

# Antigonish Volunteer Fire Department Purchasing and Finance Policy

## Purpose

The purpose of this policy is to provide direction to the Town of Antigonish Volunteer Fire Department regarding procurement and major purchase financing practices.

## Application

This policy shall be referred to as the “Antigonish Volunteer Fire Department Purchasing and Finance Policy.” This policy applies to the Antigonish Volunteer Fire Department, also referred to as the ‘Department’.

## Definitions

In this policy:

“*Council*” means the Town of Antigonish Municipal Council.

“*Department*” means the Town of Antigonish Volunteer Fire Department.

“*Procurement Policy*” means the Town of Antigonish Procurement Policy.

“*Town*” means the Town of Antigonish.

## General

1. A detailed annual budget for the Department must be submitted to Council for approval prior to **March 1** of each year.
2. Only items detailed explicitly or generally (equipment or services that one would normally expect a fire department to purchase) in the budget approved by Council may be purchased by the Department following the Town’s procurement policy and the practices detailed in this policy.
3. Unless otherwise specified by this Policy, the Department is obligated to comply by the procurement principles and practices detailed in the *Procurement Policy*.

## Normal Procurement Practices

4. The normal procurement practices for the Department are as follows:

**(a)** For goods and services procured by the Town of Antigonish Volunteer Fire Department with an estimated value of **less than \$5,000 and are contained in the annual Department budget whether explicitly or generally (equipment or services that one would normally expect a fire department to purchase) or in general terms approved by Council:**

- i. procurement decisions must be made by the Fire Chief;
- ii. goods and services must be procured via a standing offer if one exists for the goods or services required, and if doing so will provide the best value;
- iii. if the goods and services cannot be procured under clause (ii), the goods or services purchase will follow the Towns purchasing policy as it relates to obtaining quotations from suppliers. (unless it is determined that the item is single source such as bunker gear or breathing apparatus).

**(b)** For goods and services procured by the Town of Antigonish volunteer Fire Department with **an estimated value of \$5,000 to \$12,500 and are contained in the annual Department budget approved by Council:**

- i. procurement decisions must be made by the Fire Chief;
- ii. the Fire Chief must inform the Chief Administrative Officer of the nature of the goods and services procured.
- iii. goods and services must be procured via a standing offer if one exists for the goods or services required, and if doing so will provide the best value;
- iv. if the goods and services cannot be procured under clause (iii), the goods and services must be procured by a request for quotations. (unless it is determined that the item is single source such as bunker gear or breathing apparatus).

(c) For goods and services procured by the Town of Antigonish Volunteer Fire Department with **an estimated value of over \$12,500 and are contained in the annual Department budget approved by Council:**

i. the Fire Chief must inform the Chief Administrative Officer of the nature of the goods and services procured and this information will be presented to the Town Fire Committee for approval ( if it is determined that the expenditure is not time sensitive)

ii. the goods and services must be procured via a public tender.

5. To procure any good or service **with an estimated value of up to \$5,000 which is not explicitly or generally (equipment or services that one would normally expect a fire department to purchase) contained within the annual Department budget provided to and approved by Council**, the Fire Chief of the Town of Antigonish Volunteer Fire Department must consult the Chief Administrative Officer. The goods and services must be purchased based on formal or informal written quotations from a minimum of three qualified suppliers to be kept on file with the Department.

6. The Town of Antigonish Volunteer Fire Department may, at times, require items of a proprietary nature. For those purchases, the Department must comply with *Section 5* of the *Procurement Policy* regarding “Alternative Procurement Practices.”

#### **Modifications to the Fire Hall**

7. As the Fire Hall is owned by the Town, any additions or modifications to the Fire Hall requires a review by the Chief Administrative Officer and the Town Engineer. If the estimated value of the modifications is **over \$10,000**, the services must be approved by Council, unless contained in the annual Department budget approved by Council.

#### **Antigonish Volunteer Fire Department Reserve Fund**

8. In accordance with *Section 99* of the *Municipal Government Act*, the Town shall maintain a Reserve Fund for purposes outlined in this policy.

9. The Reserve Fund shall include any funds not expended in the year in which it was allocated, and must be deposited in an interest-bearing account in a bank doing business in Nova Scotia.

10. Any withdrawals from this fund shall be authorized through a resolution of Council.

11. Withdrawals can be made for purposes including but not limited to:

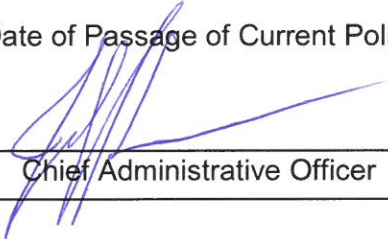
- (a) the replacement of equipment or vehicles;
- (b) the repair of equipment or vehicles;
- (c) improvements or modifications to the Fire Hall; and/or
- (d) repayment of the principal portion of capital debt.

CAO's Annotation for Official Policy Book

Date of Notice to Council Members of Intent: June 20, 2016

To Consider (Minimum 7 Days): June 27, 2016

Date of Passage of Current Policy: June 27, 2016

  
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Chief Administrative Officer

  
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Date