



TOWN OF  
**HALTON HILLS**  
*Working Together Working for You!*

## REPORT

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**TO:** Mayor Lawlor and Members of Council

**FROM:** Simone Gourlay, Senior Manager of Purchasing and Risk Management

**DATE:** May 8, 2023

**REPORT NO.:** CS-2023-014

**SUBJECT:** Annual Purchasing Policy Reporting – By-law No. 2022-0033

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### RECOMMENDATION:

That Report No. CS-2023-014, dated May 8, 2023, with regards to Annual Purchasing Policy Reporting- By-law No. 2022-0033, be received for information.

### KEY POINTS:

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

- Purchasing reports annually to Council regarding surplus goods, purchases approved by the CAO and professional and consulting services.
- The current Purchasing Policy was adopted at the May 24, 2022 Council meeting.
- Appendix A of this report includes purchases approved by the CAO with approval limits from the previous Purchasing Policy – By-law No. 2017-0061 (prior to May 24, 2022) as well as purchases approved by the CAO with approval limits from the current Purchasing Policy- By-law No. 2022-0033.

### BACKGROUND AND DISCUSSION:

This report is being submitted for Council's information required under Purchasing Policy, By-law No. 2017-0061, approved by Council on September 5, 2017, and Purchasing Policy, By-law No. 2022-0033, approved by Council on May 24, 2022. The information provided is for the year 2022.

Section 12c of the Purchasing Policy states that “annually the Manager, or designate shall provide a report to Council, 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 fifteen thousand dollars (\$15,000). 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 2022, a total of \$70,112.43 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 May 2022 as follows:

<b>Type</b>	<b>Purchasing Policy By-law 2017-0061 Limits (incl. HST)</b>	<b>Purchasing Policy By-law 2022-0033 Limits (incl. HST)</b>
Tender	\$100,000 - \$500,000	\$250,000 - \$1,000,000
Proposal	\$25,000 - \$100,000	\$100,000 - \$250,000
Single Source	\$10,000 - \$25,000	\$25,000 - \$50,000

In 2022, a total of \$5,889,689.66 was approved by the CAO in accordance with the Purchasing Policy as not previously reported to Council.

### **3. Professional and 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. These services listed are those that have not been previously reported to Council. Items on the Single Source Report CorpServ-2021-0035 are not included in the amounts.

There are two items in this category, in the total amount of \$46,923.24.

**STRATEGIC PLAN ALIGNMENT:**

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

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,

Laura Lancaster, Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer