

GALIANO ISLAND RECYCLING RESOURCES SOCIETY POLICY CONCERNING CONTRACTS FOR SERVICES UP TO AN AMOUNT OF \$1,000

BACKGROUND

From time to time it is necessary for the Society to engage a person to provide services in circumstances where it is not practical to put the matter up for tender or obtain prior Board approval. For example, the need for minor repair or alteration to equipment or facilities which is relatively urgent, or the need to obtain catering for a small meeting or event, may arise on short notice or where it is otherwise impractical to engage in a tendering process. These may include cases where a member of the Board has particular knowledge, expertise or availability to provide the services.

POLICY

Where circumstances arise such that in the opinion of the Operations Manager it is necessary for the Society to engage a person to provide services and it is not practical to put the matter up for tender or obtain prior Board approval, the Operations Manager may engage a person to perform such services without putting the services to tender up to a maximum amount of \$1000.00 for each such engagement without requiring prior approval from the Board.

Where this is the case, the Operations Manager shall advise the Board in the Operations Manager's report to the Board at the next meeting of the Board.

APPLICATION OF THE POLICY IN CASES CONCERNING BOARD MEMBERS

In cases where the services are to be provided by a Board member, or by an entity in which a Board member has an interest, the Board must be advised in writing at the Board member's earliest opportunity, and the matter noted in the minutes of the Board at the next meeting of the Board following.

Section 41 of the Societies Act requires that a majority of the Board not be engaged in employment or contracts for services for remuneration by the Society. In exercising their discretion to engage a person to provide services the Operations Manager shall ensure that this does not result in a majority of Board members being so engaged at any one time.