



FORTFRANCES
BOUNDLESS

PROCUREMENT POLICY REVIEW

ADMINISTRATIVE REPORT

Date: 2022-04-05

From: Dawn Galusha, Treasurer

To: Administration & Finance Executive Committee and
Operations & Facilities Executive Committee

File Number: TRE 2022-17

1. ISSUE

The Town of Fort Frances is required under the Municipal Act, 2001 Section 270(1) (3) to adopt and maintain a procurement policy. As attached, the current version of the policy was last revised in January 2013, so a review of the policy is overdue.

2. STRATEGIC IMPACT

N/A

3. OPTIONS & ALTERNATIVES

N/A

4. ADMINISTRATIVE RECOMMENDATION

That the committee agree with the recommendation of Administration to commence the review of the procurement policy in early May.

5. ANALYSIS

At this time, Administration would like to have a general discussion regarding the policy. Council members are invited to advise on areas they wish to see changed.

The policy revision will commence in early May, with reports to the committees in June and July, with hopeful finalization for the August meeting which is before the nomination day.

Administration previously had a legal review of the procurement policy to provide input on it, so we will work with that to start the process. There will also be the potential for additional costs either from further legal needs or consulting as procurement is not the specialty of any of our current staff.

6. HISTORY

As per the attached policy, Section 7.0 Policy Review:

- i) This policy shall be reviewed prior to the end of each term of Council and any amendment thereto shall be made prior to the nomination day in the year of the municipal election.
- ii) The review shall determine the policy's effectiveness versus the objectives stated and the requirement of the Municipal Act, 2001 as amended.
- iii) The management team shall undertake the review and the final result of said review are to be reported by the CAO to Council.

Per the Council Meeting of March 28, 2022, Council has referred this item as new business to both the Administration and Finance Executive Committee and the Operations and Facilities Executive Committee.

7. CONSULTATION

Consultation will be with all Senior Managers, the Administration and Finance Executive Committee and the Operations and Facilities Executive Committee.

8. SUPPORTING DOCUMENTS

Policy 1.12 Procurement