



Staff Report for Committee of the Whole Meeting

Date of Meeting: February 19, 2025

Report Number: SRCFS.25.001

Department: Corporate and Financial Services

Division: Financial Services

Subject: SRCFS.25.001- Semi Annual Report - Non Competitive Acquisitions

Purpose:

To provide required reporting of all Non-Competitive contracts awarded from July 1 to December 31, 2024 in accordance with the City's Procurement By-law 113-16.

Recommendation(s):

That this report is received for information purposes only.

Contact Person(s):

- Mary-Ann Kotylak, Manager, Procurement Services, extension 2535
- Gigi Li, Director, Financial Services and Treasurer, extension 6435
- Sherry Adams, Commissioner, Corporate and Financial Services, extension 2521

Report Approval:

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

Background:

Section 270(1) (3) of the Municipal Act, 2001 requires that Council adopt and maintain policies with respect to its procurement of goods and services. The City's current procurement framework came into effect in January 2017, with the enactment of the City's Procurement Policy By-law 113-16 and Financial Control By-law 114-16. These by-laws were recently amended by By-law 141-20.

Pursuant to By-law 113-16, as amended by By-law 141-20, the Commissioner of Corporate and Financial Services shall provide a semi-annual report to Council detailing all non-competitive sole-source and single-source acquisitions.

Sole-source and single source acquisitions generally are required under the following circumstances:

Page 2

Table - Extract from Procurement By-law 113-16

Single Source Acquisitions	(a)	in the absence of receipt of any Submissions in response to a request.
	(b)	an Unforeseen Situation of Urgency exists and the Goods and/or Services cannot be obtained in time by means of a Competitive Procurement.
	(c)	Goods and/or Services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open competitive process could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to the public interest.
	(d)	where compliance with the requirements of this Policy would interfere with the Town's ability to maintain security or order or to protect human, animal or plant life or health.
Sole Source Acquisitions	(a)	where the supply of the Goods and/or Services is controlled by a Supplier that is a statutory monopoly.
	(b)	where there is an absence of competition for technical reasons and the Goods and/or Services can be supplied only by a particular Supplier and no alternative or substitute exists.
	(c)	to ensure compatibility with existing products, to recognize exclusive rights such as patent, copyright or license, or to maintain specialized products that must be maintained by the manufacturer or its representative.
	(d)	for the Acquisition of Goods on the commodity market.
	(e)	for work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
	(f)	for work to be performed on a property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
	(g)	for the purchase of Goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
	(h)	for a Contract to be Awarded to the winner of a design contest.
	(i)	for the Procurement of a prototype of a first Good or Service to be developed in the course of and for a particular Contract for research, experiment, study or original development, but not for any subsequent purchases.
	(j)	for the Procurement of original works of art.
	(k)	for the Procurement of subscriptions to newspapers, magazines or other periodicals.

Discussion:

Non-Competitive contracts awarded by staff through delegated authority from July 1 to December 31, 2024 have been provided in a report attached as Appendix A.

Page 3

Financial Implications:

Appendix A summarizes these sole source and single source acquisitions for the period of July 1 to December 31, 2024. For this period, Sole and Single Source Acquisitions were awarded for a cumulative value of \$539,884.26.

Relationship to Strategic Plan 2024-2027:

Reporting of single source and sole source acquisitions demonstrates transparent and responsible municipal management and meets the following point within the City's Strategic plan.

Pillar 3 1.c Making decisions that are evidence based and data driven to enable the City's long term financial sustainability as well as social, environmental, and economic sustainability. Prioritize ongoing operational sustainability, including advocating to other levels of government to create sustainable, accountable relationships and to work collectively toward a municipal revenue model to meet modern-day mandates and expectations of local government.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. If you require an alternative format please call the contact person listed in this document.

- Appendix A – Sole & Single Source Acquisitions from July 1 to December 31, 2024

Page 4

Report Approval Details

Document Title:	SRCFS.25.001 - Semi Annual Report - Non Competitive Acquisitions.docx
Attachments:	- SRCFS.25.001 - Appendix A – Sole and Single Source Acquisitions.pdf
Final Approval Date:	Jan 24, 2025

This report and all of its attachments were approved and signed as outlined below:

Gigi Li - Jan 23, 2025 - 5:03 PM

Sherry Adams - Jan 24, 2025 - 8:28 AM

Darlene Joslin - Jan 24, 2025 - 8:51 AM