Date March 10, 2020

To Chair and Members
Committee of the Whole – Community Development

From Chair and Members
Meeting Process Review Task Force

1.0 Type of Report
Consent Item [ ]
Item For Consideration [x]

2.0 Topic Proposed Amendments to Purchasing Policy (Corporate Policy – 012) and Execution of Routine Documents (Corporate Policy – 010) [Financial Impact – None]

3.0 Recommendation

A. THAT Report 2020-64 entitled “Proposed Amendments to Purchasing Policy (Corporate Policy – 012) and Execution of Routine Documents Policy (Corporate Policy 010) ” be RECEIVED; and

B. THAT the necessary by-laws to:
   i. repeal by-law 91-2018, being a by-law for the Purchasing Policy,
   ii. enact a revised Purchasing Policy as outlined in Schedule “A” of Report 2020-64,
   iii. amend Appendix “A” of By-law 70-2010, being a By-law to Adopt various City of Brantford Policies and to create a Corporate Policy Manual, by repealing Corporate Policy – 010 – Execution of
Routine Documents and replacing with a new Corporate Policy – 010 – Delegation of Authority as attached to Report 2020-64 and marked as Schedule “C”,

iv. enact a revised Delegation of Authority by-law,

v. repeal By-laws 62-2012, 73-2012, 126-2013, 61-2014, 66-2016 and 78-2018 that relate to the Execution of Routine Documents By-law and Corporate Policy – 010; and

vi. amend Chapter 15 of the City of Brantford Municipal Code (Procedure By-law) by repealing Article 16 – Delegation, which will now form part of the new Corporate Policy – 010 – Delegation of Authority

BE PRESENTED to Council for adoption; and

C.THAT upon adoption of the By-law referenced in Clause B above, the Clerk BE DIRECTED to update the Corporate Policy Manual to reflect these changes.

4.0 Background

As part of the Meeting Process Review Task Force Mandate adopted at City Council on September 24, 2019, the Task Force was requested to find efficiencies by reviewing existing policies, by-laws and processes. In reviewing these policies, staff identified that the Purchasing Policy (Corporate Policy – 012) and Execution of Routine Documents (Corporate Policy – 010) should be amended to improve or enhance the efficiencies of the routine business of the City of Brantford. The two policies are being presented together due to the overlap of purchasing related delegated authority.

Staff from the Purchasing Department and Legal and Real Estate Services presented a joint report to the task force on March 3rd which provided recommendations for both the City’s Purchasing Policy and the Execution of Routine Documents Policy. At the meeting the Task Force supported the recommendations of Staff as per Report 2020-64 titled Proposed Amendments to Purchasing Policy (Corporate Policy – 012) and Execution of Routine Documents (Corporate Policy – 010) attached hereto.
4.1 Purchasing Policy

The City’s Purchasing Policy provides the overall framework for proper and effective procurement processes in the City that meet divisional operational needs, while ensuring effective financial controls and accountability. The recommended amendments to the policy will permit efficiencies and ensure procurement strategies support and align with the organizational objectives of obtaining best value, service delivery, minimizing risk, and maintaining public trust.

4.2 Execution of Routine Documents

The purpose of the Execution of Routine Documents is to delegate authority to staff to allow for efficient municipal operations, allowing staff to sign and approve the content of documents required to carry out the day to day operations of the City. Further delegation of authority to staff will result in additional streamlined processes and avoid additional delays in time sensitive documents.

5.0 Conclusion

Through acceptance of amendments to the Purchasing Policy and the Execution of Routine Documents, staff will be in a position to maximize efficiencies and effectiveness in the day to day operations of the City as well as ensure its procurement practices remain open, fair, transparent and accountable.

Councillor Dan McCreary, Chair
Meeting Process Review Task Force

Attachments: Report 2020-64 Proposed Amendments to Purchasing Policy (Corporate Policy – 012) and Execution of Routine Documents (Corporate Policy – 010)