
Responsible Department: Finance

Council Approval Date: April 19, 2023

Council Resolution Number: 23.04.19.25

Statute(s) and Bylaw(s): Municipal Government Act (MGA), Canadian Free Trade Act (CFTA), New West Trade Partnership Agreement (NWTPA), Freedom of Information and Protection of Privacy (FOIP) Act

1. POLICY STATEMENT

The Town of Diamond Valley is committed to the acquisition of goods, services and capital projects at the best value while treating all vendors equitably. All procurement activities shall meet the current and future needs of the Town of Diamond Valley, providing economical, efficient service and provide fiscal responsibility and accountability.

The authorities granted in this policy are related to the acquisition of goods and services only. They are not intended to include the purchase or disposal of property, payroll remittances, transfer payments, utility refunds, employee reimbursements and other non-purchasing related activities.

2. PURPOSE

- 2.1 The purpose of this policy is to establish practices for conducting purchasing activities on behalf of the Town of Diamond Valley.
- 2.2 Purchases on behalf of the Town of Diamond Valley shall follow the guidelines set forth in this policy and procedures and in compliance with all federal and provincial laws and regulations (*refer to Section 1.1 of the Procedures*).

3. POLICY RESPONSIBILITIES

3.1 Council:

- a) shall approve, by resolution, this policy and any amendments;
- b) consider the allocation of resources for successful implementation of this policy in the annual operating and capital budget; and
- c) shall require the Chief Administrative Officer to obtain authorization of Council for purchase commitments or renewals longer than three (3) years or greater than \$200,000 in value.

3.2 Chief Administrative Officer:

- a) is responsible for all procurement contracts and payments on behalf of the Town;
- b) shall review and authorize any purchase approved in the annual budget plan greater than \$50,000 less than \$200,000;
- c) shall report all contracts awarded in the quarterly financial report to Council;



- d) shall establish procedures related to the acquisition of goods and services in accordance with this Policy and as delegated by Council;
- e) shall establish administrative procurement policies in accordance with all applicable laws, trade agreements and regulations;
- f) support the promotion of sound procurement practices and appropriate education and training to employees involved in the procurement process to ensure compliance; and
- g) may further delegate this authority to other Town staff members as he/she deems appropriate.

3.3 Manager of Corporate Services and Finance:

- a) shall ensure approvals and appropriate authorization of all purchasing contracts on behalf of the Town up to the authorized limit;
- b) is responsible for communicating changes and amendments, providing training, and documentation of how to utilize the Procurement Policy efficiently and effectively;
- c) shall ensure departmental compliance with all procurement policies, applicable laws, trade agreements and regulations;
- d) prepare quarterly reports; and
- e) shall ensure this policy and procedures are reviewed every three years, and make recommendations to the Chief Administrative Officer of necessary amendments as required.

3.4 Department Managers:

- a) must understand and adhere to this policy and procedures;
- b) shall review and authorize any purchase approved in the annual budget plan with a total value up to \$50,000;
- c) are responsible for ensuring all purchases are performed in accordance with this policy and procedures;
- d) are responsible for delegating expense authorization to the appropriate levels;
- e) are responsible for ensuring that corporate standards are adhered to for purchases;
- f) are responsible for coordinating administration and continuous review of the department's use of goods and/or services to ensure the Town is receiving the best quality, quantity, service, price, etc.
- g) coordinating purchasing record keeping (RFP documentation, quotes, etc.) and retention of records; and
- h) must ensure employees are aware of this policy and procedures.

3.5 Supervisors:

- a) shall review and authorize any purchase approved in the annual budget plan with a total value \$5,000 and under.

3.6 All employees and elected officials of the Town are responsible to comply with the following rules and regulations:

- a) any purchase by an employee or member of Council for personal use is prohibited;



- b) maintain a high legal, ethical, managerial and professional standard in the management of the resources entrusted to them as a publicly funded institution;
- c) obtain the best value for money by achieving fulfillment of specified needs including quality, health and safety standards, productivity and service life;
- d) use a fair and transparent process when calling for, receiving and evaluating quotations and proposals;
- e) must not seek or receive personal gain when engaging in purchasing activities for the Town;
- f) must ensure that the objectivity of their decisions is not compromised or unduly influenced by the acceptance of any gifts, gratuities, or hospitalities of any kind;
- g) are prohibited from participating in any arrangement of a contract involving a business in which an employee or a member of the employee's immediate family or a friend of has a financial interest or holds a position of influence or authority;
- h) obtain appropriate authorization for all purchasing contracts except emergency purchases. All related documentation shall be retained for review and auditing;
- i) obtain legal assistance or advice, if necessary, for any non-standard clauses in purchasing contracts;
- j) any conflict of interest known to employees will be communicated to the CAO; and
- k) if the employee in question is the Chief Administrative Officer, they will make any conflict of interest known to Council.

4. APPENDICES

4.1 Procurement Procedures

4.2 Templates:

- a) Appendix A - Standing Offer, Services and Goods
- b) Appendix B - Request for Proposal
- c) Appendix C - Request for Quote



Mayor



Chief Administrative Officer

Town of Diamond Valley

PROCEDURE Procurement Procedure (Goods, Services and Capital Projects)

Responsible Department: Finance

Procedure: Procurement

Effective Date: April 19, 2023

Corresponding Policy: Finance-003

1. Legislative Requirements

- 1.1 Purchases on behalf of the Town of Diamond Valley shall follow the guidelines set forth in these procedures and in compliance with:
- a) the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended;
 - b) *Canadian Free Trade Act* (CFTA);
 - c) *New West Trade Partnership Agreement* (NWTPA);
 - d) *Freedom of Information and Protection of Privacy (FOIPP) Act*, RSA 2000, Chapter F-25, as amended;
 - e) *Emergency Management Act*, RSA 2000, Chapter E-6.8, as amended and regulations; and
 - f) any subsequent federal or provincial legislation, regulations or agreements governing municipal procurement.

2. Definitions

- 2.1 **Acquisition/contract value** refers to the value to be applied to a purchase to determine the bid process and signing authority required to complete the process. The contract/acquisition value is the total value of the acquisition (not including GST). For multi-year service/consulting contracts with the possibility of extensions, the contract value is the total estimated value of the contract if it was to remain in effect for its entire term, excluding extensions.
- 2.2 **Best Value Acquisition** means the most advantageous balance between performance, price and quality achieved through competitive procurement methods in accordance with stated selection criteria. Best value may include the useful life of an asset and track record.
- 2.3 **Bid** means an offer to buy or sell goods or services by a vendor or purchaser.
- 2.4 **Bid Shopping** refers to the practice of revealing the price submitted by one vendor to a competing vendor to obtain a better price.
- 2.5 **Budget** means the Town's annual financial plan outlining expected revenues and expenditures for operating and capital assets that is formally reviewed and approved by Council.
- 2.6 **Change in Scope** refers to the completion or deliverable of the project. If a project is amended such that there is a tangible change in the expected completion or deliverable, then that would be considered a Change in Scope of the project. Changes in scope do not include amendments to the method, approach or execution of the project.

-
- 2.7 **Change Order** is a negotiated amendment to a contract (*typically construction*) that covers a specific change in the method, approach or execution of a project, typically required when an unforeseen problem arises in the field, resulting in an amendment to the cost of the project. A Change Order does not impact the original scope of the project.
- 2.8 **Cheque Requisition** means a form requesting a cheque be prepared for payment of a Town expense.
- 2.9 **Chief Administrative Officer or CAO** means the person appointed by the Council of the Town to carry out the powers, duties and functions of the Chief Administrative Officer.
- 2.10 **Collaborative opportunity (piggyback)** is an opportunity that exists for the Town to take advantage of an existing agreement between another public sector agency and a vendor. The existing agreement must be the result of a formal, open competitive bid process.
- 2.11 **Competitive bid process** is a process whereby vendors are requested to submit bids for the provision of goods/services. The requirement is defined by specifications, the award is based on a defined set of criteria. Standard competitive bid processes include: phone quotes, email quotes and Invitations to Tender (ITT's).
- 2.12 **Contingency** is internal funding above the contract cost, but below the project budget amount, that is set aside to cover unexpected additional project costs. The contingency amount is often based on a percentage of the contract cost but varies depending on the complexity of the project, local economy and other factors that could potentially affect the cost of the project but cannot be accurately determined at time of contract award.
- 2.12 **Contract** means an agreement, in writing, between two or more parties, comprised of an offer, acceptance and consideration.
- 2.13 **Contract extension** for the purposes of this policy, is the award of a pre-existing contract beyond its anticipated original contract term to the incumbent vendor without competitive bid. If the original contract is for a three-year term with no provision or allowance for an additional term and the intent is to award a fourth year to the same vendor, that is considered a contract extension. If, however, the original contract is a three-year contract with provision for up to an additional two years, then the anticipated original contract term is five years and awarding the final two years is not considered an extension.
- 2.14 **Contractor** means a person or a business that follows an independent trade, business or profession in which they provide goods or services to the public.
- 2.15 **Council** means the duly elected officials of the Town of Diamond Valley.
- 2.16 **Emergency Purchases** are situations where a lack of immediate action jeopardizes operations, disrupts public services or involves the safety of employees and/or the public.
- 2.17 **EOC** means the Town's Emergency Operations Centre, activated according to the severity of the emergency or incident.
- 2.18 **Environmental Consideration/Sustainability or Green Procurement** means purchasing of products or services, which minimize or provide favourable environmental impacts. Green Procurement involves considering the costs and environmental consequences of a product in all states of its life cycle.

- 2.19 **Ethical behaviour and conduct** means to maintain a high level of credibility with vendors, peers, and the public.
- 2.20 **Evaluation criteria** are the factors that will be considered when evaluating a tender submission. In all formal tender processes the evaluation criteria and the weighting of each criteria must be published in the tender document. Typical evaluation criteria would include cost, compliance with specifications, demonstrated experience and qualifications, functionality, ease of use and several others depending on the nature of the purchase.
- 2.21 **Expression of Interest/Pre-Qualification (EOI/PQ)** is a formal pre-bid process used to limit the number of vendors invited to bid to only those firms most capable of providing an acceptable solution. An EOI/PQ is typically used for complex purchases when there is an unknown number of vendors and it is deemed more efficient to limit the number of vendors through the EOI/PQ process than to have all vendors submit full ITT's. EOI/PQ's are evaluated on ability to provide a solution, pricing is not usually a component of the process. Depending upon the outcome of the EOI/PQ it is usually followed by either an ITT or direct negotiation.
- 2.22 **Fitness for purpose** means the minimum acceptable physical and/or functional specifications required for the goods/services to fulfill its required function.
- 2.23 **Formal bid** is a bid process for medium and high value goods/services that requires specifications, terms and conditions and a written, signed response. Depending on the value and complexity of the purchase a formal bid could be as basic as an email quote but is usually accomplished using an Invitation to Tender (ITT) process.
- 2.24 **Goods and Services** includes supplies, materials and equipment of every kind required to carry out the operations of the Town. Services include contractors, consultants and other non-material requirements.
- 2.25 **Informal quotes** is a process for low and medium value goods/services for an immediate requirement that can be accomplished with minimal requirement for specifications and terms and conditions. Informal quotes are typically conducted by email or phone, but in all cases the process and results are to be documented.
- 2.26 **Invitation to Tender (ITT)** is the process used for most formal bid requirements regardless of the nature of the purchase. The structure of the tender document varies depending upon the nature of the purchase and number and types of criteria considered for evaluation, but the overall objective and rules of the tender process remain the same.
- 2.27 **Invoice/payment authority** means the authority to sign off an invoice indicating that the goods/services listed on the invoice have been received, are correct and in good order, and that the invoice is approved for payment by the Accounts Payable department.
- 2.28 **Local Business** includes any business holding a valid Town of Diamond Valley business license where the main office is in the Town of Diamond Valley.
- 2.29 **Manager** is the head of a department for the Town of Diamond Valley.
- 2.30 **Public Tender** is a means of purchasing that is widely advertised and intended to solicit bids from all interested parties.
- 2.31 **Purchaser** means a person authorized to procure goods and services on behalf of the Town of Diamond Valley.
- 2.32 **Request for Proposal or RFP** means a request for bids as to how the supplier would address the need identified in the request for proposal document.

- 2.32 **Request for Quotation or RFQ** means a request for bids for prices on specific goods and/or services from a supplier submitted verbally or in writing.
- 2.34 **Single or Sole Source acquisition** means purchasing when there is only one available supplier of a required product or service that meets the needs of the Town. Negotiation is used to complete the terms and conditions of this type of purchase.
- 2.35 **Standing Agreement** means agreements for professional and other designated services.
- 2.36 **Substantial compliance** is compliance with the substantial or essential elements of the specifications/requirements that satisfies its purpose or objective even though all the specifications/requirements may not be met.
- 2.37 **Supplier** means any person or company that supplies goods or services to the Town. Also referred to as a contractor, seller, subcontractor or vendor.
- 2.38 **Town** shall mean the incorporated municipality of the Town of Diamond Valley.

3. Confidentiality of Information

- 3.1 Release of information is subject to the *Freedom of Information and Protection of Privacy (FOIPP) Act*. Town Employees will not release any information made available to them in their role of employee unless that information is public and available upon request.
- 3.2 Any information made available to a potential vendor, which may influence other vendors' responses, must be made available to all potential vendors.
- 3.3 Pursuant to the Town's obligations and duties under the *FOIPP Act*, the Town commits to protect confidential information from unauthorized access or disclosure, especially information of a confidential nature that is clearly marked as such.

4. General Purchasing Guidelines

- 4.1 The Town must conduct procurement activities in a manner that:
 - a) is consistent with the principles of fair, open, transparent and non-discriminatory public sector procurement;
 - b) provides the best value to the Town for each dollar spent;
 - c) is in accordance with the most current version of *CFTA*, *NWPTA* and all other trade agreements applicable to local governments/municipalities, etc.; and
 - d) aligns with all other Town policies.
- 4.2 Specifications should:
 - a) define the product(s) or service(s) required;
 - b) provide the minimum acceptable standards;
 - c) enable suppliers to bid requirements in a fair and equitable manner which allows the Town to conduct an 'apples to apples' comparison of bid responses;
 - d) be written to reduce or eliminate ambiguities; and
 - e) generally document the requirements in terms of establishing a level of service or standard.

- 4.3 Technical standards must clearly delineate between mandatory requirements and those which are preferable.

5. Purchase Limits and Procedures

- 5.1 0 - \$2,000 Verbal or written quotations from a minimum of one or more vendors
Use of normal invoice procedures - cheque requisition
- 5.2 \$2,001 - \$10,000 A verbal or written Request for Quotation may be used with appropriate documentation
At a minimum must be advertised on the Town of Diamond Valley Website and may be advertised in the local newspaper.
- 5.3 \$10,000 - \$50,000 Obtain three formal quotations or request for proposals to proceed with procurement, utilize evaluation criteria to ensure best value for the Town
A written Request for Quotation or Request for Proposal must be used. (See Schedule B and C)
At a minimum must be advertised in the local newspapers and on the Town of Diamond Valley Website
- 5.4 \$50,001 + An advertised and written Request for Quotation, Request for Proposal must be used
At a minimum must be advertised in the local newspapers and on the Town of Diamond Valley Website or an online system
- 5.5 The Town will comply with purchasing practices legislated under the *New Partnership Trade Agreement (NWPTA)* and the *Canadian Free Trade Agreement (CFTA)* for those procurement values:
- \$75,000 or greater – procurement of goods or services
 - \$200,000 or greater – construction
- 5.6 Where more than one supplier has been considered, the employee making the purchase must record the reason for their selection.
- 5.7 Procurement information must be documented and maintained on file as outlined in the current Records Management Policy.
- 5.8 Purchase orders shall be issued for all purchases, except where standing orders, letters of agreement or contracts exist (ie. Canadian Linen, Staples, Telus, RMA) or Town credit cards are used, in accordance with the Town's Purchasing Card Program Policy and Procedures.

6. Standing Agreements

- 6.1 The Town will follow the Request for Proposal (RFP) process to obtain professional or other designated Services.

- 6.2 Contracts for professional or other designated Services will generally be for a period of three (3) to five (5) years.
- 6.3 Professional Services may include but are not limited to:
 - a) auditing services;
 - b) banking services;
 - c) planning services;
 - d) assessment services;
 - e) legal services; and
 - f) engineering and geotechnical consulting services.
- 6.4 The Town reserves the discretion to determine which designated services will be subject to a standing agreement.
- 6.5 RFP's shall clearly state a scope of work to be covered for which professional or designated services are to be provided.
- 6.6 In the RFP, the Town will require bidders to provide:
 - a) resumes for professionals; and
 - b) rate schedules, including hourly rates, for the term of the standing agreement.

7. Tender or Request for Proposal

- 7.1 The tender or request for proposal process is a formal method of obtaining competitive prices for goods and/or services when the cost exceeds \$50,000.
- 7.2 The Manager responsible for the item or project shall, on behalf of the Town:
 - a) prepare or have prepared
 - i. detailed plans, drawings or specifications, or all of them, outlining the goods and services to be provided; and
 - ii. the terms and conditions under which a tender is to be accepted for consideration.
 - b) publicly advertise the calling for tender submissions. All tenders are to be advertised on the Town's website, in the local newspaper and on the electronic tendering website, Alberta Purchasing Connection (APC);
 - c) receive tenders or requests for proposal under sealed envelope format by a specified date and time of bid closure;
 - c) include award criteria and scoring in the RFP;
 - d) the tender evaluated with the highest score and being the most advantageous to the Town shall be accepted, subject to the right of the Town to refuse any or all tenders;
 - e) once approved, all necessary contractual agreements, conditions, terms, documents, etc. will be completed, a purchase order will be generated, and the tender or request for proposal will be awarded;

- f) in accordance with the *CFTA*, all procurement of goods and services over the threshold of \$100,000 and construction over \$250,000 must be nationally advertised. The Town will use the Alberta Purchasing Connection (APC) as its 'posting agent' for these procurements;
- g) in accordance with the *NWPTA*, all procurement of goods and services over \$75,000 and construction over \$200,000 must be nationally advertised. The Town will use the Alberta Purchasing Connection (APC) as its 'posting agent' for these procurements; and
- h) Town employees will not conduct or condone bid shopping, or any other unfair practice, while engaged in purchasing activities for the Town.

8. Disqualification of Bids or Tenders

- 8.1 At the discretion of the CAO or Manager, bids or tenders may be disqualified from consideration based on:
- a) falsehoods, misrepresentations or other untrue statements made in bid packages, quotations, proposals or other documents submitted to the Town;
 - b) incomplete information provided in any response to the Town;
 - c) failure to comply with any requirements of the Tender, Request for Proposal or other request;
 - d) inappropriate contact on the part of the bidder with Town staff or elected officials during the competitive process;
 - e) any efforts or perceived on the part of the bidder to lobby, influence or otherwise exert pressure on the competitive process; and
 - f) any activity, statement or other representation that in the opinion of the CAO or the Manager indicates that the bidder would not be a suitable representative of the Town.

9. Purchasing Groups

- 9.1 The Town may enter into agreements or utilize Purchasing Groups with any government body (*such as Rural Municipalities Association and Alberta Municipalities including AMSC*), municipal association, ministry, agency, corporation or authority on a co-operative or joint basis for purchases of Goods or Services or both where there are economic advantages of doing so and such purchases comply with this policy.

10. Information Technology

- 10.1 The Town will purchase information technology that is compatible with the current environment and strategic plans for information technology.
- 10.2 The Manager of Corporate Services and Finance will approve and facilitate purchases of information technology (both hardware and software).
- 10.3 Department Managers will involve the Corporate Services Department in the early stages of specifications of information technology so that Corporate Services can advise on standards, compatibility, project feasibility, cost and manpower estimates.

11. Single/Sole Source

11.1 A sole source supplier exists when only one acceptable vendor exists who can provide a certain product or service. Town employees must obtain written approval of the sole source acquisition by the CAO for exceptions to the requirement for quotations and proposals within this policy.

11.2 The Town identifies such instances as:

- a) only one supplier (source) can deliver the required product or service. This includes the acquisition of a highly specialized nature and /or is available from only one supplier. Similar types of goods and services may exist, but only one supplier, for reasons of expertise, and/or standardization, quality, compatibility with existing equipment, specifications, or availability, is the only source that is acceptable to meet a specific product or service.
- b) where an item is purchased for testing or trial use.
- c) where the only supplier is a department, agency, or utility of the federal, provincial, regional, or municipal government.

12. Procurement Preferences

12.1 All vendors will be provided equal opportunities to supply goods and services and perform construction contracts for the Town of Diamond Valley to ensure compliance with both *CFTA* and *NWPTA*.

13. Procurement Exceptions

13.1 Exceptions to the purchasing process may be authorized by the CAO as follows:

- a) where the compatibility of a purchase with existing equipment, facilities, or service is a paramount consideration;
- b) where the purchase can only be made from a sole source, it must be demonstrated that only one supplier is able to meet the requirements of the procurement (*examples of such items may include a utility or government agency or non-profit that is the only available option, is of a highly specialized nature and/or is available from a sole source supplier*);
- c) where professional qualifications or need for sustainable delivery are a paramount consideration;
- d) the procurement is from non-profits and/or certain public bodies;
- e) in an emergency that requires evidence that a potential risk to safety/human life exists.

14. Contract Execution

14.1 Successful bidder(s) or proponent(s) who are required to execute a contract with the Town shall provide the following items for performance of a contract:

- a) contract security;
- b) proof of insurance;
- c) certificate of Workers Compensation compliance, if applicable;

- d) Policy and Procedures related to Health and Safety;
- e) project schedule;
- f) accrediting credentials; and
- g) purchasing policy.

14.2 Any other relevant documentation as may be warranted and requested at the discretion of Town.

14.3 The CAO or Manager shall select the appropriate means to guarantee execution and performance of the Contract which include but are not limited to financial bonds or other forms of security deposits, provisions for liquidated damages, progress payments, and holdbacks.

15. Exercise of Contract Renewal Options

15.1 Where a Contract contains an option for renewal, the CAO or Manager may exercise such option provided that:

- a) the Manager has determined that the supplier's performance in supplying the goods, services or construction has met the requirements of the Contract;
- b) the CAO or designate agree that the exercise of the option is in the best interest of the Town; and
- c) funds to meet the proposed expenditure are available in appropriate accounts within Council approved budget.

16. Contract Amendments and Revisions

16.1 No amendment or revision to a Contract shall be made unless the amendment is in the best interest of the Town.

16.2 No amendment that changes the price of a Contract shall be agreed to without a corresponding change in requirement or scope of work.

16.3 Amendments to Contracts are subject to the identification and availability of sufficient funds in appropriate accounts within Council's approved budget.

17. Supplier Performance

17.1 The Manager shall monitor and document the performance of suppliers providing goods or services or both to that department. The Manager and CAO shall be notified in writing when the performance of a supplier has been unsatisfactory.

17.2 The Town may, in its sole discretion, disqualify a supplier from bidding on any Bid Solicitation or reject a Bid if a supplier:

- a) has, at any time, threatened, commenced or engaged in legal claims or litigation against the Town;
- b) is involved in a claim or litigation initiated by the Town;
- c) previously provided goods or services or both to the Town in an unsatisfactory manner;

- d) has failed to satisfy an outstanding debt to the Town exceeding \$10,000;
- e) has a history of illegitimate, frivolous or invalid claims against the Town;
- f) provides incomplete, unrepresentative references or receives unsatisfactory external or internal references or both in a reference check undertaken by the Town; or
- g) has engaged in conduct contrary to Town policies that leads the Town to determine that it would not be in the Town's best interests to accept the Bid.

18. Non-Budgeted Purchases

18.1 In accordance with the MGA, any expenditure not included in the approved capital or operating budget must be approved by Council before the expenditure is made unless the purchase is due to an emergency.

18.2 Emergency Purchases

Unbudgeted expenditures may be undertaken in the event of an emergency where the highest authority personnel must make purchase decisions efficiently to bring the emergency situation under control.

- a) may be authorized by the CAO or designate(s);
- b) all such expenditures shall be reported to the Town at the next available opportunity; and
- c) proper documentation of purchases is required.

19. Authorization of Supplier Invoices

19.1 Invoices shall be compared to the original purchase authorization document and/or supplier quote. Invoices must be approved for payment and coded to the appropriate budget line item by the Manager responsible for the expenditure see Purchase Authorization Limits.

20. Responsible Procurement (*Green Procurement*)

20.1 The Town is committed to reducing its environmental impact and will integrate responsible performance considerations into as many aspects of the Town's procurement decision making process as practically possible and reduce the impact of the Town's procurement practices to the greatest extent practical.

20.2 Town employees will review all proposal and tender specifications to ensure that, wherever practical and economically feasible, specifications provide for expanded use of socially responsible preferred goods and services.

20.3 Town employees should take into consideration such factors as:

- a) durability;
- b) reusability;
- c) level of post-consumer waste and/or recyclable content; and
- d) recognized third party eco/ethical certification.

- 20.4 The Town will take into consideration vendors who support local community groups, non-profit organizations or other Town-based service organizations.

21. Non-Compliance

- 21.1 Town employees must adhere to the Town's purchasing policy. The CAO and Managers are responsible for ensuring compliance with these procedures.
- 21.2 When non-compliance is detected, the Manager is responsible for reporting such activity to the CAO and Manager of Corporate Services.



Chief Administrative Officer