

THE REGIONAL MUNICIPALITY OF NIAGARA

BY-LAW NO. < >

A BY-LAW TO AMEND BY-LAW NO. 02-2016,
BEING A BY-LAW TO DEFINE
THE PROCUREMENT POLICIES AND PROCEDURES
FOR THE REGIONAL MUNICIPALITY OF NIAGARA

WHEREAS Section 270(1)(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires a municipality to adopt policies with respect to its purchasing of goods and services;

AND WHEREAS By-law No. 02-2016 was passed by Regional Council on November 12, 2015, being a by-law to define the procurement policies and procedures for The Regional Municipality of Niagara;

AND WHEREAS Regional Council deems it advisable to amend By-law No. 02-2016;

THEREFORE, the Council of The Regional Municipality of Niagara enacts as follows:

1. That Section 1, Purposes, Goals and Objectives, of By-law No. 02-2016 be amended to read as follows:

1. The purposes, goals and objectives of this By-law and of each of the methods of Purchasing authorized herein are:

- (k) to adhere to the code of ethics of the National Institute of Government Purchasing and the ~~Purchasing Management Association~~ **Supply Chain Management Association** of Canada; and

2. That Section 2, Definitions, of By-law No. 02-2016 be amended to read as follows:

2. (a) In this By-law,

~~“Bid Approval Report” means a report or other document, which authorizes the purchase of Goods and/or Services and is executed by the Purchasing Authorities as set out in Schedule “B”;~~

“Bid Document Form” or “BDF” means a form completed by Departments prior to the onset of a formal bid process which assists them in identifying relevant information

such as specifications, provision, plans and supplemental general conditions which are crucial to the Purchase. Procurement utilizes this information as a starting point in the development of the Bid Solicitation and may consult with the project manager to clarify details and provide guidance for the purposing of finalizing the Bid Solicitation;

“Bid Solicitation” means a formal request for Bids including an Informal Quotation, Request for Quotation, Request for Pre-Qualification, Request for Tender, Request for Proposal, ***Negotiated Request for Proposal***, or Request for Expression of Interest;

“Bidding System: means the Niagara Region’s online web-based solution for issuing Bid Solicitations and/or receiving online Bids and posting results of Bid Solicitations;

“CETA” means the Comprehensive Economic and Trade Agreement, (Chapter Nineteen: Government Procurement) effective September 21, 2017 and as may be updated from time to time;

“CFTA” means the Canadian Free Trade Agreement set out for Government Procurement, (Chapter Five) effective July 1, 2017 and as may be updated from time to time;

“Conflict of Interest” means:

a situation or circumstance, real or perceived, which could give a Supplier an unfair advantage during a procurement process or compromise the ability of the Supplier to perform its obligations under its Contract; and/or

a situation where a personal, business or other interest of an elected or appointed official, officer or employee of the Corporation is, or can be reasonably be perceived to be, in conflict with the interests of the Corporation, and includes, but is not limited to:

- (i) the giving or receiving of a direct or indirect personal gain or benefit, or a direct or indirect advantage or privilege, by any person or business that offers Goods and/or Services to the Corporation;

- (ii) a direct or indirect interest in any business that provides Goods and/or Services to the Corporation;
- (iii) a conflict of interest as defined in the *Municipal Conflict of Interest Act*; or
- (iv) a conflict of interest as defined in the Corporation's Code of Ethics/Conflict of Interest Policy ~~#C3.C20~~ **#C-A-007**, as may be amended;

"Council" means The Council of The Regional Municipality of Niagara;

"Department Commissioner" means the Commissioner of the Department making the Purchase- ***and for the purposes of this by-law shall include the Medical Officer of Health or their designate or any successor position thereto;***

"Department Representative" means a position authorized in writing by the CAO or Department Commissioner for the Purchase and Disposal of Goods and/or Services up to the value of their prescribed signing authority ***or their designate*** and which written authorization must be filed with the Director of Procurement and Strategic Acquisitions;

"Negotiated Request for Proposal" or "NRFP" means a ***non-binding flexible format public request for proposal by the Corporation made in accordance with Section 16 of this by-law, seeking proposals to supply Goods and/or Services which may or may not result in an award by the Corporation;***

"Pre and Post Award Bid Dispute" means a ***written objection provided to Procurement and Strategic Acquisitions from a Supplier with respect to a Bid Solicitation giving specific reasons for the objection;***

"Procurement and Strategic Acquisitions" means that part of the Corporate—Services ***Enterprise Resource Management*** Department and any person with the delegated authority under Section 4. (d) of this By-law, responsible for the Purchase and Disposal of all Goods and/or Services for the Corporation and for the administration of this By-law;

“Professional Services” means those services requiring the skills of professionals for a defined service requirement including but not limited to,

- (i) architects, engineers, designers, surveyors, geoscientists, project managers, financial consultants, auditors, accountants, **lawyers**, and medical professionals such as doctors, **and** dentists—~~and lawyers~~;

“Request for Pre-Qualification” or “RFPQ” means a public request by the Corporation ***made in accordance with Section 10 of this by-law*** seeking submissions outlining the experience, financial strength, education, background and significant personnel of potential Suppliers who may, from time to time, qualify to supply Goods and/or Services to the Corporation;

“Special Circumstance” means:

- (iv) an emergency as defined in the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.89, as amended, or any successor legislation thereto;

~~**“Substantive Objection”** means a written objection provided to Procurement and Strategic Acquisitions from a Supplier with respect to a Bid Solicitation giving specific reasons for the objection;~~

3. That Section 4, Responsibilities and Authorities of By-law No. 02-2016 be amended to read as follows:
 4. (a) The Commissioner of Corporate ~~Enterprise~~ **Enterprise Resource Management** Services/Treasurer shall have all the necessary authority to administer this By-law and to carry out his or her duties on behalf of the Corporation.
 - (b) Procurement and Strategic Acquisitions is responsible for and shall have the authority to:
 - (viii) establish, through consultation with the Director of Finance **Financial Management and Planning**, policies and procedures to support the Corporation’s Purchasing Card Policy ~~#C3-P05~~ **#C-F-023**, as may be amended.

- (xi) ensure compliance with this By-law and advise the Commissioner of Corporate **Enterprise Resource Management** Services/Treasurer when there has been non-compliance. The Commissioner of Corporate Services/Treasurer shall take appropriate action to address and correct any non-compliance;
 - (xii) develop co-operative purchasing plans with other units of government or their agencies or public authorities, where deemed beneficial to the Corporation; and
 - (xiii) promote the standardization of Goods and/or Services, where such standardization demonstrably supports the purposes, goals and objectives of this By-law; and
 - (xiv) **responsible for ensuring that where applicable, all ensuing procurements are compliant with the current and revised values of CETA and CFTA.**
- (c) The Director of Procurement and Strategic Acquisitions, with the written approval of the Commissioner of Corporate **Enterprise Resource Management** Services/Treasurer, may delegate to an employee or employees, all or part of the authority in Subsection 4(b) above, which authority may be limited to a particular type of Goods and/or Services.
4. That Section 5, Requirement for Approved Funds, be amended to read as follows:
5. (b) Where Goods and/or Services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a Contract is subject to the following:
- (ii) The Goods and/or Services will continue to be required in subsequent years and, in the opinion of the Commissioner of Corporate **Enterprise Resource Management** Services/Treasurer, the required funding can reasonably be expected to be made available; and
5. That Section 6, Trade Agreements, be amended to read as follows:
6. (a) Purchasing by the Corporation may be subject to the provisions of trade agreements, **including but not limited to CETA and CFTA.**

6. That Section 7, Advertising of Bid Solicitations, be **replaced** to read as follows:
 7. (a) Purchases covered under the monetary thresholds of CFTA shall, at a minimum, be advertised on the Bidding System for a minimum of ten (10) calendar days preceding the stated closing date.
 - (b) Purchases covered under CETA shall be advertised on the Bidding System for a minimum of twenty-five (25) calendar days preceding the closing date. This requirement may be reduced by Procurement to ten (10) calendar days provided that:
 - i. a RFPQ has been previously issued for the Purchase;
or
 - ii. a notice of planned procurement has been posted for the Purchase using the Bidding System at least forty (40) calendar days (and not more than twelve (12) months) in advance of the Bid posting.
 - (c) The Corporation shall advertise Bids on any designated electronic Canada-wide single point of access as directed by the Government of Canada
 - (d) Any person involved in Purchases may advertise Purchases for lesser amounts and/or on alternative platforms in addition to those prescribed in this section if he or she determines that it is in the Corporation's best interest to do so.
7. That Section 9, Method of Purchasing, be amended to read as follows:
 9. (b) All Methods of Purchasing, except for the exemptions in Schedule "A" and Low Value Purchases **as described in Section 12**, shall be conducted through or reviewed by Procurement and Strategic Acquisitions.
8. That Section 10, Request for Prequalification, be amended to read as follows:
 10. (f) All RFPQs shall be conducted in accordance with submission instructions in the Bid Solicitation and **advertised in accordance with** Section 7 of this By-law.

9. That Section 12, Low Value Purchases (up to \$10,000 excluding taxes), be amended to read as follows:
12. Department Representatives are authorized to procure Goods and/or Services up to a total value of \$10,000, excluding taxes. Only purchases that can be demonstrated to have been made at Fair Market Value shall be made. Department Representatives may procure Goods and/or Services through the following means:
- (a) Purchasing Card used in strict accordance with the *Purchasing Card Policy* as determined by the Commissioner of ~~Corporate~~ **Enterprise Resource Management** Services/Treasurer.
 - (c) in limited situations direct invoice from the Supplier approved ~~and signed by the Department Representative or Designate~~ with authority to approved the **Purchase**.
10. That Section 14, Request for Quotation (purchases greater than \$25,000 and not exceeding \$100,000 excluding taxes), be amended to read as follows:
14. (b) The Department Commissioner or Department Representative shall provide to Procurement and Strategic Acquisitions **a Bid Document Form which includes** the relevant information such as specifications, provisions, plans and supplemental general conditions for the purchase.
- (g) ~~Where an award is recommended, the Bid Approval Report will be prepared in accordance to Section 23.~~ **The Bid results will be reported in accordance with Section 23.**
11. That Section 15, Request for Tender (purchases greater than \$100,000 excluding taxes), be amended to read as follows:
15. (b) The Department Commissioner or Department Representative shall provide to Procurement and Strategic Acquisitions **a Bid Document Form which includes** the relevant information such as specifications, provisions, plans and supplemental general conditions for the Purchase.
- (d) All RFTs shall be advertised in accordance with Section 7; ~~except where a list of pre-qualified Suppliers has been compiled in accordance with Section 10.~~
- (f) ~~The Bid Approval Report shall be prepared in accordance with Section 23.~~ **The Bid results will be reported in accordance**

with Section 23.

(h) The Corporation shall publish an Award notice using the Bidding System.

12. That Section 16, Request for Proposal (purchases greater than \$10,000 excluding taxes), be amended to read as follows:

16. (a) A Request for Proposal **or Negotiated Request for Proposal** shall be issued through Procurement and Strategic Acquisitions where the Method of Purchasing meets one or more of the following criteria:
 - (b) The Department Commissioner or Department Representative shall provide to Procurement and Strategic Acquisitions **a Bid Document Form which includes** the relevant information such as specifications, provisions, plans and supplemental general conditions for the Purchase.
 - (c) A Request for Proposal **or Negotiated Request for Proposal** may be reviewed by Regional Council before it is issued where, at the discretion of the CAO and/or the Department Commissioner, the Goods and/or Services to be acquired meet one or more of the following criteria:
 - (d) Procurement and Strategic Acquisitions shall conduct the Bid Solicitation **in accordance with Section 21.**
 - (e) RFPs **or NRFPs** shall require Suppliers to submit a Bid in accordance with the instructions contained within the Bid Solicitation.
 - (f) All RFPs **and NRFPs** will be evaluated based on the evaluation criteria outlined in the Bid Solicitation by an evaluation team which shall comprise of at least one Department Representatives and one representative from Procurement and Strategic Acquisitions **whose role shall be limited to overseeing the evaluation process.**
 - ~~(g) RFPs shall be conducted by Procurement and Strategic Acquisitions in accordance with Section 21.~~
 - ~~(h)~~ **(g) All RFPs and NRFPs** shall be advertised in accordance with Section 7, ~~except where a list of pre-qualified Suppliers has been compiled in accordance with Section 10.~~

- (i) ~~(h)~~ ~~The Bid Approval Report shall be prepared in accordance with Section 23.~~ ***The Bid results will be reported in accordance with Section 23.***
 - (j) ~~(i)~~ All Purchases shall be authorized in accordance with the Purchasing Authorities set out in Schedule "B" and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Schedule "B".
 - (j) ***The Corporation shall publish an Award notice using the Bidding System.***
13. That Section 17, Special Circumstance Purchases, be amended to read as follows:
17. (b) When a Special Circumstance occurs where compliance with subsection 5(a) of this By-law is not reasonably achievable prior to the acquisition of required Goods or Services, a Contract may notwithstanding subsection 5(a), be awarded , provided that:
- (i) The Commissioner of ~~Corporate~~ ***Enterprise Resource Management*** Services/Treasurer, in addition to all other required Document Execution Authorities otherwise required by this By-law, has consented to the Award;
 - (ii) The Commissioner of ~~Corporate~~ ***Enterprise Resource Management*** Services/Treasurer, as soon as possible in the circumstances proceeds with identifying and approving or seeking approval of the funds required to pay for the ***Purchase required to respond to the*** Special Circumstance.
14. That Section 18, Single Source Purchases, be amended to read as follows:
18. (a) Bid Solicitations are not required for Single Source Purchases, provided that any of the following conditions apply:
- (iii) there is an absence of competition for technical reasons and the Goods and/or Services can only be supplied by a particular Supplier ~~a Sole Source is being recommended;~~

- (b) The ~~Bid Approval Report~~ **Bid results** shall be prepared ~~will be reported~~ in accordance with Section 23.
 - (c) All Purchases shall be authorized in accordance with the Purchasing Authorities set out in Schedule "B" and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Schedule "B".
 - (d) **Where required by CFTA legislation, the Corporation shall publish Single Source Awards on the Bidding System.**
- 15. That Section 19, Negotiations, be amended to read as follows:
 - 19. (b) The ~~Bid Approval Report~~ **Bid results** shall be prepared ~~will be reported~~ in accordance with Section 23.
- 16. That Section 20, Roster for Professional or Specialized Services, be amended to read follows:
 - 20. (b) The Department Representative shall provide to Procurement and Strategic Acquisitions **a Bid Document Form which includes** the relevant information regarding the Professional Services or Specialized Services and required expertise.
 - (d) **All RFPQs and RFEOLs shall be advertised in accordance with Section 7.**
 - (e) An evaluation team consisting of members of the requesting Department and Procurement and Strategic Acquisitions shall analyze and evaluate the responses received using the criteria outlined in the RFPQ or RFEOL to select a number of qualified Suppliers of Professional or Specialized Services which shall be placed on a roster.
 - (f) On subsequent projects, Suppliers of Professional or Specialized Services may be selected from the roster to submit detailed proposals in response to a Bid Solicitation, in accordance with Sections 12 through 16 of this By-law. The requesting Department shall invite Suppliers on the roster to provide Services, using best efforts to equally distribute opportunities amongst the Suppliers on the roster.
 - (g) Alternatively, a Supplier may be selected from the roster to submit a Bid for Professional or Specialized Services in accordance with Section 18 or 19 of this By-law.

(h) Rosters shall be updated at least once every two (2) years.

17. That Section 21, Formal Bid Process, be amended to read as follows:

21. (a) All Bids (with the exception of ~~submissions in response to Requests for Pre-Qualification and~~ Informal Quotations) shall be received by ~~the Regional Clerk~~ or Procurement and Strategic Acquisitions, in accordance with the instructions in the Bid Solicitation, and opened in public at the time and place stated in the Bid Solicitation.

~~(d)~~ (c) When only one (1) Bid is received, only the Supplier's name shall be read aloud. The Bid amount shall not be read aloud.

18. That Section 22, Co-Operative Purchasing, be amended to read as follows:

22. The Commissioner of Corporate **Enterprise Resource Management** Services/Treasurer may enter into arrangements with any government body, ministry, agency, board, corporation or authority on a co-operative or joint basis for Purchases of Goods and/or Services where there are economic advantages in so doing and, where a co-operative or joint basis Purchase occurs, such Purchases are deemed to comply with this By-law. Co-operative purchasing for reporting purposes shall be considered a Request for Proposal or a Request for Tender based on the process undertaken by the originating agency for Purchasing Authorities.

19. That Section 23, Reporting Procedures, be **replaced** to read as follows:

23. (a) Awards in excess of \$25,000 which are issued in accordance with Sections 14, 15, 16 and 20 of this By-law shall be reported to the public by Procurement and Strategic Acquisitions using the Bidding System.

(b) The Director of Procurement and Strategic Acquisitions shall collect data and report to Council on Government Procurement and the Secretariat statistics as required for Purchases that are subject to the thresholds of CFTA and CETA.

20. That Section 30, Dispute Resolution, be **replaced** to read as follows:

- (a) The Corporation encourages competitive bidding and an open, accountable and transparent process for the Purchase of Goods and/or Services.
- (b) To maintain the integrity of the Bid Solicitation process, Suppliers who believe they have been treated unfairly in a Bid Solicitation process shall submit either;
- (c) A Pre-award bid dispute in writing to the Director, Procurement & Strategic Acquisitions, as soon as possible from the time when the basis for the dispute became known to them, and in cases where a bidder or proponent has been declared non-compliant, no later than five (5) business days after the receipt of such notification.

The Director, Procurement & Strategic Acquisitions may delay an award, or any interim stage of a procurement, pending the acknowledgement and resolution of any pre-award dispute.

The Director, Procurement & Strategic Acquisitions, in consultation with the Director, Legal and Court Services where appropriate, shall conduct a review of the pre-award dispute and determine whether:

- i. To dismiss the pre-award dispute;
- ii. To accept the pre-award dispute and take the appropriate remedial action, including, but not limited to, reinstating the bidder or proponent into the competition or cancelling the call; or
- iii. To have the award made by Regional Council if it is believed that there is a material risk in proceeding with the award.

The bidder will receive a response within ten (10) business days unless a report to Council is required in which case the Bidder will receive a response in thirty (30) business days

The Director, Procurement & Strategic Acquisitions may adopt and publish such further procedures as are necessary to ensure a timely review and resolution of pre-award bid disputes.

- (d) A Post-award bid dispute to an award decision in writing to the Director, Procurement and Strategic Acquisitions no later than ten (10) business days after the date of the award notification, or where a debriefing has been requested, no later than five (5) business days after such debriefing is received. (And the bidder will be entitled to a debriefing within sixty (60) calendar days of award) Any dispute that is not timely received within these timeframes or not received in

writing will not receive further consideration. The Director, Procurement and Strategic Acquisitions would review and respond to the dispute, within ten (10) business days of receipt.

Any written dispute with a procurement value over \$100,000 that cannot be resolved by the Director, Procurement and Strategic Acquisitions through consultations with the bidder, shall be referred by the Director, Procurement and Strategic Acquisitions to the Commissioner, Enterprise Resource Management Services (ERMS)/Treasurer or their designate(s) for an impartial review, based on the following information:

A Post-Award Bid Dispute would require that the bidder must set out specific detail to the Commissioner, Enterprise Resource Management Services (ERMS)/Treasurer, including;

- i. A specific description of each act or omission alleged to have materially breached the procurement process;
- ii. A specific identification of the provision in the solicitation or procurement procedure that is alleged to have been breached;
- iii. A precise statement of the relevant facts;
- iv. An identification of the issues to be resolved;
- v. The bidder's arguments, including any relevant supporting documentation; and
- vi. The bidder's requested remedial action.

The Commissioner, Enterprise Resource Management Services (ERMS)/Treasurer or designate(s), in consultation with the Director, Legal and Court Services, may set up an independent review team to review the dispute and determine whether to;

- i. To dismiss the dispute; or
- ii. To accept the dispute and direct the Director, Procurement & Strategic Acquisitions to take appropriate remedial action, including, but not limited to, rescinding the award and any executed contract, and canceling the procurement. This may also require a report to Council on how best to resolve the dispute depending on the material risk of the situation

The bidder will receive a response within ten (10) business days unless a report to Council is required in which case the Bidder will receive a response in thirty (30) business days

The Commissioner, Enterprise Resource Management Services (ERMS)/Treasurer may adopt and publish such further procedures

as are necessary to ensure an independent and timely review and resolution of post award bid disputes.

21. That Section 31, Lobbying Restrictions, be amended to read as follows:

31. (a) ~~Lobbying restrictions shall apply to~~ Suppliers, their staff members, or anyone involved in preparing a Bid, shall not engage in any form of political or other Lobbying whatsoever or seek to influence the outcome of the Bid Solicitation process or subsequent Award. This restriction extends to all of the Corporation's staff and anyone involved in preparing a Bid Solicitation or participating in a Bid evaluation process, and members of Council.
- (d) Elected officials shall refer any inquiries about a Bid Solicitation process to the Commissioner of ~~Corporate~~ **Enterprise Resource Management** Services/Treasurer.

22. That Section 33, Surplus Assets, be amended to read as follows:

33. (f) The respective ~~Department~~ **capital reserve** shall be credited with the net proceeds, if any, from the Disposal of its Surplus Assets unless otherwise agreed.
- (i) On termination of their relationship with Niagara Region, any outgoing employee or regional councillor can request the opportunity to Purchase the business laptop computer provided to them. Such Purchases must be approved by the Commissioner of ~~Corporate~~ **Enterprise Resource Management** Services/Treasurer or designate on condition that the computer be at least three years old and the purchaser must pay equal or greater than the market value as determined by the average sale price of similar computers sold over the prior six months through the public auction process or other measure acceptable to the Commissioner of ~~Corporate~~ **Enterprise Resource Management** Services/Treasurer.

23. That Section 34, Compliance, be amended to read as follows:

34. (e) Non-compliant Purchases or obligations entered into for a Good or Service can be completed by the Corporation if deemed appropriate to avoid legal jeopardy and/or undue disruption to program delivery. The Director of Procurement and Strategic Acquisition ~~Acquisitions~~ and the Commissioner of ~~Corporate~~ **Enterprise Resource**

Management Services/Treasurer are required to approve all non-compliant exceptions and upon such approval being provided, shall be deemed for the purposes of subsection 34(e) to be in compliance with this By-law.

24. That Section 38, Conflict of Interest, be amended to read as follows:

38. (d) All elected officials, officers or employees of the Corporation shall declare any Conflicts of Interest to the Commissioner of Corporate **Enterprise Resource Management** Services/Treasurer and shall have no involvement in a Bid Solicitation process where a real or perceived Conflict of Interest has been found or deemed to exist, including, but not limited to:

25. That Section 40, By-law Review, be amended to read as follows:

40. The Commissioner of Corporate **Enterprise Resource Management** Services/Treasurer shall review the effectiveness of this By-law at least every five (5) years and report to Council as necessary.

26. That Section 41, Repeal, be amended to read as follows:

41. (a) That By-law No. 02-2016 of The Regional Municipality of Niagara shall be amended effective on the date of this By-law comes into force.

(b) That, notwithstanding Subsection 41(a), By-law No. 02-2016, as amended, of The Regional Municipality of Niagara shall continue to apply to all Bid Solicitations commenced before its repeal.

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27. That Schedule “B”, Purchasing and Execution Authority, be amended to read as follows:

Method Of Purchasing	Dollar Value	Purchasing Authority*	Document Execution Authority	Payment Release Authority
Request for Tender	> \$100,000 to \$250,000	Department Director	Department Commissioner	Department Manager
	> \$250,000 to \$1 million	Department Commissioner	Department Commissioner and Commissioner of Corporate Services Enterprise Resource Management Services (ERMS) /Treasurer	Department Manager
	> \$1 million to \$5 million	Department Commissioner, and the Commissioner of Corporate Services ERMS/Treasurer and the CAO	CAO	Department Director
	> \$5 million	Council	Regional Clerk and Regional Chair	Department Commissioner

Method Of Purchasing	Dollar Value	Purchasing Authority*	Document Execution Authority	Payment Release Authority
Request for Proposal	> \$10,000 to \$25,000	Department Manager	Department Director	Department Manager
	> \$25,000 to \$100,000	Department Director Department Manager	Department Commissioner	Department Manager
	> \$100,000 to \$250,000	Department Director	Department Commissioner	Department Manager
	> \$250,000 to \$1 million	Department Commissioner	Department Commissioner and Commissioner of Corporate Services ERMS /Treasurer	Department Manager
	> \$1 million to \$5 million	Department Commissioner and Commissioner of Corporate Services ERMS /Treasurer and the CAO	CAO	Department Director
	> \$5 million	Council	Regional Clerk and Regional Chair	Department Commissioner

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Method Of Purchasing	Dollar Value	Purchasing Authority*	Document Execution Authority	Payment Release Authority
Special Circumstance, Single Source and Negotiation	> \$10,000 to \$25,000	Department Director	Department Director	Department Manager
	> \$25,000 to \$100,000	Department Director and the Manager of Procurement and Department Commissioner	Department Commissioner	Department Manager
	> \$100,000 to \$250,000	Department Director and the Manager of Procurement and Department Commissioner	Department Commissioner and Commissioner of Corporate Services ERMS /Treasurer	Department Manager
	>\$250,000 to \$1,000,000	Department Commissioner and the Director of Procurement and Strategic Acquisitions and Commissioner of Corporate Services ERMS /Treasurer	Department Commissioner and CAO	Department Director
	>\$1,000,000	Council	Regional Clerk and Regional Chair	Department Commissioner

28. That this by-law shall come into force and effect on the day upon which it is passed.

THE REGIONAL MUNICIPALITY OF NIAGARA

James Bradley, Regional Chair

Ann-Marie Norio, Regional Clerk

Passed: