

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2025-119

PROCUREMENT POLICIES AND PROCEDURES: A by-law to amend By-law 2021-197 (being a by-law for Procurement Policies and Procedures).

THE COUNCIL of The Corporation of the City of Sault Ste. Marie, pursuant to section 270 of the *Municipal Act, 2001*, S.O. 2001, c. 25, **ENACTS** as follows:

1. **SECTION 7. (1) – APPROVALS FOR FINANCIAL VALUES OF BY-LAW 2021-197 AMENDED**

Section 7. (1) of By-law 2021-197 is hereby amended by deleting:

“The following approvals must be secured based on the listed Financial Values:

- (a) any Contract for a Good, Service or Construction for a Financial Value of \$10,000.00 or less may be approved by a Director; or their designate;
- (b) any Contract for a Good, Service or Construction for a Financial Value of \$15,000.00 or less may be approved by an Executive Director; or their designate;
- (c) any Contract for a Good, Service or Construction for a Financial Value of \$30,000.00 or less may be approved by a Deputy Chief Administrative Officer; or their designate;
- (d) any Contract for a Good, Service or Construction for a Financial Value of \$125,000.00 or less may be approved by the Chief Administrative Officer;”

and inserting:

“The following approvals must be secured based on the listed Financial Values:

- (a) a Low Dollar Value Purchase for a Financial Value Not Exceeding \$5,000.00 as described in 18. (1) in this by-law, may be approved by a Non-union Staff member;
- (b) any Contract for a Good, Service or Construction for a Financial Value of \$50,000.00 or less may be approved by a Senior Manager Team member; or designated up to next Approval Level;
- (c) any Contract for a Good, Service or Construction for a Financial Value of \$80,000.00 or less may be approved by an Executive Manager Team member; or designated up to next Approval Level;
- (d) any Contract for a Good, Service or Construction for a Financial Value of \$125,000.00 or less may be approved by the Chief Administrative Officer; or designated to a Deputy Chief Administrative Officer;

- (e) any Contract for a Good, Service or Construction for a Financial Value exceeding \$125,000.00 requires Council approval.”

2. **SECTION 8. (3) – RESPONSIBILITIES AND AUTHORITIES OF BY-LAW 2021-197 AMENDED**

Section 8. (3) of By-law 2021-197 is amended by deleting:

“Directors/Executive Directors may delegate their authority, to suitably qualified and approved individuals, where appropriate. Directors/Executive Directors in conjunction with the Agent shall provide evidence that the contract pricing represents fair market value.”

and inserting:

“Directors/Executive Directors may delegate their authority (with exception to Approvals for Financial Values), to suitably qualified and approved individuals, where appropriate. Directors/Executive Directors in conjunction with the Agent shall provide evidence that the contract pricing represents fair market value.”

3. **SECTION 19. (1) – REQUEST FOR QUOTATION (ACQUISITION COSTS BETWEEN \$5,001.00 AND \$125,000.00) OF BY-LAW 2021-197 AMENDED**

Section 19. (1) is amended by:

- (a) deleting “\$30,000.00” and inserting “\$50,000.00”; and
- (b) deleting “\$30,000.00” and inserting “\$50,000.00”.

4. **SECTION 22. (2) – NON-COMPETITIVE METHOD OF BY-LAW 2021-197 AMENDED**

Section 22. (2) is amended by:

- (a) deleting “\$30,000.00” and inserting “\$50,000.00”; and
- (b) deleting “\$30,000.00” and inserting “\$50,000.00”.

5. **EFFECTIVE DATE**

This by-law takes effect on the day of its final passing.

PASSED in open Council this 11th day of August, 2025.

MAYOR – MATTHEW SHOEMAKER

CITY CLERK – RACHEL TYCZINSKI

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