

The Regional Municipality of York

Committee of the Whole
Finance and Administration
March 7, 2019

Report of the Commissioner of Finance

Delegation of Authority During Council Recess in 2018

1. Recommendation

1. 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:

- The Council Recess in 2018 was comprised of the Summer Recess and the Election Recess, as follows:
 - Summer Recess was from June 29, 2018 – September 5, 2018
 - Election Recess was from:
 - September 21, 2018 – November 14, 2018, and
 - November 16, 2018 – December 12, 2018

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; and
- A report is submitted to Council at the earliest opportunity to advise of the approval of any matters under the delegation bylaw

4. Analysis

Five contracts were awarded for a total value of \$6,315,893.08

The total value of the five awards, authorized by the Chief Administrative Officer and the Regional Treasurer was \$6,315,893.08

- One contract for Corporate Services was worth \$6,091,746.90
- One contract for Legal and Court Services had no financial impact
- Three contracts for Community & Health Services were worth \$224,146.18

5. Financial

All contracts awarded 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 authorize contracts during Council Recess which would otherwise require Council approval. During the Council Recess, five such contracts were awarded with a total value of \$6,315,893.08.

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

For more information on this report, please contact Jerry Paglia, 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

February 11, 2019
Attachments (1)
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