships
- Local Economy

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:

- a) conduct competitive bidding processes that realizes the Best Value for the Municipality and taxpayers in the acquisition of goods, services, and construction;
- b) ensure transparency and consistency, while mitigating risk;
- c) ensure procurement processes comply with trade treaty obligations, legislation and public procurement law; and
- d) include opportunities for Social Procurement and Indigenous Procurement.

GENERAL PRINCIPLES

1. Definitions:

- 1.1. 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. "Annual Budget" means the operating budget and the capital budget adopted by the Council in accordance with the *Municipal Government Act*, R.S.A. 2000, c. M-26.
- 1.3. "Best Value" means the optimal combination of total cost, performance, economic, environmental, and social sustainability of goods, services, and construction being offered.
- 1.4. "Delegated Authority" means a person or a position that has been delegated by the CAO to act on the CAO's behalf as an approval authority.
- 1.5. "Indigenous Procurement" means a procurement practice that supports indigenous entrepreneurship, business and economic development and provides indigenous business with opportunities to participate in the economy.
- 1.6. "Municipality" means the Regional Municipality of Wood Buffalo.
- 1.7. "Social Procurement" means a procurement practice that seeks to achieve positive social value outcomes such as social, economic, environmental, and cultural benefits.

2. Responsibilities:

2.1. Council to:

- 2.1.1. approve any amendments to this Policy.
- 2.1.2. approve Annual Budget and establish the limits of the CAO's authority.

2.2. Chief Administrative Officer (CAO) 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.

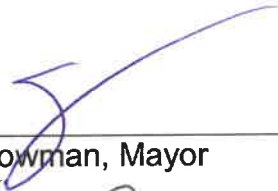
3. Procurement Practices

- 3.1. The CAO, or Delegated Authority, can enter into transactions to procure goods, and services, or construction services of any dollar value provided that:
 - 3.1.1. they are within the Annual Budget; or
 - 3.1.2. the solicitation and any award or contract are made conditional on inclusion of the procurement value in the approved Annual Budget and capital plan.
- 3.2. The CAO, or Delegated Authority, must establish one or more administrative procedures on procurement that is or are consistent with this Policy to guide the Municipality's procurement practices.
- 3.3. All procurement practices must be compliant with the regulations of the Canadian Free Trade Agreement (CFTA), the Comprehensive Economic and Trade

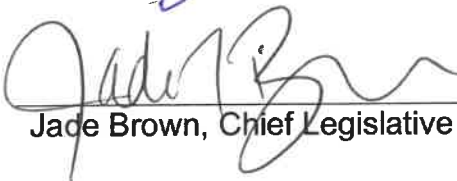
- Agreement (CETA), the New West Partnership Trade Agreement (NWPTA) and any other applicable law.
- 3.4. Procurement practices must ensure fair, open, transparent and consistently applied standards for all suppliers of goods, services and construction, wherever possible.
 - 3.5. Procurement practices 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, services and construction that it requires to be successful.
 - 3.6. Procurement practices should incorporate due regard to the preservation of the natural environment and the municipal recycling program where practical.
 - 3.7. Procurement practices should incorporate processes to encourage positive social outcomes. The emphasis will be on recognizing and rewarding initiatives undertaken by contractors and suppliers. The purpose is to enable procurement to effectively contribute to the building of a stronger community.

APPROVAL

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



Sandy Bowman, Mayor



Jade Brown, Chief Legislative Officer

January 23, 2024
Date

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

- Legal References:
- Canadian Free Trade Agreement (CFTA)
 - Comprehensive Economic and Trade Agreement (CETA)
 - New West Partnership Trade Agreement (NWPTA)
 - *Municipal Government Act*, R.S.A., 2000, c. M-26

Position Responsible: Chief Financial Officer

COUNCIL POLICY DETAILS AND REVISION HISTORY

Date	Action	Description
January 2024	Revision – Minor	Updated of Policy specific to Procurement Practices
September 2021	Revision – Substantive	Update of Policy and inclusion of Social Procurement and Indigenous Procurement