

BYLAW & POLICY COMMITTEE REPORT COUNCIL MARCH 24 2022

It was discovered the Procurement Policy 2000-05 last updated October 2018 not longer coincides with the CAO Bylaw 2000-03 with regards to purchasing and procurement. The Committee asked our Solicitor Charles Thompson to review section 4.1.8 and update same.

Attached are his suggested amendments and we the Committee are prepared to recommend the suggested changes.

Proposed amendment to CAO Policy

4.1.8 act as Financial Officer within the scope of the duties of CAO to carry out such duties in accordance with the policies established by Council and shall:

(a) have power to make or authorize the making of contracts for the purpose of ~~acquiring services or~~ equipment, supplies or other items required for the carrying on of the businesses of the Town and enter into contracts therefore on behalf of the Town ~~in accordance with the Town's Procurement Policy~~ where such expenditures does not exceed, in the any one case, the sum of ~~fifteen thousand dollars (\$15,000.00)~~ and provided it is a budgeted item. Such expenditures shall be reported by the CAO to Council on a regular basis;

Commented [CT1]: Add "acquiring services" to be clear that spending authority does not only apply to goods

Commented [CT2]: Ties this portion of the CAO Bylaw in to the Procurement Policy.

Commented [CT3]: Does it make sense and seem necessary to have Council approve every purchase over \$5,000? \$15,000 seems like a more reasonable limit to me

(b) notwithstanding the above (section 4.1.8 a), submit a recommendation to Council respecting any proposed expenditure, for any purpose, in excess of ~~fifteen thousand dollars (\$15,000.00)~~ in accordance with the Town's Procurement Policy, ~~and respecting any contract involved therein,~~

Commented [CT4]: Similar to the above - tie this section in to the Procurement Policy

Commented [CT5]: This language does not seem necessary

(b1) ~~have power~~ the CAO is empowered to make emergency expenditures in accordance with the Town's Procurement Policy; ~~excess of five thousand dollars (\$5,000.00) and must report the expenditure to Council for ratification at the next meeting;~~

Commented [CT6]: Brack out the authority re emergency expenditures into its own subsection, and simply reference the Procurement Policy, since it has specific provisions around when and how emergency expenditures can be made and reported to Council

Respectfully submitted,

Susan Creelman, Chair Bylaw & Policy