

SCHEDULE A: AUTHORITIES

SECTION A - AUTHORITY TO AWARD

This section outlines the Authority to Award a Bid in accordance with the intent of the purchasing methods outlined in this policy.

The full amount, including applicable net taxes, for the supply of Goods, Services or Construction shall be considered when determining the Authority to Award.

Authority to Award	Dollar Value	Method of Procurement if Formal or Informal	Method of Award
Council	Unlimited	n/a	Council Resolution
CAO and General Manager	\$250,000 or greater	Tender or RFP	Bid Award Form
General Manager	\$75,000 up to but not including \$250,000	Tender or RFP	Bid Award Form
Manager	\$20,000 up to but not including \$75,000	RFQ or RFP	Bid Award Form
Manager or designate	Less than \$20,000	Direct Purchase	Bid Award Form (if budget reallocation)

SECTION B - AUTHORITY FOR PAYMENT

Authority limits for payment, related to Contract amounts contained in approved budgets or within the parameters of Section 3.00, are as follows:

POSITION	DETAIL	LIMIT
CAO	All expenditures	Unlimited
General Manager	All expenditures	Unlimited
Project Manager (as approved by Manager, Project Sponsor, General Manager or CAO)	Payments for Approved Contracts	Unlimited
Manager	General Purposes: day-to- day Divisional requirements	\$75,000 or less
Supervisor	General Purposes: day-to- day Divisional requirements	Limit to be set by General Manager to a maximum of \$20,000
Executive Assistants, Administrative Coordinators, Administrative Assistants	Basic goods and services for Department/Division	\$500