

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 24-054

BEING a by-law to amend Procurement Policy By-law 18-14.

WHEREAS, Section 5 (3) of the Municipal Act 2001 S.O. Chapter 25 as amended states that the powers of a municipality shall be exercised by by-law;

AND WHEREAS, Section 270 (1) of the Municipal Act 2001 S.O. Chapter 25 states that municipalities shall adopt policies with respect to the procurement of goods and services;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. **THAT** Schedule A, be amended to the following:
2. **THAT** this By-law will come into effect on the day of its passing.
3. **THAT** By-law 18-14 shall be and is hereby amended.

BY-LAW READ passed, signed, and sealed in open Council this 10th day of September 2024.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

SCHEDULE A TO BY-LAW NO. 18-14

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

PROCUREMENT POLICY

Date: January 30, 2018

Revised: September 10, 2024

Contents

SECTION I - Definitions	4
SECTION II - Procurement Principles and Goals	9
SECTION III – General Conditions	10
SECTION IV – Supplier / Vendor Eligibility	12
SECTION V – Requirement for Approved Funds	13
SECTION VI – Specifications	14
SECTION VII – Standardization	15
SECTION VIII – Responsibilities and Authorities	15
SECTION IX – Methods of Procurement	16
SECTION X – Bid Analysis	22
SECTION XI – Reporting	22
SECTION XII – Disposal of Surplus Assets (Excluding Land)	23
SECTION XIII – Conflict of Interest	23
SECTION XIV – Supplier Performance	24
SECTION XV – Access to Information	24
SECTION XVI – Contract Renewals / Amendments	24
Schedule “A” - Exemptions	26
Schedule “B” – Bid Irregularities	28
Schedule "C" – Tender Process	33
Schedule "D" – Request for Proposal Process	35
Schedule “E” - Leases	37
Schedule “F” – Statement of Ethics	38
Schedule “G” – Signing Authority	39

SECTION I - Definitions

In this Policy,

1. **Accessible Criteria and Features**
means universal accessibility standards or specifications as defined by regulation or as determined by Council.
2. **Acquisition/Purchase/Procurement**
means the process used for obtaining goods and services.
3. **Agreement**
means a legally binding document that establishes obligations between two or more parties, such as the Municipality of Mississippi Mills and other involved parties. It outlines terms of reference, payment terms, respective responsibilities, and other provisions governing the relationship. This formal agreement creates obligations to provide defined goods and/or perform defined services. An agreement may also be referred to as a contract.
4. **Annual Aggregate Value**
means the total amount anticipated to be spent annually by all departments on a particular type of good or service.
5. **Approval**
means authorization to proceed with the purchase or disposal of goods and/or services.
6. **Bid**
means an offer or submission received in response to a request for quotation, tender or proposal which is subject to acceptance or rejection.
7. **Bid Irregularity**
means a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response (see Schedule B).
8. **Bid Request**
means a written request for bids or a solicitation, which may be in the form of a Request for Quotation, Request for Tender or Request for Proposal.
9. **Blanket Order (Supply Contract)**
means a Purchase Order which establishes prices or a method for determining prices, terms and conditions and the period of time during which a vendor agrees to provide goods and services to the purchaser upon the purchaser's demand.
10. **Business Days**
means regular weekdays excluding weekends and statutory holidays, and with respect to Schedule B are calculated from the hour the bidder is notified by Municipal Staff of a bid irregularity

11. **Chief Administrative Officer (CAO)**
means the Chief Administrative Officer for the Municipality of Mississippi Mills.
12. **Clerk**
means the Municipal Clerk for the Municipality of Mississippi Mills.
13. **Contract**
(see Agreement)
14. **Conflict of Interest**
refers to a situation in which private interests or personal considerations may affect an employee's judgment in acting in the best interest of the Municipality of Mississippi Mills. It includes using an employee's position, confidential information or corporate time, material, or facilities for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the employee's family or business associates.
15. **Corporate Signing Officer**
means the Head of Council, and Municipal Clerk or other individuals designated by Council or this policy.
16. **Cost Effective Bid**
means a bid received in response to a request that offers the best value for the dollars expended taking into consideration a quantitative and qualitative selections procedure.
17. **Council**
means the Council for the Municipality of Mississippi Mills.
18. **Co-op**
means a Co-operative acquisition venture.
19. **Department Head**
means the person responsible for direction and operational control of a Department or authorized designate.
20. **Designated Signing Authorization**
provides the authority for members of staff to execute legally binding contracts, on behalf of the Municipality of Mississippi Mills.
21. **Direct Appointment**
means to directly appoint a consultant on the basis of defined selection criteria, including but not limited to qualifications and experience.
22. **Disposal**
means the removal of materials owned by the municipality, which are deemed by a Department Head as surplus, by sale, trade-in, auction, alternative use, or destruction.

- 23. Emergency**
means a situation or threat or an impending situation which may affect the environment, life, safety, health and/or welfare of the general public, or the property of the residents of the municipality requiring the purchase of goods and services immediately to prevent or correct dangerous or potentially dangerous safety conditions, further damage, to restore minimum service or ensure the safety of the public.
- 24. Execute**
means to legally bind the Municipality of Mississippi Mills to the terms and conditions defined within the Agreement.
- 25. Expression of Interest**
means a situation where vendors are solicited by the Municipality to advise the Municipality of their ability or desire to undertake municipal requirements.
- 26. Goods and/or Services**
Includes, without limitation, supplies, equipment, property insurance, maintenance, professional and consulting services and service contracts not otherwise provided for.
- 27. Invitational Bidding Process**
means select bidders are invited to provide a bid submission in response to a procurement document.
- 28. List of Bidders**
means a list, retained by the respective departments of those vendors who are interested in submitting bids.
- 29. Lowest Responsive Bid**
means the lowest bid price submitted which meets the requirements and specifications as set out in the bid request, minor deviations excepted.
- 30. Major Bid Irregularity**
a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors.
- 31. Material Safety Data Sheets (MSDS)**
means Material Safety Data Sheets which must be submitted by the vendor for all hazardous materials, including an index of chemical compounds with details of properties, handling details, precautions and first-aid procedures.

32. **Minor Bid Irregularity**
a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors.
33. **Municipality**
means the Corporation of the Municipality of Mississippi Mills.
34. **Negotiation**
means the action or process of conferring with one or more vendors leading to an agreement on the acquisition of the required goods and services under the conditions outlined in this Policy.
35. **Open Market Procedure**
means obtaining price quotations from vendors verbally or in writing.
36. **Privilege Clause**
means the standard clause used in bid documents and advertising that reads in part “the lowest or any tender may not necessarily be accepted”.
37. **Procure/Procurement/Purchase**
means to acquire by purchase, rental or lease of goods and/service.
38. **Professional and Consulting Services**
includes architects, auditors, engineers, designers, planners, surveyors, management and financial consultants, brokers, legal services, and any other professional and consulting services rendered on behalf of the municipality.
39. **Proposal (Request for Proposal /RFP)**
means an offer to provide goods or services to the Municipality, where it is not practical to prepare precise specifications, or where “alternatives” to detailed specifications will be considered, which may be subject to further negotiation. This process allows vendors to propose solutions to arrive at the end product, and allows for evaluation on criteria other than price.
40. **Purchase Order**
means a written offer to purchase goods and services or a written acceptance of an offer where such offer has been made on forms prescribed by the Municipality.
41. **Purchase Requisition**
means a request for goods and/or services initiated by the user, for which budget approval has been granted and sent to the CAO or Treasurer for action.

42. **Quotation (Request for Quotation/RFQ)**
means an offer to sell goods and services to the Municipality or an offer to purchase surplus goods from the Municipality without the requirement for a sealed bid
43. **Real Property**
means land or buildings and any interest, estate or right of easement affecting same.
44. **Responsive and Responsible Vendor**
means one who complies with the provisions of the bid solicitation, including specifications, contractual terms and conditions, and who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation, or references, or performance on previous contracts, and adequate financial and other resources.
45. **Self Service Kiosk**
means a computer terminal featuring specialized hardware and software designed for use by the public that provides access to information and applications for communication, commerce, entertainment and education.
46. **Single Source**
means that for reasons of function or service one vendor is recommended for consideration of the particular goods and/or services without a competitive process.
47. **Standing Offer**
Means an offer from a supplier that allows the Municipality to purchase frequently ordered goods and services at prearranged prices, under set terms and conditions, when and if these are requested but no commitment exists until the Municipality places an order against the standing offer.
48. **Security**
means a specified dollar amount in the form of cash, certified cheque, bid bond, performance bond, labour and materials bond, letter of credit or any other form as deemed necessary and stated in any quotation, tender or proposal documents issued by the Municipality intended to secure or guarantee performance.
49. **Surplus**
Means assets that are deemed, given the professional expertise of the responsible Department Head, to be not core to the underlying operations of the Municipality, and not supporting the delivery of services or the carrying out of regulated functions. Assets may be deemed surplus because of their age, condition, function, or technology, or may be redundant as they have been replaced by a more appropriate asset, or may be obsolete or no longer needed.

50. **Tender**
means an offer to submit a bid issued by the Municipality.
51. **Treasurer**
means the Treasurer for the Municipality of Mississippi Mills.
52. **Verbal Quotation**
means pricing received by the requisitioning department via telephone or in person, and any written documentation of the conversation prepared by the Municipality confirming the quotation.

SECTION II - Procurement Principles and Goals

The purchasing principles of the Municipality of Mississippi Mills are as follows:

1. to obtain the best value in the procurement of goods and services while treating all suppliers equitably.
2. to procure by purchase, rental or lease the required quality and quantity of goods and/or services, including professional and consulting services in an efficient, timely and cost effective manner while maintaining the controls necessary for a public agency in accordance with the Procurement Policy;
3. to encourage open competitive bidding for the acquisition and disposal of goods and services from qualified vendors;
4. to use qualified vendors who comply with the provisions of the bid documents including specifications and contractual terms and conditions;
5. to use vendors who can be expected to provide satisfactory performance, based on reputation, references, past experience and sufficiency of financial and other resources;
6. to consider all costs in evaluating bid submissions from qualified vendors including, but not limited to, acquisition, maintenance and operation, training requirements, quality, warranty, payment terms, disposal value and disposal costs;
7. to give full consideration to the annual aggregate value or to consider the total project cost of specific goods and services that will be required by each department and by the Municipality as a whole prior to determining the appropriate acquisition method;
8. to incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities including self service kiosks, except where it is not practical to do so, in compliance with current and relevant legislation, and to

achieve the objectives of dignity, equal opportunity, independence and integration;

9. to co-ordinate purchases on a municipal-wide basis when appropriate in order to obtain available volume discounts and best possible price;
10. to monitor and report on the economic climate and legislative changes which may have an impact on the Municipality and to determine the appropriate actions to be taken through purchasing policies and procedures;
11. to encourage the procurement of goods and services made by methods resulting in the least damage to the environment and supply goods incorporating recycled materials or “environmentally friendly” materials where practicable;
12. to encourage procurement that assesses environmental sustainability and the potential impact on climate change by considering products and services that minimize carbon emissions, promote energy efficiency, reduce waste generation, and support sustainable practices throughout the supply chain
13. to encourage procurement that assesses social sustainability and the potential impact on community well-being, equity, and long-term resilience by considering products and services that ensure fair labour practices, promote local economic development, and foster social equity
14. to avoid real and perceived conflicts between the interests of the Municipality and those of its employees and elected officials and to ensure compliance with the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.5, as amended;
15. to adhere to the Municipality’s codes of conduct for municipal employees and Council and the Statement of Ethics for Procurement in Schedule F of the Procurement Policy.
16. to review this policy as necessary, to evaluate its effectiveness.

SECTION III – General Conditions

1. Where a Department Head is authorized or has delegated authority to undertake any act pursuant to this Policy, such act may be undertaken by the Department Head’s authorized designate.
2. The authority to execute any agreement that complies with the policy is delegated to the Head of Council and the Clerk. Matters shall only be brought to the Council for approval when required by spending authority or when deviation from the policy is necessary.
3. No expenditure or commitment shall be incurred or made, and no account shall be paid by the Municipality for goods and services, except as approved by

Council or as otherwise authorized in accordance with this policy, or any applicable Municipal policy or by-law, any specific provisions of the *Municipal Act, 2001*, and all other relevant Federal and Provincial legislation, as may be in effect from time to time.

4. A minimum of three positive references for comparable goods or services must be obtained for all procurement where no past experience with the Municipality exists. Exceptions to the requirement for references may be waived or altered at the recommendation of the Department Head provided that the rationale for the exception is documented in the procurement file and the exception is approved by the Treasurer, Clerk or CAO.
5. The CAO or Treasurer in consultation with the Department Head of the requisitioning Department may remove a vendor's name from the list of bidders for a period of up to five years on the basis of documented poor performance, non-performance, submitting misinformation or fraudulent documentation to the Municipality or misrepresenting the quality of goods or services being provided, engaging in fraudulent activity, engaging in harassing or threatening or unlawful behaviour or for a conflict of interest. A written notice of the decision will be provided to the vendor by the CAO or Treasurer within 30 days of the date of the decision.
6. Material Safety Data Sheets must be maintained on file by the user Department for all relevant products whether acquired through tendering, quoting or the proposal process.
7. When using the privilege clause which reads in part "the lowest or any tender may not necessarily be accepted", the specific reasons must be stated why the bids may not be accepted.
8. The CAO, Department Head or Treasurer will assist in developing evaluation criteria and submission analysis for all procurement needs, and shall ensure that an objective evaluation has been conducted based on the established criteria.
9. Prior to awarding any procurement of goods and/or services above the approval threshold of the Department Head, the user Department will forward recommendations to the CAO or Treasurer for final review and comments.
10. No employee shall purchase or offer to purchase, on behalf of the Municipality, any goods and services, except in accordance with this Policy.
11. Individual Elected Officials shall not approve nor acquire any goods and services on behalf of the Municipality with the exception of specified funds duly approved in the annual budget.
12. Any employee who intentionally and knowingly acquires or disposes of any goods and services for the Municipality in contravention of any Section of this

Policy, as amended, shall be subject to disciplinary actions in accordance with the Municipality's policies.

13. All petty cash purchases must exclude tendered goods and services.
14. No requirement for goods and services may be divided into two or more parts to avoid the provisions of this policy.
15. A Department Head shall not award a contract where the CAO or Treasurer has determined that the provisions of this policy have not been adhered to and has so advised the Department Head.
16. The CAO or Treasurer shall, in conjunction with the Department Head, reject all purchase requisitions for services where the services could result in the establishment of an employee-employer relationship.
17. That Schedules A-F (attached hereto) may be amended provided such amendments have been approved by Council and the amended Schedule(s) has been circulated to affected staff.

SECTION IV – Supplier / Vendor Eligibility

1. Without limiting or restricting any other right or privilege of the Municipality and regardless of whether or not a bid otherwise satisfies the requirements of a bid document, the Municipality may reject any bid from a vendor where within the preceding five years the vendor or a supplier to the vendor in that particular bid has been involved in any, but not limited to, the following:
 - Litigation with the Municipality;
 - Act(s) or omission(s) resulting in a claim by the Municipality under any security submitted by the vendor on a Request for Proposal or a tender;
 - Failure to make payments owing the Municipality after a demand for same has been made;
 - Refusal to enter into a contract with the Municipality after a bid has been accepted;
 - Refusal to follow reasonable directions of the Municipality or to correct a default under any contract with the Municipality when required by the Municipality;
 - Documented poor performance;
 - Unlawful or unreasonable behaviour such as, but not limited to, threats, harassment, intimidation, communication or interference with any other bidder intending to submit a bid or interference with the performance of any contract awarded by the municipality to the successful bidder;
 - Discussing or communicating, directly or indirectly, with any other vendor or their agent or representative about the preparation of the vendor's bid including, but not limited to, any connection, comparison of figures or arrangements with, or knowledge, of any other vendor making a bid for the same work except in the instance of a Joint Venture where one is permitted;

- Unlawful or unreasonable behaviour such as, but not limited to, threats, harassment, intimidation, assault or battery, or interference with an official, employee, representative, agent or independent consultant or contractor or the municipality in the performance of his or her duties or any attempts to influence such persons;
- Fraudulent or negligent billing practices;
- Misrepresentation of goods/services being supplied;
- Submission of false or misleading information or alteration of Municipally issued bidding documents;
- Acting in conflict with the Municipality's interests;
- Involvement in criminal activity or activity that contravenes Municipal By-laws or Provincial/Federal laws;

In the event that a purchaser does not disqualify a vendor for one of the reasons outlined the purchaser shall include in their delegated authority report or in their report to Council the justification for their decision to accept the bid.

2. A vendor and its representatives shall not:
 - Publicly comment, respond to questions in a public forum or carry out activities to publicly promote or advertise their qualifications, their service or product or their interest in a bid document;
 - Communicate with Municipal employees outside of the point of contact included in the bid document;
 - Communicate or contact either directly or indirectly any of the following persons with respect to a bid document: any member of the evaluation team, any member of the costing team, any expert, independent consultant or advisor assisting the municipality, any elected official, any employee of the municipality or any other person connected in any way with the bid document until such time when the bid process is cancelled or awarded.

SECTION V – Requirement for Approved Funds

1. Net Departmental expenditures are authorized by Council each year as part of either the Operating or Capital Budget process. Pending Council's approval of proposed budgetary estimates, Department Heads are authorized to spend up to 1/3 of the previous year's approved Operating Budget. Department Heads are not authorized to overrun net Departmental operating budgets, except in accordance with this Policy.
2. The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Council approved budget.
3. Where goods and services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to:

- a. the identification and availability of sufficient funds in appropriate accounts for the current year within Council approved estimates, and
- b. the Treasurer's determination that sufficient funding can reasonably be anticipated to be available or secured

The CAO or Treasurer may reject all purchase requests for which sufficient funds are not available and identified. If the Department Head advises the CAO or Treasurer that the deficiency is minimal and alternative funding has been identified, the purchase request may proceed provided appropriate authorizations are met in accordance with this policy.

The Department Head will co-ordinate, with the CAO or Treasurer, all leasing requirements including term capitalization rate, lease vs. buy (or other) analysis, etc. The CAO or Treasurer will ensure that all lease commitments comply with Municipal Act 2001, as amended..

4. Where this policy prescribes financial limits on contracts that may be awarded under the authority of a Department Head, or provides for financial limits on contracts required to be reported to Council, for the purpose of determining whether a contract falls within these prescribed limits, the contract amount shall be the sum of:
 - a. all costs to be paid to the supplier under the contract, excluding HST
 - b. less any rebates

SECTION VI – Specifications

1. The Department Head whose budget provides for the procurement of goods and services shall be responsible, in consultation with the CAO for the preparation and approval of all specifications and/or Terms of Reference (Scope of Work) to be used for the procurement of such goods and services.
2. Where practical, specifications or Terms of Reference should be considered that are detailed but not brand specific to leave room for potential vendors to provide alternatives in the event an equal or better-proven product or method is available.
3. Where practical, accessibility criteria and features should be considered when procuring goods and services. If not practical, a documented explanation should be provided to the CAO.
4. Vendors or potential vendors should not be requested to expend time, money or effort on design or in developing specifications or otherwise help define a requirement beyond the normal level of service expected from vendors.

When such services are required:

- a. the CAO or Treasurer shall be advised;
- b. the contracted vendor will be considered as a consultant and paid for their services and will continue to be able to make an offer for the supply of the goods and services;
- c. The contracted vendor shall be advised that the provision of assistance with specifications does not guarantee award of contract; and
- d. the detailed specification shall become the property of the Municipality for use in obtaining competitive bids.

SECTION VII – Standardization

It will be the policy of the Municipality wherever possible, to standardize the procurement of goods and services to allow for:

1. reduced number of goods and services required
2. increased volume on common items or services
3. maximizing volume buying opportunities
4. providing economies of scale
5. reduced handling, training and storage costs
6. minimizing maintenance costs
7. co-operative purchasing activities
8. competitive bid results
9. reduced overall cost
10. increased use of environmentally friendly products
11. consideration of environmental sustainability and minimizing impact on climate change

SECTION VIII – Responsibilities and Authorities

1. The Department Head has responsibility for procurement activities within their Departments and are accountable for determining and achieving specific objectives as outlined for each procurement project.
2. Department Heads have the authority to award contracts in the circumstances specified in this policy provided that the delegated power is exercised within the limits prescribed in this policy and the delegated authority by-law, and the requirements of this policy are met.
3. The CAO or Treasurer is responsible for:
 - a. providing procurement advice and services to Department Heads,
 - b. monitoring compliance with this policy.
4. Department Heads, in consultation with the Treasurer or Deputy Treasurer, shall inform Council if non-compliance with this policy has occurred.

5. The CAO or Treasurer has the authority to instruct the Department Head not to award a contract and may direct staff to submit recommendations to Council for approval and may provide additional restrictions concerning procurement where such action is considered necessary and in the best interests of the Municipality.
6. The Municipal Clerk or Department Head is required to forward to the CAO or Treasurer, a copy of all legally executed contracts relating to the procurement of optional goods and services.

SECTION IX – Methods of Procurement

Notwithstanding any other provisions of this Policy, the acquisition of the items listed in Schedule A do not fall under the guidelines of the Purchasing Policy and shall be subject to applicable Policies and Procedures established from time to time. Procurement by means of a lease agreement is addressed separately in Schedule E.

Procurement thresholds shall be adhered to as set out in Schedule “G”, in addition to the requirements as set out in this section.

1. PROCUREMENT OF GOODS AND/OR SERVICES

Where it is estimated that the value of the goods and services, inclusive of all delivery charges will cost:

a. \$0 to \$15,000

- i. Quotations shall be documented.
- ii. Purchases shall be made from the competitive marketplace where possible and practicable.
- iii. Direct acquisition is acceptable.
- iv. No report to Council is required.

b. \$15,000 to \$40,000

- i. The user Department shall obtain three written quotations where possible and practicable.
- ii. In the event that three quotes cannot be obtained, the Department Head shall document efforts to obtain the quotes and rationale for proceeding with the purchase.
- iii. A written report to the CAO is required.
- iv. No report to Council is required.
- v. Quotations are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission.

c. \$40,000 to \$100,000

- i. The initiating Department Head, in consultation with the CAO or Treasurer, shall issue a Request for Quotation.
- ii. A minimum of three written quotations (where possible) are to be received

- before the Municipality commits to a vendor.
- iii. In the event that three quotes cannot be obtained, the Department Head shall document efforts to obtain the quotes and rationale for proceeding with the selected vendor.
- iv. Reporting requirements per Delegated Authority By-law, as amended. A Delegated Authority report to the CAO is required, and the purchase must be approved by the CAO.
- v. Quotations are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission.
- vi. If only one quotation is received, the Municipality may exercise its right to cancel the Request for Quotation.
- vii. Reporting requirements per delegated Delegated Authority By-law, as amended.

d. **\$100,000 and over**

- i. The initiating Department Head, in consultation with the CAO or Treasurer, shall issue a Tender or Request for Proposals (RFP) for all approved projects based on defined requirements (specifications are available to readily compare products).
- ii. Tenders and RFPs shall be advertised on the Municipal website and in at least one other public sourcing location.
- iii. Tenders require a reply by a designated date and time, signed by a corporate officer of the bidding Corporation, authorized to bind the Corporation. Any requested bid deposits, security or bonds must be included with the submission. Replies are delivered directly to the Department Head or designate and are opened at a public tender meeting. If only one tender is received, the Municipality has the option of not opening the bid and closing the call for tender.
- iv. Each sealed bid received in response to a formal bid request is reviewed Department Head or designate to determine whether a bid irregularity exists. In the case of any irregularity, action is taken according to the nature of the irregularity (see Schedule B).
- v. Reporting requirements are determined by the Delegated Authority By-law, as amended.
- vi. Upon approval by the Delegated Authority By-law or Municipal By-law, a legally binding agreement is executed by the Mayor and Clerk.
- vii. The Department Head is responsible for maintaining current insurance certificates and WSIB certificates, as called for in the bid documents.

2. REQUESTS FOR PROPOSALS (INCLUDING THE ENGAGEMENT OF PROFESSIONAL AND CONSULTING SERVICES)

This method of acquisition can be used for any dollar value and involves the solicitation of proposals when the requirements for goods and/or services cannot be definitively specified, the requirements of the Municipality are best described in a general performance specification, and innovative solutions are sought.

Depending on its terms, the process may involve negotiations subsequent to the submission of proposals on any or all of the specifications, contract terms, and prices.

The CAO shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation scoring scheme using a standard Request for Proposal that includes factors such as, but not limited to, qualification and experience, strategy, approach and methodology, scheduling, past performance, facilities, equipment and price/fees.

Department Heads shall identify appropriate criteria from the list but are not limited to the standard criteria from the list. Requests for Proposals are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission. If only one proposal is received, the CAO or Treasurer, in consultation with the Department Head, has the option of not opening the proposal and closing the call for proposal. (See Schedule C)

Proposals submitted through the Request for Proposal (RFP) process are evaluated on the basis of quantitative and qualitative criteria identified in the RFP documents.

A report to Council or the CAO per the Delegated Authority By-law is required from the Department Head issuing the RFP for Council or CAO consideration and approval.

Upon approval by Council or Delegated Authority By-law , a legally binding agreement is executed by the Mayor and Clerk.

3. EXPRESSION OF INTEREST and/or REQUEST FOR PRE-QUALIFICATION

This method can be used where bidders offer their interest in submitting a bid on a product or service.

The request is advertised publicly, and information is required to determine reference checks, past performance, and financial liability. A reply to the Request for Expression of Interest and/or Pre-Qualification is required by a designated date and time to the respective Department.

Submissions are reviewed and subsequently a Request for Quotation or Tender is prepared by the Department Head or designate for a short list to invited pre-qualified bidders.

4. EXCEPTIONS TO METHODS OF ACQUISITION

a. VOLATILE MARKET CONDITIONS

Notwithstanding the provisions of this Policy, where market conditions are such that long term price protection cannot be obtained for goods and services, the Department Head, CAO or Treasurer will obtain competitive prices for short term commitments until such time as reasonable price protection and firm market pricing is restored.

b. SINGLE SOURCE PROCUREMENT

The requirement for competitive bid solicitation for goods or services may be waived under joint authority of the appropriate Department Head and the CAO or Department Head and Treasurer under the following circumstances:

- (i) goods and services are in short supply due to abnormal market conditions
- (ii) where competition is precluded due to the application of any Act, or legislation or because of the existence of patent rights, copyrights, technical secrets or exclusive control of raw material;
- (iii) the sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to any of the following:
 - a. components or replacement parts for which there is no substitute
 - b. compatibility with an existing product, facility or service is required
 - c. specific standards are adopted by Council
 - d. specialty services for which competitors are limited or for which there is no substitute;
- (iii) there is documented evidence that the extension or reinstatement of an existing contract would prove most cost effective or beneficial;
- (iv) where an existing contract has expired or will expire shortly and unforeseeable circumstances have caused a delay in issuing a new RFP or tender so that a contract extension is required;
- (v) where only one source of supply would be acceptable and cost effective;
- (vi) work is required at a location where a contractor has already been secured through a tender process, with established unit prices by another party and it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed for the Municipality;
- (v) after the RFP process has closed, it may be necessary for discussion to clarify and/or make significant revision(s) to the initially defined requirements of the call for quotations/proposals;
- (vi) when only one bid/proposal is received through the procurement process and it is impractical to recall the requirements of the call for quotations/proposals;

- (vii) in an emergency situation where there are time constraints; or
- (viii) where the standing offer process is utilized.

The rationale for the selection of single source procurement by a Department Head shall be submitted in writing to the CAO to include in an information report to Council.

c. EMERGENCY PROCUREMENT

Notwithstanding the provisions of this Policy, the following shall only apply in case of an emergency, when an event occurs that is determined by a Department Head or the CAO to be:

- a threat to public health;
- the maintenance of essential municipal services;
- the welfare of persons or of public property; or
- the security of the Municipality's interests and the occurrence requires the immediate delivery of goods or services, and time does not permit for competitive bids.

The Department Head, when possible, shall obtain the prior approval of the CAO. The CAO must be informed as soon as possible if prior approval could not be obtained. An information report shall be submitted to Council for purchases over \$10,000 explaining the actions taken and the reason(s) therefore within 30 days following the date of purchase.

d. CO-OPERATIVE OR JOINT VENTURES

The Municipality may participate with other Government agencies or public authorities in co-operative procurement/acquisition ventures or utilize a 'piggy back clause' within public sector contracts, whenever it is determined to be in the best interest of the Municipality to do so.

e. UNSOLICITED PROPOSALS

Unsolicited proposals received by the Municipality shall be reviewed by the Department Head and CAO or Treasurer. Any procurement activity resulting from the receipt of an unsolicited proposal shall comply with the provisions of this policy. A contract resulting from an unsolicited proposal shall be awarded on a non-competitive basis only when the procurement requirements comply with provisions of this Policy related to single source procurement.

f. PURCHASE OF USED EQUIPMENT

The Department Head may obtain a price from a known supplier of used goods. As the goods are in a certain condition and specifying the condition(s) would be difficult so as to enable other suppliers to bid or for comparison of bids, one price only may be obtained.

Purchases within budget must be approved by the CAO upon receipt of pricing from the supplier. Purchases in excess of the budget must be approved by Council.

g. GOODS OR SERVICES PURCHASED AT A TRADE SHOW

A Department Head may have the opportunity to attend trade shows where on occasion special pricing can be obtained on specific goods or services. The Department Head shall then follow the provisions of this Policy related to single source procurement.

The Department Head shall have the approval to purchase the goods or services provided it is in accordance with this Policy.

h. STANDING OFFER PURCHASES

A request for standing offer purchases may be used where:

- (i) the same goods or services are repetitively used by one or more Departments and the actual demand is not known in advance; or
- (ii) the need is anticipated for a range of goods or services for a specific purpose but the actual demand is not known at the outset and delivery is made when a requirement arises.

Each Department may establish and maintain Standing Offers that define source and price with selected suppliers for all frequently used goods or services. The Department shall employ the provisions contained in the procurement policy for the purchase of goods or services. In a request for a Standing Offer, the expected quantity of the specified goods or services to be purchased over the time of the agreement will be as accurate an estimate as practical and be based, to the extent possible, on previous usage adjusted for any known factors.

i. INVITATIONAL BIDDING PROCESS

The requirements for open bidding of goods or services may be waived and an invitational process used upon the Department Head writing a report to Council providing the rationale in support of the request and Council approval being given.

SECTION X – Bid Analysis

The analysis of bid responses shall be as follows:

1. Tenders shall be tabulated and analyzed by the initiating Department staff, and a recommendation forwarded to the CAO or Council, as applicable, for review per this Policy or the Delegated Authority By-law.
2. Bid responses dealing with the lease, rental or purchase of physical assets in excess of \$50,000 shall be tabulated and analyzed by the initiating Department staff and a recommendation forwarded to the CAO or Council for review, as per the requirements of this policy or the Delegated Authority By-law.
3. All other bid responses shall be tabulated and analyzed by the Department Head in consultation with the initiating Department staff.
4. When two equal bids are received, the names of the tied bidders shall be placed in a container and the bid recommended for award shall be drawn by a Municipal staff member in the presence of the Department Head, the CAO or the Treasurer.
5. When bids are received in response to a bid solicitation but exceed the budget allocation, are not responsive to the requirements or do not represent fair market value, a revised solicitation shall be issued unless an alternative solution is provided by the Department Head, CAO or Treasurer in a report to Council for approval.
6. When accessibility criteria and features are required as part of the bid response, the review shall include the following:
 - An evaluation of whether accessibility requirements have been met as per current and relevant legislation.
 - An evaluation of the bidders knowledge and experience related to accessibility; and
 - A verification of references, if requested as part of the bid response, to confirm knowledge and experience related to accessibility.

SECTION XI – Reporting

1. Council approval is required where any of the following apply:
 - a. the value of the goods and services is over the approved amounts included in the Delegated Authority By-law;
 - b. acquisition exceeds the approved budget amount;

- c. lowest responsive vendor submission is not being recommended;
- d. there was no provision in the budget for the item; or
- e. CAO requests that a report be presented for Council consideration and approval.

Upon approval by Council, a contract shall be executed by the Mayor and Clerk in accordance with the reporting guidelines in this Policy.

2. All contracts will be held by the issuing Department.

SECTION XII – Disposal of Surplus Assets (Excluding Land)

1. Department Heads shall have authority to declare assets as surplus by submitting their rationale, in writing, to the CAO. The estimated market value of the asset, date of purchase, historical cost and accumulated depreciation shall be included in the report.
2. If the estimated market value of the asset is over \$50,000, Council approval must be obtained to declare the asset as surplus before sale or disposal of the asset.
3. Staff shall provide an annual report to Council on disposal of surplus assets.
4. Surplus assets shall first be offered to other Departments within the Municipality.
5. Department Heads shall have the authority to sell or dispose of surplus assets (excluding land) through a competitive bidding process advertised at the discretion of the Department Head in a minimum of two public locations, which may be print or electronic forms of media.
6. The sale of surplus assets shall be made to the highest bidder and in accordance with provisions of this policy.

SECTION XIII – Conflict of Interest

All consultants retained by the Municipality shall disclose to the Municipality prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the Municipality as directed by the Department Head may, at its discretion, withhold the assignment from the consultant until the matter is resolved. And furthermore, if during the conduct of a municipal assignment, a consultant is retained by another client giving rise to a potential conflict of interest, then the consultant shall so inform the Municipality.

Retainer agreements with consultants shall contain a clause that they shall not accept a retainer during the term of an agreement with the Municipality where that retainer would

create a conflict with the Municipality.

SECTION XIV – Supplier Performance

Department Heads shall document evidence and advise the CAO and Treasurer in writing where the performance of a supplier has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or for health & safety violations or any other concerning issue. The CAO may, in consultation with the Department Head or Municipal Solicitor, prohibit an unsatisfactory supplier from bidding on future contracts. Notice is to be provided to Council within 30 days of notice being provided to the CAO and Treasurer.

SECTION XV – Access to Information

The disclosure of information received relevant to bid solicitations or awards shall be made by the Clerk or Deputy Clerk in accordance with the provisions of all relevant privacy legislation including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O., 1990, CM.56, as amended. All suppliers who contract with the Municipality shall adhere to or exceed the standards set in the *Municipal Freedom of Information and Protection of Privacy Act* or any other relevant Provincial or Federal privacy legislation or common law as may be passed or amended from time to time, as if they were agents of the Municipality as it relates to the confidential and secure treatment, including collection, use, disclosure or retention, of personal information, other confidential information of the Municipality and all records thereof which come into contact with in the course of performing services or providing goods to the Municipality.

SECTION XVI – Contract Renewals / Amendments

Where a contract contains an option for renewal, the Department Head may authorize the renewal provided that:

1. The supplier's performance in supplying the goods or services is considered to have met the requirements of the contract;
2. The Department Head agrees that the renewal option is in the best interest of the Municipality, and
3. Funds are available in appropriate accounts with the approved budget, including authorized amendments, to meet the proposed expenditure.

A written rationale for the renewal shall be submitted to the CAO for approval. The CAO will provide an information report to Council.

No amendments or changes to contracts shall be made by Department Heads unless the total amended value of the contract is within the approval authority of the Department Head. Amendments that change the scope of work or dollar value of a contract shall be approved by Council or CAO, in accordance with the Delegated Authority By-law.

Schedule "A" - Exemptions

GOODS AND SERVICES "EXEMPT" from PROVISIONS OF THE PROCUREMENT POLICIES

- 1. Petty Cash Items**
- 2. Training and Education**
 - a) Conferences
 - b) Courses
 - c) Conventions
 - d) Memberships
 - e) Seminars
 - f) Periodicals
 - g) Subscriptions to Magazines
 - h) Books
 - i) Staff training less than \$15,000
 - j) Staff development
 - k) Staff workshops
 - l) Subscriptions
- 3. Employee Expenses**
 - a) Advances
 - b) Meal allowances
 - c) Travel & Hotel accommodation
 - d) Entertainment
 - e) Miscellaneous – Non-Travel
- 4. Employer's General Expenses**
 - a) Payroll deduction remittances
 - b) Licences (vehicles, elevators, radios, etc.)
 - c) Debenture payments
 - d) Grants/payments to other agencies
 - e) Payments of damages
 - f) Tax remittances
 - g) Charges to/from other Government or Crown Corporations
 - h) Employee income
 - i) Insurance claims and arbitration awards
- 5. Professional and Special Services**
 - a) Committee fees
 - b) Witness fees
 - c) Court reporters' fees
 - d) Honoraria
 - e) Arbitrators
 - f) Legal settlements
- 6. Operating Expenses**
 - a) Postage
 - b) Water and sewer charges
 - c) Heat/Hydro
 - d) Internet services

- e) Telephone/communications
- f) Vehicle & Equipment Repairs
- g) Event Supplies/Entertainment Costs
- h) Food and Program Supplies

Schedule “B” – Bid Irregularities

BID IRREGULARITY

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this Policy, bid irregularities are further classified as "major irregularities" or "minor irregularities" as per Definitions in this Policy.

The issuing Department Head, the CAO or Treasurer may permit the bidder to correct a minor irregularity.

The CAO or Treasurer and the issuing Department Head will be responsible for all action taken in dealing with bid irregularities, and acting in accordance with the nature of the irregularity:

- Major Irregularity - The issuing Department Head, the CAO or Treasurer must reject any bid, which contains a major irregularity.
- Minor Irregularity - The issuing Department Head, the CAO or Treasurer may permit the bidder to correct a minor irregularity.
- mathematical error - The issuing Department Head, the CAO or Treasurer will correct errors in mathematical extensions and/or taxes, and the unit prices will govern.

In the event that the vendor withdraws their bid due to the identification of a major bid irregularity, the Municipality may disqualify such vendor from participating in the Municipality's quotations/tenders/requests for proposals for a period of up to one year.

BID IRREGULARITIES - SUMMARY

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
1.	late bids (by any amount of time)	X		automatic rejection
2.	bids completed in pencil	X		automatic rejection
3.	bid security not submitted with the bid when the bid request (or any addenda) indicated that such security is required	X		automatic rejection
4.	EXECUTION OF AGREEMENT TO BOND: a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing or b. Surety company not licensed to do business in Ontario	X		automatic rejection
5.	EXECUTION OF BID BONDS: a. corporate seal or equivalent proof of authority to bind company or signature of the BIDDER or both missing; or b. corporate seal or equivalent proof of authority to bind company or signature of BONDING COMPANY missing	X		automatic rejection
6.	OTHER BID SECURITY: Cheque which has not been certified	X		automatic rejection
7.	Bidders not attending mandatory site meeting, if applicable	X		automatic rejection
8.	Unsealed tender envelopes	X		automatic rejection
9.	Proper response envelope or label not used		X	acceptable if officially received on time
10.	Pricing or signature pages missing	X		automatic rejection

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
11.	Insufficient financial security (i.e.: no deposit or bid bond or insufficient deposit)	X or	X	Where security is required and amount is not specified in request, automatic rejection unless insufficiency is deemed <u>deminimus</u> (trivial or insignificant); or Automatic Rejection - Where security is required and amount of security is specified in request.
12.	Bid received on documents other than those provided in request	X		Automatic rejection - Not acceptable unless specified otherwise in the request
13.	EXECUTION OF BID DOCUMENT proof of authority to bind is missing	X		automatic rejection
14.	Partial bids (all items not bid)	X or	X	acceptable unless complete bid has been specified in the request
15.	Bids containing minor clerical errors		X	Two business days to correct initial errors. Municipality reserves the right to waive initialling and accept bid

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
16.	Uninitialed changes to the request documents which are minor (i.e.; the bidder's address is amended by overwriting but not initialled)		X	Two business days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
17.	alternate items bid in whole or in part		X	Available for further consideration unless specified otherwise in request
18.	Unit prices in the schedule of prices have been changed but not initialled		X	Two business days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
19.	Other mathematical errors which are not consistent with the unit prices		X	Two business days to initial corrections. Unit prices will govern.
20.	Pages requiring completion of information by vendor are missing	X		Automatic rejection unless provided within one business day
21.	Bid documents which suggest that the bidder has made a major mistake in calculations or bid			Consultation with the Municipal Solicitor on a case-by-case basis and referenced within the Council or CAO report, if applicable

NOTES:The above list of irregularities should not be considered all-inclusive. The CAO or Treasurer, in consultation with the requisitioning Department will review minor irregularities not listed. The CAO or Treasurer may then accept the bid, or request that the bidder rectify the deviation at their discretion.

Schedule "C" – Tender Process

Tenders will be called for all work, equipment, and materials with a value exceeding \$50,000 by way of public advertising or invitational bid, as outlined in the Municipal Purchasing Policy, where a tender is an appropriate practice.

Prior to issuing the tender, a number will be assigned from the Tender Registry.

The Department Head will advertise and distribute tenders, and book a suitable room for the tender opening:

- all public tenders are advertised on the Municipal Website and in the local newspaper, where available. Additionally, at the discretion of the Department Head, tenders may be advertised in a regional newspaper, and/or other applicable trade publications.
- In some instances, the contract may be advertised to pre-qualify potential bidders. Pre-qualification of bidders includes the screening of potential bidders in which such factors as financial capability, reputation, qualified staff and equipment management and product quality are considered. After evaluation of responses, only those contractors who are "pre-qualified" are allowed to submit tenders.

Advertisements must include the following information (if applicable): site meeting time/date/location and if the site meeting is mandatory, contacts names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

The closing date is usually 14 calendar days after date of issue; however, a tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s) being tendered.

Advertised tender packages are available from the Municipality at the location stipulated in the tender document. The tender fee (if applicable) is paid to the Municipality and information is recorded from bidders as documents are picked up. A copy of the tender is available for viewing at the Municipality at the location stipulated in the tender document, prior to purchase.

All tender submissions must be addressed to the CAO, Municipality of Mississippi Mills.

A review will be made of all sealed tender submissions and the submission will be date and time stamped by the front desk attendant who receives the package.

The Municipality will refuse to accept any tender submission that is

- not sealed;
- received after the closing deadline; or
- submitted after a tender has been cancelled.

Requests for withdrawal of a tender shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the CAO/Clerk by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

Tenders close at 12:00:00 noon on the appointed day and are opened publicly at 12:05 pm. (unless otherwise specified in the tender documents).

Each tender is reviewed to determine whether a bid irregularity exists, and action is taken according to the nature of the irregularity (see Schedule B).

Tenders are tabulated and evaluated by the issuing Department.

A report initiated by the issuing Department Head and approved by the CAO in accordance with the Delegated Authority By-law or reviewed by the CAO and submitted for Council approval is required.

Following approval, the Department Head shall either issue a purchase order, or ensure that a contract which legally binds the Corporation is executed by the Mayor and Clerk.

Tender results, if requested, shall be made public by the CAO, Treasurer or Department Head.

Schedule "D" – Request for Proposal Process

REQUESTS FOR PROPOSALS (RFPs) may be called instead of tenders, by way of public advertising or invitational bid, as outlined in the Municipal Procurement Policy:

- when requirements or services cannot be definitively specified;
- when the requirements or services are non standard or specialized in nature; or
- the cost is only one component making up the award.

The Department Head will initiate the RFP process by preparing documents, with input and assistance from the CAO if required.

Prior to finalization, the documents must be submitted to the CAO for review to ensure that all provisions other than specifications have been included in the proper format.

The Department Head will advertise and distribute RFP packages in accordance with this Policy.

All public RFP's are advertised on the Municipal Website and in the local newspaper, where available. Additionally, at the discretion of the Department Head, RFPs may be advertised in a regional newspaper, and/or other applicable trade publications. (Advertisements must include the following information (if applicable): site meeting time/date/location and if the site meeting is mandatory, contacts names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

The closing date is usually 14 calendar days after date of issue; however, an RFP may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s).

Request for Proposal document packages are available from the Municipality of Mississippi Mills upon request.

RFP's must be addressed to the CAO. All sealed submissions will receive a date and time-stamp by the front desk attendant who receives the package.

The Municipality will refuse to accept any submission that is

- not sealed;
- received after the closing deadline; or
- submitted after an RFP has been cancelled.

Requests for withdrawal of an RFP shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed the CAO/Clerk by letter, or in person by a Senior Official of the company, with a signed

withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of an RFP does not disqualify a bidder from submitting another RFP on the same contract.

Proposals shall be opened at 12:00 p.m. on the appointed day for registration of bids or at such time as may be set out in the RFP.

Proposals received shall be evaluated on the basis of quantitative and qualitative criteria as outlined in the RFP document.

RFPs require the CAO's review prior to issuance and a report from the Department Head to the CAO or Council in accordance with the Delegated Authority By-law, for approval prior to the award is required. Following approval, a contract must be executed by the Mayor and Clerk.

RFP financial results, if requested, shall be made public by the CAO, Treasurer or Department Head.

Schedule “E” - Leases

Leases are to be negotiated by the Chief Administrative Officer and the Department Head. The recommendation will be forwarded to the CAO or Council for approval, as per the Delegated Authority By-law. As a general principle, leases shall be considered when the following conditions are applicable:

- When the expenditure of the goods or services is less than the purchase of goods and services;
- When the replacement of goods or services will be required on an ongoing basis due to reasons such as technology changes, extensive use of equipment; or
- The residual payment on the lease is negligible or justification can be made to accept a residual payment that is higher.

Leases will be treated in the same manner as purchase, based upon the retail value of the lease payment.

At the expiration of a lease, a replacement goods or product be re-quoted or re-tendered. Automatic “roll-over” of a lease payment into a new product must be authorized by the CAO or Council in accordance with the Delegated Authority By-law..

The report to Council recommending the entering into a lease agreement will require the CAO to include the following information:

- Value of product or service if being purchased;
- Length of the lease;
- Monthly and annual lease payments;
- Residual Amount; and
- Interest.

Once a lease has been negotiated and approved, a copy of the lease and documents must be forwarded to the Treasurer.

Schedule “F” – Statement of Ethics

The following ethical principles shall govern the conduct of every Municipal employee with the authority to procure:

- Believes in the dignity and worth of the services rendered by the Municipality and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals of honour and integrity in order to merit the respect and inspire the confidence of the Municipality and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Keeps the Municipality informed through appropriate, formal channels on problems and progress of applicable operations by emphasizing the importance of the facts.
- Follows the lawful instructions or laws of the Municipality.
- Understands the authority granted to them by the Municipality.
- Avoids activities which would compromise or give the perception of compromising the best interests of the Municipality.
- Reduces the potential for any chance of preferential treatment by actively promoting the concept of competition.
- Obtains the maximum benefit for funds spent as agents of the Municipality.
- Maintains and practices to the highest degree possible, business ethics, professional courtesy and competence in all transactions with suppliers.
- Purchases without prejudice, striving to obtain the maximum value for each dollar of expenditure.
- Precludes from showing favouritism or be influenced by vendors through acceptance of gifts, gratuities, loans or favours.
- Adheres to and protect the suppliers business and legal rights to confidentiality for trade secrets and other proprietary information.
- Remains free of any and all interests and activities which are or could be detrimental or in conflict with the best interests of the Municipality.
- Refrains from engaging in activities where a Municipal employee, their family members or friends have a significant personal or indirect financial interest.
- Exercises discretionary authority on behalf of the Municipality.
- Avoids acquiring interest or incurring obligations that could conflict with the interests of the Municipality.

Schedule “G” – Signing Authority

The table below indicates authority to issue purchase orders, sign and approve purchases, and execute contracts on behalf of the Municipality.

Purchaser	Limit of purchase	Report required
Staff	\$0 to \$500	No
Facility Foreman, Finance Staff, Comms Coordinator, Admin Assistants	\$0 to \$2,500	No
HRBP, Facilities & PM, Deputy Treasurer, CBO, Deputy Clerk, Sr. Planner, Deputy Fire Chief, Manager of Recreation, Manager of Culture and Economic Development	\$0 to \$5,000	No
	\$5,000 to \$10,000	Yes, written report to Director
Director, Treasurer, Clerk & Deputy CAO	\$0 to \$15,000	No
	\$15,000 to \$40,000	Yes, written report to CAO
	\$40,000 to \$100,000	Yes, DA report and approval from CAO required
CAO	\$0 to \$40,000	No
	\$40,000 to \$100,000	Yes, DA report to Council for information purposes
Council (Mayor & Clerk)	\$100,000+	Yes, over \$100,000; Staff report to Council required to be approved by Council