



BY-LAW NO. 23-48

**BEING A BY-LAW TO AMEND BY-LAW NO. 04-35, A POLICY FOR
PROCUREMENT OF GOODS OR SERVICES
FOR THE TOWNSHIP OF THE NORTH SHORE**

WHEREAS Section 270(1)3 of the *Municipal Act*, 2001, S.O. 2001, c 25 provides that a municipality shall adopt and maintain a policy with respect to its procurement of goods and services; and

WHEREAS the Council of The Corporation of the Township of the North Shore passed By-Law 04-35 as a procurement policy; and

WHEREAS The Township of the North Shore has undertaken a comprehensive review of its procurement processes to identify accountability, transparency, and efficiency improvements; and

WHEREAS the Council of the Township of the North Shore deems it necessary to amend and replace APPENDIX "A" to the Township's Procurement Policy (P4) and to Schedule "A" to By-Law No. 04-35;

**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF THE NORTH SHORE
HEREBY ENACTS THE FOLLOWING AS A BY-LAW:**

1. That APPENDIX "A" to the Procurement Policy and Schedule "A" to By-Law No. 04-35 be amended per Schedule "A" attached hereto.
2. That the Mayor and Clerk are hereby authorized to sign this by-law and to affix the corporate seal thereto.
3. That APPENDIX "A" of the Procurement Policy (P4), attached as Schedule "A" to this by-law shall come into effect upon the passing of this by-law.

READ A FIRST, SECOND AND THIRD TIME, enacted and passed this 21st day of JUNE, 2023.



Tony Moor, Mayor



Rachel Schneider, Clerk

SCHEDULE "A" TO BY-LAW NO. 23-48

APPENDIX "A" TO PROCUREMENT POLICY (P4)

Amount of Purchase	Procurement Process to be Used	Conditions/Explanation
\$1 to \$500.00	Direct acquisition, including petty cash and credit card purchases	Department Head/Council is permitted to purchase goods and/or services without receiving the Treasurer's approval (or Deputy Treasurer's approval).
\$501.00 to \$5,000.00	Verbal Quotes/Estimates	<p>Department Head is permitted to purchase goods and/or services provided that:</p> <ul style="list-style-type: none"> • The goods and/or services have been included in the annual budget estimates approved by Council. • Department Head obtains verbal quotations where possible and practicable. <p>The Treasurer shall sign the subsequent purchase order to authorize the purchase.</p>
\$5001.00 to \$24,999.99	Written Quotes/Estimates	<ul style="list-style-type: none"> •Department Head obtains a minimum of 3 quotations, where possible and practicable. •Copies of quotations are provided to Council with a recommendation. •Council shall make the final decision, by resolution, based on the quotations provided. •Expenditures must be made so as to obtain the best value for the Corporation. •Where only one supplier is available, the Treasurer will file that supplier's quote plus details of refusals. The Treasurer shall sign the subsequent purchase orders.
\$25,000 and up	Tendering (Request for Tenders - RFT)	<ul style="list-style-type: none"> •The tender process outlined in Section 12 of this policy shall be followed.
No \$ Limit	Proposal (Request for Proposal-RFP)	<ul style="list-style-type: none"> •Used when a unique proposal designed to meet a broad outcome to a complex problem or need for which there is no clear or single solution.