



memorandum

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COMMUNICATION
FAA - MARCH 6/2017
ITEM - 1

DATE: March 3, 2017

TO: MAYOR AND MEMBERS OF COUNCIL

FROM: LAURA MIRABELLA-SIDDALL, CHIEF FINANCIAL OFFICER AND CITY TREASURER
JENNIFER ROSE, DIRECTOR, ENVIRONMENTAL SERVICES

RE: FINANCE, ADMINISTRATION AND AUDIT COMMITTEE – MARCH 6, 2017
SERVICE EXCELLENCE STRATEGIC INITIATIVE: PROCUREMENT MODERNIZATION –
UPDATE

Recommendation

The Chief Financial Officer and City Treasurer and the Director of Environmental Services recommend:

1. That this communication be received.


Purpose

The purpose of this communication is to provide supplemental information for the Finance, Administration & Audit Committee Report 3 Item 1 on March 6, 2017.


This Communication provides following revision to paragraph 19.3 page 47 of 49 of Attachment #2: Corporate Procurement Policy. Paragraph 19.3 be amended as under:

- 19.3 a) All contracts executed pursuant to this Procurement Policy shall be delivered to the Director of Procurement Services for safekeeping.
- b) All procurement related payments will be made through a purchase order or P-card except for items exempt under section 19.4.

Respectfully submitted,



Laura Mirabella-Siddall
Chief Financial Officer and City Treasurer



Jennifer Rose
Director, Environmental Services