



## REPORT

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

**FROM:** Bethany Yew, Manager of Purchasing

**DATE:** February 29, 2024

**REPORT NO.:** CS-2024-004

**SUBJECT:** 2023 Annual Purchasing Policy Reporting

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### **RECOMMENDATION:**

THAT Report No. CS-2024-004 dated February 29, 2024, regarding 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:

- Annually, Purchasing must report to Council all purchases approved by the CAO (including professional and consulting services) and all surplus goods sales made by the Town in accordance with the Purchasing Policy – By-law No. 2022-0033.
- Sale of Surplus Goods during the 2023 calendar year totals \$195,360.44
- \$5,087,019.30 of purchases were approved by the CAO in accordance with the Purchasing Policy that have not previously been reported to Council.

### **BACKGROUND AND DISCUSSION:**

This report is being submitted to Council as information required under Purchasing Policy, By-Law No 2022-0033. The information provided is for the year 2023.

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) authorized by the CAO during the year.

In addition, this report will include Town assets sold as Surplus.

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 2023, a total of \$195,360.44 was received from the sale of surplus goods. These proceeds are recorded in the Town’s financial statements in accordance with the Town’s fixed asset disposal procedures and Public Sector Accounting Standards.

**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 are as follows:

Type	Purchasing Authority Limits (includes HST)
Tender	\$250,001 to \$1,000,000
Proposal	\$100,001 to \$250,000
Single Source	\$25,001 to \$50,000

In 2023, a total of \$5,087,019.30 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 expended for such services. The services listed are those that have not been previously reported to Council. Items on the 2023 Single Source Awards Report CORPSERV-2023-0001 are not included.

There is no item to report in this category.

**STRATEGIC PLAN ALIGNMENT:**

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

**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:**

Internal consultation was not required for this report as the report is based on historical data from 2023.

**FINANCIAL IMPLICATIONS:**

This report is administrative in nature and was funded through an existing approved budget source in 2023.

Reviewed and approved by,

Joseph Vandermeer, Deputy Treasurer & Senior Manager of Accounting and Taxation

Moya Jane Leighton, Director of Finance & Town Treasurer

Laura Lancaster, Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer