



TOWN OF MINTO

MEETING DATE: September 3, 2024
REPORT TO: Mayor Turton and Council
SERVICE AREA: Finance
SUBJECT: FIN 2024-015, Purchasing/Procurement Policy

RECOMMENDATION:

THAT the Council of the Town of Minto hereby receives report 2024-015, regarding the Purchasing/Procurement Policy, prepared by Treasurer and CAO, for information purposes;

AND FURTHER THAT the Council of the Town of Minto consider approval of the attached Policy.

BACKGROUND:

Section 270(1) of the Municipal Act requires municipalities have a policy for procurement of goods and services, and Section 5(3) of the Act states that municipalities' capacities, rights, powers and privileges must be stated in bylaw. Regulation 191/11 requires incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities, except where it is not practical to do so.

The Town of Minto's current Procurement By-Law was passed in 2017. Since that time, there have been several national, international and other Trade Agreements which have come into force. The cost of many items purchased by municipalities has escalated enormously, especially in the last two years. This makes a review of purchasing approval threshold necessary. The recently passed Tangible Assets Policy took these inflationary adjustments into account. The need to support both traditional and electronic means of procurement is a basic requirement in today's world. The rising popularity of buying groups has also made the need for a modernized Policy more acute.

COMMENTS:

Town of Minto staff have undertaken a review of Purchasing and Procurement policies currently in place by other municipalities, both large and small. Current legislation, Trade Agreements and best practices have been consulted in the development of the new Policy. Unique aspects which apply to the Town of Minto have been taken into account.

The new Policy attempts to bring together accountability, fiscal responsibility, adherence to legal and Trade Agreements while retaining as much flexibility as possible. Definitions are clearly spelled out, as well as the roles and responsibilities of Council and key staff. Approval thresholds have been revised.

FINANCIAL CONSIDERATIONS:

This Policy was developed in-house at no extra cost. While there are no direct costs, it is hoped that a more modern policy will result in increased transparency with the goal of obtaining the best value for money for our citizens.

STRATEGIC PLAN:

Goal 5: Responsible Government

Deliver Services in an open, accountable, and transparent manner while providing an outstanding working environment for our employees and community.

Prepared By: Gordon Duff, Treasurer

Reviewed By: Gregg Furtney, Chief Administrative Officer (CAO)