

---

CITY OF KELOWNA

**MEMORANDUM**

---

**Date:** April 30, 2007  
**File No.:** 1200-00  
**To:** City Manager  
**From:** Maureen MacGillivray, Manager, Purchasing and Stores  
**Subject:** Bylaw 9590 A Bylaw to Set Purchasing Policy

---

**RECOMMENDATION:**

Adopt Bylaw No. 9590 A Bylaw to Set Purchasing Policy.

**BACKGROUND:**

Bylaw No. 6090-87 was originally passed in March 1987 and revised in August 2004. Section 149(d) of the Community Charter provides that the expenditure of municipal funds by staff be done in the manner authorized by the Council. The attached bylaw No. 9590 updates the original bylaw to reflect guidelines for the disbursement of municipal funds within today's business parameters.

**INTERNAL CIRCULATION TO:**

The City Clerks Office gave major input developing this new bylaw.

**EXISTING POLICY:**

The existing policy is Bylaw No. 6090-87.

The Corporate Strategic Plan supports this update in that corporately we want to use resources efficiently to provide quality products, services as well as appropriate facilities and technology to support our programs, services, staff and volunteers. Procurement services affect all these areas.

Further, the research and development goal of the Strategic Plan seeks to monitor key community and external indicators that influence operations. The growth of the City and the 20 years since the bylaws original inception are two points supporting this update.

**FINANCIAL/BUDGETARY CONSIDERATIONS:**

This update will allow City resources to be utilized more efficiently. It updates the expenditure ranges to recognize current dollar values without compromising control and reducing administrative burden. The end result will be that the City's valuable people resource will be utilized more efficiently.

Considerations that were not applicable to this report:

**PERSONNEL IMPLICATIONS:**

**TECHNICAL REQUIREMENTS:**

**EXTERNAL AGENCY/PUBLIC COMMENTS:**

**ALTERNATE RECOMMENDATION:**

Submitted by:

---

Maureen MacGillivray, Manager, Purchasing and Stores

Approved for Inclusion:



Paul Macklem, Director of Financial Services

cc:     *City Clerk*  
          *Director of Financial Services*

## CITY OF KELOWNA

### BYLAW NO. 9590

#### A Bylaw to Set Purchasing Policy

---

WHEREAS pursuant to the *Community Charter*, Council may provide for the expenditure of municipal funds in a designated manner;

AND WHEREAS pursuant to the *Community Charter*, Council may by bylaw delegate its powers, duties, and functions to its officers and employees;

AND WHEREAS the Municipal Council of the City of Kelowna wishes to set purchasing policy to provide for the expenditure of municipal funds and to delegate certain authority with regard to the approval and execution of certain contracts and agreements;

NOW THEREFORE the Municipal Council of the City of Kelowna, in open meeting assembled, hereby enacts as follows:

#### **PART 1 - GENERAL**

1.1 This bylaw may be cited for all purposes as City of Kelowna "Purchasing Bylaw No. 9590".

1.2 In this bylaw:

"City" means the corporation of the City of Kelowna;

"Council" means the municipal council of the City;

"Financial Officer" means the person appointed by Council pursuant to section 149 of the *Community Charter*;

"Professional Consulting Services" means services to be provided by a person or persons who are licensed and regulated by the Province of British Columbia and Alberta in their professional capacity, and which services are provided pursuant to those regulations. Such services include, but are not necessary limited to, engineering, landscape architecture, architecture, or legal services;

"Public tendering or proposal process" means the process whereby tenders or proposals are solicited by the City by means of invitations to particular suppliers or by advertising publicly, and are opened and read at a fixed time and place.

1.3 A delegation under this bylaw includes a delegation to a person who is from time to time the lawful deputy or designate of the delegate.

1.4 A person to whom a power, duty or function has been delegated under this bylaw has no authority to further delegate to another person any power, duty or function.

1.5 The provisions of this bylaw are subject to any overriding requirements of the *Community Charter* or *Local Government Act* with respect to specific purchases or commitments, or with respect to the approval of certain kinds of contracts.

## **PART 2 – PURCHASING POLICY**

- 2.1 The Purchasing Division of the Financial Services Department is established as a centralized purchasing function having control of the acquisition of all goods and services required by the City.

### **Competitive Process**

- 2.2 The competitive process outlined in sections 2.2 to 2.6 of this bylaw, and all awards made pursuant to it, shall be conducted under the direction the Purchasing Division.
- 2.3 Where goods or services to be purchased are authorized in a current budget approved by Council, the general practice with regard to competitive process shall be:
- (a) purchases expected to exceed \$5,000.00, but not \$10,000.00, shall be decided by obtaining written or verbal competitive quotations;
  - (b) purchases expected to exceed \$10,000.00 but not \$50,000.00 shall be decided by obtaining written competitive quotations; and
  - (c) purchases expected to exceed \$50,000.00 shall be decided by public tendering or proposal process.
- 2.4 Preference shall be given to the supplier offering the best value to the City.
- 2.5 Where the value offered and all other things are equal, preference shall be given to a local supplier.
- 2.6 In all cases where no competitive supply market exists, or where the services sought are Professional Consulting Services, the City purchasing practices shall employ such value analysis and negotiation methods as deemed appropriate for the occasion by the Purchasing Manager.

### **Purchasing Procedure**

- 2.7 Approvals of purchase orders or commitments must relate only to the authorized employee's own area of responsibility (except for the City Manager).
- 2.8 No purchase or commitment shall be made by any employee of the City, unless it falls within the current budget approved by Council, both as to nature and amount.
- 2.9 Purchase orders or other commitments must not be issued where budget over-expenditure will result and it is the responsibility of each manager to ensure that this requirement is complied with.
- 2.10 The City Manager and the Financial Officer, through the Financial Services Department Purchasing Policy and Procedures document, shall establish approval limits for City employees and procedures, not inconsistent with this bylaw, to govern and control all commitments of City funds. No City employee's approval limit shall be greater than the City Manager's.
- 2.11 City employees may approve purchases of goods or services up to their individual approval limits as set in the Financial Services Department Purchasing Policy and Procedures document, so long as the competitive process outlined in sections 2.2 to 2.6 of this bylaw has been followed, and the approving employee or the Purchasing Manager may execute binding contracts or commitments, including amendments, related to those purchases on behalf of the City.

- 2.12 The City Manager may approve, and may execute binding contracts or commitments, including amendments, on behalf of the City in relation to:
- (a) purchases of goods or services in excess of individual approval limits of City employees up to \$500,000 so long as the competitive process outlined in section 2.2 to 2.5 of this bylaw has been followed;
  - (b) purchases of goods or services up to a total value of \$500,000.00 that follow the process outlined in section 2.6 of this bylaw;
  - (c) purchases of goods or services up to \$3,000,000, during times where Council does not meet weekly and time is of the essence, if the accepted tender or proposal is the lowest cost with no conditions or uncertainties. An information report of the contract award and project detail is to be provided at the next Council meeting.
- 2.13 Council's approval is required in each individual case for:
- (a) all purchases or commitments requiring a contract under seal;
  - (b) all purchases of goods or services over \$500,000;
- 2.14 In any event, the Mayor and the City Clerk together, shall be authorized signatories for any document the execution of which has been authorized by Council either through existing policy or bylaw, or on an individual case basis, and that is consistent with the current City budget, as to both nature and amount.

Read a first, second and third time by the Municipal Council this            day of            , 200 .

Adopted by the Municipal Council of the City of Kelowna this            day of            , 200 .

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk