



Committee of the Whole Report

Report Number: CORP2023-016
Meeting Date: June 6, 2023
Title: Procurement Policy
Description: To provide Council with the amended Procurement Policy.
Author and Title: Launa Macey, Supervisor of Procurement

Recommendation(s):

That Report CORP2023-016, **Procurement Policy**, be received;

That the Procurement Policy, attached as Appendix A to Report CORP2023-016, be adopted and numbered for inclusion in the City's Policy manual, replacing all predecessor versions; and

That this recommendation be brought forward to Council for consideration at the June 20, 2023 Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

Each new term of Council is responsible for setting the Policy (Appendix A) and reviewing the Management Directive (Appendix B is the draft Management Directive). While the CAO is responsible for the Management Directive (Appendix B) which gives detail to the processes.

The Procurement Policy is intended to govern the manner in which the Corporation of the City of Kawartha Lakes purchases goods and services. The Policy was last amended in 2021.

Rationale:

The City procures goods and services primarily through request for quotations, high score quotations or proposals.

The policy gives a high level overview, while the management directive (Appendix B) provides the detailed process for staff to follow.

Summary of Major Policy Recommended Changes

- Dollar values have been moved from the Policy and placed in the management directive. The goal is to keep the Policy at a high level and allow for changes to be made within the Directive as the Trade Agreement Thresholds require
- Details have been added to the policy explaining that promoting “buy local” in higher dollar value procurements is against the *Discriminatory Business Practices Act*
- Complicated agreements require review by the City Solicitor
- Operational contracts with renewals no longer require Council approval unless they span more than 5 years
- Procurement no longer required to provide quarterly reports to Council that summarize projects within scope and budget. Treasury will be reporting emergencies through the Capital and Special Project Close report with Procurement’s input
- A high level table of authority was added to the Policy as a schedule
- The exemption list was moved from the body of the Policy and is included as a schedule.

Other Alternatives Considered:

Council could direct staff to make further refinements to the Purchasing Policy.

Alignment to Strategic Priorities

This report aligns with the strategic priority of Good Government.

Financial/Operation Impacts:

There are no financial impacts associated directly with this report. It supports a sound updated purchasing policy and process to that clearly defines what is required of staff and Council.

Consultations:

Senior Management Team

Attachments:



Appendix A - Policy
- Clean.docx



Appendix A - Policy
- Compare.docx



Appendix B -
Directive - 2023 Draft.

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Department Head: Sara Beukeboom, Director of Corporate Services