

DECISION/DIRECTION NOTE

Title: Procurement Policy Update

Date Prepared: April 17, 2025

Report To: Committee of the Whole

Councillor and Role: Mayor Danny Breen, Governance & Strategic Priorities

Ward: N/A

Decision/Direction Required:

Seeking Council approval of the updated Procurement Policy

Discussion – Background and Current Status:

The Procurement Policy has been updated resulting from a Continuous Improvement project. These updates include changing the term “cheque requisitions” to “Payment and Reimbursement Forms” in the Policy.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: City Staff; Department of Finance and Corporate Services
3. Is this a New Plan or Strategy: No

If yes, are there recommendations or actions that require progress reporting?

If yes, how will progress be reported? (e.g.: through the strategic plan, through Cascade, annual update to Council, etc.)

4. Alignment with Strategic Directions:

A Sustainable City: Be financially responsible and accountable.

An Effective City: Ensure accountability and good governance through transparent and open decision making.

5. Alignment with Adopted Plans: N/A

6. Accessibility and Inclusion: N/A

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7. Legal or Policy Implications: Procurement Policy and Procedures; Public Procurement Regulations under the Public Procurement Act
8. Privacy Implications: N/A
9. Engagement and Communications Considerations: N/A
10. Human Resource Implications: N/A
11. Procurement Implications: Yes
12. Information Technology Implications: N/A
13. Other Implications: N/A

Recommendation:

That Council approve the updated Procurement Policy.

Prepared by: Kirsten Butler, Policy Analyst

Approved by: Theresa Walsh, City Clerk