



Regular Council Meeting

To:	Mayor and Council
Date:	April 20, 2020
From:	Kimberley Pope, Finance Department
Report Number:	Finance 2020-07
Subject:	Purchasing By-law Amendment Report

Recommendation:

That Council repeal By-law No. 2019-12 and replace it by approving By-law No. 2020-22 being a by-law respecting the procurement of goods and services, also known as the "Purchasing Policy", for the Township of Cavan Monaghan effective April 1, 2020.

Overview:

This report is to repeal and replace Purchasing By-law 2019-12 to include wording to permit the acceptance of electronic tenders and the viewing online of tender openings.

As per section 270 of the Municipal Act, 2001, S.O. c. 25, a municipality, and local board, shall adopt and maintain policies with respect to procurement of goods and services. The Purchasing By-law outlines the processes to be followed and sets out guidelines for the Municipality to ensure that all purchases of goods and services provide the best value for the Municipality's ratepayers.

The Purchasing By-law is reviewed once in each term of Council in order to ensure that Council and staff are familiar with this policy and that the policy reflects best practices.

Any person acquiring Goods/Services on behalf of the Municipality shall do so in accordance with the by-law and the purchasing procedures. The Treasurer is authorized to pay all accounts and other liabilities of the Township of Cavan Monaghan as per the purchasing policy. No employee or elected official shall purchase or offer to purchase, on behalf of the Township any goods and services, except in accordance with this By-law.

Financial Impact:

None.

Attachments:

1. By-law No. 2020-22 being a by-law respecting the Procurement of Goods and Services, also known as the "Purchasing Policy", for the Township of Cavan Monaghan effective April 1, 2020.
2. Procurement, Purchasing By-law 2019-12 with markups

Respectfully Submitted by,

Reviewed by,

Kimberley Pope
Director of Finance/Treasurer

Yvette Hurley
Chief Administrative Officer