

**BY-LAW No. 2025-011**  
**OF THE**  
**CORPORATION OF THE TOWN OF COLLINGWOOD**



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BEING A BY-LAW TO AMEND BY-LAW 2021-086 TO PROVIDE FOR  
THE PROCUREMENT OF GOODS AND SERVICES

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**WHEREAS** Section 270 of the Municipal Act 2001, S.O. requires all municipalities and local boards to adopt and maintain policies with respect to its procurement of goods and services;

**AND WHEREAS** Council enacted and passed By-law No. 2021-086, a by-law to provide for the procurement of goods and services;

**AND WHEREAS** at its meeting held February 3, 2025, Council passed a resolution in support of the purchase of Canadian Products, instructing staff to enable Collingwood to prioritize Canadian products and services;

**AND WHEREAS** it is deemed expedient that the Council of the Corporation of the Town of Collingwood amend By-law No. 2021-086, to support the prioritization of Canadian products and services.

**NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWN OF COLLINGWOOD ENACTS AS FOLLOWS:**

1. **THAT** Section 5.1 s) – Definitions of By-law No. 2021-086 be deleted and replaced with the following:
  - 5.1 s) ~~“Informal Invitational Competition” means the procurements of goods or services in an amount greater than \$7,500 and less than \$25,000, may be purchased using an Informal Invitational Competition by obtaining multiple informal telephone, written and/or internet quotes. Solicitation of bids through a publicly posted solicitation document is not required;~~
  - 5.1 s) “Department Led Competition” means the procurements of goods or services in an amount greater than \$7,500 and less than \$50,000, may be purchased using a Department Led Invitational Competition by obtaining multiple informal telephone, written and or internet quotes. Solicitation of bids through a publicly posted solicitation document is not required;
2. **THAT** Section 11.1 d) of By-law No. 2021-086 be amended to delete and replace the words “Information Invitational Competition” with “Department Led Competition”.
3. **THAT** Schedule “B” Delegated Procurement Authorities to By-law No. 2021-086 be deleted and replaced with Schedule “B” attached hereto, to increase current invitational and open market thresholds identified on Schedule “B” to enable targeted purchases from Canadian Suppliers.
4. **THAT** this By-law shall come into full force and effect on the date of final passage hereof at which time all By-laws and/or resolutions that are inconsistent with the provisions of this By-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this By-law.

**ENACTED AND PASSED** this 10<sup>th</sup> day of February 2025.

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MAYOR

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CLERK

**BY-LAW NO. 2025-011  
SCHEDULE “B” DELEGATED PROCUREMENT AUTHORITIES**

Requirement	Procurement Value	Procurement Process	Method (Note 1)	Authority to Execute Agreement or Issue a Purchase Order (Note 2, Note 3 and Note 4)		
				Issue PO or PCard	Accountability to Procurement Policies	Execute Agreement (if required)
Establish Supply Agreement or Qualified Supplier Roster	Any value	Open Competition	Solicitation document publicly posted by the Clerk Services.	Not applicable	Clerk Department	Department Head and Procurement
Goods, Services and Construction from existing Qualified Supplier Roster	In accordance with Roster limits	Qualified Supplier Roster Competition	In accordance with the Roster engagement rules identified in the Roster document.	Clerk Department	Department Head	Department Head (up to \$50,000) Procurement (over \$50,000)
Low cost procurement (LCP) any goods, services, or construction	Up to \$7,500	Non-Competitive	Purchase made through petty cash, corporate purchasing card or issuance of purchase order.	Department Head	Department Head	optional
Consulting Services	Up to \$15,000	Non-Competitive	Purchase made through, corporate purchasing card or issuance of purchase order.	Department Head	Department Head	Department Head (above \$5,000)
Goods, Services and Construction	\$7,500 to \$50,000	Department Led Invitational Competition	3 suppliers are to be contacted directly in writing, written quotes and supported documents are required	Department Head	Department Head	Department Head
Consulting Services	\$15,001 to \$50,000	Department Led Invitational Competition	3 suppliers are to be contacted directly in writing, written quotes and supported documents are required	Department Head	Department Head	Department Head
Goods, Services and Construction	\$50,001 to \$133,000	Formal Invitational Competition	Formal invitational solicitation document issued to a minimum of 3 suppliers	Department Head	Clerk Department	Department Head
Consulting Services	\$50,001 to \$133,000	Formal Invitational Competition	Formal invitational solicitation document issued to a minimum of 3 suppliers	Department Head	Clerk Department	Department Head
Goods, Services, Construction	\$133,001 or more	Open Competition	Solicitation document publicly posted by Clerk Services	Department Head	Clerk Department	Department Head & Procurement
Consulting Services	\$133,001 or more	Open Competition	Solicitation document publicly posted.	Department Head	Clerk Department	Department Head & Procurement
Goods, Services or Construction under the circumstances included in Schedule “C”.	\$7,500 or more	Non-Standard: a) Non-Competitive or a) Limited Competition	Contract awarded directly to a supplier without competition or bids solicited from a limited number of suppliers in place of an Open Competition.	Clerk Department	Clerk Department	Department Head & Procurement
Consulting under the circumstances included in Schedule “C”.	\$15,001 or more	Non-Standard: a) Non-Competitive or b) Limited Competition	Contract awarded directly to a supplier without competition or bids solicited from a limited number of suppliers in place of an Open Competition.	Clerk Department	Clerk Department	Department Head & Procurement

**Note 1:** All described methods must be conducted in accordance with applicable procurement policies, procedures and protocols.

**Note 2:** The authority to approve the award of a contract and execute an agreement are based on the Department Head’s level of spending authority. If the procurement value exceeds the Department Head’s spending authority the CAO would become responsible.

**Note 3:** Department Heads also has the authority to delegate the authority to Execute Agreement or Issue a Purchasing Order.

**Note 4:** The need for an executed agreement, in addition to the issuance of a PO, is determined in accordance with the Town’s procurement policies and procedures. If a contract is for goods or services that will be provided to more that one Department, the CAO would be responsible for executing the agreement.

**Note 5:** The intent of increasing Invitation and Open Competition thresholds is to allow targeted purchases from Canadian suppliers and manufacturers

