

DATE: March 17, 2025

REPORT NO: T-06-2025

SUBJECT: **Tendering and Purchasing Policy and Purchasing Card Policy Updates**

CONTACT: Katelyn Repovs, Director of Corporate Services/CFO

OVERVIEW:

- Due to recent organizational restructuring changes, Administration has performed reviews of the Township's Tendering and Purchasing Policy (POL-T-01-2015) and the Purchasing Card Policy (POL-T-02-18).
- These reviews have resulted in recommended updates to Schedules A and B of the Tendering and Purchasing Policy, and Schedule A of the Purchasing Card Policy, along with some clarification improvements to the content within both Policy documents.

RECOMMENDATION:

- 1) That, Recommendation Report T-06-2025, titled "Tendering and Purchasing Policy and Purchasing Card Policy Updates", dated March 17, 2025 be received; and,
- 2) That, the updates to the Township's Tendering and Purchasing Policy (POL-T-01-2015) and its Schedules A and B, as outlined, be approved; and,
- 3) That, the updates to the Township's Purchasing Card Policy (POL-T-02-18) and its Schedule A, as outlined, be approved.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

- **ADVANCE** – organizational capacity and effectiveness

BACKGROUND:

Organization restructuring changes for the Township, as outlined through Information Report CAO-05-2024, were finalized in February 2025. As result of these changes, Administration undertook an administrative review of two procurement related policies to ensure appropriate policy alignment. Through this review, Administration also noted additional areas of improvement to further streamline these policies. These changes are outlined further below and have been brought forth to Council for approval, through the

updated policies attached as Schedules A and B.

The Township's Tendering and Purchasing Policy POL-T-01-2015 (attached as Schedule A to this Report) outlines the principles and guidelines that are to be followed regarding the procurement of goods and services. The Policy was last updated in September 2023.

The Township's Purchasing Card Policy POL-T-02-18 (attached as Schedule B to this Report) outlines the guidelines for the use of purchasing cards to enhance operational efficiency and procurement processes, and ensure compliance with financial controls. The Policy was last updated in September 2023.

CURRENT SITUATION:

Tendering and Purchasing Policy POL-T-01-2015

Changes proposed to the Township's Tendering and Purchasing Policy are listed below. These changes are incorporated into the Policy attached as Schedule A to this Report.

Administration plans to undertake a further comprehensive review of the Township's Tendering and Purchasing Policy, to determine its continued effectiveness, and will report back to Council on this review in the coming months.

1. The Request for Proposal (RFP) process is intended to prioritize the effectiveness of a vendor's proposed solution, over price alone, as outlined in Policy Clause 9.1. While price is an important factor within RFP evaluation criteria, it is not intended to be the sole determinant. Rather, a RFP Award should be to the proponent with the highest final score. Balancing price with other evaluation criteria ensures that the Township achieves sustainable and effective procurement outcomes.

However, current Policy wording seems to be inconsistent with this intention: RFP Awards under \$100,000 can be authorized by the CAO, except in cases of an "irregular result", which then require Council resolution. The Policy currently includes RFPs in the scope of an "irregular result"; an irregular result can occur when "the award of the contract to or the purchase from the lowest vendor is considered inappropriate". This means that if Administration plans to award a RFP, within CAO delegated authority limits, to the highest-scoring proponent, but the proposal does not have the lowest price, Council approval is required.

To align the Policy with the intended purpose of RFPs to ensure clarity and consistency, Administration recommends these Policy wording changes:

- a) Revising Clause 1.19 to specify that "irregular result" applies only to competitive quotes or tenders, and not to proposals.
- b) Amending Section 9.6, related to the RFP Process, to remove reference to irregular results, and adding in that if a RFP Award is not being made to the supplier with the highest final score, Council approval is required.

2. Schedule “A” of the Policy outlines the Designated Department Heads for the purposes of the Policy. Several role titles require updating to reflect revised titles, as summarized below. Further, the new Director, Community and Protective Services role is now listed as a Designated Department Head. Because the Director role is responsible for overseeing the Fire Department, the Fire Chief role is now removed from Schedule “A”, as it is no longer a Designated Department Head.

Revised Title	Previous Title
Director, Corporate Services/CFO	Treasurer/Director of Finance
Director, Infrastructure	Director of Public Works& Recreation
Director, Growth & Sustainability	Director of Planning & Building
Director, Legal & Legislative Services	Director of Legislative Services/Clerk

3. Schedule “B” of the Policy includes positions that have purchasing authority up to \$5,000. The Fire Chief role is now included here. These positions require title updates:

Updated Title	Previous Title
Manager, Legislative Services	Deputy Clerk
Manager, Civil Land Development	Coordinator of Engineering Services
Manager, Capital Design and Delivery	Project Manager

Purchasing Card Policy POL-T-02-18

Changes proposed to the Township’s Purchasing Card Policy are listed below. These changes are incorporated into the Policy, attached as Schedule B to this Report.

1. Schedule A of the Policy outlines the positions that may have cards issued to them. Administration has updated the Policy to include the following additional positions:
 - Director, Community and Protective Services
 - Supervisor of Accounting

In addition, Schedule A has been updated to reflect the revised titles, as indicated above, for the positions that were previously included, where applicable.

2. Clause 4.5 of the Policy was updated to clarify that cardholders are responsible for uploading accurate and itemized vendor receipts, with the Harmonized Sales Tax (HST) broken out as applicable. In addition, Clause 4.9 was added to clarify cardholder responsibility in the event of inability to provide vendor receipt support. Finally, Clause 6.4 was updated to add that Approvers are responsible for ensuring uploaded receipts are complete and compliant with the Policy.

While all of the above items are known expectations and common practices within the Township, these were not previously written within the Policy. Administration is now taking the opportunity to update the Policy to ensure clarity, consistency, and alignment with established processes.

FINANCIAL IMPLICATIONS:

There are no financial implications with Council approving this report.

INTER-DEPARTMENTAL COMMENTS:

The Senior Leadership Team was consulted on these Policy changes as applicable.

CONCLUSION:

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

SCHEDULES:

Schedule A Tendering and Purchasing Policy (including Schedules “A”, “B”, “C”)

Schedule B Purchasing Card Policy (including Schedule A)

Prepared & Submitted by:

Katelyn Repovs, CPA, CA
Director of Corporate Services/CFO

Approved by:

Truper McBride
CAO