



To: Regional Council
Meeting Date: December 5, 2024
From: Laura Mirabella
Commissioner of Finance and Regional Treasurer
Re: **Approvals Through Delegated Authority During 2024 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](#) (Council Recess Bylaw).

In 2024, Council recess took place between June 28 and September 18. During this period, delegated authority was not exercised.

Delegated authority during Council Recess ensures timely delivery of Regional services

This memo outlines all procurement-related activities approved through delegated authority during Council recess. The authority to delegate certain powers and duties during a recess of Regional Council is authorized through Section 23.1 of the *Municipal Act, 2001* (Act).

As such, the Council Recess Bylaw delegates authority from Council to the CAO and Treasurer during periods when regular Council meetings are suspended, such as the summer months or for any other reason.

This delegation allows 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 to ensure business continuity and the timely delivery of Regional services.

Continuous improvement activities resulted in delegated authority not being used during the 2024 Council recess period

In 2024, improved procurement forecasting resulted in fewer circumstances where Council approval was 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.

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

November 18, 2024
#16428290