



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.

2023-M-237

Subject:	Policy 1.3.3 The Procurement of Goods & Services
Agenda Date:	November 23, 2023
Attachments:	By-law 23-1711 and Policy 1.3.3

RECOMMENDATION

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of Temagami does hereby receive report number 2023-M-237 from the Municipal Clerk regarding the proposed policy changes to Policy number 1.3.3.

INFORMATION

I am proposing an entirely new policy that is more streamlined and user friendly. I have attached a copy of the existing policy for your comparison. Please see the following changes, omissions and amendments that were made in this proposal.

Section #	By-law 09-865(existing)	By-law 23-1711(proposed)
1.0	Purpose and Legislative Authority removed as the By-law itself covers this.	Preamble and policy Statement added.
2.0	Definitions has been modified to included only the pertinent definitions applicable to the content of the proposed By-law.	Now the Policy Statement.
3.0	Policy Statement is now covered in Section 2 and has been streamlined.	Definitions pertinent to the content of the proposed By-law.
4.0	Section 4.0 is now covered in Section 14.1 of the proposed By-law.	Regulations are the general rules surrounding the procurement of goods and services.
5.0	Establishing a Price Range has been omitted as the lowest reasonable price for the required quality and efficiency should be the desired result.	Clearly outlines the expected responsibilities by who when it come to the procurement of goods and services.
6.0	Approvals are now covered in Section 10.0 of the proposed By-law.	Outlines the responsibility of the CAO/Administrator or Clerk whichever is applicable to the Municipality at the time.
7.0	Inventory has been omitted as it does not normally fall under	Outlines the responsibility of the Department Heads.

	procurement of services and goods but rather in a job description.	
8.0	Tendering Procedures are now covered in Schedule "C" of the proposed By-law.	Treasurer's Responsibilities has been added as they are the keepers of the budget and monies.
9.0	Repeal is now covered in the By-law itself.	Council's Responsibility has been added for clarity.
10.0	N/A	This section has been added for clarity.
11.0	N/A	This section has been added for clarity.
12.0	N/A	This section has been added for clarity.
13.0	N/A	This section has been added for clarity.
14.0	Was covered somewhat in Section 4.0.	This has been streamlined not to include job description responsibilities.
15.0	N/A	This section has been added for clarity as it was not clear in the existing policy.
16.0	N/A	This section has been added for clarity as it was not clear in the existing policy.
17.0	N/A	This section has been added for clarity as it was not clear in the existing policy.
18.0	N/A	This section has been added for clarity as it was not clear in the existing policy.
19.0	N/A	This section has been added for clarity as it was not clear in the existing policy.
20.0	N/A	This section has been added for clarity as it was not clear in the existing policy.
21.0	This item is somewhat covered in different sections of the existing policy.	This section has been added for clarity as it was not clear in the existing policy.
22.0	N/A	This section has been added for clarity as it was not clear in the existing policy.
23.0	This item is somewhat covered in different sections of the existing policy.	This section has been added for clarity as it was not clear in the existing policy.
24.0	N/A	This section has been added for clarity as it was not clear in the existing policy.

25.0	Covered under Section 4.0 of the existing policy.	Has been modified to suit the existing content of the proposed By-law.
Policy Adoption and Review Guidelines	N/A	Important to remind us that this is a mandated policy that needs to be reviewed in a timely fashion.
Schedule "A"	N/A	Was added as a quick reference for the user.
Schedule "B"	N/A	Was added as a quick reference for the user.
Schedule "C"	N/A	Was added as a quick reference for the user.

Respectfully Submitted



Rhonda Smith