



Report

TITLE: POLICY LE 001 AND CP 015 REVISIONS

Meeting: Council Meeting

Meeting Date: February 12, 2025

Background

Policy LE 001 Procurement and Expenditures and Policy CP 015 Signing Authority of Municipal Documents both required revisions to reflect and/or update current processes. Any significant changes to each policy are identified below:

LE 001 Procurement and Expenditures:

- Preference to local businesses – increase from within 5% of the best value bid to 10%
- Proposed changes to authorization levels
- Process to delegate to supervisor or employee in accordance with policy
- Added clarification to Budgetary Control Procedures and Expense authorization
- Change the value of goods and services for the procurement process for Items to below \$500 to Items to below \$5,000 to reflect desired practices
- Added information to the use of the Canoe Procurement group purchasing program

CP 015 Signing Authority of Municipal Documents:

- Addition of Definition of Director
- Cheques and Transfers – added wording to clarify authorization for Customer Automated Funds Transfer (CAFT) Transfers and Interac E-transfers
- Commissioner for Oaths – added a requirement for all Directors to become authorized.

Both the old policies and proposed policies are attached for your review and comparison.

Alignment with the Strategic Plan

LEADERSHIP: Flagstaff County's commitment to Leadership means we will ensure the reliability and continuity of Flagstaff County's administration and municipal operations.

Recommendation

THAT Policy LE 001 Procurement and Expenditures and Policy CP 015 Signing Authority of Municipal Documents be approved with revisions as presented.