

<b>Policy Number:</b>	<b>C-203</b>
<b>Policy Owner:</b>	<b>Legal and Land Administration</b>
<b>Adopted By:</b>	<b>Governance and Priorities Committee</b>
<b>Adoption Date:</b>	<b>2003 July 29</b>
<b>Effective Date:</b>	<b>2003 July 29</b>
<b>Date Last Amended:</b>	<b>2019 March 05</b>
<b>Date Last Reviewed:</b>	<b>2019 March 05</b>

## Purpose

- 1 The purpose of this policy is to provide guidance on the acquisition of Goods and Services by authorized Staff to ensure fairness, accountability, and transparency in Rocky View County's (the County) procurement activities.



## Policy Statement

- 2 The County observes all applicable legislation including the *Municipal Government Act*, the *Canadian Free Trade Agreement (CFTA)* and the *New West Trade Partnership Agreement (NWTPA)*.
- 3 The County is committed to achieving the maximum financial prudence in procurement while ensuring open, transparent, and accountable access to County spending.
- 4 The County commits to the acquisition of goods and services at the best value to align with the needs and requirements of the organization.



## Policy

- 5 Only the Chief Administrative Officer (CAO) or his or her delegates may approve expenditures within the operating and capital budgets approved by Council.
- 6 Any expenditure not included in the approved operating or capital budget must be approved by Council before the expenditure is made, unless the purchase is due to an Emergency.
- 7 In the event of an Emergency, the CAO is authorized to make expenditures not included in the approved operating or capital budget to ensure continuous delivery of the County's essential services.

- 8 The County considers the overall cost in procurements and evaluates the relevance of price and Non-Price Factors.
- 9 The CAO and his or her delegates shall:
  - (1) act honestly and with integrity in procurement and contracting practices; and
  - (2) adhere to ethical standards in all procurement and contracting practices.



## References

Legal Authorities	<ul style="list-style-type: none"> <li>• <i>Municipal Government Act</i>, RSA 2000, c M-26</li> <li>• Canadian Free Trade Agreement (CFTA)</li> <li>• New West Trade Partnership Agreement (NWTPA)</li> </ul>
Related Plans, Bylaws, Policies, etc.	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Related Procedures	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Other	<ul style="list-style-type: none"> <li>• N/A</li> </ul>



## Policy History

Amendment Date(s) – Amendment Description	<ul style="list-style-type: none"> <li>• 2019 March 03 – Updated to meet current legal standards and trade agreements</li> <li>• 2004 October 26 – Procedure added</li> </ul>
Review Date(s) – Review Outcome Description	<ul style="list-style-type: none"> <li>• 2019 March 03 – Substantive amendments required</li> <li>• 2004 October 26 – Procedure required</li> </ul>



## Definitions

- 10 In this policy:
  - (1) “CFTA” means the Canadian Free Trade Agreement, an intergovernmental trade agreement with the objective of reducing and eliminating, to the extent possible, barriers to the free movement of persons, goods, services, and investments within Canada and to establish an open efficient, and stable domestic market;

- (2) “Chief Administrative Officer” means the Chief Administrative Officer of Rocky View County as defined in the Municipal Government Act or their authorized delegate.
- (3) “Council” means the duly elected Council of Rocky View County;
- (4) “Emergency” means a situation in which there is imminent danger to public safety or of serious harm to property;
- (5) “Goods” means tangible things that can be consumed;
- (6) “Non-Price Factor” means any evaluation criteria, preference, or requirement that is not expressed as a dollar amount. Examples: service; delivery; warranties; quality metrics; satisfactory past performance; etc.;
- (7) “NWPTA” means New West Partnership Trade Agreement, an agreement between the Governments of British Columbia, Alberta and Saskatchewan for form a barrier-free interprovincial market.;
- (8) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
- (9) “Services” means intangibles provided by third parties;
- (10) “Staff” means a person who reports directly or indirectly to the Chief Administrative Officer and provides services for Rocky View County under an employment agreement, personal services agreement, or in the capacity of an agent, student, or volunteer.