



**Policy Name: Procurement and Contract
Management Policy**

Policy Number: BD-FP-003

Date Approved: September 19, 2025

Next Review Date: August 2026

PURPOSE

Curling Ontario is committed to ensuring that all contracts and procurement activities are conducted in a manner that demonstrates sound stewardship of organizational resources and reflects the principles of fairness, transparency, accountability, and value for money. This policy covers the following:

- Ensure expenditures align with approved budgets and organizational priorities.
- Promote fair and competitive procurement practices.
- Achieve best value for money.
- Mitigate financial and legal risk.
- Ensure appropriate authorization and oversight.
- Management of financial transactions and signing authority

POLICY

The Ontario Curling Association (“Curling Ontario”) follows financial controls that direct the daily operation of the Association.

1. Signing Authority

The signing authorities for Curling Ontario shall be the Chief Executive Officer (CEO), Operations Manager, Finance Manager, Board Chair and the Finance Committee Chair.

2. Approval of invoices received

Upon receipt of an invoice, expense, etc., the Finance Manager will obtain approval (as per Annex 2) of the disbursement prior to initiating payment.

3. Contracts

Contracts shall be reviewed by the responsible individual (s) as per Annex 1. The CEO may seek legal review when appropriate. Executed contracts shall be maintained centrally.

4. Sole-Source Procurement

Competitive procurement may be waived for emergencies, unique expertise, compatibility requirements, continuity of service, or funding requirements. Sole-source procurements over \$5,000 require CEO approval.

5. Emergency Purchases

The CEO may authorize emergency expenditures and shall report them to the Finance and Audit Committee at its next meeting.

6. Capital Assets

Purchases of capital assets valued at \$10,000 or greater shall be capitalized and amortized.

7. Collection procedures and receipt

The CEO is responsible for establishing the appropriate procedures for timely collection of all other invoices issued by Curling Ontario. Approval responsibilities are identified in Annex 2. Any amount determined to be uncollectible is to be reported to the next meeting of the Finance Committee.

Interest on overdue accounts receivable will be charged at 2% per month (24% per annum). The CEO may waive interest fees due at their discretion.

Annex 1 – Procurement Limits and Procedures

Purchase Value	Procurement Requirement	Approval
Up to \$5,000	One written quote or documented price comparison	Department Lead
\$5,001–\$25,000	Minimum two written quotes	Department Lead + CEO + Board Chair
\$25,001–\$75,000	Minimum three written quotes/proposals	Department Lead + CEO + Board
\$75,001–\$150,000	Invitational RFP or minimum three proposals	Department Lead + CEO + Board
Over \$150,000	Open competitive RFP process	Board approval of selection

Annex 2 – Financial Approval Authorities

Transaction Type	Board	Board Chair	Finance Chair	CEO	Department Lead	Manager
Professional services > \$100K	✓					
Professional services \$25K-\$100K	✓			✓		
Professional services < \$25K	✓			✓	✓	
Operational purchases < \$5K				✓	✓	✓
Operational purchases \$5K-\$25K		✓		✓	✓	
Operational purchases \$25K-\$75K		✓	✓	✓		
Operational purchases \$75K-\$150K	✓			✓		
Over \$150K RFP Selection	✓			✓		
Multi-year commitments > 3 years	✓					
CEO employment matters		✓				
Employment within staffing plan				✓	✓	
Emergency expenditures				✓		