

Third Party Relationship Policy



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Administration & Finance	September 9, 2014	138-2014	1	2
Subsection	Repeals By-law Number		Policy Number	
Third Party Involvement			AF-2-2	

Purpose

To provide guidance and to raise awareness about the resources required and risks associated with involvement with third parties.

The municipality must work in concert with many third parties for the benefit of the City of Kenora.

This policy is intended to assist staff and council with evaluating and understanding the impacts to the city of involvement with other organizations.

Guiding Principles

This city will continue to work with many third parties. This includes but is not limited to for-profit, not-for-profit and volunteer groups. By working with these groups, the city encourages participation in the betterment of Kenora. The staff at the City of Kenora will continue to demonstrate gratitude to all organizations that work to provide events or services that improve our city.

When agreeing to work with another organization, staff and council need a process to understand impact to the city resources.

Further, each time that the city participates in or works with another organization, the city accepts some portion of the risk involved in that activity. Staff and council need to be aware of the additional risk and need to evaluate it to ensure that it is acceptable.

Third parties

For this policy, third parties include, but are not limited to:

- Organizations requesting sponsorship for funding applications
- Organizations or committees managing special events
- Volunteer groups
- Organizations requesting that the city issue tax receipts on their behalf
- Organizations requesting book-keeping assistance
- Community groups offering guidance to the city
- Groups raising money to be used by the city

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Third parties covered by this policy do not include arms-length vendors for goods and services purchased and consumed in the normal course of operations.

Reports to Council

All reports to council about relationships with third parties (except direct purchases of goods or services) should include an estimate of administrative time required, any financial commitment on behalf of the city and an analysis of the risk that the city is or is not accepting.

Descriptions of and time estimates of administrative time should be gained from the city department who will be providing the services.

Risk analysis may include discussions with the Loss Prevention Officer (LPO) and, through the LPO, the city's insurance provider.

Agreements (formal or informal) with third parties

Descriptions of the administrative tasks and the expectations of administrative time and an explanation of the risks that the city is or is not accepting need to be clearly stated to the third party.

Annual Review/Reporting

Council, in conjunction with the Corporate Services Manager, shall review the City's third party relationship policy at least once every five years.