

POLICY NAME:	PURCHASING & PROCUREMENT
POLICY NUMBER:	1.08
APPROVING AUTHORITY:	<input checked="" type="checkbox"/> Legislative (Council Approved) <input type="checkbox"/> Administrative (CAO Approved)
DATE ADOPTED:	December 15, 2008
LAST AMENDED:	November 17, 2025

1. PURPOSE

The purpose of the Purchasing Policy is to outline the Village’s purchasing processes, establish expenditure authorization limits, and set out criteria for the purchase of goods and services as authorized by Village Council through the Financial Plan.

2. AUTHORITY & RESPONSIBILITY

It is the responsibility of individuals with purchasing authority to ensure purchasing practices serve the best interest of the Village and are in conformance with this policy. Individuals with purchasing authority are to ensure funds have been provided for in the budget for the proposed expenditures and that the expenditures will not result in a budgetary overage. All purchasing is authorized through the adoption of the Financial Plan except in circumstances authorized under the Emergency Purchasing Section of this policy or by separate Council resolution.

3. POLICY PRINCIPLES

All approving signatories shall seek the greatest possible effectiveness for the Village’s purchases. The following values shall guide procurement decisions towards the delivery of programs and services approved by Council in the Village’s Financial Plan:

- a. Open, fair and transparent procurement processes;
- b. Best value purchasing approach;
- c. Environmental and social responsibility; and
- d. Efficiency and cost control.

4. PURCHASE ORDERS

Purchase Orders (PO) shall be issued for all purchases (except exempt purchases – see *Appendix A*) and signed by an approved signatory.

Standing POs may be issued for contractual services such as waste disposal, engineering, planning and land use services, or related professional services, within the limits of the approved Financial Plan, and not exceeding \$5,000.

The PO will be completed with the supplier name, date, quantity ordered, product or service description, price, taxes, freight and any other charges, and the project the purchase should be charged to.

5. EMERGENCY PURCHASES

Emergency situations may occur which require immediate commitment of materials, equipment and or services. An emergency expenditure is any expenditure that is the result of an event caused by an emergency or by forces of nature that results in the need to expend Village resources:

- a. To protect human life, safety or health;
- b. To protect property;
- c. To protect the environment; and
- d. To protect the economic interest of the community

In such situations, the authorized person in charge of the situation will approve any commitments made on behalf of the Village and will process the appropriate documents in a timely manner following the event. Where the expenditure can be accommodated within the Financial Plan, whether out of contingency funds or reallocations, the Chief Administrative Officer or the Chief Financial Officer is authorized to approve the expenditure. Emergency purchases that cannot be accommodated within the Financial Plan will be authorized by the Chief Administrative Officer or Chief Financial Officer and reported to Council following the event.

6. PURCHASE ORDER SIGNING AUTHORITY

The Chief Administrative Officer has delegated authority for the administration of POs as follows:

Title	Signing Authority
Chief Administrative Officer	Up to \$25,000
Chief Financial Officer	Up to \$25,000

The Chief Administrative Officer may assign PO signing authority to staff for approved budgeted expenditures as follows:

Title	Signing Authority
Director of Operations	Up to \$20,000
Corporate Officer	Up to \$10,000
Community Services Manager	Up to \$10,000
Public Works Supervisor	Up to \$10,000
Utilities Supervisor	Up to \$10,000
Fire Chief/Deputy Fire Chief	Up to \$5,000

POs of more than \$25,000 with budget approval must be co-signed by the Chief Administrative Officer and the Chief Financial Officer.

7. CREDIT CARD PURCHASES

The Chief Administrative Officer has delegated authority to administer and assign Corporate Village credit cards and purchasing limits to staff at their discretion, not to exceed the limits set in section 6 of the policy.

All credit card purchases shall be within the approved Financial Plan and adhere to the other criteria laid out in this policy.

8. PROCUREMENT THRESHOLDS AND METHODS

The procurement and awarding process shall adhere to the following criteria:

Value of Procurement (including PST, duties and freight)	Bid Process
Up to \$10,000	Direct Award
\$10,000 – \$50,000	Informal Quotation
\$50,000 and higher	Formal Competitive Bid

Direct Award

Purchasing may be conducted by authorized staff based on professional judgement. More than one quote should be obtained wherever possible.

Informal Quotation

At least three quotes must be obtained and documented (*see Appendix B*). If three quotes can't be obtained or if the lowest bid is not acceptable, then upon satisfactory justification, the Chief Administrative Officer or Chief Financial Officer may approve the purchase.

Formal Competitive Bid

A competitive bid process such as a tender, request for Proposal (RFP) or request for quotation (RFQ) shall be undertaken.

9. AWARDING OF CONTRACTS

All purchasing awards in excess of \$25,000 shall be by written contract and signed by the Corporate Officer or Chief Administrative Officer.

10. VENDOR SELECTION

All approving signatories shall seek the greatest possible effectiveness for the Village's purchases. There are many factors which should be considered when making purchases, in no particular order:

- a. Price;
- b. Quality of goods/services;
- c. Warranty;
- d. Degree of suitability with requirements and/or specifications;
- e. Availability of the goods or service (urgency at times will be a factor);
- f. Timeliness of delivery;
- g. Quality of support, follow-up and repair service;
- h. Supplier's previous performance, including vendor's financial stability and business reputation;
- i. Balancing of quantity discounts with storage availability;
- j. Standardization with other equipment and suppliers
- k. Wherever practical and if other criteria in this section are satisfied, preference will be given to Canadian suppliers.

11. GENERAL

It shall be the responsibility of all employees to follow the purchasing policy of the Village of Harrison Hot Springs. The Village of Harrison Hot Springs reserves the right to recover costs from an employee for any and all costs associated with an improper expenditure

RECORD OF AMENDMENTS	
DATE AMENDED	SUMMARY OF AMENDMENTS
August 16, 2010	
May 26, 2011	
July 10, 2017	
June 1, 2020	
November 17, 2025	Updated PO signing authority amounts, housekeeping amendments, modernized credit card purchase provisions and direct award thresholds, and incorporated preference to Canadian suppliers

APPENDIX A
PURCHASES EXEMPT FROM PURCHASE ORDERS
(But not exempt from appropriate approval)

1) Petty Cash

2) Training and Education

- Conference fees
- Convention fees
- Course fees
- Meeting expenses
- Membership or dues
- Periodicals, magazines, and subscriptions
- Seminars
- Staff training and development
- Staff workshops

3) Refundable Council and Employee Expenses

- Mileage allowance – vehicles
- Travel expenses, meals, parking, hotel, etc.

4) Other Payments

- Debt payments
- Licenses (vehicles, radios etc.)
- Medical and dental
- Payments collected and remitted on behalf of other agencies
- Payment of damages
- Payroll deduction remittances
- Petty cash reimbursements

5) Utilities

- Cable/Internet
- Fuel
- Hydro
- Telephones
- Water

- Sewer

6) General

- Inspection and permit fees to other governments
- Land registry fees
- Municipal and inter-municipal grants and cost sharing
- Operating grants and Council approved grants
- Postage
- Salaries, wages, casual help and related disbursements
- Office recycling

7) Professional

- Accounting and audit
- Banking
- Insurance
- Legal

8) Other

- Property purchases

APPENDIX B



QUOTATION EVALUATION FORM

QUOTE 1

COMPANY NAME:	CONTACT NAME:	DATE RECEIVED:
EMAIL:	PHONE NUMBER:	
PRODUCT DESCRIPTION:		
QUOTATION:		

QUOTE 2

COMPANY NAME:	CONTACT NAME:	DATE RECEIVED:
EMAIL:	PHONE NUMBER:	
PRODUCT DESCRIPTION:		
QUOTATION:		

QUOTE 3

COMPANY NAME:	CONTACT NAME:	DATE RECEIVED:
EMAIL:	PHONE NUMBER:	
PRODUCT DESCRIPTION:		
QUOTATION:		

COMMENTS:

SIGNATURE: _____ DATE: _____

EMPLOYEE

SIGNATURE: _____ DATE: _____

CHIEF FINANCIAL OFFICER