

Wheatland County

Request for Decision

Regular Council Meeting

August 18, 2020

Report prepared by: Tracy Buteau, GM of Corporate and Financial Services



Rescind Policy 2.14 Performance Management- Contracted Services

Recommendation from Administration

That Council rescind Policy 2.14 Performance Management – Contracted Services and that the form be added as an appendix to the Procurement Policy 2.1

Chief Administrative Officer's Comments

N/A

Report

Division: County-wide

After review of Policy 2.14, Administration is recommending to Council that this be considered a procedure rather than policy and that the form in this policy be added as an appendix to Procurement Policy 2.1. Under "Employee Responsibilities" in the Procurement Policy, it states "Employees are responsible for evaluating the performance of suppliers and reviewing available performance evaluations for bidding suppliers prior to purchase as per Wheatland County's Performance Management Policy 2.14." Administration recommends that the words "as per Wheatland County's Performance Management Policy 2.14" be removed the next time the Procurement policy is brought forward for Council's review. A note has been made in the current Procurement Policy with this proposed amendment.

Relevant Policies, Practices, and Legislation

Procurement Policy 2.1

Alignment with the Strategic Plan

We provide consistent, accountable, innovative governance.

Response Options

Option 1: THAT the proposed recommendation is accepted/approved.

Option 2: THAT the proposed recommendation is not accepted/approved.

Option 3: THAT an alternate recommendation is accepted/approved.

Implications of Recommendation

General

Regular review of all policies and bylaws is a best practice.

Organizational

It is good practice for staff to review performance evaluations prior to rewarding a project to a contractor if limits are under the trade agreement thresholds.

Financial

Reviewing performance evaluations can save the County time and budget dollars in the future, if the quality of work was poor or if improvements need to be made prior to a project being awarded.

Environmental, Staff, and Public Safety

N/A

Follow-up Action / Communications

Inform staff that the Performance Management – Contracted Services Performance Evaluation is considered a procedure and will added as an appendix in the Procurement Policy 2.1.

Report Approval Details

Document Title:	Rescind Policy 2.14 Performance Management - Contracted Services .docx
Attachments:	- Policy 2.14 Performance Management - Contracted Services.pdf
Final Approval Date:	Jul 29, 2020

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

A handwritten signature in black ink, appearing to read "Brian Henderson", with a stylized, cursive script.

Brian Henderson