



TOWN OF
HALTON HILLS
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REPORT

TO: Mayor Bonnette and Members of Council

FROM: Susan Harries, Purchasing Analyst

DATE: May 24, 2022

REPORT NO.: CORPSERV-2022-0017

SUBJECT: Annual Purchasing Policy Reporting – By-law No. 2017-0061

RECOMMENDATION:

THAT Report No. CORPSERV-2022-0017, dated May 24, 2022 regarding the Annual Purchasing Policy Reporting – By-law No. 2017-0061, be received for information.

KEY POINTS:

The following are key points for consideration with respect to this report:

- Purchasing reports to Council annually with regards to Surplus Goods, purchases approved by the CAO and Professional and Consulting Services

BACKGROUND AND DISCUSSION:

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 2021.

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 2021, a total of \$194,684.50 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 2021, a total of \$3,573,021.64 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-2020-0043 and CORPSERV-2021-0016 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.

STRATEGIC PLAN ALIGNMENT:

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

This report also identifies fiscal and corporate management as one of the Town's Strategic priorities.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

This report was circulated to all departments.

FINANCIAL IMPLICATIONS:

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Simone Gourlay, Senior Manager of Purchasing and Risk Management

Laura Lancaster, Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer