



THE CORPORATION OF THE CITY OF VERNON

**MEMORANDUM**

**TO:** Patti Bridal, Chief Administrative Officer **FILE:** 1200-FIN-2024  
**PC:** Elma Hamming, Director, Financial Services **DATE:** Oct 10, 2024  
Chris Sheel, Senior Manager, ALC  
**FROM:** Romona Marshall, Manager, Procurement Services (Temporary)  
**SUBJECT: PROCUREMENT POLICY TEXT AMENDMENTS**

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During the Regular Council Meeting of April 24, 2023 Council approved the Procurement Policy for adoption understanding minor text amendments were to be made. The text amendments were completed and the Policy signed May 8, 2023.

The City of Vernon implemented the new Workday software on January 1, 2024 and amendments to the policy are required to streamline business process efficiencies while maintaining sufficient controls.

**Amendments:**

- Reference to 'purchase orders' is replaced with 'purchase document' to represent both purchase orders and supplier contracts.
- Appendix A1 – Standard Procurement:
  - Amendment approvals requiring additional signatures aligned with Direct Awards and workday approval workflow
  - Updated to reflect the new delegated authority security roles in Workday
- Appendix C – Exemptions from Competitive Process: updated to identify which exemptions require a purchase document for compliance and to facilitate payment
- Appendix D – Definitions: updated to include the new delegated authority security roles in Appendix A1

**RECOMMENDATION:**

THAT Council receive the memorandum titled "Procurement Policy Text Amendments", dated October 10, 2024 and respectfully submitted by Manager, Procurement Services;

AND FURTHER, that Council approve the amendments to the Procurement Policy as attached to the Memorandum of the same title.

Respectfully submitted:

*Romona Marshall*

Attachment 1 – Procurement Policy

Approved for the Agenda by the CAO 