

## **Municipality of Chatham-Kent**

### **Police Services**

#### **Information Report**

**To:** Mayor and Members of Council  
**From:** Kaley Veldboom, Financial Clerk – Chatham-Kent Police Service  
**Date:** September 17, 2020  
**Subject:** Approval of Invoice – Graphic Emporium – Rick Holmes

---

This report is for the information of Council.

#### **Background**

Rick Holmes is a municipal employee and the owner of Graphic Emporium. In November 2018, the Chatham-Kent Police Service purchased sweatshirts and t-shirts from Graphic Emporium for their Intelligence Officers.

#### **Comments**

In accordance with Section 39 (d) of the Purchasing By-law, Council must approve the purchase of deliverables where the company being awarded is owned directly or indirectly, in whole or in part, by an employee of the Municipality.

The Chatham-Kent Police Service purchased sweatshirts and t-shirts for their Intelligence Unit Officers to be used for a warrant execution. At the time, staff were not aware that Section 39 (d) of the Purchasing By-law applied to part-time employees of the Municipality. Rick Holmes is a part-time employee of the Municipality of Chatham-Kent's Recreation Facilities and owns/operates Graphic Emporium.

The Chatham-Kent Police do not have any intention to continue purchasing goods from Graphic Emporium, thus, this is a one-time occurrence.

#### **Consultation**

No other departments were consulted in regard to this report.

#### **Financial Implications**

Total costs for the sweatshirts and t-shirts is \$421.49 (including HST).

These costs are covered under the base budget for Intelligence Unit supplies.

Prepared by:

Reviewed by:

---

Kaley Veldboom  
Financial Clerk, CKPS

---

Kirk Earley  
Deputy Chief of Police

Reviewed by:

---

Gary Conn  
Chief of Police

Attachment: None

C: Supervisor, Accounts Payable  
Purchasing Officer, Financial Services  
Director, Financial Services  
Rick Holmes