



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.

2023-M-248

Subject:	Policy 1.3.3 the Procurement of Goods and Services
Agenda Date:	December 14, 2023
Attachments:	23-1711 – Draft One w/changes, 23-1711 – Final Draft, Proposed PO System

RECOMMENDATION

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of Temagami does hereby receive report 2023-M-248 regarding the requested changes to the proposed policy 1.3.3 the Procurement of Goods and Services; By-law 23-1711 to be approved later in the agenda.

INFORMATION

At the Working Session of Council on November 23, 2023 a draft copy of the proposed policy was presented to Council. Council made a list of suggested changes that have been made. In the Council Pkg you will find two (2) copies of the policy:

1. 23-1711 – Draft one with Changes (highlights, cross outs and comments)
2. 23-1711- the Final draft for Council's approval with recommended changes in place

I have also attached a proposed PO System for Council's approval to accompany the policy starting on January 2024. These spreadsheets would be kept on the shared drive so that all staff can access and retrieve their own PO Number. This is meant to be a way for Accounts to track and find invoices easily.

Acting Administrator Sabrina Pandolfo has also provided suggested changes for Council's consideration. If Council should choose to accept the recommended changes I would ask that this policy be approved as amended later in this meeting under section 11.1 on the agenda.

Respectfully Submitted

Rhonda Smith