

RURAL MUNICIPALITY OF NORTH QU'APPELLE NO. 187
PURCHASING POLICY BYLAW
BYLAW NO. 2020-07

Amended
March 13, 2023
Bylaw 2023-04

A Bylaw to provide a purchasing policy.

The Council of the Rural Municipality of North Qu'Appelle No. 187, incorporated in the Province of Saskatchewan, enacts as follows:

1. THAT effective upon passage the purchasing policy attached hereto as Schedule "A" and forming part of this Bylaw, is hereby adopted as the policies and procedures for procurement for the Rural Municipality of North Qu'Appelle No. 187.
2. THAT this Purchasing Policy Bylaw may be amended from time to time as directed and deemed necessary by the Council of The Rural Municipality of North Qu'Appelle No. 187.
3. THAT any procurement or purchasing policies previously adopted are hereby repealed;
4. AND THAT this bylaw shall come into full force and effect upon final passing.

COUNCIL READINGS AND ADOPTION


Read a first time this 12th day of May, 2020.

Read a second time this 12th day of May, 2020.

Read a third time this 26th day of May, 2020.

Certified a true copy
of Bylaw 2020-07
passed May 26, 2020
by the R.M. of North
Qu'Appelle No. 187



Reeve

Administrator

The Rural Municipality of North Qu'Appelle No. 187
Bylaw No. 2020-07

Schedule "A"

OBJECTIVES

1. The objective of this purchasing policy is to outline the procedures for the municipality to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality of service.
2. The guiding principal is that purchasing decisions will be made using a competitive process that is objective, open, transparent and equitable.
3. This purchasing policy will promote and maintain the integrity of the purchasing processes and protect Council, staff and vendors involved in the process by providing clear direction and accountabilities.

RESPONSIBILITIES

4. Council has the ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. Administration cannot pay for any item that has not been authorized by Council through budget appropriation or specific resolution. This purchasing policy provides guidelines outlining how this spending authority is to be used.
5. At no time can personal charges by Council or staff be made to a Municipal corporate charge account.
6. This purchasing policy may be overridden by Council, if Council in its' sole discretion, determines it to be appropriate and in the best interests of the Municipality.

PROCEDURES

7. Prior to the approval of the current year's budget, normal operating expenditures that are required to maintain services may be incurred. This shall include the payment of expenditures on previously approved capital items and projects.
8. Council approval of the current budget shall be sufficient authority to proceed with the procurement of material, supplies and contractors, subject to the procedures and limitations contained herein.
9. Purchases of small values, under ~~Five Hundred~~ ^{Five Thousand (\$5,000)} dollars, (~~\$500.00~~) may be made by the Administrator.
10. Purchases of small values, up to ~~Five Hundred~~ ^{Five Thousand (\$5,000)} dollars, (~~\$500.00~~) may be made by the Foreman with an attached purchase order.
- ~~11. Purchases may be authorized by the Works Chair up to Three Thousand Five Hundred dollars (\$3,500) with a purchase order for purchases that are charged.~~
12. For purchases up to ~~Three Thousand Five hundred~~ ^{Five Thousand (\$5,000)} dollars, (~~\$3,500.00~~), comparison pricing should be done, where practical.
13. For purchases over ~~Three Thousand Five Hundred~~ ^{Five Thousand (\$5,000)} dollars (~~\$3,500.00~~), a minimum of three (3) quotations should be obtained where practical for consideration by Council.
14. Purchases above seventy-five thousand dollars (\$75,000.00) for goods and services will abide by the terms and conditions of The New West Partnership Trade Agreement.
15. Expenditures above two hundred thousand dollars (\$200,000.00) for construction will abide by the terms and conditions of The New West Partnership Trade Agreement.

EXCEPTIONS

16. Where an emergency occurs that in the opinion of Council, constitutes immediate danger to health, safety, life or property, or requires immediate procurement of goods and services, the Administrator ^{or Designate,} may purchase goods or services through the open market upon consultation with the Reeve and corresponding ^{Division} Councillor and report the expense to Council as soon as possible.
17. A tendering process may not be required where the goods or services are proprietary to one vendor, where there is only one supplier that can meet the Municipality's needs within a reasonable distance or where the cost of changing suppliers for a product or service already in place is deemed exorbitant. Council shall in its' sole discretion, determine whether a tender process may be foregone for these reasons. Such exemption may be granted by resolution.
18. Notwithstanding the provisions of this policy, the following expenditures must be made subject to budget constraints and may be made without following the formal purchasing procedures detailed herein:
 - 18.1. Payroll related items;
 - 18.2. Utilities.

