



The Corporation of the
City of Sault Ste. Marie

COUNCIL REPORT

August 11, 2025

TO: Mayor Matthew Shoemaker and Members of City Council
AUTHOR: Karen Marlow, Manager of Purchasing
DEPARTMENT: Corporate Services
RE: Amending – Procurement Policies and Procedures

Purpose

The purpose of this report is to seek Council approval of an amendment to the Procurement Policies and Procedures By-law 2021-197 as it relates to financial value approvals.

Background

The last major review and update of the Procurement Policies and Procedures By-law was in October 2021. The most significant change implemented included an increase to the financial approval limit of the Chief Administrative Officer.

In 2024, amending By-law 2024-32 included addition of language related to implementation of E-Bidding system processes.

Analysis

The CAO level increase within the 2021 policy update proved successful, providing efficiencies of review processes and accelerating timelines for responses and approvals. At the time no other staffing approval levels were implemented, creating a significant span between Deputy CAO and CAO financial authorizations. This, coupled with the market's progressive increases in costs of goods and services, has given rise to a need to establish appropriate monetary increases within the policy financial levels as well as revision of role titles to include all applicable staffing at the Senior and Executive Management Team (SMT and EMT) levels.

This will continue to support advancements in efficiencies of review processes and establish a more suitable designation of financial approvals overall.

7. (1) Approvals for Financial Values:			
Approval Values Current		Approval Values Recommended	
Director	to \$ 10,000	SMT	to \$ 50,000
Executive Director	to \$ 15,000		
Deputy CAO	to \$ 30,000	EMT	to \$80,000
CAO	to \$125,000	CAO	to \$125,000
Council	>\$125,000	Council	>\$125,000

Corresponding with the above-stated financial values changes, the following by-law sections include revisions as follows:

- Within Section 7. (1) Approvals for Financial Values include designation(s) as: b) SMT and c) EMT designated up to next approval level; and d) CAO designated to a Deputy Chief Administrative Officer
- Other staffing level authorizations currently at \$30,000; revised to \$50,000
 - Section 19 Request for Quotation: a) Informal between \$5,001 to \$50,000; b) Formal between \$50,000 to \$125,000
 - Section 22 Non-Competitive Method authorizations: a) Agent between \$5,001 and \$50,000; b) CAO between \$50,000 and \$125,000

Financial Implications

The update of the Procurement Policy and Processes by-law does not have a direct financial impact.

Strategic Plan / Policy Impact / Climate Impact

The Procurement Policy and Processes By-law is directly related to the Corporate Values of Accountability and Transparency and Fiscal Responsibility.

Recommendation

It is therefore recommended that Council take the following action:

The relevant by-law 2025-119 is listed under item 12 of the Agenda and will be read with all by-laws under that item.

Respectfully submitted,

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