



REPORT

REPORT TO: Mayor Rick Bonnette and Members of Council

REPORT FROM: Susan Harries, Purchasing Analyst

DATE: May 3, 2021

REPORT NO.: CORPSERV-2021-0016

RE: Annual Purchasing Policy Reporting – By-law No. 2017-0061
File:18/TE

RECOMMENDATION:

THAT Report CORPSERV-2021-0016 dated May 3, 2021 regarding the Annual Purchasing Policy Reporting – By-law 2017-0061 be received for information.

BACKGROUND:

This report is being submitted to provide the information required under the Purchasing Policy, By-Law No. 2017-0061, approved by Council on September 5, 2017. The information provided is for the year 2020.

COMMENTS:

Section 12c of the Purchasing Policy states that “annually the Manager, or designate shall provide a report to Corporate Affairs Committee, which identifies the suppliers of professional and consulting services for routinely occurring matters and the amounts that have been expended for such services and have not previously been reported to Council over ten thousand dollars (\$10,000). In addition, this report will include Town assets sold as Surplus as well as goods and services authorized by the CAO during the year”.

In accordance with this reporting requirement, Appendix ‘A’ provides information on purchasing activity under the following three categories:

1. Surplus Goods

This category includes the disposal of surplus goods such as furniture, equipment and vehicles. Through centralized control of the disposal of surplus

goods, the Town has ensured greater conformity with the process, fair treatment of interested parties and the ability to secure the best price. In 2020, a total of \$60,134.19 was received in general revenues from the sale of surplus goods.

2. Tenders, Proposals, Single Source and Emergency Purchases Approved by the CAO

This category includes awards for tenders, proposals and single source items approved by the CAO in accordance with the Policy and not previously reported to Council. The approval levels for the CAO were adjusted with the adoption of the Purchasing Policy in September, 2017 as follows:

Type	Limit (includes HST)
Tender	\$500,000
Proposal	\$100,000
Single Source	\$25,000

In 2020, a total of \$2,906,153.69 was approved by the CAO in accordance with the Purchasing Policy and not previously reported to Council.

3. Professional & Consulting Services

This category includes professional and consulting services used throughout the year on a routine basis and the amounts that have been expended for such services. The services listed are those that have not been previously reported to Council. Items on the Single Source Reports CORPSERV-2019-0044 and CORPSERV-2020-0028 are not included in the amounts.

There were no items to report in this category. There were no additional legal fees not previously reported for 2020 over the reporting limit of \$10,000.

As a result of the COVID-19 Pandemic, under the Emergency Management & Civil Protection Act (Revised Statutes of Ontario, 1990, Chapter E.9), delegated authority was given to the Chief Administrative Officer, or delegate, to approve purchases made in excess of the thresholds listed in 12 c of the Purchasing Policy. These purchases are typically approved through Committee and reported to Council. A list of purchases approved by delegated authority for the year 2020, has been provided in Appendix "B" of this report. This list includes both purchases that were competitively bid as well as direct awards.

RELATIONSHIP TO STRATEGIC PLAN:

This report is required under the Purchasing Policy and supports the following strategic priority of Council:

Effective, efficient and economical delivery of the Town's existing services.

FINANCIAL IMPACT:

There is no financial impact as this report is for information only.

CONSULTATION:

This report was circulated to all departments.

PUBLIC ENGAGEMENT:

There was no public engagement for this report.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

COMMUNICATIONS:

There is no communication impact as this is operational in nature.

CONCLUSION:

This report is required under the Section 12C of the Purchasing Policy, and is intended to identify the suppliers of professional and consulting services for routinely occurring matters and the amounts that have been expended for such services that exceed \$10,000 and have not previously been reported to Council. In addition, this report includes Town assets sold as surplus as well as goods and services authorized by the CAO during the year. This report is intended for information purposes only.

Reviewed and Approved by,

A handwritten signature in cursive script, reading "Simone Gourlay".

Simone Gourlay, Senior Manager of Purchasing and Risk Management

A handwritten signature in cursive script, reading "Laura Lancaster".

Laura Lancaster, Acting Commissioner of Corporate Services

A handwritten signature in cursive script, reading "C. Mills".

Chris Mills, Acting Chief Administrative Officer