



CITY OF YELLOWKNIFE

Policy Title: **LOCAL PROCUREMENT**
Approved By: **Council Motion #0028-18**
Effective Date: **February 12, 2018**

1 PURPOSE

To establish a procurement policy that recognizes the importance of City of Yellowknife spending with local businesses, as the entire community benefits when the City is able to direct expenditures back into the local economy. The policy will seek to promote, prioritize, and increase local spending by all authorized City personnel.

2 POLICY

It is the policy of the Council of the City of Yellowknife that the City will endeavor to procure goods and services from local businesses when it is in the best interests of the City to do so, when goods and services of an acceptable quality are readily available at competitive prices, and when the transaction is conducted subject to the terms of applicable trade agreements.

To this end, City Administration will:

- Target to spend at least 85% of its total annual expenditures locally, where local businesses will be deemed to be those physically operating in Yellowknife and holding a current and valid City of Yellowknife Business License.
- Produce an annual report on the ratio of local vs non-local spending. The report will detail spending for the previous calendar year and will be provided to Council in April.
- Use appropriate mechanisms to provide the local business community with information about upcoming procurement opportunities as early as possible in the procurement cycle.
- Use various means to seek out information from local vendors about the products and services they offer, ensuring that pertinent information is passed along to appropriate City staff.

3 APPLICATION

This policy applies to all City of Yellowknife procurement activities.