



Draft Procurement and Asset Disposal Policy

Prepared For: Board of Directors

15 January 2026

Prepared by: Janette Loveys Smith, General Manager/Secretary-Treasurer

Agenda Item #10

Recommendation:

THAT the Board of Directors receive the “Draft Procurement and Asset Disposal Policy” report; and,

THAT any former policy and practices be rescinded for corporate record purposes; and,

THAT the Procurement and Asset Disposal Policy be approved.

Background:

Crowe Valley Conservation Authority has relied on past practices to guide the oversight of procurement and disposition of assets.

It is best practice for public organizations to put in place a policy which provides direction to staff on the internal processes while ensuring the fiduciary responsibilities of the Board are met.

The draft policy established spending thresholds, the required documentation for the corporate records and auditing purposes and signing officers. As proposed in the draft policy, any purchase over \$20,000 would require Board approval.

To assist in keeping CVCA’s corporate records up to date, it is also recommended that any former policy or practices be rescinded.

The attached draft policy is for the Board’s consideration.

Appendix A:

Draft Procurement and Asset Disposal Policy