



Committee of the Whole

May 13, 2025

Staff Report: #FIN-2025-31

REPORT BY: Rhonda Whitmarsh, Treasurer

REPORT SUBJECT: Procurement By-law and Policy

DEPARTMENT: Finance

RECOMMENDATION(S):

***“THAT,** Council approve Policy FIN-002 Procurement Policy as presented in report FIN-2025-31;*

***AND FURTHER THAT** Council approve By-Law 2025-XXXX being a by-law to define procurement policies and procedures.”*

1. BACKGROUND

The Township’s procurement policy has not been reviewed or updated since 2006 (By-law 2006-721 attached). The procurement policy should be reviewed periodically to ensure that it conforms to best practices, current legislative requirements and that the limits and values contained within are appropriate for the size of the Township.

2. DISCUSSION

The review and revision being proposed to the procurement policy and by-law were determined after reviewing the procurement policies of similar sized municipalities and those slightly larger than Lanark Highlands. Also included was a review of existing legislation, trade treaties and draft policies posted on the Municipal Finance Officers Association’s (MFOA) website. The Township Staff involved in procurement were afforded the opportunity to review and comment on the policy prior to it being presented to Council.

The largest change from the previous 2006 procurement policy is to the limits and values on purchasing. Also changed is the availability of electronic means to procurement and the use of procurement programs such as Local Authority Service (LAS) which is part of the Association of Municipalities of Ontario (AMO), Ontario Education Community Marketplace (OECM) and Ontario Public Buying Association (OPBA) among others. These groups provide an advantage by combining purchasing power with many other organizations. The policy encourages the use of these programs where possible.

During budget deliberations, Council expressed interest in purchasing “Canadian” where possible. The proposed procurement policy provides verbiage to promote the purchase of “Canadian” goods and services. The current economic environment involving tariffs from the United States that go against the Canada-Mexico-United States trade agreement, has resulted in many municipalities revising their procurement policies to ensure that sourcing from Canada as much as possible is allowable.

3. FINANCIAL IMPLICATIONS

None however the uncertainty surrounding tariffs may impact new contracts and procurements.

4. OPTIONS CONSIDERED

None

5. STRATEGIC PRIORITIES

6. RELEVANT LEGISLATION AND POLICIES

Municipal Act, 2001
Trade Treaties

7. OTHERS CONSULTED

Local Municipalities
MFOA
Senior Staff

8. ATTACHMENTS

Draft By-Law 2025-XXXX
By-Law 2006-721

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Approved By: Suzanne Charbonneau-Dent, CAO