



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 31 - 2017

To Amend Purchasing By-law 310-2015 to Update New Organizational Roles
and Consolidation of Reporting Requirements

WHEREAS The Corporation of the City of Brampton implemented a new organization and department structure on September 6, 2016;

WHEREAS the Director of Purchasing position has since been created under the new Corporate Services Department structure; and

WHEREAS amendments to Purchasing By-law 310-2015 are required to reflect the new organizational roles and consolidate reporting requirements to ensure clarity of transparency and disclosure; and

WHEREAS Council, at its meeting held on February 22, 2017, adopted a Recommendation from the Committee of Council meeting of February 15, 2017, to enact amendments to Purchasing By-law 310-2015;

NOW THEREFORE the Council of The Corporation of the City of Brampton ENACTS as follows:

1. That Purchasing By-law 310-2015, as amended, be further amended as follows:
 - a. The word "Treasurer" in Sections 2.43, 10.2, 10.3.3 and 10.4 be deleted and replaced with "Commissioner, Corporate Services".
 - b. The word "Treasurer" in Sections 4.0, 11.5.1.4, 12.1, 15.1, and Schedules "A", "B", "C" and "D" be deleted and replaced with "Purchasing Agent".
 - c. The word "Treasurer" in Section 3.3.2 be deleted.
 - d. The phrase "or the Deputy Treasurer (First)" in Section 10.3.3 be deleted.

- e. Section 2.15 be deleted and replaced as follows:

"2.15 "Contract Extension" means an amendment to a Contract which has the effect of increasing the value of the Contract in funds, increasing the scope of work and/or extending the term of the Contract, where the terms of the Contract do not include the option for such amendment;"

- f. Section 2.30 be deleted and replaced as follows:

"2.30 "Procurement Complaints and Disputes Resolution Committee" means a committee of City staff that will include the Purchasing Agent and the appropriate Department Head(s) and may include the Treasurer, the Commissioner, Corporate Services and the Chief Administrative Officer as described in the Procurement Complaints and Disputes Resolution Policy and Procedures;"

- g. Section 2.34 be deleted and replaced as follows:

"2.34 "Purchasing Agent" means the staff person so designated in or pursuant to Schedule "E" to this By-law who is vested with such authorities, duties and responsibilities as are prescribed by this By-law, and includes any other staff person to whom such authority is delegated pursuant to Section 6.4;"

- h. Section 3.4.3 be deleted and replaced as follows:

"3.4.3 Procurements that have commenced and which subsequently are found not fully to comply with the requirement of the Purchasing By-law must be approved in order to complete the Procurement Process and enable a Purchase Order and/or payment to be issued in accordance with the following:

3.4.3.1 A Procurement with a value of less than \$100,000 must be approved by:

3.4.3.1.1 The Purchasing Agent; and

3.4.3.1.2 The requisitioning Department Head(s).

3.4.3.2 A Procurement with a value of \$100,000 or greater must be approved by:

3.4.3.2.1 The Purchasing Agent; and

3.4.3.2.2 The requisitioning Department Head(s);
and

3.4.3.2.3 Chief Administrative Officer."

- i. Sections 4.3, 4.4, 4.6 and 4.7 be deleted.

- j. The phrase "3.4.3 and" in Sections 9.1.3 and 9.1.4 be deleted.

- k. Section 11.13.1.1 be deleted.

I. Section 14.0 be deleted and replaced as follows:

"14.0 The Purchasing Agent shall report quarterly to City Council providing a summary of Purchasing activities including:

14.1 Contract awards with a value over \$100,000; and

14.2 Contract Extensions with a value over \$100,000; and

14.3 Non-compliance; and

14.4 Emergency purchases; and

14.5 Disposal of surplus goods and equipment."

m. Schedule "E" be deleted and replaced as follows:

"SCHEDULE "E" TO BY-LAW

Designated Purchasing Agents

The Director of Purchasing is designated as Purchasing Agent for the City of Brampton.

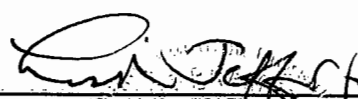
The Manager of Purchasing is designated as Deputy Purchasing Agent for the City of Brampton.

The Chief Administrative Officer or Commissioner, Corporate Services may designate other employees as Purchasing Agent/Deputy Purchasing Agent on a temporary basis."

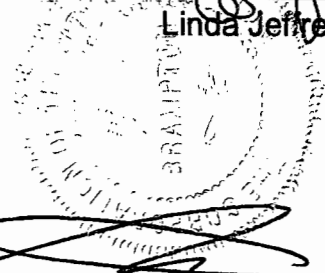
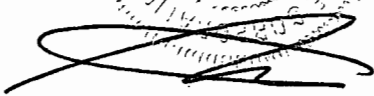
ENACTED and PASSED this 22nd day of February, 2017.

Approved as to
form.
C. Pratt
Feb/10/2017

Approved as to
content.
J. Macintyre
Feb/10/2017



Linda Jeffrey, Mayor

Peter Fay, City Clerk