

Rural Municipality of West River

Purchase Policy

Policy # 2021-02

BE IT ENACTED by the Council of the Rural Municipality of West River as follows:

1. Title

1.1 This Policy shall be known as, and may be cited as, the "Purchase Policy."

2. Purpose

2.1 The Rural Municipality of West River is committed to operating in a transparent manner. The purpose of this policy is to establish procedures under which Municipality employees may purchase goods and services.

2.2 This policy is administered with the knowledge that the taxpayers of *the* Rural Municipality of West River have the right to receive the highest level of goods and services at the best available value.

2.3 These purchasing guidelines will also ensure the most cost-effective, cost-efficient methods are used to purchase goods and services for the Municipality in the manner approved by Council.

3. Objectives

3.1 To purchase goods and services on the basis of price, quality, quantity, time and past performance.

3.2 To participate with other orders of Government and /or other local agencies in cooperative purchasing initiatives, where applicable.

4. Responsibilities

- 4.1 The Standing Committees of Council (according to their Term of Reference) is responsible for administering this policy.
- 4.2 The Chief Administrative Officer is responsible for maintaining, monitoring, applying, and implementing this policy.

5. Expenditures

- 5.1 Purchase orders shall be used to purchase goods and services except for tendered items, contract services, professional services, and travel expenses.
- 5.2 The Chief Administrative Officer shall have the authority to make purchases up to \$2,000.00, provided the purchase falls within his/her budget allocation.
- 5.3 The purchase of goods or services within a budget between \$2,000.00 and \$20,000.00 requires the Council's approval.
- 5.4 The Chief Administrative Officer, where possible, should secure three (3) prices on purchases of items with a value between \$2,000.00 and \$20,000.00 if the funds are clearly identified in the approved operating or capital budget. The Purchase Form must be completed for each of these quotes (Appendix A), and a copy of the quotes shall be attached to the Municipality's file copy of the purchase order.
- 5.5 All expenditures exceeding \$20,000.00 shall be tendered, in accordance with the Municipality's Procurement Policy.
- 5.6 The Rural Municipality of West River reserves the right to reject any or all tenders and award only those tenders that best meet the Municipality's needs.
- 5.7 Expenditures that cause an account to exceed its budget allocation must be reported to the Finance Committee and approved by Council.
- 5.8 Travel expenses shall be purchased in accordance with the Municipality's Travel Policy.

- 5.9 Notwithstanding Section 5.5, where an emergency occurs, and in the opinion of the Chief Administrative Officer there is imminent danger to life, health, the environment, or property and such an emergency requires the immediate procurement of goods and services, the Chief Administrative Officer may purchase such goods and services as are necessary regardless of the amount of the expenditure. When such purchases have been made, the Chief Administrative Officer shall notify the Chair of the Finance Committee or the Mayor as soon as possible and prepare a report on the emergency to be forwarded to the Council.
- 5.10 If a state of emergency is declared, the chief administrative officer or the Chair of the Finance Committee has the authority to execute the duties of the Finance and Administration Section Chief in the Emergency Operations Centre team. When such purchases have been made, the Chief Administrative Officer or the Chair of the Finance Committee shall notify the Mayor or Deputy Mayor as soon as possible and prepare a report on the state of emergency to be forwarded to the Council.
- 5.11 In the event Council allocates funds to reserve accounts, transfers funds within reserve accounts or withdraws funds from reserve accounts, it shall be noted in minutes of a regularly scheduled Council meeting that such transactions have occurred.
- 5.12 Council has the discretion to forego the tendering process in non-emergency situations where there is only one supplier or where Council deems it would be impractical to invoke the tendering process.

Appendix A

Rural Municipality of West River

Purchase Checklist Form for More than \$2,000 but Less than \$20,000.

Purchase Objective (brief description):

Operating/Capital Budget Amount: _____

Quotes Obtained:

	Quote #1	Quote #2	Quote #3
Business Name			
Meets Objective			
Quote Attached			
Cost			
HST			
Total Cost			

Quote Accepted and Approved:

Business: _____

Total Cost: _____

Authorized Signature: _____

Date: _____