

Appendix A to Report CLSFS19-013

- 9.1.2 During the period of an election year, when the actions of the outgoing Council have become restricted in accordance with Section 275 of the **Municipal Act 2001**, as amended, or when there are no meetings of the outgoing Council until the first meeting of the new Council, held after nomination day during which budget transfers can be authorized by Council, the Chief Administrative Officer, in consultation with the Treasurer/Chief Financial Officer, is authorized to transfer Approved Budgets, including any uncommitted General Contingency, or the Capital Levy Reserve, and to pre-commit future year(s) budget(s) and that the Administrative Staff Committee be delegated the authority to approve an award of contract that would otherwise require Council's approval. All such budget transfers, ~~or~~ budget pre-commitments and contract awards will be reported in the December 31 next Quarterly Financial Report.

Appendix A – Schedule of Approval Authority

STANDARD PROCUREMENT		
Procurement Method¹	Procurement Value²	Approval Authority^{3,4}
Low Value Purchase Process	At or below \$10,000	Manager or other “delegated” staff as specifically designated by the Commissioner and approved by the Treasurer in writing
Informal Quote Process	At or below \$25,000	Designate as approved by Commissioner and Treasurer
	At or below \$50,000	Commissioner
Invitational Competition or Open Competition	Below \$100,000	Chief Administrative Officer
Open Competition (including pre-qualification stage, if applicable)	\$100,000 or more	Administrative Staff Committee
Open Framework Competition to establish Qualified Supplier Roster	Any value	Administrative Staff Committee
Roster Competition for Deliverables from existing Qualified Supplier Roster	At or below \$25,000	Designate as approved by Commissioner and Treasurer
	At or below \$50,000	Commissioner
	Below \$100,000	Chief Administrative Officer
	At or above \$100,000	Administrative Staff Committee

NON-STANDARD PROCUREMENT		
Procurement Method	Procurement Value¹	Approval Authority^{3,4}
Non-Competitive or Limited Competition under the circumstances permitted in the Non-Standard Procurement Protocol and approved by the Treasurer.	At or below \$25,000	Designate as approved by Commissioner and Treasurer
	At or below \$50,000	Commissioner
	Below \$100,000	Chief Administrative Officer
	At or above \$100,000	Council

CONTRACT AMENDMENT

Council approval is required in all cases where the Total Cumulative Increase⁵ is both more than \$100,000 and more than 10% of the original Contract Value⁶.

If the Total Cumulative Increase⁵ is either less than \$100,000 or less than 10% of the original Contract Value, Approval Authority is determined as follows:

Total Cumulative Increase ⁵ + Original Contract Value	Approval Authority ^{3,4}
At or below \$50,000	Commissioner
Below \$100,000	Chief Administrative Officer
At or above \$100,000	Administrative Staff Committee

Notes:

1. The procurement process must be conducted in accordance with this By-law and all applicable procedures and protocols.
2. The authority to initiate a procurement process is based on the estimated Procurement Value. The authority to approve the award of a Contract for the procurement is based on the actual Procurement Value. Procurement Value includes the value of any Contract Renewal Options.
3. All Approval Authorities are subject to all applicable conditions set out in Part 7 of this By-law, including the requirement that the Contract Value can be accommodated within the Approved Budget. Contract Value is the value of the initial term of the Contract and does not include the value of any Contract Renewal Options.
4. The authority to approve the award of the Contract or the Contract Amendment does not include the authority to sign the Agreement or the amending agreement and/or to issue the Purchase Order to the Supplier, as applicable. The authority to sign Agreements and/or issue Purchase Orders on behalf of the City is set out in Section 7.5 of this By-law.
5. Total Cumulative Increase is the total value of all increases to the original Contract Value, including the value of any previously approved increases and the value of the proposed increase that is to be approved.

6. Notwithstanding Council approval being required in all cases where the total Cumulative Increase⁵ is both more than \$100,000 and more than 10% of the original contract value, in circumstances where the amendment is:

- a provision for additional units to be purchased at a subsequent date, or
- an extension of the period of time the service is to be provided; and

is based upon such factors as satisfactory performance, operational needs and annual budget approvals; the award may be approved by the Administrative Staff Committee regardless of the size of the expenditure.