



Rural Municipality of Meadow Lake #588 Policy

Policy #GG-013

Policy Title: Purchasing Procedures

Policy Objective: To give direction on purchasing procedures	
Authority: Council Resolution #279/19	Dated: December 12, 2019

Background:

1. Direction is needed by all the RM of Meadow Lake Management and Staff for day to day purchasing procedures
2. Setting a policy on the procedures may help to give direction to the Managers and reduce wait time for paying of expenses and retaining the repairs and purchase requirements.

Policy:

1. Purchasing Direction:
 - a. Purchasing/Repairs
 - i. Unless otherwise set by budget or a resolution of Council to incur costs the following policy will be followed:
 1. Manager of Public Works will consult with CAO and Equipment committee with costs over \$5,000.00 for equipment purchases;
 2. MPW and CAO have authorization to unilaterally authorize repair expenses on individual pieces of equipment up to \$5,000.00
 - a. 3 quotes be received for any costs over \$1,000.00;
 3. Any purchases or contracted services over \$75,000.00 will be in compliance with the Procurement Agreement and will be tendered on the Sask. Tenders Web page;
 4. Any construction projects over \$200,000.00 will need to be tendered on the Sask. Tenders Web Page.
 5. Fuel Needs
 - a. The Manager of Public Works, in consultation with the CAO, is authorized to purchase the fuel needs for the RM of Meadow Lake from the fuel company that best meets the needs of the RM at the time and that this will allow the MPW to keep in line the fluctuations of the prices at the fuel pump.
 - b. Complete an in-house tender process every 2 years if the needs require.
2. Accounts Payable Procedures
 - a. Authorization is given to the Reeve or Deputy Reeve and CAO to complete the signing of the accounts payable on a weekly basis as the accounts have been authorized under the Budget, Collective Agreement, Bylaw, or Resolution

- b. Electronic Transfer for Payroll shall be on a bi-weekly basis
 - c. Electronic transfer of payments may be completed for Visa Card, Utilities, Revenue Canada, Pension, and other organizations that allow for Electronic Fund Transfers on a weekly basis or as needed.
 - d. All accounts paid listing including the Council Indemnity and Payroll will be brought to the Regular Monthly council meetings for information only.
3. Payout of Taxing Authorities
- a. That the tax arrears left owing on the following taxing authorities be paid out at the end of each year by the RM of Meadow Lake and transferred to the Municipal Taxes owing:
 - i. School Division Taxes
 - ii. Hail Roll Taxes
 - iii. Rapid View C & D Taxes

