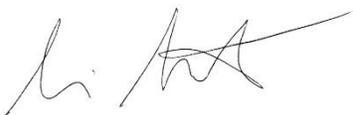




# HAMILTON POLICE SERVICE

## RECOMMENDATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Services Board
<b>BOARD MEETING DATE:</b>	November 12, 2020
<b>SUBJECT:</b>	Adoption of City of Hamilton Procurement Policy By-law 20-205
<b>REPORT NUMBER:</b>	PSB 12-115c
<b>SUBMITTED BY:</b>	Eric Girt, Chief of Police
<b>SIGNATURE:</b>	

### RECOMMENDATION(S)

- a) That the Board approve the adoption of the City of Hamilton (COH) Procurement Policy By-law 20-205, approved by Council on September 30, 2020.
- b) That the Board approve the amendments to the COH Procurement Policy (Policy) as outlined in report PSB 12-115c.

### EXECUTIVE SUMMARY

- In accordance with the COH Procurement Policy #20 – Review of the Procurement Policy, the COH Manager of Procurement is required to submit a biennial report recommending changes to the Policy. The most recent Report amending the Policy was Report FCS 20022, approved by Council on September 30, 2020.
- The Board approved the adoption of the former COH Procurement Policy By-law 17-064 with amendments on June 16, 2017 (PSB 12-115c).

### FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: None

Staffing: None

Legal Implications: None

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## INFORMATION

In 2017, the Board approved the adoption of the COH Procurement Policy By-law 17-064 with amendments. As per Procurement Policy #20 – Review of the Procurement Policy, the COH Manager of Procurement is required to submit a biennial report to the Procurement Sub-Committee recommending changes to the Procurement Policy. The most recent report amending the Procurement Policy was Report FCS 20022, approved by Council on September 30, 2020.

The Hamilton Police Service adopted the COH Procurement Policy to ensure the procurement of goods and/or services in a timely, efficient, and cost effective manner while supporting the controls and accountability for a public agency.

The COH operates a centralized Procurement Section, which is responsible for the administration of the COH's Procurement Policy. The COH Procurement Section provides its services to all COH departments and local Boards, including the Hamilton Police Service, Public Health and the Hamilton Public Library.

The COH's Procurement Section operates on a customer service model by assigning a procurement specialist to Client Departments to assist in the procurement of goods and services and to ensure that procurement transactions are conducted in a fair, open and transparent manner. As well, the Procurement Section prepares necessary procurement documents, processes purchase order, maintains records of procurement transactions and provide procurement related training.

For financial reporting purposes, the financial information of a municipal police service in Ontario is included as part of the municipality's financial reporting. This reporting relationship has encouraged financial resource sharing between municipalities and municipal police services. For the COH and the Hamilton Police Service, this relationship includes sharing resources related to the activity of procuring goods and services. While there is no legislative requirement for a municipality police service to have consistent procurement policies, a common set of shared procurement policies helps to ensure efficiency and consistency in the administration of the procurement function.

## HPS Amendments to the Policy

### Section 3 Definitions and Interpretations

New definitions added or slightly amended for clarity.

*“Board” means the Hamilton Police Service Board. (Board approval shall equal Council approval for the purposes of the Policy)*

*“Chief of Police” means the Hamilton Police Service Chief of Police.*

*“General Manager” means the head of a City Department and includes the Medical officer of Health and the Chief of Police.*

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**Section 4.12 Cooperative Procurements – Policy #12 – Cooperative Procurements**

*(6) In the absence of an applicable City Contract, the Hamilton Police Service may purchase Goods and/or Services using established contracts issued by the Police Cooperative Purchasing Group (PCPG). For these contracts, the selection of the vendor must have been through a competitive procurement process and the resulting contract must permit the Hamilton Police Service to purchase from that vendor under the same terms and conditions.*

**Schedule B – Exemptions**

(2) Professional Services

(d) Outside Legal Counsel where retained by the City Solicitor or the Director of Employee & Labour Relations *or Hamilton Police Service Legal Counsel.*

**ALTERNATIVES FOR CONSIDERATION**

Not Applicable

**APPENDICES AND SCHEDULES ATTACHED:**

Appendix “A” – Procurement Policy By-Law 20-205

cc: Anna Filice, Chief Administrative Officer

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