

BYLAW NO. 05/2025

A BYLAW OF THE VILLAGE OF BUENA VISTA TO AUTHORIZE EXPENDITURES AND PROVIDE FOR PURCHASING AUTHORITY

WHEREAS, Sections 160 and 161 of *The Municipalities Act*, authorize Council to provide for the manner in which the municipality authorizes expenditures and purchases;

AND WHEREAS, it is deemed necessary and expedient to adopt a bylaw to regulate expenditures and the purchase of goods, services, and construction for the Village of Buena Vista;

NOW THEREFORE the Council of the Village of Buena Vista, in the Province of Saskatchewan, enacts as follows:

SHORT TITLE

1. This Bylaw may be cited as the *Expenditures and Purchasing Bylaw*.

DEFINITIONS

2. Whenever in this Bylaw the following words or terms are used, they shall, unless the context provides otherwise, be held to have the following meanings:
 - 2.1. **Canadian Free Trade Agreement (CFTA)** means the agreement among the federal government, provinces, and territories of Canada that aims to reduce and eliminate barriers to the free movement of persons, goods, services, and investments within Canada. The CFTA applies to municipal government procurement above certain thresholds and requires open, fair, and transparent procurement processes that do not discriminate against suppliers from other provinces or territories;
 - 2.2. **Chief Administrative Officer (CAO)** means the Administrator of the Village appointed pursuant to Section 110 of *The Municipalities Act*;
 - 2.3. **Council** means the Mayor and Councillors of the Village of Buena Vista that have been duly elected by *The Local Government Elections Act*;
 - 2.4. **Emergency** means a situation where the health, safety or welfare of the public or protection of property is at immediate risk;
 - 2.5. **Goods and Services** means all materials, equipment, supplies, construction, and services obtained by the Village;
 - 2.6. **Municipality** means the municipal corporation of the Village of Buena Vista and the area of land over which it has jurisdiction; and

- 2.7. **New West Partnership Trade Agreement (NWPTA)** means the trade agreement between the provinces of British Columbia, Alberta, Saskatchewan, and Manitoba, which establishes a single economic region by removing barriers to trade, investment, and labour mobility within these provinces. The NWPTA applies to municipal government procurement of goods, services, and construction above specified thresholds, requiring open, non-discriminatory, and transparent purchasing process.

3. GENERAL EXPENDITURE AUTHORITY

- 3.1. No expenditure of municipal funds shall be made unless:

- a) Provided for in the annual approved operating or capital budget;
- b) Authorized by a motion or resolution of Council; or
- c) Required in an emergency as defined in this Bylaw.

- 3.2. The CAO, or designate, shall be authorized to pay the following accounts in a timely manner, without prior resolution of Council, provided that such payment:

- a) Is within the limits of the approved budget;
- b) Is necessary for the continued operation and obligations of the municipality; and
- c) Is reported to Council at its next regular meeting.

- 3.3. Authorized accounts include but are not limited to:

- a) Utilities, including power, natural gas, sewer services, telephone, internet charges;
- b) Insurance premiums, including liability, vehicle, and workers' compensation premiums;
- c) Payroll and related statutory remittances, including source deductions (income tax, CPP, EI), pension contributions, and benefit premiums;
- d) Debt servicing payments, including debenture, loan, and lease payments;
- e) Contracted services and maintenance, where payment is required under an existing agreement or contract (e.g., waste/recycling collection, equipment maintenance);
- f) Routine operational expenses, such as postage and bank service fees;
- g) Collections on behalf of other taxing authorities; and

h) Payment of credit card bills.

4. TRANSFERS BETWEEN OPERATING AND INFRASTRUCTURE ACCOUNTS

4.1. The CAO shall be authorized to transfer monies between the operating account and the infrastructure account as necessary to:

- a) Ensure the operating account maintains a minimum balance of \$75,000 at all times to avoid interest charges or penalties; and
- b) Transfer excess funds beyond normal operational requirements from the operating account to the infrastructure account, in order to maximize interest earnings for the municipality.

4.2. All such transfers shall:

- a) Be properly recorded in the municipality's financial records.

4.3. Any transfer not provided for in this section or that is outside of the approved financial plan shall require prior resolution of Council.

5. PURCHASING PROCEDURES

5.1. The Village shall give potential suppliers and contractors fair opportunity to supply goods and services to the Village, by conducting competitive processes in accordance with the following thresholds:

Estimated Value (excluding taxes)	Procedure	Approval
Up to \$5,000	Direct Award: No competitive quotes required, Written quotations are encouraged where practical	CAO (if within budget)
\$5,001 - \$25,000	Direct Award: At least three (3) written quotations where practical	CAO (if within budget)
\$25,001 - \$74,999	Formal Bidding: Request for Proposal (RFP) or invitation to Tender	Council resolution
>\$75,000 (goods/services)	Competitive process compliant with NWPTA/CFTA	Council resolution
>\$200,000 (construction)	Competitive process compliant with NWPTA/CFTA	Council resolution

5.2. Council may require tenders, quotations, or RFPs at any dollar value at its discretion.

- 5.3. All purchasing processes for amounts exceeding trade agreement thresholds shall comply with applicable trade agreements including, but not limited to, the New West Partnership Trade agreement (NWPTA) and the Canadian Free Trade Agreement (CFTA).
- 5.4. All purchases shall be made with the best long-term interest of the Municipality. While price is an important consideration, the lowest price will not necessarily be accepted in every case. The municipality will balance cost-effectiveness with product quality, durability, and any ongoing or lifecycle costs associated with the purchase.

6. EMERGENCY EXPENDITURES

6.1. In the event of an emergency:

- a) The CAO, in consultation with the Mayor or Deputy Mayor, is authorized to make necessary expenditures to address the emergency, regardless of the dollar value.
- b) A report of any emergency expenditures shall be provided to Council at the next Regular Meeting of Council.

7. CONFLICT OF INTEREST

7.1. All employees and Council involved in the purchasing process shall adhere to *The Municipalities Act* conflict of interest provisions and disclose any potential conflicts.

8. TRANSITIONAL, REPEAL AND COMING INTO FORCE

- 8.1. Bylaw No. 6/12, and any and all amendments thereto, be hereby repealed in their entirety.
- 8.2. This Bylaw shall come into force and take effect on the final reading by the Village of Buena Vista Council.





Mayor



Administrator

INTRODUCED AND READ a first time this 22nd day of July, 2025.

READ a second time this 26th day of August, 2025.

READ a third time and adopted this 26th day of August, 2025.