

## 1. POLICY STATEMENT

Banff Centre is committed to fiscal responsibility and will take a comprehensive and coordinated approach to supplying the goods and services needed to conduct the business of Banff Centre.

## 2. PURPOSE

The purpose of this policy is to ensure that the supply of goods and services is undertaken in a fair and open manner that provides the greatest benefit to Banff Centre while remaining in full compliance with applicable legislation and other related Banff Centre policies and procedures.

## 3. SCOPE

Compliance with this policy applies to all Members of the Banff Centre Community engaged in the supply of goods and services to Banff Centre.

## 4. POLICY ELEMENTS

The supply of goods and services at Banff Centre must be undertaken as follows:

- 4.1. in full compliance with applicable legislation, other related Banff Centre policies and established Banff Centre procedures;
- 4.2. in a timely, efficient and ethical manner;
- 4.3. through fair, open and transparent processes; and
- 4.4. with due regard to the effective stewardship of Banff Centre's financial resources.

## 5. DEFINITIONS

**Banff Centre Community.** Includes those persons involved in or associated with, Banff Centre or its affairs including all artists, contractors, consultants, employees, faculty, participants, volunteers, members of the Board of Governors, and members of the Board of Directors of The Banff Centre Foundation, while they are: on or using Banff Centre property; participating in Banff Centre programs, events or activities (whether virtual or in person); or acting on behalf of Banff Centre.

**Members of the Banff Centre Community.** Those persons involved in conducting Banff Centre affairs including all registered participants, faculty, employees, volunteers,

contractors, Directors and Governors.

**6. ASSOCIATED PROCEDURES**

- Expense Reimbursement Procedure
- Procurement Procedure

**7. RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

- Financial Management and Practices Policy (TBD)
- Contract Signing and Approval Policy (TBD)

**8. APPROVAL AUTHORITY**

Board of Governors

**9. ACCOUNTABILITY**

Chief Financial Officer

**10. POLICY HISTORY**

- 10.1 Approved: **October 25, 2024**
- 10.2 Effective: **October 25, 2024**
- 10.3 Review Frequency: **Three (3) Years**
- 10.4 Next Review: **October 2027**

**Modification History**

Date	Modification
October 25, 2024	Replaces the existing Purchasing Policy and Specifications, Competitive Bids and Tenders.