

## The Corporation of the City of North Bay

### By-Law No. 2024-02

#### Being a By-Law to Amend Purchasing By-Law No. 2013-200

Whereas section 270 of the *Municipal Act*, R.S.O. 2001, as amended, requires all municipalities and local boards to establish and maintain a policy with respect to its procurement of Goods and Services;

And Whereas Council passed Resolution 2024-02 at its Regular Meeting held on 16<sup>th</sup> day of January, 2024 authorizing amendments to the City of North Bay Purchasing By-Law 2013-200.

Now therefore be it resolved that the Council of the Corporation of the City of North Bay enact as follows:

1. That By-Law No. 2013-200 being the Purchasing By-Law be amended as follows:

#### **DEFINITIONS**

Add the following definition:

- 2.1 rr) **"Approval Committee"** means a joint approval consisting of Chief Administrative Officer, Chief Financial Officer and respective Management Staff.

Delete 2.1 w) and the following be inserted in lieu thereof:

- 2.1 w) **"Managing Director"** means Fire Chief, City Engineer – Infrastructure and Operations, Chief Financial Officer/Treasurer or respective Designate authorized by the Chief Administrative Officer, who has responsibility for a specific business unit or department of the City.

#### **RESPONSIBILITIES**

Add the following paragraph:

- 4.4 **Approval Committee** shall be responsible for:
  - a) approve purchases greater than \$250,000 and less than \$1,000,000 under the following circumstances:
    1. That approved and sufficient budget dollars are available to enter into the contract and;
    2. That a proper procurement process was followed.

#### **STANDARD PROCUREMENT METHODS**

Delete paragraph 6.1 d) (iii) These purchases may be made utilizing a Purchase Order, petty cash, Supplier account or City Purchasing Card.

Add the following section:

## **27. Reporting**

27.1 The Manager of Purchasing shall provide a contract award report to Council summarizing the City's procurement activities for the prior month, including an amount of spend and procurement method and the total contract with a value exceeding \$100,000 that were awarded pursuant to delegated authority. This includes contract awards resulting from bid solicitations, non-competitive purchases, cooperative purchases and Extraordinary Circumstances (Emergency) purchases."

2. That Schedule "C" to Purchasing By-Law 2020-35 is hereby deleted and the attached Schedule "C" is inserted in lieu thereof.
3. This amending By-Law shall come into force and effect on April 2, 2024.

Read a First Time in open Council this 30<sup>th</sup> January, 2024.

Read a Second Time in open Council this 30<sup>th</sup> day of January, 2024.

Read a Third Time in open Council and passed this 30<sup>th</sup> day of January, 2024.

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Mayor Peter Chirico

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City Clerk Karen McIsaac

**THIS IS SCHEDULE "C"  
TO THE CORPORATION OF THE CITY OF NORTH BAY  
BY-LAW NO. 2024-02**

**PROCUREMENT THRESHOLDS**

<b>STANDARD PURCHASE</b>			
<b>PURCHASE THRESHOLD (Excl. HST)</b>	<b>PURCHASE METHOD</b>	<b>METHOD / ADVERTISING</b>	<b>APPROVAL</b>
Up to \$10,000	<ul style="list-style-type: none"> <li>▪ Low Value Purchase (LVP)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Competitive quotes at the discretion of department Management Staff</li> <li>▪ Must demonstrate good value for the City</li> <li>▪ Public advertising not required</li> </ul>	<ul style="list-style-type: none"> <li>▪ As delegated by Managing Director</li> </ul>
Over \$10,000 up to \$50,000	<ul style="list-style-type: none"> <li>▪ Request for Quotation (RFQ)</li> <li>▪ Request for Proposal (RFP)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Minimum of three quotes requested</li> <li>▪ Departments may directly request quotations</li> <li>▪ Bid Request may be facilitated by the purchasing Department</li> <li>▪ Public advertising is discretionary</li> </ul>	<p><b>Up to \$25,000</b></p> <ul style="list-style-type: none"> <li>▪ City Clerk</li> <li>▪ City Solicitor</li> <li>▪ Director, Human Resources</li> <li>▪ Director, Information Systems</li> <li>▪ Director, Public Works &amp; Parks</li> <li>▪ Director, Financial Services</li> <li>▪ Director, Community Services</li> <li>▪ Senior Environment &amp; Facilities Engineer</li> <li>▪ Senior Capital Program Engineer</li> <li>▪ Project Manager, Special Projects</li> <li>▪ Manager, Facilities and Parking</li> </ul> <p><b>Up to \$50,000</b></p> <ul style="list-style-type: none"> <li>▪ City Engineer</li> <li>▪ Fire Chief</li> <li>▪ Chief Financial Officer/Treasurer</li> </ul>
Over \$50,000 up to \$100,000	<ul style="list-style-type: none"> <li>▪ Request for Quotation (RFQ)</li> <li>▪ Request for Proposal (RFP)</li> <li>▪ Request for Tender (RFT)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Formal Bid Request administered by the Purchasing Department</li> <li>▪ Public advertising is discretionary</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAO</li> </ul>
Over \$100,000 up to \$250,000	<ul style="list-style-type: none"> <li>▪ Request for Quotation (RFQ)</li> <li>▪ Request for Proposal (RFP)</li> <li>▪ Request for Tender (RFT)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Formal Bid Request administered by the Purchasing Department</li> <li>▪ Public advertising is required</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAO</li> </ul>
Over \$250,000 up to \$1,000,000	<ul style="list-style-type: none"> <li>▪ Request for Quotation (RFQ)</li> <li>▪ Request for Proposal (RFP)</li> <li>▪ Request for Tender (RFT)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Formal Bid Request administered by the Purchasing Department</li> <li>▪ Public advertising is required</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approval Committee</li> </ul>

<b>PURCHASE THRESHOLD (Excl. HST)</b>	<b>PURCHASE METHOD</b>	<b>METHOD / ADVERTISING</b>	<b>APPROVAL</b>
Over \$1,000,000	<ul style="list-style-type: none"> <li>▪ Request for Quotation (RFQ)</li> <li>▪ Request for Proposal (RFP)</li> <li>▪ Request for Tender (RFT)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Formal Bid Request administered by the Purchasing Department</li> <li>▪ Public advertising is required</li> </ul>	<ul style="list-style-type: none"> <li>▪ Council</li> </ul>

**EXTRAORDINARY CIRCUMSTANCE (EMERGENCY) PURCHASE**

- Requires approval in accordance with the limits stated above
- Purchase exceeding \$250,000 shall be approved by the Approval Committee followed by an information report to Council

**SINGLE SOURCE / SOLE SOURCE PURCHASE**

- Requires approval in accordance with the value limits stated above
- Purchase exceeding \$250,000 shall be approved by Council