

PROCUREMENT POLICY

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PREFACE

Toronto and Region Conservation Authority (“TRCA”) is a corporate body whose objects and powers under the Conservation Authorities Act enable TRCA to create and administer its policies and programs, with the oversight of a Board of Directors. The Board of Directors is comprised of members who reside in a participating municipality within TRCA’s area of jurisdiction and may include citizens as well as elected members of municipal councils. TRCA is administered by a Chief Executive Officer (“CEO”) who reports to the Board of Directors. Under the Canadian Income Tax Act, TRCA is also a registered charity.

Funding for TRCA’s business activities is derived from a variety of sources, including but not limited to municipal levies, provincial and federal grants, and various TRCA generated revenues ranging from planning and development, restoration activities, education outreach, parks and special projects. As a result of its status as a local public sector organization and an organization supported by public funds, TRCA is subject to the following public sector procurement guidelines (“guidelines”):

- Canadian Free Trade Agreement (“CFTA”);
- Canada-European Union Comprehensive Economic and Trade Agreement (“CETA”);
- Ontario-Quebec Trade Cooperation Agreement; and
- Broader Public Sector Procurement Directive (“BPS Directive”).

The guidelines impose certain rules for the purchase of goods, services, and construction if the estimated value of the contract meets or exceeds certain value thresholds. The guidelines also recognize certain types of procurements as being excluded from application, as well as certain exceptions to competitive procurement requirements. These guidelines are described in detail in TRCA’s Procurement Procedures document.

Sound procurement of TRCA goods and services is critical to TRCA’s operations and corporate integrity. This policy establishes a clear governance framework to provide direction and oversight for all procurement activities, with the aim of all expenditures being conducted in a fair and transparent manner while obtaining the best value possible.

1. PURPOSE

The Procurement Policy (‘Policy’) aims to protect the interests of TRCA, the public, and any stakeholders involved in the procurement process as it ensures responsibility, accountability, and transparency in TRCA’s purchasing activities.

In the interpretation and application of the Policy, regard shall be given to the following objectives for the procurement of goods or services required in the course of TRCA’s operations:

- Promote efficient and effective decisions and processes;
- Establish clear responsibility, accountability and authority;
- Ensure the procurement process is ethical, open, fair and transparent;
- Promote the most effective use of public and TRCA generated funds;
- Exercise professional procurement practices, free from influence and interference;
- Encourage, where practical, standardization and open competitive bidding; and

- Promote procurement processes and decisions that are consistent with TRCA's Strategic Plan.

2. AUTHORITY

The Policy is provided on the basis of TRCA's objects and powers under the Conservation Authorities Act and any provincial legislation (including applicable guidelines) that regulates public sector procurement activities. Where there is any conflict or inconsistency between the Policy and applicable legislation, the legislation shall govern. The Policy is approved and supported by TRCA's Board of Directors. On the advice of staff, the Board of Directors may accept, revise or rescind the Policy.

3. SCOPE

This Policy applies to all TRCA personnel who acquire goods or services and who are responsible for executing contract documents on behalf of TRCA. This Policy also applies to the Board of Directors, where noted.

All procurements that commenced (being the date they were advertised or solicited) prior to the effective date of this Policy, are subject to the provisions of the 2013 Purchasing Policy, unless it is otherwise practical to follow this Policy. This Policy is effective on January 1st, 2019.

4. NON-APPLICATION

Compliance with this Policy does not apply to any of the circumstances outlined in Schedule A. Consultation with TRCA's Procurement Procedures must be made during the procurement planning phase to determine that non-application exists.

5. POLICY STATEMENTS

5.1. Principles

5.1.1. Non-Discrimination

TRCA shall not discriminate or exercise preferential treatment in the awarding of a contract to a vendor as a result of a competitive procurement process. Discriminatory procurement practices which are prohibited under this Policy include, but are not limited to, those listed in Schedule B.

5.1.2. Accountability, Transparency and Fairness

TRCA is accountable for the results of its procurement decisions and the appropriateness of its procurement processes.

TRCA shall ensure that its purchasing processes are fair and transparent to all stakeholders. TRCA will ensure that its policies and procedures as they relate to the procurement of goods or services are readily available to the public.

TRCA may elect to use a fairness monitoring process for procurements that are complex, high profile, and/or of a substantial dollar value. In these instances, TRCA will engage a third party fairness monitor to observe all or part of a procurement process.

5.1.3. Value for Money, Quality Service Delivery

TRCA acquires goods and services to meet its needs in the most economical and efficient manner, and to ensure that the right goods and services are deployed at the right time and in the right place.

Goods and services must be procured only after consideration of TRCA business requirements, alternatives, timing, supply strategy, and procurement method. Value for money does not mean an exclusive focus on the lowest-cost solution. TRCA will seek value-based procurement, where appropriate, by focusing on outcomes and end-users (whether TRCA's personnel or the public), by acting strategically and in an integrated fashion, and by engaging in problem-solving with vendors.

5.1.4. Process Standardization

TRCA uses standardized processes to the greatest extent possible to remove inefficiencies for all stakeholders involved in the procurement process.

5.1.5. Accessibility

When procuring goods or services, TRCA shall comply with the Ontarians with Disabilities Act, 2001, Accessibility for Ontarians with Disabilities Act, 2005, and any related TRCA policies and procedures. Where applicable, procurement documents must specify the desired accessibility standards to be met and the related submission requirements, and provide criteria in the documents with respect to the evaluation of those requirements.

5.1.6. Confidentiality

Generally, TRCA will treat as confidential any confidential information received during a procurement process, or vendor confidential information received in connection with a contract, except as required by law (including as required by the Municipal Freedom of Information and Protection of Privacy Act) or otherwise provided in procurement documentation or a contract.

5.1.7. Ethical Procurement

5.1.7.1. TRCA Personnel Ethics

In administering this Policy, TRCA personnel, particularly the CEO's delegates, shall conduct themselves in a manner that complies with the code of purchasing ethics established by the Ontario Public Buyers Association, Supply Chain Management Association, and the National Institute of Governmental Purchasing.

TRCA also supports Article 32 of the United Nations “Convention on the Rights of the Child” which states:

it is “the right of the child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.”

TRCA prohibits the procurement of products manufactured in factories where a Child is required to perform the work in contravention of Article 32 of the UN “Convention on the Rights of the Child”.

TRCA personnel are expected to conduct themselves with personal integrity, ethics, honesty, and diligence in performing their duties for the organization in conformity with the TRCA Employee Code of Conduct.

Members of the Board of Directors shall abide by the rules related to procurement in the Board of Directors Administrative By-law.

TRCA personnel shall only accept gifts from vendors as indicated in TRCA's Employee Code of Conduct.

5.1.7.2. Conflict of Interest

Any conflict of interest or unfair advantage shall be managed in a manner consistent with the highest standards of purchasing ethics as per this Policy.

5.1.7.3. Prohibited Procurement Practices

No TRCA personnel shall procure goods or services on behalf of TRCA except as provided for in this Policy.

No TRCA personnel shall be permitted to supply goods or services to TRCA unless specifically authorized by the CEO, and where amounts exceed \$10,000 (excluding applicable taxes), by the Executive Committee.

No TRCA personnel shall use TRCA procurement processes to make personal purchases.

No contract or expenditure shall be entered into unless funding has been approved and until all documentation is duly executed through this Policy, the Signing Officers policy, and any other relevant TRCA policy or procedure (such as TRCA's Procurement Procedures). In the case of multi-year contracts, the funding for future years shall be approved in future budget forecasts and is confirmed through the budget approval process for the term contract.

5.1.8. Sustainable Procurement

TRCA procurements shall take into account the economic, environmental, and social impacts of its procurement activities while supporting TRCA's mandate to foster healthy rivers and shorelines; greenspace and biodiversity; and sustainable

communities. Additional guidelines regarding TRCA sustainable procurement are available in TRCA's Procurement Procedures.

5.1.9. Emergency Procurement

Where the immediate procurement and delivery of goods or services is required as a result of an emergency, the CEO or designate is authorized to act immediately within the approval requirements of this Policy.

5.2. General Duties and Responsibilities

Authorized buyers shall acquire goods or services in accordance with this Policy.

The CEO or designate shall maintain a list of authorized buyers and their respective authorities and limitations.

The CEO or designate is given the authority and responsibility to implement a procurement program on behalf of TRCA in accordance with the requirements of this Policy and to act on behalf of TRCA in entering into contracts and agreements with third parties for the procurement of goods or services.

The CEO or designate shall determine the form, content and use of forms, whether electronic or printed, including requisitions, purchase orders, bid and contract documentation, bonds, letters of credit and other forms of guarantee or surety where otherwise not defined by legislation (i.e. Construction Lien Act).

Duties and responsibilities shall be applied and administered having regard to the provisions of any financial control policies or any other approval requirements.

Only TRCA personnel who have signing authority are authorized to execute contracts. Authorized buyers do not have the authority to bind TRCA unless this authority is provided for in TRCA policy on Signing Officers.

5.3. Expense Authorization

Schedule C outlines the limits and authorization associated with different stages of procurement.

A list of goods and services exempt from the approvals and reporting requirements of Schedule C are outlined in TRCA's Procurement Procedures.

5.4. Procurement Solicitation

5.4.1. Competitive Procurement

Consulting services must be competitively procured irrespective of value. Schedule D outlines the competitive procurement thresholds. TRCA personnel must not divide a single procurement into multiple procurements in order to circumvent competitive procurement thresholds. Any goods or services procured through a competitive procurement process are subject to the approvals and reporting requirements of Schedule C.

5.4.1.1. Open Competitive Procurement

An open competitive procurement process must be conducted where the estimated value of goods or services (including consulting services) is \$100,000 or more. Exemptions must be in accordance with TRCA's Procurement Procedures.

5.4.1.2. Invitational Competitive Procurement

An invitational competitive procurement process may be conducted where the estimated value of the goods or services (including consulting services) is less than \$100,000. Exemptions must be in accordance with TRCA's Procurement Procedures.

5.4.2. Limited Tendering

Aside from the non-application noted in Section 4, there are many standard exceptions to competitive procurement requirements regardless of the value threshold. This is known as limited tendering. Any goods or services procured through a non-competitive procurement process are subject to the approvals and reporting requirements of Schedule C. A summary of limited tendering provisions are available in TRCA's Procurement Procedures. Consultation with TRCA's Procurement Procedures must be made prior to engaging in limited tendering.

5.4.3. Standard Procurement Methods

Goods or services will be procured using the following standard procurement methods:

- (a) for market research or to pre-qualify suppliers:
 - i. Request for Information
 - ii. Request for Expression of Interest; or
 - iii. Request for Supplier Qualifications;
- (b) for contract award and negotiation:
 - i. Request for Proposal;
 - ii. Request for Quotation; or
 - iii. Request for Tender.

5.4.4. Vendors of Record

TRCA has external Vendors of Record ("VOR") arrangements available for procuring goods or services, including those established by the Province of Ontario, municipalities, and not-for-profit sourcing partners. TRCA may also establish its own VOR arrangements where it has been determined that the administrative time and effort associated with establishing a VOR is less than the time and effort of obtaining quotes through individual procurement processes.

5.4.5. Bid Irregularities

Irregularities contained in any bids received by TRCA shall be subject to the actions outlined in TRCA's Procurement Procedures. TRCA personnel must comply with the procedures prior to executing any action associated with bid irregularities.

5.4.6. Insurance

Where appropriate, the awarded contract shall include insurance requirements. The type and value of insurance coverage shall be relevant to the goods or services being procured following an assessment of the potential risks associated with the procurement.

5.4.7. Bid and Vendor Surety

TRCA will seek appropriate contract guarantees as dictated by risk or legislation. TRCA may request bid security deposits and vendor surety and to determine the form and amount of such deposits, except where the Construction Lien Act applies. The form of the surety may include cash, certified cheque, letter of credit, bid bond, performance bond, labour and materials bond, or other forms of collateral as deemed acceptable by the CEO or designate.

5.5. Intergovernmental Arrangements

TRCA may make arrangements with a public body for the purpose of cooperative procurement where it is determined to be advantageous to do so. If TRCA participates in a cooperative procurement process with another public body, TRCA shall adhere to the policies of the public body leading the cooperative procurement process.

Procurement may also be made directly from a vendor of another public body if the public body followed a competitive procurement method and that the contract between the public body and the vendor stipulates that the same goods and services are made available to other public bodies and at the same price.

TRCA personnel must comply with the Procurement Procedures prior to entering into an intergovernmental arrangement or procuring directly from another public body.

5.6. General

5.6.1. Procurement Cards

The purpose of the procurement card is to complement existing processes and streamline low dollar value purchases individually and in the aggregate. The CEO or designate has the authority to temporarily adjust the transaction limit for one time purchases.

5.6.2. Payment and Invoicing

Standard payment terms are net 30 days after receipt of invoice, except where the Construction Lien Act applies and unless otherwise negotiated or provided for in a contract upon approval by the CEO or designate.

5.6.3. Procurement Records Management and Access to Information

All procurement documentation shall be retained and only disposed of in accordance with TRCA's Records Management Policy. This requires TRCA to retain solicitation documentation for at least 7 years (measured from the publication of any contract award notice).

5.6.4. Contributions of Goods and Services

TRCA, as an organization, may accept gifts in kind for goods or services that would have otherwise been procured by TRCA in the normal course of operations. This does not include gifts to TRCA personnel or the Board of Directors. All appropriate procurement documents shall be in place and the gifts in kind shall not impact subsequent procurement decisions.

6. AUDIT COMPLIANCE

Procedures and guidelines pursuant to this Policy shall be developed to ensure audit implementation compliance. The Policy will be made available on the TRCA website and staff will be trained as appropriate.

7. DEFINITIONS

AUTHORIZED BUYERS – Staff authorized by the Chief Executive Officer or designate to procure goods and services pursuant to this Policy, including Managers who may also be both an authorized buyer and a designate but not for the same procurement.

AWARD - The formal acceptance of a bid that results in a contract.

BID – A response received as a result of a Request for Quotation (RFQ) (i.e., a quote), Request for Tender (RFT) or Request for Proposal (RFP) (i.e., a proposal). Also, for the purposes of this Policy, a “bid” includes an application in response to a Request for Supplier Qualification (RFSQ).

BIDDER – Any entity or person legally entitled to submit a bid.

BOARD OF DIRECTORS – means the general membership, and as such is all of the Board Members collectively appointed by participating municipalities as per the requirements of the Conservation Authorities Act.

CHILD – Every human being below the age of eighteen years unless under the law applicable to the child.

CEO – The Chief Executive Officer/Secretary Treasurer staff position.

CETA – Canada-European Union Comprehensive Economic and Trade Agreement's procurement chapter.

CFTA – Canadian Free Trade Agreement's procurement chapter.

CONFLICT OF INTEREST – Any situation in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of an individual. It includes any situation or circumstance where, in relation to a procurement of goods and services, the individual's commitments, relationships or financial interests could or may reasonably be seen to exercise an improper influence over the evaluation, award or administration of a TRCA contract.

CONSERVATION AUTHORITIES ACT – Authorizes the formation of conservation authorities and the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario.

CONTRACT – A binding agreement made between two or more parties, as defined in law.

DESIGNATE – The individual to whom authority under this Policy is delegated by the CEO.

EMERGENCY – An event or occurrence that the CEO or delegate determines to be an immediate threat to health, safety, and welfare of persons, property, or environment; and the event or occurrence requires the immediate need for goods, services or construction to mitigate the emergency and does not permit a competitive procurement process.

EXECUTIVE COMMITTEE – A committee of the Board of Directors with the authority to award contracts in accordance with the specific monetary limits set by the Policy and procedures.

EXPRESSION OF INTEREST (EOI) – A submission in response to a request by TRCA to determine the interest of the marketplace in providing a scope of work or services or goals contemplated to be procured by TRCA.

FAIRNESS MONITOR – An independent third-party that observes all or part of a procurement process. Based on their observations, they provide impartial opinions on the fairness of monitored activities in final reports.

GOODS OR SERVICES – Labour, materials, products, equipment, supplies and services; services include construction and any type of consulting or professional and technical services. in relation to real property or personal property including but not limited to construction, architects, engineers, designers, surveyors, management and financial consultants, brokers, real estate appraisers, auditors, bankers and all other services, that are the subject of the contract.

INVITATIONAL COMPETITIVE PROCUREMENT – A solicitation where only invited vendors are given an equal opportunity to bid.

LIMITED TENDERING – a procurement method whereby the procuring entity contacts a supplier or suppliers of its choice.

NON-COMPETITIVE PROCUREMENT – A solicitation where vendors are not given an equal opportunity to bid, whether by direct negotiation or because an exception has been made to conduct an invitational competitive procurement process when an open competitive procurement is otherwise required.

OPEN COMPETITIVE PROCUREMENT – A solicitation by advertisement to the public where vendors are given an equal opportunity to bid.

PROCUREMENT – The acquisition of goods and/or services by any contractual means, including purchase, rental, lease or conditional sale.

PROPOSAL – See bid.

PUBLIC BODY – Any government or government agency, municipality or local board, commission or non-profit corporation carrying out a public function, and includes any corporation of which TRCA is a shareholder.

PROCUREMENT CARD – a form of charge card that allows goods or services to be procured without using a traditional purchasing process.

QUOTATION – An offer in response to a Request for Quotation, to supply specified goods or services at a price fixed as to the total amount or on a unit basis, or both.

REQUEST FOR EXPRESSION OF INTEREST (REOI) – A TRCA document used to determine interest from industry or market representatives about supplying products or services to TRCA prior to the issuance of a solicitation document. It is often used to shortlist potential vendors by determining capability of vendors to provide the required goods and services before seeking detailed bids.

REQUEST FOR INFORMATION (RFI) – A TRCA document requesting information from industry or market representatives about products or services prior to the issuance of a solicitation document.

REQUEST FOR PROPOSAL (RFP) – A TRCA document seeking offers to supply goods or services, including professional or consulting services, as a basis for entering into a contract or agreement.

REQUEST FOR SUPPLIER QUALIFICATIONS (RFSQ) – A TRCA document seeking qualifications by a bidder or proponent to determine those bidders or proponents that would qualify to be solicited in a subsequent RFQ, RFT or RFP.

REQUEST FOR QUOTATION (RFQ) – A TRCA document seeking offers to supply goods or services on a fixed lump sum or unit price basis.

REQUEST FOR TENDER (RFT) – A TRCA document seeking bids to construct a project at a price fixed as to total amount or on a unit basis, or both, and where all of the material terms, conditions and specifications to be met for the construction project, aside from price and, in some cases, time for completion, are contained in the tender and determined at the time a bid is opened.

SOLICITATION – The process of notifying vendors about a competitive process through which TRCA intends to procure goods or services.

TENDER – An offer in response to a Request for Tender, to construct a project at a price fixed as to total amount or on a unit basis, or both. See bid.

VENDOR – A person or company offering goods or services for sale.

VENDORS OF RECORD – A list comprised of qualified, reliable, and cost effective vendors that have been selected through a competitive bid process and have a contractual agreement with the TRCA for a defined period, with set terms and conditions. These arrangements are established to reduce the time and effort associated with obtaining several quotes.

8. REFERENCES

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11

BPS Procurement Directive Toolkit, Ontario Ministry of Government Services

Broader Public Sector Procurement Directive, Ontario Ministry of Government and Consumer Services, July 1, 2011

Broader Public Sector Procurement Directive Implementation Guidebook, Ontario Ministry of Finance, April, 2011

Building the Living City, 10-year Strategic Plan, 2013-2022, Toronto and Region Conservation Authority, 2013

By-law 2017-8, A by-law to establish procurement, service and disposal regulations and policies, Town of Markham, March 21, 2017

BY-LAW NO. BL-2013-107, The Corporation of the Town of Caledon, January 1, 2014

BY-LAW NUMBER 113-2013, Regional Municipality of Peel, November 28, 2013

Canadian Free Trade Agreement: Summary of Notable Changes to Canada's Convention on the Rights of Child, United Nations Human Rights Office of the High Commissioner, November 20, 1989.

Corporate Procurement Policy, City of Vaughan, March 21, 2017

Domestic Public Procurement Regime, Fasken, 2017

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56

Niagara Parks Procurement Policy, Niagara Parks Corporate Services, June 2015

NGIP Code of Ethics, The Institute for Public Procurement

Ontarians with Disabilities Act, 2001, S.O. 2001, c. 32

Procurement Guideline for Publicly Funded Organizations in Ontario, Ontario Ministry of Finance

Purchasing By-Law 68-2000, Regional Municipality of Durham, June 25, 2014

Purchasing By-law 310-2015, The Corporation of the City of Brampton, December 9, 2015

Purchasing By-Law No.2017-30, The Regional Municipality of York, September 28, 2017

Purchasing Policy, City of Pickering, January 18, 2016

Purchasing Policy, Lake Simcoe Region Conservation Authority, December 18, 2015

Purchasing Processes Policy, City of Toronto, January 1, 2017

Queen's University Procurement Policy, Strategic Procurement Services, April, 2017

Supply Chain Management Association SCMA Code of Ethics for Professionals in the field of Supply Chain Management, Supply Chain Management Association

Toronto Municipal Code, Chapter 195, Purchasing, City of Toronto, January 1, 2017

SCHEDULE A – Non-Application

The following does not apply to the requirements set out in the guidelines:

- (a) public employment contracts;
- (b) non-legally binding agreements;
- (c) any form of assistance, such as grants, loans, guarantees, and financial incentives;
- (d) a contract awarded under a cooperation agreement with an international cooperation organization if the procurement is financed, in whole or in part, by that organization, only to the extent that the agreement includes rules for awarding contracts that differ from the obligations of the CFTA;
- (e) acquisition or rental of land, existing buildings, or other immovable property, or the rights thereon;
- (f) measures necessary to protect intellectual property, provided that the measures are not applied in a manner that would constitute a means of arbitrary or unjustifiable discrimination for non-Ontario vendors or are a disguised restriction on trade;
- (g) procurement or acquisition of:
 - (i) fiscal agency or depository services;
 - (ii) liquidation and management services for regulated financial institutions; or
 - (iii) services related to the sale, redemption, and distribution of public debt, including loans and government bonds, notes, and other securities;
- (h) procurement of:
 - (i) financial services respecting the management of TRCA financial assets and liabilities (i.e. treasury operations), including ancillary advisory and information services, whether or not delivered by a financial institution;
 - (ii) health services or social services;
 - (iii) services that may, under applicable law, only be provided by licensed lawyers or notaries; or
 - (iv) services of expert witnesses or factual witnesses used in court or legal proceedings; or
- (i) procurement of goods or services:

- (i) financed primarily from donations that require the procurement to be conducted in a manner inconsistent with the CFTA;
- (ii) by TRCA on behalf of an entity not covered by the CFTA;
- (iii) between one government body or enterprise and another government body or enterprise;
- (iv) from philanthropic institutions, non-profit organizations, prison labour, or natural persons with disabilities; or
- (v) under a commercial agreement between a procuring entity which operates sporting or convention facilities and an entity not covered by the guidelines that contains provisions inconsistent with the guidelines.

SCHEDULE B - Discriminatory Procurement Practices

- a) The use of conditions in the solicitation that are based on the vendor's business location, where the goods are produced, or where the services are provided;
- b) No discrimination shall occur on the ground of race, creed, colour, nationality, ancestry, place of origin, sex, or geographical location of persons employed or engaging in business;
- c) Bias of technical specifications in favour of or against particular goods or services;
- d) The solicitation schedule such that the timing prevents vendors from submitting a bid;
- e) The use of price discounts in order to favour particular vendors;
- f) A requirement that a construction contractor or subcontractor use workers, materials or vendors of materials originating from the location where the work is being carried out;
- g) The use of evaluation criteria that was not disclosed in the solicitation document and that gives preference to selected bids after the bids have been submitted; or
- h) The unjustifiable exclusion of a qualified vendor from bidding.

The CEO or designate is authorized to update this schedule as and when required as it relates to the guidelines, and any other federal or provincial legislation that becomes applicable to TRCA.

SCHEDULE C – Expense Authorization

	Authorized Buyer	Manager	Senior Manager or Associate Director	Director or Senior Director	Procurement and Legal Services	Accounting Services	Controller	CFOO and CEO	Executive Committee	Board of Directors
Procurement	≥ \$5,000	≥ \$10,000	≥ \$50,000	≥ \$100,000	≥ \$50,000		≥ \$100,000	≥ \$250,000	≥ \$250,000	≥ \$500,000
Purchase Order	> \$0				PO as agreement	> \$0				
Payment Requisition	> \$0	≥ \$10,000	≥ \$50,000			> \$0	≥ \$10,000			

SCHEDULE D – Competitive Procurement Thresholds

Goods, Non-Consulting Services and Construction		
Total Procurement Value	Means of Procurement	Recommended*/Required
\$0 – \$2,999	Payment Requisition or Procurement Card	Recommended
\$3,000 – \$9,999	Purchase Order	Recommended
\$10,000 – \$99,999	Invitational competitive procurement (minimum of three suppliers invited to submit a bid)	Recommended
≥ \$100,000	Open competitive process	Required
Consulting Services**		
Total Procurement Value	Means of Procurement	Recommended/Required
\$0 – \$99,999	Invitational or open competitive process	Required
≥ \$100,000	Open competitive process	Required

* For procurements \$0 - \$99,999 TRCA personnel may conduct an invitational or open competitive process.

** Informal quotes may be obtained for consulting services \$0 - \$99,999.

SCHEDULE E – Related Documents

This Policy references the following guidelines and TRCA policy and procedure documents:

1. Accessibility for Ontarians with Disabilities Act, 2005
<https://www.ontario.ca/laws/statute/05a11>
2. Broader Public Sector Procurement Directive
[https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/Attachments/001-BPS_Procurement_Directive/\\$FILE/BPS_Procurement_Directive.pdf](https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/Attachments/001-BPS_Procurement_Directive/$FILE/BPS_Procurement_Directive.pdf)
3. Canadian Free Trade Agreement
<https://www.cfta-alec.ca/wp-content/uploads/2017/06/CFTA-Consolidated-Text-Final-Print-Text-English.pdf>
4. Canada-European Union Comprehensive Economic and Trade Agreement
<http://www.international.gc.ca/trade-commerce/trade-agreements-accords-commerciaux/agr-acc/ceta-aecg/text-texte/toc-tdm.aspx?lang=eng>
5. Canadian Income Tax Act
<http://laws-lois.justice.gc.ca/eng/acts/l-3.3/index.html>
6. Code of Ethics National Institute of Governmental Purchasing
<https://www.nigp.org/home/about-nigp/who-we-are/code-of-ethics>
7. Conservation Authorities Act
<https://www.ontario.ca/laws/statute/90c27>
8. Municipal Freedom of Information and Protection of Privacy Act
<https://www.ontario.ca/laws/statute/90m56>
9. Ontarians with Disabilities Act, 2001
<https://www.ontario.ca/laws/statute/01o32>
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11. Ontario Public Buyers Association: A Statement of Ethics for Public Purchasers
<https://www.opba.ca/chapters/nigp-opba/documents/codeofethics04.pdf>
12. Ontario-Quebec Trade Cooperation Agreement
<https://www.ontario.ca/document/trade-and-cooperation-agreement-between-ontario-and-quebec-0>
13. Supply Chain Management Association Code of Ethics for Professionals in the field of Supply Chain Management
http://scma.com/images/scma/About_SCMA/SCMA-code-of-ethics-en.pdf
14. TRCA Asset Management Policy

15. TRCA Board of Directors Administrative By-law
16. TRCA Employee Code of Conduct
17. TRCA Procurement Procedures
18. TRCA Records Management Policy
19. TRCA Signing Officers Policy
20. TRCA Tangible Capital Asset Policy
21. United Nations Human Rights Convention on the Rights of the Child
<https://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>