

DATE

The following was approved by the Chief Administrative Officer as an Administrative Policy on October 15, 2019.

This policy has been amended as follows:

Date	Approved by	Summary
2020-02-06	Alberto De Feo	Authority table amendment
2021-02-23	Tanya Garost	Amend Authority table: add Fleet & Equipment Technician, increase Public Works Operator I/II to \$1,000, amend Cultural Development Coordinator

PURPOSE

This document provides the procedures that govern the procurement of goods and services at the District of Lake Country. While *Purchasing Policy 168, 2019* sets the principles, authorizations, approval limits and processes that must be followed as directed by Council, these Purchasing Procedures describe in more detail the procedures and mechanisms to be used in the implementation of the Purchasing Policy. District staff are to follow the procedures detailed herein.

POLICY

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1. ROLES AND RESPONSIBILITIES

Any references to a municipal officer or director by name, position or otherwise, also applies to the officer's deputy or person delegated to act in their place.

The roles and responsibilities at the District regarding the procurement of goods and services shall be as follows:

Council	<ul style="list-style-type: none"> • Sets the principles, authorization and approval limits for how the District conducts its procurement via the Purchasing Policy. • Sets the annual District Budget, which all Capital and Operating procurements must be within.
CAO	<ul style="list-style-type: none"> • Sets these Purchasing Procedures to be followed for all procurement, in accordance with the Purchasing Policy set by Council. • Provides approval for certain exemptions and Direct Awards, as allowed for under the Purchasing Policy.
CFO	<ul style="list-style-type: none"> • Responsible for oversight and administration of the Purchasing Policy and Procedures.
Department Directors & Managers	<ul style="list-style-type: none"> • Responsible for adherence to the Purchasing Policy and these Procedures for procurement which occurs within their respective departments. • Responsible for managing and administering contracts in the department following execution of the contract or issue of the PO.
All Staff	<ul style="list-style-type: none"> • Responsible for compliance with the Purchasing Policy and these Procedures. Staff must seek direction from their Director if unsure.

2. TYPES OF PURCHASING PROCESSES

Due to the variety of goods and services procured by the District, as well as the various technical, supply market, risk and other factors to be considered, the District recognizes that different types of competitive process may be used at different times. Below is a high-level description of some of the most common purchasing processes used. The Department Director or Managers shall decide and approve the actual process(es) to be used for each procurement, based on best fit and in accordance with the Purchasing Policy and these Purchasing Procedures.

2.1. Request For Proposals (RFP):

- Most often used for public competition processes above \$75,000.
- Often used when:
 - a 'need' is identified, but the exact method on how it will be achieved is unknown;
 - there is a desire to seek innovative/creative proposals to a problem;
 - the selection of the contractor/supplier is to be based on both price and non-price factors;
- Contract is typically awarded to the highest-ranked proponent.
- May or may not be a legally binding irrevocable bid process.
- May involve negotiation of the final contract with shortlisted proponents. Note: any negotiation parameters should be addressed in the RFP document.
- File reference RFPYYYY-123

2.2. Invitation To Tender (ITT):

- Most often used for Public Competition Process construction projects, or equipment above \$75,000.
- Often used when:

- the scope of work/specifications are very detailed and completely defined; and
- the selection of the contractor / supplier is to be based on price only
- Contract is typically awarded to the lowest-priced quote which meets the requirements.
- Typically, a legally binding irrevocable bid process, with no negotiation element.
- Construction Project ITTs often based on a standard contract, e.g. CCDC, or MMCD.
- File reference TenderYYYY-123

2.3. Request For Quotation (RFQ):

- Most often used for Limited Bidding quote processes below \$75,000.
- Often used when:
 - the scope of work / specifications are detailed and defined; and
 - the selection of the contractor / supplier is to be based on price only.
- Contract is typically awarded to the lowest-priced quote which meets the requirements.
- Typically, not a legally binding irrevocable bid process. Often does not involve negotiation.
- File reference RFQYYYY-123

2.4. Pre-Qualification Process (Pre-Qual):

- Sometimes also referred to as a Request for Qualifications (RFQual).
- Often used for the Public Competition element, in order to screen or pre-qualify bidders prior to a 2nd stage Limited Bidding ITT or RFP.
- Often includes minimum requirements or criteria that must be met.
- Often used to pre-qualify contractors based on experience or ability, prior to a 'lowest-price wins' ITT, in order to ensure quality of contractors.
- File reference QUALYYYY-123

2.5. Request For Information (RFI):

- Similar to a Pre-Qual, except an RFI is used to collect information and/or gauge interest in a project, rather than to pre-qualify.
- Another variant on this would be a Request for Expressions of Interest (RFEOI), where the primary purpose is to have contractors / suppliers express interest in bidding a project. That may also involve collecting certain information.
- May or may not be used as part of a Public Competition Process, depending on the terms of the RFI.
- File reference RFIYYYY-123

2.6. Notice of Intent (NOI):

- Sometime used where the District intends to proceed with a Direct Award.
- The District may use a NOI to advertise its intention to Direct Award, plus details of the contractor, value and service/good. The public are invited to contact the District if they feel they should be given the opportunity to bid.
- Most often used where the procurement value is at the thresholds that require a Public Competition as per the Purchasing Policy.
- File reference NOIYYYY-123

2.7. Direct Award:

- Sometimes also referred to as “Sole Source” or “Single Source”.
- Means a situation where the District awards a contract to a contractor/supplier without any competitive process.
- Should only be used where allowed under the Purchasing Policy.
- District staff should still employ analysis and negotiation, where applicable, to ensure best value.
- File reference AYYYY-123

2.8. Purchase Orders (PO)

Staff may sign Purchase Order's within their Authority Limit.

Staff may sign invoice or cheque requests associated with Purchase Orders within their Authority Limit.

Purchase orders shall be issued for all commitments except:

- (i) subscriptions and publications
- (ii) legal services
- (iii) insurance expenses
- (iv) expenditures part of an existing contract
- (v) travel expenses approved through policy
- (vi) refunds previously paid to the District
- (vii) where a contract or agreement is in place
- (viii) credit card purchases

Purchase orders shall include vendor name, date, amount, GL Account and authorizing signature along with appropriate backup documentation (ie. quote) where applicable. Where an exact cost of a purchase is unknown employees may use an approximate price.

Part 1 or the white copy of the purchase order is to be forwarded to the supplier. Part 2 or the yellow copy of the purchase order is submitted to Accounts Payable. Part 3 or the pink copy of the purchase order remains in the purchase order book.

3. POSTING, TIMING, AWARD AND CONTRACTING

3.1. Posting & Bid Receipt Method ('Bids & Tenders'):

All competitive processes for procurements \$25,000 and above (except where written/email quotes are used) will be posted/issued through the District's Online Bid Portal called '*Bids & Tenders*'. For these processes, *Bids & Tenders* will be used to conduct the issue, receipt, and evaluation of the competitive process. Instructions and procedures for accessing and posting through *Bids & Tenders* are available from the Finance Department.

For Public Competition processes (e.g. Public Competition RFPs/ITTs), the opportunity must be also advertised on BC Bid (www.bcbid.gov.bc.ca), with the summary advertisement details of the procurement provided, along with a link to the bid documents on the *Bids & Tenders* portal. BC Bid should not be used to share/post bid documents, as all documents should reside on *Bids & Tenders* only.

3.2. Timing

(a) Public Competition Processes:

For Public Competition processes such as publicly-issued RFPs, ITTs, Pre-Quals, and NOIs, the opportunity must be open for responses for the periods as follows:

Advertising, Postings & Receipt Method:	Opportunity Open for Minimum:
Provided that: <ul style="list-style-type: none"> • the opportunity is advertised on BC Bid; • the full bid process document is available to bidders/respondents online through <i>Bids & Tenders</i>; and • bidders can submit bids/responses electronically online through <i>Bids & Tenders</i>. 	25 calendar days

Note: the above posting periods are requirements as per the Comprehensive Economic Trade Agreement (CETA).

(b) Non-Public Competition Processes:

For non-public competition processes such as RFQs or Limited Bidding RFPs, the best practice is to have the opportunity open for a minimum of 25 calendar days. In no circumstances should the opportunity be open for less than 10 days.

3.3. Evaluation:

Evaluation to select the successful supplier/contractor from a competitive process conducted through the *Bids & Tenders* portal, should also be conducted online through the *Bids & Tenders* portal and must be conducted in accordance with the details set-out in the purchasing process (e.g. RFP/ITT/RFQ) document issued to bidders. This should include adherence to the process, criteria and any weightings stated.

District Staff (or external consultants, if used) that are involved in evaluations must declare any conflict of interest situations, as described in the Purchasing Policy. Evaluations should be:

- documented in the Bids & Tenders tool; and
- performed by a team of two or more people, with team members able to conduct their evaluation independently.

Note: where external consultants are to be used in a procurement process evaluation, District staff should ensure that: a) the purchase process document (e.g. RFP) mentions that external consultants will be involved in the evaluation; and b) the consultant must confirm in writing that they have no potential conflict of interest (as defined in the Purchasing Policy), especially where the consultant has clients in the private sector (e.g. engineering firms who partner with construction companies on design-build projects).

3.4. Contracts / Agreements:

The method for contracting with a contractor or supplier occurs in the form of:

- A credit card transaction;
- A Purchase order; or
- A written contract.

A contract requires 3 elements: 1) an offer (the quote), 2) an acceptance of that offer which is often a PO, and 3) consideration (money to be promised).

The decision on which method to use will be based on an assessment by the Department Director or Manager, which shall include the following factors:

- the value of the purchase; and
- the risk/criticality associated with the good or service being purchased.

Contractual changes to professional services contracts must be authorized through a scope change.

4. POST AWARD REQUIREMENTS

4.1. Communication and Debrief:

Following the completion of a competitive process, the coordinator of the process shall advise all participants of the results and provide unsuccessful proponents the opportunity for a debrief on how their proposal performed in the evaluation.

Debriefs will typically be performed by the District staff who coordinated the procurement process, or the procurement consultant (if used). Debriefs should include useful feedback, based on evaluator notes from the evaluation, which provides the unsuccessful proponent the reasons that they were not successful. District staff must be careful to balance the need to maintain certain aspects of bid confidentiality, while also providing useful feedback.

4.2. Filing & Documentation:

All documentation related to the procurement and contracting process should be filed and documented in accordance with the District's Records and Retention policies and procedures. Types of documents retained and filed should include a copy of:

- the budget approval
- the bid solicitation document (e.g. RFP, ITT, RFQ)
- every proposal/quote/tender received
- all correspondence with participants in the process
- evaluation notes, scores, and spreadsheets
- notice of award
- contract documentation
- any contract amendments or correspondence

4.3. Monitoring & Contract Management:

For ongoing service contracts, District staff should ensure that a District contract manager is identified and communicated to the contractor. The District contract manager should ensure that the contractor performs to the requirements of the contract, and that remuneration invoiced meets the contract stated amounts.

For high-value/high-risk contracts, best practice is to implement a contract management mechanism, whereby Key Performance Indicators (KPIs) are agreed and monitored at regular intervals throughout the contract term.

4.4. Acceptance & Payment:

Where a contract is placed for the supply of goods/equipment, best practice regarding acceptance and payment shall generally be as follows:

- The contract/PO should contain a provision that payment for the goods/equipment shall not occur until the goods/equipment have arrived at the District, have been inspected, and accepted as meeting the requirements of the contract (as can be reasonably established upon visual inspection).
- The contract/PO should contain a provision that the District may refuse delivery of any good/equipment should they not meet the requirements of the contract.

The District shall not agree to 100% upfront payments of goods or services, without the prior approval of the CFO. The District’s standard practice shall be that payment will occur or will be back-loaded as much as possible to occur, after the contractor/supplier has completed the obligations of the contract.

4.5. Contract Term & Contract Extensions:

For contracts/agreements where the commitment term will be for a period greater than five years (including any optional extension years), staff should consult with the Manager of Corporate Services in order to ensure compliance with legislative requirements.

If a contract contains provisions for an extension of the contract term, then the District may extend the contract at its sole discretion, based on the parameters stated in the contract. The decision to extend or not should consider the contractor/supplier’s performance, acceptability of any new pricing, adherence to the council approved budget and any other factors related to the contractor’s performance. Extensions should be documented through a formal written amendment to the contract.

5. LEGAL CONSIDERATIONS

5.1. Bonding Requirements:

The following table provides general guidance on when different types of bonding should be required as part of a competitive bid process or contract. The Department Director or Manager shall make final determination on bonding requirements, in consultation with the Chief Financial Officer.

Contract Type & Commitment Value	Bid Bond or Cash Equivalent	Performance Bond	Labour & Material Payment Bond
Goods/Equipment, or Construction/ Service contracts under \$150,000	Generally not required.	Generally not required.	Generally not required.
Construction contracts over \$150,000 & up to \$250,000	At the discretion of the Department Director/Manager, based on risk versus cost. 10% recommended if MMCD ITT.	At the discretion of the Department Director/Manager, based on risk versus cost. 50% recommended if MMCD ITT.	At the discretion of the Department Director/Manager, based on risk versus cost. 50% recommended if MMCD ITT.
Construction contracts over \$250,000	10% if MMCD ITT. For other processes: at the discretion of the	50% if MMCD ITT. For other processes: at the discretion of	50% if MMCD ITT. For other processes: at the discretion of

	Department Director/Manager, based on risk versus cost.	the Department Director/Manager, based on risk versus cost.	the Department Director/Manager, based on risk versus cost.
Maintenance or service contracts over \$75,000 per year. If contract is for more than one year, bid bond is based on first 12 months cost	At the discretion of the Department Director/Manager, based on risk versus cost.	At the discretion of the Department Director/Manager, based on risk versus cost.	At the discretion of the Department Director/Manager, based on risk versus cost.

Note: Bonding equivalent may be accepted as a Legal Bond, Cash, Certified Cheque or Irrevocable Letter of Credit, as determined by the Chief Financial Officer. % means percentage of total commitment value.

5.2. Insurance Requirements:

Liability, indemnity and insurance terms in contracts should be considered carefully based on the value, nature and risk of the goods/services being procured. Advice on insurance can be obtained from the District’s Insurance provider.

5.3. WorkSafeBC (WBC) Requirements:

(a) District WBC Obligations:

District staff must ensure that all direction and instructions given to contractors/suppliers are compliant with the requirements of the Workers Compensation Act and Occupational Health & Safety Regulations. Key provisions of the Worker’s Compensation Act Part 3 regarding an Owner’s responsibilities for Contractor safety are as follows:

- Ensure health & safety for all own employees, workers and persons at the workplace;
- Provide and maintain the owner’s land and premises that are being used as a workplace, in a manner that ensures the health and safety of persons at or near the workplace;
- If a multiple-employer workplace, designate a ‘Prime Contractor’ in writing.
- Give to the employer or ‘prime contractor’ at the workplace, the information known to the owner that is necessary to identify and eliminate or control hazards to the health and safety of persons at the workplace; and
- Comply with Part 3 of the Workers Compensation Act, and any applicable orders.

Note: the above list is not exhaustive, and staff must ensure that all provisions of the Act and OHS Regulations are followed.

(b) WorkSafeBC Coverage for Contractors/Suppliers:

Except where approved otherwise by the Department Director, all contractors/suppliers to the District that provide goods/services/construction that involve an element of labour/workers, shall be registered as an ‘Independent Business’ for WorkSafeBC coverage which will be verified through a WorkSafeBC Clearance Letter status showing the Contractor is “Active and in good standing”. The Clearance Letter should be either: provided by the contractor/supplier at the commencement of the service/work; or can be verified online (at <https://www.WorkSafeBC.com/en/insurance/why-clearance-letter/get-clearance-letter>).

Additionally, if the contractor/supplier is an individual or a partnership of individuals and does not have the benefit of mandatory workers compensation coverage under the Workers Compensation Act, the

contractor/supplier must apply for and maintain *Personal Optional Protection* under the Workers Compensation Act, and evidence of this must be provided via a letter from WorkSafeBC.

The above requirements should be included in all District competitive process and contract documents.

If District staff are in doubt regarding WorkSafeBC Requirements for a contractor/supplier, then staff should contact WorkSafeBC or the Employer's Advisors Office.

Information notes:

- Under the Worker's Compensation Act, if the District employs a contractor/supplier that supplies an element of labour/workers, and that contractor/supplier does not have their own WorkSafeBC coverage, then the District may be liable for their premiums based on payments made for service.
- If the District seeks to use a contractor/supplier for a service involving an element of labour/workers, and the contractor/supplier does not have existing WorkSafeBC coverage, then the contractor/supplier will need to apply to WorkSafeBC for coverage. WorkSafeBC will make a determination of coverage requirements based on the nature of the work and situation of the parties. If the contractor/supplier does not have multiple employees and/or other clients, there is a likelihood that WorkSafeBC will deem that contractor/supplier to be a 'worker' of the District, and the District will then be liable for subcontractor payments to WorkSafeBC for that contractor/supplier. The contractor/supplier's safety will also affect the District's own WorkSafeBC rating and premiums.

5.4. **Business Licence:**

Contractors or suppliers that are required to physically work within the District as part of the services/work must comply with the District of Lake Country's Business Licence Bylaw.

5.5. **Trade Agreement Requirements:**

These procedures, together with the accompanying Purchasing Policy, have been created to consider the requirements as per the following Trade Agreements:

- The New West Partnership Trade Agreement (NWPTA)
- The Canadian Free Trade Agreement (CFTA)
- The Comprehensive Economic Trade Agreement (CETA)

Links to the text of these trade agreements are provided in the Purchasing Policy. The District's Purchasing Policy and Procedures may require updating should any of these trade agreements be amended.

6. **OTHER STANDARD METHODS AND PRACTICES**

6.1. **Tender Openings:**

With the District's move to electronic tendering using the *Bids & Tenders* online portal, the District will no longer require any Invitation to Tender or Request for Proposals openings to occur in a public meeting. The District's *Bids & Tenders* system will ensure the integrity and record of the bid receipt and opening process.

6.2. Co-operative Purchasing:

Whenever practicable, the District should engage in co-operative purchasing with local or regional governments and agencies in order to obtain better value for the District.

Where co-operative purchasing is used, the District shall ensure that the procurement process, even when lead by another legal entity on the District's behalf, meets the requirements of the District's Purchasing Policy.

6.3. Delivery Incoterms:

Where tangible goods, equipment or materials are to be delivered to the District, the contract or PO must state the delivery terms clearly. A common best practice is to use the internationally recognized "Incoterms", which are updated every few years. Further details on Incoterms can be found at: <https://www.tradefinanceglobal.com/freight-forwarding/incoterms/>

Each Incoterm describes the responsibilities of the Buyer versus Seller related to carriage, risk and payment. Care should be taken to ensure the correct Incoterm is used. Although common, the use of the term "FOB" should be avoided, as this means "Free on Board (ship)" and relates to carriage by sea.

6.4. Bidder/Respondent Complaints:

Complaints (including disputes) by a bidder/respondent or any other member of the public regarding a procurement process, or the results of a procurement process conducted by the District shall, in the first instance be directed to the Chief Financial Officer.

The complainant must submit their complaint in writing to the District Chief Financial Officer within ten calendar days after the day on which the complainant first knew, or reasonably should have known, of the issue to which the complaint relates. The written request must identify the summary of the complaint. If the complaint is received after the ten-day time period, the complaint may or may not be addressed, at the District's sole discretion.

If the complaint is received within the ten-day time period, the District shall review the complaint and consult with the Complainant within twenty calendar days following receipt of the complaint. The District's decision at the conclusion of the consultation process will be final, with respect to any further actions required by the District under this Purchasing Procedure. All consultations between the parties shall be without prejudice to the rights of the parties in any further proceedings.

6.5. Contractor / Supplier Dispute Resolution:

Wherever possible, RFP and ITT documents used in procurement processes under Public Competition shall state that all disputes between the Contractor/Supplier and the District will be decided by mediation or arbitration, should the parties agree to that method. Contracts shall propose that arbitration is conducted pursuant to the Commercial Arbitration Act (British Columbia).

6.6. Information Technology (IT) Purchases and Notification of Information Technology Impacts

Any department with a need to purchase IT hardware, software or cloud services directly or indirectly must review the requirement with the Information Manager. The Information Manager will assess the request to ensure that proposed hardware and/or software solution meets minimum requirements for

security, privacy, value and for potential impacts to the District's network resources and operational support resources.

In most cases the Information Manager will be responsible for direct hardware and software purchases.

6.7. Review By Legal Counsel:

District staff shall seek the advice of legal counsel, as appropriate and as determined by the Department Director, where a procurement or contract process requires professional legal advice.

6.8. Petty Cash:

Any expenditure of petty cash on goods/services that are within the scope of the Purchasing Policy must be conducted in compliance with the Purchasing Policy and these Procedures.

All petty cash reimbursements require original receipts, must indicate the general ledger account where the purchase is to be applied, and must be initialed by both the employee receiving the reimbursement as well as the employee providing the reimbursement. Petty cash may be reimbursed for purchases up to \$50. Reimbursements over \$50 must be authorized by the Financial Analyst & Services Supervisor or Financial Analyst. Petty cash can only be disbursed from one of four designated locations. These petty cash boxes are located at the Municipal Hall, the Arena, RCMP and the Main Fire Hall.

6.9. Alcohol Purchases:

No District staff shall procure alcohol for any District business unless specifically approved in writing by the Chief Financial Officer.

6.10. Credit cards, Expense Forms and Cheque Requests

- (a) Purchases on corporate credit cards are to be made in accordance with the District Purchasing Card Agreement, as amended from time to time.
- (b) Prior to being issued a credit card, employees will sign a District Purchasing Card Agreement as prescribed by the CFO.
- (c) Lost or stolen cards will be reported immediately to the Financial Analyst.
- (d) Staff may authorize purchases on credit cards within their Authority Limit (daily limits apply).
- (e) Credit card statements must be signed off by staff's supervisor. The supervisor can only sign within their Authority Limit.
- (f) For each transaction on a credit card, employees shall: submit a detailed receipt, provide an explanation of the charge, provide the applicable GL code and staff ID where applicable. Where a receipt has been lost, the CFO may approve a Lost Receipt Form as an alternative.
- (g) Expense forms must be signed by the employee's supervisor.
- (h) Expenses covered under the District's Travel and Expense Policy for Staff, as amended from time to time, are not to be charged to a credit card.

- (i) Cheque requests where the monies are payable to the employee requesting the cheque, must be signed by a supervisor.

6.11. Procurement Ethics Training:

District staff that have reason to participate in procurement processes should attend a seminar/training session on ethics in procurement as follows:

- (a) If commencing a new position: within 1.5 years of commencing position, and with a refresher seminar every five years.
- (b) For staff in existing positions: within 1.5 years of the date of adoption of this procedure if a seminar training has not been completed within the last 5 years, plus a refresher seminar every five years.

Staff that participate in procurement processes shall include those who:

- receive quotes (verbal or written),
- issue/approve purchase orders/use a District-issued credit card
- participate in, or approve, competitive processes such as RFQs/RFPs/ITTs in any way.

Seminars on Ethics in Procurement are generally provided online through external vendors and will include topics such as:

- the meaning of ethical conduct and some repercussions of ethical failures
- relevant court, tribunal and judicial enquiry rulings related to procurement ethics
- Exploring specific scenarios that can raise ethical dilemmas, along with strategies to ensure your conduct is above reproach

7. AUTHORITY LIMIT

- (a) Entering into a commitment means agreeing the District will pay a set amount (not including GST). A commitment includes contracts, purchase orders and credit card purchases. A commitment includes the total value of commitments including any future years or options.
- (b) Payment approval means authorizing payment of an invoice, cheque request or progress payment.
- (c) The Authority Limit Table sets out the limits each staff position may commit to and/or authorize payment for pursuant to the Purchasing Policy and Purchasing Procedures, as amended from time to time.

AUTHORITY LIMIT TABLE		
Staff Position	Authority to Commit Limit:	Payment Approval Authority Limit:
Chief Administrative Officer (CAO)	Unlimited (within budget)	Unlimited (within budget)
Chief Financial Officer/Deputy CAO (CFO)	Unlimited (within budget)	Unlimited (within budget)
Directors	\$100,000.00	Within budget
Managers	\$50,000.00	Within budget
Chief Operating Engineer	\$15,000.00	\$5,000.00
Chief Parks and Facilities Operator	\$15,000.00	\$5,000.00
Deputy Fire Chief	\$15,000.00	\$5,000.00
Engineering Technician Senior	\$15,000.00	\$25,000.00
Fleet & Equipment Technician	\$15,000.00	\$10,000.00
Occupational Health and Safety Specialist	\$15,000.00	\$25,000.00
Roads Crew Leader	\$15,000.00	\$10,000.00
Superintendent	\$15,000.00	\$25,000.00
Wastewater Crew Leader	\$15,000.00	\$10,000.00
Cultural Development Coordinator	\$10,000.00	\$5,000.00
Engineering Technician I & II	\$5,000.00	\$10,000.00
Landscape Construction Technician	\$5,000.00	\$5,000.00
Landscape Design Technician	\$5,000.00	\$5,000.00
Recreation Coordinator	\$5,000.00	\$5,000.00
Bylaw Services Officer	\$1,000.00	\$1,000.00
Engineering and Environmental Services Clerk	\$1,000.00	\$1,000.00
Facilities Maintenance Operator	\$1,000.00	\$1,000.00
Financial Analyst	\$1,000.00	\$1,000.00
Financial Services Supervisor	\$1,000.00	\$1,000.00
Human Resources and Safety Admin Assistant	\$1,000.00	\$1,000.00
Infrastructure Clerks	\$1,000.00	\$1,000.00
Parks and Facilities Maintenance Operator	\$1,000.00	\$1,000.00
Parks and Facilities Operator	\$1,000.00	\$1,000.00
Planner	\$1,000.00	\$1,000.00
Process and Instrumentation Technician	\$1,000.00	\$1,000.00
Public Works Operator I/II	\$1000.00	\$1000.00
Senior Planner	\$1,000.00	\$1,000.00
Utility Operator	\$1,000.00	\$1,000.00

Water Quality Technician	\$1,000.00	\$1,000.00
WWTP Operators	\$1,000.00	\$1,000.00
Clerk	\$500.00	\$500.00
Communications & Public Engagement Specialist	\$500.00	\$500.00
Communications Officer	\$500.00	\$500.00
Executive Assistant	\$500.00	\$500.00
Fire Department Maintenance Operator	\$500.00	\$500.00
Fire Inspector	\$500.00	\$500.00
Gardener	\$500.00	\$500.00
Planning Technician	\$500.00	\$500.00

Original signed by Alberto De Feo
 Alberto De Feo, Chief Administrative Officer

October 15, 2019
 Date

Original signed by Alberto De Feo
 Alberto De Feo, Chief Administrative Officer

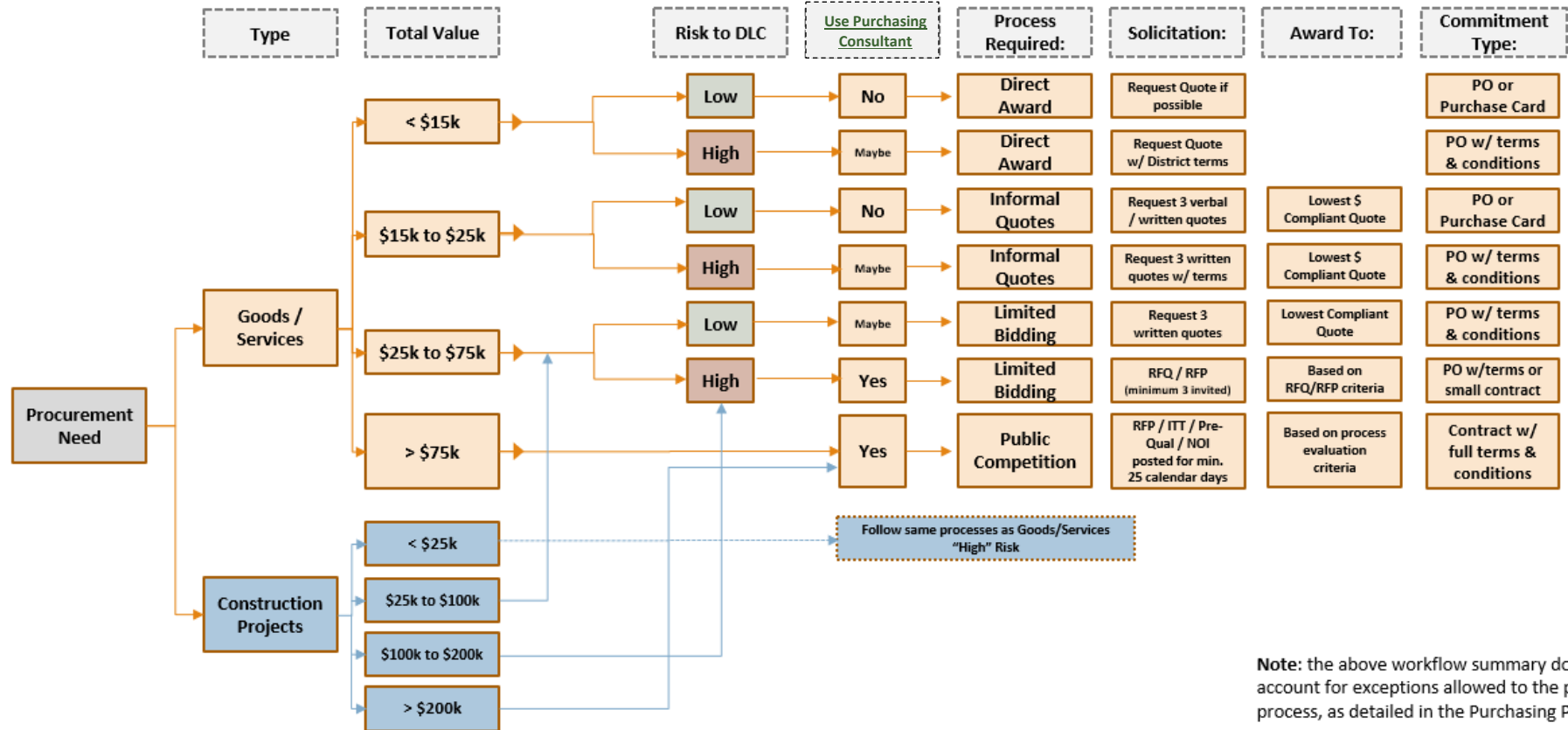
February 10, 2020
 Amendment signed date

Original signed by Alberto De Feo
 Alberto De Feo, Chief Administrative Officer

February 23, 2021
 Amendment signed date

8. PURCHASING THRESHOLD & PROCESS WORKFLOW:

The following workflow diagram provides a summary of the most common steps involved, based on the Purchasing Thresholds & Process Requirements detailed in the Purchasing Policy:



INTERNAL WORKFLOW

