

Meeting Date: November 4, 2024
Department: Financial Services
Report No.: FIN-2024-26
Submitted by: Bill Dakin, Director of IT & Finance/Treasurer
Approved by: Trisha McKibbin, Chief Administrative Officer

SUBJECT: Updated Purchasing Policy

RECOMMENDATION: THAT: Council receive report FIN 2024-26 Updated Purchasing Policy for information, and further;

THAT: Council approve the updated Purchasing Policy and forward By-law No. 105-24 to the Consideration of By-laws section of the agenda, and further;

THAT: the Updated Purchasing Policy and the accompanying Accessible Purchasing Guidelines be posted to the Municipal Website.

BACKGROUND:

Section 270 of the *Municipal Act, 2001* S.O., c. 25 as amended, requires municipalities to have and adopt and maintain a policy with respect to its procurement of goods and services ([Municipal Act, 2001](#)).

At the November 20, 2023 Council meeting, staff brought forward a report regarding updates to the Municipality's purchasing policy. In response to the report, the following resolutions were passed:

Moved by Councillor Brennan

Seconded by Councillor Pelkman

THAT: Council receives report FIN 2023-48 - Updated Purchasing Policy for information. Carried.

Moved by Councillor Willsie

Seconded by Councillor Derbyshire

THAT: further discussion of the draft purchasing policy be deferred to a Special Meeting of Council to permit time for an in-depth review. Carried.

At the June 10, 2024 Strategic Priorities Meeting the red-line version of the policy was brought forward and after much great discussion the following resolution was passed:

Moved: Councillor Willsie
Seconded: Councillor Kennes

THAT: Council forward the updated redline version inclusive of changes discussed at the June 10, 2024 Special Council Meeting to a future Regular Meeting of Council for final approval. **Carried**

COMMENTS:

Staff started their review back in 2020. The redline version was brought to Council in November of 2023 and referred to the Strategic Priorities Meeting on June 10, 2024 for a more fulsome discussion. The Updated Policy now before Council is the result of that discussion and represents the Updated Procurement Policy.

The changes communicated and incorporated from the June 10th meeting, involved primarily updating the policy to reflect the change from a hard copy submission of the tendering process to an online submission through the Bids and Tenders Portal. As well as the elimination of council more specifically the Mayor from involvement the Corporate Credit Card program. The alignment of several of the purchasing thresholds to that of Middlesex County's Purchasing Policy.

Once Council has approved the policy it will be posted on the Municipal website along with two other documents. The first is the Accessible Purchasing Guidelines approved by the Municipality and required by law, and the second is the Bids and Tender Vendor Guide, which walks vendors through the process to bid on Municipal goods and services.

CONSULTATION:

Management Team
Treasury/Finance Staff

FINANCIAL IMPLICATIONS:

None

ATTACHMENTS:

- Updated Procurement Policy