

Council Policy

Policy Number: ply_FIN_Procurement Policy

Procurement

Date Approved by Council:

Resolution Number:

Mayor:

County Commissioner:

Revision History

Approval Date	Revision Number	Modification
2021/02/09	1.0	New Document
2024/12/10	2.0	Various Amendments

1. Purpose

This Policy provides a corporate framework within which the Chief Administrative Officer (CAO) can establish directives and procedures for the procurement function.

2. Objectives

The following objectives will guide procurement practices:

- Compliance with trade agreements and associated legislation.
- Conducting procurement opportunities with transparent and consistent practices that include fair evaluations without bias, mitigation of risk, and Best Value considerations for the County.
- Adapting a County wide approach to procurement that reviews, revises, and reinforces opportunities for cost savings and high-quality project delivery through continuous improvement and an agile approach.

3. Persons/Areas Affected

Council

Administration

External Vendors / Suppliers

Council Policy

Policy Number: ply_FIN_Procurement Policy

4. Definitions

The terms used in this Policy have the same meaning as given to them in the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended (the Act), unless otherwise noted. Additionally:

"Best Value" means the optimal combination of total cost, quality, performance, economic, and environmental sustainability of goods, services, and construction being offered.

"Budget" means the annual operating budget and the multi-year capital budget adopted by the Council in accordance with the Act.

"Chief Administrative Officer" or "CAO" means the chief administrative officer of the County.

"Council" means the duly elected Council of Sturgeon County.

"County" means the municipality of Sturgeon County having jurisdiction under the Act.

"Delegated Authority" means a person or a position that has been delegated by the CAO to act on the CAO's behalf as an approval authority.

"Procurement" means any contractual or commercial arrangement involving the acquisition of a good, service, and/ or construction through purchase, rental, lease, or conditional sale for the provision of municipal services.

"Procurement Value" means the initial contract amount, including any options or renewal extensions.

5. Procurement Practices

1. The CAO, or Delegated Authority, can procure and enter into agreements for goods, services, and/or construction projects with Procurement Values of up to \$500,000 (CAD) provided they are within the Budget.
2. The CAO will present all awards with Procurement Values greater than \$500,000 (CAD) to Council for information prior to award.

Council Policy

Policy Number: ply_FIN_Procurement Policy

3. The CAO will establish a directive with administrative procedures surrounding Procurement, consistent with this policy, to guide the County's procurement practices.
4. The goal of procurement practices is to comply with the regulations of the Canadian Free Trade Agreement (CFTA), the New West Partnership Trade Agreement (NWPTA) and all other applicable treaties and laws.
5. Procurement practices will support obtaining the Best Value for money, procedural integrity, efficiency, and commensurate risk tolerance.
6. Procurement practices will support the Community Outcomes contained within the County's Strategic Plan.
7. Procurement practices must be fair, open, and transparent with consistently applied standards for the acquisition of goods, services and/or construction, wherever possible.
8. Procurement practices should take into consideration impacts to, and support for, the local economy.
9. Procurement practices are developed to protect the financial assets of the County through clear, efficient, and agile systems of controls involving risk management principles to support Best Value Procurements, quality in goods, services and or construction.

6. Responsibilities

Council shall:

- Approve changes to this policy.
- Approve changes to CAO Procurement limits and signing authorities as outlined in this and other County policies.

The CAO shall:

- Support implementation of this policy.
- Recommend policy changes to Council.
- Ensure compliance with this policy.

7. Review Period

This policy shall be reviewed by Administration at least every four years.

Council Policy

Policy Number: ply_FIN_Procurement Policy

8. Cross-reference

Municipal Government Act (MGA) and Regulations

Canadian Free Trade Agreement (CFTA)

New West Partnership Trade Agreement (NWPTA)

Canadian-European Union (EU) Comprehensive Economic and Trade Agreement (CETA)