



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

## REPORT

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

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

**DATE:** April 14, 2025

**REPORT NO.:** CS-2025-006

**SUBJECT:** 2024 Annual Purchasing Policy Reporting

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### RECOMMENDATION:

That Report No. CS-2025-006 dated April 14, 2025, regarding the 2024 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, the Purchasing division must report all purchases to Council that are approved by the CAO (including professional and consulting services) and all sales of surplus goods made by the Town in accordance with the Purchasing Policy – By-law No. 2022-0033.
- Sale of Surplus Goods during the 2024 calendar year total \$259,980.35.
- \$5,737,821.40 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 for information purposes as required under Purchasing Policy, By-Law No 2022-0033. The information provided is for the year ended December 2024.

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 any 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 2024, a total of \$259,980.35 was received into 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 are as follows:

| <b>Type</b>   | <b>Purchasing Authority Limits<br/>(includes HST)</b> |
|---------------|---|
| Tender        | \$250,001 to \$1,000,000                              |
| Proposal      | \$100,001 to \$250,000                                |
| Single Source | \$25,001 to \$50,000                                  |

In 2024, a total of \$5,737,821.40 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 all amounts that have been expended for such services. The services listed are those that have not been previously reported to Council. Items listed on the 2024 Single Source Awards Report CS-2024-042 are not included.

There are no items 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 2024.

**FINANCIAL IMPLICATIONS:**

This report is administrative in nature and was funded through an existing approved budget source in 2024.

Reviewed and approved by,

Joseph Vandermeer, Deputy Treasurer

Moya Jane Leighton, Treasurer

Laura Lancaster, Commissioner of Corporate Services

Damian Szybalski, Commissioner of Community Services and Acting Chief  
Administrative Officer