



BYLAW NO. 521

A BYLAW TO DELEGATE THE AUTHORITY FOR PROCUREMENT OF GOODS AND SERVICES BY THE STRATHCONA REGIONAL DISTRICT

WHEREAS the Board of Directors may, by bylaw adopted pursuant to the *Local Government Act*, delegate its powers, duties and functions to its officers and employees on such terms and conditions it considers appropriate;

AND WHEREAS the Board of Directors wishes to delegate certain authorities regarding the procurement of goods and services to ensure that best value is realized by the Regional District in its procurement practices by following the principles of efficiency, fairness and transparency;

NOW THEREFORE the Board of the Strathcona Regional District, in open meeting assembled, enacts as follows:

Interpretation

1. In this bylaw, unless the context otherwise requires:

"Board" or **"Regional Board"** means the Board of Directors for the Strathcona Regional District.

"chief administrative officer" or **"CAO"** means the officer assigned chief administrative responsibility for the Regional District pursuant to s.235 of the *Local Government Act*.

"corporate officer" means the officer assigned responsibility for the Regional District's corporate administration pursuant to s.236 of the *Local Government Act*.

"delegate", when used as a noun, means a person to whom a procurement authority has been delegated by this bylaw.

"financial officer" means the officer assigned responsibility for the Regional District's financial administration pursuant to s.237 of the *Local Government Act*.

"officer" has the meaning given in the *Local Government Act* and includes, in the absence of an officer, that person's deputy or another person who has been authorized to act in place of that person.

"procurement" means the acquisition through contract of purchase, lease, rental or other similar process with express or implied rights to use or consume the goods or services acquired in exchange for financial or other consideration.

"professional services" means services provided by a lawyer, accountant, auditor, designer, architect, engineer, insurance broker or other consultant.

"senior manager" means the Senior Manager of Community Services, Senior Manager of Engineering, Senior Manager of Human Resources and the Senior Manager of Strathcona Gardens.

Delegation of Authority

2. The Regional Board hereby delegates authority for the procurement of goods and services to its officers and employees subject to the terms and conditions contained in this bylaw.

Financial Limits on Delegation

3. The maximum amounts that may be committed by persons to whom procurement authority has been delegated by this bylaw are set out in the following table.

Delegate	Procurement Limit
Chief Administrative Officer	\$250,000
Corporate Officer, Financial Officer or Senior Manager	\$100,000 with prior approval of CAO, or \$50,000 without prior approval of CAO.
Other Employee	\$25,000 with prior approval of officer or senior manager, or \$5,000 without prior approval of officer or senior manager.

Limits on Delegation Authority

4. (1) The limits established by this bylaw are, unless specifically noted otherwise, the limits applicable to a single procurement including amendments to that procurement.

(2) Nothing in this bylaw authorizes a delegate to exceed a limit established in the financial plan and capital expenditure program that is in effect at the time that a specific procurement is being considered.

Sub-delegation of Procurement Authority

5. A person to whom the Board has delegated procurement authority pursuant to this bylaw may sub-delegate some or all of that authority to one or more officers and employees of the Regional District provided that the approval for the sub-delegation has been received from the Chief Administrative Officer.

Capital Expenditures

6. An officer or employee of the Regional District must not enter into an agreement of a capital nature under which the Regional District would incur a liability payable after the end of the current year for a term longer than 5 years, including all rights of renewal and extension.

Appeal from Delegate's Decision

7. A person who wishes to appeal a decision of a delegate may do so by providing written notice addressed to the Chair and Directors of the Regional Board outlining the reasons for appealing that decision and the redress being sought.

Transitional Provisions

8. Procurement processes that were commenced before the effective date of this bylaw and which do not comply with the provisions herein shall not, for that reason alone, be deemed to be in contravention of this bylaw.

Repeal

9. Bylaw No. 3069, being Comox Strathcona Regional District Delegation of Purchasing Authority Bylaw No. 3069, 2007 is repealed in its entirety.

Effective Date

10. This bylaw shall come into effect on the day of its adoption.

Citation

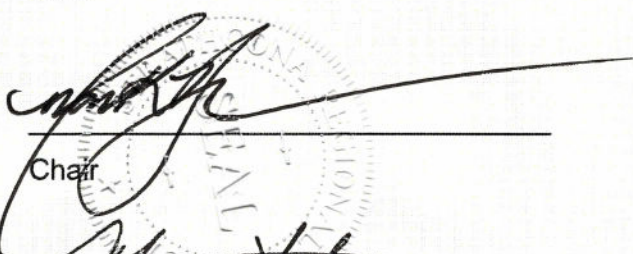
11. This bylaw may be cited for all purpose as Bylaw No. 521, being Purchasing Authority Delegation Bylaw 2023.

READ A FIRST TIME ON THE 13TH DAY OF SEPTEMBER, 2023

READ A SECOND TIME ON THE 13TH DAY OF SEPTEMBER, 2023

READ A THIRD TIME ON THE 13TH DAY OF SEPTEMBER, 2023

RECONSIDERED, FINALLY PASSED AND ADOPTED ON THE 13TH DAY OF SEPTEMBER, 2023


Chair
Corporate Officer