Procurement Policy
Ottawa Street Business Improvement Area

PROCUREMENT POLICY (As of July 8, 2026)

The objective of this Procurement Policy is to procure the necessary quality and quantity of goods and/or services for the BIA while maintaining appropriate controls, ensuring transparency, and supporting the best interests of the Ottawa Street Business Improvement Area and its members.

Procurement Process

Dollar Value	Requirements	Approval Authority	Authority to Sign Contracts (if there is a Contract)
Up to but not including $1,000	• Does not cause an overage in the appropriate category of the current BIA approved budget • No quotes required • Reported to the Board of Management at its next meeting	Executive Director or Chair (Board of Management to approve if the procurement is from a Director's business)	As per the BIA by-laws
$1,000 to $4,999	• Does not cause an overage in the appropriate category of the current BIA approved budget • At least three independent written quotes from vendors • Reported to the Board of Management at its next meeting	Executive Director or Chair (Board of Management to approve if the procurement is from a Director's business, or to decide how to proceed when fewer than three independent written quotes are received)	As per the BIA by-laws
$5,000 or greater	• Does not cause an overage in the appropriate category of the current BIA approved budget • At least three independent written quotes, or by means of an alternate competitive procurement process including but not limited to a Request for Tenders or a Request for Proposals,	Board of Management (including deciding how to proceed if fewer than three independent written quotes are received) (Board of Management to approve if the procurement is from a Director's business)	As per the BIA by-laws

	with appropriate advice on conducting such an alternate process • Reported to the Board of Management at its next meeting		

Debit Card

Annual Dollar Value	Requirements	Approval Authority	Authority to Sign Contracts (if there is a Contract)
Maximum purchase of $1,000 per transaction allowed without prior consent	• Does not cause an overage in the appropriate category of the current BIA approved budget • Debit expenditure report completed with receipt attached • No quotes required • Transaction summary submitted to the Bookkeeper biweekly, together with the Executive Director's timesheets	Executive Director or Chair (Board of Management to approve if the procurement is from a Director's business)	As per the BIA by-laws

Debit Card — Authorized Expense Limits

Expense Category	Maximum Limit	Conditions
Business meals (to build relations with local government, partner/stakeholder staff, other BIAs, and industry associates)	$300.00 per year	$25.00 per person including tip for lunch $55.00 per person including tip for dinner
Attendance at external community functions (e.g. Chamber of Commerce events, Festival Galas, Awards Programs, Golf Tournaments)	$150.00 per occasion $500.00 per year	For the purpose of maintaining a public profile for the BIA
Business travel (gas, mileage, parking, taxis, meals, hotels, phones, and transportation)	As per City of Hamilton employee policy rates	Applies to travel for conferences and meetings on behalf of the BIA

BIA Members

The Board of Management may approve the preferential treatment of BIA Members in its procurement process either generally or for a specific procurement process. It will do so by resolution in advance of the procurement process occurring and will inform vendors of any such resolution. Where possible, at least 25% of the event budget shall be allocated to purchases from local member businesses.

Vendor Performance

Documented poor performance or non-performance of a vendor at any time during the term of any contract will be used to determine the eligibility of a vendor to continue to provide goods and/or services to the BIA on a current contract and to determine their ability to participate on future contracts.

Non-Competitive Procurements

Prior to entering into discussions with any vendor, the Board of Management may approve a non-competitive procurement if it is satisfied that one or more of the following conditions apply:

- Goods and/or services are in short supply due to market conditions;
- It is more cost effective or beneficial for the BIA to procure the goods and/or services from the vendor being considered rather than from a competitive procurement process;
- A BIA contract for a good or service which has expired or will very shortly expire and requires extension while the procurement process is completed. Authority to sign any contract is as per the BIA by-laws.

Cooperative Procurements

The Board of Management may approve the cooperative procurement of goods and/or services with other entities when it is in the best interests of the BIA to do so. If the Board of Management approves a cooperative procurement, this Procurement Policy will be followed as far as possible.

Splitting Procurements

The splitting of procurements to avoid the requirements of this Procurement Policy is prohibited.

Conflict of Interest

- Every Director shall act honestly and in good faith with a view to the best interests of the BIA in discharging his/her duties.
- Directors are subject to the Municipal Conflict of Interest Act, which requires they declare direct and indirect pecuniary interests, and following the declaration, that they not influence any vote or actually vote on the matter.
- Directors are entitled to participate fully on matters in which they have no greater pecuniary interest than other members of the BIA.