COUNCIL POLICY

Procurement Policy

Policy Title	Procurement Policy		
Policy Number	365	Approved Date	2026/07/06
Department	Procurement and Supply Chain Management	Last Amended	
Mayor Signature	"M. O'Connor" (signed)	Last Reviewed	
		Signature Date	2026/07/06

1. Policy Statement

The City of Grande Prairie (City) is committed to:

1.1. Conducting procurement in accordance with recognized public procurement practices; and

1.2. Providing a clear framework for all City procurement activities.

2. Purpose

The purpose of this Council Policy (Procurement Policy) is to:

2.1. Set clear guidelines for City procurement activities; and

2.2. Promote objectivity, fairness and transparency for all City Employees involved in procurement.

3. Definitions

In this policy:

3.1. **"City"** means the municipal corporation of The City of Grande Prairie, having authority under the *Municipal Government Act*, RSA 2000 C. M-26 and other applicable legislation. Where context requires, City also means the area included within the municipal boundaries of the City.

3.2. **"Contract Signing Authority"** means the authority to execute contracts or other binding agreements on behalf of the City in accordance with applicable bylaws and signing authority requirements.

3.3. **"Council"** means the duly elected municipal Council of the City.

3.4. **"Employee"** means a City employee, including any temporary, casual, permanent, unionized and out of scope employee of the City.

3.5. **"Expenditure Approval Authority"** means the authority to approve the expenditure of City funds within approved budgets and delegated financial limits.

3.6. **"Procurement Authority"** means the authority to conduct or direct the procurement process in accordance with this policy, applicable procedures and delegated responsibilities.

4. General Principles

4.1. The City's purchasing activities must be procured in compliance with this policy and any additional procurement related policies, bylaws, procedures and guidelines established by the City.

4.2. All purchasing transactions shall ensure equal opportunity, due process and fairness to actual and potential suppliers.

4.3. All City personnel shall maintain impartiality and arm's length distance in all dealings with potential suppliers of goods and services.

4.4. The City may consider total lifecycle value in procurement decisions where appropriate, including acquisition, implementation, operation, maintenance, renewal, risk and disposal considerations, together with best value, budget and operational requirements.

4.5. The City should leverage economies of scale and other purchasing opportunities by coordinating acquisitions with other public bodies and cooperative purchasing groups.

4.6. In all cases where the acquisition price exceeds the limit in the **City Administration Bylaw C-1388** or the term of the contract exceeds 5 years, approval of the award recommendation shall be obtained from Council prior to purchase. Purchase or spending authority must be documented.

4.7. Purchasing agreements are documented on standard City forms. This documentation which communicates the purchase approval and commercial terms to the vendor must be completed before the purchase occurs, except in emergency situations.

4.8. Procurement planning must include adequate time for developing requirements and specifications; internal review; market research, where appropriate; evaluation; negotiation, where applicable; and obtaining all necessary approvals.

4.9. The value of a procurement must be estimated using the total expected cost to the City, including renewals, extensions, delivery, installation, maintenance, training and contingencies, and procurements must not be divided to avoid thresholds, approvals or competitive requirements.

4.10. The City shall provide or support appropriate procurement training, maintain complete procurement records in accordance with records management and access to information requirements, and monitor compliance with this policy and related procedures.

5. Signing and Expenditure Authorities

5.1. For clarity, Procurement Authority, Expenditure Approval Authority and Contract Signing Authority are distinct and must be exercised in accordance with applicable bylaws, including the **City Administration Bylaw C-1388**, policies and procedures.

5.2. No person may approve an expenditure or sign a contract unless they hold the required delegated authority. Procurement activity must also comply with the **City Administration Bylaw C-1388**, and any applicable signing and financial authority instruments.

6. Procurement Thresholds

6.1. The required process for different procurement thresholds will be as follows:

Estimated Total Contract Value	Goods / Services	Construction	Required Process
Up to $10,000	Yes	Yes	No competitive process required
Over $10,000 and under $75,000	Yes	No	Informal competitive process
Over $10,000 and under $200,000	No	Yes	Informal competitive process
$75,000 and over	Yes	No	Formal competitive process
$200,000 and over	No	Yes	Formal competitive process

6.2. Where more than one under-threshold purchase of the same or similar goods or services is anticipated within a 12-month period, the combined estimated value must be considered in determining the appropriate procurement method.

7. Acquisitions and Transactions not Subject to this Policy

7.1. The following acquisitions and transactions are not covered by this procurement policy:

7.1.1. Revenue-producing contracts;

7.1.2. Utilities (such as gas, hydro, water, and cable);

7.1.3. Contracts for the acquisition or leasing of land/real property;

7.1.4. Contracts for the performance of legal services;

7.1.5. Recurring annual charges, including payment to other governmental authorities and investments;

7.1.6. Grants or transfers to the City from other governmental authorities

7.1.7. Grants from the City to non-governmental third parties authorized by City Council;

7.1.8. Banking services and insurance contracts and policies;

7.1.9. Tax rebates;

7.1.10. Grants, payments or donations to the City from non-governmental third parties;

7.1.11. Employment Contracts and secondment agreements;

7.1.12. Employment related expenses and benefits, including training, conferences/symposiums, workshops, professional education, staff development, association fees and membership dues; and

7.1.13. Library media including books.

8. Responsibilities

8.1. City Council will review and approve any revisions to this policy.

8.2. The City Manager will review and approve any procedures related to this policy.

8.3. City Administration will carry out this policy based on established procedures.

9. Legislative Authority & Other Reference

9.1. *Municipal Government Act*, RSA 2000, c M-26

9.2. **Bylaw C-1388** City Administration Bylaw

9.3. City Procedure 365-1 Procurement Procedure

10. Version History

Action	Date	Description
New Policy	2026/07/06	Replaces Policy 310 Procurement.