

THE CORPORATION OF THE MUNICIPALITY OF CENTRE HASTINGS

BY-LAW NUMBER 2026-57

**Being a By-law to Update and Adopt a Purchasing and Procurement Policy for the
Municipality of Centre Hastings**

WHEREAS the Council of The Corporation of the Municipality of Centre Hastings deems it desirable to provide for fair, transparent, accountable, and effective procurement policies;

AND WHEREAS Section 270 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires a municipality to adopt and maintain policies with respect to its procurement of goods and services;

AND WHEREAS the Municipality of Centre Hastings is updating its purchasing and procurement policies and procedures to support compliance with applicable legislation, trade treaty obligations, and current best practices;

NOW THEREFORE the Council of The Corporation of the Municipality of Centre Hastings enacts as follows:

1. That the Purchasing and Procurement Policy attached hereto as Schedule “A” and forming part of this By-law is hereby adopted.
2. That the Policy shall be implemented in accordance with all applicable governing legislation and trade treaty obligations. In the event of any conflict between the Policy and applicable legislation, the provisions of the applicable legislation shall prevail.
3. That all former by-laws, including by-law 2018-30, policies, or resolutions pertaining to purchasing and procurement matters that are inconsistent with this By-law are hereby repealed.
4. That this By-law shall come into force and take effect immediately upon final passing.

Read a first and second time this 2nd day of September, 2026.

Read a third time and finally passed this 2nd day of September, 2026.

Thomas Deline, Mayor

Typhany Choinard, Clerk

Policy



Department/Section Coverage All		Policy Number FIN-001	
Subject Purchasing and Procurement Policy		Category Council	
		By-law 2026-57	
		Review Period As Needed	
Date Amended September 2, 2026	Amending Motion # NA	Section(s) Amended NA	

1.0 Policy Statement

The Municipality of Centre Hastings will procure goods, services and construction in a manner that is open, fair, transparent, accountable, accessible and proportionate to the value and risk of the purchase. Competitive procurement is the normal method of acquisition. Direct, non-competitive, cooperative and emergency procurement may be used only where authorized by this Policy and properly documented.

2.0 Purpose

This Policy establishes a practical framework for municipal procurement that supports best value, protects public funds, clarifies approval authority, supports fair supplier access, and ensures compliance with applicable legislation, trade obligations and provincial procurement requirements, including the Buy Ontario Act (Public Sector Procurement), 2025 and the Municipal Buy Ontario Procurement Directive.

3.0 Scope and Application

This Policy applies to Council, all departments, officers, employees, committees, local boards where directed by Council, and any person authorized to purchase on behalf of the Municipality using municipal funds.

It applies to purchases, leases, rentals, contracts, renewals, extensions, options and amendments for goods, services, consulting services and construction. Real property transactions are excluded and are governed by separate legislation and municipal policies.

No person may commit the Municipality to a purchase or contract unless the purchase is

within approved budget authority, complies with this Policy, has the required award approval, and follows the Municipality's signing authority requirements.

4.0 Legislative and Policy Authority

Procurement shall comply with applicable law and binding requirements, including the Municipal Act, 2001; Municipal Freedom of Information and Protection of Privacy Act; Municipal Conflict of Interest Act; Accessibility for Ontarians with Disabilities Act, 2005; Construction Act; Occupational Health and Safety Act; Workplace Safety and Insurance Act, 1997; Buy Ontario Act (Public Sector Procurement), 2025; Municipal Buy Ontario Procurement Directive, as amended; applicable trade agreements; Council-approved budgets; delegation, signing authority, records retention, code of conduct and other municipal policies.

If this Policy conflicts with a mandatory legal, trade agreement or provincial directive requirement, the mandatory requirement prevails. The Treasurer may issue administrative procedures, forms and templates to support compliance.

5.0 Guiding Principles

- **Best value:** Consider price, quality, performance, lifecycle cost, risk, service, delivery, sustainability and overall suitability. Lowest price is not always best value.
- **Competition and fairness:** Provide equitable access to qualified suppliers and avoid unnecessary restrictions or biased specifications.
- **Transparency and accountability:** Follow published rules, document decisions and maintain a clear audit trail.
- **Proportionality:** Match the procurement method, documentation and controls to the value, complexity and risk of the purchase.
- **Accessibility:** Include accessibility criteria and features where practicable and required.
- **Buy Ontario priority:** Prioritize Ontario goods and services, then Canadian goods and services, where and as required by the Buy Ontario Act and Municipal Buy Ontario Procurement Directive.
- **Ethical conduct:** Avoid conflicts of interest, collusion, bias, improper influence, undisclosed gifts and unauthorized supplier lobbying.
- **No bid splitting:** Do not divide or structure a purchase to avoid a threshold, approval or competitive process.

6.0 Key Definitions

Best Value means the optimal combination of price and non-price factors that meets the Municipality's requirements over the lifecycle of the acquisition.

Bid / Tender / Proposal / Submission means a supplier's formal response to a solicitation issued by the Municipality.

Bid Security means a financial guarantee required with a submission, such as a bid bond, certified cheque or other approved security, to ensure the bidder will honour its submission and enter into the contract if awarded.

Construction means construction, reconstruction, demolition, repair, renovation or improvement of a building, structure, road, bridge, drainage work, utility, facility or other municipal infrastructure.

Direct Award means a type of non-competitive procurement where an award is made to a supplier without an open competitive process through an approved sole source, single source, emergency, exempt or other authorized process under this Policy.

Emergency means an urgent and unforeseen situation where immediate action is necessary to protect public health or safety, property, the environment, essential services, public security or the Municipality's significant financial interests.

Goods means tangible products, equipment, materials, supplies, vehicles, technology hardware or other physical items acquired by the Municipality.

Non-Competitive Procurement means a purchase made without an open competitive process, including sole source or single source procurement.

Performance Security means security required after award, such as a performance bond, labour and material payment bond, letter of credit, holdback or other approved security, to protect the Municipality against non-performance or payment risk.

Responsible Bidder means a supplier that has the capability, capacity, integrity, experience, qualifications, safety record, financial reliability and resources to perform the contract.

Responsive Bid means a submission that substantially complies with the mandatory requirements, terms, conditions and specifications of the solicitation.

Services means work performed by a supplier that does not primarily involve the supply of goods or construction, including professional, consulting, maintenance, operational, technical or other services.

Single Source means more than one supplier may be capable, but a documented business reason supports selecting one supplier.

Sole Source means only one supplier is reasonably capable of meeting the requirement.

Standing Offer means an arrangement with one or more suppliers to provide specified goods, services or construction at established pricing or terms when and if required, without guaranteeing any minimum volume of work.

Total Acquisition Cost means the total estimated financial commitment over the full term, excluding recoverable HST, including options, renewals, extensions, freight, delivery, installation, training, maintenance, software licensing and related costs.

Vendor of Record means a supplier that has been pre-qualified or selected through an approved process to provide specified goods, services or construction during a defined period and under established terms.

7.0 Roles and Responsibilities

- **Council** approves this Policy, material amendments, awards requiring Council approval, unbudgeted expenditures unless emergency authority applies, and receives required procurement reports.
- **Chief Administrative Officer** provides corporate oversight, approves items within delegated authority, resolves issues not expressly addressed in consultation with the Treasurer, and may suspend a procurement where integrity, budget or compliance concerns arise.
- **Treasurer / Director of Finance** administers and interprets this Policy, confirms budget authority, supports formal procurement, establishes procedures and templates, monitors compliance and provides training.
- **Department Heads** plan requirements, confirm funding, prepare specifications and evaluation criteria, conduct purchases within authority, manage contracts and disclose conflicts.
- **All employees and evaluation participants** must follow this Policy, protect confidentiality, avoid unauthorized commitments, declare conflicts and document decisions.

8.0 Budget, Approval and Signing Authority

Procurement authority is separate from budget authority, award authority and signing authority. All must be satisfied before the Municipality is bound.

A procurement may proceed only when sufficient funding exists in an approved budget, reserve, grant agreement or other Council-approved source, unless Council or valid emergency authority approves otherwise.

Contracts may be executed only by persons authorized under the Municipality's signing

authority by-law or delegation. Employees shall not sign supplier terms, click-through agreements, leases or other commitments unless authorized. Appendix B provides a consolidated approval matrix for reference.

9.0 Procurement Planning

Before starting a procurement, the Department Head shall determine the requirement, Total Acquisition Cost, funding source, procurement method, evaluation approach, schedule, risks, insurance, security, accessibility and contract management needs, often in consultation with the Treasurer.

Similar requirements shall be aggregated where practical. Specifications should describe performance or outcomes and should not identify a brand, supplier or proprietary feature unless required and justified.

10.0 Acceptance of Free, Donated or Giveaway Equipment and Resources

The Municipality shall not accept free, donated, gifted, loaned, trial, surplus, giveaway or third party-funded equipment, vehicles, technology, materials or resources where acceptance may create a new or enhanced service level, operating commitment, replacement obligation, repair obligation, maintenance cost, staffing requirement, compliance requirement or other future cost to the Municipality, unless authorized in advance by Council.

Before acceptance, the Department Head shall document the purpose of the item, expected use, condition, ownership, restrictions, lifecycle costs, maintenance and repair requirements, replacement expectations, insurance, licensing, health and safety considerations, technology or compatibility requirements, and whether the item would affect municipal service levels. The CAO and Treasurer shall review the request from the Department Head to determine if the request advances for Council approval, legal review or budget approval before acceptance.

Acceptance of a free or donated item does not authorize a new service level, capital replacement commitment or ongoing operating cost unless expressly approved through the budget, project approval or another authorized process.

11.0 Procurement Methods and Thresholds

The following thresholds are based on Total Acquisition Cost, excluding recoverable HST. A higher-level method may be used whenever warranted by risk, complexity, market conditions or public interest. Appendix B provides a consolidated approval matrix for procurement methods, approval authorities and related requirements.

Total Acquisition Cost	Required Method	Minimum Competition	Approval Authority
Up to and including \$20,000	Low-value / direct purchase	One quote is acceptable; additional quotes encouraged where practical	Department Head or authorized designate
Over \$20,000 up to and including \$75,000	Informal Request for Quotations	Normally at least three written quotations sought	Department Head and Treasurer
Over \$75,000 up to and including \$125,000	Formal Request for Quotations	Formal written process; public posting where practical or at least three qualified suppliers invited, as approved by Treasurer	CAO and Treasurer
Over \$125,000	Formal Competitive Procurement: RFT, RFP or other RFx	Publicly advertised through approved electronic bidding system, or website	Council, unless otherwise delegated by by-law
Any value: emergency	Emergency procurement under section 17	Competition to the extent practical in the circumstances	As set out in section 17
Any value: cooperative purchase	Cooperative or group purchasing under section 15	Competition satisfied by lead agency process where acceptable	Based on Total Acquisition Cost and budget authority

12.0 Low-Value, Informal and Formal RFQ Purchases

Purchases up to and including \$20,000 may be made directly within the approved budget. Staff shall consider price reasonableness, supplier capability, lifecycle cost and operational needs, and retain evidence of value where practical.

Purchases over \$20,000 up to and including \$75,000 shall normally seek at least three written quotations from qualified suppliers using a consistent description of the requirement. If the lowest quotation is not selected, the rationale for best value shall be approved by the Treasurer before award.

Purchases over \$75,000 up to and including \$125,000 shall use a formal written RFQ stating the scope, mandatory requirements, closing date, evaluation and award method, contract terms and submission instructions. The RFQ should use the approved electronic bidding system where practical.

13.0 Formal Competitive Procurement

Procurements over \$125,000 shall normally be publicly advertised using the Municipality's approved electronic bidding system unless an authorized exception applies. The solicitation shall include clear requirements, evaluation criteria, contract terms, closing rules, reserved rights and applicable Buy Ontario requirements.

An RFT should be used where specifications and contract terms are clearly defined and award is normally to the lowest compliant bidder. An RFP should be used where suppliers may propose different approaches and award will be based on disclosed weighted criteria. Other methods, including prequalification, request for information, negotiated RFP, two-stage procurement, design-build, standing offer or roster process, may be used where suitable and approved by the Treasurer.

During an active formal solicitation, bidder communications shall occur only through the stated contact and process. Material clarifications or changes shall be issued to all bidders by addendum.

14.0 Use of County of Hastings Purchasing Support and Electronic Bidding System or Platform

The Municipality may seek guidance, templates, process support or procurement advice from the County of Hastings Purchasing department where the Treasurer determines that such support is appropriate for the value, complexity, risk or public profile of a procurement.

The Municipality may use or leverage the County of Hastings bids&tenders platform, or another approved electronic bidding system, for RFx processes including Requests for Tender, Requests for Proposal, Requests for Quotation, prequalification, standing offer, roster or other competitive procurement methods. Use of the County platform or support services does not transfer award authority or contract authority unless expressly approved by Council or authorized agreement.

When County purchasing support or the County bids&tenders platform is used, municipal staff remain responsible for confirming budget availability, preparing accurate specifications and evaluation criteria, obtaining required approvals, maintaining records, complying with this Policy and applicable law, and managing the resulting contract.

15.0 Cooperative Purchasing, Standing Offers and Vendors of Record

The Municipality may participate in cooperative, group or shared procurement conducted by another municipality, public body, buying group or provincial organization where the Treasurer is satisfied that the process is competitive, transparent, compliant and provides best value.

Standing offers and Vendor of Record arrangements may be established or used for recurring needs. Use must comply with the arrangement's scope, pricing, term,

assignment rules, second-stage competition requirements and expenditure limits.

The Municipality actively participates in collaborative procurement and may be a participating agency in one or more procurements conducted by any of the following cooperative buying groups: Local Authority Services (LAS), Canoe, Ontario Education Collaborative Marketplace, and Supply Ontario.

16.0 Non-Competitive Procurement

Non-competitive procurement is exceptional and shall not be used to avoid competition. A written justification using Appendix C must identify the circumstance, market evidence, proposed supplier, Total Acquisition Cost, price reasonableness, budget, duration, risk and applicable legal or trade-agreement exception. Appendix E provides a completed example for staff guidance.

Non-Competitive Total Acquisition Cost	Required Approval
Up to and including \$20,000	Department Head
Over \$20,000 up to and including \$75,000	Department Head and Treasurer
Over \$75,000 up to and including \$125,000	CAO and Treasurer
Over \$125,000	Council

17.0 Emergency Procurement

When an Emergency exists, normal competitive requirements may be modified or waived only to the extent necessary to address the immediate situation. The purchase shall be limited to what is reasonably required to stabilize the Emergency and protect municipal interests.

Emergency Expenditure	Authority
Up to and including \$20,000	Department Head, with prompt notice to Treasurer
Over \$20,000 up to and including \$125,000	CAO and Treasurer
Over \$125,000	CAO, Treasurer and Mayor, with a report to Council at the earliest practical meeting

Where delay to obtain approval would create an immediate threat, the most senior available municipal official may authorize necessary action within lawful authority and shall notify the CAO and Treasurer as soon as possible. Emergency records shall document the circumstances, authority, supplier, scope, price, funding and steps taken to obtain value.

18.0 Buy Ontario Act and Municipal Buy Ontario Procurement Directive

The Municipality shall conduct applicable procurements in accordance with the Buy Ontario Act (Public Sector Procurement), 2025, the Municipal Buy Ontario Procurement Directive, and related regulations, directives, guidance or successor requirements, as amended from time to time.

Where required, the Municipality shall prioritize Ontario goods and services and then Canadian goods and services while maintaining compliance with applicable law, trade obligations, value-for-money requirements and the specific rules of the provincial directive.

The Treasurer may establish procedures, forms, supplier declarations, evaluation tools, standard clauses and approval requirements to support compliance. Staff shall not create an unauthorized local preference or evaluation preference outside the authority of applicable legislation or directive. Covered procurements shall retain documentation demonstrating application of Buy Ontario requirements.

19.0 Accessibility, Sustainability and Social Considerations

Accessibility criteria and features shall be incorporated into specifications, evaluation and contract performance where practicable and required. Where not practicable, the reason shall be documented.

Environmental and social value factors may be considered where relevant, measurable, disclosed, proportionate and lawful. They shall not be used to create an unauthorized geographic preference or conflict with Buy Ontario requirements or trade obligations.

20.0 Conflicts of Interest, Ethics and Supplier Conduct

Council members, employees and evaluation participants shall disclose actual, potential or perceived conflicts of interest promptly. The Municipality may require withdrawal from the process or another mitigation measure.

No participant shall accept gifts, benefits, hospitality or favours that could influence or appear to influence a procurement decision. Confidential bidder information shall be protected. Suppliers may be required to certify compliance with laws, avoid collusion, disclose conflicts, respect communication restrictions, meet health and safety requirements and maintain ethical business practices.

21.0 Supplier Performance, Suspension and Disqualification

The Municipality may document supplier performance, including quality of work, safety, schedule adherence, responsiveness, contract compliance, claims, deficiencies and overall service. Performance information may be considered in future procurements where relevant, reliable and applied in accordance with disclosed evaluation criteria, solicitation terms or an approved supplier-performance process.

A supplier may be suspended, disqualified or restricted from future procurement opportunities for serious or repeated misconduct, including fraud, collusion, threats, unsafe work, abandonment, material breach of contract, persistent poor performance, prohibited communications or other conduct that may harm the Municipality's interests. Except where immediate action is required to protect the Municipality, the supplier shall be given notice of the concern and a reasonable opportunity to respond before a suspension or disqualification is finalized.

22.0 Exempt Procurements

The following categories may be exempt from the competitive methods in section 11, subject to documentation, budget authority, price reasonableness, signing authority, Buy Ontario compliance where applicable, and Council approval where otherwise required:

- payments required by law, regulation, court order, collective agreement or binding agreement;
- employee compensation, benefits, pensions and reimbursable employment expenses;
- grants, transfers, contributions and payments to other governments or public bodies;
- taxes, licences, permits, fees, postage, utilities and regulated services where competition is unavailable or impractical;
- banking, debt and investment transactions governed by separate authority;
- legal services, settlements, arbitrators, mediators, expert witnesses and confidential investigative services;
- specialized professional or technical services where the nature of the work requires particular expertise, independence, continuity, confidentiality or professional judgment, including engineering, auditing, architectural, planning, surveying, appraisal, insurance, financial advisory, information technology, human resources or other similar professional services, provided the selection is documented and approved in accordance with this Policy;
- insurance claims and services assigned by the Municipality's insurer;
- training, conferences, memberships, subscriptions, publications and advertising tied to a specific provider;
- real property transactions governed by other policies and legislation;
- library or cultural materials selected for content;
- cooperative procurements and existing standing offers used in accordance with this Policy; and
- any other category approved by Council or expressly exempt under applicable law.

23.0 Bid Irregularities and Evaluation

Submissions shall be evaluated using only the criteria disclosed in the solicitation. Evaluators shall identify and manage conflicts of interest and confidentiality obligations. Major irregularities, such as late submissions, missing mandatory bid security, failure to attend a mandatory meeting, material qualifications, failure to acknowledge a material addendum, unsigned mandatory submissions, or evidence of collusion or prohibited communication, normally require rejection. Minor clerical or non-material omissions may

be waived or clarified where fairness is not affected. Appendix A provides a bid irregularities table, and decisions shall be documented and may require legal advice.

24.0 Contract Formation, Execution and Administration

A purchase order may be used for routine acquisitions. A formal written agreement should be used where the procurement is complex, high risk, multi-year, construction-related, involves confidential information or intellectual property, requires substantial insurance or security, or otherwise warrants detailed terms.

The Department Head is responsible for monitoring deliverables, schedule, payments, deficiencies, warranties, security, insurance, WSIB status, holdbacks and closeout requirements. Payment shall be supported by evidence of satisfactory performance and proper authorization.

25.0 Insurance, Security and Risk Controls

Insurance, indemnity, bonding, bid security, performance security and other risk controls shall be proportionate to the nature and risk of the procurement. Requirements shall be stated in the solicitation and should not unnecessarily restrict competition.

26.0 Contract Amendments, Renewals and Change Orders

A contract amendment, renewal or change order shall not be used to avoid competition or materially change the original procurement. The Department Head shall document the need, scope, cumulative value, price reasonableness, schedule impact, budget and effect on the original competitive process. For capital projects and contracts over \$25,000, a Change Order Log shall be maintained and updated for all amendments, change orders, scope modifications, and contract value adjustments. The below table provides the approval authority thresholds for cumulative amendments.

Cumulative Amendment	Approval
Up to 10% of original contract value and not exceeding \$50,000	Department Head and Treasurer, within approved project budget
Greater than the above but within approved project budget and Council-approved scope	CAO and Treasurer
Exceeds approved budget, materially changes scope, or increases the cumulative contract value beyond delegated approval authority	Council

27.0 Records, Confidentiality and Reporting

Procurement records are subject to MFIPPA, the Municipality's records retention requirements and applicable law. The Department Head or project lead responsible for the procurement shall ensure that a complete, auditable procurement file is retained in the approved records system.

The procurement file should include, as applicable, approvals, quotations, solicitation documents, addenda, submissions, evaluation records, conflict declarations, award records, contracts, amendments, invoices, performance records and any exception, emergency or non-competitive justification. The Treasurer may request records to support review, compliance monitoring or Council reporting.

Confidential supplier information shall be protected, subject to lawful disclosure requirements. The Treasurer may report to Council periodically on procurement activity and policy compliance. The CAO or Treasurer may halt or require correction of a procurement that does not comply with this Policy.

Following substantial completion, the Department Head and Treasurer shall prepare a final project reconciliation identifying approved budget, approved change orders, final expenditures, funding sources, and remaining project balance/overages and their associated funding plan.

28.0 Disposal of Surplus Assets

Surplus, obsolete, damaged or uneconomical tangible assets shall be disposed of transparently to seek best value, protect municipal interests and support reuse or responsible recycling. Real property is excluded.

Disposal may occur by public auction, competitive sale, trade-in, transfer between departments, donation to an eligible public or non-profit organization, recycling, scrap or another documented method that provides better value or public benefit. Employees, Council members and their immediate families shall not receive preferential access or acquire assets below fair market value. Council approval is required for a donation or direct sale with an estimated fair market value over \$20,000 unless another Council-approved authority applies.

Where an asset is acquired to replace an existing municipal asset, the replaced asset is automatically deemed surplus and disposal may proceed in accordance with this section, unless retention or alternative use of the replaced asset was specifically identified and justified as part of the approved budget or project approval process.

Revision Control

Year-Month-Day	Sections Amended	Comments
2018-03-22	NA	By-law 2018-30
2026-09-02	NEW	By-law 2026-57 (repeals any previous)

Appendix A: Bid Irregularities Table

Bid irregularities are deviations from the requirements in the bid documents. They are classified as major or minor based on whether they affect fairness, compliance, price, scope, risk or the integrity of the procurement process. The following table provides guidance only and is not exhaustive. The Treasurer, in consultation with the CAO, Department Head or legal counsel where appropriate, will determine the appropriate action in the best interests of the Municipality.

Irregularity	Classification	Typical Action
Late submission received after the closing time.	Major	Reject as non-compliant.
Submission is not signed by an authorized representative where signature is mandatory.	Major	Reject as non-compliant unless the solicitation expressly permits correction.
Missing, insufficient or non-compliant bid security where bid security is mandatory.	Major	Reject as non-compliant.
Failure to attend a mandatory site meeting, pre-bid meeting or site visit.	Major	Reject as non-compliant.
Submission is conditional, qualified or alters material terms, specifications, pricing basis, delivery or scope.	Major	Reject as non-compliant.
Failure to acknowledge an addendum that has financial, scope, schedule or material compliance implications.	Major	Reject as non-compliant unless the Municipality determines the omission is not material and fairness is not affected.
Submission is made using an unauthorized method where the solicitation prohibits that method.	Major	Reject as non-compliant.
Evidence of collusion, bid-rigging, fraud, conflict of interest, prohibited communication or unethical conduct.	Major	Reject, suspend or take other action in accordance with the Policy and legal advice.
Mathematical error in extensions, subtotals or totals.	Minor, unless material or solicitation states otherwise	Correct using the method stated in the solicitation, typically using unit prices, and notify the bidder where appropriate.
Missing or incomplete non-material information such as contact details or administrative forms.	Minor	May be waived or corrected if fairness and substance are not affected.
Failure to acknowledge an addendum with no financial, scope, schedule or material compliance impact.	Minor	May be waived or clarified where fairness is not affected.

Minor formatting, clerical, typographical or pagination issues.	Minor	May be waived where the intent of the submission is clear.
Insurance, WSIB or similar documentation is missing or incomplete but can be provided after award without affecting evaluation.	Minor, unless mandatory at closing	May allow post-award correction before contract execution if risk is acceptable.
Non-initialed alteration or correction where the intended price or response is clear.	Minor, unless material	May be waived or clarified if fairness is not affected.

Appendix B: Approval Matrix

This matrix outlines delegated approval authorities for procurement activities. It is to be read together with the Municipality's approved budget, signing authority requirements and FIN-001. Authorities are cumulative, meaning that a higher level of authority may approve lower-value procurements. All approvals are subject to the requirements of this Policy and may be further restricted by the CAO or Treasurer.

Total Acquisition Cost	Required Method	Minimum Competition	Approval Authority
Up to and including \$20,000	Low-value / direct purchase	One quote is acceptable; additional quotes encouraged where practical	Department Head or authorized designate
Over \$20,000 up to and including \$75,000	Informal Request for Quotations	Normally at least three written quotations sought	Department Head and Treasurer
Over \$75,000 up to and including \$125,000	Formal Request for Quotations	Formal written process; public posting where practical or at least three qualified suppliers invited, as approved by Treasurer	CAO and Treasurer
Over \$125,000	Formal Competitive Procurement: RFT, RFP or other RFx	Publicly advertised through approved electronic bidding system, or website	Council, unless otherwise delegated by by-law
Any value: emergency	Emergency procurement under section 17	Competition to the extent practical in the circumstances	As set out in section 17
Any value: cooperative purchase	Cooperative or group purchasing under section 15	Competition satisfied by lead agency process where acceptable	Based on Total Acquisition Cost and budget authority
Contract Amendments / Change Orders	Subject to Section 26		

Appendix C: Non-Competitive Procurement / Direct Award Justification Form

This form is to be completed by the Department Head and submitted to the Treasurer before proceeding with a non-competitive procurement or direct award, unless immediate emergency action is required under this Policy. Additional pages or supporting documentation may be attached.

Department	
Department Head	
Date submitted	
Project / purchase title	
Planned acquisition (Y/N) details	
Proposed supplier/vendor	
Estimated Total Acquisition Cost, excluding recoverable HST	
Budget account / project / funding source details	
Proposed contract term or duration, including renewals or extensions	

1. Type of Non-Competitive Procurement

Select all that apply:

- ☐ Sole Source ☐ Single Source ☐ Direct Award ☐ Emergency
☐ Exempt Procurement ☐ Cooperative / existing standing offer _____
☐ Vendor of Record

2. Circumstance and Reason for Request

Describe the purchase requirement and explain why an open competitive process is not being used. Include the operational need, timing considerations, service impacts, whether the requirement is urgent, confidential, specialized, proprietary, linked to existing work, or otherwise justified under the Policy.

3. Market Evidence and Supplier Availability

Summarize market research or evidence supporting the request, such as known suppliers, proprietary rights, compatibility requirements, previous competitive results, failed competition, limited market availability, specialized expertise, continuity requirements, or why inviting competition would not be practical or would not add value.

4. Price Reasonableness and Best Value

Explain how the Department Head determined that the proposed price is reasonable and represents best value. Examples may include recent competitive pricing, historical pricing, published rates, cooperative contract pricing, benchmarking, quote comparison, professional estimate, consultant estimate, or documented negotiation.

5. Budget, Funding and Term

Confirm that sufficient funding is available and identify the approved budget, reserve, grant, project or other funding source. State the expected term, including any renewal or extension options, and whether the commitment creates future-year obligations.

6. Risk, Compliance and Required Exception

Identify key risks and mitigation measures, including operational, financial, legal, timing, safety, service continuity, warranty, vendor-dependence, data, privacy, insurance, WSIB, performance security, reputational or contract risks. If a legal, trade-agreement, Buy Ontario or other directive exception is required, identify the applicable exception or attach supporting advice.

7. Required Attachments

Attach supporting documentation where available: ☐ quote or proposal
☐ scope of work ☐ pricing support or benchmarking ☐ budget confirmation
☐ market research ☐ legal or trade-agreement advice
☐ Buy Ontario documentation ☐ insurance / WSIB / security requirements
☐ prior contract or procurement results
☐ other: _____

8. Department Head Certification

I certify that the information provided is accurate to the best of my knowledge, that the proposed non-competitive procurement is not being used to avoid competition or divide a purchase, that funding has been identified, and that the request is consistent with FIN-001 and applicable law.

Department Head name	
Signature	
Date	

9. Treasurer Review and Approval

Review outcome	☐ Approved ☐ Approved with conditions ☐ Returned for more information ☐ Not approved
Conditions or comments	

Additional approval required	☐ CAO ☐ Council ☐ Legal review ☐ Other: _____
Treasurer name	
Signature	
Date	

Appendix D: Change Order Log

This Change Order Log is to be maintained for capital projects and contracts over \$25,000 where amendments, change orders, scope modifications or contract value adjustments occur in accordance with section 26. The log is intended to support project oversight, budget monitoring, approval tracking and procurement record retention.

The Treasurer may amend, replace or otherwise adjust the format of this Change Order Log at the Treasurer's sole discretion, provided that the adjusted format captures sufficient information to demonstrate compliance with this Policy and any related funding agreements, if applicable.

Project / Contract Name		Department	
Project / Tender Number			
Contractor / Supplier		Original Contract Value	
Approved Budget		Project Lead	

CO #	Date	Description / Scope Change	Reason / Justification	Value Increase / Decrease	Cumulative Change Value	Revised Contract Value	Approval Authority

Appendix E: Completed Example — Non-Competitive Procurement / Direct Award Justification Form

This completed example is provided for staff guidance only. The facts, suppliers and amounts are illustrative and must be replaced with the actual details for each procurement.

Department	Transportation Services
Department Head	[Name]
Date submitted	September 15, 2026
Project / purchase title	Engineering OSIM inspections
Planned acquisition (Y/N) details	Yes. Included in approved 2026 Capital Budget for infrastructure condition review.
Proposed supplier	ABC Engineering Ltd.
Estimated Total Acquisition Cost, excluding recoverable HST	\$18,000
Budget account / project / funding source details	1-4-3000-8000, \$20,000
Proposed contract term or duration, including renewals or extensions	Approximately 12 weeks, with no renewal option.

1. Type of Non-Competitive Procurement

- ☐ Sole Source ☒ Single Source ☒ Direct Award ☐ Emergency
☒ Exempt Procurement ☐ Cooperative / existing standing offer _____
☐ Vendor of Record

2. Circumstance and Reason for Request

The Department requires a professional engineering review to assess repair options, estimated costs and timing for a municipal bridge/culvert asset. ABC Engineering Ltd. previously completed the condition assessment for this asset and has existing site knowledge, background calculations and inspection records. A direct award is requested to maintain continuity, avoid duplication of background work and meet the project schedule. The work falls within the specialized professional or technical services exemption, provided approval is obtained in accordance with the Policy.

3. Market Evidence and Supplier Availability

Other engineering firms could potentially provide similar services; however, using a different firm would require onboarding, review of prior inspection records, additional site familiarization and possible duplication of analysis already completed. The proposed supplier has specialized knowledge of the asset and can complete the assignment within the required schedule. The Department reviewed prior project records and current scope requirements and determined that a single

source direct award is reasonable for this limited assignment.

4. Price Reasonableness and Best Value

The proposed fee of \$18,000 was reviewed against the approved project budget, prior engineering rates for similar municipal assignments and the level of effort required for the scope. The Department considers the price reasonable because the supplier can rely on existing background work, reducing duplicated effort and schedule risk. The Department Head may request clarification or negotiate minor scope adjustments before award if needed.

5. Budget, Funding and Term

Funding is available in the approved capital infrastructure budget. The work is expected to be completed within approximately 12 weeks. No renewal or extension option is proposed. Any additional design, tendering or construction administration work would require separate approval in accordance with the Policy.

6. Risk, Compliance and Required Exception

Key risks include schedule delay, incomplete asset information, scope creep and reliance on one supplier. These risks will be mitigated by using a written scope of work, fixed upset limit, milestone check-ins, required professional insurance, WSIB confirmation where applicable and Department Head review of deliverables. The specialized professional services exemption and single source rationale support the direct award. No known trade agreement posting exception has been identified as required for this value, but the Treasurer may request further review if needed.

7. Required Attachments

- ☒ quote or proposal ☒ scope of work ☒ pricing support or benchmarking
- ☒ budget confirmation ☒ market research ☐ legal or trade-agreement advice
- ☐ Buy Ontario documentation ☒ insurance / WSIB / security requirements
- ☒ prior contract or procurement results
- ☐ other

8. Department Head Certification

I certify that the information provided is accurate to the best of my knowledge, that the proposed non-competitive procurement is not being used to avoid competition or divide a purchase, that funding has been identified, and that the request is consistent with FIN-001 and applicable law.

Department Head name	[Name]
Signature	[Signature]
Date	September 15, 2026

9. Treasurer Review and Approval

Review outcome	☒ Approved ☐ Approved with conditions ☐ Returned for more information ☐ Not approved
Conditions or comments	Approved as a single source direct award under the specialized professional services exemption. Department Head to retain proposal, scope, insurance confirmation and final deliverables in the procurement file.
Additional approval required	☐ CAO ☐ Council ☐ Legal review ☐ Other
Treasurer / Director of Finance name	[Name]
Signature	[Signature]
Date	September 23, 2026