

Policy Number:	C-203
Policy Owner:	Finance Services
Adopted By:	Council
Adoption Date:	2003 July 29
Effective Date:	2025 July 8
Date Last Amended:	2025 July 8
Date Last Reviewed:	2025 June 10

Purpose

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



Policy Statement

- 2 The County procures good in accordance with all applicable legislation including, but not limited to, the *Municipal Government Act*, the *Canadian Free Trade Agreement* and the *New West Trade Partnership Agreement*.
- 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 acquiring goods, services, and construction at the best value to align with the organization's needs and requirements.
- 5 The County obtains goods and services through a transparent, fair, and competitive process that emphasizes customer service.
- 6 The County encourages innovation and the use of technology that meets the County's specifications and industry standards to ensure the utilization of the most efficient and effective procurement processes and practices.
- 7 The County will acquire goods, services and construction with consideration for the "total cost of ownership."

- 8 The County will consider environmental sustainability, community impact and social awareness when procuring goods, services and construction.



Policy

- 9 The Chief Administrative Officer and delegated staff may authorize expenditures within the operating and capital budgets approved by Council.
- 10 Expenditures 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 a declared state of local emergency.
- 11 In a declared County state of local emergency by the appropriate legislated governing body, the Chief Administrative Officer or their delegate can make unbudgeted expenditures to maintain County Services.
- 12 The Chief Administrative Officer and delegated staff will:
- (1) act honestly and with integrity in procurement and contracting practices;
 - (2) adhere to ethical standards in all procurement and contracting practices;
 - (3) ensure proper sourcing processes are maintained as per public procurement law and applicable trade agreements;
 - (4) implement a “Supplier Code of Conduct” which sets minimum performance standards for suppliers and their subcontractors, and the County’s health and safety standards;
 - (5) support the promotion of sound procurement practices to ensure compliance with County policies & procedures as well as regulations and trade agreements; and
 - (6) ensure documentation is maintained in compliance with auditing standards.



References

Legal Authorities

- *Canada – European Union Comprehensive Economic and Trade Agreement (CETA)*
- *Canadian Free Trade Agreement (CFTA)*
- *Emergency Management Act, RSA 2000, c E-6.8, section 21*

Related Plans, Bylaws, Policies, etc.	<ul style="list-style-type: none"> • <i>Municipal Government Act</i>, RSA 2000, c M-26, section 248 • <i>New West Trade Partnership Agreement</i> (NWTPA) • <i>World Trade Organization Agreement on Government Procurement</i> (GPA) • <i>Chief Administrative Officer (CAO) Bylaw C-7350-2014</i>
Related Procedures	<ul style="list-style-type: none"> • CAO Delegation Order • <i>Multi-year Budgeting Policy C-709</i> • <i>Capital Budgeting Policy C-707</i>
Other	<ul style="list-style-type: none"> • <i>Purchasing Procedures PRO-203</i> • Alberta Purchasing Connection



Policy History

Amendment Date(s) – Amendment Description	<ul style="list-style-type: none"> • 2019 March 05 •
Review Date(s) – Review Outcome Description	<ul style="list-style-type: none"> • 2019 March 05



Definitions

13 In this policy:

- (1) “Chief Administrative Officer” means the Chief Administrative Officer of Rocky View County as defined in the Municipal Government Act or their authorized delegate;
- (2) “construction” means the construction, reconstruction, demolition, repair, or renovation of a building, structure, or other civil engineering work;
- (3) “Council” means the duly elected Council of Rocky View County;
- (4) “goods” means tangible things that can be consumed;
- (5) “Rocky View County” or “the County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
- (6) “services” means intangibles provided by third parties;

- (7) “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;
- (8) “state of local emergency” means a declaration of a local state of emergency made pursuant to the *Emergency Management Act*;
- (9) “Supplier Code of Conduct” means ethical and business practices that suppliers must follow to do business with the county. It ensures suppliers adhere to standards like fair labor practices, human rights, environmental impact, and ethical business conduct; and
- (10) “total cost of ownership” the complete cost of owning and operating a product or service, including not just the initial purchase price but also all other costs like maintenance, repairs, upgrades, training, and disposal over its lifespan.