

Type of Decision									
Meeting Date	Friday, May 4, 2012				Report Date	Tuesday, May 1, 2012			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Procurement By-Law Review - Report #04/05/12/1002									

Subject: A review of the Procurement By-Law.

RECOMMENDATION: That Council consider the amendments suggested to the Procurement by-law to make it more accurately reflect the reality of our location and size.

**WHEREAS** a review of the Procurement By-Law is required at least once a term;

**THEREFORE BE IT RESOLVED THAT** By-Law 2012-17 being a by-law to amend the Procurement By-Law be read a first and second time.

Background/Executive Summary: Changes suggested for the Procurement By-law have been made to more accurately reflect the reality of our situation. Being isolated with a low budget and minimal purchasing and service requirements we are often without options when it comes to locating individuals or companies willing to bid on tenders or requests for proposals.

For this reason we are attempting to modify our by-law to meet the spirit of the legislation, to ensure that we are formally addressing our procurement practises, setting and following rules but allowing some flexibility where there are minimal alternatives.

Further, in other situations we have long term contractors who know the job and specifics of the municipality arguably better than existing staff. So long as we are attempting to determine that fair prices are being charged for services; and there are no challenges with service, there should be no requirement to tender just because a time limit has been reached.

Our suggestion here is to have staff regularly compare prices with other providers in the area to determine fairness and compatibility but not have to go through a process that is timely, costly and results in no change. We have often pursued other quotes in winter maintenance, auditing and construction to end up with our existing contractors due to their quality of work, dependability and cost. When considering the total cost of a contract, the time spent by staff to advertise and complete the process has to be considered as well.

The new procurement by-law needs to reflect these challenges as well as provide more involved procurement practises for situations which have not yet arisen.

Financial Considerations/Budget Impact: None

Policy Impact: None, as per provincial legislation;

Others Consulted/Resources/References: Noella Lebreton, Treasurer; various purchasing documents on-line;

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*