

# Municipality of Lakeshore – Report to Council

## Corporate Services

### Financial Planning and Analysis



**To:** Mayor and Members of Council  
**From:** Justin Rousseau, Interim Chief Administration Officer  
**Date:** July 15, 2024  
**Subject:** Governing Procurement Policy Update

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#### Recommendation

Direct the Clerk to read By-Law 77-2024, being a by-law to adopt a Procurement Policy, during the Consideration of By-laws, as presented at the August 13, 2024 Council meeting.

#### Strategic Objectives

5b) Modernize Citizen-Centered Services - Bylaw Modernization (including a calendar of bylaw review and effective enforcement strategies/capabilities)

#### Background

A report was brought before Council on March 5, 2024, regarding the existing purchasing by-law and policy previously approved by Council on July 10, 2010. The report proposed that Council adopt a revision of the purchasing policy to reflect changes in procedures and best practices which have occurred since the drafting of the by-law 14 years ago.

This report reflects a change in the proposed levels of the Type of Procurement in the table below, per Council's direction on March 5, 2024, to cap the value at \$100,000.00 versus \$500,000.00 as previously proposed.

The following is table reflects the key change proposed by Council, which has been added to the draft Procurement Policy:

<b>Type of Procurement</b>	<b>Proposed Level</b>	<b>Current Level</b>
Informal Quotation	\$10,000 - \$50,000	\$6,500 - \$26,200
Formal Quotation	\$50,001 - \$100,000	\$26,201 - \$45,800
Request for Tenders and Proposals below \$100,000 (No Council Approval)	below \$100,000	\$45,801 - \$98,200
Request for Tenders and Proposals (Council Approval)	Above \$100,000	Above \$98,201

It should also be noted that the policy was shortened and streamlined to reduce duplication in some sections and for ease of internal training and compliance with the policy. This was done in conjunction with Lakeshore departments and procurement best practices.

**Comments**

If approved, Administration will develop procedures and controls to help modernize and standardize the procurement process to ensure Council goals and priorities can be met in the most efficient way possible.

**Financial Impacts**

There are no immediate or measurable financial implications to the Municipality arising from the draft revised Procurement Policy. However, it is hoped that through continued improvements to Lakeshore’s procurement processes, including the adoption by Council of the draft revised Procurement Policy, cost savings and administrative efficiency for the Municipality will result.

**Report Approval Details**

Document Title:	Governing Procurement Policy Update.docx
Attachments:	
Final Approval Date:	Jul 31, 2024

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

Prepared by Justin Rousseau

Approved by the Corporate Leadership Team