



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Dale Langlois, Director of Finance / Treasurer

Department: Finance

Date of Report: March 22, 2021

Report Number: FIN-07-2021

Subject: Draft Procurement Policy

Recommendation

That the report of the Director of Finance dated March 22, 2021 (FIN-07-2021) regarding the draft procurement policy be received and that the procurement policy bylaw be approved.

Report

Please find attached (Appendix A), the draft procurement bylaw and policy which has been reviewed and updated internally by staff and reviewed by the Town's internal legal Counsel.

The Town of LaSalle's procurement policy and bylaw was last updated in January 2016, since this time there have been many changes that have affected the Town's procurement process, including new legislation through the Comprehensive and Economic Trade Agreement (CETA) and the Canada Free Trade Agreement (CFTA), implementation of bids and tenders software and the hiring of the new procurement officer position. The proposed procurement policy takes all of these changes into consideration.

The purpose of the procurement policy is to ensure:

- (1) That publicly funded purchases of goods and services are acquired through a process that is compliant, open, fair and transparent;
- (2) Responsibilities of the Town and staff throughout each stage of the procurement process and;
- (3) That procurement processes are managed consistently.

To accomplish this, the policy ensures that the following main priorities are met:

- 1) Ensures that Legislative requirements are met
- 2) Ensures that proper internal controls are in place:
 - a. Appropriate procurement strategies are used and approved by appropriate individuals
 - b. Appropriate procurement documents (PRTs, RPQs, RFPs, etc.) are approved by appropriate individuals
 - c. Contracts and related documents are approved by appropriate individuals
 - d. Appropriate signing authority thresholds are in place
 - e. Appropriate review occurs to ensure that the policy is being followed
- 3) Ensures that Council is made aware of and/or approves significant purchases according to various thresholds:
 - a. Council approval for individual items included in the annual operating and capital budgets through the annual budget process
 - b. Council approval for purchases greater than \$250,000 before a contract is signed (in addition to approval through the annual budget process)
 - c. Council approval for capital items that were not included in the capital budget that are greater than \$10,000
 - d. Council approval for capital purchases that exceed the value included in the capital budget by the greater of \$10,000 or 10% (note the CAO or delegate will be required to approve items that exceed budget up to the greater of \$10,000 or 10%)
 - e. Quarterly status report provided to Council that outlines all RFx processes and purchases with Dollar Values of \$50,000 or more published or released during the applicable period. The report will also list all Contracts valued at \$50,000 or more awarded to vendors since the previous status report.

In addition to the new procurement policy, a flowchart which outlines the Town's procurement process from beginning (budget requests) to end (vendor payment) is attached (Appendix B).

Consultations

County of Essex Procurement Manager

Internal Legal Counsel

Financial Implications

None

Prepared By:



Director of Finance/Treasurer

Dale Langlois, CPA, CA

Link to Strategic Goals

1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - No
3. Grow and diversify the local economy - No
4. Build on our high-quality of life - No
5. Sustaining strong public services and infrastructure - No

Communications

Not applicable

Notifications

Not applicable.

Report Approval Details

Document Title:	FIN-07-2021 Draft Procurement Policy.docx
Attachments:	<ul style="list-style-type: none">- Appendix A 2021 Procurement Policy By-law.pdf- Appendix A 2021-03-01 TOL Procurement Policy Draft.pdf- Appendix B 2021-03-01 Procurement Process Flow Chart.pdf
Final Approval Date:	Apr 6, 2021

This report and all of its attachments were approved and signed as outlined below:



Chief Administrative Officer

Joe Milicia