



CITY OF BRANTFORD

MAYORAL DIRECTION 02-2025

Direction to Employees (Chief Administrative Officer or Designates)

I, Kevin Davis, Mayor of the City of Brantford, pursuant to the powers extended to the head of council under Part VI.1 (Special Powers and Duties of Heads of Council) of the *Municipal Act, 2001*, in accordance with section 284.3 and 284.4 hereby direct staff as follows:

The CAO shall undertake the following measures:

1. Municipal Working Group on Trade and Procurement

- i. The CAO shall convene a cross-departmental **Trade and Procurement Working Group** ("The Working Group") to assess, develop, and report on legally and financially viable municipal responses.
- ii. The Working Group shall include the CAO and appropriate representatives from city departments, as determined by the CAO, to ensure a well-informed and comprehensive approach.

The duties of the Working Group to be as follows:

A. Local Procurement and Contract Review

Building on the work that Councillor Sicoli has undertaken regarding procurement, The Working Group shall conduct an internal review of procurement and contracts and provide a report to Council that shall include an assessment of the feasibility, financial impact, and legal considerations of the following measures:

- i. **Limiting contract renewals and new contracts** to Canadian-only companies, where legally permissible
- ii. **Pausing procurement** to reassess vendor relationships and explore Canadian alternatives
- iii. **Ensuring all new purchases** of goods and services prioritize Canadian companies whenever possible
- iv. **Ending all non-essential conferences or trips to the United States**, except for advocacy efforts aimed at tariff removal

- v. **Reporting on projected costs and identifying funding sources** for any measures implemented in response to the tariffs.

The report shall provide a comprehensive analysis of these options, ensuring compliance with trade agreements and municipal procurement policies while prioritizing the economic interests of Brantford and its local businesses. As a part of this process, staff will seek feedback and advice from the Brantford Chamber of Commerce and various members of the local business community.

B. Economic Impact Assessment and Business Support

The Working Group shall engage with affected local businesses including members of the business community, Chamber of Commerce, and staff with the intention of fulfilling the following objectives:

- i. Assess anticipated financial impacts, including cost increases, export reductions, and job losses
- ii. Identify business needs and determine what municipal support measures may be available
- iii. Explore provincial and federal support initiatives and coordinate advocacy efforts
- iv. Provide an updated economic development strategy that considers the impact of tariffs
- v. Prepare a report summarizing findings and recommended municipal interventions for Council review.

Final Report and Recommendations

The Working Group shall submit a preliminary findings report to Council along with any recommendations for further direction and implementation at a Special City Council meeting on Tuesday, March 4, 2025.

This direction takes effect on 02/11/2025 and remains in effect until modified or revoked.

Original Signed by the Mayor

Kevin Davis
Mayor

Original Signed by the Clerk

Chris Gauthier
City Clerk