



Rural Municipality of Meadow Lake #588 Policy

Policy #GG-004

Policy Title: Purchasing and General Procedures

Policy Objective: To give direction to the Staff on purchasing and general procedures as directed by Council	
Authority: Council Resolution #033/17	Dated: January 9, 2017

Policy:

Direction is needed by all the RM of Meadow Lake Management and Staff on the day to day events.

Setting a policy on the procedure to work and provide answers to the tax payers. As well a purchasing policy must be set in order to comply with Provincial regulations.

1. Assessment and Taxation
 - a. Assessment Cancellations
 - i. While the Assessment roll is open, anyone may appeal and assessment;
 - ii. Any appeals brought forward after the assessment appeal date has been closed will NOT be recognized by the RM Council.
 - b. Tax Cancellations
 - i. Council will not abate municipal taxes.
2. Building and Development Permits
 - a. Applications are available at the RM of Meadow Lake office;
 - b. Required for all building and/or developments
3. Custom Work and Fire Calls re: Tax roll
 - a. All outstanding Accounts Receivable for Custom Work and Fire Fees/Calls will be placed on the land owner's taxes to whom the invoice was sent to and that this will be done on December 31st of the year in which the billing occurred.
4. Donations
 - a. The RM of Meadow Lake will not donate to any charitable organization.
5. Office Maintenance
 - a. The CAO may call tenders every 3 years for the janitorial duties of the office and Council will review and reward the contact.
6. Purchasing Administration
 - a. Purchasing
 - i. Manager of Public Works will consult Equipment committee with costs over \$5,000.00 for equipment purchases;
 - ii. Manager of Public works will work within his budget for any brushing/contract work;
 - iii. 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;

- iv. Any construction projects over \$200,000.00 will need to be tendered on the Sask. Tenders Web Page.
7. Hire of Councillors
- a. That the Council put Resolution #391/16 forward approving the Manager of Public Works to hire Russ Jones Mechanical Services on an “as needed basis”; and
 - b. That the Council put Resolution #391/16 Forward approving the Manager of Public Works to hire Ultimate Glass on an “as needed basis”; and
 - c. That both Russ Jones and Dale Sheppard declared pecuniary interest and left the meeting room prior to resolution and discussions and returned to the meeting room upon completion of voting on the resolution.
8. Fuel Needs
- a. The Manager of Public Works is authorized to purchase the fuel needs for the RM of Meadow Lake, as needed, 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.
9. Accounts Payable Procedures
- a. Authorization is given to the Reeve or Deputy Reeve and CAO to complete the signatures of the accounts payable on a bi-weekly basis as the accounts have been authorized under the Collective Agreement, Bylaw, or Resolution
 - b. All accounts shall be paid on a bi-weekly basis.
 - c. Electronic Transfer for Payroll shall be on a bi-weekly basis
 - d. On Line Payments shall be paid for the Visa Card, Utilities and Payroll Deductions
 - e. All accounts payable listing including the Council Indemnity Payroll shall be brought to the Regular Monthly council meetings for review.
10. 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
 - iv. Long Term Care Facility Taxes