



Town of Happy Valley-Goose Bay  
Policy Statement

<b>Index: Administration</b>		<b>Policy Number: A0004</b>	
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<b>Authority: 10<sup>th</sup> Council of the Town of Happy Valley-Goose Bay</b>		<b>Page 1 of 1</b>	

**Topic: TENDERING OF MUNICIPAL FUNDS**

**Policy Statement:**

1. Tenders using 100% of municipal funds must be advertised in local papers
2. Cost-share projects must adhere to the appropriate acts, ie Municipalities Act and/or Development Regulations
3. Municipal Affairs - engineering department shall be approached for technical expertise when Town staff are preparing proposals for engineering.
4. Tender openings to be done in public with at least two municipal employees present (one of whom must be a manager or designate)
5. Tender must be advertised in local newspaper clearly stating requirements, contact information and closing date and time.