

The Corporation of the Township of North Kawartha

By-law 2026-0000

Being a By-law to Adopt a Procurement (Purchasing) Policy for the Corporation of the Township of North Kawartha

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

AND WHEREAS Council deems it advisable to adopt a Procurement (Purchasing) Policy to promote accountability, transparency, consistency, and best value in the acquisition of goods and services;

AND WHEREAS the Procurement (Purchasing) Policy attached hereto as Schedule "A" forms part of this By-law;

NOW THEREFORE the Council of The Corporation of the Township of North Kawartha enacts as follows:

1. The Procurement (Purchasing) Policy attached hereto as Schedule "A" and forming part of this By-law is hereby adopted.
2. Schedule "A" to this By-law shall constitute the Procurement (Purchasing) Policy of The Corporation of the Township of North Kawartha.
3. The Mayor and Clerk are hereby authorized to sign this By-law and to affix the Corporate Seal thereto.
4. By-Law No. 2014-120, By-Law No. 2017-060, and By-Law No. 2019-002, and any other by-laws, policies, or portions thereof inconsistent with this By-law, are hereby repealed as of the date this By-law comes into force.
5. If any section, subsection, clause, paragraph, or provision of this By-law is declared invalid by a court of competent jurisdiction in Ontario, that declaration does not affect the validity of the remaining provisions of this By-law.
6. This By-law shall come into force and take effect on the date of its passing.

Read and Adopted in open Council on the ____ day of _____, 2026.

Carolyn Amyotte, Mayor

Kelly Picken, Clerk



Procurement Policy

SCHEDULE 'A' OF BY-LAW 2026-XXXX

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The Corporation of the Township of North Kawartha

Corporate Policies and Procedures Subject: Procurement (Purchasing) Policy

Effective: June 16, 2026	Revised:	Revision No.:	Page 1 of 32	By-Law 2026-0000
Review Date / Associated Documents / Legislation (if applicable) Review Once per Term of Council The Municipal Act, 2001, S.O. 2001, Chapter 25 Part VI, Section 270(1) Municipal Freedom of Information and Protection of Privacy Act The Interprovincial Trade Agreement The Integrated Accessibility Standards Regulation Municipal Elections Act, 1996				

1. Purpose

- a) This policy sets out guidelines for the Township to ensure that all purchases of goods and services provide the best value for the Township's ratepayers. All things being equal and having regard for the guidance of this policy and the specific procurement process that is utilized, "best value" may be described as a balance of meeting or achieving performance standards and requirements for the goods or services to be procured and obtaining those goods or services at a cost commensurate with the standards and requirements imposed upon that acquisition.
- b) This policy shall be known as the "Purchasing Policy" which provides guidance for an open and honest procurement program, with transparency as a cornerstone of the decision-making process that is fair and impartial.
- c) This policy shall promote and maintain the integrity of the purchasing process and protect Council, vendors and staff involved in the process by providing clear direction and accountabilities.
- d) A competitive bidding process is the preferred method of purchasing and as such Department Managers are encouraged to seek out new sources of supply, readily provide purchasing information to vendors in a cooperative manner and ensure that all mechanisms for purchasing contain clear and full disclosure of requirements.
- e) To maintain integrity and protect the interests of our taxpayers, any elected or appointed official participating in a procurement process that have a private interest that are in conflict with their duties as elected or appointed officials, shall declare said conflict as required under the provisions of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.50.

2. Definitions

Award means the selection of the Bidder/Proponent and their Goods/Services as accepted by the Township of North Kawartha.

Bid shall mean a submission, under any of the prescribed purchasing mechanisms, from a prospective vendor in response to a request for the purchase of goods and services issued by the Township.

CAO shall mean the Chief Administrative Officer for the Township.

Council shall mean the Council of the Corporation of the Township of North Kawartha.

Department Manager shall mean the Manager of a department operating within the Township of North Kawartha, being the Chief Building Official/By-Law Enforcement Officer; Clerk; Treasurer; Fire Chief; Manager of Planning; Public Works Manager; Director of Parks & Recreation and Waste Management; and the Chief Administrative Officer (where applicable).

Emergency Purchase shall mean a purchase made in an emergency, as defined in section 4.1, where immediate action is required to prevent the possible loss of life, property or minimize a negative impact on Township operations.

Evaluation Members shall be the Department Manager or designate, and any two of the following: the CAO, the Deputy CAO, the Treasurer, the Clerk, or another individual deemed appropriate by the CAO.

Goods shall mean supplies, merchandise, materials and equipment.

MFIPPA means Municipal Freedom of Information and Protection of Privacy Act.

Purchasing Designate shall mean a person designated by a Department Manager to exercise responsibilities of the Department Manager with respect to this policy.

Quotation means the written or electronic submission of a Vendor setting out the price, terms of sale and description of goods and/or services (and such other particulars identified in the Request for Quotations) to be supplied by Vendor.

RFQ means a Request for Quotation, a formal or informal process

whereby the Municipality requests vendors to provide a Quotation for the supply of goods and/or services.

RFI means Request for Information, a process the Township uses to obtain preliminary information about a market or the type of available supply or service when there is not enough information readily available for procurement method. A Request for Information is used to informally solicit this information. An RFI may not be used as a source selection method for procurement of a supply or service.

RFP shall mean a Request for Proposal document that sets out general specifications for the commodity or service required when goods or services cannot be specifically stipulated or when alternative methods are being sought to perform certain functions or services.

Sealed Bids are bids submitted in a sealed envelope to a specified location, by a specified date or submitted as an electronic tender, in such a way that it is transmitted, time stamped and received before the deadline is reached.

Services shall mean the procurement of non-goods including construction, professional, leases, repair or maintenance of equipment, machinery or other personal and real property and/or other services required by the Township.

Tender and/or RFT shall mean a Tender or a Request for Tender as a publicly advertised procurement process for the execution of certain specified work or to supply certain specified goods or services at a specific rate in response to the information contained in the procurement document; the goal is to obtain competitive bids based on precisely defined requirements for which a clear or single solution exists.

Time Sensitive Purchase shall mean a purchase made in a situation where immediate action is required to engage vendors to ensure that works are completed within a specific time frame to minimize a negative impact on municipal operations. Time Sensitive Purchases could be defined as items that must be purchased to avoid financial loss, missed opportunities, operational disruption or safety risks. See 4.1

Vendor shall mean any person or enterprise supplying goods or services to the Corporation of the Township of North Kawartha.

3. Purchasing Procedures

3.1 Purchasing Compliance Requirement

Any person acquiring Good/Services on behalf of the Township, shall do so in accordance with this By-law and the following purchasing procedures;

- a) Direct Acquisition (3.6), procurement less than or equal to \$10,000
- b) Request for Quotation, RFQ (3.7), procurement less than \$50,000
- c) Request for Tender, RFT (3.8), procurement equal to or greater than \$50,000
- d) Request for Proposal, RFP (3.9)
- e) Request for Pre-Qualification (3.10)
- f) Non-Competitive Purchases; Sole Source, Single Source (4.0)
- g) Emergency and Time Sensitive Purchases (4.1)

3.2 Expenditure Authorization

- a) The Council of the Township of North Kawartha has ultimate authority and accountability for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. This purchasing policy outlines how spending authority is to be used unless Council directs otherwise.

3.3 Department Manager Authorization and Responsibilities

- a) Notwithstanding the provisions of this By-law, the Township shall have the absolute discretion in awarding contracts, and where the procurement value exceeds \$50,000 after obtaining Council's approval, and retains the right to reject any or all Bids.
- b) The Department Manager shall be responsible for procurement, purchasing and acquisitions within the approved budget, as approved by Council.
- c) When recommending a budget amendment, capital expenditure, or special appropriation to Council, the Department Manager's report must describe the purpose of the expenditure, the estimated cost, and

any proposed spending limit. Council may approve the expenditure by resolution. The report must be endorsed by the Treasurer and the Chief Administrative Officer, or their designates.

3.4 Purchasing Designate

A Department Manager may appoint a Purchasing Designate to exercise direct acquisition responsibilities assigned to that Department Manager, as per 3.6.

3.5 Purchasing Mechanisms

- a) In determining which purchasing mechanism is the most appropriate, the Department Manager shall have regard for the purposes as outlined in Section 1, the purchasing responsibilities as outlined in section 3.3 and the dollar thresholds as stated in section 3.
- b) At the Chief Administrative Officer's discretion, Tenders and Requests for Proposals may obtain Council's approval prior to releasing.

3.6 Direct Acquisition, procurement less than or equal to \$10,000

- a) The Department Manager shall be authorized to make direct purchases of goods and services equal to or up to an amount of \$10,000 from such vendor and upon such terms and conditions as the Department Manager deems appropriate and may obtain verbal or written quotations.

3.7 Request for Quotation, procurement of more than \$10,000 and less than \$50,000.

- a) The Department Manager shall be authorized to make purchases of goods and services for estimated expenditures of more than \$10,000 and less than \$50,000 from such vendor and upon such terms and conditions as the Department Manager deems appropriate subject to first obtaining at least three (3) written Quotations whenever possible.
- b) When the preferred Quotation exceeds the line item approved budget, the Department Manager may proceed with the purchase of goods and services provided the funds are available within the overall departmental budget.

- c) In the event there are no funds available within the overall departmental budget and the respective Department Manager wishes to undertake procurement without budget support, the Department Manager shall prepare a report to Council for approval with the source of financing endorsed by the Treasurer or designate.

3.8 Request for Tender, procurement equal to or greater than \$50,000

- a) The Department Manager shall not order goods and services equal to or exceeding \$50,000 without requesting and obtaining sealed tenders for the goods and services.
- b) In the preparation of a tender, the Department Manager shall use the tender template as approved by the Treasurer. A tender document shall be developed by the respective Department Manager, with support and input from the Treasurer and/or Chief Administrative Officer or designates.
- c) When it becomes necessary to revise, delete, substitute or add to the tender documents for a tender call, the Treasurer shall approve the issuance of an addendum prepared by the Department Manager. A copy of each addendum shall be updated on the Township website.
- d) The respective Department Manager or Treasurer or designate shall prepare a preliminary tender summary report of the tenders received (Appendix G), including the names of all those submitting a tender and the tender amounts.
- e) Prior to distribution of the bid submissions to the evaluation team, the Treasurer will record and file any security/deposit amounts if applicable.
- f) A recommendation is provided to the CAO and Treasurer for review and comment prior to submission to Council. The report will then be forwarded to Council for direction.
- g) Council shall make the final determination as to awarding of all tenders. The lowest tender, or any tender, not necessarily accepted. Appendix 'B' attached hereto outlines the Bid Irregularities and the guidance and direction of use.
- h) When the Township participates in a joint RFT with the County of Peterborough, and the commitment has been made, the

tender will be awarded by the County.

- i) When the Township has hired a consultant as the project manager for a designated project, they shall prepare a recommendation in writing and provide it to the respective Department Manager, and the consultant will prepare a report for Council's approval.
- j) With regards to co-operative purchasing amongst multiple municipalities, a report will be brought to Council for support prior to release of the tender.

3.9 Requests for Proposal

- a) The Department Manager may use a Request for Proposal in place of a tender or quotation when goods and services cannot be specifically stipulated or when alternative methods are being sought to perform functions or services.
 - i.) In the preparation of a Request for Proposal, the Department Manager shall use the RFP template as approved by the Treasurer. An RFP document shall be developed by the respective Department Manager, with support and input from the Treasurer and/or Chief Administrative Officer or designates.
- b) When it becomes necessary to revise, delete, substitute or add to the RFP documents for a RFP call, the Treasurer shall approve the issuance of an addendum prepared by the Department Manager. A copy of each addendum shall be updated on the Township website.
- c) The respective Department Manager or Treasurer or designate shall prepare a preliminary RFP summary report of the RFP's received (Appendix G), including the names of all those submitting a RFP and the RFP amounts. The RFP amounts are not disclosed to the public prior to the award of the RFP, due to the variations in proposals.
- d) Prior to distribution of the bid submissions to the evaluation team, the Treasurer will record and file any security/deposit amounts if applicable.
- e) A recommendation is provided to the CAO and Treasurer for review and comment prior to submission to Council. The report

will then be forwarded to Council for direction.

- f) When the RFP is equal to or greater than \$50,000, Council shall make the final determination as to awarding of the RFP. The lowest **tender proposal** or any **tender proposal** not necessarily accepted. Appendix 'B' attached hereto outlines the Bid Irregularities and the guidance and direction of use.
- g) When the Township participates in a joint RFP with the County of Peterborough, and the commitment has been made, the RFP will be awarded by the County.
- h) In regard to co-operative purchasing amongst multiple municipalities, a report will be brought to Council for support prior to release of the RFP.

3.10 Request for Pre-Qualification

- a) For any of the purchasing methods listed in this Bylaw, a pre-qualification process may be used where the Authorized Person wishes to ensure that Suppliers have the necessary experience, qualifications, and resources to provide the Goods, Services or Construction anticipated to be procured. The selection of Bidders to proceed to a procurement method by way of a pre-qualification shall not create any contractual obligation between the Township and a pre-qualified Supplier.

4. Non-Competitive Purchases (Sole Source, Single Source)

- a) The requirement for a competitive bid process for the selection of a supplier for goods, services and construction (except for Emergencies – see 4.1) may be waived under authority of the CAO and replaced with direct negotiations by the Department Manager (or delegate) under the following circumstances.
 - i) The procurement qualifies as 'Sole Source' as defined in 4(b);
 - ii) The procurement qualifies as a 'Single Source' as defined in 4(c);
 - iii) The amount does not exceed \$50,000.

b) Sole Source

The procurement may be conducted using a Sole Source process if the goods and/or services are available from only one supplier by

reason of:

- i) Statutory or market-based monopoly;
- ii) Competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, licence, technical secrets or controls of raw material; or
- iii) The complete item, service, or system is unique to one supplier and no alternative or substitute exists.
- iv) If this method of purchasing is utilized, and the item is not included in the budget, the Department Manager and/or Consultant (as approved by the Department Manager) must, in consultation with the CAO, provide a written report to Council prior to the purchase, which shall identify the eligible reason(s) and provide confirmation that the sole source purchase satisfies the eligibility criteria.

c) Single Source

Single Source means that there is more than one source of supply in the open market, but only one source is recommended due to predetermined and approved specifications.

The procurement may be conducted with valid and sufficient reasons for selecting one supplier in particular, as follows:

- i) An attempt to acquire the required goods and/or services by soliciting competitive bids has been made in good faith, but has failed to identify more than one willing and compliant supplier;
- ii) The confidential nature of the requirement is such that it would not be in the public interest to solicit competitive bids;
- iii) There is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (i.e. contract extension or renewal);
- iv) The required goods and/or services are to be supplied by a particular supplier(s) having special knowledge, skills, expertise or experience;
- v) The goods are purchased under circumstances which are exceptionally advantageous to the Township, such as in the case of bankruptcy or

- receivership;
- vi) It is advantageous to the Township to acquire the goods or services from a supplier pursuant to the procurement process conducted by another public body;
- vii) It is advantageous to the Township to acquire the goods or services directly from another public body or public service body;
- viii) Another organization is funding or substantially funding the acquisition and has determined the supplier, and the terms and conditions of the commitment into which the Township will enter are acceptable to the Township; or
- ix) Where due to abnormal market conditions, the goods, services or construction required are in short supply.

4.1 Emergency and Time Sensitive Purchase

- a) The Department Manager shall be authorized to make time sensitive purchases in excess of \$10,000 to \$50,000 upon the approval of the Chief Administrative Officer and the Mayor. The Department Manager shall present a report to Council at its next meeting providing sufficient details on the purchase, emergency involved or timing rationale, and impact on approved departmental budget.
- b) Notwithstanding the provisions of this policy, an emergency purchase shall be made when an event occurs that is determined by the Mayor, the C.A.O. and/or Department Manager to be a threat. Where in the above opinion an emergency has occurred, non-competitive procurement or negotiation methods may be utilized.
- c) Emergency includes:
 - i) an imminent or actual danger to the life, health or safety or an official or an employee while acting on the Municipality's behalf;
 - ii) an imminent or actual danger of injury to or destruction of property belonging to the Municipality;
 - iii) an unexpected interruption of a public service;
 - iv) an emergency as defined by the *Emergency Plans Act*, R.S.O. 1990, Chapter E.9 and the emergency plan formulated there under by the Manager;

4.2 Advertising

- a) The Department Manager shall prepare the advertisement in consultation with the Treasurer and/or CAO and arrange for the posting of it in appropriate publications. As a minimum, all Tenders and RFP's shall be advertised on our website and social media. Vendors are encouraged to subscribe to the website. The closing date for tenders and RFP's shall be no sooner than **two weeks** following first date of advertising.

5. Exercise of Contract Renewal Options

- a) Where a contract contains a Township option for renewal, Council shall decide whether the option should be exercised. Prior to the date upon which a Township option may be exercised, the Department Manager shall provide a report to Council for consideration in the exercise of its authority. Such report shall include and/or address the following:
 - i) Whether the supplier's performance in supplying the goods, services or construction is considered to have met the requirements of the contract,
 - ii) Whether the Department Manager and CAO recommend that the exercise of the option is in the best interest of the Township,
 - iii) Whether funds are available in appropriate accounts within the approved budget including authorized revisions to meet the proposed expenditure.

6. Contract Amendments and Revisions

- a) No amendment or revision to a contract shall be made unless the amendment is in the best interest of the Township.
- b) No amendment that changes the price of a contract shall be agreed to without a corresponding change in requirement or scope of work (e.g. Change Order).
- c) Change orders may be approved where necessary to address unforeseen conditions, scope adjustments, or other legitimate project requirements, provided that the change does not alter the fundamental nature of the original contract. Department Managers are authorized to approve change order requests

without further Council approval provided that:

- i) The change order is within the approved contingency allowance for the project; and
- ii) The cumulative value of all approved change orders does not exceed fifteen percent (15%) of the original project total, excluding applicable taxes.
All approved change orders shall be documented in writing, supported by appropriate justification, and reported in accordance with the Township's financial control and reporting procedures.
Any change order request that exceeds the approved contingency allowance or the 15% threshold shall require approval in accordance with the Township's delegated authority by-law or Council approval, as applicable.
- iii) Change Orders above the budgeted cost of the goods or services without an approved contingency amount may be approved by the CAO up to a maximum amount of \$15,000.
- iv) Amendments to contracts are subject to the identification and availability of sufficient funds in appropriate accounts within the approved budget including authorized revisions.
- v) Where expenditures for the proposed amendment combined with the price of the original contract exceeds approved budget for the project, a report prepared by the Department Manager, with the source of financing endorsed by the Treasurer or designate, shall be submitted to Council for approval.

7. Exclusions

- a) While having regard for the goals of this policy, Department Managers are encouraged to consider the skills of Township staff and range of Township equipment and seek out in-house support where applicable. In this manner, the respective Department Manager shall prepare a written budget outlining all direct/indirect costs. The Department Manager(s), Treasurer and Chief Administrative Officer shall review the budget and have regard for:
 - i) Cost
 - ii) department workload
 - iii) timelines of project completion

and upon completion of the review determine whether the in-house support is appropriate to achieving the goal of best value for the Township ratepayers.

- b) In addition, adherence to this purchasing policy is not required with respect to those items listed in Appendix 'A' (List of Items Exempt from the Policy), attached hereto.

8. Communications

- a) All bid documents, and their respective advertisement of invitation, shall state the date, time and place of bid opening / closing.
- b) The Township web site shall include a section dedicated to Tenders and RFP's. The website shall include a copy of the current purchasing policy. All notices for Tenders and RFPs shall be posted on the website at a minimum.
- c) Any persons desiring to view the opening of Tenders and RFPs may attend in person or, when applicable, watch the opening online.

9. Administration

- a) All Tenders and RFPs shall be received in hard copy at the Township of North Kawartha, 280 Burleigh Street, Apsley, Ontario for recording of date and time received for safekeeping pending the opening of same. The time recorded shall be according to the reception clock.
- b) All Tenders and RFPs shall close at the time and day specified on the Tender/RFP document.
- c) Within three (3) hours of the closing, or a time deemed reasonable by the Department Manager, the Tenders shall be opened publicly and the names of those submitting, and the amounts shall be disclosed at the time of opening. Within three (3) hours of the closing, or a time deemed reasonable by the Department Manager, the Requests for Proposal shall be opened publicly and the names of those submitting shall be disclosed at the time of opening.
- d) Tenders and RFPs shall be opened in the presence of the Treasurer or designate and the Department Manager or designate, and any other person deemed necessary.

- e) No contract or purchase shall be divided to avoid the requirements of this policy.
- f) Vendor contact regarding any procurement/purchasing with Council Members is prohibited and can be considered as grounds for disqualification from the selection process.
- g) The Township may participate with other units of government, their agencies or public authorities in co-operative purchase ventures when the best interest of the Township will be served. The Department Manager shall satisfy themselves that the host agency has completed or will complete a competitive bid process that resulted or will result in the procurement being awarded through a fair, open, and transparent process. Notice of Participation in cooperative purchases will be posted annually to the Township's website in accordance with the requirements of CETA and CFTA. Department Managers have the authority to participate in Group Purchasing Opportunities (GPO's) such as but not limited to:
 - i) Vendor of Record by the Ministry of Public and Business Service Delivery and Procurement
 - ii) Ontario Education Collaborative Marketplace (OECM)
 - iii) Local Authority Services (LAS)
 - iv) Canoe Procurement Group of Canada
 - v) Kinetic GPO
 - vi) Public Services and Procurement Canada
 - vii) County of Peterborough and member municipalities
- h) The policies of the GPO calling the cooperative bid solicitation are to be the procedure accepted for that purpose unless additional terms specific to the Township are negotiated with the successful bidder, and provided that such policies comply in spirit with this policy.
- i) Purchases may be made for items of small value by a Department Manager or his/her designate by way of a petty cash fund. The purchase of combined small value purchases through petty cash at one time shall not exceed \$100. The Department shall submit receipts, coded to the correct general ledger account and approved by the appropriate Department Manager(s) to replenish the petty cash fund.

10. Conflict of Interest

- a) The Department Manager shall not open and consider any bid or otherwise acquire any goods or services from an elected official, officer or employee of the Township unless the elected official, officer or employee obtains approval from Council prior to the close of the bid or the acquisition of the goods and services.
- b) No Elected Official, officer or employee of the Township shall allow contact with a person, or any officer, employee or agent of the person who has submitted a bid to the Township unless the bid call has been awarded or the contact is for the purpose of receiving a complaint and are subject to the provision of MFIPPA.
- c) All consultants (e.g. Architects, engineers, etc.) retained by the Township shall disclose to the Township prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the Township as directed by the Department Manager, may at its discretion, withhold the assignment from the consultant until the matter is resolved. And furthermore, if during the contract of a Township assignment, a consultant is retained by another client giving rise to a potential conflict of interest, then the consultant shall inform the Township.
- d) Elected officials, officers or employees of the Township shall declare a conflict of interest when they submit a bid and shall not be present when any decision is being made.

11. Financial Services

- a) All invoices or accounts from vendors shall be properly coded to the correct general ledger account and approved by the appropriate Department Manager(s).
- b) Prior to the adoption of the annual estimates, the services provided shall continue at the level carried out the previous year. The Department Managers are authorized to incur expenses, and the Treasurer is authorized to pay the accounts, of such ordinary business transactions.
- c) Prior to the approval of the current budget a department may incur normal operating expenditures (up to 50% of the previous years' operating budget) and normal roads network capital and expenses for capital projects carried forward from the previous

year. Annual licensing, membership and insurance renewals may incur normal operating expenditures up to 100% of the previous year's operating budget.

- d) After the adoption of estimates, the Treasurer is authorized to pay the accounts approved by the respective Department Managers.

12. Disposal of Surplus Items

Any surplus items belonging to the Township and declared surplus shall be disposed of in accordance with the Disposal of Assets Policy.

13. Purchasing Policy Best Practices

In order to ensure that Council and staff are familiar with this policy and that the policy reflects best practices, it shall be reviewed once in each term of Council. The review shall be coordinated by the Treasurer or designate and shall include an initial review by the Department Managers, suggestions of any proposed amendments or additions, and a report by the Treasurer with recommendations to Council.

Appendix A – List of Items Exempt from the Policy

The following items are excluded from the requirements of this Policy and therefore no quotations, tenders, proposals or purchase orders are required:

Petty Cash Items

Training and Education

- a) Conferences, Courses, Conventions and Seminars.
- b) Magazines, Books, Periodicals
- c) Memberships
- d) Staff training/development/workshops

Refundable Employee and Council Expenses

- a) Advances
- b) Meal Allowances
- c) Miscellaneous Expenses
- d) Travel and Entertainment
- e) Medicals

Unless otherwise noted, Goods/Services as set out below may be procured without a competitive process by the Finance Department and/or signed off by the Department Manager.

- a) banking services
- b) utilities (hydro, television service, natural gas, sewer and water)
- c) inter-departmental charges
- d) insurance
- e) internet and/or website hosting ongoing supplies & maintenance of existing IT hardware and software
- f) municipal audit
- g) police services
- h) property taxes
- i) telephone/cellular hardware / services
- j) Payments made in accordance with employee salary, wages and payroll benefits, including allowances/settlements as authorized by Council.
- k) Credit card payments
- l) Petty Cash replenishment
- m) training and education (membership, conferences, seminars, courses, books magazines)
- n) Other Expenditures as authorized in the budget:
 - i. fuel expenditures
 - ii. legal services

- iii. licenses
 - iv. membership Fees – professional associations
 - v. magazine and periodical subscriptions
 - vi. postage
 - vii. advertisements
 - viii. purchases for consulting services for a program where services have been awarded to a consulting firm on an ongoing basis and when clearly identified in the budget
- o) Specific payments as authorized by Council for:
 - i. expropriations
 - ii. land purchases
 - iii. real estate costs
 - iv. procurement of original artwork
 - v. Procurement from philanthropic institutions and persons with disabilities
- p) Federal, Provincial and Municipal Mandated Programs
- q) Government payments
 - i. All accounts for fees and levies payable to the federal, provincial or other Municipal government, or to any agency, board or commission thereof.
 - ii. Payroll Deduction Remittances, WSIB, EHT
 - iii. Licenses, including vehicles, etc.
 - iv. Debenture Payments
 - v. Liability, Property and Other Forms of Insurance
 - vi. Tax Remittances
- r) Election Expenses
 - i. The Municipal Clerk has broad discretionary authority under the Municipal Elections Act, 1996, as amended for the expenditures incurred for Municipal Elections.

Appendix B - Bid Irregularity

Bid Irregularity

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as "major irregularities" or "minor irregularities".

A **"major irregularity"** is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The Evaluation Team must reject any bid, which contains a major irregularity. The bidder will be notified of the rejection due to the major irregularity.

A **"minor irregularity"** is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The Evaluation Team may permit the bidder to correct a minor irregularity.

Mathematical Errors – Rectified by Staff

The Treasurer will correct errors in mathematical extensions and/or taxes, and the unit prices will govern. If, based on the corrected total the required bid deposit is insufficient, the bidder shall be notified and will be given 24 hours to rectify the issue, or the bid will be automatically rejected.

Action Taken:

The Treasurer and/or the Evaluation Team or designate will be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:

- major irregularity (automatic rejection)
- minor irregularity (bidder may rectify)
- mathematical error (additions or extensions) as above

Appendix C

Bid Irregularities – Summary				
Item	Description	Major	Minor	Action
1.	Late bids (by any amount of time)	X		automatic rejection and not read publicly
2.	Bids completed in pencil	X		automatic rejection
3.	Incomplete bids (part bids – all items not bid). Exception being if RFT/RFP stated otherwise	X		automatic rejection
4.	Bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required	X		automatic rejection
5.	Execution of Agreement to Bond: a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing b. surety company not licensed to do business in Ontario	X		automatic rejection
6.	Execution of Bid Bonds: a. corporate seal or equivalent proof of authority to bind company or signature of the Bidder or both missing b. corporate seal or equivalent proof of authority to bind company or signature of Bonding Company missing	X		automatic rejection
7.	Other Bid Security: Cheque not included or cheque which has not been certified	X		automatic rejection
8.	Bidders not attending mandatory site meeting	X		automatic rejection
9.	Unsealed tender envelopes	X		automatic rejection
10.	Proper response envelope or label not used	X		automatic rejection
11.	Pricing or signature pages missing or not properly signed and executed	X		automatic rejection

12.	Insufficient financial security (i.e.: no deposit or bid bond or insufficient deposit)	X		automatic rejection
13.	Bid received on documents other than those provided in request	X		automatic rejection
14.	Bids containing minor clerical errors		X	2 working days to correct initial errors. Municipality reserves the right to waive initialing and accept bid
15.	Un-initialed changes to the request documents which are minor (i.e.; the bidder's address is amended by overwriting but not initialed)		X	2 working days to correct initial errors. Municipality reserves the right to waive initialing and accept bid
16.	Alternate items bid in whole or in part		X	available for further consideration unless specified otherwise in request
17.	Unit prices in the schedule of prices have been changed but not initialed		X	2 working days to correct initial errors. Municipality reserves the right to waive initialing and accept bid
18.	Other mathematical errors which are not consistent with the unit prices		X	2 working days to initial corrections. Unit prices will govern.
19.	Pages requiring completion of information by vendor are missing	X		automatic rejection
20.	Bid documents which suggest that the bidder has made a major mistake in calculations or bid	X		automatic rejection

21.	When a document fee is requested, respondents must have previously purchased the respective bid document and be on the corresponding plan takers list	X		automatic rejection
22.	Tendered item does not meet mandatory specifications	X		automatic rejection

Note: The above list of irregularities should not be considered all inclusive. The Treasurer and/or CAO, in consultation with the requisitioning department, will review minor irregularities not listed. The Treasurer and/or CAO may then accept the bid, or request that the bidder rectify the deviation.

Appendix D – Local Benefit

Buy Ontario Act Compliance and Precedence

The Township shall conduct its procurement activities in accordance with the “**Buy Ontario Act (Public Sector Procurement), 2025**”, as amended from time to time, and any regulations, directives, or guidance issued thereunder.

In the event of any conflict, inconsistency, or dispute between this Procurement Policy and the provisions of the Buy Ontario Act or its regulations, the “**Buy Ontario Act (Public Sector Procurement), 2025**” and its regulations shall prevail to the extent of the conflict.

Appendix E

Request for Quotations and Justification Report

Description of Goods or Services:

Supplier	Quoted Price	Verbal/Written	Comments

Recommendations:

Attach Written Quotations

Budget Item ____ Non-budgeted Item ____ Emergency Item ____

Complete this section for Emergency and Non-budgeted Items

1. Why is this good/service required?
2. Why was good/service not included in current year's budget?
3. Detail impact on department's budget.

Attach this Form to the vendor's invoice

Appendix F

Summary of Tender/Request for Proposal Submissions Tender/RFP #:

Deadline for submission: _ _ _ _ _

Submitted By	Date and Time received:	Tender/RFP Amount

Opened in the presence of:

Name, Title and Signature

Name, Title and Signature

Date and Time: