

**JULY 9, 2025**

**COMMITTEE OF THE WHOLE REPORT**

**REPORT NO. CW-050-2025**

**PROCUREMENT POLICY SCHEDULE OF EXCLUSIONS**

**PAT HUFFMAN  
TREASURER**

---

**RECOMMENDATIONS**

For Information Only.

**FINANCIAL IMPLICATIONS**

There are no financial impacts associated with this report.

**STRATEGIC INITIATIVES**

To support Section 4.2 of the Counties' Strategic Initiatives, this report assists with maintaining the financial sustainability of the Counties through proper procurement.

**CLIMATE CHANGE IMPLICATIONS**

Where possible, reports are provided in a digital format to reduce the Counties' carbon footprint.

**ACCESSIBILITY CONSIDERATIONS**

This report can be made available in alternate accessible formats on request.

The United Counties of Leeds and Grenville makes every effort to provide services in a manner that is inclusive, to ensure accessibility barriers are reduced or eliminated, where possible.

### **COMMUNICATIONS CONSIDERATIONS**

There are no communications implications as a result of this report. The report will be on the Counties' website for public consumption.

### **BACKGROUND**

At the Corporate Services and Finance Committee meeting on May 21, 2025, a request was made to bring forward the schedule of exemptions listed in the Procurement Policy. An information report was presented at the Corporate Services and Finance Committee meeting on June 18<sup>th</sup> and the direction to staff was to share the information with all of Council.

### **DISCUSSION/ALTERNATIVES**

The Counties adopted the updated Procurement Policy on December 12, 2024 which includes a schedule of exclusions in Attachment 1. An exclusion is an exception which means that normal procurement practices would not apply. This is a common practice as the list includes operational expenditures such as training and education, employer's general expenses, professional and specialty services, and utilities.

These are expenditures that the Counties must incur regularly to operate. Insurance is included on the schedule of exclusions but is applicable to damage claims and not the Counties' corporate insurance needs.

The market for municipal insurance is small with only two providers in Ontario. The Counties utilizes the services of Halpenny Insurance Brokers Ltd who act as the Counties' agent. The Counties did go to market in 2022 and it is the Broker that prepares the information, evaluates the proposals and makes recommendations to staff. Cost is an important factor in deciding on an insurance program but the Counties also reviews the value-added services such as risk management.

## **ATTACHMENTS**

### Attachment 1 – Schedule of Exclusions

The report set out above has been reviewed and the information verified by the individuals listed below.

**PAT HUFFMAN,  
TREASURER**

**JUNE 19, 2025  
DATE**

**AL HORSMAN  
CHIEF ADMINISTRATIVE OFFICER**

**JUNE 19, 2025  
DATE**