

---

**APPENDIX F – EDMONTON POLICE  
COMMISSION CONTRACTING  
PROCEDURES**

---

## **EDMONTON POLICE COMMISSION CONTRACTING PROCEDURES**

### 1. Tendered Contracts:

#### a. Edmonton Police Service (Direct) Contract Requests:

- i. The City Manager will approve and enter into all agreements and tendered contracts that are related to the provision of police services and programs for the City of Edmonton that are received directly from the Chief of Police:
  1. if they do not exceed \$1,000,000; and
  2. if the amount of the contract is within the approved Edmonton Police Service budget; and
  3. if the contract is for a specified term not to exceed 10 years.
- ii. The Edmonton Police Service will table for information with the Edmonton Police Commission, as part of its quarterly financial report, a list of all tendered contracts awarded above \$500,000.

#### b. Edmonton Police Commission Contract Requests:

- i. The City Manager will approve and enter into all agreements and tendered contracts that come from the Edmonton Police Commission and are related to the provision of police services and programs for the City of Edmonton:
  1. if they do not exceed \$1,000,000; and
  2. if the amount of the contract is within the approved Edmonton Police Commission budget; and
  3. if the contract is for a specified term not to exceed 10 years.
- ii. The City Manager will process requests to enter into an agreement or contract that comes from the Edmonton Police Commission that is over \$1,000,000 by having such requests placed before the Community Services Committee for that Committee's approval for the City Manager to sign and enter into the contract:
  1. if the amount of the contract is within the approved Edmonton Police Commission or Edmonton Police Service budget; and
  2. if the contract is for a specified period not to exceed 10 years.

### 2. Sole Source Contracts:

#### a. Edmonton Police Service (Direct) Contract Requests:

- i. The City Manager will approve and enter into sole source contracts that are related to the provision of police services and programs for the City of Edmonton that are received directly from the Chief of Police:
  1. if the total contract does not exceed \$250,000; and
  2. if every request is accompanied by a written justification to support the granting of a sole source contract – such justification will address the Agreement on Internal Trade; the Trade, Investment and Labour Mobility Agreement; and, City Administration Bylaw 12005 with respect to the spirit of sole source acquisitions; and
  3. if the amount of the contract is within the approved Edmonton Police Service budget; and
  4. if the contract is for a specified term not to exceed 10 years.
- ii. The Edmonton Police Service will table with the Edmonton Police Commission, on a quarterly basis, a list of all sole source contracts granted that are above \$100,000.

b. Edmonton Police Commission Requests:

- i. The City Manager will approve and enter into a sole source contract that comes from the Edmonton Police Commission and is related to the provision of police services and programs for the City of Edmonton:
  1. if the total contract does not exceed \$250,000.
  2. if the amount of the contract is within the approved Edmonton Police Commission budget; and
  3. if the contract is for a specified term not to exceed 10 years.
- ii. The City Manager will process requests to enter into a sole source agreement or contract that comes from the Edmonton Police Commission that is over \$250,000 by having it placed before the Community Services Committee for their approval for the City Manager to sign and enter into the contract:
  1. if the amount of the contract is within the approved Edmonton Police Commission budget; and
  2. if the contract is for a specified term not to exceed 10 years.

3. Commission Consideration:

The Edmonton Police Commission will consider the merits of all tendered contracts that are over \$1,000,000 and all sole source contracts that are over \$250,000 before they determine if they should be passed on to the City Manager for processing as per these procedures.

4. Approvals

- a. All agreements and contracts requiring the approval of the City Manager shall contain a statement that:

The Chief of Police approved this request on

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Chief of Police

or

The Edmonton Police Commission approved this request on

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Chair of the Commission

- b. All agreements and contracts requiring the approval of the Community Services Committee shall contain a statement that:

The Edmonton Police Commission approved this request on

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Chair of the Commission