

POL.2021.02**Financial Management****Type:** Policy**Authority:** Council**Resolution No.:** NIKLA-ANCLA 2021-12**Associated Documents:****POL.2021.02.1 Procurement Requirements**

1. NIKLA will:
 - a. Use an open, accountable, fair, and efficient process for procurement.
 - b. Procure goods and services from responsible suppliers who follow ethical standards and who supply "green" products.
 - c. Access member expertise, where available, in lieu of contracting out projects.
2. Council Members must declare pecuniary interest in any proposal, contract, tender, or quotation for the supply of goods and services to NIKLA whenever there may be a direct or indirect interest in said work or project.
3. It is understood that members are practitioners and may participate in projects in partnership with their organizations and NIKLA. To avoid the appearance of conflict, each project shall be approved by the Council.

POL.2021.02.2 Procurement Procedures

1. **Competitive Process**
 - a. All items over \$5,000 shall be subject to a competitive process unless approved by the Council according to Sole Sourcing and Single Sourcing. A competitive process includes a Request for Proposals (RFP) or Bid and Tender.
 - b. An RFP shall include set criteria for the proponents to respond to and shall be publicized for no less than two (2) weeks via the NIKLA website. The closed-envelope evaluation process shall include a committee to screen, independently evaluate, and consensus rank the proposals according to the criteria. The lowest bidder need not be awarded. The proponent who scores the highest shall be awarded based on the criteria set in the proposal. The binding party shall be the Chair, following the Treasurer's review.
 - c. Bid and Tender are requests for a closed envelope bid. The lowest complete bid that addresses all the needs as set out in the posting shall be selected.
2. No contract or purchase may be divided to avoid any requirements of this procedure.
3. Sole Sourcing and Single Sourcing may occur when items are within the range of \$5,000-24,999, provided the Executive approves said purchase, and the Council approves at the next Council Meeting. For approval of items of \$25,000 and above, a request, with rationale, must be submitted to the Council prior to making any purchase.

4. Vendor of Record (VoR)

- a. NIKLA may develop a Vendor of Record (VoR) list via a competitive process. Such VoR arrangements may not exceed a three-year commitment but may be renewed following a subsequent competitive process.
- b. NIKLA may also select a vendor from pre-selected VoR lists provided by a provincial/territorial government, Canadian Government, professional association, or organizational/institutional member as a project partner.

POL.2021.02.3 Authority to Award and Bind

1. Following the procurement process:
 - a. The Chair or Treasurer shall authorize payments for any item or expense within approved budget lines.
 - b. The Chair shall award and bind any contracts under \$25,000 or any contracts selected through an RFP process, up to a maximum value of \$250,000.
 - c. The Council shall award and bind any contracts above \$250,000.
2. Communities provided with a budget may authorize and award up to \$25,000 without Council resolution, provided the purchases are within the awarded budget. The Treasurer shall be involved as a procedural resource and may require specific procedures to be maintained.

POL.2021.02.4 Financial Authority

1. Any three members of the Chair, Vice-Chair, Treasurer, and Secretary shall be listed as signing officers on all Council-held bank accounts. Two of three signatories are required for transactions, including the Treasurer. This may be completed by email approval with the Treasurer signing payment releases.
2. The Treasurer shall authorize payment of all invoices and payroll within budgets up to a maximum as referenced in Section 4.
3. The Treasurer may make any electronic funds transfer (EFT) on behalf of Council, within budgetary allowances.
4. The Chair or the Treasurer may apply for and bind any grants deemed appropriate for the operations of NIKLA.
5. The Treasurer may accept donations of cash, in-kind, or materials to support the operations of NIKLA. (See Section 8)

POL.2021.02.5 Reallocation of Budget Amounts

The Executive shall have the authority to reallocate previously approved budget amounts, with the exception that a Council resolution is required for reallocations to Operational, Salary or Capital amounts which would increase or decrease these amounts by more than 10% of the previously approved budget amount.

POL.2021.02.6 Reimbursement of Expenses

The Treasurer shall reimburse pre-approved expenses upon submission of original itemized receipts.

POL.2021.02.7 Authorization of Reserve Accounts

1. The Executive may authorize the annual rollover of any unused funds or interest into reserve or project accounts.

2. A Council resolution is required to access operational reserves.
3. A Council resolution is required to authorize all NIKLA investments.

POL.2021.02.8 Acceptance of Donations

1. Donations may be accepted in any amount.
2. In-kind donations or donations of property or assets shall be made in accordance with CRA standards.

POL.2021.02.9 Disposal of Assets

The Executive may, from time to time, determine which items will be considered surplus and dispose of these items through sale or in an environmentally responsible manner.

POL.2021.02.10 Lotteries and Contests

1. Council Members and members of their immediate families are not eligible to win contests sponsored by NIKLA.
2. Council Members and members of their immediate families may participate in raffles, as these are considered games of chance.
3. Lottery and contest rules shall be published on the NIKLA website and made available in print upon request. Rules must follow all relevant legislation.

POL.2021.02.11 Whistleblower Statement

Any member of the Council, general member, or volunteer who has knowledge of a deficiency in, or non-compliance with, NIKLA policy shall report it with impunity to the Council, or if the Council is suspected and no action is taken, to the authorities.

POL.2021.02.12 Review Cycle

This policy will be reviewed at least every three years.

Original Approval: 2022-11-25

Amended on: 2025-09-15