

# Town of Riverview

## COUNCIL REPORT FORM



Presented to: Mayor and Council

Department: Finance

Date: June 27, 2022

**Subject: Procurement Policy – Revised Authorization Threshold Limits**

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### **BACKGROUND**

The Town currently has a Procurement Policy which includes a Table (see attached) with various dollar threshold limits requiring certain staff and/or Council authorization for acquiring goods, services and construction.

Given that the existing authorization limits were established over ten (10) years ago, staff recognizes that it is now appropriate to amend the limits to better reflect current pricing levels.

### **CONSIDERATIONS**

#### Legal

The Town must comply with provincial legislation which prescribes specific minimum dollar thresholds for open competition and advertising.

#### Financial

The threshold adjustment(s) shall mitigate time and other resources required to obtain appropriate authorization for many relatively immaterial items.

#### Policy

The existing procurement policy was formally approved by Council. Council is being requested to approve the revision to the threshold limits. (See attached Table showing the changes).

#### Strategic Plan

This policy is consistent with the objective of fiscal responsibility.

Interdepartmental Consultation

All Directors submitted to the Director of Finance suggested threshold limits which they felt were appropriate. The Director of Finance and CAO met to discuss these submissions and developed a revised Table based upon the averages.

Communication Plan

After Council approval, all applicable staff shall be provided with the revised threshold limits effective August 1, 2022.

**RECOMMENDATION**

**Staff recommends Council approve the revised threshold amounts as outlined in the revised Purchase Threshold Limits Table.**

**Prepared by: Robert Higson, CPA, CA**

CAO Approval: \_\_\_\_\_

Date of Approval: \_\_\_\_\_