

Non-Competitive Contract with Haywood Hunt & Associates Inc.

Date: July 6, 2026
To: General Government Committee
From: Executive Director, Environment, Climate and Forestry, and
Chief Procurement Officer
Wards: All

SUMMARY

The purpose of this report is to request City Council authority to enter into a non-competitive contract with Haywood Hunt & Associates Inc., a Canadian surveillance services business in the amount of \$500,000 net of all applicable taxes and charges (\$508,800 net of Harmonized Sales Tax recoveries Recoveries) commencing from October 6, 2026 for a term of three (3) years with an option to extend the contract by two (2) additional one (1) year periods. This report seeks to establish a total ceiling authority, with no commitment to spend the full amount. The supplier will be compensated based on the actual work performed.

A non-competitive procurement may be undertaken where both the proposed procurement and the supplier can be justified in good faith under an exception set out in Toronto Municipal Code Chapter 195, Procurement. This procurement will be proceeding under the exception related to Compatibility, where Haywood Hunt & Associates Inc. and the City have determined in good faith that both the proposed procurement and the selected supplier, along with the terms and conditions of the contract, are beneficial to the City (Toronto Municipal Code, Chapter 195, Procurement, Section 7.1(E)).

City Council approval is required in accordance with Municipal Code Chapter 195, Procurement, where the current request exceeds the Chief Procurement Officer's authority of the cumulative five-year (5) commitment for each supplier, under Article 7, Section 195-7.3 (D) of the Procurement By-Law or exceeds the threshold of \$500,000 net of HST allowed under staff authority as per the Toronto Municipal Code, Chapter 71 Financial Control, Section 71-11A.

RECOMMENDATIONS

The Executive Director, Environment, Climate and Forestry and the Chief Procurement Officer recommend that:

1. City Council authorize the Executive Director, Environment, Climate and Forestry in accordance with Section 195 7.1(E) of Toronto Municipal Code Chapter 195 (Procurement), to negotiate and enter into an agreement with Haywood Hunt & Associates Inc. commencing from October 6, 2026 for a term of three (3) years with options to extend the contract by two (2) additional one (1) year periods in the value of up to \$500,000 net of all taxes and applicable charges (\$508,800 net of Harmonized Sales Tax Recoveries), subject to terms and conditions in a form satisfactory to the Executive Director, Environment, Climate and Forestry and the City Solicitor.

FINANCIAL IMPACT

The proposed contract's total amount is \$500,000 net of all taxes and applicable charges (\$508,800 net of HST Recoveries).

Funding for 2026 in the amount of \$24,256 is included in the 2026 Operating Budget for the Environment, Climate and Forestry Division, under cost centre FA3065 and GL Account 5050419. Additional funding for the remainder of the contract term will be included in future years' Operating Budget submissions for Environment, Climate and Forestry for Council consideration.

Should the City choose to exercise its option to renew for additional two (2) one (1)-year periods, then appropriate additional funding, if needed, will be included in the 2029-2031 annual Operating Budget Submissions for Environment, Climate and Forestry.

Funding details are summarized in Table 1 below as follows:

Table 1 – Financial Impact Summary of Recommended Contract by Calendar Year (net of Harmonized Sales Tax recoveries)

	2026 (Oct 6 - Dec 31)	2027	2028	2029	2030	2031 (Jan 1 - Oct 5)	Total
Initial Term (Oct. 6, 2026 - Oct. 5, 2029)	\$24,256	\$101,760	\$101,760	\$76,320	N/A	N/A	\$304,096
Optional Terms (Oct. 6, 2029 - Oct. 5, 2031)	N/A	N/A	N/A	\$25,440	\$101,760	\$77,504	\$204,704
Total	\$24,256	\$101,760	\$101,760	\$101,760	\$101,760	\$77,504	\$508,800

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

DECISION HISTORY

At its meeting on March 29, 30 and 31, 2023, City Council adopted "Getting to the Root of the Issues - February 2023 Performance Update of Urban Forestry Contractors and City Crews". The report summarized outcomes from the strengthened contract management and crew oversight framework, including the use of discreet surveillance, unannounced on-site inspections, invoice verification, complaint tracking, and contractor compliance meetings. The report also noted that physical observation of hourly-rate tree maintenance contractors began on April 1, 2021, was being conducted by an external surveillance firm, and was providing staff with a tool to monitor and address inefficient or unproductive work practices. The current report seeks authority to continue the surveillance services that support this ongoing control framework.

<https://secure.toronto.ca/council/agenda-item.do?item=2023.AU1.7>

At its meeting on April 7 and 8, 2021, City Council adopted the Auditor General's follow-up report, "Getting to the Root of the Issues: A Follow-Up to the 2019 Tree Maintenance Services Audit". As part of that decision, City Council requested the General Manager, Parks, Forestry and Recreation to periodically perform discreet physical observation of tree maintenance vendors for multiple whole days to assess the accuracy and reliability of reported work completed. This direction led to the establishment of the surveillance program that is the subject of this report.

<https://secure.toronto.ca/council/agenda-item.do?item=2021.AU8.6>

At its meeting on May 14 and 15, 2019, City Council adopted the Auditor General's report, "Review of Urban Forestry - Ensuring Value for Money for Tree Maintenance Services". The report directed the General Manager, Parks, Forestry and Recreation to strengthen oversight of contracted tree maintenance work, including regular reviews of contractor daily logs, follow-up on discrepancies, identification of high-risk crews for further review, and improved on-site and quality control inspections. This direction established the foundation for the City's subsequent work to improve the accuracy, reliability, and oversight of reported tree maintenance work.

<https://secure.toronto.ca/council/agenda-item.do?item=2019.AU2.4>

COMMENTS

The City is seeking authority to enter into a non-competitive contract with Haywood Hunt & Associates Inc. (the "vendor") to allow for the uninterrupted continuation of surveillance services of tree maintenance contractors.

The services provided by the vendor accounts for 100 per cent of the surveillance data used by the City to improve the accuracy and reliability of reported tree maintenance work completed and allows for better oversight and performance of tree maintenance contracts. This surveillance program is one of a number of control mechanisms implemented in direct response to an Auditor General recommendation A.2.1. in the

2021 report "[Getting to the Root of the Issues: A Follow-Up to the 2019 Tree Maintenance Services Audit, February 2, 2021](#)":

- A. Prioritize Actions to Improve Operational Efficiency and Productivity /
- 2. Assess Productivity When Measuring Outcome

Recommendation 1:

City Council request the General Manager, Parks, Forestry and Recreation Division, to periodically perform discreet physical observation of tree maintenance vendors for multiple whole days to ascertain the accuracy and reliability of reported work completed and paid for based on an hourly rate.

Haywood Hunt & Associates Inc. is a fully licensed, insured and bonded Canadian private investigation agency operating primarily in the GTA and Ontario.

The City's current contract with Haywood Hunt & Associates Inc. was procured via a non-competitive procurement in 2021, at a value of \$75,000 per year for each of the past five (5) years. The recommendation in this report will establish a total ceiling authority of \$100,000 per year, which provides flexibility to account for economic factors like inflation and wage fluctuation. The final annual cost will be determined during contract negotiations with the vendor, meaning that there is no requirement for the City to spend the full amount.

A non-competitive procurement is required because the surveillance program is a mature control that has been operating for five years. The City has dedicated significant staff resources to working with the vendor to develop a robust system of processes and protocols. During this time, the vendor has built significant, in-house knowledge of Urban Forestry operations, particularly as it relates to the market for contractors that provide forestry maintenance services. With the recent realignment of the Urban Forestry Operations and Urban Forestry Sections from Parks & Recreation to Environment, Climate and Forestry, the additional staff resources that would be needed to transition the surveillance program to another vendor do not exist, potentially exposing the City to legal risks due to poorly maintained trees and reputational risk due to extended services times.

Additionally, if the City were to engage in a competitive procurement process, details of operational requirements, methodologies, deployment practices, and reporting protocols would have to be included in a publicly available Request for Proposals, which could compromise the effectiveness of the program, and require redevelopment of some or all procedures and protocols, in addition to review by the Auditor General's Office.

The Fair Wage Office has reported that the recommended supplier, Haywood Hunt and Associates Inc. have indicated that they have reviewed and understand the City's Fair Wage Policy and Labour Trade requirements and have agreed to comply fully.

CONTACT

Grant Kozlik, Manager, Divisional Services
Environment, Climate and Forestry,
416-397-9217

Grant.Kozlik@toronto.ca

Marianne Gonzalez Angulo, Manager, Purchasing Client Services,
Purchasing and Materials Management Division,
(416) 338-3109

Marianne.Gonzalezangulo@toronto.ca

SIGNATURE

James Nowlan
Executive Director, Environment, Climate and Forestry

Geneviève Sharkey
Chief Procurement Officer, Purchasing & Materials Management
