

## **Amendment to Blanket Contract Number 47023252 with Toronto Star for the Placement of Legal and Statutory Notices for Strategic Public and Employee Communications**

**Date:** September 5, 2025

**To:** General Government Committee

**From:** Chief Communications Officer and Chief Procurement Officer

**Wards:** All

### **SUMMARY**

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The purpose of this report is to seek authority to amend Blanket Contract Number 47023252 with the Toronto Star for the provision of a print advertising supplier to publish all of the City's statutory advertising.

The total value of the requested Blanket Contract amendment is \$190,000 net of all taxes and charges (\$193,344 net of Harmonized Sales Tax Recoveries), revising the current Blanket Contract value from \$2,254,247 net of all taxes and charges (\$2,293,922 net of Harmonized Sales Tax Recoveries) to \$2,444,247 net of all taxes and charges (\$2,487,266 net of Harmonized Sales Tax Recoveries).

This contractual arrangement is imperative for the City, as Provincial statutes mandate the placement of legal or statutory notices in daily English-language newspapers with home delivery. It is essential to note that no alternative bids from other publications were received during the procurement process.

Strategic Public and Employee Communications is responsible for overseeing advertising placements on behalf of various divisions and manages the payments for these advertisements.

### **RECOMMENDATIONS**

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The Chief Communications Officer and the Chief Procurement Officer recommends that:

1. The General Government Committee, in accordance with section 71-11.1C of the City of Toronto Municipal Code Chapter 71 (Financial Control Bylaw), grant authority to the Chief Communications Officer to amend Blanket Contract 47023252 issued to Toronto Star for the placement of legal and statutory notices, by increasing the contract value by \$190,000 net of all taxes and charges (\$193,344 net of Harmonized Sales Tax Recoveries) from \$2,254,247 net of all taxes and charges (\$2,293,922 net of Harmonized Sales Tax Recoveries) to \$2,444,247 net of all taxes and charges (\$2,487,266 net of Harmonized Sales Tax Recoveries).

## **FINANCIAL IMPACT**

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The total value of the blanket contract amendment identified in this report is \$190,000 net of all taxes and charges (\$193,344 net of Harmonized Sales Tax Recoveries) revising the contract value from \$2,254,247 net of all taxes and charges (\$2,293,922 net of Harmonized Sales Tax Recoveries) to \$2,444,247 net of all taxes and charges (\$2,487,266 net of Harmonized Sales Tax Recoveries).

Gross Expenditure of \$193,344 is available in City Clerk's 2025 Operating Budget. Additional budget details with forecasted expenditures (net of Harmonized Sales Tax Recoveries) are summarized in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

| Cost Centre/Cost Element                                       | September 1, 2025 to November 30, 2025 |
|--|--|
| GV0033<br>C/E 4414   | \$136,772                              |
| GV0050<br>C/E 4414   | \$54,136                               |
| GV0017<br>C/E 4995   | \$2,436                                |
| Total Amendment Value (Net of Harmonized Sales Tax Recoveries) | \$193,344                              |

Costs incurred for statutory advertising resulting from privately initiated development applications are cost-recoverable from the applicant.

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the information as presented in the Financial Impact Section.

## **DECISION HISTORY**

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On May 1, 2024, General Government Committee authorized the Chief Communications Officer and the Chief Procurement Officer to amend Blanket Contract Number 47023252 with the Toronto Star Newspapers Limited for the printing of the City's Statutory Advertising for an additional \$971,000 excluding all applicable taxes and charges (\$988,090 net of Harmonized Sales Tax recoveries), revising the contract value from \$1,283,247 excluding all applicable taxes (\$1,305,832 net of Harmonized Sales Tax recoveries) to \$2,254,247 excluding applicable taxes (\$2,293,922 net of Harmonized Sales Tax recoveries).

<https://www.toronto.ca/legdocs/mmis/2024/gg/bgrd/backgroundfile-245057.pdf>

On November 25, 2020, the Bid Award Panel adopted Item Number BA111.8 authorizing the award of Request for Quotation, Doc2585010340 to Toronto Star Newspaper Limited for the printing of the City's Statutory Advertising a period of five (5) years from December 1, 2020 to November 30, 2025.

<https://secure.toronto.ca/council/agenda-item.do?item=2020.BA111.8>

## COMMENTS

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The actual expenditure significantly surpassed the forecasted budget provided by City Clerk's, specifically within the cost centers GV0033 and GV0034. Anticipated increases in ad requests for 2025 necessitate an augmentation of the existing contract to ensure uninterrupted service provision. This contractual adjustment stands as a vital necessity for the City, as per Provincial statutes mandate the placement of legal or statutory notices in daily English-language newspapers with home delivery.

The actual contract does not commit the City to a minimum spend, rather a line rate. The line rate is \$1.49.

## CONTACT

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**SIGNATURE**

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Julia Oosterman  
Chief Communications Officer

Geneviève Sharkey  
Chief Procurement Officer