



Title: Professional Services over \$250,000 – Circulation to Council Members
Number: CP2025-17
Effective Date: 2025 December 10
Responsible Business Unit: Supply Management

1. PURPOSE

- 1.1 The purpose of this Council policy is to provide guidelines and rules for circulating professional service provider (PSP) appointments over \$250,000 to Council members.
- 1.2 The purpose of the circulation is to provide timely information to Council members on large dollar-value appointments. This practice supplements the information that Council already receives on PSP appointments on a quarterly basis (C2005-01).
- 1.3 This policy strives to maintain a balance between providing Council members information they require to carry out their fiduciary responsibilities. It will also ensure that The City is:
 - a) In compliance with federal and provincial legislation, regulations, and agreements;
 - b) Following industry-wide best practices; and
 - c) Ensuring that its procurement process in general, and the PSP appointment process in particular are fair, competitive, and based on merit.

2. APPLICABILITY

- 2.1 This Council policy applies to Council and City Administration.

3. POLICY STATEMENT

- 3.1 PSP appointments over \$250,000 are circulated to Council members, as approved by a Motion Arising with respect to Report C2014-0863 adopted by Council on 2014 November 24 (the previous policy was approved by Council on 1998 December 14 (AC98-48)).
- 3.2 Before circulating the PSP appointments to Council members, Administration should have:
 - a) Followed The City's procurement policies and procedures; and
 - b) Confirmed that funding approved by Council is in place.
- 3.3 The circulation to Council members therefore occurs at the end of the procurement process, after a PSP has been selected.

4. ROLES AND RESPONSIBILITIES

- 4.1 All professional service provider (PSP) appointments greater than \$250,000 must be circulated to Council members prior to Supply Management making the final award:
- a) All PSP appointments circulated to Council members must have received budget approval; and
 - b) All PSP appointments circulated to Council members shall adhere to The City's procurement policies and procedures and must be in compliance with federal and provincial legislation, regulations, and trade agreements, before the selection is made.
- 4.2 The PSP appointment cannot proceed until Supply Management has communicated the award to Council members.
- 4.3 After Council members have been informed, the Director of Supply Management, who has been delegated the authority to procure goods and services on behalf of The City under *Bylaw 43M99*, may proceed with making the final award to the selected PSP.
- 4.4 All information circulated to Council members regarding the PSP Appointment is to be kept confidential until the final contract has been awarded.

5. DEFINITIONS

- 5.1 None.

6. ASSOCIATED GOVERNANCE

- 6.1 None.

7. HISTORY

Action	Date	Approval	Description
Clerical Correction	2025 December 10	Policy Lead	Completed clerical corrections to update titles and use the new Council policy template.
Amendment	2014 November 24	C2014-0863	That Council direct Administration to continue to inform Council of professional service provider (PSP) appointments, but eliminate the requirement to prepare and circulate the PSP form and eliminate the requirement to wait 10 working days before proceeding with the appointment, and further direct Administration to continue to provide quarterly procurement reporting to Council.
Minor Revision	2010		Policy number change from FCS015 to CF0012 due to department reorganization.
New	2009 March 16	IGA2009-8	New policy.