




Subject: **16-19 Purchasing and Procurement Policy**

Meeting Date: Tuesday, July 22, 2025

Prepared By: Ashley Olson, Financial Controller

Presented By: Ashley Olson, Financial Controller

## STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

## RELEVANT LEGISLATION:

### Federal

- Canadian Free Trade Agreement (CFTA)
- New West Partnership Trade Agreement (NWPTA)

### Provincial

- Municipal Government Act (MGA)

### Council Bylaw/Policy

- Policy 16-19 Purchasing and Procurement
- Policy 16-9 Signing Authority (revised)

## BACKGROUND/PROPOSAL:

As part of ongoing efforts to improve the County's processes to ensure they are clear and easy to follow, Administration is presenting the revised *Policy 16-19 – Purchasing and Procurement* for Council's consideration and approval.

In May 2023, Council approved, in principle, a draft version of this policy developed by Brownlee LLP. Since then, Administration has reviewed the draft and made updates to focus more clearly on the high-level principles that guide procurement decisions.

Some parts of the policy, such as those dealing with contract signing and procurement authority, have been moved to the newly revised *Policy 16-9 Signing Authority*. This ensures those areas are covered more specifically in the correct document. Additionally, the detailed steps on how procurement should be carried out are now included in administrative directives, which will be approved internally.

The revised policy meets all legal and trade agreement requirements while providing clearer guidance for both Council and staff. This update makes the policy easier to understand and follow.



## DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

The revised policy 16-19 Purchasing and Procurement sets clear guidelines for how the County buys goods and services. It ensures that all purchases are made in a fair and easy-to-understand way. Focusing the policy on the main principles and moving detailed steps into separate documents makes it easier for both Council and staff to follow.

The revised policy explains when a Purchase Order (PO) is needed and how many quotes are required at different spending levels. For purchases under \$10,000, direct purchases can be made without a PO, but getting quotes is encouraged to ensure the best value for the County. Even if a purchase is made without a PO, proper invoice approvals will still be needed to ensure purchases are checked and approved accordingly.

This policy also provides flexibility for staff to make small purchases quickly, while keeping control over how money is spent. It continues to meet the legal requirements and trade agreements the County follows, making sure the procurement process is fair and transparent.

Overall, the revised policy simplifies the procurement process, improves oversight, and provides clear guidance to staff and Council. This ensures the County uses funds reasonably while making the process easier to manage.

## FINANCIAL & STAFFING IMPLICATIONS:

The changes in this policy have no negative financial or staffing impacts. The revisions will clarify the purchasing process, reducing time spent on complicated steps and interpretations.

## RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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## ATTACHMENTS:

- 16-19 Purchasing and Procurement Policy (Revised July 2025).pdf
- 16.19 Purchasing and Procurement.pdf

## COUNCIL OPTIONS:

1. That Council approves the revised Policy 16-19 – Purchasing and Procurement
2. That Council accepts for information.



**RECOMMENDED MOTION:**

That Council approves the revised Policy 16-19 - Purchasing and Procurement as presented effective August 1, 2025.

**FOLLOW-UP ACTIONS:**

Administration will implement Policy 16-19 Purchasing and Procurement and the related administrative directives as of August 1, 2025.

**APPROVAL(S):**

Mike Haugen, Chief Administrative Officer

Approved- ☒

