



To: Committee of the Whole
Meeting Date: October 12, 2023
From: Laura Mirabella
Commissioner of Finance and Regional Treasurer
Re: Approvals Authorized Through Delegated Authority During 2023 Council Recess

This memorandum advises Council of the use of delegated authority by the Chief Administrative Officer ('CAO') and Regional Treasurer ('Treasurer') for procurement-related activities during suspension of Council during the summer months ('Council Recess'), pursuant to provisions of the [Delegation during Recess of Regional Council Bylaw 2023-32](#) ('the Council Recess Bylaw').

In 2023, Council Recess took place between June 30 and September 13. During this period, delegated authority was not exercised.

Delegated authority during Council Recess ensures timely delivery of Regional services

Where regular meetings of Council are suspended, either over the summer months or for any other reason, the Council Recess Bylaw delegates authority to the CAO and Treasurer to award, execute, and amend contracts and other forms of commitments where such matters are not otherwise currently delegated by Council.

The use of delegated authority was not required during the 2023 Council Recess period

Continuous improvement activities, including the forecasting initiative, enable improved organizational planning, resulting in fewer circumstances where Council approval is required for non-standard and other procurement activities, including during the Council Recess period.

In partnership with Legal Services, the Procurement Office continues to identify opportunities for efficiencies. These efforts will continue to minimize the need for procurement related approvals during Council recess.

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



Laura Mirabella
Commissioner of Finance and Regional Treasurer



Erin Mahoney
Chief Administrative Officer

September 27, 2023
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