

## **LOCAL SERVICES BOARD OF NOLALU**

### **BY-LAW NO. 2014-02**

Being a by-law to adopt a Procurement Policy and repeal By-law No. 2006-02.

WHEREAS the *Northern Services Board Act* does not include a strict code or specific requirements for procurement; and

WHEREAS the Board wishes to ensure that purchases of goods or services are conducted with fairness, cost-effectiveness, public accountability and transparency; and

WHEREAS the purpose of the Local Services Board of Nolalu is to levy taxes to provide fire protection and recreation services; and

WHEREAS within the Board's jurisdiction these services are provided by sole source suppliers having responsibility in the area, specifically the Nolalu Emergency Services Team for fire protection services and the Nolalu Community Centre for recreation services.

NOW THEREFORE the Local Services Board of Nolalu enacts as follows:

#### **1.0 PROCUREMENT GOALS**

1.1 The goal of the Board's procurement policy is to ensure that when buying goods and services the procurement process used to obtain those goods and services is fair, transparent, efficient and effective.

#### **2.0 BOARD RESPONSIBILITIES AND APPLICABLE LAW**

2.1 The Board has the responsibility for procurement activities and has ultimate authority for all expenditures. No one shall purchase, on behalf of the Board, any goods or services except in accordance with this by-law.

2.2 All contracts for service are subject to Board approval, enacted by by-law.

2.2 Board approval is required to initiate the purchase of goods or services for which funds have not already been designated in the Board's approved estimates.

2.3 When in receipt of funding subject to procurement conditions, such as might be included in a funding assistance agreement executed between the Board and a government ministry or agency, the Board undertakes to ensure that these funds will be expended using procurement practices that

meet the higher of the requirements of this By-law or the funding assistance agreement.

- 2.4 The Board delegates its purchasing responsibility for office supplies to the Secretary/Treasurer who shall have the authority to purchase goods within the approved budget allocation, using reasonable judgment as to supplier pricing.
- 2.5 The Secretary/Treasurer shall not pay for any item that has not been authorized by the Board through the Board's approved estimates or a specific by-law.
- 2.6 The Board will keep all information and documentation relating to any procurement under this By-law for auditing purposes for at least seven years following the acquisition of the good or service.
- 2.7 The Board's Conflict of Interest Policy shall apply to all procurement.

### **3.0 METHODS OF PROCUREMENT**

- 3.1 The Board may request quotes for audit and insurance services, as deemed necessary from time to time. When reviewing quotes, quality of service in addition to price shall be evaluated.
- 3.2 When requesting quotes, a minimum of three written quotations, where possible and practical, is required.

### **4.0 EXCEPTIONS**

- 4.1 This By-law does not apply to the acquisition of goods or services:
  - i) where the Board does not give value, directly or indirectly, in exchange for the good or service;
  - ii) in an emergency situation requiring the immediate procurement of goods or short-term services, and a majority of the Board has approved the purchase; or
  - iii) where the good or service is unique to a particular supplier, and it or an equivalent good or service cannot be obtained from another source, such as in the case of the Nolalu Emergency Services Team for fire protection services and the Nolalu Community Centre for recreation services.
- 4.2 The Board shall approve all sole source purchasing by by-law.

4.3 The Board shall keep records of all purchases under section 4.0 identifying the purchase, the applicable exception and the circumstances of and rational for the purchase.

**5.0 ENACTMENT**

5.1 By-law No. 2006-02 is hereby repealed.

5.2 This By-law shall come into force and take effect immediately upon the passing thereof.

Hereby passed and enacted this 28<sup>th</sup> day of January 2014.

Local Services Board of Nolalu

---

Chairperson

---

Secretary/Treasurer