



Purchasing Policy and Procedures

Adopted June 24, 2008

1. Purpose

The purpose of this policy is to establish the parameters for the acquisition, sale or lease of goods and services by the Community of Miltonvale Park. The policy establishes the basic direction, philosophies, climate and values upon which the purchasing function must operate.

2. Objective

The objective of the community's Purchasing Policy is to ensure that goods and services are acquired through a fair, open, transparent and competitive process that uniformly balances the interests of taxpayers with the fair and equitable treatment of suppliers.

3. Constraints

Council is cognizant of the fact that it is spending the residents' money and must do so in a responsible manner.

In accordance with the Municipalities Act, Council recognizes that all decisions affecting the municipality shall be made by the Council, and that standing committees, special committees, or committee of the whole may only report and make recommendations to the council.

The Miltonvale Park Community Council shall prepare annual estimates of all sums required for municipal services for the fiscal year, which shall be presented at the annual meeting of the residents. These estimates are approved if they receive the approval of a majority of the residents present and voting at the meeting.

Motion 08-64: Moved by Councillor Joe Murphy, seconded by Councillor Gail Ling, that **all purchases of Council for the community be made locally, firstly within the community, then the province. It shall be a policy of council to support local businesses, PEI merchants and Canadian owned companies.** Motion carried. (May 27, 2008)

4. Normal Operating Expenses

Normal Operating Expenses such as electricity, telephone, rent, web site hosting, advertising, wages, honoraria, and normal office supplies (stamps/paper/ink/toner/stationery and consumables for the park shelter...) shall be paid with approval from the Chair or Finance Chair and reported at the following Council meeting.

5. Capital Expenditures

All Capital Expenditures (durable goods over \$300) should receive prior approval at a council meeting. The Administrator or appropriate committee chair may prepare a motion for approval with supporting information to be circulated for the meeting. Council may choose to require specific information (brand/model/price/store) or may chose to approve a purchase stating a maximum price. In the event of an emergency or a situation that requires a purchase be made prior to a meeting, information shall be circulated by email, or telephone (as appropriate) and approval

requested from Councillors. If approval is received from four council members, and comments circulated to the remainder of council, the purchase shall be made, and approved at the following Council meeting.

6. Estimates

Two estimates shall be received for any purchase over \$100. Three estimates will be obtained for any purchases over \$500.

7. Recreation Program

Summer staff, in consultation with the Administrator and/or the Parks and Recreation Committee, will have responsibility for the Recreation Program budget. A budget will be approved at the beginning of the summer season, and circulated to council for approval. If summer staff is not in place prior to the June council meeting, the budget will be circulated to councillors for comments, and adjusted if necessary.

8. Reimbursement of Expenses

Councillors and staff must provide receipts to the council office and complete appropriate "Expense Recovery" paperwork, and receive written approval from the Finance Chair or Chair when submitting expenses.

9. Bursaries

Child Bursaries, which meet the posted guidelines, may be granted by the administrator with approval from the Chair or Finance Chair and reported at the following council meeting. Bursaries applications which are not straightforward will be brought to Council for approval.

10. Donations

All requests for Donations shall come before Council. Council has adopted a donation and gift policy.

11. Services

It shall be the policy of Council that any formal or informal contract for services shall be advertised publicly every four years. If the service and quoted price are acceptable in the interim years, Council may continue to engage the services of these contractors (flowerbed care, lawn mowing, park maintenance, snow blowing, Canada Day suppliers, insurance agency, landlord). Local service providers shall be given priority.

12. Pasture

Council shall advertise publicly every five years for interested in rental of the community pasture. A committee of council shall recommend the approval and conditions of any tenant and lease, for final decision by Council.

13. Loyalty cards and programs

Council and staff, who make purchases for the Council using loyalty cards may retain their "points" for personal use.

14. Disposal of Goods

Council shall ensure the maximum value is gained when disposing of surplus goods, and that any goods for disposal shall be advertised publicly.