

# DECISION/DIRECTION NOTE

---

**Title:** Materials Management Policy

**Date Prepared:** October 16, 2019

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Dave Lane, Finance & Administration

**Ward:** N/A

---

**Decision/Direction Required:** Approval of a Materials Management Policy

## **Discussion – Background and Current Status:**

The City's Stockroom at Blackler Avenue stores approximately \$2.5 million of inventory items frequently used by departments, ranging from fleet parts to cleaning supplies. All departments are expected to avail of these items, where possible. An internal audit recommended the development of policies and procedures for stockroom operations.

The attached policy and procedures provide direction for the Stockroom, along with City salt, sand, gas and diesel fuel inventory locations, all of which are managed by the Supply Chain Division. The documents ensure that both Supply Chain and departmental employees have clear direction on the appropriate materials management processes.

## **Key Considerations/Implications:**

1. Budget/Financial Implications: There are no expected direct financial implications; however, the policy and procedures support effective inventory management.
2. Partners or Other Stakeholders: Not applicable.
3. Alignment with Strategic Directions/Adopted Plans: This policy aligns with the "An Effective City" strategic direction and is included as an initiative in the related goal (Work with our employees to improve organizational performance through effective processes and policies).
4. Legal or Policy Implications: The procurement of items under the Materials Management Policy must comply with the City's Procurement Policy and Procedures and associated legislation. The Office of the City Solicitor has reviewed and approved this policy.

# ST. JOHN'S

5. Privacy Implications: There are no expected privacy implications. If there is any personal information, it will be managed in accordance with the City's Privacy Management Policy and the provincial Access to Information and Protection of Privacy Act, 2015.
6. Engagement and Communications Considerations: The Supply Chain Manager and Materials Supervisor will consult with the Manager, Marketing and Office Services to determine an appropriate communications approach following policy approval.
7. Human Resource Implications: The new policy will be implemented with existing human resources. The Supply Chain Manager and Materials Supervisor will consult with the Manager, Organizational Performance and Strategy to determine an appropriate training approach following policy approval.
8. Procurement Implications: As noted in Section 4, the procurement of materials under the Materials Management Policy must comply with the City's Procurement Policy and Procedures and associated legislation.
9. Information Technology Implications: While the Materials Management Policy and Procedures use various City Information Technology applications, there are no new implications resulting from the proposed policy.
10. Other Implications: Not applicable.

**Recommendation:**

That Council approve the Materials Management Policy.

**Prepared by:** Trina Caines, Policy Analyst  
**Reviewed by:** Chris Davis, Materials Supervisor; Rick Squires, Supply Chain Manager  
**Approved by:** Derek Coffey, DCM, Finance and Administration; Elaine Henley, City Clerk, CPC Co-Chair; Roshni Antony, Manager - HR Advisory Services, CPC Co-Chair

**Attachments:**

Draft Materials Management Policy  
Draft Materials Management Procedures

**Report Approval Details**

Document Title:	DN Materials Management Policy.docx
Attachments:	- Draft Materials Management Policy - Final 20200615.docx - Draft Materials Management Procedures - Final 20200615.docx
Final Approval Date:	Jun 17, 2020

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

**Elaine Henley - Jun 17, 2020 - 2:58 PM**