



GEORGINA

Subject: Procurement Policy Updates

To: Mayor and Council

From: Stirling E. Munro, Manager of Procurement Services

Date: January 24, 2024

Briefing:

At its meeting of January 17, 2024, Council received Report No. LS-2024-0001 regarding certain updates recommended by staff to be made to the Town's Procurement Policy and Procedures, which had been adopted in their present form in 2018. At that time, Council discussed some further revisions to the draft updated Policy that was appended to the Report, the most significant of which was a change to the ability granted to the Deputy Chief Administrative Officer to authorize limited overages to the budget amounts approved by Council for individual projects.

The Deputy Chief Administrative Officer's authority in this regard is presently limited to \$10,000, and staff had recommended that this amount be increased to \$50,000. It was Council's preference, however, to include a \$20,000 limit for projects having a value of \$100,000 or less, with the limit being increased to 20% of project value up to a maximum of \$50,000 for projects in excess of \$100,000. Staff have accordingly built this revised authority into Section 6.3.2 of the Policy, and have made consequential revisions to other provisions in the document.

As discussed at the Council meeting of January 17, 2024, staff have also implemented a significant number of other administrative revisions to the Policy, which is appended in its revised form as Schedule "A" to the new Procurement By-law that has been submitted to Council for passage today.