

Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446
www.northkawartha.ca

Report to Council

To: Mayor and Council Members
From: Judy Everett
Date: October 20, 2026
Subject: Propane RFP Results

Recommendation:

That Council direct the Treasurer and the Chief Administrative Officer to sign the Rider with Superior Propane to provide propane to the Township for a one year period at the fixed price of \$.62/litre plus HST.

Background:

A Request for Proposal (RFP) for propane was released on October 6, 2026 with a deadline of October 20, 2026.

The Delegation By-Law #2026-0018 states that any two of the CAO, Clerk, Treasurer or Department Manager may “execute routine agreements related, but not limited to, data sharing, office equipment, equipment rental, website products, contractor services. Includes products provided by MPAC, OPTA, County GIS and computer software and equipment”. It also states that “Expenditure must fall within the amount authorized by Council in the in-effect Procurement By-Law. Monetary obligation captured in the approved budget”.

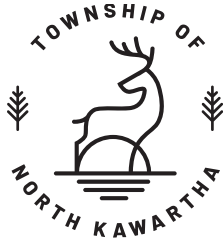
Our recently passed Procurement Policy By-Law #2026-0052 states in the Request for Proposal section: 3.9 “A recommendation is provided to the CAO and Treasurer for review and comment prior to submission to Council. The report will then be forwarded to Council for direction.”

Analysis:

Only one submission was received which was from Superior Propane.

Financial Implications:

Propane costs based on this submission will be included in the 2027 budget.



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Strategic and/or Other Plans:

- 3. Governance – Maintain a Strong, Accountable Municipal Government
- 3.3 Provide effective, clear and transparent Township communication

In Consultation With:

Shannon Hunter, Chief Administrative Officer

Attachment:

Superior Propane's Rider Document