

THE REGIONAL MUNICIPALITY OF PEEL

BY-LAW NUMBER 62-2001

A by-law governing the purchase and disposal of goods and services and to repeal By-law 50-96.

WHEREAS Section 5 of the *Regional Municipality of Peel Act, R.S.O., 1990, c. R. 15* continues the inhabitants of the Regional Area as a body corporate (the "Regional Corporation");

AND WHEREAS Section 27 of the *Interpretation Act, R.S.O., 1990, c. I.11* provides that in any Act, unless the contrary intention appears, words making a number of persons a body corporate vests in the corporation the power to acquire and hold personal property for the purpose for which the corporation is constituted and to alienate the same at pleasure;

AND WHEREAS under Section 104 of the *Regional Municipalities Act, R.S.O. 1990, c. R.8* the Regional Corporation is required to provide all personal property necessary for the purposes of The Regional Municipality of Peel Police Services Board and under subsection 4(3) of the *Police Services Act, R.S.O. 1990, c. P.15*, the Regional Corporation is responsible for providing all the infrastructure and administration necessary for providing adequate and effective police services;

AND WHEREAS this by-law establishes the authority and sets out the methods by which goods and services will be purchased and disposed of for the purposes of the Regional Corporation and for police purposes subject to certain exceptions set out herein;

AND WHEREAS the Council of the Regional Corporation has by resolution adopted on December 6, 2001 authorized the enactment of this by-law and the repeal of By-law 50-96 formerly governing the subject matter of this by-law;

NOW THEREFORE the Council of the Regional Corporation enacts as follows:

Part I - Purchasing Objectives

In the interpretation and application of this by-law, regard shall be had to the following objectives:

- 1.1 It is the objective of this by-law to promote the most effective use of funds allocated by Regional Council for the purchase of goods and services by achieving the optimum quality, quantity, price, delivery, performance, guarantees, sureties and all other material terms and conditions as may be applicable in the circumstances.
- 1.2 It is the objective of this by-law that the methods of acquisition and disposal which achieve the most competitive and responsive offers, terms and conditions from the most responsible vendors shall be used wherever possible.
- 1.3 It is the objective of this by-law to authorize purchasing decisions to be made as efficiently as possible through the delegation of authority and empowerment of staff while at all times having regard for the other objectives of this by-law.

- 1.4 It is the objective of this by-law to operate a purchasing program including disposal and the provision of advice and services, which facilitate and promote the most efficient and effective procurement processes and decisions.
- 1.5 It is the objective of this by-law to clearly establish that the accountability and authority for the administration of the purchasing program rests with the Manager of Purchasing and the decision to purchase goods and services rests with those responsible for the programs requiring the goods and services.
- 1.6 It is the objective of this by-law to facilitate financial controls, which meet the requirements of the Regional Corporation to ensure that those responsible for requisitioning and purchasing goods and services are held accountable for their decisions.
- 1.7 It is the objective of this by-law to promote procurement processes and decisions which are consistent with the strategic objectives established for the Regional Corporation and for the Police Service from time to time.

Part II - Definitions

- 2.1 The words and phrases listed hereunder when used in this by-law and the schedules hereto shall have the following meanings ascribed to them:
 - 2.1.1 “Blanket Purchase Contract” means any contract for the purchase of goods and services which will be required frequently or repetitively but where the exact quantity of goods and services required may not be precisely known or the time period during which the goods and services are to be delivered may not be precisely determined but having a maximum limit on both the total price or value of all goods and services and the time period during which all goods and services are to be supplied under such contract.
 - 2.1.2 “Board” means The Regional Municipality of Peel Police Services Board.
 - 2.1.3 “Chief Administrative Officer” means the employee designated as such by the Regional Council and any person who has been authorized to temporarily act as Chief Administrative Officer during absence or vacancy in the office.
 - 2.1.4 “Chief of Police” means the Chief of the Peel Regional Police or upon the authorization of the Chief of Police, the Chief Administrative Officer - Policing, of the Peel Regional Police acting with the delegated authority of the Chief of Police.
 - 2.1.5 “delivered confidentially” means delivered under circumstances where
 - 2.1.5.1. all or part of the goods and services relate to any matter of such kind as may be considered by Regional Council, or in the case of purchases of goods and services required for police purposes, by the Board, in the absence of the public; or
 - 2.1.5.2. the goods and services include the creation of records, the disclosure

of which could be denied upon receipt of a request under the *Municipal Freedom of Information and Protection of Privacy Act*.

- 2.1.6 “Department Head” includes the Chief Administrative Officer and any officer or employee of the Regional Corporation who is designated as a Commissioner or Department Head, or in the case of purchase or disposal of goods or services required for police purposes, includes the Executive Director of the Police Services Board acting solely with respect to Board purchasing matters, the Chief of Police, Deputy Chiefs of Police and the Chief Administrative Officer-Policing; or any person who has been authorized to temporarily act as any of the above.
- 2.1.7 “Direct Negotiation” shall mean the method of purchase so named as described in purchasing procedures.
- 2.1.8 “Direct Purchase” shall mean the method of purchase so named as described in purchasing procedures.
- 2.1.9 “dispose” means the sale, exchange, transfer or gift of goods owned by the Regional Corporation which are surplus to its needs and “disposal” and “disposed” shall have similar meanings.
- 2.1.10 “goods” includes any tangible or intangible personal property and all legal or equitable rights or interest in or to the same, and includes all materials, equipment, fixtures and structures to be delivered, installed or constructed at or upon any real or leasehold property but does not include any lease, right or permission relating to the use or occupation of real property notwithstanding that such lease, right or permission may be classified in law as personal property.
- 2.1.11 “goods and services” includes either goods alone or services alone or any combination thereof.
- 2.1.12 “goods or services required for police purposes” means goods and services required to discharge the responsibility of the Regional Corporation for providing all the infrastructure and administration necessary for providing adequate and effective police services and includes goods or services which are to be supplied to the Board.
- 2.1.13 “GST” means the tax imposed under the Excise Tax Act of Canada known as Goods and Services Tax or any other tax imposed by the Government of Canada applicable to the sale or supply of goods and services.
- 2.1.14 “Irregular Result” means the occurrence or likely occurrence in connection with any method of purchase where competitive bids or proposals are submitted, of any of the following:
 - (i) two or more identical responsive low bids or proposals have been received;

- (ii) the lowest responsive bid or proposal exceeds the estimated cost or budget allocation;
 - (iii) all bids or proposals received are not responsive; or
 - (iv) for any reason the award of the contract to or the purchase from the lowest responsive bidder or proponent is procedurally inappropriate or not in the best interests of the Regional Corporation or of the police service as the case may be.
- 2.1.15 “Manager of Purchasing” means an employee designated as such by the Regional Corporation who is responsible for Purchasing and any employee who has been authorized to temporarily act as Manager of Purchasing provided that in any case where the Manager of Purchasing is unable, unwilling or is prevented from exercising any authority or discretion under this by-law, then any of the Manager of Purchasing’s superiors shall be deemed to be the Manager of Purchasing for the purpose of exercising such authority or discretion;
- 2.1.16 “Multi-Stage Tender” shall mean the method of purchase so named as described in purchasing procedures.
- 2.1.17 “Police Service” means The Regional Municipality of Peel Police Service.
- 2.1.18 “prescribed” means prescribed by a purchasing procedure.
- 2.1.19 “price or value” means in relation to any quantity or amount of goods and services the purchase price if known or the total estimated cost to purchase the particular goods and services at the relevant time, exclusive of GST, PST and delivery charges and in relation to goods and services purchased by way of rental agreement or lease, shall mean the lesser of;
- (i) an amount which would otherwise be the purchase price exclusive of GST, PST and delivery charges, if the goods and services were acquired other than by rental agreement or lease; and
 - (ii) an amount equal to the total of all rental or lease costs for the term of the rental agreement or lease.
- 2.1.20 “PST” means Provincial Sales Tax imposed by the Province of Ontario or any other tax imposed by the Province of Ontario applicable to the sale or supply of goods and services.
- 2.1.21 “purchase” includes the acquisition of any legal or equitable interest, right or title in goods and services or the making of any contract or offer for goods and services and includes the lease of goods and services; and “purchased” and “purchasing” shall have similar meanings.
- 2.1.22 “Purchasing” means the purchasing function of the Regional Corporation including the Manager of Purchasing and those employees who report either directly or indirectly to the Manager of Purchasing.

- 2.1.23 “purchasing procedures” means purchasing procedures established by the Manager of Purchasing under Part III of this by-law.
- 2.1.24 “Region” means the Regional Municipality of Peel.
- 2.1.25 “Regional Council” means the Council of the Regional Municipality of Peel
- 2.1.26 “Request for Quotations” shall mean the method of purchase so named as described in purchasing procedures.
- 2.1.27 “Request for Proposals” shall mean the method of purchase so named as described in purchasing procedures.
- 2.1.28 “requisition” includes both any document, whether electronic or printed, prescribed for use in initiating the purchase of required goods and services and the activity of initiating the purchase of required goods and services and “requisitioning” and “requisitioned” have similar meanings.
- 2.1.29 “responsive” means, in relation to a submission or the person making a submission in response to a particular method of purchase being used under this by-law, that the submission or person as the case may be, complies or has complied in all material respects with the requirements of the particular method of purchase as reflected in the documents issued for that purpose and is not liable to disqualification for failure to comply.
- 2.1.30 “services” includes all professional and consulting services, all services in relation to real property or personal property including without limiting the foregoing the delivery, installation, construction, maintenance, repair, restoration, demolition or removal of personal property and real property and all other services of any nature and kind save and except only services to be delivered by an officer or employee of the Regional Corporation or a member or employee of the Police Service in accordance with terms of employment.
- 2.1.31 “Tender” shall mean the method of purchase so named as described in purchasing procedures.
- 2.1.32 “Treasurer” means Treasurer and Commissioner of Finance for the Region.
- 2.2 In discharging his responsibilities and exercising his authorities under this by-law, the Manager of Purchasing shall:
- (a) be accountable and report to the Chief Administrative Officer and the Treasurer, or in the case of the purchase or disposal of goods or services required for police purposes, to the Chief of Police;
 - (b) be subject to the direction, consistent with the requirements of this by-law, of Department Heads, concerning the need for and specifications of goods and services to be purchased; and
 - (c) adhere to policies communicated by the Chief Administrative Officer and the Treasurer, or in the case of purchases of goods and services required for police

purposes, policies of the Board communicated by the Chief, provided always that such policies are consistent with the provisions of this by-law.

- 2.3 Before communicating or adopting a policy under 2.2(c) the Treasurer, the Chief Administrative Officer, or the Board as the case may be shall afford the Manager of Purchasing an opportunity upon reasonable notice to be heard concerning the proposed policy.

Part III - Application

- 3.1 All goods and services required for the purposes of the Regional Corporation or required for police purposes, save and except only those goods and services set out in Schedule 'A' to this by-law, shall be purchased and disposed of in accordance with the provisions of this by-law unless:
- 3.1.1 Regional Council, or in the case of goods and services required for police purposes, the Board by resolution directs that any particular purchase or disposal of goods and services shall be carried out in some other manner; or
 - 3.1.2 any applicable law of the Province of Ontario or of Canada requires that the purchase or disposal be carried out in some other manner.
- 3.2 A resolution adopted under 3.1.1:
- 3.2.1 shall be a matter of public record;
 - 3.2.2 shall state that the Regional Council or the Board as the case may be is satisfied that it is necessary in the public interest that the purchase or disposal be carried out otherwise than in accordance with the provisions of this by-law and give the reason or reasons for so concluding; and
 - 3.2.3 need not identify the nature of the goods or services to be purchased or disposed of.
- 3.3 Before adopting a resolution under 3.1.1 the Regional Council or the Board as the case may be shall afford the Manager of Purchasing an opportunity upon reasonable notice to be heard concerning the proposed resolution.
- 3.4 Where the circumstances mentioned in subsection 3.1.1 or 3.1.2 occur, the purchase or disposal of those goods and services shall be carried out in accordance with the resolution or the applicable law as the case may be to the extent required and the provisions of this by-law shall in all other respects continue to apply to such purchase or disposal with all necessary modifications.
- 3.5 The Manager of Purchasing may establish purchasing procedures consistent with this by-law and the objectives set out in Part I relating to:
- 3.5.1 the form, content and use of forms, whether electronic or printed including requisitions, purchase orders, bonds, letters of credit and other forms of guarantee or surety, tender, proposal and other contract documents;

- 3.5.2 the identification of those goods and services which, notwithstanding their individual price or value and having regard to the frequency of purchase and nature of those goods and services, are more effectively acquired or disposed of by a method applicable to goods and services of a higher price or value or through co-operative purchasing;
- 3.5.3 implementation of financial controls meeting the audit requirements of the Regional Corporation to ensure that those responsible for requisitioning and purchasing goods and services are held accountable for their decisions;
- 3.5.4 methods of acquisition or disposal which will more effectively achieve the objectives of this by-law where alternative methods are permitted hereunder and the process to be followed in the issuing, receipt and evaluation of tenders, proposals, quotes and submissions;
- 3.5.5 any other aspect of process or procedure not specifically provided for in this by-law.

Part IV - Purchasing and Purchase Contracts

- 4.1 Unless otherwise provided in accordance with this by-law, the Manager of Purchasing and the authorized employees of Purchasing shall act as agents for the Regional Corporation, for the purchase of all goods and services and shall be responsible for providing all necessary advice and services required for such purchases in accordance with a method of purchase authorized under this by-law.
- 4.2 The Manager of Purchasing, with the approval of the Department Head responsible for the employees concerned may delegate to an employee or employees who are not employed with Purchasing or to a member or employee of the Police Service, all or part of the authority to act as agent for the purchase of goods and services having a price or value up to a designated amount not to exceed \$25,000 and the authority may be limited to a particular class of goods and services and upon such other terms and conditions as may be appropriate.
- 4.3 No purchase of goods and services shall be authorized unless:
 - 4.3.1 The authorization is sought in compliance with this by-law and any applicable purchasing procedures;
 - 4.3.2 A method of purchase permitted under this by-law has been used;
 - 4.3.3 The form and content of all documents forming part of the purchase contract including tender or proposal documents, purchase order, form of agreement, contract or other terms and conditions have been reviewed by Purchasing or an agent to whom authority has been delegated under 4.2 and an appropriate person in the department responsible for requisitioning the goods and services; and
 - 4.3.4 The purchase has been approved by the appropriate authority under Part V.

- 4.4 Where in the opinion of the Manager of Purchasing circumstances give rise to an issue of adherence or non-adherence to the requirements of this by-law which cannot be resolved to his or her satisfaction, he or she shall report on such circumstances to the Regional Council and where such circumstances involve a purchase of goods or services required for police purposes, to the Police Services Board.
- 4.5 In the case of purchases of goods or services having a value of less than \$5,000 the requirements of this by-law as to the method of purchase do not apply provided that such purchase is undertaken,
- (a) in compliance with any applicable purchasing procedures established under 3.5; and
 - (b) in a manner which in the judgement of the Manager of Purchasing or of the employees authorized to make such purchase, best achieves the objectives of this by-law.
- 4.6 A record shall be prepared for and reviewed by the person who may authorize the purchase under Part V which may be in the form of a report setting out in sufficient detail the circumstances regarding compliance with 4.3.1 to 4.3.4 inclusive and any other matter or thing which the person or body authorizing the purchase ought to take into consideration before authorizing the purchase.
- 4.7 Where any goods and services are to be delivered confidentially, whether or not they are purchased using Direct Negotiation, the Chief Administrative Officer, or in the case of a purchase of goods or services required for police purposes the Chief of Police or any employee designated by them respectively, may act as agent and provide the necessary advice and services which would otherwise be provided by Purchasing under 4.1 and shall make the record required under 4.6. All such acquisitions shall be reported annually and confidentially by the Chief Administrative Officer to the Regional Council or in the case of purchases of goods and services required for police purposes by the Chief of Police, to the Board.
- 4.8 The Manager of Purchasing may enter into arrangements with area municipalities, local boards and other public bodies or authorities for the purchase of goods and services on a co-operative or joint basis where there are economic advantages in doing so; provided that, under any such approved arrangement:
- (a) the method of purchase used is a competitive method being the same or similar to a request for quotations, tender, multi-stage tender or request for proposals; and
 - (b) adequate arrangements for the provision of necessary advice and services in accordance with the method of acquisition have been made; and
 - (c) a record similar to the record required under 4.6, will be provided prior to the authorization of the purchase.
- 4.9 Where the purchase of goods and services has been authorized in accordance with this by-law all documents forming part of the purchase contract including any purchase

order, form of agreement or contract or other terms and conditions shall be executed by the signing officers duly authorized in that regard provided that where a purchase order in the prescribed form is to be issued to the vendor indicating the acceptance or awarding of the contract or as part of the documentation forming the contract of purchase, the purchase order may be executed by:

- (a) the Manager of Purchasing;
- (b) an employee in Purchasing authorized by the Manager of Purchasing; or
- (c) any person authorized to do so under an approved delegation of authority pursuant to 4.2.

Part V - Purchasing Methods and Purchasing Authorities

- 5.1 Unless otherwise provided in accordance with this by-law, the purchase of all goods and services shall be authorized in accordance with the provisions of Schedule "B" to this by-law.
- 5.2 Unless otherwise provided in accordance with this by-law, goods and services may be purchased using the Direct Negotiation method only if one or more of the following conditions apply:
 - 5.2.1 The required goods and services are reasonably available from only one source by reason of the scarcity of supply in the market or the existence of exclusive rights held by any supplier or the need for compatibility with goods and services previously acquired and there are no reasonable alternatives or substitutes.
 - 5.2.2 The required goods and services will be additional to similar goods and services being supplied under an existing contract (i.e., contract extension or renewal);
 - 5.2.3 An attempt to purchase the required goods and services has been made in good faith using a method other than Direct Negotiation under 5.1 which has failed to identify a successful supplier and it is not reasonable or desirable that a further attempt to purchase the goods and services be made using a method other than Direct Negotiation.
 - 5.2.4 The goods and services are required as a result of an emergency, which would not reasonably permit the use of a method other than Direct Negotiation.
 - 5.2.5 The required goods and services are to be supplied by a particular vendor or supplier having special knowledge, skills, expertise or experience;
 - 5.2.6 The required goods and services are to be delivered confidentially; or
 - 5.2.7 The goods and services have a value of less than \$5,000.
- 5.3 Goods and services may be purchased under a Blanket Purchase Contract which shall be entered into in accordance with the provisions of this by-law applicable to the

purchase of goods and services having a price or value equal to the total estimated cost of all the goods and services to be supplied under the Blanket Purchase Contract.

- 5.4 Where goods and services of a similar type are to be supplied on a repetitive basis from one or more suppliers either over a period of time in a calendar year or over the course of a season, those goods and services shall be purchased in accordance with the provisions of this by-law applicable to goods and services having a price or value equal to the total estimated cost of all such similar goods and services to be supplied in the whole calendar year or during the course of the entire season as the case may be.
- 5.5 Where goods and services have been purchased from a supplier under this by-law pursuant to an agreement, contract or purchase order of any kind (hereinafter called the "original purchase contract"), no additional, similar or related goods and services shall be purchased from the same supplier by direct purchase or direct negotiation, whether as a contract extension, contract renewal or separate purchase, unless:
 - 5.5.1 the cumulative total price or value of the additional goods and services and all previously purchased additional goods and services, if any, does not exceed 20% of the total price or value of all goods and services supplied or to be supplied under the original purchase contract; or
 - 5.5.2 the purchase is made in accordance with the provisions of this by-law applicable to goods and services having a price or value equal to the cumulative total price or value of all goods and services supplied, or to be supplied, under the original purchase contract and the price or value of all additional goods and services supplied, or to be supplied, by the same supplier.
- 5.6 Notwithstanding anything in this by-law, where any goods are available from a departmental inventory or under a Blanket Purchase Contract which are the same as or are a reasonable substitute for any required goods, the goods from the inventory or under the Blanket Purchase Contract shall be used unless the purchase of the goods from another source is approved by the Manager of Purchasing.

Part VI - Disposal of Property

- 6.1 On an annual basis or at such time as may be prescribed, all goods of the Regional Corporation, which have become surplus to its needs or the needs of the Police Service and are to be disposed of shall be listed with reasonable particularity and such lists shall be provided to Purchasing.
- 6.2 Subject to 6.6 and any methods of disposal prescribed, surplus goods having an individual estimated value of \$25,000 or less shall be sold, exchanged or otherwise disposed of by the Manager of Purchasing or an authorized employee in Purchasing using such methods of disposal and on such terms as are likely to achieve the highest net revenue or benefit or the reduction or avoidance of net cost from the disposition.
- 6.3 The disposal of goods having an estimated individual value exceeding \$25,000 or the disposal of which would include the making of a grant or donation by disposing of goods at less than market value (other than by auction) shall be approved by Regional Council.

- 6.4 Purchasing shall ensure that before any goods are disposed of, all Regional departments and the Chief of Police, have been advised of availability of the goods and have been given an opportunity to acquire the same. Opportunity to purchase surplus goods may be given to other public agencies in such manner as may be prescribed by purchasing procedures.
- 6.5 A report shall be submitted annually to Regional Council or a Committee thereof summarizing the particulars of the disposition of all surplus goods pursuant to this by-law.
- 6.6 The Manager of Purchasing, with the approval of the Department Head responsible for the employees concerned, or in the case of the Police Service, the Chief of Police, may delegate to an employee or employees not in Purchasing, all or part of the responsibility and authority for the disposal of goods under 6.2 and the preparation of the report on the disposition of those goods required under 6.5 on such terms and conditions as may be appropriate including but not limited to:
- 6.6.1 the use of any forms or methods of disposal prescribed under this by-law;
 - 6.6.2 the keeping of records and timely provision of records and information to Purchasing; and
 - 6.6.3 setting a maximum limit for the individual estimated value of goods to be disposed of under such delegation at any amount less than \$25,000.

Part VII - Prohibitions and Compliance

- 7.1 All persons involved in the acquisition of goods and services provided for in this by-law, shall act in a manner consistent with the requirements and objectives of this by-law.
- 7.2 No purchase of goods and services or disposal of surplus goods or any arrangements with respect to the purchase or disposal of goods and services shall be made where quantity or delivery is divided or in any other manner arranged so that the price or value of goods and services to be acquired or the individual estimated value of goods to be disposed is artificially reduced. Without limiting the foregoing, where goods and services of the same kind or type are required in connection with one project, all of those goods and services shall be included in determining the price or value for the purposes of this by-law.
- 7.3 No goods and services shall be requisitioned under this by-law by any person unless:
- (a) the goods and services are legitimately required for the purposes of the Regional Corporation, or for police purposes, or for any other local board or other agency on whose behalf the purchase is being undertaken; and
 - (b) to the best of that person's knowledge and belief, the funds for the purchase of the goods and services are available within an approved budget or the requisition is expressly made subject to funding approval and, to the extent that they may be required, funds are available from any other local board, municipality or other

agency on whose behalf the purchase of goods and services is also being made.

- 7.4 No goods and services shall be purchased from an employee of the Regional Corporation or of the Police Service or from any member of the Police Service or any spouse (including common law spouse), parent, grandparent, sibling, child, grandchild, niece, nephew, uncle or aunt, employee or member, other than those services normally required under terms of employment where that person is an employee of the Regional Corporation or of the Police Service unless, in addition to compliance with all other provisions of this by-law, the purchase has been approved by the Chief Administrative Officer or in the case of an employee of the Police Service, by the Chief of Police.
- 7.5 No employee of the Regional Corporation or of the Police Service, member of the Police Service or any spouse (including common law spouse), parent, grandparent, sibling, child, grandchild, niece, nephew, uncle or aunt of an employee or member shall be permitted to purchase any surplus goods to be disposed of except by successfully bidding on the same at a public auction but in no case if the duties of that officer or employee include making decisions regarding the disposal of such goods or activities relating to the conduct of the auction.
- 7.6 Employees of the Regional Corporation or of the Police Service and members of the Police Service shall not knowingly cause or permit anything to be done or communicated to anyone which is likely to cause any potential supplier or contractor to have an unfair advantage or disadvantage in obtaining a contract for the supply of goods and services to the Regional Corporation or to the Police Service, or any other municipality, local board or public body involved in the purchase or goods and services either jointly or in co-operation with the Regional Corporation.
- 7.7 No employee of the Regional Corporation or of the Police Service or member of the Police Service shall knowingly cause or permit anything to be done which will jeopardize the legal validity or fairness of any purchase of goods and services under this by-law or which is likely to subject the Regional Corporation or the Police Service, to any claim, demand, action or proceeding as a result of such act or omission.

Part VIII - General

- 8.1 Despite any other provision of this by-law, with respect to the purchase of goods and services required for police purposes which are to be supplied to the Board or with respect to the administration of such purchases, references to the Chief of Police shall be read instead as references to the Board's Executive Director, and the Executive Director and not the Chief of Police shall exercise all such authorities in relation to such purchases.
- 8.2 By-law 50-96 of the Regional Corporation is hereby repealed provided that any purchase commenced by requisition before the date of the enactment of this by-law may be completed under the provisions of By-law 50-96 or under this by-law.
- 8.3 Schedules "A" and "B" attached hereto shall form part of this by-law.
- 8.4 This by-law may be referred to as the "Region of Peel Purchasing By-law, 2001".

**SCHEDULE "A" TO BY-LAW NUMBER 62-2001 OF THE REGIONAL
MUNICIPALITY OF PEEL**
Goods and Services Not Subject to this By-law

1. The admission or registration of Councillors, Police Services Board Members, employees of the Regional Corporation and of the Police Service and members of the Police Service at conferences, conventions, courses, workshops and seminars.
2. Memberships in professional and vocational associations.
3. Regional catered functions and accommodation including meeting rooms.
4. Travel, meals and accommodation and any similar goods and services for Councillors, Police Services Board Members, employees of the Regional Corporation and of the Police Service and members of the Police Service.
5. Licences, certificates and other approvals required.
6. Utilities including water, electric energy, natural gas, basic telephone service and Cable Television service.
7. Postage, advertising, promotional display expenses and real estate commission.
8. Professional and skilled services provided to individuals as part of approved programs of the Health Department or Social Services Department including but not limited to medical services, home care services, counselling services and child care.
9. Contracts with Federal, Provincial or Municipal governments, Agencies, Boards, Commissions and Authorities utilities, and railways for minor goods and services incidental to an approved capital project, provided that the goods and services of the main project shall be subject to this by-law.
10. Accommodations provided to individuals under Regional Council approved Programs of the Social Services Department or Housing Department including accommodation provided under Rent Supplement Agreements.
11. Goods and Services required for the provision of Employee and Member Assistance Programs, Legal Services provided in support of members under an agreement between the Board and an association of members of the Police Service and Forensic Accounting Services required for Police operational purposes.
12. The following services provided that same are funded from Board allocations for such services: Professional services provided to the Board in support of collective agreement negotiations, external legal services and consulting services.

SCHEDULE "B" TO BY-LAW NUMBER 62-2001 OF THE REGIONAL MUNICIPALITY OF PEEL

Table of Purchasing Methods and Purchasing Authorities Under Section 5.1

<u>Dollar Range and Special Circumstances</u>	<u>Purchasing Authority</u>
\$5,000 or less	Any employee authorized by both the Manager of Purchasing and Department Head/Chief of Police*
Greater than \$5,000 but not greater than \$25,000	Manager of Purchasing or staff exercising authority delegated by the Manager of Purchasing including employees under Clause 4.2
Greater than \$25,000 but not greater than \$100,000	Manager of Purchasing or any purchasing staff authority delegated by the Manager of Purchasing
Greater than \$100,000 but not greater than \$250,000 resulting from a Tender or Multi-Stage Tender	Manager of Purchasing
Greater than \$100,000 but not greater than \$250,000 resulting from a Request for Proposal, Direct Negotiation or Irregular Result	Chief Administrative Officer/Chief of Police*
Greater than \$250,000 but resulting from a Tender or Multi-Stage Tender	Chief Administrative Officer/Chief of Police*
Greater than \$250,000 but resulting from a Request for Proposal, Direct Negotiation or Irregular Result	Regional Council/Police Services Board*
N.B. Dollar range is exclusive of taxes, freight and delivery charges	
* In relation to purchases for police purposes only	