

APPENDIX A
THE PROCUREMENT POLICY
(as part of the 2026-01 Procurement Bylaw)

1. Objective

The objective of this policy is to establish consistent, transparent, and efficient methods for purchasing goods and services that ensure best value, quality, and fairness.

The application of this policy is governed by the Procurement Bylaw 2026–... and complies with applicable municipal, provincial, and federal trade agreements and legislation in Canada.

2. Scope of the Policy

This policy applies to the procurement of all goods and services by the Municipality, except where specifically exempted under the Procurement Bylaw.

3. Procurement Thresholds and Methods

3.1 Purchases up to \$5,000

Where the estimated value of goods or services is \$5,000 or less, the Chief Administrative Officer (CAO) or Financial and Administrative Assistant (FAA) may obtain such goods or services by direct purchase or mutual agreement with a single supplier.

- Use of corporate credit cards is permitted for purchases within this threshold.
- The purchaser shall ensure that pricing is reasonable and represents fair market value.

3.2 Purchases from \$5,001 to \$25,000

Where the estimated value of goods or services is between \$5,001 and \$25,000, the CAO or FAA shall obtain a minimum of two written quotations from qualified suppliers.

- If, after reasonable efforts, only one quotation is received, the CAO or FAA may proceed with that supplier, provided that a record of efforts made to obtain additional quotes is maintained.
- All quotations and supporting documentation shall be retained for audit and reporting purposes.

3.3 Purchases from \$25,001 to \$100,000

For purchases estimated between \$25,001 and \$100,000, the Municipality shall issue a Request for Proposals (RFP) or Request for Tender (RFT) depending on the nature of the procurement.

- The RFP/RFT must include a clear and detailed description of the required goods or services, the evaluation criteria, and submission requirements.
- The opportunity shall be publicly advertised and/or sent to a list of pre-qualified suppliers.
- The bids received shall be summarized in a report presented to Council in closed session for review.
- The Council shall approve the successful proponent by resolution in an open session.

3.4 Purchases above \$100,000

For procurements exceeding \$100,000, the Council shall, by resolution, establish a Procurement Committee consisting of at least three Council members and representatives from the Municipal Office.

- The Committee may engage an external consultant (e.g., engineer or procurement specialist) to assist with the RFP process and evaluation.
- Each qualified bidder may be invited to meet with the Committee for clarification of proposals.
- The Committee Chair shall provide a written report and recommendation to Council.
- The Council shall consider the Committee's recommendation in closed session and approve the award by motion in open session.

4. Procurement Principles and Ethics

All procurement activities must be conducted in good faith, with integrity, transparency, and accountability.

- No supplier shall receive preferential treatment.
- All recommendations to Council must be based on objective and pre-established evaluation criteria.
- The deliberate splitting of purchases to circumvent policy thresholds or procedures is strictly prohibited.
- All procurement records shall be retained in accordance with the Municipality's records retention bylaw.