



PROCUREMENT COUNCIL POLICY

FIN-190
Effective Date:
July 14, 2026

POLICY STATEMENT

The Regional Municipality of Wood Buffalo (the "Municipality") procures all goods, services and construction necessary for the provision of municipal services through fair, publicly accountable, open, and transparent processes in compliance with governing legislation, bylaws, and Trade Agreements.

SCOPE

The Procurement Policy (the "Policy") applies to all procurement of goods, services and construction (but not land or real property rights) undertaken by or on behalf of the Municipality, regardless of funding source, except where expressly excluded under the scope of this Policy or where procurement activities are conducted under Indigenous Procurement Council Policy FIN-290 which shall take precedence over this Policy.

DEFINITIONS

"Best Value" means the optimal combination of financial and non-financial factors, which may include total cost, performance, quality, risk management, and compliance, when considering potential Vendors for the provision of goods, services, and construction services.

"Conflict of Interest" means a situation where the independence or impartiality of an employee's decisions or actions are impaired, or may reasonably be expected to be impaired, because of outside employment, political, business, or family interests.

"Contract" means a commitment by the Municipality for the procurement of goods, services, or construction services from a Vendor, which may be evidenced by an agreement executed by the Vendor and the Municipality, or a purchase order issued by the Municipality to the Vendor.

“Trade Agreements” means the domestic and international agreements – including the New West Partnership Trade Agreement, the Canadian Free Trade Agreement, and the Canada-European Union Comprehensive Economic and Trade Agreement – that govern the Municipality’s procurement obligations with the aim of reducing trade barriers to increase competitiveness, economic growth, and stability amongst their signatories.

GUIDING PRINCIPLES

1. Integrity – The Municipality is committed to upholding the principles of fairness, transparency, and accountability, and to avoiding, disclosing, and managing real or perceived Conflicts of Interest, in accordance with municipal policies.
2. Compliance – Municipal procurement practices support compliance with applicable legislation, Trade Agreements, bylaws, Council policies, administrative directives, and administrative procedures.
3. Best Value – The Municipality is committed to using procurement practices that achieve the Best Value for the Municipality by balancing cost, quality, performance, sustainability, and risk.
4. Risk Management – The Municipality is committed to applying procurement planning, solicitation, evaluation, and Contract management practices that incorporate risk assessment and mitigation strategies proportionate to the value, complexity, and potential impact of each procurement.
5. Continuous Improvement – The Municipality is committed to auditing, monitoring, and reviewing procurement activities, and to using such findings to support continuous improvement.
6. Economic Reconciliation – The Municipality is committed to advancing economic reconciliation, while strengthening relationships with Indigenous Peoples, through respect, collaboration, and partnership.

EXCEPTIONS

Exceptions shall be approved by the Chief Administrative Officer or their designate. All approved exceptions must be clearly documented, including rationale for approval, and retained in accordance with municipal requirements.

CONSEQUENCES OF NON-COMPLIANCE

Failure to comply with this Policy or the supporting Administrative Procedure may result in corrective action appropriate to the nature and severity of the non-compliance.

RESCIND AND REPEAL

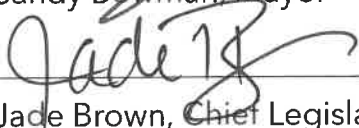
This Council Policy rescinds and repeals Procurement Policy SCM-100, dated January 23, 2024.

APPROVAL

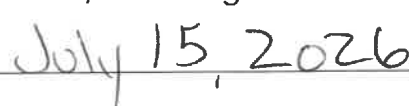
This Council Policy is approved by:



Sandy Bowman, Mayor



Jade Brown, Chief Legislative Officer



Date

RELATED DOCUMENTS

- Procurement Administrative Procedure FIN-190.1

SUPPORTING REFERENCES

Legal References:	Canadian Free Trade Agreement Implementation Act, SC 2017, c. 33, s. 219
	Canada-European Union Comprehensive Economic and Trade Agreement Implementation Act, SC 2017, c. 6
	New West Partnership Trade Agreement Implementation Act, SBC 2011, c. 3
Cross References:	Indigenous Procurement Policy FIN-290

DETAILS AND REVISION HISTORY

Date	Action	Description
January 1, 2006	New	New Procurement Policy PUR-080 to rescind and repeal the Purchasing Policy PUR-030, Contract Policy PUR-010, and Local Preference in Purchasing Policy PUR-040.
July 11, 2006	Major Revision	Policy was revised to include a requirement for contractors who are awarded municipal tenders of \$500,000 or greater in value to have a valid Certificate of Recognition (COR) appropriate to their industry.
April 10, 2007	Major Revision	Policy was revised to give the CAO authority to award and enter into all tenders that meet specified criteria and to increase the CAO's signing authority.
April 14, 2009	Major Revision	Policy was revised to include updated procedures.
January 26, 2016	Major Revision	Policy was revised to include a reference to NWPTA.
February 26, 2019	Major Revision	Policy was revised to reflect changes to legislation, social procurement was added as a guiding principle, and the policy number was changed to FIN-100.

Procurement Council Policy FIN-190

Date	Action	Description
September 15, 2021	Major Revision	Policy content was revised and the policy number was changed to SCM-100.
January 23, 2024	Major Revision	Policy was revised to include a strategic plan linkage, new procurement practices, and a change in responsible position.
July 14, 2026	Major Revision	Policy was revised to align with the new policy template and policy management framework. Changed Policy number to FIN-190, added guiding principles, moved procedural sections to the supporting Administrative Procedure, and added reference to Indigenous Procurement Policy FIN-290.