



Policy Type:	100 General Government
Policy Title:	06 Purchasing Policy
Authority:	
Resolution #026-19	Amended #343-19
Amended #274-19	

**Purpose:**

- To establish limits on purchasing authority so that the Rural Municipality of Beaver River No. 622 ("the RM") may operate effectively and efficiently.

**Definitions:**

**"Council"** Means Council for the Rural Municipality of Beaver River No. 622.

**"Professional Services"** Shall include the services of a Consultant, Engineer, Environmental Monitor, Solicitor, Auditor and Insurance Broker and any other professional services required by Council.

**"Spending Limits"** The maximum amount that can be expended without exceeding authority to do so.

**"The RM"** Means the Rural Municipality of Beaver River No. 622.

**Scope:**

All RM expenditures shall be made in accordance with this policy.

**Policy:**

- It is the policy of the RM to:
- Provide the Administrator and the Maintenance Supervisor with discretionary purchasing authority congruent with their professional responsibilities to the RM.
- As such, the Administrator and Maintenance Supervisor shall ensure the financial resources of the RM are managed effectively and efficiently; that spending alternatives are examined prior to expenditures taking place, that suppliers are treated equitably assuring no preferential treatment and taking into consideration the best interests of the RM.

**Spending Limits:**

The Maintenance Supervisor shall have the authority to:

Authorize the following items at their discretion, without Council approval, a maximum amount of \$1,500.00:

- Supplies & small tools
- Equipment

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- Custom work
- Maintenance expenditures

The RM Administrator shall have the authority to:

Authorize the following items at their discretion, without Council approval, a maximum amount of \$2,500.00:

- Supplies & small tools
- Equipment
- Custom work
- Office expenditures

The RM Administrator shall have the authority, upon Council approval to:

- Conduct negotiations on behalf of the RM for the purchase, sale or exchange of land; secure options and purchases land under the direction of Council and execute agreements for the purchase, sale or exchange of land;
- Obtain standard right of way agreements and borrowing agreements.

The Administrator/Maintenance Supervisor's authority is subject to the following limitations:

- Council consultation and approval is required for all purchases/contracts/services greater than the maximum spending limit(s) as set out in this policy.
- Resolutions of Council are required for ALL purchases/contracts/ services greater than \$25,000.00.
- All professional services regardless of the dollar value must be hired after Council approval.

The RM Council shall authorize the RM Solicitor to commence, defend or conduct any action or proceeding in any court or before any board or tribunal; and to settle any claims, grievances or lawsuits. The settlement of claims, grievances or lawsuits must be reported to RM Council for their information.