



RM of Meadow Lake #588
Equipment Committee - 01
Terms of Reference

Equipment Committee – Terms of Reference

Dated – March 16, 2020

1. Purpose
 - a. This Committee has been established to assist the Public Works Department, through the CAO with equipment repair expenses that are in excess of budgeted amounts.
 - b. Review emergency purchases that are not budgeted in the year
 - c. Review equipment needs for budgeting yearly
2. Key Duties and Responsibilities
 - a. Duties and Responsibility are set up as per the Purchasing Policy GG-013
 - b. Procurement Process
 - i. To assist in the setting up of the tender package
 - ii. Be the evaluation committee for the equipment purchase and make recommendations to the CAO
3. Level of Authority
 - a. Level of Authority is set as per the Purchasing Policy GG-013
 - b. Reviews equipment repairs and needs if:
 - i. Equipment repair is outside the budgeted amount;
 - ii. The budget has been met and there is a need to increase the budget amount for necessary Equipment Repairs
 - iii. A piece of equipment is required for rental or purchase that will be outside the budgeted amount and above the amount noted in Policy GG-013, then this will be brought forward to the Council as a whole for final approval.
4. Reporting
 - a. Reports shall be brought to Council:
 - i. In writing by the Chairperson for the Equipment Committee
5. Composition and Appointments
 - a. The members shall be:
 - i. CAO
 - ii. Manager of Public Works
 - iii. 2 Council members
 1. One of which shall be appointed as the Chairperson by the Committee
6. Meetings
 - a. Shall be on a “as need” basis
 - b. All meetings shall follow the Council Procedures Bylaw

TERMS OF REFERENCE – EQUIPMENT COMMITTEE

GG-003 EQUIPMENT COM TOF

Policy Title: TOR – Equipment Committee

Date Issued: March 16/20

Replaces: February 10/20

Signature: 
Reeve