

STAFF REPORT: FINANCIAL SERVICES



REPORT TO: Finance and Administration Committee
MEETING DATE: September 23, 2008
REPORT NO.: FS.08.48
SUBJECT: Purchasing of Goods and Services
PREPARED BY: Sherri Adams, Manager of Purchasing

A. Recommendations

THAT Council receive Staff Report FS.08.48, "Purchasing of Goods and Services"; and,

THAT Council enact a By-law to adopt Corporate Town Policy POL.COR.07.05, Purchasing of Goods and Services; and,

FURTHER THAT Council does receive the Draft Administrative Policy FS.08.08, "Purchasing Goods and Services Procedures" for information purposes.

B. Background

Revisions to the *Municipal Act, 2001* as proclaimed on January 1, 2007, include a requirement for a municipality to adopt Policies in six fields, being:

- Sale and other disposition of land
- Hiring of employees
- Procurement of goods and services
- Provision of notice to the public
- Accountability and transparency of actions to the public
- Delegation of powers and duties

The subject Report and Policy represent the third in these six fields for consideration by Council. It is noted the Policies all relate to accountability and transparency of municipal actions and its decision-making process.

The Purchasing of Goods and Services policy addresses the requirements of the *Municipal Act, 2001*.

Training and education of Town Staff will be based on the draft procedures to be approved by the CAO in October 2008.

C. The Blue Mountains' Strategic Plan

Providing a strong, well managed municipal government.

D. Environmental Impacts

The Purchasing of Goods and Services Policy includes clauses dealing with Environmentally Friendly Procurement and Life Cycle Costing. These clauses will be implemented following the development and approval of an Environmental Purchasing Policy.

E. Budget Impact

F. Attached

1. Policy POL.COR.07.05, Purchasing of Goods and Services
2. Draft Administrative Policy FS.08.08, Purchasing Goods and Services Procedures

Respectfully submitted,

Sherri Adams, Manager of Purchasing

For more information, please contact:

Sherri Adams, Manager of Purchasing
sdams@thebluemountains.ca
519-599-3131 ext. 227