

**Report to Council**

Re: Amendment to the Procurement Policy - Buy Ontario Treasurer-2026-11

From: Stacy Grenier

Date: April 21, 2026

**Recommendation:**

That the report Treasurer-2026-11, dated April 21, 2026 regarding amendments to the Township's Procurement Policy to address requirements under the *Buy Ontario Act (Public Sector Procurement), 2025* and the *Municipal Buy Ontario Procurement Directive*; be received;

And further that Council approve the proposed amendment Appendix No. 1 to the Township's Procurement Policy to incorporate Buy Ontario compliance requirements;

And further that Council authorize the CAO or designate to implement the associated administrative procedures, templates, supplier declaration forms, and internal guidance necessary to support implementation of the amended policy.

**Overview**

**Purpose**

The purpose of this report is to obtain Council approval for amendments to the Township's Procurement Policy to incorporate new provincial procurement requirements arising from the Buy Ontario Act (Public Sector Procurement), 2025 and the Municipal Buy Ontario Procurement Directive.

These changes are required to ensure the Township's Procurement Policy and practices remain aligned with current provincial direction and to provide staff with a clear framework for implementation.

**Background**

The Province of Ontario has introduced a new procurement framework requiring broader public sector organizations, including municipalities, to give priority to Ontario and Canadian goods and services in prescribed circumstances.

For municipalities, the implementation dates are April 13, 2026 for general Buy Ontario requirements, April 13, 2026 for fleet vehicle procurement requirements, and May 15, 2026 for capital infrastructure procurement requirements.

The Township's current Procurement Policy contains strong general provisions respecting fairness, transparency, competition, delegated authority, bid analysis, and reporting. However, it does not expressly address the new Buy Ontario framework.

As a result, amendments are required to ensure the Policy clearly reflects the Township's obligations and gives staff direction on how these requirements are to be considered in procurement planning, bid documents, evaluations, exemptions, and award recommendations.

## **Discussion / Analysis**

The proposed amendments update the Procurement Policy to include references to the Buy Ontario Act (Public Sector Procurement), 2025 and the Municipal Buy Ontario Procurement Directive and the following items:

- new definitions related to Buy Ontario compliance
- a requirement to consider Ontario goods and services first, and Canadian goods and services second, where applicable
- application of Buy Ontario requirements to affected procurement methods
- a new section specifically addressing Buy Ontario obligations
- specific consideration for fleet vehicle procurement and capital infrastructure procurement
- documentation requirements where Buy Ontario applies
- supplier declaration and verification provisions
- exemption language for urgent and unforeseen or emergency procurements
- reporting requirements where non-preferred options or exemptions are relied upon
- authority for the CAO or designate to implement administrative procedures, templates, and forms to support compliance.

The Township's existing Policy provides a sound procurement framework, but the new provincial requirements create additional obligations that should be expressly reflected in the Policy.

The proposed amendments would also provide a stronger audit and governance basis for procurement decisions and reduces the risk of inconsistent application across departments.

## **Risk / Legal Considerations**

Amending the Procurement Policy will reduce the Township's risk of non-compliance with provincial procurement requirements.

If the Policy is not updated, risks may include inconsistent procurement practices across departments, insufficient documentation for compliance or audit purposes, uncertainty in procurement decision-making, and increased exposure to procurement challenges or reputational concerns.

## **Communication / Implementation**

If approved by Council, the following steps will occur immediately:

- adoption of the amendment
- circulation of internal direction to managers and staff involved in procurement

- update of procurement templates and related forms
- implementation of supplier declaration and file documentation requirements
- review of upcoming procurements for Buy Ontario applicability
- preparation of a consolidated Procurement Policy for internal use

### **Conclusion:**

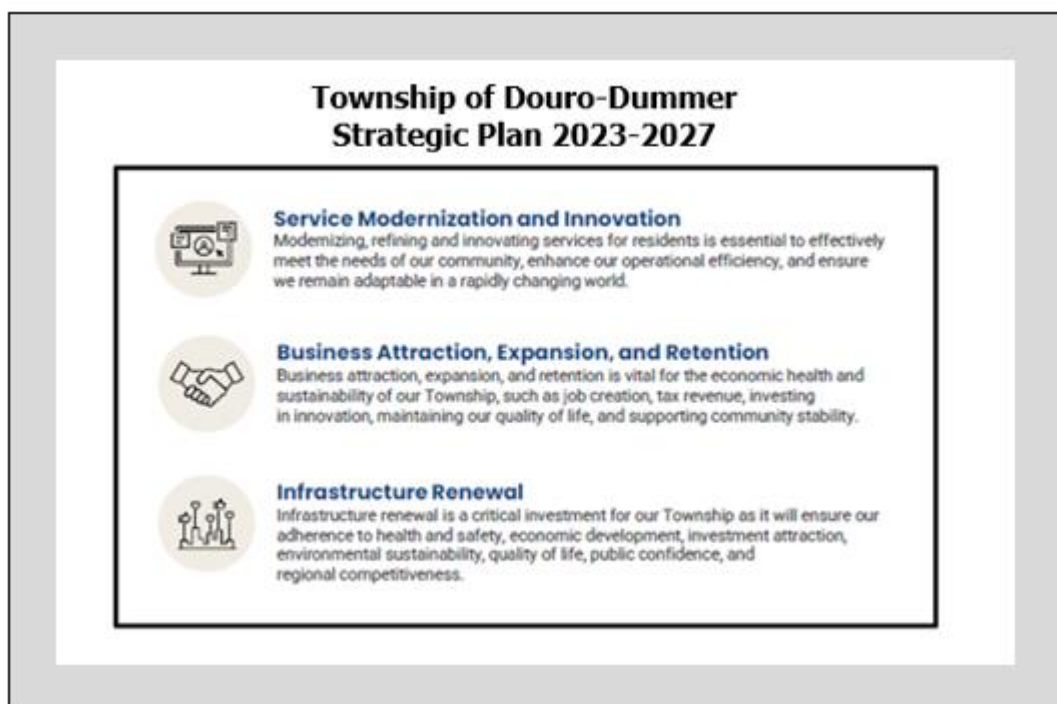
The Province's new Buy Ontario procurement framework requires municipalities to update procurement practices and provide clear policy direction for implementation.

The proposed amendments will ensure that the Township's Procurement Policy reflects current provincial requirements, supports compliant and consistent purchasing practices, and provides staff with the authority and direction needed to implement the changes effectively.

Council approval of the proposed amendment is therefore recommended.

### **Financial / Budget Implications**

There is no direct budget request associated with the Policy amendment itself. However, implementation of Buy Ontario requirements may affect procurement planning, bid evaluation, timelines, and potentially pricing in some purchasing categories. These impacts will need to be considered on a case-by-case basis within departmental budgets and project approvals.





**Report Approval Details**

Document Title:	Amendment to the Procurement Policy - Buy Ontario - Treasurer-2026-11.docx
Attachments:	- F2 - Amendment - Appendix 1.docx
Final Approval Date:	Apr 15, 2026

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Todd Davis