

Memo



Date: September 27, 2010
File:
To: City Manager
From: Maureen MacGillivray, Manager, Purchasing and Stores
Subject: Update Purchasing Bylaw No. 9590

Recommendation:

THAT Council give reading consideration to Bylaw No. 10422 being Amendment No. 1 to the Purchasing Bylaw No. 9590;

Purpose:

The New West Partnership Trade Agreement (NWPTA) which is an extension of the Trade, Investment and Labour Mobility Agreement (TILMA) was signed this year by BC, Alberta and Saskatchewan. The procurement thresholds remain the same as the TILMA and are due to come into effect for Saskatchewan July 1, 2011.

The thresholds in our bylaw are being updated so they are aligned with the NWPTA and TILMA. Further updating to the bylaw is being introduced to bring efficiency to administrative business processes.

Background:

Bylaw No. 9590 was adopted April 30, 2007. The threshold that would require a public competitive process is being aligned with provincial trade agreements which would raise the level from \$50,000 to \$75,000. Many municipalities have adopted this threshold including Coquitlam, West Kelowna and Victoria.

The bylaw currently requires contracts over \$500,000 to have Council approval at the time of contract award. The bylaw also states that during summer months when Council does not meet as regularly that the City Manager can award contracts if they are within budget and have followed the proper competitive bid process. Staff then are to submit an information report to Council at the following meeting. The update to the bylaw extends this summer process to year round. The Purchasing Branch would submit an information memo each quarter outlining the contracts that have been awarded over \$500,000 during that period. Any other information reports to Council by Project Managers during a project will be presented as required or requested. The benefit of this process allows for the award of contract to proceed more quickly which will alleviate some pressures on the tight timelines for projects. It should be noted that Council approval for all projects is received at the time the budget is approved.

Internal Circulation:

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General Manager Corporate Sustainability
General Manager Community Services
Director of Finance
City Clerk
Director Design and Construction
Director Infrastructure Planning
Airport Director
Director of Civic Operations

Existing Policy:

Corporate Services, Purchasing Branch, Consultant Procurement Policy
Financial Services, Purchasing and Invoice Approval Levels
Council Policy 262 Financial Plan Amendment Policy

Financial/Budgetary Considerations:

This update will allow City resources to be utilized more efficiently. It updates the expenditure ranges to recognize current dollar values without compromising control and reduces administrative burden. The end result will be that the City's valuable people resource will be utilized more efficiently.

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Alternate Recommendation:

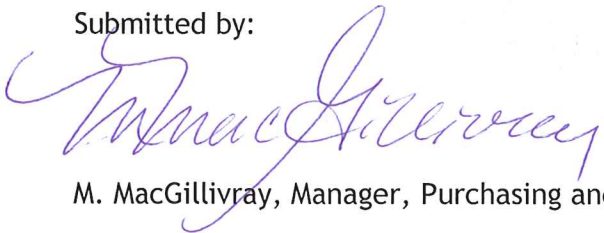
Considerations not applicable to this report:

Personnel Implications:

External Agency/Public Comments:

Community & Media Relations Comments:

Submitted by:



M. MacGillivray, Manager, Purchasing and Stores

Approved for inclusion



cc: