

# **The Regional Municipality of York**

Committee of the Whole  
Finance and Administration  
November 5, 2020

Report of the Commissioner of Finance

## **Approvals Authorized under Delegated Authority During Council Recess in 2020**

### **1. Recommendation**

Council receive this report for information.

### **2. Summary**

Pursuant to the provisions of Bylaw No. 2018-51, when regular meetings of Council are suspended either over the summer months or for any other reason, Council delegates authority to the Chief Administrative Officer and the Regional Treasurer to award and execute contracts and other forms of commitment where such matters are not otherwise currently delegated by Council, provided that the exercise of authority is required to prevent the interruption of service delivery or avoid incurring unnecessary costs.

Key Points:

- Summer Council Recess in 2020 was from June 25, 2020 – September 24, 2020
- Council delegated authority was exercised in 7 instances which resulted in the authorization of \$10,408,953 in awards or increases to existing contracts
- Private Attachment 1 to this report will be considered in private session as it relates security of Regional property

### **3. Background**

#### **Continuity during Council recess is required to ensure timely delivery of Regional services**

Regional Council is responsible for providing good governance with respect to matters within its jurisdiction by delivering high quality services to residents and businesses. Accordingly, Council has delegated authority to carry out these functions during periods where regular Council meetings are suspended for any reason, including summer recesses and election recesses.

## **Bylaw 2018-51 delegates certain powers and duties to the Chief Administrative Officer and the Regional Treasurer during Council recess**

During any period where regular Council meetings are suspended for any reason, Council delegates authority to the Chief Administrative Officer and the Regional Treasurer to award and execute contracts where they are not typically delegated by Council.

The delegation of Council's authority to the Chief Administrative Officer and the Regional Treasurer is subject to the following conditions:

- The Chief Administrative Officer and the Regional Treasurer are satisfied that the exercise of authority is required to prevent interruption of service delivery, or to avoid incurring unnecessary costs
- A memorandum outlining the necessity of any approval is to be submitted by a Commissioner
- Any contracts or documentation are subject to the review and approval of Legal Services
- A report is submitted to Council at the earliest opportunity to advise of the approval of any matters under the delegation bylaw

## **4. Analysis**

### **Council delegated authority was exercised in 7 instances which resulted in the authorization of \$10,408,953 in awards or increases to existing contracts**

The total value of the 7 approvals, authorized by the Chief Administrative Officer and the Regional Treasurer was \$10,408,953. The table below provides a breakdown of these approvals by department:

# of Approvals	Department	Financial Impact (\$)
1	Office of the Chief Administrative Officer	194,000
1	Community and Health Services	140,800
2	Corporate Services	1,455,793
2	Environmental Services	7,246,849
1	Finance	1,371,511

Attachment 1 and Private Attachment 1 provide brief descriptions of the 7 approvals authorized by the Chief Administrative Officer and the Regional Treasurer during Council recess.

## **One COVID-19 related item was approved under Delegated Authority**

Community and Health Services received approval for one software related item in support of the Regional response to COVID-19. Additional details regarding this item can be found in Private Attachment 1.

## **5. Financial**

All contracts and increases authorized under delegated authority were within the approved budgets. There are no other direct financial implications associated with these contracts.

## **6. Local Impact**

There is no local municipal impact associated with this report.

## **7. Conclusion**

Pursuant to Bylaw 2018-51, Council delegated its authority to the Chief Administrative Officer and the Regional Treasurer to award and execute contracts and other forms of commitment during Council Recess which would otherwise require Council approval. During the Council Recess, such authority was exercised in 7 instances with a total value of \$10,408,953.

All uses of delegated authority identified in this report were in compliance with the provisions of Bylaw No. 2018-51.

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For more information on this report, please contact Fadi Samara, Acting Director, Procurement Office, at 1-877-464-9675 ext.71650. Accessible formats or communication supports are available upon request.

Recommended by: **Laura Mirabella**, FCPA, FCA  
Commissioner of Finance and Regional Treasurer

Approved for Submission: **Bruce Macgregor**  
Chief Administrative Officer

October 21, 2020  
Attachment (1)  
Private Attachment (1)  
eDOCS: 11616105