



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting

From: Magda Badura, CAO/Treasurer

Date: 2023-05-25

Subject: Procurement Policy Revisions Report – 2023-24 Administration Finance

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Procurement Policy Revisions; and That West Elgin Council approves revisions to the Purchasing Policy and Procedure AD-1.2

Purpose:

The purpose of this report is to provide the council with a comprehensive justification for the revisions needed in our municipality's procurement policy. As the landscape of procurement practices evolves, it is imperative that we update our policies to align with current legal and technological developments. This report outlines the key reasons why revising our procurement policies is crucial for the effective and efficient functioning of our municipality.

Compliance with Regulations:

The regulatory environment surrounding procurement practices is subject to frequent changes. In order to avoid legal repercussions and maintain transparency, accountability, and fairness, it is essential that our procurement policies are updated to align with the latest legal and regulatory requirements. By incorporating changes related to transparency, fair competition, diversity, sustainability, and ethical considerations, we can ensure that our municipality operates within the bounds of the law.

Enhanced Efficiency and Effectiveness:

Outdated procurement policies often hinder the efficiency and effectiveness of our procurement processes. By revising our policies, we can incorporate best practices and leverage technological advancements. Streamlining processes, standardizing documentation, and integrating digital tools into our procurement activities will result in improved efficiency, reduced administrative burden, faster decision-making, and enhanced effectiveness in procuring goods, services, and construction projects. These improvements will ultimately save time, resources, and taxpayer funds.

Transparency and Fairness:

Transparent and fair procurement processes are paramount in building public trust and fostering a level playing field for all potential suppliers. Updating our procurement policies will enable us to establish clear guidelines and criteria for evaluating bids, selecting vendors, and awarding contracts. This will reduce the risk of corruption, favoritism, and legal challenges, while promoting healthy competition, accountability, and integrity within our procurement practices.

Stimulating Local Economic Development:

Our municipality has a vested interest in supporting local economic growth. By revising our procurement policies, we can introduce provisions that encourage the participation of small and medium-sized enterprises (SMEs), minority-owned businesses, and women-owned enterprises. These policies will diversify our supplier base, foster innovation, and create opportunities for local businesses. Additionally, by including provisions for local sourcing and subcontracting, we can circulate procurement dollars within our community, stimulating economic development and job creation.

Environmental and Social Considerations:

As responsible stewards of our community and the environment, it is crucial that our procurement policies address sustainability and social responsibility. By updating our policies, we can incorporate environmental and social criteria into the evaluation and selection of suppliers. This may involve considering factors such as carbon footprint, energy efficiency, waste management, labor standards, and social impact. By integrating these considerations into our procurement practices, we can contribute to our sustainability goals, support responsible business practices, and meet the expectations of our constituents.

Embracing Innovation and Technology Adoption:

In today's rapidly evolving digital landscape, it is essential that our procurement policies keep pace with technological advancements. By revising our policies, we can embrace innovative tools and platforms that streamline our procurement processes. The adoption of digital procurement platforms, e-auctions, electronic bidding, and data analytics will enable us to make informed decisions, reduce costs, and enhance the overall procurement experience. Embracing technology will position our municipality as forward-thinking and efficient while facilitating better outcomes for all stakeholders involved in the procurement process.

In conclusion, the revisions in our procurement policies are imperative to ensure compliance with regulations, enhance efficiency and effectiveness, promote transparency and fairness, stimulate local economic development, integrate environmental and social considerations, and embrace innovation. By proactively updating our policies, we can position our municipality as a responsible, progressive, and efficient entity, resulting in positive impacts for our community, suppliers, and stakeholders.

Financial Implications:

None

Policies/Legislation:

Purchasing Policy and Procedure AD-1.2

Respectfully submitted by,

Magda Badura
CAO/Treasurer

Report Approval Details

Document Title:	Procurement Policy Revisions - 2023-24-Administration Finance.docx
Attachments:	- AD 1.2 - Purchasing Policy and Procedure May 25 2023.docx
Final Approval Date:	May 19, 2023

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

Heather Bouw