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Date: February 25, 2025
To: Mayor Davis and Members of Council
From: Councillor Sicoli
Re: Purchasing Policy Review and Update

1.0 Resolution

WHEREAS the City of Brantford recognizes the importance of effective purchasing policies in promoting openness, accountability, and transparency while protecting the financial best interests of the City; and

WHEREAS the current Policy Corporate-012, the Purchasing Policy, has not been comprehensively reviewed since March 2020, presenting the opportunity for improvements in purchasing process, transparency, and efficiency; and,

WHEREAS the City aims to ensure that its purchasing practices reflect best industry standards and aligns with the values of fiscal responsibility, sustainability, and equitable access for local vendors; and,

WHEREAS a thorough review and update of the Purchasing Policy will enhance the City's ability to effectively manage public funds while fostering economic development within the community;

NOW Therefore Be It Resolved that the Council of the Corporation of the City of Brantford directs the following:

- A. That the CAO work with staff to review opportunities to ensure a Canada-First approach in the city's procurement policies
- B. That City staff undertake a comprehensive review and update of the City's Purchasing Policy. This review should include, but not be limited to, the following actions:
 - i. Evaluate the internal spending limits

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- ii. A review of the use of Approved Vendor's lists, including how such lists are maintained and how procurement can be fairly and efficiently allocated to vendors on these lists;

- C. City Staff to explore Methods to engage with, and to promote the participation of, local business in the City's procurement initiatives in a manner which still reflects fairness to all bidders;

BE IT FURTHER RESOLVED that City staff shall present the findings and proposed revisions to the Purchasing Policy to the City Council no later than Q3 of 2025.

2.0 Corporate Policy Context

Section 270(1) of the Municipal Act, 2001, requires municipalities to adopt and maintain polices with respect to, among other things, its procurement of goods and services. The City has adopted [Corporate Purchasing Policy \(CORPORATE-012\)](#) to satisfy this requirement.

3.0 Resources

While there are no direct financial implications with this review, it is expected that considerable internal staff time will be required to undertake a comprehensive review of this policy.

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the resolution section.

By-law required yes no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk yes no

Is the necessary by-law or agreement being sent concurrently to Council? yes no