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**TO:** Krista Power, City Clerk **FILE:**  
Keri Greaves, City Treasurer

**FROM:** Corporate Services – Office of the City Treasurer

**DATE:** 03/13/2024 (mm/dd/yyyy)

**SUBJECT:** Update to Procurement Thresholds

**MEETING & DATE:** City Council – 03/25/2024 (mm/dd/yyyy)

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Through Corporate Report 064-2024 (Infrastructure, Development & Operations-Development Services), in addition to recommendations pursuant to the Housing Accelerator Initiatives, Administration recommended updates to the purchasing thresholds in the Supply Management By-law 113-2011.

One of the recommendations was to increase the maximum threshold in section 4.05 from \$5,000 to \$15,000 for the acquisition of goods and services by the Department Head with a minimum three (3) quotations. The requirement to secure three (3) quotations at this dollar level was added to this section in error. The intent of the recommendation was to increase the thresholds only, not alter the current procurement processes.

Therefore, the By-law 85-2024 Supply Management By-Law Amendment that will be presented to City Council on March 25, 2024 will not include the requirement to secure three (3) quotes in section 4.05.