

	<h1>Town of Cochrane Policy</h1>
Policy No.: Policy Title: Approval Date: Revision Date: Department:	1701-04 Purchasing Policy December 8, 2003 December 14, 2015 Corporate Services

Policy Statement:

The intent of the Purchasing Policy is to establish a consistent process for the procurement and contracting of goods, services, equipment and construction for the Town of Cochrane. The purchasing policy sets the guiding principles under which its business needs will be met and the designated authority.

Purchasing practices should ensure a fair, transparent, and open competitive process is conducted which leads to the best value for the Town of Cochrane. The guiding principles are based on Canadian competitive bids laws; trade agreements; competitive bid practices; and in accordance with the policies and administrative directives of the Town of Cochrane.

The Town of Cochrane is committed to environmental stewardship and supports environmentally sustainable initiatives. The Town of Cochrane will give consideration to environmentally superior products when evaluating purchasing decisions.

1. Reason for Policy

- 1.1 The Town of Cochrane will comply with purchasing practices legislated under the Agreement on Internal Trade (AIT), the Trade, Investment, and Labour Mobility Agreement (TILMA) and the New West Partnership Trade Agreement (NWPTA). Goods and Services over \$75,000 and Construction contracts over \$200,000 must be procured openly.
- 1.2 The Town of Cochrane will provide increased opportunities for Cochrane businesses to supply goods and services and perform construction contracts for the Town of Cochrane. When preference to local businesses is not allowed under AIT, TILMA or NWPTA, all vendors will be provided equal opportunities to supply goods and services and perform construction contracts for the Town of Cochrane.

2. Scope

- 2.1 This policy applies to the purchase of Goods and Services by a Town of Cochrane employee or Council member on behalf of the Town. This policy governs the acquisition of Goods and Services, by purchase or lease, with municipal funds from all sources including but not limited to operating and capital funds.

3. Related Information

- 3.1 Agreement on Internal Trade is available for reference at [Agreement On Internal Trade](#)
- 3.2 Trade, Investment, and Labour Mobility Agreement is available for reference at [TILMA](#)
- 3.3 New West Partnership Trade Agreement is available for reference at [NWPTA](#)

4. Definitions

- 4.1 Cochrane business means a person, firm, or corporation which in the course of carrying on its business:
- 4.1.1 supplies goods or services, or construction contract services;
 - 4.1.2 is located in the Town of Cochrane; and
 - 4.1.3 has a current business license, unless otherwise exempted from the requirement to obtain a business license.
- 4.2 Located in the Town of Cochrane means that the person, firm or corporation has a place of business located within the corporate boundaries of the Town of Cochrane.
- 4.3 Town means the corporation of the Town of Cochrane and includes all lands within its jurisdictional boundaries.

5. Responsibilities

- 5.1 Town Council to:
- 5.1.1 Approve by resolution this policy and any amendments.
 - 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 5.2 Chief Administrative Officer or Deputy Chief Administrative Officer to:
- 5.2.1 Implement this policy and approve procedures.

- 5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 5.3 Senior Manager of the Department to:
 - 5.3.1 Ensure implementation of this policy and procedure.
 - 5.3.2 Ensure that this policy and procedure is reviewed periodically
 - 5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 5.4 Supervisor to:
 - 5.4.1 Understand, and adhere to this policy and procedure.
 - 5.4.2 Ensure employees are aware of this policy and procedure.
- 5.5. All Employees to:
 - 4.5.1 Understand and adhere to this policy and procedure.
- 5.6 Senior Manager of Corporate Services:
 - 5.6.1 Provide procedures for procuring goods and services.

6. End of Policy