



## Information Memo

To: Council-In-Committee Meeting  
Date: November 13, 2025  
Division: Corporate Services  
Department: Finance  
Subject: Delegated Authority to Award Purchasing Activity July 1, 2025 to September 30, 2025

### Recommendation(s):

That the Information Memo regarding the Delegated Authority to Award Purchasing Activity be received as information.

### Background

The purpose of this memo is to inform Council of the Delegated Authority to Award Purchasing Activity during the period of July 1, 2025 to September 30, 2025.

### Discussion:

In accordance with the Purchasing Policy, Council delegated its authority to General Managers to award all Bid Requests when all of the following conditions apply.

1. It is the lowest Tender meeting specifications, or the Proposal meeting the Price per Point methodology, and
2. The scope of the project has not changed from what was approved by Council, and
3. The amount of the Bid, plus all related costs, is within the approved allocations, and
4. Any contract not anticipated to be financed by debentures.

As part of this delegation, Section 28 of the Purchasing Policy states that a quarterly information report shall be submitted to Council. The report shall contain the details relevant to the authorization for all purchasing activity that is equal to or greater than \$130,000 for Goods and Services and \$300,000 for Construction. The report will also include all Blanket Order renewals exceeding \$130,000, over the term of the contract.

A detailed summary of the purchasing activity has been provided as Attachment A to this memo. All purchasing activity outlined in the attachment have met the conditions for delegated authority as reported by staff in the required Bid Award Summary form.

Finance Comments noted for each bid in Attachment A were made at the time of bid award. It should be noted that some projects may have had changes approved

subsequent to award, such as a change of funding source through a Capital Status Report, which would not be reflected in the comments within the attachment.

#### **Attachment(s):**

- Attachment A – Delegated Authority Purchasing Activity July 1, 2025 to September 30, 2025.

#### **Conclusion:**

All staff that have been delegated purchasing authority for The Corporation of Norfolk County must strictly follow the guidelines outlined in the Purchasing Policy and Purchasing Procedures.

The use of delegated authority enables all divisions and departments to proceed with projects without delay.

#### **Approval:**

Approved By:  
Heidy VanDyk, General Manager, Corporate Services

Reviewed By:  
Amy Fanning, CPA, Treasurer / Director of Finance  
Jacqueline Hodgson, Manager, Purchasing Services

Prepared By:  
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