

Memorandum

CSC-C 5-2025

Subject: Update Regarding Procurement By-law Review and Proposed Amendments

Date: April 9, 2025

To: Corporate Services Committee

From: Bart Menage, Director, Procurement Services

The purpose of this memorandum is to inform Council that as a result of further internal consideration pursuant to the February 6 Committee of the Whole meeting, Staff are proposing two amendments to the initially proposed recommendations. Staff are confident that all proposed changes will serve to positively advance the objectives of meeting operational needs, aligning approval authority to support accountability, and achieving consistent solutions that mitigate business risk while maximizing efficiencies.

Contract Amendments Approval Authority

Staff recognized the potential complexity of the initial recommendation which sought to align approval workflow with the value of the change relative to the awarded value based on its relation to both 20% and the open competitive threshold (greater/ less than) could serve to hinder implementation.

As a result, Staff now recommend a much simpler mechanism whereby Schedule B of the By-law would include a defined approval authority for contract amendments based solely on the value of the change(s), at financial levels commensurate with risk including the Commissioner, Corporate Services/ Treasurer and Deputy CAO, thereby achieving efficiency, accountability and oversight.

Collapsing the Formal Quotation - Construction Category into Goods/ Services

The initial recommendation sought to separate invitational procurement processes for goods/ services (\$133,800) from construction (\$334,400) to align with the different dollar values prescribed by the Canadian Free Trade Agreement (CFTA) for those two types of procurements. In the interests of further simplifying implementation, Staff recommend collapsing the proposed invitational procurement for construction back into goods/ services at the current CFTA threshold limit of \$133,800, which is also consistent with other surveyed municipalities (CSD 5-2025) and ensures continued compliance with

trade treaty legislation including the Ontario-Quebec Trade and Cooperative Agreement (OQTCA).

Respectfully submitted and signed by:

Bart Menage
Director, Procurement Services
Corporate Services Division

Appendices

Appendix 1 CSD 5-2025 Procurement By-law Review and Proposed
Amendments