

Staff Report

Council Meeting Date: April 28, 2025

Subject: FIN-2025-08 Purchasing and Procurement Policy

Report from: David Munro, Interim Treasurer

Emily Dance, Chief Administrative Officer

Attachments: DRAFT Procurement Policy

Recommendation

Be It Resolved that Council hereby approves Report FIN-2025-08 Purchasing and Procurement Policy;

AND authorizes the appropriate by-law coming forward to adopt the Purchasing and Procurement Policy.

Background

[Section 270](#) of the Municipal Act, 2001, as amended requires a municipality to adopt and maintain a policy with respect to procurement of its goods and services.

The Municipality of Arran-Elderslie's current Procurement Policy being [By-Law No. 59-09](#) was passed in 2009. The intent is to review policies to ensure that it meets the needs of the municipality, current legislation, while conducting procurement in a fair, open and transparent manner.

During review of the current policy it was realized that several other municipalities hired consultants to review and recommend updates to their procurement policies and procedures. During our review we were able to benefit from reviewing several of these while drafting our updated policy.

Analysis

The updated draft policy that is being presented has been amended to provide department heads with more flexibility to conduct procurement, provided that items are within the approved budget.

The other addition to the policy is a contractor performance evaluation that will enable a probation or suspension in the event of unsatisfactory performance. We believe this policy will meet the needs of the Municipality by streamlining and modernizing some of our existing procurement procedures.

Maintaining an effective purchasing and procurement policy will ensure that the Municipality continues to receive competitive pricing and ensure value for goods and services purchased, while conducting procurement in a fair and open manner that protects the Municipality from liability.

With the current landscape of tariffs, staff is suggesting the proposed policy include where applicable that Canadian purchasing be promoted and that the Municipality will leverage opportunities to favour goods made in Canada or services provided by Canadian businesses.

The policy has been circulated through the Senior Management Team and is currently being reviewed by our Municipal Solicitor. Pending any recommended changes by the Municipal Solicitor the by-law will be brought forward for Council approval.

Link to Strategic/Master Plan

6.4 Leading Financial Management

Financial Impacts/Source of Funding/Link to Procurement Policy

There are no financial impacts related to this report.

Approved by: Emily Dance, Chief Administrative Officer