



## COUNCIL POLICY

# WHISTLER

POLICY NUMBER: F-29

DATE OF RESOLUTION: DECEMBER 4, 2006

## PURCHASING POLICY

### 1. SCOPE OF POLICY

THIS POLICY GOVERNS THE RESORT MUNICIPALITY OF WHISTLER'S (RMOW) COMPREHENSIVE APPROACH TO ITS PURCHASING FUNCTIONS, INCLUDING PRODUCTS AND RETAINED SERVICES; IT APPLIES TO ALL INDIVIDUALS AND ORGANIZATIONS EMPLOYED BY THE RMOW. THIS POLICY APPLIES TO ALL MUNICIPAL PURCHASING INCLUDING EQUIPMENT, MATERIALS, PROFESSIONAL SERVICES AND CONSTRUCTION CONTRACTS.

### 2. OBJECTIVES

- 2.1. TO LEVERAGE RMOW PURCHASING PRACTICES TO MAKE POSITIVE CONTRIBUTIONS TO SOCIAL AND ENVIRONMENTAL SYSTEMS. AS SUCH, IT IS THE INTENT OF THIS POLICY TO ALIGN RMOW PURCHASING ACTIVITIES WITH MUNICIPAL COMMITMENTS TO SUSTAINABILITY AS DEFINED BY THE NATURAL STEP FRAMEWORK AND WHISTLER2020.
- 2.2. TO ENSURE THAT THE RMOW PROCUREMENT PRACTICES ARE ACCOUNTABLE AND TRANSPARENT, THIS POLICY CLEARLY DEFINES AND ESTABLISHES APPROVAL AUTHORITY PURCHASING LIMITS.

### 3. GUIDING PRINCIPLES

- 3.1. THE RMOW WILL ALIGN OUR PURCHASING DECISIONS WITH OUR SHARED VISION AND TO DEMONSTRATE OUR COMMITMENT TO ENRICHING COMMUNITY LIFE; ENHANCING THE RESORT EXPERIENCE; PROTECTING THE ENVIRONMENT; ENSURING ECONOMIC VIABILITY; AND, PARTNERING FOR SUCCESS.
- 3.2. THE RMOW WILL ENSURE THAT PURCHASING DECISIONS ACHIEVE BEST VALUE FOR MONIES EXPENDED BY THE MUNICIPALITY BY SEEKING SUPPLY ARRANGEMENTS WHICH PROVIDE THE OPTIMUM COMBINATION OF QUALITY, SUITABILITY, SUSTAINABILITY AND DELIVERY TERMS.
- 3.3. THE RMOW WILL EMPLOY MUNICIPAL PURCHASING ACTIVITIES THAT DEMONSTRATE OUR COMMITMENT TO MOVING OUR COMMUNITY TOWARD WHISTLER'S ADOPTED SUSTAINABILITY OBJECTIVES:

*ELIMINATE WHISTLER'S CONTRIBUTION TO:*

1. *PROGRESSIVE BUILD-UP IN CONCENTRATIONS OF WASTE DERIVED FROM THE EARTH'S CRUST.*
2. *PROGRESSIVE BUILD-UP IN CONCENTRATIONS OF MATERIALS PRODUCED BY SOCIETY.*
3. *ONGOING PHYSICAL DEGRADATION OF NATURE.*
4. *UNDERMINING OTHER PEOPLE'S ABILITY TO MEET THEIR NEEDS.*

#### 4. BEST PRACTICES

- 4.1. TO COMMUNICATE THE RMOW'S COMMITMENT TO SUSTAINABILITY TO ALL SUPPLIERS AND CONTRACTORS AS A MEANS OF ENCOURAGING UPSTREAM IMPROVEMENTS IN PRODUCT DEVELOPMENT AND AVAILABILITY.
- 4.2. TO CONTRIBUTE TO INCREASED COMMUNITY-WIDE CAPACITY BY SHARING PURCHASING GUIDELINES AND PRODUCT EVALUATIONS WITH THE PUBLIC.
- 4.3. TO MAXIMIZE PURCHASING VALUE, EXPERTISE AND RESOURCES BY INCREASINGLY CONSOLIDATING MUNICIPAL PURCHASING ACTIVITIES AND RESPONSIBILITIES WITHIN THE RMOW CENTRAL SERVICES DEPARTMENT

#### 5. PURCHASING AUTHORITY

STAFF THAT ARE GIVEN PURCHASING AUTHORITY UNDER THIS POLICY ARE ACCOUNTABLE AND RESPONSIBLE TO ENSURE THAT ALL PURCHASES ARE WITHIN BUDGET, AND COMPLY WITH ALL APPLICABLE RMOW BYLAWS, POLICIES, PROCEDURES, AND GUIDES AS WELL AS ALL FEDERAL AND PROVINCIAL LEGISLATION.

APPROVAL AUTHORITY IS AS FOLLOWS:

- 5.1. COUNCIL MUST APPROVE PURCHASES AND CONTRACTS GREATER THAN \$500,000.
- 5.2. A GENERAL MANAGER AND THE GENERAL MANAGER OF CORPORATE SERVICES MUST APPROVE PURCHASES AND CONTRACTS BETWEEN \$250,000 AND 500,000.
- 5.3. GENERAL MANAGERS MAY APPROVE PURCHASES UP TO \$250,000. GENERAL MANAGERS MAY DELEGATE APPROVAL AUTHORITY TO THEIR STAFF, WITHIN THE LEVELS ESTABLISHED BY FINANCIAL SERVICES.
- 5.4. COUNCIL APPROVAL AND A BUDGET AMENDMENT ARE REQUIRED TO AWARD A CONTRACT WHERE TOTAL COSTS FOR THE PROJECT EXCEED THE APPROVED BUDGET.

#### 6. RELATED DOCUMENTS

- ADMINISTRATIVE PROCEDURE DI, 2006 PROCUREMENT
- RMOW SUSTAINABLE PURCHASING GUIDE

CERTIFIED CORRECT:

*ORIGINAL SIGNED*

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SHANNON STORY, CORPORATE OFFICER