Village of Val Marie

Bylaw 8-20

A BYLAW TO AUTHORIZE EXPENDITURES AND PROVIDE FOR PURCHASING

AUTHORITY

OFFICE CONSOLIDATION
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BYLAW NO. 8-20

A BYLAW TO AUTHORIZE EXPENDITURES AND PROVIDE FOR PURCHASING AUTHORITY

The Council of the Village of Marie in the Province of Saskatchewan enacts as follows:

1. In this bylaw:
   a) "Administrator" shall mean the administrator of the municipality;
   b) "Council" shall mean the council of the municipality; and
   c) "Municipality" shall mean the Village of Val Marie.

Payment of Accounts

2. The administrator, together with the assistant administrator, are hereby authorized to pay certain accounts by electronic transfer in a timely fashion, namely:
   a) wages and salaries payable to municipal employees;
   b) employee payroll deductions, including municipal contributions;
   c) telephone, heat, power, sewer utility and waste/recycling services;
   d) collections on behalf of other taxing authorities;
   e) payment of credit card bills;

3. The administrator, together with another person designated by council to sign cheques on its behalf or the assistant administrator, is hereby authorized to pay certain accounts by cheques or by electronic transfer in a timely fashion, namely:
   a) wages and salaries payable to municipal employees;
   b) employee payroll deductions, including municipal contributions;
   c) telephone, heat, power services;
   d) collections on behalf of other taxing authorities;
   e) payments to suppliers of bulk fuel;
   f) amounts required to be paid by contract or agreement as previously authorized by bylaw or resolution;
   g) any previously approved budgeted operating or capital expenditure.

4. The administrator shall advise council at its next regular meeting of the particulars of transactions undertaken in accordance with section 2 and/or 3 and/or 15 of this bylaw, including but not limited to:
   a) the transaction date
   b) the amount paid
   c) the payee
   d) brief description of the purchase

Purchase Authority

5. The following positions have authority to spend on behalf of the Municipality:

a) Administrator;
b) Public Works Foreman; or
c) Staff receiving authorization from the above.

Purchase of Good and Services – Operating Expenditures

6. All Purchases must be made with the best long-term interest of the Municipality in mind. This does not necessarily mean that the lowest price will be accepted in any particular case. Economy in purchase price must be balanced against the quality of the product and all ongoing costs that might be associated with the use of the product.

7. Any purchase of goods or services to a total value of $5,000 may be made by the Administrator and/or Maintenance Foreman based on any of the following:
   a) Verbal quotes followed by receipt of a written quote;
   b) Past experience with suppliers; and/or
   c) Knowledge of the market.

8. Any purchase of goods or services for a value between $5,000 and $10,000 shall be based on the best price for value based on:
   a) Quotes from three (3) suppliers or contractors; or
   b) Posting a request for quote on the municipality's website and at the municipal office; and/or on the SaskTenders website.

9. Any purchase of goods or services greater than $10,000.00 shall be either approved by Council, or posted as a formal tender or request for quote that includes:
   a) Advertisement of the tender call or request for quote for a minimum of two (2) weeks prior to the close of the call or request;
   b) Posting the tender or request on the municipality's website, in the municipal office, and on the SaskTenders Website.
   c) All tender/request for quote calls for the purchase of goods or services in an amount greater than $10,000 must be approved by Council before advertising.
   d) All tenders/request for quote calls for purchases over $10,000 will have submissions directed to the municipal auditors and may be accepted by post mail, personal delivery, fax, or email. All tenders/request for quotes received will be opened by the municipal auditors and forwarded to the Administrator to check for completeness before presenting results to Council.

Purchase of Goods and Services - Capital Expenditures

10. Purchases of capital expenditures shall be specifically budgeted on an annual basis.

11. All purchases of capital expenditures shall be approved by Council before the purchase is authorized by the Administrator or the Public Works Foreman.

12. In the event the purchase of operating equipment or other capital expenditure has not been specifically budgeted for and becomes necessary, Council shall provide approval by resolution for the purchase, or direction for a call to tender or quote. The approving

resolution must identify the specific amount of the purchase or the maximum amount that the Council will authorize for the purchase.

Emergency and/or Urgent Situation Expenditures

13. Emergency and/or urgent situations are defined for the purposes of this policy to be situations where:
    a) There is a high risk of personal injury to the public; or
    b) There is a high risk of damage to municipal infrastructure; public or private property, or the environment.

14. In the event of an emergency and/or urgent situation which requires a purchase of goods or services that cannot be made due to the restraints outlined in sections 6 to 14 of this bylaw; verbal authorization of a minimum of four council members may be obtained in order to make purchases necessary to mitigate or secure damages resulting from the emergency or urgent situation.

15. Expenditures necessitated by an emergent and/or urgent situation caused by a natural disaster shall be reviewed and approved at the next regular meeting of Council as set out in section 4.

Coming into Force

16. Bylaw 10-07 and its amending Bylaw 3-16 is hereby repealed.

17. This Bylaw shall come into force on the day of its final passing.