

Procurement Policy No. 5.45 Amendment

Recommendation:

THAT the amended Procurement Policy No. 5.45 be approved by Council.

Report Purpose and Summary Statement:	To outline proposed amendments and rationale to Procurement Policy No. 5.45.
Previous Council Action:	Procurement Policy No. 5.45 was approved on March 12, 2024.
Financial Impact:	None
Strategic Alignment:	Governance & Corporate Excellence
Applicable Policy:	Procurement Policy No. 5.45

To: Mayor and Council

File number:

01-0340-50

Procurement Policy No. 5.45 Amendment

BACKGROUND:

On March 12, 2024, Council adopted a Delegated Procurement Authority Bylaw No. 7987-2024 to delegate procurement powers, duties and functions of officers and employees of the City and adopted an updated Procurement Policy No. 5.45.

Upon the use of the updated Procurement Policy No. 5.45, Staff have identified the need for minor amendments and updates.

Discussion:

Staff identified the need for minor amendments to the Procurement Policy 5.45, clauses 1 and 4 on *Appendix "A" Delegated Procurement Authority Limits*. Amending Procurement Policy 5.45 will also provide the opportunity to update the reference to the repealed and replaced Emergency Program Act referenced in *Section 53 Emergency Procurement*.

The amendment of clause 1 of Procurement Policy 5.45, Appendix "A" Delegated Procurement Authority Limits aligns the language with that of Schedule "A" of the Maple Ridge Delegation of Procurement Authority Bylaw No. 7987-2024. The amendment of clause 4 streamlines the authorization required for approving change orders and further clarifies that the total value of the contract will not exceed the budget for the project.

Procurement Policy 5.45, Appendix "A" Delegated Procurement Authority Limits:

Existing Clause 1: Services and Construction Procurement is subject to the same policy as materials, equipment or supplies Procurement. The total value, including any Contingency allowances and all extension options throughout the entire agreement duration, determines the authorization required.

Amended Procurement Policy 5.45, Schedule "A" Delegated Procurement Authority Limits:

Amended Clause 1: Services and Construction Procurement is subject to the same policy as materials, equipment or supplies Procurement. The annual value, including any Contingency allowances determines the authorization required.

Procurement Policy 5.45, Appendix "A" Delegated Procurement Authority Limits:

Existing Clause 4: Change Orders may be issued by Authorized City Staff within the scope of the Contract where the revised contract value does not exceed Authorized City Staff's delegated approval authority and where the Contract will not exceed the expenditure budget for the project or works as approved in the Financial Plan.

Amended Procurement Policy 5.45, Schedule "A" Delegated Procurement Authority Limits:

Amended Clause 4: Change Orders may be issued by Authorized City Staff within the scope of the Contract where the change order value does not exceed Authorized City Staff's delegated approval authority and where the total value of the Contract will not exceed the expenditure budget for the project or works as approved in the Financial Plan.

The *Emergency Program Act, RSBC 1996, c. 111* has been repealed and replaced with the *Emergency and Disaster Management Act, SBC 2023, c. 37*. Section 53 Emergency Procurement of Policy should be updated to reflect this change.

The amended Procurement Policy 5.45 is included as Attachment A, with Maple Ridge Delegation of Procurement Authority Bylaw No. 7987-2024 provided for reference as Attachment B. A redlined version of the policy to show proposed changes is included for reference as Attachment C.

Strategic Alignment:

The amendment of Procurement Policy 5.45 aligns with Council's Governance & Corporate Excellence objectives.

Financial Impact:

None

Applicable Policy:

Procurement Policy 5.45

Bylaw for Reference: Maple Ridge Delegation of Procurement Authority Bylaw No. 7987-2024

ALTERNATIVES & IMPLICATIONS:

None

CONCLUSION:

It is recommended that the amended Procurement Policy 5.45 dated September 24, 2024, provided as Attachment A, be approved.

Prepared by: Leanne Talanchuk, SCMP, CRM
Manager of Procurement

Attachments:

- (A) Procurement Policy 5.45 Updated September 2024
- (B) Maple Ridge Delegation of Procurement Authority Bylaw No. 7987-2024
- (C) Procurement Policy 5.45 Redline

Report Approval Details

Document Title:	Procurement Policy No. 5.45 Amendment.docx
Attachments:	- Attachment A Procurement Policy 5.45 Updated September 2024.pdf - Attachment B Maple Ridge Delegation of Procurement Authority Bylaw No. 7987-2024.pdf - Attachment C Procurement Policy 5.45 Redline.pdf
Final Approval Date:	Sep 19, 2024

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

Catherine Nolan, Deputy Chief Financial Officer

Trevor Thompson, Chief Financial Officer

Scott Hartman, Chief Administrative Officer