
Regular Maintenance and Operational Purchasing Policy

Purpose

The purpose of this policy is to establish clear authority for the purchase of routine maintenance and operational items required for the day-to-day operation of the Municipality.

Policy Statement

Council recognizes that certain routine maintenance and operational purchases are necessary for the efficient operation and maintenance of municipal equipment, vehicles, infrastructure, and facilities. To avoid unnecessary delays in operations, the Town Foreman & Chief Administrative Officer may make routine purchases without prior Council approval, provided purchases remain within approved budget allocations and comply with the limits outlined in this policy.

Authorized Purchases Without Council Approval

The Administrator & Town Foreman may authorize and purchase the following routine maintenance and operational items without prior Council approval:

- Tractor and equipment repair parts under \$1,000 per purchase
- Oil and lubricants
- Hydraulic fluids and coolant
- Filters
- Blades and cutting edges
- Belts and hoses
- Tire repairs
- Fasteners and shop supplies
- Small tools and consumable maintenance items
- Fuel and related operational supplies
- Routine maintenance materials required for municipal equipment and facilities
- Regular office supplies

Conditions

1. All purchases must:
 - Be necessary for municipal operations or maintenance;
 - Be included within the approved annual municipal budget; and
 - Follow reasonable purchasing practices to obtain fair value.
2. Purchases exceeding the limits established in this policy shall require Council approval unless:
 - Immediate emergency repairs are required to prevent service interruption, equipment damage, or public safety concerns.
3. Emergency purchases exceeding policy limits shall be reported to Council at the next regular Council meeting.

4. All receipts and invoices shall be submitted to the Administrator for proper record keeping and payment processing.

Financial Limits

- Routine maintenance repair parts: up to \$1,000 per transaction
- Any single purchase exceeding \$1,000 requires Council approval unless deemed an emergency repair.

Accountability

The Administrator shall ensure all purchases made under this policy are:

- Properly documented;
- Reported through regular accounts payable procedures; and
- Available for Council review upon request.

Effective Date

This policy shall come into effect upon adoption by Council.

All former Purchase Policies are repealed.