

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-1 - Public Tendering of Major Capital Projects

Preamble: As a general rule all Capital Projects over a specified amount be set to public tender, to encourage local resources in the implementation of projects, where ever possible. Where not possible, public tenders advertised outside the local community will list the contingency that local people, supplies, and equipment must be given preference.

Policy: That the Central Coast Regional District will Publicly Tender all Capital Projects over \$5,000.00. It is the intent of this Policy to re-enforce the maximum use of local resources, supplies and equipment where ever possible. Local tenders will receive first preference providing the area of tender expertise be deemed adequate.

If the Capital Project area of expertise cannot be acquired locally, tenders may be awarded out of the valley with a statement that local human resources and material supply and equipment must be used, where ever possible.

The decision of the Central Coast Regional Board of Directors will be final and without prejudice.

Date: April 12, 1994

RECOMMENDED FOR REPEAL – March 13, 2014

see new policy A-26



CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-15 - Contract Awards, Contract Amendments & Contract Management

Preamble: To ensure that the Board is clearly knowledgeable on all aspects of the contracts rendered to the Regional District and the implications of these contracts, and that the Board as the executive level of operation, is the duly authorized body to make contract-related decisions.

Policy: That all contract negotiations, contract awards, contract amendments be carried out with and through Board direction and authorization, and that once in place, the contract shall be executed on behalf of the Board by the Chief Administrative Officer or designate.

Date: October 8, 1997
Reviewed: April 7, 2004

March 13, 2014 – RECOMMENDED FOR REPEAL - See new policy A-26

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-12 – Purchase Authorization

Preamble: The regional districts’ auditors have recommended that a purchasing policy be put in place which will provide a purchase threshold above which board approval is required to authorize purchases , and which will also ensure expenditures do not exceed the annual budget.

Purpose: The purpose of this policy is to minimize risk, provide appropriate oversight of purchases, control expenditures, and maintain fiscal responsibility in the financial department of the Central Coast Regional District.

Policy: It is the policy of the Central Coast Regional District that purchases shall be appropriately authorized, and preferably in advance of payment to vendors in order to ensure risk is minimized in terms of actual expenditures against the annual budget in accordance with relevant legislation.

Amounts specified are net of applicable taxes.

<u>Amount</u>	<u>Authorized Purchaser</u>	<u>Restrictions/Requirements/Comments</u>
\$1,000 - \$10,000	Chief Financial Officer (CFO)	Capital items (see Capitalization Policy)
\$0 - \$25	Administrative Assistant (AA), Commission or designate	Petty cash expenditures
\$0-\$250	AA Commission or designate	Operational expenses included and approved in the annual budget.
\$251-\$1,200	Sr. Administrative Asst. (SAA)	Operational expenses included and approved in the annual budget. Two quotations required; three is preferable. The lowest quote shall be accepted except where there are differences in availability or quality. If the lowest quote is not accepted, approval from the CAO is required.
\$1,201 - \$10,000	Chief Administrative Officer (CAO)/CFO	Operational expenses included and approved in the annual budget. Formal advertising required. The lowest tender shall be accepted if consistent with required quality or service. If the lowest tender is not accepted, it shall be reported to the board of directors at the next opportunity. All factors being equal, a preference may be given to a local tender. Past performance may be considered.
\$10,000 +	Board of Directors	Capital and operational expenses included and approved in the annual budget, or additional unbudgeted resources have otherwise been provided. Formal tendering process required. The lowest tender shall be accepted if consistent with required quality or service. All factors being equal, a preference may be given to a local tender. Past performance may be considered.

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POLICIES

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It is the authorized purchaser's responsibility to confirm or ensure that budgeted expenditures are not exceeded. All personnel are encouraged to consult the CFO for confirmation of purchases in relation to the annual budgeted limits. Improper purchases will be the personal financial responsibility of the person making the commitment and the regional district reserves the right to recover from that person or to effect other disciplinary action as considered appropriate.

Purchasing is initially and primarily undertaken by the AA at the request of other personnel as applicable. It is the responsibility of the AA to ensure that the necessary approval is documented and has been granted prior to ordering supplies and prior to payment of purchases

The Fire Chief, Emergency Coordinator or Emergency Executive Committee, Water Maintenance Contractor, Pool Manager, and others may direct requests for purchases to the AA who will obtain the required authorization on their behalf.

Emergency Purchases

In the event of an emergency such as a natural disaster where it is impossible to obtain the necessary authority in a timely manner, the Emergency Coordinator, CAO or CFO shall have the authority to bypass policy and procedures. All such violations shall be reported immediately to the Chair of the Board of Directors.

Adopted: September 08, 2011

Reviewed:

**RECOMMENDED FOR REPEAL March 13, 2014
(See Purchase and Procurement Policy A-26)**