

	Purchasing	
	Policy Type:	Council-Management-Delegation
	Number:	CMD-F-2.0
	To be Reviewed:	Once per term
	Approval Date:	January 12, 2015
	Motion Number:	15.C.08
	Revised Date(s):	

Policy Statement:

All employees of the Town of Okotoks (Town) will obtain appropriate authorization and use appropriate practices for the procurement of goods and services to ensure equitable, economical, sustainable and consistent practices are implemented.

Purpose:

Ensure that the signing authority delegated to Town positions be adequate for the duties of the position and relate to their areas of responsibility.

Ensure that all employees delegated with purchasing authority follow the guidelines set out in the Purchasing Guideline.

The Policy and Guideline are applicable to the acquisition of all goods and services under control of the Town employees. The applicability of specific guidelines is determined by the nature and relative value of the purchase being made and all purchases are to be governed by the objective of satisfying the following criteria:

1. Economy - achieve maximum economy in the acquisition of goods and services, having regard for price, suitability, quality, safety requirements, performance, transportation, costs, availability of service, compatibility with existing goods and services and to consider complete life cycle cost.
2. Efficiency - purchasing activities conducted in a manner that seeks to maximize efficiency of the procurement process.
3. Equity - purchasing activities conducted in a manner that affords equal opportunity to potential suppliers while satisfying all applicable laws, policies and procedures.
4. Environment - purchasing activities should make a contribution to the protection of our natural environment by identifying materials suitable for recycling or reuse and examining alternative and innovative disposal solutions.
5. Ethics - ensure the integrity of the purchasing process, every customer, employee and supplier is entitled to the same level of honesty, courtesy and fairness.

The Guideline will clearly define personnel assigned signing authority.

Internal controls and responsibilities will be clearly defined.

Definitions:

Signing Authority - refers to being granted the ability to approve expenditures and invoices up to a specified dollar value and authorize contracts or agreements for goods and/or services up to a specified time limit and dollar value.

Responsibilities:

1. The Chief Administrative Officer (CAO) makes recommendations to Council regarding any amendments to this Policy.
2. The CAO reviews and adopts guidelines that are developed for the implementation of the policy.
3. The CAO or designate bears the responsibility for development of the broader purchasing perspectives including:
 - a. Identification of appropriate purchasing guidelines;
 - b. Communicating purchasing policy and guidelines to all Town business centres;
 - c. Monitoring adherence to the purchasing policy and guidelines;
 - d. Provide guidance and direction to individuals performing the purchasing functions in the business centres.