

1. **WELCOME AND CALL TO ORDER**

- 1.1 Welcome
 - 1.2 Call to Order
 - 1.3 Review of Agenda for January 15, 2024
-

2. **LAND ACKNOWLEDGEMENT**

- 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.
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3. **PRESENTATIONS**

- 3.1 Update on Iron Ridge Secondary Campus, *Tim De Ruyck and Ed Coles - Wolf Creek Public Schools*
-

4. **BUSINESS**

- 4.1 Request for Direction, Council Policy - Procurement
 - 4.2 Request for Direction, Council Policy - Organizational Structure
 - 4.3 Request for Direction, Council Policy - Human Resources Framework
-

5. **CONFIDENTIAL**

- 5.1 Organizational Service Structure - FOIP 24(1) Advice From Officials
-

6. **ADJOURNMENT**

Future Meetings/Events:

- Regular Council Meeting – January 23, 2024
- Regular Council Meeting – February 13, 2024

MEETING DATE: January 15, 2024
PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator
PRESENTED BY: Tim De Ruyck and Ed Coles - Wolf Creek Public Schools
SUBJECT: **Update on Iron Ridge Secondary Campus**

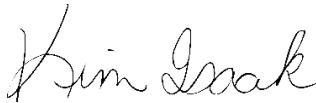
BACKGROUND

Tim De Ruyck and Ed Coles will provide a brief overview and update to Council on where the school is at in the construction process.

ATTACHMENTS

None

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: January 15, 2024

PREPARED BY: Justin de Bresser, Director of Corporate Services

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Council Policy - Procurement**

BACKGROUND

The Procurement Policy is a framework that outlines the rules and procedures for purchasing goods and services for the Town of Blackfalds. In 2021, the Purchasing Policy was updated with minor administrative changes. Upon review of the Policy, it was determined that an overall update is required to expand upon purchasing limits to trade agreement thresholds.

DISCUSSION

The new Procurement Policy has been updated to include the principles of how the Town purchases goods, services, and construction activities, considering all applicable legislation and trade agreements.

The goal of the updated Policy includes reducing administrative time in preparing Requests for Proposals, Requests for Quotes, etc. The new Policy is written to increase purchasing amounts allowable under trade agreements. Administration further streamlines the procurement of goods over \$75,000 by utilizing the Rural Municipalities of Alberta (RMA) Trade program called [Canoe](#). This trade program allows RMA members to access group buying, which follows all trade legislation, reducing the Town's time in preparing Requests for Proposals, etc.

Table 1 is a summary of the procurement thresholds and the process required for Goods and Services.

Procurement Threshold	Process	Process Required
\$0 - \$4,999	Direct Purchase	<ul style="list-style-type: none"> • Direct Purchases should be made locally whenever a Local Vendor is available and competitive.
\$5,000- \$9,999	Non-competitive	<ul style="list-style-type: none"> • Three written quotes are recommended but not required. • Local Vendors can be given preference in accordance with this policy
\$10,000 - \$74,999	Informal Competitive Bidding	<ul style="list-style-type: none"> • Three written quotes are required. • Local Vendors can be given preference in accordance with this policy
Equal to or greater than \$75,000	Formal Competitive Bidding	<ul style="list-style-type: none"> • Fully open competition • Requires sealed Bids. • May involve a prequalification process. • Must be posted on Alberta Purchasing Connection. • Ability to Use RMA Canoe Trade Program by Approval of Director

Table 2 is a summary of the procurement thresholds and the process required for Construction.

Procurement Threshold	Process	Process Required
\$0 - \$9,999	Direct Purchase	<ul style="list-style-type: none"> • Direct purchases should be made locally whenever a Local Vendor is available and competitive
\$10,000 - \$199,999	Written Quotation	<ul style="list-style-type: none"> • Three written quotes are required. • Local Vendors can be given preference in accordance with this policy
Equal to or greater than \$200,000	Formal Competitive Bidding	<ul style="list-style-type: none"> • Fully open competition • Requires sealed Bids. • May involve a prequalification process. • Must be posted on Alberta Purchasing Connection

Some of the benefits of having a solid Procurement Policy are:

- Ensure that the organization gets the best value for money, quality, and delivery time from its suppliers.
- Help prevent fraud, corruption, and waste by establishing clear accountability and transparency in the procurement process.
- It can help comply with the Town’s legal and ethical standards and the relevant authorities.
- It can help to promote fair and open competition among suppliers and encourage innovation and diversity in the market.
- It can help to support the organization’s strategic goals and objectives.

Purchasing Authority

Administration is delegated authority to procure within the budget approved by Council. This authority may be delegated to specific staff by the CAO within the scope outlined in the MGA and Council’s CAO Bylaw through a subsequent Administrative Procedure.

FINANCIAL IMPLICATIONS

There are no direct financial implications to implementing this Policy.

ADMINISTRATIVE RECOMMENDATION

<ol style="list-style-type: none"> 1. That Standing Committee of Council recommends bringing forward Council Policy - Procurement to the January 23, 2024, Regular Meeting of Council for consideration.

ALTERNATIVES

- a) That Standing Committee of Council refers this item back to Administration for additional information and/or amendments.

ATTACHMENTS

- *DRAFT Council Policy - Procurement*
- *151.21 – Purchasing Policy (Existing Policy)*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

PROCUREMENT

POLICY NO.:	
DIVISION DEPARTMENT	Corporate Services and Financial Services
REVIEW PERIOD	Every 3 Years or upon Legislative Change

1. POLICY PURPOSE

- 1.1 To establish the basic direction, philosophies, and values for the procurement of Goods, Services and Construction for use by the Town of Blackfalds.

2. POLICY STATEMENT

- 2.1 The Town of Blackfalds' delivery of Services and acquisition of assets will be performed in a manner that might best achieve a high-quality product and/or Service while maintaining an accountable, transparent, efficient, and fair purchasing process.

3. DEFINITIONS

- 3.1 **“Administrative Procedure”** means a documented procedure that outlines a consistent approach to carrying out a specific Policy in the day-to-day operations of the Town.
- 3.2 **“Bid”** means a bid, proposal, tender or quote offered to the Town of Blackfalds.
- 3.3 **“CAO”** means the Chief Administrative Officer of the Town of Blackfalds.
- 3.4 **“Conflict of Interest”** means a situation where the independence or impartiality of an employee’s decisions or actions are impaired or may be reasonably expected to be impaired because of outside employment, political, business or family interests.
- 3.5 **“Construction”** means construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional

consulting services related to the construction contract unless they are included in the procurement.

3.6 “**Council**” means elected officials, including the Mayor of the Town of Blackfalds.

3.7 “**Employees**” means individuals who are employed by the Town of Blackfalds.

3.8 “**Emergency**” means a situation that requires prompt action for the safety and protection of persons or property, or the environment.

3.9 “**Good**” means an item that is produced, manufactured, grown, or obtained and used for a commercial purpose.

3.10 “**Local Vendors**” means a business having a Town of Blackfalds resident business license.

3.11 “**MGA**” means the *Municipal Government Act* of Alberta.

3.12 “**Service**” means a service supplied or to be supplied.

3.13 “**Town**” means the municipality of the Town of Blackfalds.

4. SCOPE

4.1 This Policy applies to Council, CAO (or their designate) and Employees who purchase, rent or lease on behalf of the Town.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy and any amendments by resolution.

5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

5.1.3 Adopt the Council Policy that establishes the primary direction, philosophies, and values for the procurement of Goods, Services, and Construction for use by the Town and amendments thereto.

5.2 Chief Administrative Officer to:

- 5.2.1 Implement this Policy and develop the associated Administrative Procedure.
- 5.2.2 Authorize the expenditure of funds and payment of accounts according to the approved budget once the operating, interim and/or Capital Budget is passed by Council, as per the MGA.
- 5.2.3 Ensure that the procurement procedures and programs of the municipality are developed and implemented to carry out programs identified by the Town Council.
- 5.2.4 Delegate authority to develop and implement applicable procedures through Directors and the Financial Services Manager.
- 5.2.5 Delegate budget authority to Town Employees in accordance with the annual budget.
- 5.2.6 Override this Policy when required as a sound business decision, in accordance with 6.3.1.
- 5.2.7 Ensuring that procurement and contract activities are carried out under this Policy and applicable Administrative Procedures.
- 5.2.8 Ensure budget funds are available for procurement requests.
- 5.2.9 Advise Council on the development, implementation, and amendment of this Policy.
- 5.2.10 Ensure Policy review occurs and verify the implementation of this Policy.

6. **POLICY**

6.1 **Principles**

6.1.1 The Town will manage its procurement activities in accordance with all applicable legislation, including but not limited to the trade agreements, as well, competitive bidding laws and procurement best practices, as amended from time to time. The Town will adhere to the following minimum general principles.

6.1.1.1 Competition process will be open, transparent, and fair.

- 6.1.1.2 According to applicable trade agreements, the Town cannot give preferential treatment to Local Vendors for competitions over a \$75,000 threshold.
- 6.1.1.3 Departments may direct competitions for Goods and Services under \$75,000 to Local Vendors only if there are at least two vendors who are available and competitive.
- 6.1.1.4 Whenever practical, the Town will consider environmental impact and sustainability.
- 6.1.1.5 The Town is committed to the highest level of ethical standards in all procurement and contracting practices.
- 6.1.1.6 The Town encourages the best value consideration in procurement.
- 6.1.1.7 The Town expects all vendors to perform their obligations to the Town in good faith.
- 6.1.1.8 Town Employees shall not have any Conflict of Interest, direct or indirect, in any contract with the Town of Blackfalds. No Employee of the Town or partnership of which an Employee is a member may submit a bid for the supply of Goods, or Services or Construction to the Town. Any corporation (other than those whose shares are publicly traded) submitting a bid must disclose the names of any shareholder who is a Town Employee and the number of shares owned by the Employee.
- 6.1.1.9 Town Employees shall not make any recommendations about the awarding of any bid, or quotation when they are a member of the immediate family of any individual who is:
 - 6.1.1.9.1 submitting the tender.
 - 6.1.1.9.2 a shareholder or employee of a company submitting the tender.
 - 6.1.1.9.3 a member or employee of any partnership submitting the tender.

6.2 Local Vendors

6.2.1 To comply with applicable trade agreements, the Town cannot give preferential treatment to Local Vendors for competitions over the \$75,000 threshold for Goods and Services and \$200,000 threshold for Construction contracts. For competitions below these amounts, the following provision can be applied:

6.2.1.1 Departments can direct competition up to \$74,999 for Goods and Services and up to \$199,999 for Construction contracts to Local Vendors if the vendor's expertise is competitive.

6.2.1.2 A Bid submitted by a Local Vendor and having local content shall be awarded to that business if:

6.2.1.2.1 They have submitted the lowest Bid from a local business; and

6.2.1.2.2 That the Bid is not more than two percent (2.00%), to a maximum amount of \$2,000, above the lowest cost submitted by a non-Local Vendor.

6.3 Sole Sourcing

6.3.1 Sole source purchase may be used when there is only one available supplier of a required Good or Service that meets the needs of the Town, subject to regular review. Negotiations should be used to complete the terms and conditions for this purchase. A sole source purchase may occur:

6.3.1.1 When the compatibility of a purchase with existing equipment, facilities or Services is a paramount consideration, and the purchase must be made from a single source.

6.3.1.2 Where an item is purchased for testing or trial use.

6.3.1.3 Where the Town purchases supplies for resale.

6.3.1.4 For direct purchases under \$10,000 (See Table 1 below).

6.3.1.5 Where the Town has a rental contract with a purchase option and such purchase option would be beneficial to the Town.

6.3.1.6 Where purchase from another vendor would violate warranties and guarantees where Service is required.

6.3.1.7 For matters involving security or confidential issues, a purchase may be made to protect the confidentiality of the contractor of the Town.

6.4 Procurement Process

**Table 1
Summary of Procurement Process based on the value for Goods and Services:**

Procurement Threshold	Process	Process Required
\$0 - \$4,999	Direct Purchase	<ul style="list-style-type: none"> Direct Purchases should be made locally whenever a Local Vendor is available and competitive.
\$5,000- \$9,999	Non-competitive	<ul style="list-style-type: none"> Three written quotes are recommended but not required. Local Vendors can be given preference in accordance with this policy
\$10,000 - \$74,999	Informal Competitive Bidding	<ul style="list-style-type: none"> Three written quotes are required. Local Vendors can be given preference in accordance with this policy
Equal to or greater than \$75,000	Formal Competitive Bidding	<ul style="list-style-type: none"> Fully open competition Requires sealed Bids. May involve a prequalification process. Must be posted on Alberta Purchasing Connection. Ability to Use RMA Canoe Trade Program by Approval of Director

**Table 2
Summary of Procurement Process based on Value for Construction:**

Procurement Threshold	Process	Process Required
\$0 - \$9,999	Direct Purchase	<ul style="list-style-type: none"> Direct purchases should be made locally whenever a Local Vendor is available and competitive
\$10,000 - \$199,999	Written Quotation	<ul style="list-style-type: none"> Three written quotes are required. Local Vendors can be given preference in accordance with this policy
Equal to or greater than \$200,000	Formal Competitive Bidding	<ul style="list-style-type: none"> Fully open competition Requires sealed Bids. May involve a prequalification process. Must be posted on Alberta Purchasing Connection

6.5 Capital Projects

6.5.1 Managing Capital Projects – all contracts for capital projects shall be awarded according to the Town’s Procurement Authorities and Limits Policy. The CAO is responsible for the administration of the capital projects and may delegate such responsibility to the appropriate Employee.

6.5.2 The CAO or delegate shall:

6.5.2.1 Approve expenditures up to the approved contract price.

6.5.2.2 Ensure that the work, Goods, Services, and Construction Services supplied meet the contracted specifications.

6.5.2.3 Ensure the terms and conditions specified by the Town have been met.

6.6 Purchasing Authority

6.6.1 Council shall approve all annual Operating Budgets, Capital Budgets, and long-term Capital Plans of the Town.

6.6.2 The CAO is delegated purchasing authority to purchase and approve the purchase of Goods, Services, and Construction Services within the limits of a Council approved budget on behalf of the Town.

6.6.3 As per the Town’s CAO Bylaw and the MGA, purchasing authority may be delegated by the CAO to Directors, Department Managers, and other Employees at their discretion. Purchasing authority may be revoked by the CAO at their discretion due to:

6.6.3.1 Repetitive non-compliance.

6.6.3.2 Lack of due diligence.

6.6.4 Any Employee granted purchasing authority through an Administrative Procedure must ensure that all applicable policies and procedures are followed and the budget approval for purchasing Goods, Services, and Construction services are in place. Employees must ensure they have control over the budget and that the budget dollars are available during the entire period of procurement.

6.6.5 The CAO may approve individual line-item expenditures that vary from the operating budget only if the Town's revenue requirement is unchanged from Councils' approved budget and the department's bottom line is under budget.

6.7 Contracts and Agreements

6.7.1 Under the MGA, the CAO has the authority to sign contracts and agreements for the Town.

6.7.2 Council will be informed of contracts with a total value of up to \$500,000 or a length of no more than three (3) years through the CAO report.

6.7.3 Council will approve contracts with a total value exceeding \$500,000 or a length of greater than three (3) years.

6.8 Expenditure Review

6.8.1 That one (1) signature from Group I and one (1) signature from Group II be required for bank account documents and materials, forms, and legal documents. The following be designated signing officers for the Town of Blackfalds:

Group I	Group II
Mayor	CAO
Deputy Mayor	Directors
Members of Council	Financial Services Manager

6.8.2 The Mayor or Deputy Mayor and CAO (or their designate) should conduct a general review of each general cheque run, noting payees and amounts. The Mayor or Deputy Mayor and the CAO (or their designate) will sign the cheque register confirming the review has occurred.

6.8.3 Signature for cheques may be handwritten or reproduced electronically.

6.8.4 The cheque register listing the payees and amounts for each general cheque run should be made available to Council for examination.

6.8.5 As per the MGA, a municipality must ensure that all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasure branch or trust corporation designated by Council.

7. EXCLUSIONS

7.1. This Policy does not apply to:

7.1.1 Purchase of land.

7.1.2 Banking, Investments and Borrowing.

7.1.3 Postage purchases.

7.1.4 Employee vehicle use expenditures.

7.1.5 Grants to nonprofit agencies and societies.

7.1.6 Employment services/agreements.

7.1.7 Legal Services.

7.1.8 Corporate or individual Employee memberships.

7.1.9 Insurance Premiums.

7.1.10 Workers Compensation Premiums.

7.1.11 Freight charges.

7.1.12 Software license fees and maintenance – renewal only.

7.1.13 Electricity and Natural Gas purchases.

7.1.14 Purchases where the vendor is a department, agency or utility of federal, provincial, regional or municipal government.

8. SPECIAL SITUATIONS

8.1. Notwithstanding anything in this Policy, the CAO may authorize any required expenditures in Emergency situations where:

- 8.1.1 Where an unforeseeable situation of urgency exists and the Goods, Services or Construction could not be obtained in time by means of open procurement procedures. This includes when the health and safety of Employees, the public, or the environment is at risk.
- 8.1.2 The loss or failure of critical infrastructure is at risk.
- 8.1.3 Any delay in procuring Goods Services and Construction could jeopardize the Town's ability to provide essential services; or
- 8.1.4 Pursuant to an enactment such as the *Emergency Management Act*.

9. RELATED DOCUMENTS

- 9.1 Municipal Government Act (MGA),
- 9.2 New West Partnership Trade Agreement (NWPTA)
- 9.3 Comprehensive European Trade Agreement (CETA)
- 9.4 Canadian Free Trade Agreement (CFTA)
- 9.5 Freedom of Information and Protection of Privacy Act (FOIP)

10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

DRAFT

<p>Policy No.: 151.21</p> <p>Policy Title: Purchasing Policy</p> <p>Department: Corporate Services</p> <p>Effective Date:</p> <p>Reviewed: June 2021</p> <p>Revised: June 2021</p> <p style="padding-left: 40px;">July 2011</p> <p style="padding-left: 40px;">April 2007</p> <p>Supersedes Policy/Bylaw: 2011 Purchasing Policy</p>	<p>Resolution No: 191/21</p> <p>Date: June 22, 2021</p>
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Policy Statement

The Town of Blackfalds delivery of services and acquisition of assets will be performed in a manner that might best achieve a high-quality product and/or service while maintaining an accountable, transparent, efficient and fair purchasing process. Investing in our community is done with an ever-present consideration of the financial impact on the taxpayers.

1. Reason for Policy

- 1.1 Acquire goods and services for the Town of Blackfalds using a method that provides best value for the dollars spent.
- 1.2 Restrict purchasing powers to only persons possessing such authority through the purchasing policy or bylaw of the Town of Blackfalds.
- 1.3 Ensure proper approval procedure.
- 1.4 Purchases made in accordance with this policy shall not require Council approval provided budget appropriation approved by the Town Council has not been exceeded.

2. Definitions

- 2.1 Purchase Order: A commercial electronic document and first official offer issued by a buyer to a seller, indicating types, quantities and agreed prices for products or services. Created in the financial system to approve a purchase prior to committing the expense with a vendor and reflect the financial commitment in the system against the cost GL code.

- 2.2 Request for Proposal (RFP): A solicitation often made through a bidding process, by an agency or company interested in procurement of a commodity, service or valuable asset, to potential suppliers to submit business proposals.
- 2.3 Tender: To make a formal written offer to carry out work, supply goods, or buy land, shares, or another asset for a stated fixed price and where all services, ~~shares~~, or another asset for a stated fixed price and where all services, work and outcomes are clearly defined. A mandatory evaluation criterion is set prior to the release of the invitation to tender and a criterion is applied to acceptance of a tender, including budgetary consideration. The option to not proceed with a project or purchase must be dealt with in a change order fashion and not negotiated at the time of awarding the contract.
- 2.4 Best Value: A combination of quality, timeline, cost, and efficiency is used to calculate the best value. The value of each criterion for purchases is determined at the time of acquisition of the product and/or service.
- 2.5 Emergency: An event that requires prompt coordination of actions or special regulations of persons or property to protect the safety, health or welfare of people or to limit damage to property.
- 2.6 Local Supplier: A person, firm, corporation or business which has a valid Town of Blackfalds business license and has a business address located within the corporate limits of the Town and/or within a 10 km radius.
- 2.7 Business Licence: A permit authorized and issued by the Town of Blackfalds to allow individuals or companies to conduct business within the Town of Blackfalds geographical jurisdiction.
- 2.8 Green Procurement: Purchasing products or services, which minimize, or provide favourable environmental impacts.
- 2.9 Single Source: Refers to a product or service that is proprietary and no alternate sources of supply/service exist.
- 2.10 Purchasing Authority: Refers to the authority granted to an employee to purchase and/or approve the purchase of goods and or services on behalf of the Town. This does not include the authority to sign or execute contracts.
- 2.11 Trade Agreements: The Canadian Free Trade Agreement, the New West Partnership Trade Agreement and any future trade agreements the Town may become subject to plus any amendments made to these Trade Agreements.

3. Responsibilities

3.1 Municipal Council to:

3.1.1 Approve by resolution this policy and any amendments;

3.1.2 Consider purchasing processes for successful implementation of this policy.

3.2 Chief Administrative Officer to:

3.2.1 Implement this policy and approve procedures;

3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

3.3 Director of the Department to:

3.3.1 Ensure implementation of this policy and procedure;

3.3.2 Ensure that this policy and procedure is reviewed every three years;

3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

3.4 Manager to:

3.4.1 Understand, and adhere to this policy and procedure;

3.4.2 Ensure employees are aware of this policy and procedure.

3.5 All Employees to:

3.5.1 Understand and adhere to this policy and procedure.

4. Appendix

4.1 None

5. End of Policy

PROCEDURE	Policy No.: 151.21 Policy Title: Purchasing Policy Department: Corporate Services
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1. Preamble

- 1.1 The purpose of the Purchasing Policy is to establish and delegate purchasing authority, ensure fairness and expediency in Town purchases, reflect a commitment to protect our local economy and ensure compliance with legislation and current trade agreements.

2. Authorization

- 2.1 The following employees of the Town of Blackfalds will have authorization to issue a purchase order for purchases in the listed ranges:

▪ Chief Administrative Officer	No Limit
▪ Director of Corporate Services	Up to \$10,000
▪ Director of Community Services	Up to \$10,000
▪ Director of Infrastructure & Property Services	Up to \$10,000
▪ Protective Services Manager (DEM)	Up to \$10,000
▪ Financial Services Manager	Up to \$5,000
▪ Information Technology Manager	Up to \$5,000
▪ Parks & Facilities Manager	Up to \$5,000
▪ FCSS Manager	Up to \$5,000
▪ Infrastructure Services Manager	Up to \$5,000
▪ Marketing & Communications Manager	Up to \$5,000
▪ Planning & Development Manager	Up to \$5,000
▪ Fire Chief	Up to \$5,000
▪ Economic Development Officer	Up to \$5,000
▪ Human Resources Officer	Up to \$5,000
▪ Utility Foreman	Up to \$2,500
▪ Parks Foreman	Up to \$2,500
▪ Transportation Foreman	Up to \$2,500
▪ Environmental Foreman	Up to \$2,500
▪ Facilities Foreman	Up to \$2,500
▪ Recreation and Culture Programmer	Up to \$2,500
▪ Fitness and Aquatic Programmer	Up to \$2,500

- 2.1.1 Upon approval of the department Director, additional staff members may be authorized to issue purchase orders for purchases up to a maximum of \$2,500.00.

- 2.1.2 Authorized personnel will be responsible for expenditures in their department only. In the case of an order containing goods and services for two or more departments, each authorized signing authority is required to code and

approve the invoice for payment, or sign a purchase order, whichever is required.

3. Vendor Relations

- 3.1 To maintain and practice the highest possible standards of business ethics, professional courtesy and competence in all dealings. At all times, applicable laws must be observed. In this regard the following should apply when dealing with suppliers and their representative:
 - 3.1.1 Offer prompt and courteous reception, as well as fair and equal treatment, to all suppliers and their representatives.
 - 3.1.2 Provide equal opportunity for all suppliers to respond to the Town's procurement requirements.
 - 3.1.3 Guarantee the confidentiality of all specifications and price quotations made by vendors responding to a Request for Proposal. Bottom line quotes will be made public in accordance with FOIP and the *Municipal Government Act*.
 - 3.1.4 If for any reason a supplier is permitted to re-quote, their competitors will be given the same opportunity.

4. Purchase

- 4.1 The direct purchasing process allows purchases of items under \$2,000 dollars to be left to the discretion of the authorized signing authority. There is no competitive pricing requirement, but the signing authority is expected to obtain the best possible value for the taxpayer's money.
- 4.2 That three written price estimates be obtained prior to the purchasing of budgeted items valued between \$2,001 dollars and \$5,000 dollars. Copies of written price estimates shall be attached to the final invoice for payment.
- 4.3 A purchase order must be issued for any purchase of goods or services that do not have a contract or agreement in place and exceed \$5,000. Three written confirmations of price estimates must be received prior to the purchase of budgeted items valued at \$5,000 to \$10,000.
- 4.4 Purchase orders must be completed within the financial system and bear the appropriate authorization as per the Purchasing Policy prior to ordering the goods or services on behalf of the Town. The approving individual is responsible to ensure that the purchase is appropriate and within budgetary guidelines. A purchase order that does not correspond in value to an invoice must have a written explanation for any variance exceeding 5% or \$500.00.

- 4.5 Procurement of goods and services between \$10,000 and \$75,000 shall be awarded on the basis of written Request for Proposal. If there are local suppliers, the request for written Proposals shall be advertised locally or the local suppliers shall be invited to respond. If verbal invitations are extended to local suppliers, the buyer shall ensure that the identical information is given to each of those suppliers. Requests for Proposal shall include all acceptable known local suppliers and may include out-of-town suppliers.
- 4.6 Procurement of goods and services over \$75,000 shall be awarded on the basis of:
- 4.6.1 Written tender submissions to be prepared by a designated engineer and used for projects and/or services that have enough detailed information to limit the number of change orders required and prevent project cost overruns.
- 4.6.2 Written Request for Proposals are to be prepared by department Directors and used for projects that have specified outcomes and are open to the methods of delivery.
- 4.6.3 Requests for Proposals/Tenders must not exceed thresholds of Trade Agreements.
- 4.7 Tenders and Request for Proposals for procurement of goods and services for capital works shall be advertised, and/or undertaken by invitation for known local and non-local suppliers.
- 4.8 The evaluation criteria in which Tenders/Proposals are ranked and chosen may be determined by the Director depending on the nature of the purchase and the expertise required.
- 4.9 Unless otherwise specified by Council, the Chief Administrative Officer is delegated the authority to accept any proposal, the value of which does not exceed \$100,000; as long as,
- 4.9.1 The goods or services are provided for in an approved budget;
- 4.9.2 Multi-year service contracts will be approved by Council;
- 4.9.3 The Tender or Proposal is to be awarded based on best value.

In the event of the following, the Tender or Proposal shall be submitted to Council for approval:

- 4.9.4 The budget allocation is insufficient in the opinion of the Chief Administrative Officer;
- 4.9.5 The award is to be made to any firm with a proposal that does not demonstrate best value.

4.9.6 All Tenders or Proposals over \$100,000 shall be submitted to Council for approval.

4.10 The lowest estimate will not always be accepted, if consideration of warranty, special conditions and availability make the lowest bid less desirable.

5. Local Preference

5.1 Preference should be given to Town of Blackfalds based suppliers and contractors with the final decision based on an overall “best value” evaluation. This is subject to ensuring the Town does not exceed the thresholds of Trade Agreements.

5.1.1 Employees with purchasing authority are encouraged to make all direct purchases from local businesses, where possible.

5.1.2 Employees with purchasing authority are encouraged to invite all qualified local businesses to submit a quotation for goods and services as part of the competitive pricing or quotation process.

5.1.3 When the Town awards a contract through the process set out in Section 4, employees with purchasing authority may suggest and recommend to the Prime Contractor local businesses that can act as suppliers and subcontractors.

5.1.4 When evaluating different vendors on the price factor, ensure prices are directly comparable. When comparing prices; supplies for purchases below \$75,000. Employees with purchasing authority may accept a local price preference of 5% to a maximum of \$2,000.

6. Managing Capital Projects

6.1 All contracts for capital projects shall be awarded according to the Town’s Purchasing Policy. Administration of all capital projects is the responsibility of the Chief Administrative Officer who may delegate such responsibility to the appropriate Director or another person. The Chief Administrative Officer or that delegated person shall approve all expenditures i.e., progress payments up to the approved contract price. Where administrative responsibility has been delegated, the person to whom the responsibility is delegated shall ensure:

6.1.1 That the work, goods supplied or service supplied has met the standard specifications contracted for;

6.1.2 That the price charged is according to the contract and where a progress or similar payment is involved, that the portion of the contract being paid for is complete in all respects;

6.1.3 That all the terms and conditions specified by the Town have been met;

- 6.1.4 That funds are available within the capital project budget; and
- 6.1.5 That the expenditure is charged against the activity to which it is coded. The Chief Administrative Officer may revise terms and conditions of a contract providing that the revision does not substantially change the project, or cause the project to exceed the budget. Changes to contracts exceeding contingency amounts, will not be changed without Council's prior approval, except in an emergency as deemed necessary by the Chief Administrative Officer.

7. Responsibility

- 7.1 Every authorized employee is responsible for ensuring that Purchase Orders are used within the specified guidelines and approval is obtained prior to making purchases.
- 7.2 It is the responsibility of all to obtain the best possible value for the taxpayer's dollar and to ensure that their purchasing authority is not abused.
- 7.3 Misuse or abuse of the purchasing authority may result in disciplinary action or termination.

8. Petty Cash

- 8.1 An employee may be reimbursed for purchases made for by the individual and authorized by the supervisor to an amount of \$100.00. The reimbursed amount will be paid out of the Town's petty cash fund upon presentation of a paid receipt.
- 8.2 The Director of Corporate Services or designate is authorized to reimburse cash purchases.

9. Business Licences and Worker's Compensation

- 9.1 Those successful bidders, where applicable, shall be required to have a Town of Blackfalds Business Licence as per the bylaw prior to the start of work, and this requirement shall be included in the Tender or Request for Proposal document.
- 9.2 Where required, Workers' Compensation Numbers shall be provided to the Town prior to the start of work and this requirement shall be included in the Tender or Request for Proposal document.
- 9.3 When a contractor is required to have WCB. Payment of invoice's will be held until WCB clearance is obtain, where the labour portion of the invoice is over \$1,000

10. Other Over-riding Factors

- 10.1 The Director of Corporate Services may approve the issuance of an open purchase order for local vendors as requested by a department Director. All receipts and applicable purchase orders must be submitted to the Accounts Payable Clerk immediately after the procurement of goods.
- 10.2 Any change will constitute a reissue of the Purchase Order.

11. Single Source

- 11.1 Single source is a product or service that is proprietary and no alternate sources of supply/service exist. Each single source purchase must have a clearly defined backup to demonstrate what makes it qualify for this type of purchase.
- 11.2 Repairs to equipment and/or facilities that require immediate attention may be obtained through a single source type of purchase. Single source Vendors should be known for their ability to deliver best value on a regular basis.

12. Exceptions

- 12.1 For emergencies or single source supplies, the requirements of competitive bidding in this policy may not be followed. For emergency purchases, approval must be obtained as soon as possible from the Director (for \$2,000 to \$10,000), Chief Administrative Officer (for amounts exceeding \$100,000), and Council will be advised at the next scheduled Regular Meeting of Council.
- 12.2 Notwithstanding anything in this Policy, the CAO may authorize any required expenditures in emergency situations where:
 - 12.2.1 The health and safety of employees or the public is at risk
 - 12.2.2 The loss or failure of infrastructure is at risk;
 - 12.2.3 Any delay in procuring goods and services could jeopardize the Town's ability to provide essential services; or,
 - 12.2.4 Pursuant to an enactment such as the *Emergency Management Act*.

13. Green Procurement

- 13.1 Green Procurement means purchasing products or services, which minimize, or provide favourable environmental impacts. It takes into consideration the costs and environmental consequences of a product in all stages of its life cycle.
- 13.2 The Town will consider Green Procurement when making purchasing decisions when Goods and Services are available at competitive prices, and the environmental

benefits provided do not negatively affect the intended end use. Sustainable criteria will be examined when purchasing products and services.

- 13.3 All purchases will be made with the effort to procure, when feasible, recycled products, reusable products, and products designed to be recycled as long as the price differential is reasonable.

14. End of Policy

MEETING DATE: January 15, 2024
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Council Policy - Organizational Structure**

BACKGROUND

As an ongoing effort to identify policy gaps, it was identified that Council should adopt a policy outlining the Senior Management Team Organizational Structure as developed by the Chief Administrative Officer. This Policy will ensure that recruitment for vacancies at the Senior Management Team level can be done as expeditiously as possible. Any changes to this structure will be brought forward to Council for approval.

DISCUSSION

Administration will be recommending that Standing Committee of Council refer this item to the next Regular Meeting for approval.

FINANCIAL IMPLICATIONS

NA

ADMINISTRATIVE RECOMMENDATION

- | |
|--|
| <ol style="list-style-type: none">1. That Standing Committee of Council recommends bringing forward Council Policy - Organizational Structure to the January 23, 2024, Regular Meeting of Council for consideration. |
|--|

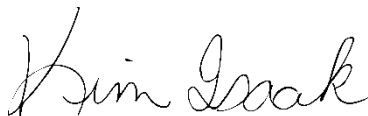
ALTERNATIVES

- a) That Standing Committee of Council refers this item back to Administration for additional information and/or amendments.

ATTACHMENTS

- *Draft Council Policy - Organizational Structure*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

ORGANIZATIONAL STRUCTURE

POLICY NO.:	
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every year or upon Senior Management Team Change

1. POLICY PURPOSE

- 1.1 The purpose of this Policy is to establish and ensure that the Town of Blackfalds has an appropriate Senior Management Team Organizational Structure, as developed by the Chief Administrative Officer and approved by Council.

2. POLICY STATEMENT

- 2.1 The Town recognizes the importance of governing effectively and how the organization delivers effective, efficient, and desired resources. The Senior Management Team Organizational Structure is an important element in that it dictates the structure of the Senior Management Team that will act to support the Chief Administrative Officer.
- 2.2 As Council believes in the importance of hiring the necessary employees to provide Council-approved services and understands that employees can leave the organization for a variety of reasons. Council will ensure that it has approved the Organizational Structure (as it applies to the CAO and the Senior Management Team) so that any recruitment can be done expeditiously by the Chief Administrative Officer.

3. DEFINITIONS

- 3.1 **“Chief Administrative Officer or CAO”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.2 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act*, of Alberta, as amended.
- 3.3 **“Organizational Structure”** means the reporting structure of the Senior Management Team, including the Chief Administrative Officer. It reflects who reports to whom and the key areas of responsibility for each position. See Appendix A.
- 3.4 **“Senior Management Team”** means the Chief Administrative Officer and the Directors.
- 3.5 **“Town”** means the municipality of the Town of Blackfalds.

4. SCOPE

- 4.1 This Policy applies to the Chief Administrative Officer and the Senior Management Team.

5. AUTHORITY AND RESPONSIBILITIES

- 5.1 Council to:

- 5.1.1 Adopt and support this Policy and any amendments by resolution.
- 5.1.2 Review and approve any changes to the Senior Management Team Organizational Structure as proposed by the Chief Administrative Officer.
- 5.1.3 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

- 5.2 Chief Administrative Officer to:

- 5.2.1 Maintain the Senior Management Team as per the approved Organizational Structure.
- 5.2.2 Advise Council on the development, implementation, and amendment of this Policy.
- 5.2.3 Provide the Organizational Structure to Council for approval if changes are being proposed at the Senior Management Team level.
- 5.2.4 Inform Council of the hiring of any new Senior Management Team members.
- 5.2.5 Ensure Policy review occurs and verify the implementation of this Policy.

6. POLICY

- 6.1. Council delegates the responsibility of who to hire to the Chief Administrative Officer based on Council's trust in the judgement of the Chief Administrative Officer to retain quality people for each of its Senior Management Team positions in order to ensure that this organization always benefits from the capable leadership that ought to be afforded by a competent, experienced and responsive Senior Management Team.
- 6.2. The Chief Administrative Officer shall have the authority of who to hire and where to place them on the compensation grid and Council will be advised annually by the Chief Administrative Officer as to any recommended changes to the Senior Management Team Organizational Structure.
- 6.3. The Chief Administrative Officer shall take a thoughtful approach to ensure that the left skill set is replaced if considered advisable.

7. EXCLUSIONS

7.1. None

8. SPECIAL SITUATIONS

8.1. None

9. RELATED DOCUMENTS

- 9.1. Appendix A - Organizational Chart
- 9.2. Chief Administrative Officer Bylaw
- 9.3. Grid Administration

10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

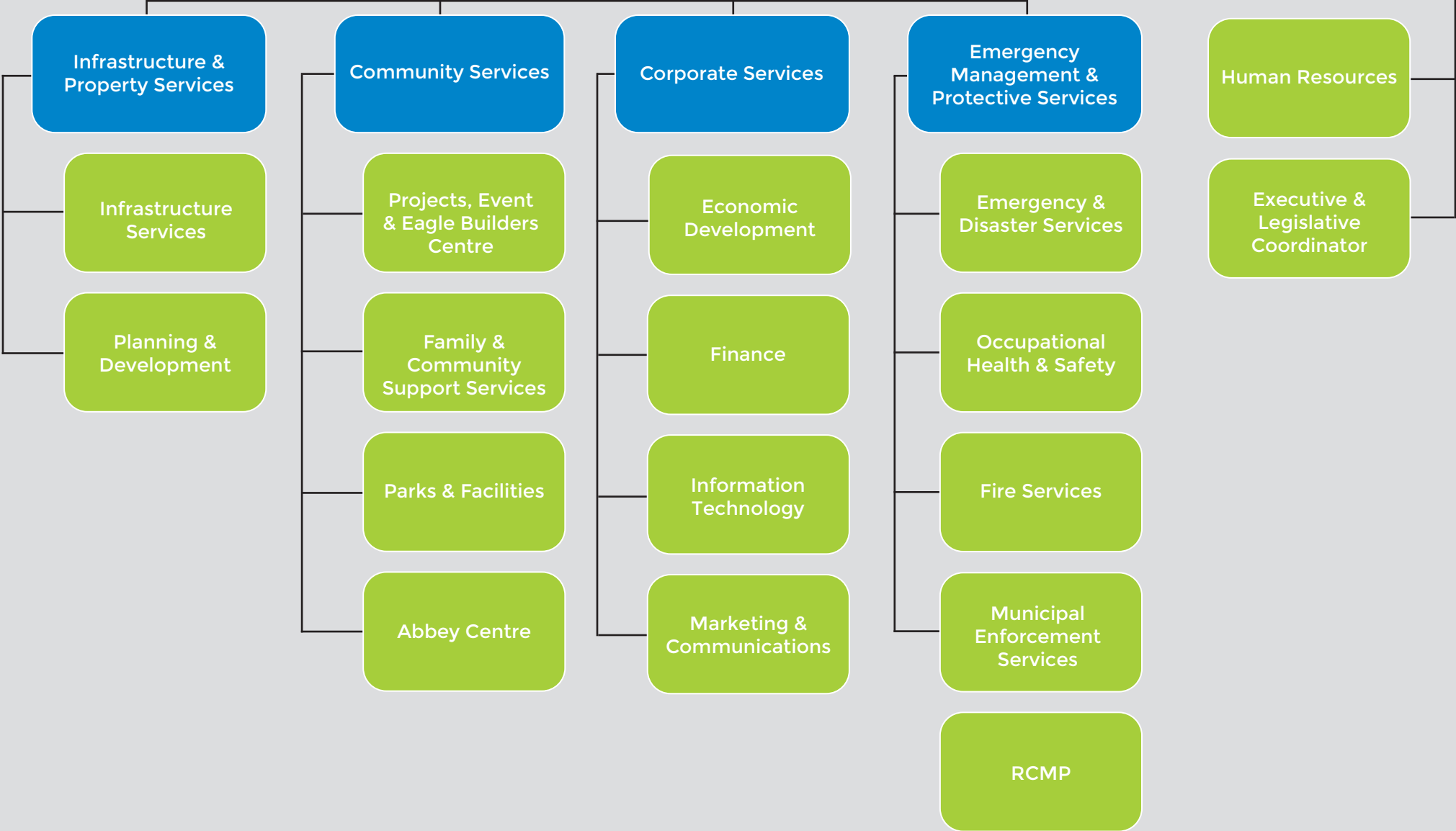
	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

Mayor & Council

Chief Administrative Officer



MEETING DATE: January 15, 2024
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Council Policy – Human Resources Framework**

BACKGROUND

While conducting a review of the Human Resource Policies, it was identified that the Out of Scope HR Policy Manual and the In Scope HR Policy Handbook were previously adopted by Council resolution. Since that time, there have been changes to the various policies within those documents and the policy structure that moved the Human Resources Policies from Council Policies to Administrative Policies.

To clean up resolutions that are no longer required and to ensure that for historical purposes, the current and up-to-date policies are being referenced, Administration is recommending that Council rescind the previous motions that adopted both the Out of Scope HR Policy Manual and the In Scope HR Policy Handbook and adopt the Council Policy – Human Resources Framework.

DISCUSSION

Section 10 – Powers and Duties (iv) states, “Develop, approve, and implement policies, procedures, and practices dealing with administrative matters.” As human resources policies would be considered “administrative” in nature, this applicable section of the CAO Bylaw grants authority to the CAO to develop and approve human resources policies.

While Human Resources Policies of the Town of Blackfalds are within the purview of the Chief Administrative Officer's duties, it is recommended that Council establish a Council Policy for the framework of Human Resources that will provide a high-level mandate for Human Resources for the Town of Blackfalds.

FINANCIAL IMPLICATIONS

NA

ADMINISTRATIVE RECOMMENDATION

- | |
|---|
| <ol style="list-style-type: none">1. That Standing Committee of Council recommends bringing forward Council Policy – Human Resources Framework to the January 23, 2024, Regular Meeting of Council for consideration. |
|---|

ALTERNATIVES

- a) That Standing Committee of Council refers this item back to Administration for additional information and/or amendments.

ATTACHMENTS

- *Draft Council Policy - Human Resources Framework*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

HUMAN RESOURCES FRAMEWORK

POLICY NO	
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 3 years

1. POLICY PURPOSE

1.1 The purpose of this Policy is to establish a framework for developing Human Resources' Administrative Policies, Administrative Procedures and operational practices for the Town of Blackfalds implemented by the Chief Administrative Officer.

2. POLICY STATEMENT

2.1 Council of the Town of Blackfalds recognizes the value of all Town of Blackfalds employees and how each employee contributes directly to the growth and success of the Community. Council believes that all employees should be treated fairly, with respect and in compliance with applicable Acts, Codes and Regulations.

3. DEFINITIONS

3.1 **“Administrative Policy”** means a policy regarding operational matters of the Town of Blackfalds which does not require Council approval.

3.2 **“Administrative Procedure”** means a documented procedure that outlines a consistent approach to carrying out a specific policy in the day-to-day operations of the Town.

3.3 **“Chief Administrative Officer or CAO”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.

3.4 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act*, of Alberta, as amended.

3.5 **“Council Policy”** means a policy regarding governance, public issues, and services to the public.

3.6 **“Town”** means the municipality of the Town of Blackfalds.

4. AUTHORITY AND RESPONSIBILITIES

4.1 Council to:

4.1.1 Adopt and support this Policy and any amendments by resolution.

4.1.2 Consider the allocation of resources for the successful implementation of this Policy and related Administrative Policies in the annual budget process.

4.2 Chief Administrative Officer to:

4.2.1 Implement this Policy by developing and establishing Human Resources' Administrative Policies, Administrative Procedures, and operational practices.

4.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

5. POLICY

5.1 The Chief Administrative Officer shall develop Human Resources' Administrative Policies, Administrative Procedures and operational practices through which employees can be attracted, retained, and given the support and developmental opportunities necessary to achieve desired outcomes and maintain accountability.

6. RELATED DOCUMENTS

- 9.1. Employment Standards Code
- 9.2. Employment Standards Regulation 14/97
- 9.3. Chief Administrative Officer Bylaw
- 9.4. Town of Blackfalds Human Resources related Administrative Policies and Procedures.

7. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

DRAFT