

## SCHEDULE “B” - PROCUREMENT APPROVAL AUTHORITIES

Method of Procurement	Dollar Range	Procurement Authority
Direct Purchase (s.7.1(h))	Up to \$25,000	Any employee authorized by the Director of Procurement
Informal Request for Quotation (Part VI)	Greater than \$25,000 to \$50,000	Any employee authorized by the Director of Procurement including non-Procurement division employees as per s.5.2, who have undergone the delegated procurement authority application and training process
Request for Quotation and Expedited Requests for Proposal (Part VI)	Greater than \$25,000 to \$100,000	Manager of Procurement
Request for Tender (Part VI)	Greater than \$100,000 up to \$1,000,000	Director of Procurement
	Greater than \$1,000,000	Chief Financial Officer
Request for Proposal (Part VI)	Greater than \$100,000 to \$1,000,000	Director of Procurement
	Greater than \$1,000,000	Chief Financial Officer
Direct Negotiation (Part VII)	Greater than \$25,000 to \$100,000	Director of Procurement
	Greater than \$100,000 to \$250,000	Chief Financial Officer
	Greater than \$250,000	Regional Council
Contract Increases for Competitive Procurements (Part VIII)	Does not exceed 20% of the value of the original contract award amount	Director of Procurement
	Exceeds 20% of the value of the original contract award amount, but the cumulative value of all Contract Increases does not exceed \$100,000	
	Exceeds 20% of the value of the original contract award amount, but the cumulative value of all Contract Increases does not exceed \$250,000	Chief Financial Officer
	Exceeds 20% of the value of the original Contract award amount, and the cumulative value of all Contract Increases exceeds \$250,000	Regional Council

**Schedule “B” to By-law 45-2023**

Contract Increases for Direct Negotiations (Part VIII)	Does not exceed 20% of the value of the original contract award amount	Director of Procurement
	Exceeds 20% of the value of the original contract award amount, but the revised total value of the contract does not exceed \$100,000	
	Exceeds 20% of the value of the original contract award amount, but the revised total value of the contract does not exceed \$250,000	Chief Financial Officer
	Exceeds 20% of the value of the original contract award amount, and the revised total value of the contract exceeds \$250,000	Regional Council
Emergency Procurements (Part IX)	Greater than \$25,000 to \$100,000	Director of Procurement and Director of Program
	Greater than \$100,000	Chief Financial Officer and Department Head

**OTHER AWARDS REQUIRING COUNCIL OR BOARD APPROVAL  
PROCUREMENT APPROVAL AUTHORITIES UNDER PART XX**

<b>Method of Procurement</b>	<b>Dollar Range</b>	<b>Procurement Authority</b>
All procurement methods resulting in an Irregular Result (in accordance with s. 20.1(b))	All Dollar Values	Regional Council
All procurement methods when directed by the Director of Procurement or the Chief Financial Officer (in accordance with s.20.1(c))	All Dollar Values	Regional Council