

Municipal District of Bonnyville No. 87

Request for Decision (RFD)

Meeting: Regular Meeting of Council
Meeting Date: May 9, 2023
Originated By: Susan Walker, General Manager of Corporate Services
Title: Policy No. 2B.012 Procurement Policy – Amendment

PROPOSAL & BACKGROUND

Administration has prepared an amending draft of Policy No. 2B.012 Procurement Policy.

DISCUSSION ON BENEFITS, DISADVANTAGES & OPTIONS

During the January 24, 2023 Council Meeting, Council had discussion pertaining to the existing Procurement Policy regarding the current need to bring procurement recommendations back to Council where they had already been approved in the Operating Budget and the Capital Plan for the year.

In the interests of efficiency, this proposed amended policy removes the requirement to bring these items back to Council for an additional approval and places the responsibility with the CAO as per Bylaw 1329 (formerly Bylaw 1120) To establish the position of Chief Administrative Officer.

The amended policy removes all procedural elements from the existing policy and provides the principles of action for procurement within the municipality. This is consistent with industry best practice relating to policy development.

Going forward, information related to procurement will be included in the regular quarterly financial reporting to Council.

This amended policy was presented to the Committee of the Whole on April 18, 2023 where Committee recommended Council adoption.

Attached for Council review:

- Appendix A: Policy No. 2B.012 Procurement Policy with amendments.
- Appendix B: Existing Policy No. 2B.012 with changes tracked.

REFERENCE TO STRATEGIC PLAN

Council's Strategic Goal #1 – Building a viable and diversified regional economy.

REFERENCE TO PROVINCIAL/FEDERAL LEGISLATION

Agreement for Internal Trade (AIT)
Canadian Free Trade Agreement (CFTA)
Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
New West Partnership Trade Agreement (NWPTA)
Trade, Investment and Labour Mobility Agreement (TILMA)
The United States-Mexico-Canada Agreement (USMCA)

COSTS & SOURCE OF FUNDING

There are not additional budget impacts, however there will be efficiencies gained by both Administration and by Council.

COMMUNICATIONS STRATEGY

Policy No. 2B.012 will be posted on the M.D. of Bonnyville website.

ADMINISTRATION RECOMMENDED ACTION

THAT Council adopts amending Policy No. C-2B.012 Procurement Policy, as presented.

COUNCIL OPTIONS

1. THAT Council adopts amending Policy No. C-2B.012 Procurement Policy, as presented.
2. THAT Council adopts amending Policy No. C-2B.012 Procurement Policy, with further amendments to _____.
3. THAT Council directs Administration to bring back amending Policy No. C-2B.012 Procurement Policy to a future Committee of the Whole Meeting for further discussion.

Report Approval Details

Document Title:	Policy No. 2B.012 Procurement Policy - Amendment - May 9,2023.docx
Attachments:	- Appendix A-Procurement Policy-Proposed Amendments Formatted.pdf - Appendix B-Procurement Policy-Showing Proposed Amendments.pdf
Final Approval Date:	Apr 21, 2023

This report and all of its attachments were approved and signed as outlined below:

Stephanie Severin