

**DATE:** September 18, 2023

**REPORT NO:** T-21-2023

**SUBJECT:** **Tendering and Purchasing Policy Update**

**CONTACT:** Donna DeFilippis, Director of Finance/Treasurer

**OVERVIEW:**

- This report outlines recommended updates to the Township's Tendering and Purchasing Policy.

**RECOMMENDATION:**

- 1) That, Recommendation Report T-21-2023, "Tendering and Purchasing Policy Update", dated September 18, 2023 be received; and,
- 2) That, the Township's Purchasing Policy – POL-T-01-2015, Schedules A and B, be updated as outlined in this report; and,
- 3) That, the current requirement to have tenders opened in Public, as outlined in Section 7 of the Tendering & Purchasing Policy, be waived; and,
- 4) That, staff be authorized to continue to use an on-line bidding portal as the means of receiving tender and RFP (Request for Proposal) documents safely and in a timely manner from proponents.

**ALIGNMENT TO STRATEGIC PLAN:**

**Strategic Priority #4**

- **ADVANCE** – organizational capacity and effectiveness

**BACKGROUND:**

The Township's Purchasing Policy-POL-T-01-2015 (Appendix A) outlines the principles and guidelines that are to be followed regarding the procurement of goods and services. From time to time, minor amendments are required. The Policy was last updated in October 2020.

**CURRENT SITUATION:**

Schedule "A" of the Policy outlines the Designated Department Heads. Several titles require updating to the following; please note that no new positions are being added, the titles are simply being updated:

Updated Title	Previous Title
Director of Legislative Services/Clerk	Clerk
CEO-Library Services	Chief Librarian
Director of Public Works and Recreation	Director of Public Works and Engineering

Schedule “B” of the Policy includes a listing of positions that have purchasing authority up to \$5,000. The following positions require title updates:

Updated Title	Previous Title
Manager of Finance/Deputy Treasurer	Deputy Treasurer
Manager of Parks, Recreation and Facilities	Supervisor of Arena and Parks
Information Technology Manager	IT Administrator
Manager of Operations	Manager of Roads/Water & Wastewater

In addition, staff are requesting that the following positions be added to Schedule “B”:

- Project Manager
- Manager of Planning
- Supervisor of Parks and Recreation

Attached to this report, as Appendix A, is an updated Purchasing Policy with the above amendments included.

In addition to amendments to Schedules “A” and “B”, staff are requesting that the following items be approved:

- 1) The current requirement to have Tenders opened in public, as outlined in section 7 of the Tendering & Purchasing Policy be waived.
- 2) Staff be authorized to continue to use an on-line bidding portal as the means of receiving tender and RFP (Request for Proposal) documents safely and in a timely manner from proponents.

The items above were first presented to Council in April 2020 as part of report RFD-T-08-20. That report requested that the above items be approved as a result of the Township being closed due to the COVID-19 Pandemic. The resolution that was approved through that report is below:

- 1) *That report, RFD-T-08-20, Amendments to the Tendering & Purchasing Policy POL-T-01-2015, dated April 6, 2020, be received; and,*
- 2) *That, the current requirement to have tenders received, initialled and date- stamped by the Clerk or designate, as required in Section 7.1 of the Tendering & Purchasing Policy, be waived, and;*
- 3) *That, staff be authorized to use Biddingo.com as the means of receiving tender and RFP (Request for Proposal) documents safely and in a timely manner from proponents thus eliminating the need for the public to enter the Township Office during a pandemic; and,*

- 4) *That, the current requirement to open tenders publically by the Clerk and Department Head at the main administration building, as required in Section 7.2 of the Tendering & Purchasing Policy, be waived; and,*
- 5) *That, recommendations 2, 3 and 4 as noted above be in force while the Township Administrative Building is closed to the Public as the result of the COVID-19 Pandemic.*

The Township office has now been open for a considerable time, however the on-line bidding portal is being used exclusively. The on-line system has proven to be beneficial for both the bidder and the Township. It has eliminated the cost related to preparing paper documents and ensures that all bidders are treated equitably. Staff plan on updating the Purchasing Policy to ensure that it reflects the requirement to use on-line bidding. As this will require a substantial overhaul of the Policy, staff are requesting at this time the appropriate waivers.

**FINANCIAL IMPLICATIONS:**

There are no financial implications with Council approving this report.

**INTER-DEPARTMENTAL COMMENTS:**

The Senior Management Team was consulted and asked to provide recommendations regarding any changes to staff with Purchasing Authority.

**CONCLUSION:**

Staff is recommending that Council approve the updates to the Tendering and Purchasing Policy as outlined above.

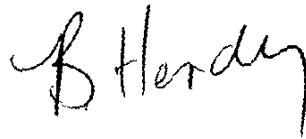
**Prepared & Submitted by:**



---

**Donna DeFilippis,  
Director of Finance/Treasurer**

**Approved by:**



---

**Bev Hendry,  
CAO**