



STAFF REPORT

TO: Chief Administrative Officer
FROM: Ronnie Gill, Director of Finance
SUBJECT: SPENDING LIMITS – PROCUREMENT POLICY
MEETING DATE: OCTOBER 28, 2025

PURPOSE

To provide Council with background information on spending limits and procurement policy, specifically as related to sole sourcing provisions and to respond to questions from Council from previous meetings.

BACKGROUND

At the October 14th Committee of the Whole meeting, Mayor McGonigle asked for the dollar threshold for sole sourcing capital projects and for details on the museum capital expenses.

IMPLICATIONS

a. Financial:

A total of \$12,500 (\$4,500 in 2024 and \$8,000 in 2025) was paid to Kit Cassidy, the contractor. The purchase order is attached at the end of this report. For personal reasons, the contractor, was unable to complete the project in 2024. In 2025, the works were subcontracted to another painting company, and the project has been completed.

The 2024 Financial Plan included a budget of \$10,000 for this project. The 2025 budget for the museum capital works is \$70,000.

b. Policy/Legislation: Signing Authority and Purchasing Limitations

This policy states that “the Department Head is responsible for ensuring that budget limits for department activities are not exceeded and that the expenditure guidelines are complied with.”

The following purchasing limits are hereby established:

CAO.....	\$15,000
Deputy treasurer.....	5,000
Public Works Superintendent.....	5,000
Manager, CLEC.....	5,000
Fire Chief.....	3,000

The above limits are exclusive of provincial and federal taxes.

“All single purchases above \$15,000 must be prior approved by Council resolution.”

The current policy does not address sole sourcing.

c. Strategic Priority:

This policy renewal could be discussed as part of the Town’s strategic planning session and the legislative agenda for Council to be held November 6 and 7, 2025.

d. Sustainability:

N/A

e. Communication:

N/A

f. Staffing Implication:

N/A

Options:

1. Receive this staff report.
2. Receive this report and discuss policy at strategic planning session.
3. Receive this staff report and request an update on the policy which does not address the matter of sole sourcing.

Recommendation

Option 2

Signed:

Ronnie Gill

Ronnie Gill, CPA, CGA

Director of Finance

