TORONTO

# Memorandum

**City Clerk's Office**
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Date: March 25, 2019

TO: Isabel Meharry
Chair, Compliance Audit Committee

FROM: Ulli S. Watkiss
City Clerk

Re: Purchasing Policy

In accordance with my duties as City Clerk, prescribed under subsection 88.37(6) of the *Municipal Elections Act, 1996*, I have attached the recommended purchasing policy for your consideration and approval in Appendix "A" to this memorandum.

Once adopted, the purchasing policy shall be applied to the procurement of an external auditor for the purposes of conducting a compliance audit in all cases where the Committee grants or has granted an application for a compliance audit. The policy authorizes the Clerk to negotiate and execute the contract with the external auditor on behalf of the Compliance Audit Committee.

Ulli S. Watkiss
City Clerk

Attach.

# Appendix A
# Compliance Audit Committee
# Purchasing Policy

Should the Toronto 2018 Election Compliance Audit Committee grant a compliance audit request, it will require the services of an external auditor.

In anticipation of the need for an external auditor, the City Clerk shall:

1. Research experienced and knowledgeable individuals or firms and solicit competitive quotes and/or proposals from them. This research may include contacting the Chartered Professional Accountants of Ontario.

2. Consult with the City of Toronto's Purchasing and Materials Management Division, as necessary, with respect to determining the appropriate method and form of solicitation and conducting a fair and transparent evaluation and selection process.

3. Evaluate the proposals and present the evaluations to the Compliance Audit Committee for its consideration.

4. Negotiate and execute all agreements related to the auditor services once the Compliance Audit Committee has selected the auditor.