

**The Corporation of the City of North Bay**

**By-Law No. 2020-35**

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

Whereas Council passed a Resolution at its Regular Meeting held on Tuesday April 21, 2020 approving changes to 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:

Part 2 - DEFINITIONS:

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

"2.1 w) "Managing Director" means a City Clerk, City Solicitor, City Engineer, Chief Human Resources and Information Officer, Fire Chief, Chief Financial Officer/Treasurer, Director Community Development & Growth, Director Financial Services, Director Information Systems, Director Public Works & Parks.

2. That Schedule "C" to Purchasing By-Law 2019-54 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 21, 2020.

Read a First Time in open Council this 21<sup>st</sup> day of April, 2020.

Read a Second Time in open Council this 21<sup>st</sup> day of April, 2020.

Read a Third Time in open Council and passed this 21<sup>st</sup> day of April, 2020.

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Mayor Allan McDonald

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City Clerk Karen McIsaac

**THIS IS SCHEDULE "C"  
TO THE CORPORATION OF THE CITY OF NORTH BAY  
BY-LAW NO. 2020-35**

**PROCUREMENT THRESHOLDS**

<b>STANDARD PURCHASE</b>				
<b>PURCHASE THRESHOLD (Excl. HST)</b>	<b>PURCHASE METHOD</b>	<b>METHOD / ADVERTISING</b>	<b>APPROVAL</b>	<b>PURCHASE CONTRACT</b>
Up to \$5,000	<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>▪ Manager</li> <li>▪ Supervisor</li> <li>▪ Coordinator</li> <li>▪ Advisor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Petty cash</li> <li>▪ Purchase Order (verbal or hard copy)</li> <li>▪ Purchasing Card</li> <li>▪ Supplier account</li> </ul>
Over \$5,000 up to \$25,000	<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>▪ Public advertising is discretionary</li> </ul>	<p><b>Up to \$15,000</b></p> <ul style="list-style-type: none"> <li>▪ Manager, Corporate Facilities</li> <li>▪ Manager, Planning &amp; Building Services</li> <li>▪ Manager Arts, Culture, Recreation &amp; Leisure Services</li> <li>▪ Senior Capital Program Engineer</li> <li>▪ Senior Environment &amp; Facilities Engineer</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>▪ City Engineer</li> <li>▪ Chief Human Resources and Information Officer</li> <li>▪ Fire Chief</li> <li>▪ Chief Financial Officer/Treasurer</li> <li>▪ Director Community Development &amp; Growth</li> <li>▪ Director Financial Services</li> <li>▪ Director Information Systems</li> <li>▪ Director Public Works &amp; Parks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Purchase Order</li> <li>▪ Agreement</li> </ul>
Over \$25,000 up to \$50,000	<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>▪ Minimum of three quotes requested</li> <li>▪ Bid Request administered by the Purchasing Department</li> <li>▪ Public advertising at discretion of Manager of Purchasing</li> </ul>	<ul style="list-style-type: none"> <li>▪ CAO</li> </ul>	<ul style="list-style-type: none"> <li>▪ Purchase Order for Goods</li> <li>▪ Agreement for Services</li> </ul>
Over \$50,000	<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>	<p>Up to \$75,000</p> <ul style="list-style-type: none"> <li>▪ CAO</li> </ul> <p>Over \$75,000</p> <ul style="list-style-type: none"> <li>▪ Council</li> </ul>	<ul style="list-style-type: none"> <li>▪ Purchase Order for Goods</li> <li>▪ Agreement for Services</li> </ul>

**EXTRAORDINARY CIRCUMSTANCE (EMERGENCY) PURCHASE**

- Requires approval in accordance with the limits stated above
- Purchase exceeding \$75,000 shall be approved by the CAO followed by an information report to Council
- Purchase exceeding \$5,000 shall be administered by the Purchasing Department. Where impractical, a follow-up purchase requisition shall be submitted to the Purchasing Department

**SINGLE SOURCE / SOLE SOURCE PURCHASE**

- Requires approval in accordance with the value limits stated above
- Purchase exceeding \$75,000 shall be approved by Council
- Purchase exceeding \$5,000 shall be administered by the Purchasing Department