

MEMORANDUM

TO: Board of Directors

FROM: Patricia Kyle, CEO

DATE: June 9, 2026

RE: Annual Report on Procurement

Under the Broader Public Sector Procurement Directive, CWSDS is required to provide a report confirming that the organization has conducted its procurements following approved policies, which comply with the requirements of the Broader Public Sector Procurement Directive.

This will confirm for the fiscal year 2025-2026 CWSDS has complied with the Directive and the following was non-competitive:

Repairs and Maintenance: There were emergency repairs and maintenance that were required during the fiscal year. In order to have the work completed as soon as possible, CWSDS did not use the competitive bidding process in line with the Non-Competitive Procurement Requirement in the Procurement Directive.

The Policy 12-020 is posted on the main bulletin board for staff and public to view and can be found on the CWSDS website (cwsds.ca) under Business & Financials.