



AMHERST TOWN COUNCIL

RFD# 2023040

Date: March 27, 2023

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Kimberlee Jones, Director of Communications

DATE: March 27, 2023

SUBJECT: *Procurement Policy Amendment*

ORIGIN: Review of town policies and bylaws

LEGISLATIVE AUTHORITY: MGA 47 (1) The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

Public Procurement Act, 2011, c. 12, s. 1.

Town of Amherst Procurement Policy #3700-01,

RECOMMENDATION: That Council approve the amendments to the Procurement Policy #3700-01.

BACKGROUND: The purchasing threshold limits have been in place since 2012.

DISCUSSION: The existing purchasing thresholds are being recommended to be increased. The impacts on inflation and supply chain issues that have been ongoing since the start of the pandemic have seen our costs increase across the board. This also increases the strain on our procurement process as now many additional transactions fall within the current threshold limits. Increasing the limits is in line with some other municipalities, including East Hants, where the proposed new limits have been in place since 2019.

In particular, by increasing the lowest level to under \$5,000, based on data from the current year operating budget, approximately 286 transactions will be redirected to the Director level responsibility.

FINANCIAL IMPLICATIONS: By streamlining the process, it is hoped this will allow for documents to be released earlier in the year which may yield better value.

SOCIAL JUSTICE IMPLICATIONS: There are none

ENVIRONMENTAL IMPLICATIONS: There are none





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COMMUNITY ENGAGEMENT: There was none prior to proposing amendments

ALTERNATIVES: 1) approve the amendments as presented
2) refer back to staff for alternative amendments
3) do not approve amendments as presented.

ATTACHMENTS: Current Policy with proposed amendments, New policy

Report prepared by: Kimberlee Jones, Director
Report and Financial approved by:

