

Policy Title: Procurement Policy

Policy#: B-120

Date adopted by Council: August 15, 2023



1. POLICY STATEMENT

1.1. The Municipality of Jasper (MOJ) fosters open, transparent, and accountable procurement practices that comply with provincial legislation and relevant agreements such as Canadian Free Trade Agreement (CFTA) and the New West Partnership Trade Agreement (NWPTA).

2. PURPOSE

2.1. The purpose of this policy and procedures is to establish the practices under which the Municipality of Jasper conducts procurement activities.

3. PURCHASING AUTHORIZATION

- 3.1. The Chief Administrative Officer, directors, managers, and supervisors authorized by the Director of Finance and Administration, are authorized to approve expenditures within the capital and operating budgets approved by council for their department.
- 3.2. An expenditure not included in the approved operating or capital budget must be approved by council before the expenditure is made, in accordance with the MGA s. 248, unless the purchase is due to an emergency.
- 3.3. In the event of an emergency, the Chief Administrative Officer is authorized to make expenditures not included in the approved operating or capital budget to ensure continuous delivery of the MOJ's essential services.

4. LOCAL NOTICE

- 4.1. In addition to meeting all advertising requirements of provincial legislation and relevant trade agreements, the Municipality shall make available to the local Jasper market notice of procurement opportunities issued through Alberta Purchasing Connection (APC).
- 4.2. Local notice shall be accomplished through the following means:
- a) Posting links to all procurement opportunities issued through Alberta Purchasing Connection on the municipal website; and
 - b) Within 48 hours of being issued on APC, emailing notification of procurement opportunities issued through Alberta Purchasing Connection to all members of Council, and to the Jasper Park Chamber of Commerce.

5. RESPONSIBILITIES

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5.1. The Chief Administrative Officer and Director of Finance and Administration must ensure that:

- a) all employees are aware of and understand this policy and procedures;
- b) all employees comply with this policy and procedures; and
- c) the policy and procedures are reviewed at least once every five years, or when a practice changes.

5.2. Any employee engaged in procurement for the MOJ must ensure that:

- a) all purchases are performed in accordance with this policy and procedures;
- b) all service providers are given the same information and equal opportunity;
- c) the selection process is carried out honestly and impartially; and
- d) they are able to account for all their procurement decisions and can provide evidence that this policy was followed.

6. VISION ALIGNMENT

6.1. This policy:

- a) reflects strong leadership from council by placing controls and responsibilities on staff authority in carrying out procurement activities;
- b) encourages a positive long-term impact on the MOJ's fiscal health; and
- c) fosters a sense of public trust and confidence in the MOJ's decision-making process.

7. RELATED DOCUMENTS

7.1. *Municipal Government Act* ([MGA](#))

7.2. *Freedom of Information and Protection of Privacy Act* ([FOIP Act](#))

7.3. *New West Partnership Trade Agreement* ([NWPTA](#))

7.4. *Canadian Free Trade Agreement* ([CFTA](#))

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8. SIGNING AUTHORITY MATRIX

The I-R-S coding of the legend in this matrix applies to the procurement policy only.

Legend

Code	Action	Description
I	Initiate	To initiate an action and prepare supporting documents
R	Review	To review, monitor and support the action, contract or decision
S	Sign/Approve	To approve of the action or decision, and to signify acknowledgement and acceptance.

Procurement Value	Chief Administrative Officer (CAO)	Director of Finance	Department Director	Department Manager	Department Supervisor
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1. Goods and Services \$4,999 or less					
Contract					I,R,S
Invoices					R,S
Procurement Process a. no competitive quote is required; and b. where more than one supplier has been considered, the employee making the purchase must record the reason for their selection.					

2. Goods and Services \$5,000 to \$9,999					
Contract				R,S	I
Invoices				S	R
Procurement Process a. no competitive quote is required; and b. where more than one supplier has been considered, the employee making the purchase must record the reason for their selection.					

3. Goods and Services \$10,000 to \$74,999 Construction \$74,999 or less					
Contract			S	R	I
Invoices			S	R	
Procurement Process a. a request for quotations or request for proposals may be issued and posted on the MOJ website or the Alberta Purchasing Connection and must follow all requirements listed under section 4 (Local Notice) of this policy; and b. a minimum of three written quotations or proposals must be received*.					

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Procurement Value	Chief Administrative Officer (CAO)	Director of Finance	Department Director	Department Manager	Department Supervisor
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4. Construction \$75,000 to \$199,999					
Contract* <small>*Department Director, and Director of Finance or CAO may sign</small>	S	S	R,S	I	
Invoices* <small>*Department Director, and Director of Finance or CAO may sign</small>	S	S	S	R	
Procurement Process					
<ul style="list-style-type: none"> a. a request for quotations or request for proposals may be issued and posted on the MOJ website or the Alberta Purchasing Connection and must follow all requirements listed under section 4 (Local Notice) of this policy; and b. a minimum of three written quotations or proposals must be received*. 					

5. Goods and Services \$75,000 or greater Construction \$200,000 or greater					
Contract* <small>*Department Director, and Director of Finance or CAO may sign</small>	S	S	R,S	I	
Invoices* <small>*Department Director, and Director of Finance or CAO may sign</small>	S	S	S	R	
Procurement Process					
<ul style="list-style-type: none"> a. a request for quotations, request for proposals or tender must be issued, advertised and posted through an electronic tendering system such as the Alberta Purchasing Connection, in accordance with NWPTA and CFTA and must follow all requirements listed under section 4 (Local Notice) of this policy; b. a minimum of three written quotations or proposals must be received*; c. in accordance with the requirements of articles 516 and 517 of the CFTA, a detailed public disclosure of the contract award, including the name of the supplier and the value of the contract, be made; d. contracts of \$500,000 or more require approval by Council resolution; and e. contracts less than \$500,000 may be brought to Council for approval at the discretion of the CAO. 					

*Subject to the application of relevant administrative procedures