

Community Elected Official Providing Services to the Community on a Contracted or Purchase Basis	Policy	G3
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	Approval	Harvey Bostrom

What is the policy?

It is recognized that it is unreasonable for a community to be forced to acquire the goods and services from another community, at a similar cost, when a council member could provide the same goods and services in the home community. Department policy sets out the manner in which council can legitimately acquire goods or services from a council member. This policy allows council members to avoid a conflict of interest.

The objective should be the purchase of required goods or services at the most reasonable cost. If a council member can provide certain goods or services to the general public, the member should not be disqualified from legitimately selling goods or services to council because he/she is a council member.

Community responsibilities

- When the cost of the goods or services is under \$500, council can authorize the purchase from a council member, provided the following conditions have been met:
 - the council member did not vote on the motion to purchase
 - council is satisfied that the price is reasonable and competitive
 - council is satisfied that the goods and services cannot be acquired from a non-elected resident of the community

- When the cost of the goods or services is over \$500 but less than \$2,500, council may purchase them from a council member, provided the following conditions have been met:
 - the council member did not vote on the motion to purchase
 - council has obtained at least three competitive bids by invitation, and the council member was:
 - the low bidder if there were other bidders from the community acquiring the goods
 - the bid was no more than 10 per cent above other bids received from other communities

- When the cost of the goods or services is expected to be \$2,500 or more, council may buy them from a council member provided the following conditions have been met:
 - the council member did not vote on the motion to purchase
 - council, through public tender, solicited bids for the goods or services required, and the council member was:
 - the low bidder if there were other bidders from the community acquiring the goods
 - bid was no more than 10 per cent above bids received from other communities