



Corporation of the Town of Newmarket

By-law 2025-78

A By-law to amend Procurement By-law 2014-27 which defines the Procurement Policies for the Corporation of the Town of Newmarket.

Whereas Section 270 of the Municipal Act, 2001, as amended provides that a municipality shall adopt and maintain policies with respect to its procurement of goods and services; and,

Whereas Council enacted By-law 2014-27 to define the procurement policies and procedures for the Corporation of the Town of Newmarket (the “Procurement By-law”); and,

Whereas Council received Joint Staff Report titled “U.S. Tariffs Implications on Procurement and Business Supports” dated March 17, 2025 (**the “March 2025 Report”**); and

Whereas Council enacted By-Law 2025-60 on March 24, 2025 to amend the Procurement By-law in accordance with the recommendations from the March 2025 Report;

Whereas the further amendment described below is required in order for the Procurement Bylaw to properly reflect Council’s direction;

Therefore, be it enacted by the Council of the Corporation of the Town of Newmarket as follows:

1. That the language shown in red with strikethroughs on Schedule A to this Bylaw be deleted from the Town’s Procurement By-law, Schedule D, Table 2.

Enacted this 23rd day of June, 2025.

John Taylor, Mayor

Lisa Lyons, Town Clerk

SCHEDULE A

Revised Schedule D Table 2, Procurement By-Law 2014-27

Estimated Procurement Value (Dollar) Threshold Applicable taxes are extra	METHOD OF PROCUREMENT	ADVERTISING	REPORTING	APPROVAL AUTHORITY	Contract Agreement Requirements And Parties responsible for Contract Execution
TABLE 2. AUTHORITY FOR BID CALL PROCESS (Revisions Effective June 23, 2025)					
\$10,000.01 to \$ 25,000.00	Minimum three (3) written quotes must be requested & obtained by Department Staff Note: Staff may also request Procurement Services to lead the Procurement process instead. *Preference for Canadian Suppliers Permitted	Advertising Not Required	Written Approval to proceed with recommendation to award provided to Department Staff by Approval Authority Written Approval and (3) Written Quotes to be maintained by Department	DEPARTMENT MANAGER Method of Payment: Purchase Order Note: Procurement Services requires evidence of request for 3 written quotes and Approval Authority to generate PO.	Purchase Order Terms or Agreement, executed by the Department Manager
\$25,000.00 to \$133,799.99	Quick Bid (QB) or Quick Bid Request for Proposal (QBRFP) through Procurement Services. *Preference for Canadian Suppliers Permitted	Advertising (invitational or public) is at the discretion of the Manager, Procurement Services.	Recommendation for Award to be approved by Approval Authority in consultation with the Manager of Procurement Services	DIRECTOR, in consultation with the Manager of Procurement Services Method of Payment: Purchase Order or P-Card as recommended by Procurement	Agreement Executed by Department Director and Manager, Procurement Services

\$133,800.00 to \$249,999.99	<p>FORMAL BID: Request for Tender (RFT) OR Request for Proposal (RFP) through Procurement Services.</p> <p>*Preference for Canadian Suppliers Permitted</p>	Open Public advertising is required.	Recommendation for Award to be approved by Approval Authority in consultation with the Manager of Procurement Services	DIRECTOR, in consultation with the Manager of Procurement Services Method of Payment: Purchase Order or P-Card as recommended by Procurement	<p>Agreement</p> <p>Executed by Department Director and Manager, Procurement Services</p>
\$250,000.00 and Over	<p>FORMAL BID: Request for Tender (RFT) OR Request for Proposal (RFP) through Procurement Services.</p> <p>*Preference for Canadian Suppliers Permitted <u>up to the limit of CETA thresholds</u> <u>**See note about maximum threshold</u></p>	Open Public advertising is required.	Recommendation for Award to be approved by Approval Authority in consultation with the Manager of Procurement Services	COMMISSIONER, in consultation with the Manager of Procurement Services Method of Payment: Purchase Order or P-Card as recommended by Procurement	<p>Agreement</p> <p>Executed by Commissioner and Manager, Procurement Services</p>
<p>**Maximum Threshold: The strategies to prefer Canadian suppliers, where appropriate and possible, are permitted for procurements with a Procurement Value not exceeding CETA Thresholds of \$353,300.00 for goods and services and \$8,800,000.00 for construction, subject to amendments over time.</p>					