

**Appendix A**  
**CORPSERV–2022-0015**  
**Summary of Purchasing Policy Recommended Changes**

<b>Section</b>	<b>Recommendation</b>
1. Definitions	Updated definition of consultant
4. Authority	Increased limits <ul style="list-style-type: none"> <li>- Staff increased from \$10,000 to \$15,000</li> <li>- Increase Manager of Purchasing signing authority to \$1,000,000</li> <li>- Increase requirement for Council authorization to \$1,000,000</li> <li>- All contract signing to follow Delegated Authority to Senior Management By-law</li> </ul>
8. Process & Limits	Increased limits <ul style="list-style-type: none"> <li>- Purchasing card limit is increased from \$10,000 to \$15,000</li> <li>- Informal quotations are increased between \$15,000 and \$50,000 from the current \$10,000 and \$25,000</li> </ul>
9a. Contract Administration	Change Orders and/or Extension of Unit Rates – combined to reflect the need during construction projects. This also follows the approvals set out in the Capital Budget Governance Policy
9b. Contract Administration	Changes in Scope or Extension of Term – policy is further defined and must follow single source procedure
12. Award Reports	Has been revised to reflect changes to limits and new Delegated Authority to Senior Management by-law
20. Disposal of Surplus Assets	Policy has been revised to reflect increase in limits from \$10,000 to \$15,000 and designating authority to staff
21. Exemption to Purchasing Policy	Under 21f. added “utility relocations”
Schedule B – Purchasing Card Policy & Procedure	Increased purchasing card limit from \$10,000 to \$15,000. Procedures revised to reflect changes due to online efficiencies including receipt attachment and online manager approvals.
Schedule C – Informal Quotations	As noted above, in Section 8, Informal quotations are increased between \$15,000 and \$50,000 from the current \$10,000 and \$25,000. In addition, clarification for quotes that are overbudget.
Schedule D – Procedure for Request for Proposals	Request for Proposals have been changed from \$25,000 to \$50,000 due to the increase in the informal quotations’ limits. Limits have increased for approvals by Commissioners from \$50,000 to \$100,000 and from \$100,000 to \$250,000 for the CAO. Any proposals over \$250,000 from the current \$100,000 will be awarded through a Report to Council. Overbudget proposals have been clarified.

Schedule F – Formal Tendering Procedures	Request for Tenders Limits have increased approvals by Commissioners from \$100,000 to \$250,000 and from \$500,000 to \$1,000,000 for the CAO. Any proposals over \$1,000,000 from the current \$500,000 will be awarded through a Report to Council. Overbudget proposals have been clarified.
Schedule H – Request for Information or Request for Expression of Interest	These two schedules have been combined into one Schedule.
Schedule I – Single or Sole Sourced Procurements and Standardization and Emergency Procedures	These schedules have been combined into one Schedule. Approvals have increased from the current \$10,000 to \$15,000. Commissioners will have approvals between \$15,000 and \$25,000. The CAO approvals will increase from the current \$10,000 - \$25,000 to \$25,000 - \$50,000. All items within this schedule over \$50,000 will be awarded through a Council report.
Schedule J – Sustainable Procurement Procedures	The schedule has been revised to include our NetZero targets